

Request for Laboratory Exemption

WHAT?	This form is used for students who are repeating a class and wish to be exempted from the laboratory portion of the class due to previous completion.
WHO?	The lab exemption will only be considered for those students who have previously obtained a passing grade on the aforementioned lab.
WHEN?	This form must be completed and submitted within two weeks of the first day of class or the exemption becomes void and the student is responsible for the lab component of the course.

Last name	First name	Student number
Program	Term	Date

Course Code	CRN	Course	Instructor name	Instructor Signature

Term of most recent attempt in the course:		Laboratory grade:	
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Notes and conditions for approval:

1. The carry-forward must be used for the next available offering of the course. If the next offering is in the Spring/Summer term you may choose to use the carry-forward for the Spring/Summer or the following Fall/Winter by indicating your choice above. Laboratory grades will be held for no longer than one year from the original offering of the course.
2. The instructor will set the course grading scheme for the next available offering of the course. This may be different from the scheme used when the course was originally taken. It is your responsibility to obtain information on the new grading scheme and how the carry-forward will be applied.
3. By completing this application, you acknowledge that the laboratory carry-forward cannot be used as grounds for appeal of a poor final grade in the repeated course.
4. You must submit the completed application form to the Faculty of Energy Systems and Nuclear Science Advising Office no later than the last day to add courses in the term for which you would like to use the grade – this date is two weeks(14 days) after the first day of classes in the fall and winter, and 7 days after the start of classes in the spring/summer. Failure to do so will void the request, and you will be responsible for completing the laboratory in the repeated course.
5. By submitting this form, you indicate that you have made the decision to carry-forward the laboratory grade. Once this decision has been made, and the form has been signed and approved, you will not be permitted to audit or attend the laboratory for credit. You should check Blackboard to determine your lab grade prior to submitting this application.

Student Acknowledgement and Acceptance

I request a carry-forward of the laboratory for the course stated on this form. I hereby acknowledge that I have read and understood the carry-forward regulations. It is my belief that I qualify for a carry-forward under the current regulations. I accept the grading scheme to be used by the course instructor in the next available offering of the course:

Student signature: _____ **Date:** _____

Program Approval

Program dean (or designate) (please print): _____

Program dean (or designate) signature: _____ **Date:** _____