

COURSE EXEMPTIONS POLICY

Introduction

1. A student may request to be exempted from completing a required course in their degree plan.

Scope

2. Exemptions are normally applied when a student has completed an equivalent of a course that is more advanced (and can reasonably be judged to subsume the content) of the course for which the exemption is being requested.

General Principles

3. The case for exemption must be made on the approved form, available on the Portal, and completed by the advisor.
4. Requests for exemptions are evaluated and authorised by:
 - a. the Head of School or Department responsible for the major in which the student is registered
 - b. the Head of the School of Liberal Arts, regardless of the student's major for exemptions in the Liberal Arts Core.
5. Copies of the email authorising the exemption must be sent to the student, the academic adviser and Registry Services at the point at which the exemption is approved.
6. Exemptions are applied to students' Academic Plans by Registry Services on receipt of a completed Exemption form from the relevant School.

7. Any exemption authorised does not exempt the student from completing the required number of credits at each FHEQ level or the overall number of credits required for the degree.
8. Students with exemptions may be required to complete additional elective credits at a specified level in order to complete degree credit requirements.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Edition no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed reference to top-up degrees, updated job titles	August 2022	01 September 2022
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	