



Exemption Request Procedure

Student should request exemption from the instructor teaching the course. For further assistance, contact the Office of Academic Affairs at 478-757-6680 (day) or 478-757-3418 (evening).

The student understands the following:

1. The instructor must submit this request for the student no later than the end of the add/drop period in which the course to be exempted has been scheduled.
2. The student must register for the course and pay the exemption Exam fee of \$5.00 per credit hour prior to attempting the test. Some exemption examinations will require the student to buy specific testing materials. The Exam fee will not be refunded if the student does not pass the exam. Note: Financial Aid and/or VA Benefits does NOT pay for the exempting of classes. Contact the Business Office to make payment. Proof of payment of exemption Exam fee must be provided to the instructor before the student will be allowed to attempt the test.
3. The student must earn a score of 75 or higher on the Exam to receive course credit. (Exception: MAT 098, ENG 098, RDG 098 require program ready scores on Compass exam.)
4. The student must not have previously taken, audited, failed, or withdrawn from this course after the add/drop period.
5. The student realizes that only one exemption attempt per course is allowed.
6. The student is qualified to take the exemption Exam based on evidence of past education/training and/or work experience that has been acquired relevant to course being challenged.
7. For students who wish to add a course after exemption:
The student understands that it is his/her responsibility to request the exemption exam prior to the drop/add date to allow enough time for scoring and reporting.