


**CARIBBEAN MARITIME INSTITUTE**

	<b>ADMISSIONS AND EXAMINATIONS FORMS</b>	Document No: CMI/ADM/FORM/008	Page 1 of 1
	TITLE: <b>COURSE EXEMPTION REQUEST</b>	Revision No.: 00	Revision Date: 1 <sup>st</sup> January, 2014

Application for Exemption/Transfer Credit Form must be received before the course drop deadline which is two (2) weeks. A course exemption must be approved by the Director, Academics Studies or Dean, then the Registrar. Their signatures below indicate that this request for a course (module) exemption is approved.

Student requesting exemption must be registered in a programme and must:

1. Complete the applicable information.
2. Attach an official transcript and outline(s) of the equivalent course(s). (Examples of completed assignments/project work may be required.)
3. Submit all documentation to the Registry for processing and submission to the relevant School.
4. Until your application exemption has been reviewed and officially approved you must continue to attend the course(s) for which you are requesting credit.
5. Due by the end of the third week of commencement of Semester.

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Programme: \_\_\_\_\_ Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Indicate below the course (module) for which an exemption is being requested.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Information about the course(s) on which exemption request is based: (Please attach certificate/course outline/content). A Transcript may be necessary in which case the student is to apply for this from the institution.**

Course Number/Title:	Year
Institution:	Grade:
Description:	
Course Number/Title:	Year
Institution:	Grade:
Description:	
Course Number/Title:	Year
Institution:	Grade:
Description:	

\_\_\_\_\_ Date \_\_\_\_\_ Signature (Student)

**FOR OFFICIAL USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_/\_\_\_/\_\_\_ DATE FORWARDED: \_\_\_/\_\_\_/\_\_\_  
(Registry personnel)

Decision	Date	Comments
<input type="checkbox"/> Approved	_____	
<input type="checkbox"/> Not Approved		

SIGNATURES: \_\_\_\_\_ Director/Dean (Relevant) \_\_\_\_\_ Registrar