



**Course Exemption:** students who have completed course work at an undergraduate level OR through non-degree status experience or programs may request exemption from courses in which similar work is required. Experience-based exemptions rarely qualify for degree credit. **Detailed descriptions of courses, experience and evaluations should be made available for assessment.**

Course exemptions are granted in two ways:

1. **Without credit:** rather than be required to duplicate material, students may be **exempted** from particular course work and be required to take **alternative courses** to enhance their learning at a more advanced level.
  
2. **With credit:** in rare cases, students may be given degree credit for undergraduate course work and/or experience if it can be determined by appropriate written and/or oral assessment that students have the knowledge, competence, or skills that would normally be provided by a VST course. **Course exemptions with credit are limited to 1/6 of the total credit hours required in the student's VST degree program.**

Undergraduate Course or experience	VST equivalent	Credit?	Alternative Required
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Notes:**

Student's Signature: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_