

Exemption from a Required Course or Other Degree Requirement Petition

Please complete the requested information below and attach **1)** the course description, **2)** the course syllabus, and **3)** the Official Transcript showing the grade that you received for the course. (if an Official Transcript with the grade is already on file in your academic record with the Office of Student Affairs, please mark an "X" below indicating that it is on file)

Obtain your Academic Advisor's and the expert Faculty Member's (e.g. instructor of course/program director) approval. (In lieu of a signature on this form, you may also attach email approval from your Advisor/expert Faculty member).

IMPORTANT TO NOTE: Approval of an exemption does NOT decrease the minimum number of course credits required for your degree.

Print Name: _____ Student ID #: _____

REQUESTING EXEMPTION FROM:

- Course Number and Title: _____
or
- Other Degree Requirement (describe): _____

MARK BELOW TO INDICATE THE APPLICABLE EQUIVALENCE:

_____ Based on this Equivalent Course:

Course Number and Title: _____

University/Department: _____

Semester and Year Taken: _____

Grade Received: _____

Credits Received: _____

Course Description: attached

Course Syllabus: attached

Official Transcript: attached on file in Office of Student Affairs

NOTE: If you are seeking to transfer credit for the course listed above to your Friedman School degree, you must also submit a Petition for Transfer of Credit Form.

_____ BASED ON EXAMINATION (The exemption exam must be taken no later than two weeks after the first meeting of the course in the semester in which the student would be required to take the course.)

_____ BASED ON PROFESSIONAL COMPETENCE (Please attach description or other evidence of professional competence for evaluation.)

_____ Date _____
Academic Advisor Signature

_____ Date _____
Expert Faculty Signature (as needed)

**Please submit completed form to the Friedman Office of Student Affairs,
Jaharis, 123, 150 Harrison Avenue, Boston, MA**