

# FBA GENERAL OFFICE NOTICE

## Application for Course Exemptions / Waivers for 2011-1

**Please be informed that applications for Course Exemptions / Waivers should be submitted to FBA General Office on or before 02/09/2011.**

Students should complete the application form at available on the student SI Web (or Registry Website), attain approval from the concerned coordinator and submit it to the FBA General Office together with your transcript.

Applications accepted after the deadline may NOT be entertained and the student will need to wait until the next semester to make the application.

### **Please note:**

Course Exemption/Waiver is for handling courses taken by students who have transferred to a program in FBA from:

1. other Universities – Course Exemption
2. other Faculties in UM – Course Waiver
3. other programs in FBA – Course Waiver

*Only courses taken before in your previous study plan can be used to exempt/waive courses in your new study plan **after** you have been approved for Transfer of University, Faculty or Program.*

***For students who have taken courses without the previous approval of the subject coordinator to replace another course, the course taken will become a wrong course taken by the student and the student will need to take the required course again.***

### **INSTRUCTIONS FOR APPLYING FOR COURSE EXEMPTIONS/WAIVERS**

1. The applicant completes the 'Application for Course Exemption/Waiver' form and seeks approval from respective subject coordinator for the course.
2. **During the course exemption/waiver period announced by FBA**, the student submits the Course Exemption/Waiver form, signed by the subject coordinator together with a copy of their academic report showing the grade in the course which is being used to apply for the course exemption/waiver to the FBA General Office.
3. The FBA Office will check if the student had been approved for transfer of University, Faculty or Program **after** the course for which course exemption/waiver was taken.
4. FBA will notify student of the Dean's decision.



Sharon  
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