RECOMMENDATION FOR EXEMPTION

This form is to be used when a student has qualified for an EXEMPTION of the NCSSM graduation requirement in biology, chemistry, physics, foreign language or American Studies. The form may be initiated by the teacher who verifies the credentials upon which the exemption is based (AP test, placement test administered by discipline, etc.), and must be approved by the Department Dean prior to submitting this form to the Office of the Registrar. The basis for the exemption should be cited. If it is an AP test, attach a copy of the score report to this form.

A STUDENT WHO IS CURRENTLY REGISTERED FOR A COURSE FULFILLING THIS GRADUATION REQUIREMENT, MUST CONTINUE TO ATTEND THE CLASS AND MEET COURSE EXPECTATIONS UNTIL THE EXEMPTION IS APPROVED AND A SCHEDULE CHANGE IS COMPLETED.

Registrar will notify student when the exemption is approved and will describe the student's options for a schedule change.

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Student’s Name ______________________________________ Date _________________
Class of ______________ (Anticipated Grad Yr)

NCSSM Graduation Requirement EXEMPTED:

                                                Biology  Modified Biology
___World Languages___________________________  ___Chemistry  Modified Chemistry
                                             (language)
___Modified World Languages___________________  ___Physics  Modified Physics
(Indicate conditions in COMMENT area below)  ___OTHER______________________

American Studies

EXEMPTION RECOMMENDED BASED UPON:

Exemption Test Score of_____  Administered by______________________________

AP Test Score of_____  Copy of AP Score Report: ____in Registrar’s Office ____attached

Comments ........................................................................................................

                                                                                   

SIGNATURES REQUIRED:

Teacher Verifying Credentials

Date _________________

Academic Dean

Date _________________

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Return this form to the Registrar’s Office. Registrar will secure signature of the Vice Chancellor for Academic Programs and notify student of exemption.

Date _________________

Vice Chancellor for Academic Programs

08.04.2011

(This form to be filed in student’s Cumulative folder)