

Student Requirements for Exemption Credit

1. Determine course to attempt exemption.

❑ DO NOT register for the class; this will cause you to be ineligible for the exemption exam.

❑ Have you previously taken the course? You are INELIGIBLE to attempt an exemption per college policy.

❑ EXCEPTION – Course was taken at another school and ineligible for transfer due to credit hour difference, lack of school accreditation, or non-matching course content.

2. Complete the student portion (blocks 1 & 4) of the [Exemption Credit Payment Form](#).

3. Contact Exam Administrator to sign up for the Exemption Exam and get his/her signature on the Exemption Credit Payment Form. Contact your program advisor for approval and signature on Exemption Credit Payment Form. We will accept an email from your advisor giving approval and stating that you are not currently registered for the course and have not previously been enrolled in the course.

4. Pay the exam fee (see below) and retain receipt to provide to the Exam Administrator. This is your “ticket” in for the exam.

5. After completing the exam, it will be graded and the Exam Administrator will notify the student of the results. If the exam is passed, a grade of EXE (credit by Exemption Exam) will be placed on the student’s academic record for the current semester. If unsuccessful, the class may be added to the student’s schedule during the drop/add period.

- Exemption Exam Fee is 25% of the course tuition (effective Fall Semester 2014) –

2 Semester Hour Course - \$44.50

3 Semester Hour Course - \$66.75

4 Semester Course - \$89.00

Exemption Exam	Credit Hours	Campus	Exam Administrator	Phone Number	Email Address
ACCT 1100	4	Oakwood	Pennie Eddy	770.533.6937	peddy@laniertech.edu
ACCT 1100	4	Forsyth	Wendy Schuster	678.341.6604	wschuster@laniertech.edu
ACCT 1105	4	Oakwood	Pennie Eddy	770.533.6937	peddy@laniertech.edu
ACCT 1105	4	Forsyth	Wendy Schuster	678.341.6604	wschuster@laniertech.edu
BUSN 1440	4	Oakwood	Theresa Lindsey	678.341.6623	tlindsey@laniertech.edu
BUSN 1440	4	Forsyth	Theresa Lindsey	678.341.6623	tlindsey@laniertech.edu
BUSN 1440	4	Barrow	Rushia Cooper	770.297.4515	rcooper@laniertech.edu
COMP 1000	3	Oakwood	Theresa Lindsey	678.341.6623	tlindsey@laniertech.edu
COMP 1000	3	Forsyth	Theresa Lindsey	678.341.6623	tlindsey@laniertech.edu
COMP 1000	3	Barrow	Rushia Cooper	770.297.4515	rcooper@laniertech.edu
EMPL 1000	2	Oakwood	Michael Winterhalter	770.533.6975	mwinterhalter@laniertech.edu
EMPL 1000	2	Forsyth	Kevin Jarvis	678.341.6620	kjarvis@laniertech.edu
EMPL 1000	2	Barrow	Chip Reynolds	770.297.4511	creynolds@laniertech.edu
EMPL 1000	2	Jackson	Dr. Howard Ledford	770.535.6275	hledford@laniertech.edu
MATH 1011	3	Oakwood	Janice Alves	770.533.6928	jalves@laniertech.edu
MATH 1011	3	Forsyth	Susan Baker	678.341.6603	sbaker2@laniertech.edu
MATH 1012	3	Oakwood	Janice Alves	770.533.6928	jalves@laniertech.edu
MATH 1012	3	Forsyth	Susan Baker	678.341.6603	sbaker2@laniertech.edu
MATH 1013	3	Oakwood	Janice Alves	770.533.6928	jalves@laniertech.edu
MATH 1013	3	Forsyth	Susan Baker	678.341.6603	sbaker2@laniertech.edu
MATH 1015	3	Oakwood	Janice Alves	770.533.6928	jalves@laniertech.edu
MATH 1111	3	Oakwood	Janice Alves	770.533.6928	jalves@laniertech.edu
MATH 1111	3	Forsyth	Susan Baker	678.341.6603	sbaker2@laniertech.edu

English is not offered for exemption. Exemption Exams may be given for courses not listed on the chart by special arrangement. Speak with your advisor if you have questions. This chart is subject to change.

Equal Opportunity Institution

For more information about our graduation rates, the median debt of students who completed the programs, and other important information please visit our website at <http://www.laniertech.edu/GE.aspx>.