

 BRANDON UNIVERSITY	Chemistry Lab Exemption Policy	Approved by: Science Faculty Council Senate (15 October 2024)
Undergraduate	First Approved: 27 August 2024	Revision History Revision Date:

1. Policy General Purpose

Capacity in many chemistry courses is determined by the space available in the laboratory. If a student has successfully completed the laboratory but wants to retake the course requiring the student retake the laboratory is reducing the capacity of the course and is unnecessarily as the student has already demonstrated proficiency in the laboratory. Additionally, the student is charged additional fees associated with the laboratory.

2. Definitions (if required)

3. Policy Guidelines

If a student has successfully completed the laboratory in a course within the last 5 years.¹ They *may ask* for a laboratory exemption. The student will be notified of the score they received previously, and this score will be used as the laboratory mark in the current year. The form will be signed by the instructor, Chair, then Dean (exactly as a prerequisite waiver form) and finally sent to Finance & Registration where the student will be enrolled in the course (and not a lab section). On the form a box can be checked to increase the course capacity to allow this student to enroll without taking up a spot of a student that requires the lab. In these circumstances material fees should not be charged to the student.

4. Scope of the Policy

This policy can be used in any non-research-based chemistry course with a laboratory. From a practical sense this policy will apply including but not limited to the high enrolment 100 and 200 level chemistry courses, specifically 18:160, 18:170, 18:261, and 18:271. The policy is set-up to be flexible, if a laboratory within a course is completely revamped from one year to another and exemption might not be approved. *Nothing in this policy requires an instructor to approve a lab exemption request.*

5. Reference to Other Policies

1. Laboratory Attendance and competency policy defines “successfully completed” the laboratory

6. Appendices (if required)