

## MCMASTER COURSE EXEMPTION REQUEST

(Students who wish to have previously-completed coursework from other institutions used towards their McMaster degree should see the **EXTERNAL TRANSFER CREDIT REQUEST form**).

### GENERAL INFORMATION

- Students who have completed courses at McMaster University in a Program different than the BScN Program may be eligible for exemption from requirements of their current BScN degree Program.
- Students who would like to complete courses at McMaster University which are determined to be equivalent to mandatory courses in their current Program may be eligible for exemption from requirements of their current degree Program.
- Professional Practice (i.e. 'Clinical' courses) and Nursing Concept courses (i.e. problem-based learning, 'PBL' courses) are not eligible for exemption due to the professional, integrated nature of the program (see pg. 2).
- No course for which a grade of less than D- (50%) has been achieved will be considered for elective or PSYCH course exemption.
- No course for which a grade of less than C- (60%) has been achieved will be considered for mandatory HTHSCI and NURSING course exemption.
- **Students who would like to complete equivalent course work at McMaster for exemption are required to submit a request at least 10 days prior to the start date of the course.** If approved, a note will be added to the student's transcript to document the planned use of the equivalent course in lieu of the specified mandatory course. If the course is successfully completed, the student's Academic Requirements will be updated to reflect the use of the equivalent course in lieu of the specified mandatory course.
- **Students who have previously completed course work at McMaster are strongly encouraged to submit requests for course exemptions prior to beginning their studies in the Nursing program. Requests submitted by July 15 will be evaluated prior to the beginning of the Fall term to ensure that students can make informed course enrollment decisions.** Students have one year from the time of admission to request evaluation of possible course exemptions for the entirety of their program. If a student is granted exemption for a course(s) that they are currently enrolled in, it is the student's responsibility to drop/withdraw from the course(s) prior to the last day for enrolment changes/last day for withdrawal without failure by default as outlined in the Undergraduate Calendar sessional dates. Requests for backdated withdrawal will not be considered on the grounds of being granted an exemption.
- All Academic Regulations which pertain to mandatory HTHSCI and NURSING courses will pertain to the equivalent course used to exempt student from the mandatory HTHSCI and/or NURSING course (ie. Minimum passing grade; number of attempts). Please review BScN Program Academic Regulations in the Undergraduate Calendar:

[https://academiccalendars.romcmaster.ca/preview\\_entity.php?catoid=41&ent\\_oid=5677#Academic\\_Regulations](https://academiccalendars.romcmaster.ca/preview_entity.php?catoid=41&ent_oid=5677#Academic_Regulations)

### GUIDELINES FOR COMPLETING THIS FORM

- This form must be fully completed by the student and submitted to the appropriate site:
  - McMaster site students – via email to [bscnadvisemac@mcmaster.ca](mailto:bscnadvisemac@mcmaster.ca)
  - Mohawk site students – via email to [bscnadvisemohawk@mcmaster.ca](mailto:bscnadvisemohawk@mcmaster.ca)
  - Conestoga site students – via email to [bscnadvising@conestogac.on.ca](mailto:bscnadvising@conestogac.on.ca)
- The form **must be accompanied** by appropriate documentation outlined below. Incomplete requests or requests submitted without the appropriate documentation will not be considered.
- **Requests for PSYCH, HTHSCI, or NURSING course exemptions must include** appropriate documentation outlined below.
  1. Detailed course outline/syllabus for the course completed in the term that you completed the course (electronic or printed copies acceptable).
  2. Optional - Additional documentation that you feel highlights your learning in the course(s) (e.g. assignment outlines and rubrics, presentations, final papers, etc.). Students who are requesting transfer credit based on an independent study and/or thesis based course are strongly encouraged to submit this type of documentation.
- Documentation submitted for the purposes of exemption evaluation will not be returned.
- The School of Nursing will review the request and notify the student via email once a decision has been reached.

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## STUDENT INFORMATION

**Student Name:** \_\_\_\_\_ **McMaster Student #:** \_\_\_\_\_

**McMaster Email Address:** \_\_\_\_\_@mcmaster.ca **Telephone Number:** \_\_\_\_\_

**Current Site:**  McMaster  Mohawk  Conestoga **Program Stream:**  Basic (A)  Post RPN (E)  Accelerated (F)

## ELECTIVE COURSE EXEMPTION REQUEST (BASIC AND POST-RPN STREAMS ONLY)

Requested Transfer Credit	For Office Use Only		
	Academic Advisor	Approved (details)	Fully Denied
<input type="checkbox"/> Max. number of credits			<input type="checkbox"/>

## REQUIRED HEALTH SCIENCE (HTHSCI), NURSING (NURSING), AND PSYCH EXEMPTION REQUEST

The following Professional Practice and Nursing Concept courses are **not** eligible for exemption evaluation:

**Basic Stream:** NURSING 1F03, 1G03, 1I02, 1J02, 2MM3, 2NN3, 2L03, 2P03, 3QQ3, 3SS3, 3TT3, 3X04, 3Y04, 4J07, 4K10, 4P04, 4Q03

**Post RPN Stream:** NURSING 2A04, 2AA3, 2T04, 3QQ3, 3SS3, 3TT3, 3Y04, 4J07, 4K10, 4P04, 4Q03

**Accelerated Stream:** NURSING 2I04, 2J04, 2U04, 2V04, 3QQ3, 3V03, 3ZA3, 3ZB3, 4J07, 4K10, 4P04, 4Q03, HTHSCI 3C04

Course Code of Requested Exemption <small>(e.g. HTHSCI 4NR3)</small>	Course Code and Name of Equivalent Course	Year & Term Completed	For Office Use Only		
			Lead Name & Initials (If no rule)	Approved	Denied
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

## SUPPORTING DOCUMENTATION

- I have attached the necessary documentation if applicable (see page 1)
- I have read and understand the McMaster and BScN Program McMaster Course Exemption policies.
- I understand that, if I am granted exemption, I am responsible for adjusting my course enrollment before the deadlines stated in the McMaster Undergraduate Calendar for each term (if needed).
- I understand that, if I am granted exemption, the BScN Academic Regulations which apply to the exempted course will also apply to the equivalent course.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE ONLY

LEAD(S) NOTIFIED?  Yes  No      by: \_\_\_\_\_ Date: \_\_\_\_\_

RESULT EMAILED SENT TO STUDENT      by: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE ADDED TO TRANSCRIPT?  Yes  No      by: \_\_\_\_\_ Date: \_\_\_\_\_

POSTED TO MOSAIC      by: \_\_\_\_\_ Date: \_\_\_\_\_