

CES Zero Credit Exemption Request Form

The CES Faculty Advisory Committee, which reports to Senate, has recommended that some zero credit courses may be granted an exemption from the CES.

For example, some courses are required but do not have credits associated with them in Banner and are lacking components usually associated with the CES. All other senate-mandated rules remain (e.g., students cannot complete the form after they have their final grades, results may not be submitted to the instructor before grades are in, etc).

Please do not request changes for personal reasons. Instructors who wish to have precise timing for a CES should place the activity in their syllabus and provide in-class time to complete the survey. Due to resource constraints, such manual changes to CES dates will be accommodated only for scenarios meeting the requirements above.

Each request will be reviewed, accepted/denied, and a record retained. You will be notified once a decision has been made. All approved requests will be reviewed annually by the CES Faculty Advisory Committee for consistency and appropriateness and to provide full accountability.

If you need to request an exemption from the CES for a zero credit course, please complete the following:

1. Provide course code, CRN, instructor name and email

2. Provide reason for exemption request

3. Signature of the Chair or Director or Dean (**required**) _____

Once completed, please send two weeks before the course end date as an email attachment with an appropriate subject heading to ceshelp@uvic.ca (please note requests after this date cannot be accommodated).

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ceshelp@uvic.ca or 250-472-4799