

Lab Credit Approval Form for Engineering Courses

The purpose of this form is to outline an agreement between the student and current course instructor that will recognize previous lab completion for the course ("lab credit approval").

Students who are repeating a course that has a lab component may be able to receive credit for those labs based on the previous completion of the lab work. If lab credit approval is granted, the weightings for remaining components that make up the course grade may need to be reallocated/redistributed. **Note: lab credit approval is not available for all courses. Lab credit approval can be granted only by the current instructor of the course.**

This form should be completed by the last day to add a course for the term in which the lab credit is being sought or lab credit may not be granted. Refer to the Academic Calendar for registration dates

(<http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>)

Note:

- It is the student's responsibility to bring this form to the relevant instructors to have each part filled out
- A copy of this form/record of this agreement and accommodations should be kept by both the student and instructor
- This form can be returned to the Engineering Student Centre by email (engginfo@ucalgary.ca) for any registration assistance

Part A *To be completed by the student*

Course Name and Number		
Student Name		
Student ID		
Previous attempt of this course	<i>Session & Year</i>	
	<i>Instructor's name</i>	
Current attempt of this course	<i>Session & Year</i>	
	<i>Instructor's name</i>	

Part B *To be completed by the previous course Instructor or Designate*

The student has successfully completed _____% of the total lab assignments and received a _____ out of _____ on the lab assignments.

Comments if any:

Instructor Name: _____

Signature: _____ **Date:** _____

Part C *To be completed by the current course Instructor*

Is Lab Credit approved?: YES NO			
Please complete the following table if the approval of lab credit requires new grade distribution that will be applicable to this student:			
Grade Distribution as indicated in course outline		Adjusted Grade Distribution	
Component	Weight (%)	Component	Weight (%)
<i>Assignments</i>		<i>Assignments</i>	
<i>Quizzes</i>		<i>Quizzes</i>	
<i>Laboratories</i>		<i>Laboratories</i>	
<i>Other</i>		<i>Other</i>	
<i>Midterm Exam(s)</i>		<i>Midterm Exam(s)</i>	
<i>Final Exam</i>		<i>Final Exam</i>	
Instructor Name: _____ Signature: _____ Date: _____			