

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Waiver of Requirement for Associate Degree

**Revision Date:** 10/97, 12/15/98

**Responsible Area:** Student Services

**Responsible Office:** Admissions and Records

**Policy Reference:** Approved by Student Services Council-10/97, 12/7/98

Degree Requirements

College of the Siskiyou offers degrees in Associate of Arts and Associate of Science. To grant one of these degrees the following requirements must be met:

- 60 semester units of acceptable college credit (A maximum of 9 upper division units can be used);
- A minimum grade point average of 2.0 in the 60 applicable units;
- A minimum of 12 semester units at COS (45 if the last 12 units are not completed at COS);
- Completion of a minimum of 20 units of General Education (according to approval General Education Requirements listed in the college catalog (Reference Procedure No. 3.1.10).

Waivers

At times, some of the courses may not be offered by the college; the student may have already completed a course which is equivalent or higher level than the required course; or the student may have met the requirements in other ways. This waiver allows a means for the student to demonstrate how he/she has met or exceeded the necessary requirement.

For the wellness requirement, students who can document they fall under the Americans with Disabilities Act and cannot complete Adaptive Physical Education and there is no suitable alternative, may receive a waiver.

The following steps are required to complete the waiver of a requirement for Associate Degree:

1. Students obtain the "Waiver of Requirements for Associate Degree" form from the Admissions and Records Office, completes the form and meets with his/her advisor.
2. After completion by student and advisor, the student returns the form to the Admissions and Records Office.

3. Admissions and Records will make a backup copy of the waiver and file the copy in the Registrar's Office. Admissions and Records will then forward the waiver to the Instruction Office. The Instructions Office will forward the waiver to the Area Director. After the Area Directors signs, it is forwarded to the Instruction Council.
4. The Instruction Council will review the request and make a decision.
5. The Instruction Office will notify the student of the final decision and return the completed waiver to Admissions and Records.
6. Admissions and Records will attach the waiver to the student's Petition for Associate Degree and remove the copy from the file.