

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Waiver for Requirement for Certificate  
**Revision Date:** 11/96  
**Responsible Area:** Vice President Student Services/Research  
**Responsible Office:** Admissions and Records  
**Policy Reference:** Approved by Student Services Council – 10/96

College of the Siskiyou offers a variety of Certificate programs with predefined courses which must be completed to satisfy the Certificate requirements. 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 course 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 a required course.

The following steps are required to complete the waiver:

1. Student obtains the “Waiver of Requirements for Certificate” form from the Admissions and Records Office (A&R), completes the form and returns it to A&R.
2. A&R will make a backup copy of the waiver and file the copy in the Registrar’s office.
3. A&R will forward the waiver to the appropriate Area Director for approval or disapproval.
4. The Area Director will then forward the waiver to the Instruction Office for appropriate action.
5. The Instruction Office will notify the student of the final decision and return the completed waiver to A&R.
6. A&R will attach the waiver to the student’s Petition for Certificate and remove the backup copy from the file.