

# Waiver of Course Requirements

Students with prior knowledge equivalent to an SGU course may request that a waiver be granted. Generally, this applies to courses for which no challenge examination is offered. The Course Instructor/Director, with consultation of the Department Chair, performs this evaluation on a case-by-case basis using evaluative tools, which may include examinations or other diagnostics.

Waiver of course forms must be approved by the Faculty Advisor, Department Chair and the Dean of the School of Arts and Sciences. Forms must then be submitted to the Office of the University Registrar. A notation will appear on the transcript; however, neither credit hours nor a grade is awarded. A waiver fulfills a prerequisite or a degree requirement.

Waiver of Course forms must be submitted by the student and approved by the instructor, by the 2<sup>nd</sup> week of classes.