



Policy Number: AA024EN  
Last Review: Fall 2023

## 1. PURPOSE

In very rare situations, when a student can demonstrate that he/she already possesses the knowledge that would be acquired in a specific, required course, AUP may waive the requirement to take that course.

## 2. WHO IS AFFECTED BY THIS POLICY

Students.

## 3. POLICY STATEMENT

In very rare situations, AUP will waive a course requirement. For example, if a student performs exceptionally well on the writing assessment upon arrival at AUP, AUP could waive one of the required writing courses and place the student directly into the second level writing course. In other cases, if a student can demonstrate that he/she already possesses the knowledge that would be acquired in a required class, that class requirement could be waived for the student. Note that no credits are awarded when a course is waived; the waiver simply allows the student to skip the waived course. The [Course Waiver Petition](#) is completed in hard copy, and the form can be found on the AUP website.

## 4. RESPONSIBILITIES

The Department Chair determines whether the student has indeed met the stated requirement, and the Associate Dean for Academic Administration confirms the Department Chair's assessment.

## 5. APPROVALS & HISTORY

This long-standing policy was reviewed in July 2018. Last review: Fall 2023. Next review: Fall 2025.

## 6. ISSUING OFFICE AND CONTACT

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