

## 1.2 POLICIES ON CREDITS AND RELATED MATTERS

### 1.2.3 Course Prerequisites (2008)

- (1) Prerequisites shall be established to ensure the necessary knowledge base so that every student has the opportunity to be prepared to begin a given course.
  - (2) Recommended preparatory courses shall be listed in the College Catalog/Student Handbook separately from the prerequisites. In many cases, a student's performance in a course could be improved if the student had certain prior preparation; however, the lack of such preparation would not prevent the student from successfully completing the course. Such preparation would enhance the student's performance in a given course.
  - (3) Students having academic work or other experiences resulting in preparation comparable to listed prerequisites may request waiver of the prerequisite requirement. Such waivers shall be granted by the appropriate chairperson or designee. Written record of prerequisite waivers shall be entered in the student file.
  - (4) It shall be the responsibility of each department to establish prerequisites and "recommended" preparatory courses, subject to review by the Curriculum Committee.
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### **Curriculum Committee Advisement: Prerequisites and Co-requisites**

The Curriculum Committee has reviewed a significant number of prerequisite and co-requisite change proposals this academic year. In order to post for faculty review a course revision proposal to add or remove a prerequisite(s) or a co-requisite(s), the reason for the proposal needs to provide a clear explanation and the committee has developed this advisement to guide you.

When a course revision proposal seeks to add or remove a prerequisites or co-requisite from the academic department's course offerings (SOC 208 adding SOC 101) then the rationale to make the change *only requires* that department's comment as to why the change is recommended; outcome of assessment, advisory committee or employer feedback, departmental curriculum committee recommendation, etc.

When a course revision proposal seeks to add or remove a prerequisite or co-requisite from a *different* academic department's course offerings, ACC 130 adding (MTH 098 or MTH 130) then the rationale to make the change requires that department's comment as to why the change is recommended: outcome of assessment, advisory committee or employer feedback, departmental curriculum committee recommendation, etc., *and an explanation of support from the external department(s)* that offers the course or is referenced in the rationale.

The College's prerequisite policy guides the Curriculum Committee and this advisement is intended to keep prerequisite and co-requisite course revision change proposals moving forward through the review and approval process.

Should you have questions or need further assistance please contact the Curriculum Committee Chair, or the Curriculum Office.

- Curriculum and Program Development