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**Subject: Course Prerequisites**

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## **1. Purpose**

Prerequisites listed for a course are to inform students of the knowledge, skills, and/or level of competence expected by the instructors of specified courses, and the need exists to control enrollment in certain courses to assure optimum learning conditions. This policy is to provide consistent guidelines to enforce prerequisites.

## **2. Policy**

Students are permitted to take courses without having the specified prerequisites only upon obtaining the consent of the instructor. Students who enroll in a course for which they have not clearly satisfied the prerequisites or equivalent or obtained the appropriate permission, may be dropped from the course. Deliberately false statements testifying to the satisfaction of prerequisites constitute a violation of the Honor Code. Students have the right to appeal a decision about prerequisites to the head of the department offering a course. Students should recognize that 3000 and 4000 level courses assume a certain level of maturity and general background regardless of the stated prerequisites. The course instructor can be consulted regarding the implications of this expectation for a specific course. Students must consult the instructor if they wish to use the Pass/Fail option in a course for which they do not have the prerequisites.

Instructors must include in their course syllabus or assignment sheet an explicit statement concerning the prerequisites for the course and are to call attention to these during the first week of classes. Prior to the official add day deadline, the instructor may require specific students not having the prerequisites to drop the course. The student granted permission to enroll without prerequisites should be informed that course expectations and grading practices will be the same for all students regardless of whether prerequisites were satisfied or waived.

Instructors may waive prerequisites at their discretion. Therefore, "consent" should not be listed in the catalog except in cases where it is a separate and distinct prerequisite.

Hyphenated course sequences must be taken in numerical order, since each course is a prerequisite to the next in the sequence. A series or sequence of courses not hyphenated need not be taken in sequence. The catalog description for such course should describe the content and prerequisites for each course in the series.

The University catalog will no longer list "or equivalent" with prerequisites since it is understood that this is always the case. Equivalency is determined by the instructor, or the head/chairman of the department offering the course, but not by the student.

## **3. Procedures**

## **4. Definitions**

## **5. References**

1. Policy Memorandum No. 52, "Course Prerequisites," approved by University Council May 7, 1984, and issued May 21, 1984.

## **6. Approval and Revisions**

Approved January 9, 1990, by University Registrar, Wanda Dean.

Reviewed August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe. No changes.

Annual review, December 15, 1998, by the Vice Provost for Academic Affairs, David R. Ford. No revisions.

Annual review October 31, 2001 by Vice Provost for Academic Affairs, David R. Ford. No revisions.