

## 1. PURPOSE

To ensure that courses can present the required important material at the appropriate level, students must demonstrate adequate preparation to take these courses. In particular, students *must meet* the prerequisite requirements. These prerequisites should be clearly stated and publicized.

## 2. GENERAL PROVISIONS

- 2.01 Prerequisite requirements for a given course specify both the courses that must have been previously taken along with the minimal qualifying grades in those courses. Freshman level course cut-off scores for entrance exams should be detailed in the catalog.
- 2.02 Students not meeting the requirements for a course will *not normally be permitted* to enroll in that course. Students are permitted to take courses without having the specified prerequisites only upon obtaining the consent of the department/school chair.
- 2.03 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.
- 2.04 Catalogs must include an explicit statement concerning the prerequisites for the course.

## 3. PROCEDURES FOR CHANGING PREREQUISITES

- 3.01 Any change to a course prerequisite must be approved by the department/school chair, college curriculum committee, and college dean.
- 3.02 Changes to course prerequisites can only be made once a year. All proposed changes must be submitted by the college dean to the office of the Associate Vice President of Academic Affairs (catalog) by January 15 prior to the start of the next academic year.
- 3.03 All approved changes will be communicated by the Associate Vice President for Academic Affairs to the Academic Affairs Council and the various advising centers across campus.

