

Prerequisite Policy

*Approved by Governance Steering Council at the Recommendation of the University
Academic Program and Policy Committee*

May 2025, Effective July 1, 2025

Requisites are defined as pre-requisites and co-requisites. Both may include “grade gates.” A pre-requisite is a course that must be successfully completed prior to being allowed to start on the next course. A co-requisite is a course that a student can complete prior to, or at the same time as, the course for which it is listed as a co-requisite. The following types of requisite changes are governed by this policy: a) Adding or removing courses in the academic program as requisites, b) Re-sequencing existing requisites in the academic program, and/or c) Changing grade gates for existing requisites in the academic program.

Changes to requisites, **with the exception of removal of requisites or adding alternatives to existing requisites**, will only be processed once a year. The deadline to submit Course Authorization Forms (CAFs) with changes to requisites is May 1 of each calendar year (or the last business day before May 1 if that date falls on a weekend). Changes submitted by the May deadline will be made for the following Fall term. CAFs that involve only the *removal* of requisites may be processed at any point in the academic year.

Changes submitted by the May deadline will apply to all new students in the following Fall entering class. The following current students are **exempt** from the changed requisites: a) current students who will be seniors the following Fall, and b) current students whose timeline toward degree completion would be extended, as determined by the academic program (department chair) in collaboration, as necessary, with the academic advisors for the program.

Note: If changes to requisites are necessitated by external accreditation and/or state/federal requirements, and those changes must be implemented in a timeframe not in accordance with this policy, the academic program may request an exception to this policy from the Office of the Provost.

Proposed Best Practices:

Prior to the change of requisites, the chair of the department is encouraged to communicate the intent to change requisites with academic advisors for the program in order ensure that the advisors are aware that the requisites will be changing and can help students plan accordingly.

A copy of the completed CAF, as well as the updated check sheet, should be routed to the Directors of CAASS to ensure the academic advisors are aware of the change.

After requisite changes have been made in the system, students impacted by the change should be alerted.

Changes to be Made to the CAF:

In “Section 2. Course Revisions”:

1. Add an “effective semester” field.
2. Add the following items to the options to check for type of revision: co-requisite, pre-requisite (any grade gates should be noted as a pre-requisite).

Routing:

3. Add the Directors of the Center for Academic Advising and Student Success (CAASS) to those who should receive a copy of the completed CAF.