

To: FA, April 7, '08
From: Ad Hoc Pre-Reg. Ent. Comm.

Pre-requisite/Co-requisite Challenge Policy

In cases where the student does not meet a stated pre-requisite or co-requisite of a course and there is no "or Permission of Instructor" qualifier in such listing, the student may submit a Program Deviation form to the home department of the course to seek approval for registering for it.

A Program Deviation form in such cases may require additional written documentation, explanation of alternative coursework, background, or abilities which adequately prepare the student for the course.

The signature of the student's advisor and the department chair of the home department of the course or someone authorized to sign for the chair signifies approval of the deviation. A copy of the form will be kept in the department and another in the student's permanent folder at the Registrar's office, with the student keeping a copy for his or her record.

Context and Rationale

A department may change the pre-requisite or co-requisite identified for a course to "Advisement Recommendation" or add an "or Permission of Instructor" to its listing.

"Advisement Recommendation" by definition is advisory and requires no challenge process.

For courses that have the "or Permission of Instructor" in their pre-requisite or co-requisite listing, the instructor's decision shall be final. In such cases, the department has left the decision for approving an "add" to the instructor of the course.

The Challenge Policy only applies when an explicit pre-requisite or co-requisite is identified for a course.

Documenting the acceptance of a challenge is important for the student and the institution; the committee has suggested the use of the Program Deviation form for this purpose. Whether the faculty member teaching the course or the department chair or a designee considers the challenge should be a departmental decision.