

Date: October 4, 2007

To: Faculty Assembly

From: *Ad Hoc Committee on Pre-requisite Enforcement*

Re: *Request for Faculty Assembly Approval

The Ad Hoc Committee on Pre-Requisite Enforcement is charged with defining and developing a policy and an enforcement mechanism for the Campus use of pre-requisites and co-requisites. The Ad Hoc Committee is comprised of representatives from the Schools of Business and Education, APC, UCC, the Registrar, Admissions, the Graduate Council, and the College of Arts and Sciences. The following Report was submitted to the Faculty Assembly on May 7, 2007.

The Pre-requisite Enforcement Subcommittee believes a successful enforcement of pre-requisites and co- requisites can only happen if we have all transfer coursework evaluated for equivalence to our courses and put into the Banner Computing system.

The approval of these definitions will require departments to evaluate current practices and incorporate the use of "Pre-requisite," "Co-requisite" and "Advisement Recommendations" and the "Challenge Policy."

REPORT TO FACULTY ASSEMBLY

Definition of Terms

- A. "Pre-requisite" means a course or other requirement that a student **must have taken** prior to enrolling in a specific course or program.
- B. "Co-requisite" means a course or other requirement that a student must take at the same time as another course or requirement.
- C. "Advisement Recommendation" means a condition of enrollment that a student is advised, but not required, to meet before enrolling in a course or program.

The Ad Hoc Committee recommends the following policy for challenging a pre-requisite:

A student may challenge a pre-requisite if the student has the knowledge or the ability to succeed in the course or program despite not meeting the pre-requisite. A pre-requisite challenge requires written documentation, explanation of alternative coursework, background, or abilities which adequately prepare the student for the course or program. When a department has waived a pre-requisite, a permanent record of that decision will be kept on a Program Deviation form.