



Committee Meeting: Policy Committee	Date: August 4, 2017
Committee Chair: Kathleen Masiello	
New or Edited: Edited IV-A-7	

POLICY NAME: Course Prerequisites, Corequisites, and Waivers

POLICY TYPE: Managerial

SUBMITTED BY: Dr. Jamie D. Smith, Dean of Liberal Arts and Sciences

STATEMENT OF PURPOSE:

To define the responsibilities associated with prerequisite and corequisite courses with regard to the College for departments, faculty and students; and to further define the procedure for waiving prerequisites and/or corequisites.

This policy ensures that students are aware that some courses require prerequisites or corequisites.

This policy addresses the need for faculty to provide information in a timely manner, in order for prerequisite and corequisites to be printed in the College Catalog.

NEW OR EDITED POLICY: Edited IV-A-7

Definition

A prerequisite is a required course that prepares a student for advanced courses in a chosen field. A corequisite is a required course to be taken simultaneously with a designated course. When a prerequisite or corequisite is required, the information will be included in the College Catalog listed on the website and in other college publications.

Advisement and Accuracy of Information

Advisement of course prerequisites and corequisites is the responsibility of the assigned student advisor or Department Chair. Accuracy of information listed in the catalog, on the website, and in any college publications is the responsibility of the Department Chair and the Dean of Academics.

Student Responsibility

Students are responsible for fulfilling the prerequisite or co-requisite requirements. Failure to complete these requirements without an approved waiver may result in removal from the academic program.

Waiver

When a prerequisite or corequisite is to be waived, the Department Chair or instructor of the class in question is required to sign the advisement form, which is turned in to the Registrar's office upon registration of courses. The Registrar is unable to override a prerequisite or corequisite requirement without the approved signature of an advisor, Academic Dean, or faculty member, or a transcript from the transferring college.



POLICY NAME: Course Prerequisites, Requisites, and Waivers - **Continued**

DOES IT SUPERCEDE A POLICY/WHICH ONE: IV-A-7 Course Prerequisites

POLICY COMMITTEE RECOMMENDED ACTION:

Policy Committee recommends the Board of Trustees accepts this Managerial policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Course Prerequisites, Corequisites, and Waivers.

POLICY COMMITTEE MEMBERS PRESENT:

Kathleen Masiello-Trustee, Student Trustee Rebecca Krakowiak, Vice President of Enrollment Management Erik D'Aquino, Executive Vice President of Operations Michael Pietkiewicz, Provost/Executive Vice President of Academic Affairs Richard Washousky

DATE OF BOARD ACCEPTANCE: August 31, 2017

POLICY COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:

The current Policy IV-A-7 Course Prerequisites were reviewed and discussed with Academic Deans. The Policy was reviewed and discussed at the Policy Committee meeting of July 14, 2017 and August 4, 2017.