

1. PURPOSE

To ensure that instructors can present required course material at the appropriate level, students must demonstrate adequate preparation for course enrollment. In particular, students *must meet* prerequisite requirements. Prerequisites should be clearly stated and publicized.

2. GENERAL PROVISIONS

- 2.01 Prerequisite requirements for a given course specify courses that must have been previously completed, applicable minimal qualifying grades and/or credit hours in those courses, and entrance exam cut-off score requirements as appropriate.
- 2.02 Students not meeting the prerequisites for a course will *not normally be permitted* to enroll in that course. Students may take courses without having the specified prerequisites only upon obtaining the consent of the department/school chair and the instructor of the section in which the student wishes to enroll.
- 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 Academic catalogs must include an explicit statement concerning the prerequisites for the course.
- 2.05 All prerequisite semester credit hours must be included in the total hours required for the degree.

3. PROCEDURES FOR CHANGING PREREQUISITES

- 3.01 Any change to a course prerequisite must be approved by the department/school chair and college dean.
- 3.02 In alignment with the catalog publication cycle, changes to course prerequisites can only be made once per academic year. All proposed changes must be submitted by the department chair, through the academic dean to the Office of the Registrar prior to the start of academic advising for the academic year in which the changes take effect.

APPROVED: _____ < signed > _____
Dana G. Hoyt, President

DATED: _____ 5/11/18 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 28, 2010
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2020

Approved: _____ < signed > _____
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: _____ 5/15/18 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.