Admissions & Academic Policy Committee
Proposal – Pre-Requisites and Co-Requisites
As amended and approved on November 22, 2010
With additional modifications as a result of the “permission of instruction” discussion

Proposed Change: Update policy on pre-requisites and co-requisites to incorporate computer enforcement information and clarify procedure.

Submitted: October 27, 2010
Submitted by: Carole Beere, chair of Catalog Committee

Rationale: Pre-requisite and co-requisite requirements are now enforced by the computer registration system. In addition, the proposed policy clarifies how one gets permission to waive pre- or co-requisites, and it provides information for non-degree students.

CURRENT POLICY: NKU Undergraduate Catalog (p. 33)

A pre-requisite is a requirement that must be satisfied before enrolling for a specific course. Students should not enroll in courses for which they lack the stated pre-requisites. Students lacking the pre-requisites may be withdrawn from these courses upon request of the instructor or academic department.

A co-requisite is a course that must be taken in conjunction with another course. Students must enroll in co-requisites during the same semester or summer session. A student enrolled in a course but not its co-requisite will be withdrawn from that course upon request of the instructor or academic department.

PROPOSED POLICY: Pre-Requisites and Co-Requisites

A pre-requisite is a requirement that must be satisfied before taking a specific course. If a student is enrolled in a prerequisite course at the time of registration for the next semester, the student may conditionally register for the course that requires the prerequisite. However, if the pre-requisite course is not completed successfully, the student may be withdrawn from the course by the department. A co-requisite is a course that must be taken concurrently with another course. Both pre-requisites and co-requisites are listed in the course descriptions in the catalog.

1. The university’s computerized registration system will not allow students to register for courses for which they lack the stated pre-requisites and will not allow them to register for a course without registering for its co-requisite.

2. Students who believe they have met the intent of the pre-requisite or have a justifiable reason for skipping the co-requisite should see the department chair of the department that offers the course. Students should provide the department chair with documentation justifying their request. If convinced that the student can succeed in the course, the
department chair can issue a permit for the student to take a course without the pre-
required and/or co-requisites.
3. Because they are not required to present transcripts at the time of admission, non-degree
students must consult the department chair for each course he/she wishes to take that has
a prerequisite. If convinced that the student can succeed in the course, the department
chair can issue a permit for the student to take the course.
Admissions and Academic Policies Committee
Approval Documentation

Policy (Attached): Course Pre-Requisites and Co-Requisites

Update policy on pre-requisites and co-requisites to incorporate computer enforcement information and clarify procedure.

Date of Committee Approval: November 22, 2010

Approvals:

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Date: 2/8/11

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Zebulun Davenport
Date: 4/16/11

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