

## **Course Prerequisites**

**Policy adopted by the Senate, December 5, 1978; revised March 7, 2023; May 2, 2023**

1.0 Prerequisites for each course shall be stated in the Catalog course description. Students shall complete a course prerequisite or its equivalent before registering for the course. Only those prerequisites listed in the course catalog shall be enforced. Instructors may not add additional course prerequisites or require entrance examinations for course admission.

2.0 Each department or school shall review its courses and submit proposals to reaffirm, modify, or delete existing prerequisites or to add new prerequisites according to the following guidelines:

2.1. Departments and schools shall clarify upon what basis the consent of the instructor is to be given if such consent is a course prerequisite.

2.2. Departments and schools shall be aware that upper division and senior standing are determined solely on total number of units completed. Such standing shall not guarantee that prior coursework has been completed in the discipline.

2.3. Departments and schools shall devise systems for monitoring the enforcement of their own prerequisites, such as requiring students to sign a statement indicating where and when prerequisites were completed and what grade was received.

2.4. Departments and schools may use "strongly recommended" or "recommended" instead of "prerequisite."

2.5. Students with a continuous enrollment record shall retain catalog rights with respect to prerequisites. Prerequisites added to a course in subsequent catalog years shall not be imposed on students with prior catalog rights.

3.0 Faculty may request to drop a student from a class if the student fails to meet listed prerequisite requirements. Faculty-initiated drops have to be verified by the College Dean or designee(s) before students are dropped.