

Course Prerequisites

Prerequisite courses are courses that must be completed before students can enroll in subsequent courses. Students must comply with catalog requirements and courses may not be taken until all prerequisites have been met. (Exceptions may occur when students are in specially designed curricula that allow for meeting prerequisites in an alternative manner. Such programs will have been approved by the appropriate faculty and academic dean/director and authorized by the executive vice president upon the presentation of specific documentation showing how the prerequisite skills or knowledge content are being met.) Advisors will assist, but it is the responsibility of students to check course prerequisite requirements. Registering for a course without having the appropriate prerequisite will result in students being dropped from courses when improper registrations are discovered. The removal from a course may have an effect on full-time status and/or financial aid. (Any refund will be based on the college's current refund policy.)

If students feel that they have met a prerequisite by one of the following means, they should work with their advisor and the appropriate division dean to initiate a prerequisite waiver:

1. A course or combination of courses taken at another institution covering the knowledge and abilities equivalent to those specified in the prerequisite course.
2. Documented knowledge and abilities through work experience, experiential learning, or formal assessment equivalent to those specified in the prerequisite course.
3. Professional certification and/or licensure demonstrating the knowledge and abilities equivalent to those specified in the prerequisite course.

The executive vice president shall approve or deny prerequisite waiver requests. The vice president's decision is final.

Under no circumstance will prerequisites be waived without completion of one of the above procedures.