COURSE PRE-REQUISITES AND CO-REQUISITES

POLICY NUMBER: AAPC_COURSE_PREREQS
POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE
RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 3/13/19
NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 3/13/23
SUPERSEDES POLICY DATED: 11/22/2010
BOARD OF REGENTS REPORTING (CHECK ONE):
☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)
☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

A pre-requisite is a requirement that must be satisfied before taking a specific course. If a student is enrolled in a pre-requisite course at the time of registration for the next semester, the student may conditionally register for the course that requires the pre-requisite. However, if the pre-requisite course is not completed successfully, the student may be withdrawn from the course by the department.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. Pursuant to University Curriculum policy [see NKU University Curriculum Committee (UCC) website], all 300-, 400- and 500-level courses require pre-requisites or co-requisites.

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.

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 or designee of the department that offers the course. Students should provide the department chair or designee with documentation justifying their request. If convinced that the student can succeed in the course, the department chair or designee can issue a permit for the student to take a course without the pre-requisites and/or co-requisites.

Because they are not required to present transcripts at the time of admission, non-degree-seeking students must consult the department chair or designee for each course they wish to take that has a prerequisite. If convinced that the student can succeed in the course, the department chair or designee can issue a permit for the student to take the course.

II. ENTITIES AFFECTED

Students, Academic Departments, Registrar
III. DEFINITIONS

Pre-requisite: An academic requirement that must be satisfied before enrollment in a desired course.

Co-requisite: A course that must be taken concurrently with another course.

REVISION HISTORY

<table>
<thead>
<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
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<tbody>
<tr>
<td>Revision</td>
<td>March 13, 2019</td>
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<tr>
<td>New Policy</td>
<td>November 22, 2010</td>
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# COURSE PRE-REQUISITES AND CO-REQUISITES

## PRESIDENTIAL APPROVAL

<table>
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<tr>
<td>[Signature]</td>
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Ashish Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- [ ] This policy was forwarded to the Board of Regents on the *Presidential Report (information only)*.
  
  Date of Board of Regents meeting at which this policy was reported: 5/18/19.

- [ ] This policy was forwarded to the Board of Regents as a *Presidential Recommendation (consent agenda/voting item)*.
  
  - [ ] The Board of Regents approved this policy on ___/___/_____.
    
    (Attach a copy of Board of Regents meeting minutes showing approval of policy.)

  - [ ] The Board of Regents rejected this policy on ___/___/_____.
    
    (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

## EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

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<tr>
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<td>5/10/19</td>
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Print Name: [Print Name]