

PRE-REQUISITE AND CO-REQUISITE COURSES

POLICY NUMBER: AAPC_PRE&COREQS

POLICY TYPE: ADMISSIONS & ACADEMIC POLICY COMMITTEE/GRADUATE COUNCIL

RESPONSIBLE OFFICIAL TITLE: PROVOST & EXEC. VICE PRES. FOR ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON APPROVAL – 11/22/2010

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS FOUR (4) YEARS – 4/20/2027

SUPERSEDES POLICY: COURSE PRE-REQUISITES AND CO-REQUISITES

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 However, if the pre-requisite course is not completed successfully, the student may be withdrawn from the course by the department/school.

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.

II. EXCEPTIONS

- 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/school director or designee of the department/school that offers the course. Students should provide the department chair/school director or designee with documentation justifying the request. If convinced that the student can succeed in the course, the department chair/school director 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/school director 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/school director or designee can issue a permit for the student to take the course.

III. ENTITIES AFFECTED

Students, Academic Departments, Registrar

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review: Name Change, Minor Edits, & Formatting	April 20, 2023
Revision	March 13, 2019
New Policy – “Course Pre-Requisites and Co-Requisites”	November 22, 2010

COURSE PRE-REQUISITES AND CO-REQUISITES

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish Vaidya

Date

3/13/19

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: 5/8/19.
- 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

Signature

Wendy Peek

Date

5/10/19

Print Name

Wendy Peek