

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Prerequisite and Co-requisite Courses
DIVISION:	Educational Services
CATEGORY:	Curriculum and Instruction
REFERENCE:	BP-614 Basic Skills Assessment
NUMBER:	PP-614
DATE OF APPROVAL:	March 10, 2020
APPROVAL:	Dr. Carmen Simone, President

Purpose

To define prerequisite and co-requisite courses and establish guidelines for successful completion or mastery of the course.

Scope

All students enrolled at Western Nebraska Community College, including high school and non-degree seeking students.

Academic programs are designed carefully so students can achieve identified learning outcomes. Prerequisites and co-requisites are important parts of the curriculum design. These requirements are not arbitrary, but provide a rational path through the curriculum, allowing students to master material that is needed in subsequent courses.

Definitions

Prerequisite course: A “prerequisite” is a course that must be successfully completed before enrolling in a second, higher level course. Prerequisite courses prepare a student to be successful in a related course. It is usually taught at a lower level and covers information, theories, skills, and vocabulary that are expected to be known and mastered before taking a higher-level course.

Co-requisite course. A “co-requisite” course is a course that is either recommended or required to be taken at the same time as another course.

Procedure

1. Students may not enroll in a course for which they do not meet the prerequisites by the time the course begins.
2. Successful completion of a prerequisite or co-requisite course is achieved by earning a passing grade in the class. Students who do not successfully complete a required prerequisite course will not be allowed to register in higher-level courses.
3. If a course has a prerequisite and co-requisite requirement, it will be listed with the course description in the *WNCC College Catalog*.
4. Questions about prerequisite or co-requisite courses should be directed to the Registrar.

Exceptions

1. It is the intention of WNCC to ensure student success in coursework by establishing reasonable rules regarding prerequisite and co-requisite courses, as well as placement testing scores. Some prerequisite and co-requisite courses can be satisfied by means other than enrolling in the course at WNCC. Options include:
 - a) Having taken and successfully completed the course at another accredited college or university. Students may request an evaluation of coursework from another institution when transcript documentation is presented.
 - b) Reaching certain scores on the Accuplacer placement exam or other approved assessment tools may satisfy a prerequisite or co-requisite requirement.
 - c) Requesting special clearance when unique circumstances present themselves.
2. No person other than the Registrar or his or her designee shall waive a prerequisite or co-requisite for a student. Before a prerequisite or co-requisite is waived for any reason, the “Class Requisite Review Request” must be completed and signed by the student and cognizant academic personnel (see IG-6XX).

Revising this Procedure

This President’s Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or a new laws require attention.