

 Official Policy	Division or Sector:	Academic Dean
	Responsibility:	Academic Dean
	Policy Number:	7210-5
Title: Course Pre-requisites		

PURPOSE

To offer responsible guidance to students in course selection while abiding by the official prerequisites stated in the program structures approved by the Ministry.

POLICY

1. The only official pre-requisites are those given in the course frameworks unless the pre-requisite is approved by the Academic Dean.
2. College documents, such as the Catalogue and the Registration Guide and Schedule may be used:
 - (a) to indicate the official pre-requisites;
 - (b) to recommend that courses be taken in a specific sequence;
 - (c) to explain that courses are arranged in levels, and to provide the reasons thereof;
 - (d) to indicate that placement in specific levels of a course is determined by testing.
3. The student is responsible for ensuring that the pre-requisite has been passed for any course in which he/she registers. A student who passes a course without having passed its pre-requisite is not entitled to credit for the missing pre-requisite course.

PROCEDURE

1. At the time a program is revised, the Program Committee will reconsider the pre-requisites.
2. The program/department is responsible for the accurate preparation and submission of statements of prerequisites for College publications (e.g., Catalogue, Registration Guide and Schedule, etc.).
3. The Faculty Dean is responsible for verifying the accuracy of the statements on pre-requisites.
 - (a) Information for registration must be submitted to the Registration Technician by the date on which it is called for each semester.
 - (b) Information for the College Catalogue is to be submitted to the Recruitment Officer by the requested dates.

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- (c) Copies of 3.(a) and 3.(b) above are to be sent to the Faculty Dean(s).
4. Each teacher must include in the course outline given to students at the outset of the semester a statement of the pre-requisites for that course.
 5. Under exceptional circumstances, the Faculty Dean may, at the request of the program/department coordinator:
 - (a) give approval to a student to take a course without having completed the pre-requisite;
 - (b) bring to the Academic Dean a recommendation for internal modification of the official prerequisites.

The final decision is made by the Academic Dean.