Subject: Credit Course Requisites

1. Purpose

This policy addresses the importance of and procedures for establishing credit course prerequisites and co-requisites (collectively, "requisites"). With a mission focused on student success, Tidewater Community College (TCC) recognizes every effort should be made to avoid barriers preventing students from achieving their academic goals. Requisites are important, non-arbitrary parts of curriculum design that provide a path for students to master material needed in subsequent or simultaneous courses. Properly selected, requisites are critical to student success.

2. Policy

TCC shall enforce applicable Virginia Community College System (VCCS) course requisites as identified in the Master Course File (MCF). For cases in which there are no or insufficient MCF requisites or TCC does not offer the identified MCF requisites, full-time teaching faculty at TCC shall propose requisites for those courses in which prior or simultaneous skills and knowledge are required for student success. In disciplines where no full-time teaching faculty exist, academic deans shall propose course requisites.

All students enrolling in credit courses shall be required to comply with requisites except when exceptions are approved according to the procedures as specified. (This policy is consistent with *VCCS Policy Manual* Sections 5.2, 5.3, and 5.6.)

3. Responsibilities

The Vice President for Academic Affairs and Chief Academic Officer ("Vice President") shall develop, maintain, and promulgate procedures that are consistent with this policy to include:

- approving or disapproving proposed requisites and communicating decisions to the Curriculum Committee and the appropriate faculty and staff;

- assuring that approved requisites are enforced in SIS;

- enforcing an approval process for situations in which evidence of requisite satisfaction exists outside SIS records requiring staff interventions in order for students to register; and

- requesting a review of course requisites as needed by the Office of Institutional Effectiveness to inform decisions to maintain, modify, or eliminate course requisites and sharing results with discipline faculty, the appropriate dean(s), the Curriculum Committee, and Academic Affairs.

4. <u>Procedures</u>

Procedures related to establishing course requisites are detailed in the *Curriculum Procedures Handbook* which is annually updated by Academic Affairs and reviewed by the Curriculum Committee. Procedures for student requests for requisite approvals are located in the College Catalog.

5. <u>Definitions</u>

Prerequisite: Course that provides documented evidence of the entry-level skills or knowledge necessary to meet the learning outcomes for courses. Course prerequisites may include but are not limited to developmental or college-level courses and approved placement measures.

Co-requisite: Course that must be taken simultaneously with another course. Co-requisites may include but are not limited to developmental or college-level courses and approved placement measures.

6. <u>References</u>

[VCCS Policy Manual Section 5, Educational Programs](#) (Policies 5.2, 5.3, and 5.6)

7. <u>Review Periodicity and Responsibility</u>

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. ## **Effective Date and Approval**

The revised policy is effective upon its approval by the College President on November 23, 2020.

Policy Approved: Procedure Developed:

Dr. Marcia Conston   Dr. Michelle Woodhouse
President   Vice President for Academic Affairs
                                              and Chief Academic Officer

9. ## **Review and Revision History**

The initial version of this policy was approved March 22, 2012.

1. Revision 1 reflects the fact that after one year of the policy's implementation, the following changes were required:

   o Retitled "Prerequisites and Co-requisites" to "Requisites."

   o Changed "Student Waiver Request Procedure" to "Student Request for Requisite Approval Procedure."

   o Clarified that TCC enforces VCCS Master Course File (MCF) Requisites, and that requisite policy and procedures pertain to proposals to enforce non-MCF requisites.

   o Changed "Vice President for Student Learning and Chief Academic Officer" to "Vice President for Academic Affairs and Chief Academic Officer."

   o Changed "Associate Vice President for Faculty Development and Curriculum Innovation" to "Associate Vice President for Academics."

   o Changed full-time faculty interested in proposing course requisites from working with "Associate Vice President for Faculty Development and Curriculum Innovation" to working with their respective academic deans to complete required proposal forms.

   o Added that academic deans will cast tie-breaking votes on their respective campuses when equal numbers of full-time faculty result in tie votes.

   o Added that Associate Vice President for Academics will cast the tie-breaking vote when equal numbers of academic deans result in tie votes (in cases in which no full-time faculty exist).

   o Changed Curriculum Committee Chair to Associate Vice President for Academics as forwarder of recommended proposals to Vice President.

   o Added "or designee to "Vice President (or designee) shall notify the discipline faculty, academic deans, the Associate Vice President for Academics, counselors, and the Curriculum Committee of the implementation schedule" for approved requisites.

   o Changed term new requisites will be implemented from fall to summer.

- o Deleted "Students shall adhere to approved prerequisites and co-requisites in place at the time they declared their curriculum."

- o Deleted the "within the previous six years" time requirement for documented evidence of requisite satisfaction

o Substantive changes to section 4.6 regarding use of transfer tool and student groups, and when advisement from academic deans is necessary.

Approved October 31, 2013 by President Edna V. Baehre-Kolovani, Ph.D.

2. Revision 2 is a minor rewrite of the policy based on implementation experience since the last revision and reflects the following changes:

- o Incorporated SIS automated enforcement parameters.

- o Incorporated definition of successful course completion by student type and grade earned.

- o Clarified recent VCCS policy that established that students who audit a course do not need to meet course requisites.

- o Minor changes to Faculty Requisite Proposal Form.

Approved October 9, 2014 by President Edna V. Baehre-Kolovani, Ph.D.

3. Revision 3 is a minor rewrite to section 4.6 to include procedures for students not residing in the Hampton Roads area during the registration period and to update Faculty Requisite Proposal Form for faculty who wish to modify the existing course requisite.

Approved November 23, 2020 by President Marcia Conston, Ph.D.

4. Revision 4 removes procedures and forms from policy.