

## Guidelines for Writing Pre-requisites

These Guidelines are intended to provide some standards for the development of prerequisites. Since we implemented Datatel in 1997, we continue to develop effective and/or efficient ways to use the system. With technology, change comes more frequently! Developing standards provides a clear, consistent communication to our students, advisors, staff and external partners in our expectations. We also want to assure the success of our students and establishing clear consistent guidelines is one way to communicate our expectation of student preparedness.

Please use these Guidelines as you review curriculum for changes and as new courses are developed.

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A **course pre-requisite** is a course, a group of courses or a test score that a student must complete/achieve prior to taking a specific course.

Examples:

English 101 is a prerequisite to English 102.

Placement test recommendation for ENGL-101

Placement test recommendation for Math-120 or completion of Math-072 with a 3.0

A course pre-requisite **does not** "strongly recommend," provide an option such as "or instructor permission," or asks for "a strong highschool background."

Statements such as these are categorized as "Course Note" and can be found as item 1E on the CPSC Form-1A, New Course and Course Revisions form (August 8, 2016 version).

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A course **co-requisite** is two or more courses that must be taken together.

Examples:

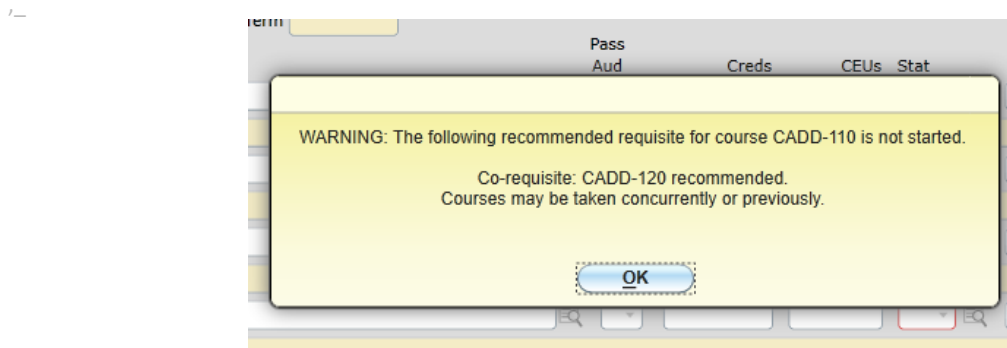
Lecture/lab series

Lecture/lab/quiz/clinical series

ART.-246, Self Promotion and Portfolio and ART.-248, Graphic Design Internship

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Courses can have both a **pre- and a co-requisite**. However, if a course is both a pre- and a co-requisite, and the student has not yet taken the course, they will be forced to register into the course at the time of registration. In the following example, when registering the student for CADD-110, the requirement is displayed as:



In this case, the student will be forced to register into CADD-120, since they have not taken it previously.