

1. PURPOSE

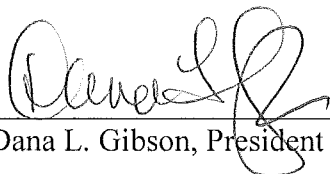
To ensure that instructors can present the required important course material at the appropriate level, students must demonstrate adequate preparation to take these courses. In particular, students *must meet* the prerequisite requirements. These prerequisites should be clearly stated and publicized.

2. GENERAL PROVISIONS

- 2.01 Prerequisite requirements for a given course specify both the courses that must have been previously taken along with the minimal qualifying grades in those courses. Freshman level course cut-off scores for entrance exams should be detailed in the catalog.
- 2.02 Students not meeting the requirements for a course will *not normally be permitted* to enroll in that course. Students are permitted to take courses without having the specified prerequisites only upon obtaining the consent of the department/school chair.
- 2.03 Students, who enroll in a course for which they have not clearly satisfied the prerequisites or equivalent or obtained the appropriate permission, may be dropped from the course.
- 2.04 Catalogs must include an explicit statement concerning the prerequisites for the course.

3. PROCEDURES FOR CHANGING PREREQUISITES

- 3.01 Any change to a course prerequisite must be approved by the department/school chair and college dean.
- 3.02 Changes to course prerequisites can only be made twice per academic year. All proposed changes must be submitted by the college dean to the Office of the Registrar prior to the start of academic advising for the semester in which the changes take effect, a date to be determined by the Office of the Registrar.
- 3.03 All submitted changes will be communicated in summary to the academic deans for review and comment prior to being incorporated into the University's course inventory and extracted for display within the academic catalog.

APPROVED: 
Dana L. Gibson, President

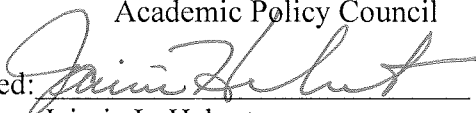
DATED: 1-7-13

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 28, 2010
Reviewer(s): Council of Academic Deans
Academic Policy Council

Review Cycle: April 1, ENY*
Review Date: April 1, 2014

Approved: 
Jaimie L. Hebert
Provost and Vice President
for Academic Affairs

Date: 1-7-13

*ENY = Even Numbered Year