
PREREQUISITES AND CO-REQUISITES

Approval Authority	Senate
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	Undergraduate Course and Program Approval (21) Graduate Course and Program Approval (209)

PURPOSE

This policy is to provide direction for establishing, publishing, and enforcing course prerequisites and co-requisites at the University of the Fraser Valley (UFV).

SCOPE

This policy applies to courses at UFV where specific skills or knowledge are required in order for students to be successful in the course.

DEFINITIONS

In this policy, the following definitions apply:

Course: A set of lectures or lessons in a particular subject, with defined learning outcomes, offered under a designated subject code and course number.

Prerequisite: A requirement such as a course, course credits, admission to a particular program, or other academic skills, knowledge, or achievements that must be completed prior to taking a particular course.

Co-requisite: A course that is to be taken concurrently with another course.

Pre- or co-requisite: A course that must be completed either prior to or concurrently with another course.

Prerequisite or co-requisite waiver: Permission to register without meeting the required prerequisites and/or co-requisites for a course.

Conditional registration: Registration that is conditional upon subsequently meeting prerequisites or co-requisites.

POLICY

Prerequisites and/or co-requisites shall be established where necessary to ensure that students have a reasonable chance of success in achieving the learning outcomes of a given course. Prerequisites and co-requisites shall be set at the minimum required for student success and shall be as flexible as possible to facilitate student access to courses.

Students are required to meet the stated course prerequisites and/or co-requisites to be eligible to register for a course.

REGULATIONS

Setting prerequisites/co-requisites

1. Course prerequisites and co-requisites are established or changed through UFV's course approval processes, in accordance with Undergraduate and Graduate Course and Program Approval policies.
2. The head of the department or program proposing prerequisites or co-requisites will be required to show the requirements are necessary based on the learning outcomes for the course.

Publication of prerequisites/co-requisites

1. Prerequisites and co-requisites for courses will be stated in course descriptions in the calendar and in the semester timetable.
2. When prerequisites for an existing course are increased or made more restrictive, a minimum of six months' notice in the UFV academic calendar is required. The Undergraduate Education Committee or Graduate Studies Committee may reduce or waive this notice if there is a compelling reason to implement the change sooner.

Prerequisite/co-requisite checking

1. For undergraduate level courses, the minimum grade required for a prerequisite course is C– unless another minimum grade is stated. For graduate level courses, the minimum grade required for a prerequisite course is B–.
 2. Prerequisites and co-requisites are checked and enforced during registration whenever possible. Students not meeting the prerequisites or co-requisites will be permitted to register only in the following situations:
 - a. **Prerequisite or co-requisite waivers:**
 - Students will be permitted to register for courses, excluding graduate level, if the designated instructor or departmental representative provides permission to waive the requirements.
 - Waivers for graduate level courses are granted rarely and only with permission of the Chair, Graduate Program Committee and the Associate Vice President, Research, Engagement, and Graduate Studies.
 - A waiver to bypass prerequisites or co-requisites does not give the student credit for the course bypassed nor does it imply that a waiver will be given for other courses with similar requirements.
 - b. **Conditional registration:**
 - Students may be permitted to register conditionally in some circumstances, including but not limited to when a prerequisite course is in-progress at UFV or when the Office of the Registrar is unable to check the course prerequisites.
 - A student who has been registered conditionally is expected to be able to show that the prerequisites have been met. The student may be de-registered if it is later determined that the prerequisites have not been met.
 3. Students who are registered in a course with a co-requisite will be withdrawn from the course if they drop the co-requisite unless the instructor provides permission to waive the co-requisite.
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