POLICY TITLE
Prerequisites

POLICY NUMBER
ASOM 4.2

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created /Revised March 2005; August 2011/Effective August 2011; Revised August 2012/ Effective Fall 2012; Revised August 2014/Effective August 2014

PURPOSE
Prerequisites promote student retention and success by ensuring that students have appropriate knowledge levels for the courses in which they enroll.

ORGANIZATIONAL SCOPE OR AUDIENCE
Students, Staff and Faculty

DEFINITIONS
Prerequisite: Skills that are required and/or demonstrated as a condition of attempting a given course.

POLICY
All students must meet the prerequisites for every course in which they enroll. Prerequisites apply to all students, regardless of enrollment or pay status. Procedures for demonstrating meeting of prerequisites and recording of prerequisites must be followed uniformly by every campus, for every student. Course prerequisites are set by faculty and academic deans and apply statewide; a region may not establish regional prerequisites.

PROCEDURE
Course prerequisites are determined by the faculty and academic deans and approved by the Vice Chancellors for Academic Affairs and are documented in the Course Outline of Record (COR). The only prerequisites to be met for a given course are those stated on the specific COR.

Prerequisites can be met in the following ways:
I. Presentation of Accuplacer test scores that satisfy the prerequisites.
II. Presentation of SAT/ACT/PSAT/COMPASS scores that satisfy the prerequisites.
III. Successful completion of the prerequisite course(s) at Ivy Tech Community College.
IV. Successful completion (with a C- grade or higher) of the prerequisite course(s) at another regionally accredited institution.

V. Possession of an associate (or higher) degree that satisfies the prerequisites.

VI. Verification of knowledge levels appropriate to the prerequisite course(s) by program faculty based on PLA, AP, CLEP, program test-out, or the Certification Crosswalk. This method cannot be used for prerequisites that are general education courses, or mathematics, writing, or reading developmental courses.

VII. Graduation from high school within the last 2 years and receipt of a technical honors diploma, an academic honors diploma, or a Core 40 diploma or the equivalent with a cumulative GPA of 3.0 or higher on a 4 point scale that satisfies the prerequisites.

Demonstrating meeting and recording of prerequisites are as follows:

I. Using Accuplacer test scores to satisfy the prerequisites: student prerequisite checking and data entry

   A - Determination of prerequisite completion -- Accuplacer
   Student must complete appropriate Accuplacer assessment and achieve the necessary prerequisite score. Those scores appear on the SOATEST form. A print-out of Accuplacer scores may be used in the registration process if the information is not yet included in the student’s electronic file.

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   Automated prerequisite checking will include Accuplacer scores.

II. Using SAT/ACT/PSAT/COMPASS test scores to satisfy the prerequisites: student prerequisite checking and data entry

   A - Determination of prerequisite completion – SAT/ACT/PSAT/COMPASS test scores
   Student must present SAT/ACT/PSAT/COMPASS scores that satisfy the prerequisites. This may include the following:
   • Original or copy of score sheet from ETS or ACT
   • Original or copy of the high school transcript, if SAT/ACT/PSAT scores are listed/displayed
   • Original or copied documentation of SAT/ACT/PSAT scores from student’s prior higher education institution
   • Original or copied documentation of COMPASS scores from student’s prior higher education institution

   Automated prerequisite checking will include SAT, ACT, PSAT, and COMPASS scores.
III. Using successful completion of the prerequisite course(s) at Ivy Tech Community College to satisfy the prerequisite: student prerequisite checking

A. Determination of completion of prerequisite course at Ivy Tech - Course should appear on student’s transcript. Successful completion of the course(s) will allow the student to pass the prerequisite checking procedure and register for the course.

B. Recording of completion of prerequisite course(s) at Ivy Tech Community College - Automated prerequisite checking will include courses taken at Ivy Tech. Courses for which a student has received a grade of “V” for verified competency – based on PLA, AP, CLEP, program test-out, or the Certification Crosswalk – are included in this automated check. The course will be listed on the student’s transcript with the appropriate grade.

C. When a student is currently registered for the prerequisite course(s) at Ivy Tech Community College - The course in which the student is enrolled appears on the student’s schedule. Current registration in a course that is a prerequisite for a course for which the student wishes to register in a future term will allow the student to pass the prerequisite checking procedure and register for the course.

Manual checking after the semester is finished, and prior to the beginning of the subsequent semester, is necessary to determine if the student has met the prerequisite. The campus must check student grades to ensure that successful completion of the course has occurred. A Banner report is available that lists unsuccessful pre-requisite completions and may be used to modify student registrations.

If the student has not successfully satisfied the prerequisite, then the course requiring that prerequisite must be dropped from the student’s schedule. Once dropped, an automated notification via e-mail is sent to the student, notifying him/her of the change.

D. When a student is currently registered for the prerequisite course(s) at another higher education institution - If a student is currently enrolled in a prerequisite course at another postsecondary institution, the student may be allowed to register in the subsequent course. The student must provide proof of enrollment – an original or copy of the enrollment form from the other institution -- in the prerequisite course at the time of registration in the subsequent course.

Proof of successful completion must be presented no later than three working days prior to the start of the semester. Students who do not present proof on or before the deadline will have their enrollment terminated. The following will serve as proof of prerequisite completion:

- Original or copy of transcript from prior institution
- Original or copy of grade report from prior institution

Page 3 of 5
IV. Using successful completion of the prerequisite course(s) at another institution to satisfy the prerequisite: student prerequisite checking

A - Determination of completion of prerequisite courses from another postsecondary institution - The student must provide proof of prerequisite completion at the time of registration. The following will serve as proof of prerequisite completion:

- Original or copy of transcript from prior institution
- Original or copy of grade report from prior institution

1. Manual checking and prerequisite processing must be employed for the following:

If the course is not entered as a transfer course, and it does not satisfy an ENGL or MATH developmental requirement, then a comment should be placed on the comment form in Banner:

\[\text{[prefix, number, shortened title of course]} - \text{[grade]} - \text{[institution]} \text{ for } \text{[ITSC prefix, number]} \text{ prerequisite.}\]

In order to complete registration, the student’s record must either be manually overridden on the registration form in order for the student to register for the course, or a permission code must be added for the course on the student registration permit-override form.

V. Using possession of an associate (or higher) degree to satisfy the prerequisite:

A - Determination of degree completion – Student must present an original or unofficial transcript from the institution where the degree was awarded.

VI. Determining prerequisite completion through verification by program faculty of knowledge levels appropriate to the prerequisite course(s): student prerequisite checking and data entry

A - Determination of prerequisite completion by demonstration of knowledge and verification by faculty - Students may demonstrate competency in the prerequisite course through a review of the course objectives and the students’ previous work and/or educational experience with the program chairperson, or program faculty designee. If the chair or program faculty member determines that the student demonstrates knowledge appropriate to the prerequisite course, the faculty member will document that the student has demonstrated knowledge equivalent to the stated prerequisite(s) for a course by using the “Demonstration of Prerequisite Completion” form.

For verification of prerequisites that are general education courses or mathematics, writing, or reading developmental courses, see I-IV under PROCEDURES above.
Manual prerequisite checking and processing must be employed.

Compliance with a prerequisite demonstrated in this manner must be documented on the Demonstration of Prerequisite Completion (DPC) form, a copy of which must be filed in the student’s file in the Office of the Registrar.

The following comment should be recorded on the SPACMNT form.  
*DPC for [ITSC prefix, number], [faculty member]*

**REFERENCES**  
Demonstration of Prerequisites (DPC)

**RESOURCE PERSON**  
Vice Chancellors for Academic Affairs and the College Registrar