



Academic Policy

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| Policy Title: | Pre-requisite Policy |
| Policy Number: | 2808 |
| Date Adopted: | 02/15/2005 |
| Version: | 4.0 |
| Review Cycle: | Annually |
| Date Last Reviewed: | 10/16/2019 |
| Office Responsible: | Student Services/Registrar |
| Reviewing Committee: | Curriculum |
| Related Policies: | Mandatory Assessment, Dual Enrollment |
| Related Laws: | |
| Related Code of Regulation: | |

Policy Summary:

Jackson College (JC) faculty and administration establish prerequisites to assure students demonstrate the skills and abilities necessary to be successful in a course.

Policy Scope:

This policy applies to all JC Credit courses unless exception criteria are met.

Definitions:

Prerequisite: a minimum level of skills and knowledge required to succeed in a course.

Co-requisite: one or more courses required to be taken in conjunction with another course.

Policy Statement:

JC shall establish and communicate necessary pre-requisites as determined essential for course success. Pre-requisites may be met by assessment, transfer course work or by successfully completing a course. They are assigned by Lead Faculty/Department and approved by the Faculty Department Chair, Academic Dean and Curriculum Committee.

A 2.0 is a passing grade and a required grade to demonstrate a pre-requisite is met and is required before taking the next course in a sequence, unless otherwise approved.

Policy Exceptions: This policy has been developed to help ensure the probability of our student's success. Guest students (GUES.NDS) from other higher education institutions and high school guest students (DUAL.NDS, HSGT.NDS, JCEC.NDS, LEMC.NDS, HEMC.NDS and JPEC.NDS) are not required to complete course placement assessment. However, these students must provide documentation of fulfillment of pre-requisites; or the school must attest to the student's ability to perform the course level work as outlined in the Dual Enrollment policy.

Personal interest students (PERS.NDS) may receive an exception with appropriate documentation.

Change Log

| <u>Date Of Change</u> | <u>Version</u> | <u>Description of Change</u> | <u>Responsible Party</u> |
|------------------------------|-----------------------|-------------------------------------|---------------------------------|
| 02/13/2013 | 1.0 | Biennial review | R. Klee |
| 3/18/2015 | 2.0 | Annual Review | C. Finnegan |
| 06/09/16 | 3.0 | Annual Review | Z. McNitt |
| 10/9/19 | 4.0 | Annual Review | Z. McNitt |