

# Prerequisites and Co-requisites Policy

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- Policy Nuber: KC-ACA-3165
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- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: registrar@

## Policy Statement

A course **prerequisite** is any requirement an academic department identifies as essential for a student to successfully complete before taking a course in order for a student to be successful in the course. All prerequisites, whether they apply to an individual course or to all courses in a department should be clearly stated in course offerings section of the University Catalog and enforced if attached to a course. Prerequisites should also be stated in the course syllabus.

Course prerequisites consist of one or more of the following: proficiency exams, special student groups, course material that fosters a foundation of learning for the next like course or select major requirements.

Students will not be allowed to register for a course if they have not successfully completed (or are currently completing) the prerequisite.

Students are responsible for knowing and completing all published prerequisite requirements for a course before taking that course. The university has the obligation to inform

students of prerequisite requirements. It has the right to cancel a student's registration in a course if the student has not satisfied the published prerequisite requirements for that course.

A course **co-requisite** is a requirement that must be completed before or at the same time as the course for which it is required. All co-requisites, whether they apply to an individual course or to all courses in a department, should be clearly stated in course offerings section of the University Catalog and enforced if attached to a course. Co-requisites should also be stated in the course syllabus. Students are responsible for knowing and completing all published co-requisite requirements for a course. The university has the right to cancel a student's registration in a course if the student has not arranged to satisfy the co-requisite requirements for that course.

## **Reason for Policy**

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

## **Who Should Read this Policy?**

All faculty; Academic advisors; Registrar's office personnel.

## **Instructions, Procedures and Related Information**

UMKC Academic Calendar:

## **Contacts:**

**UMKC Registrar's Office: Website**

**Physical Location:** 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110

**Mailing Address:** 5100 Rockhill Road, Kansas City, MO 64110-2499;

**Phone:** 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

## **Exclusions**

Professional schools in Dentistry, Medicine, Pharmacy, and Law.

- **History & Updates**

## **Appendices**

None