

Policies and Procedures

Date: October 9, 2014

Subject: Credit Course Requisites

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1. Purpose

This policy addresses the importance of and procedures for establishing credit course prerequisites and co-requisites (collectively, “requisites”). With a mission focused on student success, Tidewater Community College (TCC) recognizes that every effort should be made to avoid barriers preventing students from achieving their academic goals. Requisites are important, non-arbitrary parts of curriculum design that provide a path for students to master material needed in subsequent or simultaneous courses. Properly selected, requisites are critical to student success.

2. Policy

TCC shall enforce applicable Virginia Community College System (VCCS) course requisites as identified in the Master Course File (MCF). For cases in which there are no or insufficient MCF requisites or TCC does not offer the identified MCF requisites, full-time teaching faculty at TCC shall propose requisites for those courses in which prior or simultaneous skills and knowledge are required for student success.

In disciplines where no full-time teaching faculty exist, academic deans shall propose course requisites. All students enrolling in credit courses shall be required to comply with requisites except when exceptions are approved according to the procedures as specified. (This policy is consistent with VCCS *Policy Manual* Sections 5.2, 5.3, and Table 5.1b.)

3. Responsibilities

The Vice President for Academic Affairs and Chief Academic Officer shall develop, maintain, and promulgate procedures that are consistent with this policy to include:

- approving or disapproving proposed requisites and communicating decisions to the Curriculum Committee and the appropriate faculty and staff;
- assuring that approved requisites are enforced in SIS;
- enforcing an approval process for situations in which evidence of requisite satisfaction exists outside SIS records requiring staff interventions in order for students to register; and
- developing and implementing a review process to analyze the efficacy of established requisites at the college.

4. Procedures

The following procedures will be followed in recommending, reviewing, and/or revising course requisites:

4.1. Faculty Initiation

4.1.1. Full-time teaching faculty members (or academic deans for divisions where no full-time faculty exist in the appropriate discipline(s)) interested in initiating requisites that are not identified in the VCCS MCF for new, existing, or reactivated courses in their disciplines shall work with their academic dean to complete the [Faculty Requisite Proposal Form](#) (Appendix A). The academic dean shall notify all academic deans who have oversight of disciplines for the courses of the requisite proposals.

4.1.2. Faculty members proposing new requisites shall circulate complete proposals to all full-time teaching faculty in the appropriate disciplines. Majority votes of the full-time teaching faculty in the disciplines on each campus where the courses are taught are required for approval. If even numbers of full-time faculty on campuses result in tie votes, academic deans on these campuses shall vote to establish majority votes. If courses are offered only at one campus, then a majority vote of the full-time teaching faculty in the discipline on that campus is required. In divisions where no full-time teaching faculty exist, majority votes of the respective academic deans are required. If even numbers of academic deans result in tie votes, the Associate Vice President for Academics shall vote to establish a majority vote. All approved proposals must be submitted to the Associate Vice President for Academics for

consideration at the next Curriculum Committee in accordance with established deadlines.

- 4.1.3. The Associate Vice President for Academics shall submit complete proposals to the Curriculum Committee chair who shall distribute them to committee members for recommendation. All new proposals must be submitted to the chair of the Curriculum Committee according to the deadlines established by that committee for action items.

4.2. Curriculum Committee Review

- 4.2.1. The Curriculum Committee shall review the completed [Faculty Requisite Proposal Forms](#) (Appendix A).
- 4.2.2. If proposals are not recommended for approval, the Curriculum Committee chair shall inform the proposer(s) at the Curriculum Committee meeting or in writing within five working days of the meeting. Explanations must accompany the notification and must indicate whether revisions of the proposals are advised. If the proposals are recommended for approval, the Associate Vice President for Academics will forward the recommendations to the Vice President for Academic Affairs and Chief Academic Officer.

4.3. Vice President Action

The Vice President for Academic Affairs and Chief Academic Officer shall review and respond to recommendations of the Curriculum Committee within five working days of the Committee's recommendations. If the recommendations are approved, the Vice President (or designee) shall notify the relevant discipline faculty, academic deans, the Associate Vice President for Academics, counselors, and the Curriculum Committee of the implementation schedule. If recommendations are not approved, the Vice President shall provide written justification to the Curriculum Committee.

4.4. Implementation

- 4.4.1. The Associate Vice President for Academics shall assure that approved requisites are enforced in SIS¹ and published in i-INCURR and will appear in the Course Description section of the next printed Catalog.
- 4.4.2. The Vice President for Academic Affairs and Chief Academic Officer shall assure that SIS enforces approved requisites and that the process to approve requisites in cases in which the evidence of satisfaction exists outside of SIS records is followed.

¹ Requisite satisfaction based on TCC SIS data including Placement Test scores, courses completed at TCC, courses in progress at TCC, or courses accepted through transfer credit at TCC is automated in SIS. Requisite satisfaction based on plan code for restricted programs is automated. Students are responsible for dropping courses for which in-progress courses were used to satisfy requisites but grades of "D" or better were not earned in the in-progress courses.

- 4.4.3. New requisites shall be implemented during the summer term unless implementation at another time is approved by the Vice President for Academic Affairs and Chief Academic Officer.

4.5. Requisite Review

A review of course requisites will be conducted biennially by the Office of Institutional Effectiveness at the request of the Vice President for Academic Affairs and Chief Academic Officer. Results will be used to inform decisions to maintain, modify, or eliminate course requisites. The data shall go to discipline faculty, appropriate deans, the Curriculum Committee, and the Vice President for Academic Affairs and Chief Academic Officer. If warranted, modifications and eliminations will follow the same procedures as outlined for initiating credit course requisites.

4.6. Student Request for Requisite Approval Procedure²

Students whose TCC SIS records do not include proof of requisite satisfaction but who have documented evidence (such as transcripts) of requisite satisfaction through non-TCC in-progress³ or successfully completed courses (earned grades of "C" or better for transfer students or grades of "D" or better for transient students) should consult with counselors or academic advisors who will review the evidence and intervene as follows:

- 4.6.1. For cases in which transfer guidelines are met and for which requisite student groups are available in SIS, add students to the appropriate requisite student groups, enter the required notations identifying the evidence of satisfaction, scan and retain the documentation for one year after the end of the semester. Students may self-register in SIS.
- 4.6.2. For cases in which transfer guidelines are met but no requisite student groups exist in SIS, sign registration worksheets, scan the documentation, and retain it for one year after the end of the semester. Students must register at Enrollment Services Offices.
- 4.6.3. For cases in which counselors or academic advisors cannot determine if transfer guidelines are met and/or the evidence satisfies the requisites, refer the students to the appropriate academic deans with completed [Student Request for Requisite Approval Forms](#) (Appendix B) and the documented evidence. These requests will be reviewed by the academic deans who will consult with faculty in the appropriate disciplines. Academic deans will inform students of decisions within

² Procedures are intended for students wishing to take courses for credit. Students who audit a course generally do not need to meet course requisites.

³ Transfer students are responsible for dropping courses for which non-TCC in-progress courses were used to satisfy requisites but grades of "C" or better were not earned in the in-progress courses. Transient students are responsible for dropping courses for which non-TCC in-progress courses were used to satisfy requisites but grades of "D" or better were not earned in the in-progress courses.

five working days of receiving the student requests, provide signed registration worksheets or permission numbers for approved courses, and retain [Student Request for Requisite Approval Forms](#) and documentation for one year after the end of the semester. Students must register at Enrollment Services Offices or use permission numbers that allow for self-registration. These decisions are final.

5. Definitions

Prerequisite: Documented evidence of the entry-level skills or knowledge necessary to meet the learning outcomes for courses. Course prerequisites may include but are not limited to developmental or college-level courses or placement test scores.

Co-requisite: Course that must be taken simultaneously with another course. Co-requisites may include but are not limited to developmental or college-level courses and placement test scores.

Academic Dean: Whenever the title “academic dean” is used, this includes any academic director.

6. References

[VCCS Policy Manual Section 5, Educational Programs](#) (Table 5-1B; Policies 5.3.0 and 5.6.5.3)

7. Review Periodicity and Responsibility

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on October 9, 2014.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D.
President

Procedure Developed:

Daniel T. DeMarte, Ed.D.
Vice President for Academic Affairs and
Chief Academic Officer

9. Review and Revision History

The initial version of this policy was approved March 22, 2012.

1. Revision 1 reflects the fact that after one year of the policy’s implementation, the following changes were required:

- Retitled “Prerequisites and Co-requisites” to “Requisites.”

- Changed “Student Waiver Request Procedure” to “Student Request for Requisite Approval Procedure.”
- Clarified that TCC enforces VCCS Master Course File (MCF) Requisites, and that requisite policy and procedures pertain to proposals to enforce non-MCF requisites.
- Changed “Vice President for Student Learning and Chief Academic Officer” to “Vice President for Academic Affairs and Chief Academic Officer.”
- Changed “Associate Vice President for Faculty Development and Curriculum Innovation” to “Associate Vice President for Academics.”
- Changed full-time faculty interested in proposing course requisites from working with “Associate Vice President for Faculty Development and Curriculum Innovation” to working with their respective academic deans to complete required proposal forms.
- Added that academic deans will cast tie-breaking votes on their respective campuses when equal numbers of full-time faculty result in tie votes.
- Added that Associate Vice President for Academics will cast the tie-breaking vote when equal numbers of academic deans result in tie votes (in cases in which no full-time faculty exist).
- Changed Curriculum Committee Chair to Associate Vice President for Academics as forwarder of recommended proposals to Vice President.
- Added “or designee to “Vice President (or designee) shall notify the discipline faculty, academic deans, the Associate Vice President for Academics, counselors, and the Curriculum Committee of the implementation schedule” for approved requisites.
- Changed term new requisites will be implemented from fall to summer.
- Deleted “Students shall adhere to approved prerequisites and co-requisites in place at the time they declared their curriculum.”
- Deleted the “within the previous six years” time requirement for documented evidence of requisite satisfaction
- Substantive changes to section 4.6 regarding use of transfer tool and student groups, and when advisement from academic deans is necessary.

Approved October 31, 2013 by President Edna V. Baehre-Kolovani, Ph.D.

2. Revision 2 is a minor rewrite of the policy based on implementation experience since the last revision and reflects the following changes:

- Incorporated SIS automated enforcement parameters.
- Incorporated definition of successful course completion by student type and grade earned.
- Clarified recent VCCS policy that established that students who audit a course do not need to meet course requisites.
- Minor changes to Faculty Requisite Proposal Form.

Approved October 9, 2014 by President Edna V. Baehre-Kolovani, Ph.D.

APPENDIX A

FACULTY REQUISITE PROPOSAL FORM

(This form is used for creating, modifying, and eliminating
Non-Master Course File requisites.)

This form is to be used by full-time discipline faculty (or academic deans where no full-time faculty exist) for submitting and documenting requisite requests to the Curriculum Committee and Vice President for Academic Affairs and Chief Academic Officer for action. Faculty shall work with their academic dean to complete this form. Forward this form to the Curriculum Committee according to the procedures in section 4.1.3 of the policy.

Course for which the requisite is requested (course title and number):

Course requested as a (check all that apply) prerequisite and/or co-requisite (course title and number):

Proposed by (faculty member name):

Provide (in narrative form) rationale for the proposed requisite or based on course content and student learning outcomes (please attach additional pages if needed):

Provide evidence that supports the need for a requisite. Evidence may include but is not limited to established best practices, evidence from documented studies, accrediting requirements, requirements of four-year colleges where our students transfer, and/or professional organization' guidelines. Please attach additional pages if needed.

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List any existing requisites enforced in SIS:

Explain impact of requisite the program length in those programs where this course is a requirement and/or an elective. Is this impact in accordance with the limits defined in the *VCCS Policy Manual* (in Table 5.1.b)? Please attach additional pages if needed.

Requested implementation semester: _____

Reviewed by (academic dean's signature):

Signature: _____ Date: _____

Recommended by vote of college-wide full-time discipline faculty as defined in section 4.1.2 of the procedures:

Please describe process and document the vote. Attach additional pages if needed.

Date(s) of faculty votes: _____

Submitted by (faculty member signature):

Signature: _____ Date: _____

Action by Curriculum Committee:

Recommended: _____ Not Recommended: _____

If not recommended for approval, please provide an explanation:

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Signature: _____ Date: _____

Action by the Vice President for Academic Affairs and Chief Academic Officer:

Approved: ___ Not Approved: ___

If not approved, please provide an explanation:

Signature: _____

Date entered into college's SIS database: _____

Effective date: _____

Date VP action communicated to appropriate constituent groups: _____

Name: _____

Date: _____

Signature: _____

APPENDIX B

STUDENT REQUEST FOR REQUISITE APPROVAL FORM

Student Name: _____

Student SIS ID: _____

Student VCCS email address: _____

Phone Number: _____

Address (city, street, zip code):

Signature: _____ Date Submitted: _____

Instructions: A separate form must be completed for each course for which you request requisite approval. Each form must be submitted to the appropriate campus academic dean who has responsibility for the course for which you request requisite approval. If you have not been contacted by the dean within five working days after submitting this form, you may return to the dean's office to obtain the approval decision. The last day to submit a request for requisite approval is ten working days before classes start in the following semester/session.

Course in which you seek enrollment (include course title and number):

Requisite for above course (include course title and number):

Rationale for Waiver

Please provide a narrative justifying your reasons for requesting requisite approval. Attach documented proof including relevant transcripts, training experience, work experience, or other relevant material to support your request. In all cases it is the responsibility of the student to provide compelling evidence (documentation) to support the request.

Approval requests will be reviewed by the academic dean, generally in consultation with a full-time faculty member in the discipline. The decision of the dean is final.

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Approved: _____ Not Approved: _____

Reason for non-approval:

Academic Dean's Name: _____

Signature: _____

Date: _____