



ECE PETITIONS FOR PREREQUISITE AND CO-REQUISITE EXCEPTIONS

Date Issued: Fall 2023

DEFINITION

A course prerequisite is any requirement that the EE and CpE programs identify as necessary for a student to complete successfully before taking the course. A course co-requisite is any requirement that the EE and CpE programs identify as necessary for a student to satisfy concurrently with the course (a co-requisite may be satisfied prior to the course as well as concurrently). Prerequisites and co-requisites typically are other courses, but may also be some other requirement (e.g., senior standing).

RATIONALE

Academic programs are designed carefully so students can achieve identified learning outcomes. Prerequisites and co-requisites are important parts of the curriculum design. Course prerequisite and co-requisite requirements have been put into place for the benefit of the student. These requirements are not arbitrary, but provide a rational path through the curriculum, allowing students to master material that is needed in subsequent courses.

POLICY

1. It is the responsibility of the ECE department, the EE and the CpE academic program advisors, and the faculty to advise students of course prerequisites and co-requisites. Course prerequisites and co-requisites are published in the university catalog. Additional information about prerequisites and co-requisites is published on web sites, course syllabi, or in program documents.
2. It is the authority of the Electrical and Computer Engineering Department, the EE and CpE academic programs, and the faculty instructor to cancel a student's registration in a course if the student has not satisfied the published prerequisites for the course.
3. Students are ultimately responsible for knowing and adhering to course prerequisites and co-requisites. Failure to follow such requirements may place a student at academic risk.
 - a. A student currently enrolled in a prerequisite course will be permitted to register for a class that is offered in the next semester that requires the prerequisite. As long as the prerequisite course shows "in progress" in Degree Works, the student will be allowed to register for the class at the time of registration.
 - b. If a student taking a prerequisite class ends up failing the class at the end of the semester, then the student has not completed the prerequisite requirement. The registration system and Degree Works records the final grade in the course when it is posted. The student is responsible for withdrawing from the course by the first week of classes. Students shall contact their advisor as soon as possible for need help.
 - c. If a student takes a prerequisite class at another institution, it is the student's responsibility to ensure that the final grade is recorded and reported to the University Registrar. The student should plan for the time delays normally associated with posting of the grade at another institution and the review process conducted by the University Registrar. The student can enroll in the class at the time of registration, if that course appears on Degree Works as an equivalent to the prerequisite.

EXCEPTIONS

Some students, who do not meet prerequisites or co-requisites, may make petition for an exception. University policy allows departments and the class instructor to grant exceptions by entering overrides into the Banner system. Overrides allow the student to continue with their registration without meeting the course requirements.

Exceptions should be limited to addressing clerical and academic record issues. Examples include:

- Substitution of Honors Program's courses for prerequisite courses.
- Transfer student coursework with equivalent courses taken at another institution.

ECE students wishing to petition for exceptions to required or elective courses should contact their advisor as soon as possible. For example, students who wish to take a Mathematics Elective that does not appear on the approved Mathematics Elective list should submit a request for an exception. Only in exceptional or valid circumstances will exceptions be approved.

RESPONSIBILITIES

All ECE class rolls, including lecture courses and laboratories, are to be reviewed by the second week of the semester by the course instructor. All cases of students failing to meet prerequisite and co-requisite course requirements or have an approved petition shall be emailed to the department chair and undergraduate program director. Those students who have not satisfactorily completed prerequisite course requirements will be administratively dropped and notified of the drop via e-mail.

The recommended procedure is for the course instructor to take a first look of the class rolls. All department faculty are given access to Degree Works, which give the instructor the ability to check a student's coursework.

Afterwards, the department chair and undergraduate program director will spot check class rolls throughout the semester.

Approved by the Undergraduate Curriculum Committee, 24 November 2023