

6.11 Prerequisites/Co-requisites

Last Revised: November 2022

Policy: To facilitate student success, Piedmont Community College (PCC) requires that students complete prerequisites before entering a subsequent course. Students must complete co-requisites prior to, or be concurrently enrolled in, the required course.

Purpose/Definitions:

Purpose

Prerequisite and co-requisite courses have been established for certain courses to ensure that students are adequately prepared to do the work required in the subject courses. Prerequisites and co-requisites may be either state mandated (part of the North Carolina Community College Combined Course Library) or local requirements (recommended by personnel in the appropriate academic areas and approved by the College's Curriculum Committee).

Definitions

Co-requisite—a course that must be completed prior to or taken at the same time as a designated course.

Prerequisite—a course that must be completed prior to a student entering a subsequent course.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction has monitoring authority for this policy.

Procedure:

Section 1: Waiver of Prerequisite and/or Co-requisite

- 1.1. Under special circumstances, when it can be documented that the student has the equivalent preparation of a prerequisite/co-requisite, an instructor, advisor, or dean may propose a waiver of the requirement by completing the Prerequisite/Co-requisite Waiver Form (see Exhibit 6.11: Prerequisite/Co-requisite Waiver Form) and attaching the appropriate justification documentation.

- 1.1.1. The Prerequisite/Co-requisite Waiver Form must be signed by both the instructor and the instructional dean.
- 1.1.2. The form must be included in the student's record to document the reason the prerequisite or co-requisite was waived.
- 1.2. Acceptable reasons for waiving a prerequisite or co-requisite include:
 - 1.2.1. Extensive documented work experience in the field.
 - 1.2.2. High performance in closely related courses taken at PCC.
 - 1.2.3. Equivalent content of courses that meet the criteria outlined in the [NC High School to Community College Articulation agreement](#).
 - 1.2.4. Closely related course content completed with a grade of C or higher at an accredited post-secondary institution.
 - 1.2.5. Other reasons as defined by the instructor and approved by the appropriate instructional dean.

Section 2: Developmental/Transition Courses as Prerequisites

- 2.1. Prerequisites for gateway courses in mathematics and English-can be met by:
 - 2.1.1. Obtaining the appropriate scores on placement tests.
 - 2.1.2. Meeting high school GPA requirements in accordance with the Reinforced Instruction for Student Excellence (RISE) initiative.
 - 2.1.3. Successfully completing and submitting official transcripts for the equivalent developmental or college-level English or mathematics courses at other postsecondary institutions.

Legal Citation: [NC High School to Community College Articulation agreement](#)

History: Effective October 2012; Revised October 2001, February 2012, March 2021, November 2022

Exhibit 6.11: Prerequisite/Co-requisite Waiver Form

Piedmont Community College Verification of Prerequisites/Co-requisites Form

Name of Student _____ ID# _____

Prefix, number, and name of course for which pre/co-requisites are waived:

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Prerequisites/co-requisites being waived: _____

Check reason(s) and provide documentation:

_____ Extensive documented work experience in the field

_____ High performance in closely related courses taken at PCC*

_____ Equivalent content of courses that meet the criteria outlined in the [NC High School to Community College Articulation agreement](#)*

_____ Closely related course content completed with a grade of C or higher at an accredited post-secondary institution*

_____ Other. Explain _____

Name of the Instructor Authorizing the Waiver _____

_____ Instructor Signature	_____ Date	_____ Instructional Dean Signature	_____ Date
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This form will be included in the student's file.

Comments:

*List courses. Attach transcript.

Please forward this form and required documents to the Records Office.