

## **Prerequisites and Course Registration Policy**

This policy promotes student success in academic courses and programs by ensuring that students meet course prerequisite requirements before being permitted to enroll in courses for which prerequisite requirements are identified. It applies to all students registering for credit-bearing courses at Suffolk County Community College.

### **Definitions**

*Prerequisites* refer to any courses or other requirements (such as, minimum placement test scores or minimum grades in previously taken courses) that are identified as such in the College Catalog within individual course descriptions.

*College Catalog* refers to the College Catalog most recently published (either in print or online) at the intended time of course registration, except for any governance-approved prerequisite changes that have occurred since the last publication date of the catalog and except for any printing errors in the catalog.

### **Policy**

All course prerequisite requirements must be met and verified by students at the point of registration. This condition will be considered provisionally satisfied for registration purposes by in-progress courses when it is assumed that these courses will be successfully completed prior to the start of courses requiring the in-progress courses as prerequisites and with the provision that students will be deregistered if these courses are not successfully completed.

### **Procedure**

Matriculated students who have submitted documentation of prior high school and college experience will automatically be allowed or disallowed registration based on the presence or absence of prerequisite requirements in their histories. Whenever a student's history could include transfer courses or examination scores (such as, advanced placement test scores) that would fulfill prerequisite requirements, it is the student's responsibility to ensure that this information is entered into his or her history by requesting a transfer evaluation in advance of the registration period.

Non-matriculated students, or other students who have not submitted documentation of prior high school and college experience, must submit a *Prerequisite Waiver Request Form* to an academic dean who has been identified by an Executive Dean as having responsibility for reviewing such requests. Students seeking prerequisite waivers must verify that they have met prerequisites by submitting high school or college transcripts,

taking and passing proficiency examinations, or providing other documentation that may be deemed relevant, such as, SAT, ACT, and NYS Regents Examination scores.

Non-matriculated students registering for courses online will be directed by the registration website to email or fax *Prerequisite Waiver Request Forms* and copies of high school and college transcripts and other relevant documentation to an appropriate academic dean. Based on the evidence provided and the course placement guidelines, which are posted on the College-Wide Faculty Advisement webpage, the academic dean will approve or reject the requested prerequisite waiver.

After reviewing a prerequisite waiver request, the academic dean will inform the student who submitted the request about whether or not the waiver has been approved. If a waiver is granted, the dean will enter the appropriate information in SFASRPO, and the student will be directed to proceed with the registration process.

The decision of an academic dean to grant or reject a prerequisite waiver request is final and cannot be appealed.

*Approved by Executive Council  
September 22, 2009*