



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Requisites - Policy 090

Policy Statement

The University seeks to ensure that students have a reasonable chance of success in a given course by setting course requisites. Students must meet the stated requisites in order to be eligible to register for a course.

Definitions

Requisite means a course requirement for registration and may include course credits or other academic skills, knowledge or achievements that will help to ensure students have a reasonable chance of success in the course. One example might be the completion of a first year course at the University prior to registering in an advanced level of the same course at the second year. Another type of requisite might require a student to register in two related courses at the same time.

University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

Related Policy

Academic Appeals and Complaints

Procedures

Requisite checking occurs through systems established by the Registrar.

Changes to requisites must be approved by the Academic Council. Notice of change to requisites must appear in the University Calendar one year prior to the implementation date, unless such changes are necessary to:

- meet the requirements of external agencies,
- remove demonstrable difficulties with the existing prerequisites,
- broaden access to the course.

Students not meeting the requisites must obtain written permission from the designated instructor or departmental representative in order to be eligible to register for the course.

Students may be permitted to register provisionally provided that the Registrar:

- determines that the students did not have a reasonable chance to provide proof that they met the prerequisite at the time of registration;
- sets reasonable deadlines for students to provide proof; and
- ensures that unqualified students are withdrawn from a course before classes begin, or if there is not enough time before classes begin, the Registrar will ensure that these students are clearly identified on the class list.

Students may be permitted to register provisionally if the Registrar cannot reasonably check the course requisites.



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An instructor may withdraw a student from a course who does not meet the requisites.

Course requisites will be published by the Registrar in the University's Calendar using the following terms:

- Pre-requisite means a course requisite needed before students register for a given course.
- Co-requisite means a course requisite that must be taken at the same time as a student takes a given course.
- Co- or Pre-requisite means a term used when a course requisite may be either a pre-requisite or a co-requisite.

A student may appeal a course requisite related decision as outlined in the University's policy on Academic Appeals and Complaints.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012.

Approved by: Academic Council, April 12, 2012.

Responsibility: Registrar

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