جامعة اليمامة
Al Yamamah University

Policy on Applying and Waving the Pre-Requisite requirements

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Policy Executive Order	EO UC 7/2019-20
Policy Owner	Vice President
Policy Author	University Council
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Last Modified/Revised	First Version
Effective Date	28th January 2020
History	The University Council, on 27th January 2020 reviewed the proposal submitted by the Office of Vice President and Director General of Quality Assurance to have a separate policy for the pre-requisite.

DCO Form V1.1

Policy on Applying and Waving the Pre-Requisite requirements

Scope:
This policy applies to courses that need specific skillsets to enable students to realize their full potential and be able to achieve the course learning outcomes.

Policy:
Prerequisites and/or co-requisites shall be established when they are necessary to increase the students' chances of achieving the student's learning outcomes and maximize their chances of success in a given course. Students are required to meet the stated course prerequisites and/ or co-requisites to be eligible to register for a course.

Definitions:
Following definitions are applied on this policy:

Course: A set of lectures or lessons in a particular subject, with defining learning outcomes, offered under a designated subject code and course number.

Prerequisite: Is a requirement such as a course, course credits, or other academic skills, knowledge or achievements that must be completed prior to taking a particular course.

Co-requisite: A course that is to be taken concurrently with another course.

Prerequisite or co-requisite waiver: Permission to register without meeting the required prerequisite and/or co-requisite for a course.

Regulations:

Setting prerequisites/co-requisites

a. Course prerequisites and co-requisites are established or changed through the University Council (UC) approval process, in accordance with the Program Study Plan policies.
b. The Head of the department or program proposing the introduction of prerequisites will be required to demonstrate that the requirements are necessary based on the learning outcomes of the course.

c. Prerequisite and co-requisites will be checked and enforced during registration through the registration electronic system.

d. In some exceptional situations, students are allowed to request a pre-requisite/co-requisite waiver. In this case, the procedure stated below applies.

Procedure for waiving of Prerequisite:

a. A student must submit a request, and fill in a form to waive a prerequisite course.

b. The request must first be discussed with his/her academic advisors.

c. Academic advisors must verify the students request, including his/her academic performance, courses being registered, credit hours, GPA, and analyze the impact on the student's academic achievement. The academic advisor can also consult the faculty teaching the needed course.

d. Academic advisors must write down their recommendations to the Department Head and provide justifications for accepting/rejecting the student's request, taking into consideration the opinion of the teaching faculty.

e. The Department Head presents the request to the College Council (CC) for discussion and recommendation. The Council's recommendation(s) must be documented in the meeting minutes.

f. If the CC approves the request, then it must be forwarded to the Vice President for a final approval.

g. If the request is approved by the vice-president, the registration department shall be officially notified, to allow the student registration in the needed course.

If critical cases require the attention of the UC, these ones are expected to be presented to the UC for further discussions and considerations.

Exceptions

The UC reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by the University President.

APPROVED BY: _____ Date: 27-1-2020

President