

6.11 Prerequisites/Co-requisites

Last Revised: March 2024

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

The purpose of this policy is to outline procedures followed regarding prerequisites and co-requisites for courses at the College.

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/CAO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. 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.
- 1.2. Prerequisites and co-requisites may be either state-mandated (part of the North Carolina Community College Combined Course Library) or locally established requirements.

- 1.2.1. Local requirements are based upon recommendations by personnel in the appropriate academic areas and approved by the College's Curriculum Committee).
- 1.3. A student may earn a grade of "D" and move on to the next course in a sequence in most courses.
 - 1.3.1. Certain sequenced math courses are exceptions.
 - 1.3.1.1. A student must earn a "C" or higher in MAT 171 in order to take MAT 172.
 - 1.3.1.2. A student must earn a "C" or higher in MAT 271 in order to take MAT 272.

Section 2: Waiver of Prerequisite and/or Co-requisite

- 2.1. 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.
 - 2.1.1. The Prerequisite/Co-requisite Waiver Form must be signed by both the instructor and the instructional dean.
 - 2.1.2. The form must be included in the student's record to document the reason the prerequisite or co-requisite was waived.
- 2.2. Acceptable reasons for waiving a prerequisite or co-requisite include:
 - 2.2.1. Extensive documented work experience in the field.
 - 2.2.2. High performance in closely related courses taken at PCC.
 - 2.2.3. Equivalent content of courses that meet the criteria outlined in the [NC High School to Community College Articulation agreement](#).
 - 2.2.4. Closely related course content completed with a grade of C or higher at an accredited post-secondary institution.
 - 2.2.5. Other reasons as defined by the instructor and approved by the appropriate instructional dean.

Section 3: Developmental/Transition Courses as Prerequisites

- 3.1. Prerequisites for gateway courses in mathematics and English-can be met by:
 - 3.1.1. Obtaining the appropriate scores on placement tests.

- 3.1.2. Meeting high school GPA requirements in accordance with the Reinforced Instruction for Student Excellence (RISE) initiative.
- 3.1.3. 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, March 2024

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:

--	--	--

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

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.