



Red Rocks Community College Enrollment Services Operational Guidelines

Title: Prerequisites, Corequisites and Unofficial Transcript Evaluations

Effective: 7/1/13 **Approved:** 10/4/13 **Revised:** 10/4/13

Reference:

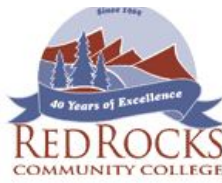
Purpose: To define guidelines governing prerequisites, corequisites and transcript evaluations

Scope: Applies to all courses and students.

Attachment: Registration/Schedule Change Form

Prerequisite and Co-Requirement Criteria and Approvals

- **Prerequisite within the same department:** Only a Lead, Chairperson or Dean of Instruction for that department may override a prerequisite requirement (including Assessment test scores) or Developmental Education requirements within their respective departments. Overrides must be signed and initialed on the Registration /Schedule Change form.
- **Prerequisite between departments:** The department that “owns” the course is the one to authorize the waiver. For example, if a CHE course has a MAT prerequisite requirement, on the Lead, Chairperson or Dean of Instruction for CHE may override the MAT prerequisite. However, the student will still be responsible for meeting the MAT requirement for Guaranteed Transfer (GT). The override of the MAT prerequisite for the CHE course is independent of the student meeting the requirement for transfer.
- An instructor may not override a prerequisite requirement.
- Advisors and/or full time Admissions staff may override prerequisite requirements for the following situations:
 - Permission of the Chairperson or Dean has been received either via email (include “per Chair” or “per Dean” on the Registration/Schedule Change form with advisor/employee’s initials) or authorized initials on the Registration/Schedule Change form.
 - Evaluation of unofficial transcript determines that the student has met the prerequisites.
 - **Advisors:** Student places below MAT 030 on ACCUPLACER.
 - **Advisors:** Non-sequential prerequisite (see below).
 - Advisor permission required for ENG 075 and REA 075.
- A prerequisite course that a student is currently enrolled in at another institution does not fulfill the prerequisite requirement for a RRCC course. The only time a prerequisite course from another institution will apply is if there is a transcript indicating completion of the prerequisite course with an appropriate grade that satisfies the prerequisite requirement. Communications from instructors at other institutions indicating a student is passing or will pass a course are not acceptable to fulfill the prerequisite requirement. However, a Chair or Dean may consider that information.



- **Overriding a non-sequential prerequisite:** Example: MAT 121 requires MAT 099. Student has already taken MAT 135 without taking MAT 099 (took MAT 135 when his/her ACT score was applicable). Since MAT 135 requires MAT 099, student may register for MAT 121.
- **Corequisites:** If a student withdraws/drops from one corequisite, he/she must also drop the other corequisite(s) unless there is a signed permission of a Chairperson or Dean of Instruction for that department.
- **Learning Communities:** If a student withdraws/drops from one corequisite that is part of a learning community, he/she must also withdraw from or drop the other corequisite(s) unless there is a signed permission of the Dean of Instruction for that department.
- Students who have completed high school chemistry will be allowed to register for CHE 111, but must present a high school transcript. Please note that along with the high school transcript, the student also must satisfy the Math and English Prerequisite requirements for Chemistry.
- **English requirements:** Students need at least a C in ENG 090 for all GT courses. They also need at least a C in REA 090 and ENG 090 in order to take ENG 121.