

## **CP 5.1.23**

### **Prerequisites/Co-requisites**

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***Related Board of Trustee Policy: BP 5.1.23***

***Responsible Official***    *Chief Academic Officer*  
***Approvals***                *05/11/2023*  
***Revision***

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### **Procedure**

**A:**        Waiver of Prerequisite and/or Co-requisite

1. Under special circumstances, when it can be documented that the student has the equivalent preparation of a prerequisite/co-requisite, an instructor or advisor/coach may propose a waiver of the requirement by completing the Prerequisite/Co-requisite Waiver Form and attaching the appropriate justification documentation.
2. The Prerequisite/Co-requisite Waiver Form must be signed by both the instructor and the Chief Academic Officer.
3. The form must be included in the student's record to document the reason the prerequisite or co-requisite was waived.

**B:**        Acceptable reasons for waiving a prerequisite or co-requisite include:

1. Extensive documented work experience, background, certifications, etc. in the field.
2. High performance in closely related courses taken at MTCC or an accredited post-secondary institution. Submission of transcripts is required.
3. Equivalent content of courses that meet the criteria outlined in the NC High School to Community College Articulation agreement.
4. Closely related course content completed with a grade of C or higher at an accredited post-secondary institution.
5. Other reasons as defined by the instructor and approved by the curriculum dean.

**C:**        Developmental/Transition Courses as Prerequisites

1. Prerequisites for gateway course in mathematics and English-can be met by:
  - a. Obtaining the appropriate scores on placement tests.
  - b. Meeting the high school GPA requirements in accordance with the local and state development guidelines/requirements.
  - c. The successful completion of equivalent developmental or college-level English or mathematics courses at other postsecondary institutions.
    - i. Submission of official transcripts is required.



## Request to Waive Prerequisite/Co-requisite

Name of Student: [Click here to enter text.](#)

Student ID: [Click here to enter text.](#)

Student's Mailing Address: [Click here to enter text.](#)

Student's Advisor: [Click here to enter text.](#)

Semester: [Click here to enter text.](#)

Course Prefix, Number and Title requiring Pre/Co-requisite: [Click here to enter text.](#)

Course Prefix, Number, Title and Hours of Pre/Co-requisite being waived: [Click here to enter text.](#)

Major Program of Study: [Click here to enter text.](#)

Justification for waiving Prerequisite or Co-requisite (check all that apply and provide documentation):

- ☐ Grade of at least "C" in a course judged of similar or higher-level content; course: [Click here to enter text.](#)
- ☐ Life and/or professional experiences that are equivalent to or supersede the prerequisite or co-requisite; a formal review of course level outcomes would occur and be maintained in the student's records; support these experiences: [Click here to enter text.](#)
- ☐ Transfer acceptance of a course that has a prerequisite or co-requisite
- ☐ Satisfactory completion of proficiency exams administered by CCCC, when such exams are available
- ☐ Enrolled in another course deemed suitable to satisfy the co-requisite; course [Click here to enter text.](#)
- ☐ Engaged in a job experience during duration of course that would provide similar purpose of the co-requisite
- ☐ Associate or higher level degree (to enroll in beginning college level courses, e.g. ENG 111; PSY 150)
- ☐ For visiting students (special credit), written documentation from their college to enroll in a specified course with a prerequisite.
- ☐ Equivalent content of courses that meet the criteria outlined in the NC High School to Community College Articulation Agreement
- ☐ High performance in closely related courses taken at MTCC\*
- ☐ Other Rationale [Click here to enter text.](#)

Requested by (Instructor): \_\_\_\_\_/Date\_\_\_\_\_

Recommended by (Department Chair): \_\_\_\_\_/Date\_\_\_\_\_

Associate Dean/Dean Approval: \_\_\_\_\_/Date\_\_\_\_\_

Approved (Dean/VP/CAO): \_\_\_\_\_/Date\_\_\_\_\_