**Improvement Plan – Enforcing Prerequisites**

1. **Review pre-requisite structure (by department).**
2. **Issue CARFs to Registrar to update Pre-requisites (if necessary).**
3. **Confirm all pre-requisites are enforced in Banner.**
4. **Each term, confirm pre-requisites have been rolled correctly in Banner (SSAPREQ) when registration opens for that term.**
5. **Confirm Degree Works is coded to require appropriate minimum grades for prerequisite courses.**
6. **Faculty will include the following wording on syllabi:**

This course requires the following pre-requisites: (*identify specific pre-reqs for course)*. If you are in this course without the appropriate prerequisites, you will be administratively dropped. This may happen immediately, but it can occur at any time during the semester if you are found to not have the pre-requisites.

1. **Develop standardized petition for exceptions to pre-requisites.**

Include wording on form: A prerequisite waiver does not waive the grade requirement in the prerequisite course, regardless of student’s performance in subsequent courses.

1. Process pre-requisite exceptions on case-by-case (see Prerequisite Process).
2. Prior to start of semester, re-check prerequisites
	1. Failed-in-progress Reports
	2. Petitions/overrides previously issued – confirm conditions, if any
3. **Process to confirm prerequisites for late registrations**
	1. **If the course is a department course, the department head will confirm the perquisites have been satisfied prior to approving the General Exception Request for a late registration.**
	2. **If the course is an ES course, the Associate Dean will confirm the perquisites have been satisfied prior to approving the General Exception Request for a late registration.**
4. **After grades are posted, check for concurrent enrollment success (or other conditions) from petitions.**
5. **Graduate students who wish to enroll in an undergraduate course for which they don’t have posted prerequisites may be issued a prerequisite override based on the permission of the instructor.**
6. **Exchange (non-degree seeking) students will not have posted prerequisites; however, they may be issued a prerequisite override based on an evaluation of their unofficial transcripts by the appropriate department.**
7. **UW degree-seeking undergraduate students whose major is not in CEAS must follow the petition process. Particular care should be made to determine if the petitioner is a re-instated UNDC student.**
8. **The prerequisite policy, including our policy of administratively dropping any students who are in a course without having successfully completed the prerequisites, will be conveyed to students as follows:**
	1. **Statement(s) on Web Page(s)**
	2. **An email will be sent to all CEAS students at the beginning of each semester.**
	3. **The prerequisite policy will be included in the email currently sent to all students notifying them of advising week and withdrawal deadlines.**

**Prerequisite Override Process (Departments/Staff)**

**Prerequisite waiver forms should be routed internally (electronically). The student should not collect signatures.**

**Overrides should *only* be issued for courses within your department. Refer student to appropriate department for overrides in courses outside of your department.**

**Prerequisite overrides in Banner trump EVERYTHING. If an override is issued, there will be no flags if there are problems with the prerequisite at the start of the semester. EVERY override issued must be documented. Conditions must be manually checked prior to the start of the semester, after the drop/add deadline, after the Withdrawal deadline, and after grades have been posted.**

**If student has prerequisite in WyoWeb, but Banner doesn’t recognize it.**

 Issue override.

 ***Communication does not have to be in writing.***

 ***Copies not required.***

**If student has the prerequisite from another institution, but the official transcript hasn’t been received.**

 No override can be issued.

Require student to have official transcripts sent to UW.

Student will not be able to register until official transcript has been loaded into WyoWeb.

Assist student by contacting the Registrar to request transcript be loaded with priority (check SAAADMS to see if it has arrived).

**If student is currently taking the prerequisite from another institution.**

No override can be issued.

Require student to have official transcripts sent to UW IMMEDIATELY upon completion of course.

Student will not be able to register until official transcript has been loaded into WyoWeb.

Assist student by contacting the Registrar to request transcript be loaded with priority (check SAAADMS to see if it has arrived).

**If student requests to use an alternative course for a prerequisite.**

 Require prerequisite waiver form.

 Confirm alternative course (with appropriate grade) is in the student’s WyoWeb transcript.

Communication must be in writing (email).

 Copy communication and documentation to prerequisite file and student file.

 If form is approved, issue override.

**Student does not have pre-requisite (includes requests to take prerequisite concurrently).**

 Require prerequisite waiver form.

 If form is approved, issue override.

When checking prerequisites, confirm conditions have been met.

Email student if they have not been, and require documentation, is applicable.

If conditions are not (or cannot) be met, drop student.

Communication must be in writing (email).

 Copy communication and documentation to prerequisite file and student file.

**NOTE: Prerequisite overrides should be removed from Banner if a student is administratively dropped with a prerequisite override in place. (SFASRPO, arrow down to the entry, and “record, remove” [ALT, R, R]. Save your changes [F10]).**

**Pre-requisite Check Process**

**(Departments/Staff)**

**Contact Office of the Registrar (Steve Massei) to be added to the failed-in-progress reports list.**

 When report is received, convert it to Excel.

For students with multiple courses entered, copy and paste names (so every entry has a student attached).

Sort for department courses.

Look up each student and confirm that they do not have the appropriate pre-requisite. Identify the missing pre-req.

Send an email to the student informing them that they will be administratively dropped (and why). Sample wording:

This email is to inform you that you will be administratively dropped from ES 2310 for the spring 2016 term.  This course requires that you have successfully completed MATH 2210 AND ES 2120 with a grade of C or better.

If you believe this is in error, you should respond to this email within 24 hours to avoid being dropped.

Send an email for EACH course.

Wait at least 24 hours (allow time for student to respond), then drop students (AD in SFAREGS).

If a student indicates there is an error, confirm with WyoWeb, instructor, or other before removing student from the drop list.

If a student requests an exception, require the waiver form be completed. Set a deadline!

If the petition is approved, confirm that any conditions have been met before issuing override.

**Prior to the start of the semester, check pre-requisite petitions/overrides issued for semester.**

Confirm that any conditions have been satisfied.

Contact any students who have changed their registration and are no longer satisfying conditions.

Provide them with a deadline to satisfy the condition to avoid being dropped.

**After the drop-add deadline, check pre-requisite petitions/overrides issued for semester.**

Confirm that any conditions have been satisfied.

Students who have changed their registration and are no longer satisfying conditions, may need to be administratively withdrawn from courses.

**After the withdrawal deadline, check pre-requisite petitions/overrides issued for semester.**

Confirm that any conditions have been satisfied.

Students who have changed their registration and are no longer satisfying conditions, may need to be administratively withdrawn from courses.

**After grades have posted for the semester, review petitions and confirm conditions were met.**

 Report grade deficiencies in prerequisite courses to student and advisor.

 Student will not be allowed to proceed to subsequent courses (hold placed on registration)