Guidelines for listing prerequisites

In order to standardize and increase the accuracy and consistency of the catalog entry process for prerequisites, a "prerequisite table" has been created in the "New Course Proposal" form. Here's how to enter a course's prerequisites:

    a. ***Single and multiple prerequisites.*** When there is a single prerequisite it should be entered on the top line. When there are multiple prerequisites – e.g., COMM 200 *and* 201 – they should be entered, one each, on descending lines, as shown in Sample #1.

    *b. **Alternative prerequisites***. When there are alternative prerequisites – COMM 201 *or* BA 324 *or* PSY 322, etc – the prerequisites should be entered on a single line, as show in Sample #2.

    c. ***Required and alternative prerequisites***. When there are both multiple required ***and*** alternative prerequisites, enter the multiple prerequisites first, one on each line, and then the alternative prerequisites, together, on a single line as shown in Sample #3.

    d. ***Recommended courses*** – We are no longer posting "recommended courses" in the catalog.

Prerequisite Table

Prerequisites (*for additional required courses start a new line*):				
A. (course prefix, (space) and number)	or	or	or	or
B. (course prefix, (space) and number)	or	or	or	or
C. (course prefix, (space) and number)	or	or	or	or

(Sample #1) Course: COMM 301 Communication Theory

A. (course prefix and number) COMM 200 or	or	or	or	
B. (course prefix and number) COMM 201 or	or	or	or	
C. **(course prefix and number)**	or	or	or	or

Prerequisites: COMM 200, 201

Sample #2) Course: COMM 412 Evaluation of Public Communication

A. (course prefix and number) COMM 300 or BA324 or PSY 229 or

B. (course prefix and number)   or   or   or   or

C. (course prefix and number)   or   or   or   or
Prerequisites: COMM 300 or BA 324 or PSY 229.

(Sample #3) Course: CS 469/569 System Analysis

A. (course prefix and number) CS 326 or   or   or   or

B. (course prefix and number) CS 336 or   or   or   or

C. (course prefix and number) CS360 or   or   or   or

D. (course prefix and number) CS 258 or CS 380 or   or   or

Prerequisites: CS 326, 336 and 360; CS 258 or CS 380

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