

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Minimum Grade Requirement for Select Prerequisite Courses

Responsible Executive: Associate Dean for Academic Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 03/30/2022

Revisions:

I. PURPOSE

This policy defines the minimum grade requirement for select prerequisite courses and describes the procedure for continuing with courses if the minimum grade requirement is not met.

II. ACCOUNTABILITY

The Office of the Registrar is responsible for implementing this policy under the general direction of the Associate Dean for Academic Affairs with assistance from the Departments.

III. APPLICABILITY

A. Satisfying Minimum Grade Requirement

A minimum grade requirement of B (3.0) may apply for select prerequisite courses in order to register for upper-level courses. Students who have completed the prerequisite course with the required minimum grade will be allowed to register for the upper-level course.

B. Not Satisfying Minimum Grade Requirement

Students who have completed the prerequisite course with a grade *less than* the required minimum grade will not be allowed to register for the upper-level course.

If a student earns a grade of B- (2.75) in a prerequisite course and wishes to register for a course with a prerequisite grade requirement, the student is required to consult with the instructor of the course and their advisor before receiving special permission to register for each upper-level course. (Students are required to consult with the instructor of each course and their advisor and seek special permission for each course.) Special permission must be communicated by the instructor of the course to the Office of the Registrar confirming the student has consulted with the instructor and their advisor. The Office of the Registrar will then register the student in the course if the course is open.

If a student earns a grade of less than B- (2.75), the student is required to retake the prerequisite course and receive the required minimum grade before being allowed to register for the course(s). The grade that is earned the second time will be calculated into the student's GPA. The original grade will remain on the transcript with an "R" (Repeat) grade [with no degree credit earned and the original grade will not be calculated into the student's GPA after the second grade is recorded]. (See policy on Retaking Courses for more information.)

C. Failure to Satisfy Minimum Grade Requirement

Students who fail to earn the prerequisite minimum grade requirement after re-taking the prerequisite course will not be allowed to retake the prerequisite course another time. These students should consult with their advisor, the Assistant Dean for Student Services and Alumni Affairs and/or the Associate Dean for Academic Affairs to discuss their options for changing their program or concentration.