



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Dr. R. Scott Ralls, President*

December 14, 2010

**MEMORANDUM**

**To:** Presidents  
Chief Academic Officers  
Student Development Officers  
Registrars

**From:** Sharon Morrissey, Senior Vice President and Chief Academic Officer  
Academic and Student Services

**Subject:** Course Requisites

As a follow-up to a discussion held with Chief Academic Officers in October, the purpose of this memorandum is to provide clarification regarding course requisites.

The elements of Combined Course Library Curriculum Courses are defined in 23 NCAC 02E.0204(1). Section 02E.0204(1)(c) specifies that "the college shall use the course information (prefix; number; title; classroom, laboratory, clinical and work experience contact hours; credit hours; prerequisites and corequisites; and course description) as listed in the Combined Course Library."

These standards apply to all prerequisite and corequisite requirements. To comply with these standards, a college must accomplish the following:

- Use the course information as listed in the CCL in the design and delivery of courses.
- Ensure that students have met requisite requirements, or demonstrate that they have the appropriate knowledge and skills, prior to enrolling in the course for which the requisite is required.
- Ensure that students enroll in corequisite courses during the same semester or prior to the course being taken.

A college may implement a local policy for waiving requisite requirements for individual students. Documentation of requisite waivers should be maintained for auditing purposes.

Recently, questions have been raised about whether a college must withdraw a student from a course if the student is withdrawn from the corequisite to that course. Some corequisites are lab courses while other corequisites are parallel courses that the CCL writing teams

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recommended as corequisites for student achievement of competencies. Over the years, colleges have been advised that if a student drops one course in a pair of corequisites, he or she must drop the other course as well, or if the college allows the student to remain in the corequisite class, no FTE will be earned for that student.

Because of the complexity of corequisites and the need for a complete review, I have asked the Curriculum Review Committee to make recommendations about a process for conducting a review of corequisite requirements. **Until that review is completed, the decision about withdrawing a student from a course that is corequisite to another course that the student has dropped should be a local college decision.** There may be occasions when a college will allow a student to complete one corequisite after dropping the other course, and there may be occasions when a college will require the student to drop both courses. The college will not be penalized in earning budget FTE for allowing a student to remain in a corequisite course.

If you have questions about corequisite or prerequisite requirements, please contact Van Wilson, Associate Vice President for Student Learning and Success, at 919-807-7098 or Jennifer Frazelle, Director of Academic Programs, at 919-807-7120.

SEM/cb

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