

## **Prerequisite Policy Department of Geoscience**

***Prerequisites are not trivial.*** They are assigned to courses for one of two very important reasons:

1. A certain level of background knowledge is required in order for students to be able to complete the course successfully. Concepts in geoscience can be quite complex – the ideas and methods present in lower level classes are often built upon in successive, upper level classes.
2. A certain level of academic maturity is required in order for students to be able to complete the course successfully. Instructors often approach the course with the understanding that the students are all of a similar background and experience level. Students that are at a different stage of comprehension than that expected by the instructor are at a serious disadvantage.

***The Department of Geoscience expects students to plan their program so that all courses are completed in the proper order, with all prerequisites completed in succession as dictated by each course.***

In special cases however, it may be possible to waive a prerequisite (or allow a student to take a prerequisite as a corequisite). The following guidelines must be adhered to:

- Approval must be obtained from both the instructor of the course and the Department (i.e. the Geology or Geophysics Undergraduate Academic Advisor).
- A “Prerequisite Waiver Request Form” must be completed in full, with the appropriate documentation attached. This form can be downloaded from the “Forms & Policies” area of the Department of Geoscience Undergraduate webpage.
- In completing the form, the student and instructor must ensure that:
  - Part 1 is completed in full by the student and any additional required documentation is attached before submitting the form to the instructor;
  - All pertinent information (such as reason for waiver, grades achieved in past courses, current academic standing, potential time conflicts, etc.) is shared with the instructor (preferably in person) so that they are able to make an informed decision; and
  - Part 2 is completed in full by the instructor (in private) and submitted (with all pertinent documents attached) to Dr. Spila for all GLGY courses and Dr. Krebs for all GOPH courses WITHOUT DELAY (as to avoid potential registration difficulties). Forms may also be dropped off with Tracy Quinton in the main office.
- The Undergraduate Academic Advisor will then review each request, evaluate whether or not the student is eligible to receive a prerequisite waiver, then contact the student with their decision. If the request is approved, he/she will then input the necessary electronic permission code into the system to enable the student to register in the course.
- If an instructor has not yet been assigned to the course, the student must submit the form directly to the Geology or Geophysics Undergraduate Academic Advisor (Dr. Michelle Spila for GLGY courses or Dr. Ed Krebs for GOPH courses).

**IMPORTANT: Registration in a course in which a prerequisite has been waived (or permission has been granted to take a prerequisite as a corequisite) will not be permitted until the date when all course restrictions are lifted (mid to late July). This is University policy to ensure that those students with the prerequisites completed have unimpeded access to the course.**

### **Additional Notes:**

- Parts 1 and 2 of the prerequisite waiver request form may be filled in digitally using Microsoft Word or printed then filled in by hand.
- It is preferred that this form is dropped off with the instructor IN PERSON so that the instructor can discuss the matter with the student and all pertinent documents can be passed along with ease.
- The prerequisite waiver request form may be submitted at any time of the year. The Geology or Geophysics Undergraduate Academic Advisor will evaluate it as soon after receipt of the form as possible.