



Prerequisite and Restriction Change Form

(Submit to the Provost Office/Associate Provost of Academic Affairs)

College/Department	
Person Submitting Change Request	
Course Subject and Number e.g. POLI 1103	
Course Title e.g. AMERICAN GOVERNMENT	
Requested Effective Date	

Prerequisites and/or Restrictions to be DELETED <i>(Please list ALL that are no longer required for the class.)</i>

Prerequisites and/or Restrictions to be ADDED <i>(Please list ALL that are now required for the class.)</i>

Attach departmental letter of support to include a non-departmental course as a prerequisite

How do you wish the PR to be listed in the catalog?

Approval Signatures			
<i>Department Chair</i>		<i>Date</i>	
<i>Dean</i>		<i>Date</i>	

Prerequisite and Restriction Change Form Submission: Course prerequisite and restriction change forms are to be submitted electronically to the Associate Provost of Academic Affairs at AcademicAffairs@fairmontstate.edu.

Notification List for completed form:

- Curriculum Committee
- Office of the Registrar

The following is a guide to use when filling out the prerequisite change form. Below are examples of restrictions that can be applied on a course. Any restriction placed on the catalog level of a course will apply to all sections of that course. These restrictions are not meant to be used on individual sections.

To fill out the form please list all the restrictions and requirements you wish to apply to your course. Please use the codes listed below to assist you in completing the form.

Prerequisite: A course that is required for the student to pass prior to enrolling in the subsequent course.

Prerequisite with concurrency: A course that a student can have passed already or taken concurrently with the subsequent course.

Co-requisite: Two courses that must be taken together regardless of previous successful attempts. This means, if a student fails one they still must take both again. (Not common)

Field of Study Restriction: This restriction is best used for courses that are restricted to students that are in a specific major, minor or concentration.

Class Restriction: This restriction is used for courses in which you want to limit the class that can register for it. i.e. Seniors only.

Level Restriction: This restriction is used to limit the level of the students who can register for the course. UG, GR or CC levels

Degree Restriction: This restriction is used to limit the registration to match the degree that the student is enrolled in. i.e. BSET degree seeking students only.

College Restriction: This restriction is used to limit registration to students who belong to a specific college only. Course for College of Arts and Sciences students only.

Campus Restriction: This restriction is used when meaning to limit registration to students who are primarily at a particular campus (e.g., Charles Pointe).

Student Attribute Restriction: This restriction is used when the intent is to limit all courses to a student group that contains a certain attribute (weekend Nursing program).