

Requisite Checking Request Form

Instructions

Academic departments and colleges should use this form to request requisite checking for a course or to change existing requisite coding before registration begins for the Fall or Spring terms. Specific deadline dates will appear on the form itself. Deadline dates for submission are on or about:

March 1 (Fall term)

October 1 (Spring term)

Departments and colleges will be notified about specific deadlines after schedule building is completed and before registration begins for the term. Academic Support will not code any requisite requests once registration begins.

Filling out the form

- *Type of request:* If requisite coding was in place for prior terms and you wish to simply change it, mark Change existing requisite coding. If this is the first time requisite coding will be applied to a course, mark New request.
- Fill out EITHER *Section A* or *Section B*. You cannot make a request in both sections.
- *Section A:* read the detailed instructions on the form and mark one box only for *Instructor* or *Department* permission.
- *Section B:* If you are not marking *Section A*, you have 3 options here: code requisites using the assumptions detailed on the form; code requisites differently from the assumptions detailed on the form; code requisites differently* from what appears in the course catalog.
- * You can remove a requisite that appears in the catalog; you cannot add one. All deviations from the catalog must have college signature approval.

Submitting the form

To submit your request, print the completed form, obtain the necessary approval, and submit to Academic Support in person, by mail or fax.

Mail: Academic Support, BH-123

Fax: x5-7003