



Pikes Peak State College (PPSC) Educational Procedure

EP-111 – Catalog and Banner Prerequisites & Co-requisites

Originated:

Unknown

Revised:

October 2024

December 2016

References:

[CCCS Board Policies and System Procedures](#): SP 9-71 Community College Course Numbering System


[Curriculum Course Request](#)

[PPSC Registration Add/Drop Form](#)

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College


[Jacquelyn Gaiters-Jordan \(Nov 4, 2024 15:38 MST\)](#)

Signature

11/04/2024

Date

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Deidre Schoolcraft
EP Committee Chair, Pikes Peak State College


Deidre Schoolcraft (Nov 5, 2024 05:59 MST)

Signature

11/05/2024

Date

I. Purpose:

This Educational Procedure (EP) explains the use of prerequisites and co-requisites in the PPSC catalog and banner. Some courses require knowledge or skills that a student must have prior to or during a course, making a prerequisite or co-requisite necessary.

II. Scope:

Most prerequisites and co-requisites are predetermined by the Colorado Community College System (CCCS). Some Career and Technical Education (CTE) prerequisites and co-requisites can be determined locally, by PPSC.

Definitions

- Prerequisites must be taken prior to the named course.
 - ACC 1021 must be taken before ACC 1022
- Co-requisites may be taken before or at the same time as the named course.
 - DMP 1005 can be taken before or during DPM 2005
- Co-requisites that must be taken at the same time and not before, will be labeled as a co-requisite and will include a note instructing students this is a co-requirement.
 - MAT 0260 is a lab that must be taken with MAT 1260, though MAT 1260 does not require that students co-enroll in MAT 0260 if they do not need developmental support.
 - The note will read as: MAT 0260 must be taken concurrently with MAT 1260.

III. Procedure:

Establish if a prerequisite or co-requisite is predetermined by the state or if it can be changed locally by contacting the PPSC Instructional Support Office Recorder.

Predetermined prerequisites and co-requisites must be changed through the State Faculty Curriculum Committee (SFCC).

For prerequisites and co-requisites that can be changed by PSCC, use the Curriculum Course Request form on the MYPPSC Portal.

- Prerequisite and co-requisite courses must be the same for all delivery formats.
- Prerequisites and co-requisites in Banner and the catalog must match.
- Prerequisites and co-requisites are added to the catalog, or changed on an annual basis, and published the following catalog year after approval.

If a student requests a substitution for a prerequisite or co-requisite, the request must be approved by the chair (or authorized regular faculty member of the department offering the course) using an electronic Registration Add/Drop Form.

EP 111 Catalog and Banner Prerequisites











10.08.24

Final Audit Report

2024-11-05

Created:	2024-11-04
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAseQd--flqJrqYW7qRP34NVzrgxvmV0k8

"EP 111 Catalog and Banner Prerequisites 10.08.24" History

-  Document created by Susi Holmes (Susi.Holmes@pikespeak.edu)
2024-11-04 - 8:28:14 PM GMT- IP address: 164.47.161.129
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2024-11-04 - 8:29:45 PM GMT
-  Document emailed to Gary Walker (gary.walker@pikespeak.edu) for signature
2024-11-04 - 8:29:46 PM GMT
-  Document emailed to Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu) for signature
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2024-11-04 - 10:38:03 PM GMT
-  Email viewed by Joseph Miller (Joseph.Miller@pikespeak.edu)
2024-11-04 - 11:59:33 PM GMT- IP address: 172.59.224.197
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Signature Date: 2024-11-04 - 11:59:41 PM GMT - Time Source: server- IP address: 172.59.224.197
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2024-11-04 - 11:59:43 PM GMT
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Signature Date: 2024-11-05 - 12:59:01 PM GMT - Time Source: server- IP address: 67.190.45.155



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2024-11-05 - 12:59:01 PM GMT