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| mason_logo | **Prerequisite Hard-coding Request Form****To Establish New or Existing Course Hard-coding,****Or Hard-code Removal.** |

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| **College/School:** |  | **Department:** |  |
| **Submitted by:** |  | **Ext:** |  | **Email:** |  |

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| **Action Needed:** |  | Implement Hard-coding |  | Remove Hard-coding |
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| **Subject Code:** |  |  **Number:**  |  | Do not list multiple courses. Each course must have a separate form. |

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| **Effective Term:** |  | Fall |  | Spring |  | Summer | *Year* | 20 |

**\*\* Changes to a hard-coded prerequisite(s) must be made before registration begins for the effective term. \*\***

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| **Requirements for Hard-coded Prerequisites:** |  | **Prerequisites to be hard-coded: (must match course prerequisites as approved on Course Approval Form)** |
| * Prerequisites must be a specific course or list of courses that must be taken before registering for a course. Also include transfer equivalents (*i.e.* IT U103) if applicable and if the prerequisite has been renumbered, include both the new and original course number. General statements (*i.e.* 40 credits or permission of instructor) cannot be hard-coded into Banner.
* A minimum grade (*i.e.* C or better) is required for each prerequisite. If not indicated, the default grades are C for undergraduate and B- for graduate level. An ‘IN’ grade does not satisfy the prerequisite check.
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**Features of Prerequisite Checking:**

**A student cannot register** for the section if the hard-coded prerequisite is not in their academic history OR the student did not earn the minimum grade required by the prerequisite.

**A student can register** for the section if the student has the hard-coded prerequisite with the minimum grade in their academic history OR has been awarded transfer credit for the prerequisite OR the prerequisite is in progress. PLEASE NOTE: If the student later receives a grade below the minimum grade coded for the prerequisite(s), the system will not go back and re-evaluate the registration. See third bullet point below.

**Unit Responsibilities:**

* Units are responsible for maintaining accurate prerequisites. A signed Course Approval form is required for any prerequisite change.

* Issuing overrides should be centrally managed when possible. To override the prerequisite checking error, a registration override code (PQTEST) is required. Units will need to communicate with faculty to let them know that they are not allowed to use this override code if that process is to be managed by selected staff.

* The unit is responsible for emailing regsite@gmu.edu with a list of students who need to be dropped from the courses for not receiving minimum required grades. Instructions for identifying these students via a Banner script may be obtained by emailing requests@gmu.edu.

The Registrar’s Office will not maintain the prerequisite checking feature if a department fails to meet the requirements established for its use.

**I understand the responsibilities listed above and agree to the equitable application of the prerequisite checking feature:**

Department Chair/Program Director Date