To:	Mathematics Department Faculty & Staff
From:	Jonathan Hodge, Chair
Re:	Prerequisite checks
Date:	December 9, 2013

I regularly receive reports from the Dean's office on students who are enrolled in a course for a coming semester but have not met the prerequisite for this course. This situation can occur for several reasons. For instance, a student may be registered for MTH 210 in the fall semester and MTH 345 in the winter semester, but then subsequently drops or fails MTH 210. Banner will not automatically drop such a student from MTH 345, and so the instructor must take certain actions if they wish to have the student removed from the course.

The first step in this process is for the department to notify the student, via both e-mail and phone, that they have not satisfied the prerequisite for a course and therefore may be subject to removal. Once this contact has been attempted and documented, the instructor may then ask the Associate Dean of Students and Curriculum in CLAS (currently Mary Schutten) to remove the student from the course.

To assist faculty, I have asked Jan to attempt to contact all students listed on future prerequisite error reports, and to maintain documentation of these contact attempts. Therefore, if any faculty member wishes to request removal of a student, they can simply ask Jan to provide the necessary documentation and forward this documentation with their request to the Dean's office.

I want to clarify that the decision to request removal or to allow a student who has not satisfied a prerequisite to remain in a class rests entirely with the instructor. The practice described in this memo is intended to simplify the task of requesting removal by delegating the required contact attempts to our administrative staff.

Please feel free to let me know if you have any questions about this policy or its implementation. For your information, I have included below the e-mail template that Jan will use to contact students.

Dear [student],

The purpose of this e-mail is to inform you that, according to the information available to the Mathematics Department, you have not met the prerequisites for MTH xxx, which you are scheduled to take during the [semester] semester. Please be advised that if this prerequisite is not met by the beginning of the semester, your instructor may request that you be removed from the course.

If you believe that our information is incorrect and that you have in fact met the prerequisite for MTH xxx, please respond to this e-mail as soon as possible with a brief explanation. If you have any further questions, please contact your instructor or e-mail the Mathematics Department at mthdept@gvsu.edu.