

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV: 11: 00

Updated: February 2020

Subject: Adding, Replacing, and Removing Prerequisites from Courses

1. Changes in prerequisites that do not constitute a significant change in course content may be made by a department chair securing approval from the dean and then sending a memorandum on the [minimal change form](#) to the Academic Affairs Office, copying the chair of the College Senate Curriculum Committee. The memorandum must give the rationale for the change and explain how the proposed change does NOT result in any increase in the total number of credits required for program completion through the addition of hidden prerequisites.
2. For prerequisite changes that constitute a significant change in course content, the department chair will submit the revised course proposal via the online workflow management system. The course must be revised so that the student learning outcomes, assessments, and course content corresponds to the level of the class. The revised course proposal will be reviewed following the policies outline in DOPS IV:02:00.