Fairfax University of America

Prerequisite Completion Plan Form

Instructions to Academic Advisor: The plan must outline the steps that the student is required to take to complete the required prerequisites in a clear and expeditious manner. Upon approval by the student and academic advisor, the plan must be submitted to the Chief Academic Officer for final approval.

Instructions to the Chief Academic Officer: Submit the finalized form to the registrar before the end of the add/drop period in the semester following the completion of the first full year of study.

Student's Name (printed): _____

FXUA ID: _____

Program of Study: _____

_____   _____
First Semester/Year   Must complete by Semester/Year

Example Table	
First Semester	Must complete by the end of
Fall 2050	Summer II 2051
Spring 2051	Fall 2051
Summer I 2051	Spring 2052
Summer II 2051	Summer I 2052

This plan applies to…
( ) Course Prerequisite Completion Requirement   ( ) Program Prerequisite Completion Requirements

Status: Check all that apply
( ) US Citizen/Permanent Resident   ( ) F-1   ( ) Other Visa Status ( ) Financial Aid   ( ) Veteran

Prerequisite Courses	Status	If not completed, indicate the term that the course will be taken
	( ) Satisfied ( ) Incomplete	
	( ) Satisfied ( ) Incomplete	
	( ) Satisfied ( ) Incomplete	
	( ) Satisfied ( ) Incomplete	
	( ) Satisfied ( ) Incomplete	

By signing below, I acknowledge that I have read and understood the Prerequisite Completion Policy. I have met with my academic advisor and agreed to complete the prerequisites according to the plan. I also understand that by not meeting the plan, disciplinary action may be taken, including an academic warning.

_____   _____   _____
Student Printed Name   Signature   Date

_____   _____   _____
Academic Advisor Printed Name   Signature   Date

_____   _____   _____
Chief Academic Officer Printed Name   Signature   Date

For office use only: If denied for any reason, provide a justification:	Registrar's Office Date Received: _____ Registrar Signature: _____

In the interest of providing an enriched academic classroom experience for all students, the university has set forth the following regulations on the completion of prerequisite. These prerequisites take two forms: 1) course prerequisites, and 2) program prerequisites. This policy covers both forms of prerequisite.

Course Prerequisites

Course prerequisites are designated in the Academic Catalog, minimally defined in the course description. Course prerequisites are requirements that faculty within a discipline have deemed as necessary entry-level knowledge required as a foundation for a course. These prerequisites, most often previous coursework, must be fulfilled in order for a student to qualify to take a class. Course-by-course waivers may be requested only by a content-area expert who has the requisite knowledge of the program and the course content to make a determination about whether or not a waiver may be granted. Any such waiver must be documented in the student file (minimally in an electronic format), and should be done only in cases where it is academically appropriate and under an extraordinary circumstance.

Program Prerequisites

Program prerequisite courses are courses that the faculty within a discipline have deemed necessary for a program of study. These may be required in instances, including but not limited to situations, in which a student wishes to pursue a graduate degree in a content area other than that of their undergraduate degree (i.e., a student completed a degree unrelated to the program to which they are applying).

Program prerequisite courses are intended to fill in content-area knowledge that may be missing from a previous degree or educational experience, especially when a previous degree is outside of the student's new intended degree area. In the interest of having enriched classroom discussions and laying the foundation for all other coursework as quickly as possible, all students are required to complete all program prerequisites within the first 12 months of study. Most students are able to complete all program prerequisites within one or two semesters of full-time study. Advisors and students will ensure that all undergraduate prerequisites are completed before students can take other graduate-level coursework, with the only exception being in cases in which students need to be enrolled full-time and they have fewer than three prerequisites remaining (see below).

Since the nature of program prerequisites was determined by faculty in the creation of the program and/or in any subsequent program revisions, the additional program prerequisites were instituted specifically to provide equal foundational knowledge to all students in these programs. The exact number and nature of these program prerequisites differ from program to program. This policy specifically lays out the procedures for reviewing and approving program prerequisites for programs that currently require them.

The exact number of required prerequisites depends upon the individual situation of the student, including his or her previous degree(s) and/or professional coursework or certifications. As such, a content-area expert is required to advise and develop an individualized plan centered around identifying and filling in any potential gaps that the student might have. Because prerequisites are introductory in nature and would be required for the student to be successful, students must complete all of their prerequisites before enrolling in their degree-area courses. Exceptions may be granted on a case-by-case basis (see below).

Reasons for Granting Exceptions to Prerequisites

Exceptions that would allow a student to have a course or program prerequisite overridden occur on a case-by-case basis. Such "overrides" must be made by a qualified content-area expert who will work to ensure that the student has sufficient support to succeed in the course. While a requirement may be overridden by such a content-area expert, the student must still complete the requirement in a near-future term (i.e., if a course is a prerequisite, that course must still be taken). In all cases where a course override occurs, the Program Director and advisor (if the advisor is different than the Program Director) must formally approve the override as a content-area expert. This must be documented in the student information system. The Program Director and advisor are required to support the student to have the necessary foundational knowledge through any number of means including, but not limited to: working directly with the course instructor to provide the student additional resources, providing additional tutoring and/or content for the student to fill in any potential gaps, and/or required advising sessions with the student to ensure continued success throughout the semester.

Consequences for Non-Fulfillment of Course Prerequisites

If, for any reason, a student has not fulfilled all required course prerequisites, a notation must be made in the student information system documenting the rationale for the overriding of the prerequisite(s). The student must fulfill the prerequisite requirement either in the current semester (i.e., taking a prerequisite as a co-requisite under approval of the Program Director), or in the immediately following semester. If a student will not be fulfilling the prerequisite during the current semester, a Prerequisite Completion Plan is required to be on file prior to the end of the add/drop period, outlining the required course prerequisite, and when it will be completed. The Prerequisite Completion Plan outlines the steps that the student will be required to take to complete the prerequisite(s) in a clear and expeditious manner. Upon approval by the student and academic advisor, the plan must be submitted to the Chief Academic Officer for final approval. The Chief Academic Officer will then submit the finalized form to the registrar before the end of the add/drop period in the semester that the prerequisite override takes place. The plan will be monitored on a semester-by-semester basis until such time that the plan has been fulfilled and all prerequisite requirements have been met. If the plan is put into place and not followed by the student, disciplinary action may be taken, including an academic warning.

Consequences for Non-Fulfillment of Program Prerequisites

If, for any reason, a student has not fulfilled all required program prerequisites after 12 months of study, they will be required to work with their academic advisor prior to the start of the next semester and to update their Program Prerequisite Completion Plan. The plan outlines the steps that the student will be required to take to complete the program prerequisites in a clear and expeditious manner. Upon approval by the student and academic advisor, the plan must be submitted to the Chief Academic Officer for final approval. The Chief Academic Officer will then submit the finalized form to the registrar before the end of the add/drop period in the semester following the completion of the first full year of study.

The plan will be monitored on a semester-by-semester basis until such time that the plan has been fulfilled and all program prerequisite requirements have been met. If the plan is put into place and not followed by the student, disciplinary action may be taken, including an academic warning.