



Policy: Pre-Requisite and Preparatory Work

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar's Office

Policy: Students may be required to complete pre-requisite or preparatory work to matriculate through courses or a degree program if they have not evidenced (a) strong skills in certain subjects or (b) strong preparation for undergraduate, graduate, or seminary study based on their standardized test scores, academic transcripts, and/or application.

- 1.0 Individual undergraduate, online, degree-completion, graduate, and seminary degree programs may have specific policies that outline the expectations and recommendations for students seeking admission. Students should consult the department or catalog associated with the specific degree program they desire for further information.
- 2.0 Pre-requisite work in the college may relate to knowledge, skills, or academic work habits that promote a successful college career. This work may also be associated with progression through a degree-program, which should have expectations outlined in writing and given to the student.
 - 2.1 Writing
 - 2.1.1 Admitted undergraduate students will be required to enroll in *ENG 1020 Principles of Writing* for the fall semester of their first year at Grace College if their ACT or SAT test scores fail to meet this standard: 420 (Old SAT Writing); 18 (ACT Writing); or 24 (New SAT Writing).
 - 2.1.2 Students who believe that their writing abilities are strong and, therefore, they should not have been placed in *ENG 1020* may contact the chair of the Languages, Literature, and Communication Department to take an online writing test offered each July and August. Based on the score of the writing test, the department chair may approve the student's exemption from *ENG 1020* and placement in *ENG 1100 Effective Writing*.
 - 2.2 Based on their admission or academic status, undergraduate students may be enrolled in *GEN 1000 Academic Fundamentals for College*, a course designed to promote success in the classroom. This course is a general elective and assists the student in maintaining full-time status, but does not meet a degree-program requirement unless the department housing the student's major identifies it as an open elective.
- 3.0 Pre-requisite courses with prefixes at the 1000-level or above (e.g., ENG 1020) can count as a general elective (if these are available in a major), but do not replace the required general education course (e.g., ENG 1100).
- 4.0 Preparatory work in graduate programs or seminary may include additional reading, study, or field work to gain knowledge, experience, or skills needed for a successful academic experience. Preparatory work is generally completed before enrollment in a course or acceptance into a program, and is determined individually based the needs and academic preparation of the student applicant. The expectations of prerequisite work in graduate programs or the seminary, which may occur at any time during the degree program, should be articulated in writing and given to the student.

Revision Process and History

- All revisions to the policy must be approved by the Academic Affairs Committee, the Non-traditional Academic Affairs Committee, and the Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template