



MEMORANDUM

To: Executive Committee of Faculty Council (April 8, 2025)
Faculty Council (April 29, 2025)

From: Professor Edmond Young
Chair, Undergraduate Curriculum Committee

Date: March 20, 2025

Re: Adding Definitions for Course Preparation in the Academic Calendar

REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

BACKGROUND

Most engineering students choose their enrolment in courses based on information provided in the Academic Calendar regarding a course's need for specific pre-requisites, co-requisites, and whether the course has similarities with other courses, so that consideration may be given for course transfer credits. However, the Academic Calendar currently does not adequately provide clear definitions for terms such as "pre-requisite", "co-requisite", "exclusion", and "equivalency". Thus, to aid students in course selection and to eliminate student questions regarding the meanings of these terms, changes to the Academic Calendar are proposed to formally include these definitions.

PROPOSED

It is proposed that the following text be added to the Academic Calendar:

Prerequisites, Co-requisites, and Exclusions

Prerequisites and co-requisites are established by academic units to ensure that students enrolling in a course have the necessary academic preparation to be successful. Students are responsible for fulfilling prerequisites and co-requisites, and if they enroll in a course for which they do not have the published prerequisites or co-requisite, it is at the discretion of the academic unit to cancel their enrolment in the course at any time during the enrolment period. If students withdraw from a course, they must also withdraw from

any course for which it is a co-requisite unless the academic unit offering the latter course agrees to waive the co-requisite.

An exclusion is a course that is deemed to have content that significantly overlaps with another course. Prerequisites, co-requisites, and exclusions will be listed below the course description.

(a) Prerequisite

A course (or other qualification) required as preparation for enrolment in another course. Prerequisites must be completed in advance of enrolment in a course. If students consider that they have equivalent preparation, they may ask the academic unit to waive the stated prerequisite. The academic unit may choose to consult with the course instructor(s) before deciding whether to approve the request.

(b) Co-requisite

A course to be undertaken concurrently with another course. If a student has previously passed the co-requisite course, or another course deemed to be sufficiently equivalent to the co-requisite course, the academic unit can waive the co-requisite.

(c) Exclusions

Students may not receive degree credit for a course that lists as an [exclusion](#) a course they are currently taking or a course they have already passed. If they enroll in such a course, they may be removed at any time during the enrolment period at the discretion of the department. If allowed to remain enrolled in an excluded course, the second course taken will be designated [Extra](#).

(d) Recommended Preparation

Background material or courses that may enhance a student's understanding of a course, but that are not required for enrolment in the course.

Note: Although a course may not formally list pre-requisites in the Academic Calendar, the academic unit reserves the right to deny enrolment in the course if a student has not yet completed the necessary curricular requirements at their stage, as defined by the academic unit.

CONSULTATION PROCESS

The proposed changes were first motivated by discussions with student representatives from the Engineering Society, followed by discussions with the Registrar's Office. The changes as presented above have been reviewed and approved by the UCC, comprised of representatives from each undergraduate program; the Vice-Dean, Undergraduate; the Vice-Dean, First Year; the Associate Dean, Cross-Disciplinary Programs; the Director, First Year Curriculum; the

Registrar's Office; undergraduate students; the Faculty's Teaching and Learning Specialist; the Faculty's Scheduling Officer; and representatives from IBBME, UTIAS, the Engineering Communication Program, and the Engineering and Computer Science Library.

RECOMMENDATION FOR COUNCIL

THAT the proposed changes described in Report 3785 to add definitions to the Academic Calendar on course preparations be approved effective immediately.