



DOHA INSTITUTE  
FOR GRADUATE STUDIES

## Academic Policies

### Pre- requisites and Co- requisites

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02	Pre- requisites and Co- requisites	May, 2016	Dean of Student Affairs
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May, 2016	Rev. 1: Dean of Student Affairs	May, 2016	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
May, 2016	Rev. 2: Office of the Dean for Student Affairs	May, 2016	Revisions and edits applied. Policy approved and adopted for implementation

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### Introduction:

Some courses offered by different programs in the Doha Institute may have pre-requisite and co-requisite courses. A pre-requisite course is defined as a course that a student is required to take and complete successfully before continuing on to another course, usually at a more advanced level. A co-requisite course is defined as a course that a student is required to enroll in at the same time as enrolling in the desired course.

### Policy Statement:

1. The program instructor, with the approval of the program head, assigns the prerequisites and co-requisites to specific courses as they deem fit.
2. The course catalogue and course description must clearly demonstrate the list of prerequisites and co-requisites for each course where applicable.
3. A student will not be able to register for course without successfully completing its pre-requisite or co-enrolling its co-requisite concurrently.
4. The Department of Enrollment and Student Affairs is responsible for monitoring and implementing the course-requisites requirements and ensure that no course registration violates them.
5. A student may, under exceptional circumstances, appeal to be exempt from a prerequisite and co-requisite course, or enrolling for a pre-requisite concurrently with the desired course to the program head, through the department of Enrollment and Student Affairs. This is based upon the following:
  - The student is able to demonstrate knowledge or ability to succeed in the course despite not meeting the prerequisite (e.g. prior course work, assessment levels, certification, license or work experience that satisfies the prerequisite, or by other criteria presented by the student).
  - The prerequisite course has not been made reasonably available.
  - For extenuating circumstances such as requiring the completion of a course in order to graduate.
6. The program head makes the final decision on accepting or rejecting the appeal. The entire appeals process for this should take no more than **one week** from the date of receiving the appeal.

**Note:** Students may not appeal to be exempt from school or program required courses.