

Civil and Environmental Engineering Department

Department Enforcement of Prerequisites for All Students

Undergraduate Students

All enrolled undergraduate students must submit the following documents (as appropriate) with the requisite information highlighted or otherwise emphasized to the class instructor no later than the beginning of the third class meeting:

1. A transcript (unofficial) showing that the student has the prerequisites for the course with the required grade.
2. A copy of the assist.org or artic.sjsu.edu document and the transcript showing the equivalency and grade for any course that was taken at another university or community college. Alternative documentation may include the transfer credit page available on the student's MySJSU portal.
3. A signed equivalency form if the prerequisite was taken at a college for which articulation is not currently available.

Students who do not meet prerequisites, do not provide the necessary documentation by the third class meeting, or provide falsified documents will be dropped from the course.

Students who were not enrolled in the class at the beginning of the semester must produce the required document(s) prior to being permitted enrollment in the course.

Graduate Students

Classified graduate students must demonstrate capability or have completed comparable prerequisites for any course in which they are enrolled. If they do not have the necessary background coursework, they should discuss their options with their graduate advisor and/or the graduate coordinator.

Conditional graduate students must complete all course prerequisites that are listed on their conditional coursework with the necessary grades for graduate students (C or better, no C- accepted). Students must submit their conditional coursework list and their unofficial transcript. Proof of prerequisites, as described above, must be provided no later than the third class meeting. Students who do not meet the prerequisites or provide necessary documentation will be dropped from the course.

Students who were not enrolled in the class at the beginning of the semester must produce the required document(s) prior to being permitted enrollment in the course.

Academic Integrity

If a student provides prerequisite documentation that is fraudulent or otherwise falsified, they will be reported to Student Conduct and Ethical Development (SCED) for an academic integrity violation. Academic sanctions will be determined after consultation with the instructor, department chair, and SCED.