

## **MEMORANDUM**

TO: University Faculty

FROM: Vilas A. Prabhu, Ph.D., M.B.A.  
Provost and Vice President  
for Academic Affairs

DATE: May 13, 2019

RE: Summer Course Pre-requisites

If you are teaching a summer course which has a pre-requisite, please inform the students in that course about the pre-requisite. If they have not taken the pre-requisite, they should be advised of any extra work needed to successfully complete the course.

Thank you for your cooperation.