TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 12-13 CIC 8 amended: Prerequisite enforcement
PURPOSE: Action by the Senate

ACTION REQUESTED: That the Academic Senate approve the request to enforce prerequisites; effective Fall 2014

BACKGROUND:
The requirement of prerequisite courses is not being universally enforced; in fact, enforcement is more exception than rule. The enforcement of prerequisites will increase the quality of the classroom experience for both students and faculty by ensuring that students are adequately prepared for more advanced course work. Thus, students will be less likely to fail a course for which they are ill prepared, so this change may increase graduation rates, and may increase efficiency of course offerings with fewer students re-taking courses.

Furthermore, some departments act under accreditation standards that require the enforcement of prerequisites, so this change will help them avoid possible sanctions.

With the enforcement of all prerequisites, it is important that departments review their courses’ prerequisites to make sure they are appropriate and up-to-date, noting that July 1, 2013 is the deadline for changes to be incorporated into the Fall, 2014 catalog. If a course cited as a prerequisite is not truly required, departments may remove the course from the prerequisite list or change the designation to a “recommended course”. Departments are required to review their policies and procedures for student advising, including providing for summer advising. Advising plans must be developed in cooperation with College advising services to ensure that adequate advisors are available to assist students with registration issues.

Suggestions for Implementation:

During registration, completed prerequisite courses as well as prerequisite courses that are in progress, will be considered as fulfilling prerequisites to allow registration. However, if the student does not earn a
satisfactory grade in a prerequisite course in progress, the student will be dis-enrolled from the course registration after the grade for the prerequisite course is submitted.

The faculty member teaching the course shall retain the ability to substitute for pre-requisites on a case-by-case basis based on their professional judgment of a student’s academic record.

Students shall be informed by multiple methods during the 2013-14 academic year about the new prerequisite enforcement policy. Students are urged to review their transfer credit report in MyCSUEB to determine if relevant transfer courses are considered equivalent to the CSUEB course which satisfies a course prerequisite. Students whose courses have not been approved as equivalent should seek departmental advising.

Students who are denied enrollment due to lack of a prerequisite in their record shall be able to request a substitution for the course prerequisite from the appropriate department faculty. The department or College Student Service Center may issue permission numbers to enroll once they obtain faculty approval.

**ACTION REQUESTED:**
That prerequisite coursework shall be required and a list of students who don’t meet the prerequisite will be sent to the instructor through PeopleSoft during the enrollment process for all courses starting during enrollment for the Fall 2014 quarter courses.

CIC collected a majority vote by email on March 19, 2013 to approve the request for prerequisite enforcement.