COMMITTEE ON INSTRUCTION AND CURRICULUM

Monday, March 03, 2014

TO: The Academic Senate

FROM: The Committee on Instruction and Curriculum (CIC)

SUBJECT: 13-14 CIC 19: Prerequisite enforcement (replaces 12-13 CIC 8)

PURPOSE: Action by the Senate

ACTION REQUESTED: That the Academic Senate approve the request to facilitate the implementation of prerequisites; effective Fall 2016 upon approval of the President

BACKGROUND:
The policy 12-13 CIC 8 was revised and passed in the Senate on May 21, 2013, but was referred back to CIC again in Fall of 2014 because of difficulties in implementation and ambiguities in its intent. This new policy has been drafted by CIC as a replacement, so as to better explain the intent of the previous policy, and to make its implementation procedure more clear. The new policy is largely similar to the previous policy, and the changes will be highlighted.

The requirement of prerequisite courses is not being universally enforced; in fact, enforcement is more exception than rule. The implementation of a policy regarding prerequisites has the potential to increase the quality of the classroom experience for both students and faculty by ensuring that students are adequately prepared for more advanced course work. In addition, faculty will be able to evaluate and contact students prior to the classes starting, enabling students to find other classes for which they are academically prepared, if necessary. The decision to act on prerequisites by contacting and/or dropping students who lack prerequisites will be up to the instructor and/or department of the course. Thus, students will be less likely to fail courses 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 is the deadline for changes to be incorporated into the Fall catalog of the following calendar year. If a course or any other text listed as a prerequisite is not truly required, departments may remove the course from the prerequisite list or change the designation to a “recommended course” through standard course modification procedures as found in the Curricular Procedures Manual. 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 student service centers 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. However, if the student has not completed the prerequisite or does not earn a satisfactory grade in a prerequisite course in progress, the faculty member will receive that student’s name on a list indicating that the prerequisite has not been met.

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

It should be noted that PeopleSoft is able to more readily implement some prerequisites than others, and the departments will benefit from updating prerequisite statements that are ambiguous or difficult for PeopleSoft to implement. PEM can provide guidance about how to revise prerequisites to allow more accurate and automated processing by PeopleSoft. If, and only if, all prerequisites can be adequately encoded in PeopleSoft, the faculty may wish to allow the enforcement of prerequisites as enrollment blocks at the time of registration to prevent students from signing up for courses for which the student lacks prerequisites.

Students shall be informed by multiple methods (including the University Registrar’s web sites) during the 2015-6 academic year about the new prerequisite implementation 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 BY SENATE:**

To facilitate the implementation of course prerequisites, a list of students who do not meet course prerequisites that are listed in the catalog will be sent to the instructor of the course from PEM during the enrollment process for all courses for which prerequisites have been adequately specified starting during enrollment for the Fall 2016 quarter courses.

(Previous Action Requested passed by 12-13 CIC 8: 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 voted on March 3, 2014, as follows to approve this request:

Yes 12
No 0
Abs 1