TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum
SUBJECT: 14-15 CIC 28: Co/Prerequisites Policy

PURPOSE: To provide a coherent, enforceable policy regarding prerequisites before the overhaul of the Catalog

ACTION REQUESTED: The Academic Senate pass the policy, effective upon the signature of the President

BACKGROUND INFORMATION:
At its meeting on May 4, CIC unanimously recommended the policy below. This policy is meant to give programs guidance as to how to list prerequisites and co-requisites in the course proposals as we move to semesters. It is also intended to supplement 13-14 CIC 19, which calls for a form of prerequisite enforcement. In the context of 13-14 CIC 19, it has been noted that many of the prerequisites in the current Catalog are not enforceable by PeopleSoft. It is easier to implement the policy while the University moves to semesters than it is to retrofit the Catalog.

PROPOSED POLICY:
Course prerequisites and/or co-requisites must meet one or more of the following criteria:

- A course or set of courses, possibly with further specificity noted below:
  - with a specific grade (note: this could be problematic for first-pass, if the student is currently taking the course.)
  - Course without a specific grade (by default, D or better is considered “satisfactory”; “I” or “RP” do not constitute finishing the course)
    - If the phrase “completion of…” is used, the course must be finished before the student will be permitted to enroll (this could be problematic for first-pass, if the student is currently taking the course).
  - All in a list of courses
    - May be done with grades attached
  - Some (one, two, or more) from a list of courses
    - Note that there are some course equivalencies on campus (particularly with respect to clusters), for example SOC 1000, 1001, 1002, 2001, 2002 and 2255, only “SOC 1000” would need to be listed provided that the equivalencies are specified in the Catalog.
• “Academic Level”
  o May be specific (e.g., “Sophomores only”) or minimal (e.g., “Juniors or higher”)
  o “Post-baccalaureate” includes certificates and credential students.
  o Note: “Advanced to candidacy” is not an enforceable academic level at this time. This prerequisite will effectively be “instructor consent”.

• Major
  o May be one or one of many
  o May be specific to a declared option
  o May be used to block specific majors (note: if a student is a double-major, the block will apply if either one of the student’s majors is blocked)

• Test Scores
  o EPT and ELM only (no GMAT or GRE, for example)

• Student group
  o Some departments (and clusters) have cohorts. This prerequisite means that the program would have to enroll students in the course (essentially, it is program permission)
  o “reserved capacity” is a course note, not prerequisite, and means that some seats are held for members of a certain group.

• Instructor/Department Consent
  o Essentially means the department has to give permission numbers to all students
  o Note: “instructor consent” is always implied. That phrase should not be used in a manner such as “STAT 1000 or instructor consent”.

The following are NOT enforceable prerequisites and will not be allowed in new course proposals or course modifications:

• Phrases, such as “introductory course in…”, “fundamental courses…”, “core curriculum”
  o Should be replaced by a list of what the acceptable courses are.

• Ambiguous lists, such as “Prerequisite: HOS 1100; REC 1000, 2050, 2400 or 3000” (Does that mean “HOS 1100 and one of REC …”, “any one of HOS 1100, REC 1000, …”, “either REC 3000 or all of HOS 1100, REC 1000, 2050 and 2400”…?

• “Not open to those who have completed XXXX ####”, unless the courses are defined as equivalent. “Not open to…” notes should be listed under credit restrictions and will be documented in the Catalog and course schedule.

• Phrase “or equivalent”. (Courses that have been articulated are considered the course, itself. This phrase is always implied.)

• Phrase “graduate standing”. (Use “post-baccalaureate”).

• Phrase “advanced to candidacy”. (Use “instructor consent”).

• Phrase “high school”. (The University does not enter high school courses on transcript.)

• Phrase “may be taken concurrently”. (Use that course as a co-requisite, instead.)

• Courses listed, along with “consent of instructor”. This will just be enforced as “consent of instructor”.

• “Third year of program…”. 
• “Teaching experience…” / “Year of technique…” / “performance ability” (This is not tracked in the record, unless there are fieldwork courses; perhaps it should be “department consent”.)

• “priority given to…” needs to have blocked enrollment, not documented as prerequisite.
  o Perhaps there should be something on the form indicating whether there will be preferential enrollment.

• “should be taken after…”