

# Prerequisite Approval Process Revision

## **If the course's proposed prerequisite has the same subject code:**

- The department should discuss the rationale for having a prerequisite, the impact it will have on the target course and the impact it might have on other courses. The department must submit a short, written statement to the Curriculum Committee explaining how the prerequisite will improve the student learning experience in the proposed course.
  - Transfer programs: the statement should clearly explain how course content, knowledge, and/or skills are scaffolded across the two courses.
  - CTE Programs: a curriculum map (or maps) for the relevant program(s) can be submitted in lieu of the written statement.

## **If the course's proposed prerequisite has a different subject code:**

- Proposers must submit the same materials as described above for courses with the same subject code. In addition, proposers must indicate in the CourseLeaf proposal form that the Department Chair or Program Director of the requested prerequisite class has been made aware of the proposal and supports the request.
  - If the class has been taught before, then the department must also contact Institutional Effectiveness (IE) and request comparative data from previous terms that demonstrate how students perform in the proposed class with and without the new prerequisite. If the data from IE does not indicate a strong correlation between student success and the proposed prerequisite course, the Committee will still review the prerequisite request in the context of other supporting evidence from faculty proposer(s).
  - If the class has not been taught before, then contact the Director of Curriculum and Assessment to set up a meeting about how to best support the prerequisite request with compelling evidence.

The Curriculum Committee will review the prerequisite request and approve or decline the request based on how clearly the supporting materials indicate that students' learning experiences will be improved with the new, additional requirement. Faculty proposers should be prepared to explain why adding a prerequisite to the proposed courses is more necessary than listing it as "recommended preparation," which requires no additional Curriculum Committee approval.

If a student wishes to have a prerequisite waived, the instructor should discuss the student's rationale for the request. If the instructor supports the request, they then forward it to their department chair or program director for final approval.

# Previous Language

## Approval Process

The following directions for approval is excerpted from Academic Affairs minutes from December and January, 2011. The minutes refer to a form which has long since been replaced by a different version of the form and is not reproduced here. Please see the current course approval form for specific instructions.

In order to assure that prerequisites allow for an increased potential for student success without unnecessarily barring students with equal potential for success from enrolling in the course, departments should provide the following information when submitting their request:

- The department should discuss the rationale for having a prerequisite, the impact it will have on the target course and the impact it might have on other courses. Include a written statement addressing the following as applicable.
- If the target course has been taught before, contact Institutional Research [now Institutional Effectiveness Department] for comparative data from previous classes. Analyze this data for relevance to the prerequisite request and include a summary.
- The department should define its process and criteria for students who wish to enroll without taking the prerequisite course. Please note that this information must be included in the footnote on the course in the class schedule. This footnote may be a link that explains the process. The student request for waiving the pre-requisite should be directed to the department chair and/or the program director in collaboration with the instructor.
- The department must include a process for students registering during summer term when faculty may not be available.
- Include any other data that would support the request for adding this prerequisite.

The task force recognizes that additional resources and support will be necessary in the following areas:

- Faculty/administrative assistants - identifying and maintaining course prerequisites
- Institutional research providing and analyzing data
- Departments / Programs outcome alignment
- Registrars office course articulation
- Include Instructional Deans office for pre-requisite set-up and maintenance.

If proposing a pre-or co-requisite course,

1. List the prerequisite or co-requisite course(s) proposed for the target course.
2. If a minimum grade must have been received for the pre- or co-requisite, specify that grade.
3. Indicate whether or not the proposed course is a pre- or co-requisite.
4. If an equivalent placement test and score will also qualify the student for the class, indicate the test name and minimum score.