

Academic Affairs Presentation Checklist

Name: ____ Courtney Whetstine _____

Date: ____ 3/3/16 ____

Department: _____ Admissions & Records _____

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as N/A. Use as many pages as necessary.

OVERVIEW OF PROGRAM OR POLICY

In the past several years COCC has moved toward hard-coding prerequisites in many of our courses.

This move from “recommended preparation” has set the expectation for students and faculty that prerequisite courses be successfully completed before beginning the course that requires the prerequisite. Currently, Admissions & Records identifies students who are registered in classes who have not completed the pre-requisite (grades D, F, NP, I, W, AW or drop), and manually reaches out to instructors to determine if the student should be allowed to stay in the class. While many departments have confirmed ALL courses be dropped with failed prerequisites, there is an inherent inequity if some instructors allow continued registration and some don't. Additionally, the below data reflects the percentage of students who do not successfully complete courses with failed or incomplete prerequisites.

	# of students who failed pre-requisites for a course they're registered in a future term	Percentage of students who successfully completed future course	Percentage of students who did not successfully complete future course
201610	67	n/a	n/a
201540	32	28%	72%
201530	10	40%	60%
201520	39	36%	64%
201510	62	16%	83%

Proposed policy:

~~Students will be withdrawn from a course if they have not completed the prerequisite, with the minimum grade, from a prior term.~~

Students will be withdrawn from a course if they have not completed the prerequisite course(s) with a “C” grade or higher from a prior term.

*The current report identifies students who have D, F, NP, I, W, AW or drop. Thus, “completed” is defined as earning a “C” grade or higher.

Proposed procedure:

Admissions & Records identifies students registered in classes that did not complete the prerequisite and drops them from courses. A&R does not seek instructor approval in advance. Instructors who wish to allow students to add can grant online approval or sign a blue form. These would be considered exceptions. This procedure would: a) reduce manual processes in Admissions & Records and instructional departments and b) eliminate the opportunity for inequity in our current procedures.

BUDGET

Staff and faculty salary and time savings and opportunity cost by maintaining a manual system of seeking instructor approval.

INSTRUCTIONAL REQUIREMENTS

Lessens impact on instructors to review each request, research individual scenarios and make judgement calls. Instructors may still allow students re-register for their class by signing a blue form or granting online approval if instructors deem that a student is adequately prepared.

Ultimately, the goal is to have a better-prepared class by requiring students successfully learn the content needed in prior courses.

OPERATIONAL NEEDS, CURRENT AND FUTURE

This will reduce manual operations for A&R staff and faculty. A&R staff can identify courses with failed or incomplete prerequisites and run a simple Banner job to drop courses.

STUDENT IMPACT

Students will experience more equitable treatment if this policy is enforced fairly and consistently.

ANTICIPATED IMPLEMENTATION TIMELINE

Effective Spring term (possibly Winter, depending on feedback and approval timeline).