



To: Provost and Executive Vice Chancellor, Sam Gingerich
University of Alaska Anchorage

Fr: Monique Marron,
UAA Governance Office

Re: Course drop for not meeting prerequisites

On March 3, 2017 the Faculty Senate supported the following policy brought forward by the Undergraduate Academic Board (UAB) on behalf of the Office of the Registrar:

Faculty Governance supports to automate the drop for not meeting prerequisite process. If approved, this process would be run by the Office of the Registrar each semester the Monday following the grade deadline.

If I may be of further assistance, please let me know.

Provost

Approved Disapproved

Comments:

March 17, 2017

Provost and Executive Vice Chancellor Sam Gingerich,

Date

Chancellor

Approved Disapproved

Comments:

16 Mar 2

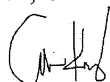
Tom Case, Chancellor

Date

To: Faculty Senate

From: Lora Volden, University Registrar

Through: UAB



UAB Chair 2016-17
February 17, 2017

Re: Drop for not meeting prerequisites

Current Process

Currently when registration opens for the next term, students are able to register for a course if they are currently enrolled in the prerequisite(s). At the end of term, some departments run a report to find students who failed or withdrew from the prerequisite(s). Departments must then submit individual registration forms for each student requesting that they be dropped from the subsequent course for not meeting the pre-requisite.

Issues

Inconsistent handling of prerequisite enforcement between departments which can lead to student confusion. Time consuming, manual, and inefficient process for departments and registrar's office.

Proposal

We have developed a process which can be run at the end of term to find students who no longer meet the prerequisites for courses they are enrolled in for the future term. This process will then automatically drop students from courses for not meeting the prerequisites and notify them of this change. Students who have been given prerequisite overrides will not be dropped.

Request

Faculty Governance support to automate the drop for not meeting prerequisite process. If approved, this process would be run by the Office of the Registrar each semester the Monday following the grade deadline.