



4 August 2022

To: Deans, Unit Heads, and Faculty Curriculum Committee Chairs

From: Kate Ross, Associate Vice-President, Enrolment Services and Registrar
Christopher Eaton, Associate Registrar for Academic Governance and Director, Senate and Curriculum Services

Re: **Upcoming Course Validation – Pre-requisites, Co-requisites, Equivalencies, and Restrictions**

The purpose of this memo is to build awareness around changes to pre-requisites, co-requisites, course equivalencies, and course restrictions, as well as the process for submitting curriculum changes for these elements, in advance of Workday Student go-live. The information presented has been reviewed and/or received approval by the appropriate governance committees of the Integrated Renewal Program and/or the Senates.

To prepare for curriculum management information to be included in the first release of Workday Student in the fall of 2023, a number of curriculum elements require review by each Faculty. These elements include pre-requisites, co-requisites, and course equivalencies. It is anticipated that units will need to submit curriculum proposals to adjust some aspects of their courses in preparation for the 2024 Winter Session. Both Senate Curriculum Committees will be facilitating a modified approval process related to these changes.

No immediate action is required. In the coming weeks, the Office of the Senate will send an email to Faculty curriculum committee chairs with instructions for submitting changes in bulk (two-column forms will NOT be required for each course), as well as a file that includes all courses from their respective Faculty with pre-requisites, co-requisites, and equivalencies. Faculty curriculum committee chairs will be responsible for internally distributing the file and coordinating Faculty approval.

An expedited Senate approval process has been put in place for ONLY pre-requisites, co-requisites, and equivalencies. Details of the expedited approval process will be included with the email to Faculty curriculum committee chairs. Changes will first need to be approved via any departmental/Faculty processes and then submitted to the Senate Curriculum Committees for approval no later than 15 March 2023.

Course Eligibility Rules

In Workday Student, course eligibility rules are the conditions a student must meet to be eligible to take a course, including pre-requisites, co-requisites, and restrictions. These elements exist in the current SIS; however, how the information is consumed in Workday Student will differ in

some important ways, and thus the elements require validation to ensure courses operate as expected by the Faculties. The following table notes key differences and similarities between the current SIS and Workday Student with respect to course eligibility rules.

Current State	Future State
<p>Curriculum Management System houses pre-requisites and co-requisites, while the Faculty Curriculum Management system houses course restrictions.</p>	<p>Pre-requisites, more complex co-requisites*, and course restrictions are attached to courses via course eligibility rules.</p> <p><i>Note: Only Senate-approved rules will be configured into Workday Student as course eligibility rules (i.e., those that appear on the course listing in the Academic Calendars).</i></p>
<p>Administrators can determine whether a pre-requisite is hard-checked (enforced at registration) or soft-checked.</p>	<p>All course eligibility rules are enforced at the time of registration. For example, a student will need to have completed or be enrolled in the required pre-requisite course(s) at the time of registration and will need to have successfully completed all pre-requisite courses by the time the course begins or they will be deregistered from the course.</p>
<p>Senate-level course restrictions (e.g., year standing, program student is registered in) are enforced in the current SIS.</p>	<p>Same as current state.</p>
<p>Curriculum Management System includes text-based pre-requisite and co-requisite notes that are not validated by the system.</p>	<p>For the first release of Workday Student, current pre-requisite and co-requisite notes will remain text-based and located within the course description. They will not be validated by the system. It is possible that in the future the rules could be programmed into Workday Student.</p>
<p>Students are able to register in a course without registering in the co-requisite course(s).</p> <p>Students are able to drop a co-requisite course and remain registered in the course that requires the co-requisite.</p> <p>A soft alert is returned if the student has not fulfilled the co-requisite requirement at the time of registering or when a student drops a co-requisite course.</p>	<p>Co-requisites are enforced at the time of registration. If a student drops one part of the co-requisite they will be alerted that the other part of the co-requisite will also be dropped.</p> <p>When a student registers in a course with a co-requisite attached, the co-requisite course will also appear and the student must register in both or they will receive an error message and be prevented from registering.</p> <p><i>Note: Some of the more complex co-requisites* will need to be entered in the course eligibility rule field rather than the co-</i></p>

	<i>requisite field. By doing so, the above functionality will not apply.</i>
If a student does not meet a pre-requisite or course restriction, an administrator can force register the student into the course.	Same as current state.

***Simple co-requisite:** “all of X, Y, Z” or “Course A.” **Complex co-requisite:** “one of/two of/any of Course A, Course B, Course C” or “either Course A or Course B.”

Note: Seat restrictions for specific course sections do not fall under course eligibility rules.

Course Eligibility Rules Supported in Workday Student

Course eligibility rules in Workday Student will allow for the configuration of rules that are currently set up in the SIS such as a pre-requisite course or the academic unit to which a student belongs. In addition to the current rules, Workday Student also allows rules that specify that a student requires a certain number of credits in a subject to enroll in a course. In the current SIS, this sort of rule is located as text in a notes field and cannot be checked by the system.

The following course eligibility rules can be accommodated in Workday Student.

Rule	Example
Course requirement	Has completed or is enrolled in...
Test achievement ¹	High school courses as pre-requisites
Combination	Has completed one of PHYS 12 or PHYS 100 AND one of MATH 100, 102, 104, 110, 120, 180, 184
Latest class standing ²	Year 2 or higher
Academic Unit	Faculty of Arts
Programs of Study	B.A., Major in Psychology (Okanagan)
Completed X credits in a subject	6 credits of 2 nd year PSYO

¹ In Workday Student, high school courses will be entered under the “Test achievement” functionality, but to students the information will appear like other course eligibility rules (e.g., pre-requisites). "Institution has received a(n) High School Record test result with a(n) Math 12 score greater than or equal to 50."

² Year level in SIS.

Course Equivalencies

In the current Curriculum Management System, there is a field called “duplicates;” courses entered in this field show up in the Academic Calendar course description as equivalents. In Degree Navigator, these courses are used interchangeably to satisfy academic requirements. There are inconsistencies in how this field has been used over the years, but moving forward, equivalencies will be used in a consistent manner.

In Workday Student, equivalent courses are used interchangeably:

- in academic requirements,
- to fulfill pre-requisites and co-requisites, and

- for grade replacement based on the course repeat policy of the student's primary program of study. For example, if a student takes two courses that are equivalent and the course repeat policy is Best Attempt, then the course they received the higher grade in will count towards the student's earned credits.

This means that a course cannot belong to multiple course equivalency groups. So, if Course A = Course B, and Course B = Course C, then Course A must also = Course C. This also means equivalencies must be bilateral agreements. If Course A = Course B then Course B = Course A.

Preparing for the Upcoming Changes and Senate Approval

In order to prepare for the upcoming changes, units will need to review their current courses and submit any changes to the appropriate Senate Curriculum Committee for approval.

- 1. Pre-requisites.** If pre-requisites are not currently enforced in the SIS, a decision needs to be made by units to:
 - have the pre-requisites enforced¹,
 - remove the pre-requisites², or
 - make the pre-requisites recommended courses and note them in the course description².
- 2. Co-requisites.** A decision needs to be made by units to:
 - have the co-requisites enforced¹,
 - remove the co-requisites², or
 - make the co-requisites recommended courses and note them in the course description².
- 3. Duplicates/equivalencies.**
 - Any equivalent courses that are not the same credit value will need to be removed as equivalents².
 - If courses listed as equivalents cannot be used interchangeably in all three ways mentioned above, they will need to be removed as equivalents².

¹ No curriculum proposal required.

² Curriculum proposal required.

- 4. Restrictions.** Only Senate-approved restrictions housed within the Faculty Course Management system (FCM) will be automatically configured in Workday Student. If your unit has Faculty-level restrictions applied to courses, those should be reviewed and a decision made about whether to submit a curriculum proposal to elevate them to Senate-level restrictions, as Faculty-level restrictions will not be configured in Workday Student. Units must refer to the FCM to review all currently-configured course restrictions.

Questions

Please direct questions via Faculty curriculum committee chairs as follows:

- Related to the Okanagan Campus: okanagan.curriculum@ubc.ca
- Related to the Vancouver Campus: ubc.curriculum@ubc.ca