

To: Faculty Curriculum Committee Chair  
Cc: Curriculum Support Staff

***PLEASE DISTRIBUTE THE BELOW AND ATTACHED INFORMATION AMONG YOUR FACULTY, AS APPROPRIATE. THE OFFICE OF THE SENATE IS ONLY CONTACTING FACULTY CURRICULUM COMMITTEE CHAIRS AND, FOR SCHOOLS WITH AUTONOMOUS CURRICULUM PROCESSES, SCHOOL CURRICULUM COMMITTEE CHAIRS.***

Further to the **Upcoming Course Validation – Pre-requisites, Co-requisites, Equivalencies, and Restrictions** memo dated 4 August 2022, attached is a file that includes all courses from your Faculty with pre-requisites, co-requisites, and equivalencies, and below are instructions for submitting changes. The aforementioned memo is also attached for your reference. It provides further details on this validation exercise.

### COURSE DATA

The attached data is an extract from the Curriculum Management System (CMS) and only includes courses with elements being validated: pre-requisites, co-requisites, and equivalencies. Pre-requisite and/or co-requisite notes are also included to provide the most information. In the Academic Calendar, these notes appear as part of the pre-requisite and co-requisite fields following courses. The notes often include conditions a student must meet to be eligible to take a course. In Workday Student, these conditions are called course eligibility rules, and many will be supported in the system. See COURSE ELIGIBILITY RULES directly below for more information.

### COURSE ELIGIBILITY RULES

Pre-requisite and co-requisite notes, as well as course descriptions, may contain course eligibility rules that can be configured in Workday Student (see page 3 of the attached memo for a table of supported rules). Where possible, rules will be configured in the system and the information will remain as a note on the course or as part of the course description. **NO ACTION IS REQUIRED ON THE PART OF THE FACULTY TO CONFIGURE SUCH RULES.** For some courses, the information may not be configurable and will remain text-based.

### INSTRUCTIONS

As noted in the 4 August memo, an expedited Senate approval process has been put in place for ONLY pre-requisites, co-requisites, and equivalencies. Following are the submission instructions for each of these elements. **NO OTHER CHANGES WILL BE CONSIDERED.**

**Pre-requisites.** If pre-requisites are not currently enforced in the SIS, a decision needs to be made to:

- **OPTION 1:** enforce the pre-requisites in column G
  - **INSTRUCTION:** In column L, choose **Enforce prereqs** for the applicable course. The cell will turn green.
  - **SCC APPROVAL:** Not required.
  - **OUTCOME:** Pre-requisites enforced and no change to how the course appears in the Academic Calendar.
- **OPTION 2:** remove the pre-requisites in Column G

- INSTRUCTION: In column L, choose **Remove prereqs** for the applicable course. The cell will turn red.
- SCC APPROVAL: Required.
- OUTCOME: Pre-requisites removed and no longer appear on the course in the Academic Calendar.
- OPTION 3: make the pre-requisites in Column G recommended courses and note them in the course description
  - INSTRUCTION: In Column L, choose **Change prereqs to recommended** for the applicable courses. The cell will turn blue.
  - SCC APPROVAL: Required.
  - OUTCOME: Pre-requisites removed and no longer appear on the course in the Academic Calendar. "Recommended pre-requisite: Course X" will be added to the course description.
- NOTE 1: In cases where multiple pre-requisites appear in Column G and more than one of the above options apply, please include comments regarding the requested course of action in the Comments field (Column O).

**Co-requisites.** Co-requisites are not currently enforced in the SIS but will be in Workday Student. A decision needs to be made to:

- OPTION 1: enforce the co-requisites in column I
  - INSTRUCTION: In column M, choose **Enforce coreqs** for the applicable course. The cell will turn green.
  - SCC APPROVAL: Not required.
  - OUTCOME: Co-requisites enforced and no change to how the course appears in the Academic Calendar.
- OPTION 2: remove the co-requisites in Column I
  - INSTRUCTION: In column M, choose **Remove coreqs** for the applicable course. The cell will turn red.
  - SCC APPROVAL: Required.
  - OUTCOME: Co-requisites removed and no longer appear on the course in the Academic Calendar.
- OPTION 3: make the co-requisites in Column I recommended courses and note them in the course description
  - INSTRUCTION: In Column M, choose **Change coreqs to recommended** for the applicable courses. The cell will turn blue.
  - SCC APPROVAL: Required.
  - OUTCOME: Co-requisites removed and no longer appear on the course in the Academic Calendar. "Recommended co-requisite: Course X" will be added to the course description.
- NOTE 1: In cases where multiple co-requisites appear in Column I and more than one of the above options apply, please include comments regarding the requested course of action in the Comments field (Column O).
- NOTE 2: Per the attached memo, some of the more complex co-requisites\* will need to be entered in the course eligibility rule field rather than the co-requisite field. For the time being, such co-requisites will be entered as text and automatic enforcement functionality will not apply.

*\*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."*

### **Equivalencies.**

- **OPTION 1:** any courses in Column F that are not the same credit value\* as column D need to be removed as equivalents
  - **INSTRUCTION:** In Column K, choose **Remove equivalency** for the applicable courses. The cell will turn red.
  - **SCC APPROVAL:** Required.
  - **OUTCOME:** Equivalencies removed and no longer appear on the course in the Academic Calendar.
- **OPTION 2:** any courses in Column F that cannot be used interchangeably in all three ways listed below\*\* need to be removed as equivalents
  - **INSTRUCTION:** In Column K, choose **Remove equivalency** for the applicable courses. The cell will turn red.
  - **SCC APPROVAL:** Required.
  - **OUTCOME:** Equivalencies removed and no longer appear on the course in the Academic Calendar.
- **OPTION 3:** no change to any courses in Column F (credit values are the same and courses can be used interchangeably as noted below)
  - **INSTRUCTION:** In Column K, choose **No change** for the applicable courses. The cell will turn green.
  - **SCC APPROVAL:** Not required.
  - **OUTCOME:** Equivalency enforced and no change to how the course appears in the Academic Calendar.
- **NOTE 1:** In cases where multiple equivalencies appear in Column F and more than one of the above options apply, please include comments regarding the requested course of action in the Comments field (Column O).
- **NOTE 2:** Courses in Column F may not be associated with your Faculty. In such cases, units are expected to communicate with the applicable Faculty (or Faculties) and agree on an approach.

*\*Refer to the Academic Calendar to confirm credit value for courses in Column F.*

*\*\*In Workday Student, equivalent courses are used interchangeably: 1. in academic requirements; 2. to fulfill pre-requisites and co-requisites; 3. for grade replacement based on the course repeat policy of the student's primary program of study. 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.*

### EFFECTIVE SESSION

Faculties retain the authority to determine when course changes take effect. Faculties may choose from the following effective sessions: 23W, 24S, or 24W. REGARDLESS OF THE EFFECTIVE SESSION, COURSE CHANGES MUST BE SUBMITTED BY THE BELOW DEADLINE SO THEY MAY BE PROCESSED IN TIME FOR CONVERSION TO WORKDAY STUDENT. Please enter effective sessions in Column N for each course.

### COMMENTS FIELD

We anticipate some courses and choices may require context, additional information, etc., and have included a comments field (Column O) for such feedback. Information entered is for consideration by the Office of the Senate and/or the Senate Curriculum Committee. These comments are administrative in nature; they will NOT be published on courses and made available to students.

### SUBMISSION FORMAT

Faculties need only submit their completed Excel files. NO TWO-COLUMN PROPOSAL FORMS ARE REQUIRED OR EXPECTED. While approval processes are for Faculties to determine, Faculties are encouraged to use the Excel files for internal approval, thereby reducing the amount of paperwork.

### FACULTY APPROVAL

Course changes require Faculty approval prior to submission to the Office of the Senate. Changes may be approved as per standard Faculty processes or amended processes acceptable to the Faculty for the purpose of this exercise. Please include the Faculty approval date when submitting your completed Excel file to the Office of the Senate.

### SCC APPROVAL

SCC approval is required for changes where noted above under INSTRUCTIONS. Files will be prepared by the Office of the Senate and circulated to the Committee for review prior to a meeting (exact date TBD). The Committee will modify its standard Category 2 process whereby changes will be provided to all members as opposed to only the Editorial and Graduate Subcommittees. A formal motion for approval will appear on the meeting agenda and members will have an opportunity to discuss specific changes at the meeting.

### DEADLINE

Deadline for submission to the Office of the Senate is **no later than 15 March 2023**. Please send only one file per Faculty to [vancouver.curriculum@ubc.ca](mailto:vancouver.curriculum@ubc.ca).

### QUESTIONS

We appreciate the volume of courses and nuanced implications of the changes described above. We are actively maintaining a course validation guidance notes on the Senate website here: [senate.ubc.ca/course-validation-project/](https://senate.ubc.ca/course-validation-project/). Please refer to this resource. If you have other questions, please direct those to [vancouver.curriculum@ubc.ca](mailto:vancouver.curriculum@ubc.ca).