

CENTRAL OREGON
community college

Committee RECOMMENDATION FORM



Academic Affairs



Institutional Support



Student Affairs



College Affairs

Recommendation:

The Academic Affairs committee is recommending the Admissions and Records department implement an automatic drop policy and procedure for students failing pre-requisite courses. The below policy and procedure is being recommended.

Proposed Policy:

Students will be withdrawn from a course if they have not completed the pre-requisite course(s) with a "C" grade or higher from a prior term.

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.

Rationale:

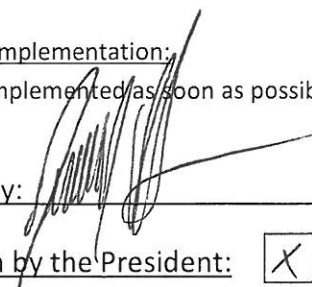
The procedure would reduce manual processes in Admissions & Records and instructional departments. It would also eliminate the opportunity for inequity in current procedures.

History:

In the past several years COCC has moved toward hard-coding prerequisites in many 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 do not. Additionally, data suggests the majority of students do not successfully complete courses with failed or incomplete prerequisites.

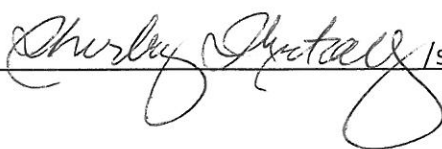
Timeline for Implementation:

This will be implemented as soon as possible once approved.

Submitted by:  /s/ Chair, Academic Affairs Date: 7/2/16

Action taken by the President: Approved Denied Tabled

Comments:

 /s/ President, COCC Date: