
MEMORANDUM

To: UFV Community
From: Elaine Harris, University Secretariat office
Date: June 24, 2014
Re: Consolidation of three policies: Course Requisites, Change in Course Prerequisites, and Advance Placement

The policies Course Requisites (84), Change in Course Prerequisites (88), and Advance Placement (77), all relate to course prerequisites and/or co-requisites, despite the varied terminology. The secretariat, in keeping with our efforts to streamline the policy manual, would like to create a single policy on this topic.

The title will be changed to Prerequisites and Co-requisites; “prerequisites” and “co-requisites” are the standard terms used at UFV and in Canadian post-secondary education, so this title will help users find this policy more easily in a search.

The major revisions are:

1. The addition of a policy statement indicating prerequisites should be kept to the minimum necessary and as flexible as possible to facilitate student access.
2. The amount of notice in the UFV calendar when prerequisites are increased has been changed from one year to six months. This is to balance providing notice to students and moving forward with changes designed to ensure students have adequate preparation.

Minor changes include adding sections such as scope and definitions to fit the new template and changing the regulations for prerequisite/co-requisite checking to better reflect current practices and responsibilities.

As part of the consultation process, the University Secretariat invites the UFV community to submit collaborative or individual feedback to Elaine Harris at Elaine.Harris@ufv.ca by 4:00 pm on July 15, 2014.

The policy is also available on the Secretariat webpage at:
http://www.ufv.ca/secretariat/policies_review/