

Guidelines for the Requisite Amnesty Program

v.3

This document contains information about the expedited process for revising course requisites so that they are enforced in the enrollment system. Included is information about how the process works as well as resources and background information that may be helpful when deciding whether to participate at this time. Currently participation is voluntary but eventually the all courses that have requisites will have to enforce them.

How the Amnesty Program Works

The subject owner will be provided with an Excel spreadsheet of all courses in the subject listing showing the course number, description, existing requisite, whether there is an existing requirement group for the course, crosslisted subjects and grad attribute value.

The subject owner will use specified columns on the spreadsheet to enter revisions to the requisite and the Enroll Info: text at the end of the course description. Changes to the course description are strictly limited to correcting spelling errors and writing a brief, general description if the course has no description.

Requirements

1. ALL courses in the subject listing (including crosslisted courses) must be addressed.
2. All requisites must be written in a way that is enforceable and once the project is completed, they will be enforced.
3. It is expected that the school/college or department will take a holistic look at all courses and if changes to the description, title, credits etc. are needed these will be taken care of at this time (using standard course change proposals and noting on the spreadsheet that a change proposal was submitted). Submitting requisite changes through this process and also submitting course change proposals to make changes to other aspects of the same course create additional, unnecessary work.

Once all course requisites have been revised and approved by the subject owner and their school/college curriculum committee the spreadsheet is submitted to Michelle Young for review and UCC approval (authority to approve course proposals for this specific purpose have been delegated by the University Curriculum Committee).

These are technically course change proposals and follow the deadlines for when a course change proposal can be made effective. See: <http://apir.wisc.edu/uccmeetings.htm> for deadlines. If a spreadsheet with tens or hundreds of course requisite changes is submitted shortly before the deadline, it will not be possible to review and approve the courses requisite changes and they will not be made in SIS for the next term.

NEW Re: Graduate Course Attribute and Removal of Crosslisted Subjects – Updated Information (March 2018)

The University Curriculum Committee recently approved a request to expand the types of course catalog information that can be changed via the Requisite Amnesty Program (RAP). It is now possible to remove the graduate course attribute using the RAP spreadsheet. It is recognized that subject owners may have been a little generous in requesting the grad attribute during the initial implementation project and now

that graduate student appropriate requisites must be used on courses with the grad attribute, it is realized that the grad attribute needs to be removed. There really isn't a need for review or any type of judgement call if the subject owner says the course is in fact is not designed for graduate students, updating this via the RAP is an efficient means of making the change.

It is now also possible for the subject owner to remove their subject from a crosslisted course. The reasons for crosslisting courses are limited now that the university has a searchable online catalog and schedule of classes and considering that crosslisting has resource costs, there is a compelling reason to simplify removing a crosslist if the crosslisted subject is not acting as a full partner in offering the course. It is not acceptable to remove other crosslisted subjects via RAP, just the subject that the RAP sheet is for (ex. MATH can't remove a COMP SCI crosslist via the MATH spreadsheet).

To remove the grad attribute or a crosslisted subject via a Requisite Amnesty Program spreadsheet, highlight the cell or text in yellow that will be removed. Ex.

Y-G50%
G L E, GEOSCI, M S & E

Resources to Review Before Starting

Requisite Policy - <https://kb.wisc.edu/vesta/page.php?id=25566>

Steps for writing an enforceable requisite: <https://kb.wisc.edu/vesta/page.php?id=55720>

Standard Requisites: <https://kb.wisc.edu/vesta/page.php?id=63295>

Questions?

Policy, timeline, acceptable changes etc.: Michelle Young meyoung@wisc.edu

Technical aspects of enforcing a requisite: Scott Golueke <mailto:scott.golueke@wisc.edu>