



To: Provost and Vice Chancellor Elisha Baker,
University of Alaska Anchorage

Fr: Kimberly Swiantek,
UAA Governance Office

Re: Placement scores utilized for pre-requisite checking

On March 1, 2013 the Faculty Senate approved the following motion brought forward by the Undergraduate Academic Board:

Motion: The Undergraduate Academic Board recommends the Faculty Senate adopt the memo from University Registrar Lora Volden regarding placement scores for pre-requisite checking.

Please see the attached document for more information.

If I may be of further assistance, please let me know.

Provost

Approved Disapproved

Comments:

Elisha Baker

12/03/2013

Elisha Baker, Provost and Vice Chancellor

Date

Chancellor

Approved Disapproved

Comments:

Tom Case

14/03/2013

Tom Case, Chancellor

Date

DRAFT

January 25, 2013

To: UAB/GAB Governance Boards

From: Lora Volden, University Registrar

Re: Placement scores utilized for pre-requisite checking

Issue

Courses submit specific placement test cut scores for pre-requisite checking as part of their CAR. These CARs have been approved by curriculum boards. We do not currently have an approved procedure for what should occur if there is a change to the placement test cut score later on.

Considerations

- The Office of the Registrar must be made aware of changes to cut scores and what classes are impacted by these changes in order to update Banner.
- Do curriculum boards need to weigh in on appropriate test scores?
- It is good to keep a historical record of these changes.

Proposal

Courses wishing to implement placement test scores as part of pre-requisite checking should indicate "or appropriate placement score" in box 16b of the current CAR. There should also be an attached memo for each CAR indicating what the appropriate placement score is.

If a change occurs to the cut score, the department would submit a memo to the Office of the Registrar and Governance Office which would outline the new cut scores and list specifically which courses are impacted.

The Office of the Registrar will keep a copy of the memo with each course file. Governance Office will provide a copy of the memo with the next Boards Agenda as an informational item.