

ECAS Best Practices: Equivalencies and Cross-lists

Principle: Course Equivalencies in ECAS

The ECAS course database is not relational (meaning it does not push changes to related courses) and it is not integrated with PeopleSoft's Schedule of Classes. Thus, individuals who update course material with respect to course relationships (equivalencies and cross-lists) play a major role in helping to maintain an accurate and transparent curricular database.

For this reason, departments updating ECAS should:

- Update the equivalency field as needed
- Include the full list of equivalent courses in the free-text history field and the date of any changes
- Indicate in the free-text history field whether the courses listed there are cross-listed or equivalent, defined as:
 - Cross-listed: Identical courses offered under more than one designator and/or course number and/or suffix (H, V, W). The courses are identical in that they are offered at the same time, with the same requirements, with the same instructor
 - Equivalent: Student can receive credit for only one in a degree program. For example, ECON 1001 and APEC 1001 are equivalent, but some degree programs specify one or another
- Reminder: When making an ECAS update to a cross-listed course, the same updates need to be made to all cross-listed versions concurrently. Cross-listed courses will not be approved in ECAS until all versions are updated and in the queue.

Inactive Equivalent Courses

When a course is made inactive, ASR's practice will keep the equivalency code on the inactive course. This is important because, when a student who took the inactive course later tries to register for an equivalent course, the student will receive a message that it is not possible to receive credit for both courses.

However, to keep the ECAS active course database current and transparent, the active course equivalents of the inactive course should be updated to:

- Remove the inactive course from the equivalency field
- Leave the inactive course in the list already entered in the free text history field
- Make new dated entry in the history field that the equivalent course has been made inactive and list the current equivalencies

For example: If the fictitious courses HIST 1111, ALL 1432, and GLOS 1234 are equivalent and GLOS 1234 is being inactivated:

ECAS should be updated for each active course to:

- Indicate that GLOS 1234 should be removed from the equivalency description field that is just below the equivalency pull-down list
- GLOS 1234 should remain on the list of equivalent courses in the history field

ECAS for the inactive course, GLOS 1234, should:

- Reflect all equivalent courses in the equivalency field, including the inactive course itself
- Keep the same list in the history box for the inactive course as well