AR 4260

**Prerequisites and Corequisites[[1]](#footnote-1)**

1. **Information Regarding Prerequisites and Corequisites in the Catalog and Schedule of Courses**

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

A. Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them.

B. List the specific prerequisites, corequisites, and limitations on enrollment that have been established.

C. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.

D. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

E. Definitions of contract course, corequisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

**2. Challenge Process**

A. Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.

2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.

2. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

**3. Curriculum Review Process**

 At a minimum the curriculum review process shall:

A. Establish a Curriculum Committee and its membership in a manner that is mutually agreeable to the college administration and the Academic Senate.

B. Establish prerequisites, corequisites, and advisories on recommended preparation only upon the recommendation of the Academic Senate which may delegate this task to the Curriculum Committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. Certain limitations on enrollment must be established in the same manner.

C. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment only if:

1. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:

a) Approve the course; and,

b) As a separate action, approve any prerequisite or co- requisite, only if

the prerequisite or corequisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.

c) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more specific courses.

d) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.

e) Review the course outline to determine if student**s** need skills not taught in the course for successful completion. If it is determined the students need knowledge or skills not taught in the course, then the recommended prerequisite must be approved by the Curriculum Committee.

f) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If so, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or corequisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics.

2. A course which should have a prerequisite or corequisite as provided in (e) or (f) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or

2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or corequisites.

3. The Curriculum Committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.

D. Program Review: As a regular part of the program review process, the college shall review each prerequisite, corequisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or corequisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

E. Implementing Prerequisites, Corequisites, and Limitations on Enrollment: Implementation of prerequisites, corequisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

F. Instructor's Formal Agreement to Teach the Course as Described: Each college shall establish a procedure so that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite. The process shall be established by consulting collegially with the local Academic Senate and, if appropriate, the local bargaining unit.

**4. Review of Individual Courses**

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or corequisite(s), then such a prerequisite or corequisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or corequisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Prerequisites and Corequisites

A. Levels of Scrutiny: Prerequisites and corequisites must meet the requirements of at least one of the following subsections:

1. Content Review. A prerequisite or corequisite may be adopted if t

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2. Faculty may also, in addition to the content review as provided above, choose to engage in statistical validation as described in the following steps:

d) If the discipline faculty and the Curriculum Committee have determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, and that it should meet the requirements of content review and statistical validation, then the prerequisite or corequisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:

i) All other requirements for establishing the prerequisite or corequisite have already been met; and

ii) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and corequisites that are exempt from review at the time they are, or were, established are not eligible for this exception. Research must be conducted during the six years before they must be reviewed.

3. The Standard Prerequisites or Corequisites. The college may establish satisfactory completion of a course as prerequisite or corequisite for another course provided that the college specifies as part of the course outline of record at least two of the campuses of the University of California or the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s).

2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the Curriculum Committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.

3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established

across the entire curriculum unless established on a course-by-course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or corequisite for any course other than another course in communication or computation skills if the faculty in the discipline or department and the Curriculum Committee review the content as provided aboveand a list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.

4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the insufficiency of data **is** resolved and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the data are being obtained.

5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.

6. Health and Safety. A prerequisite or corequisite may be established provided that in addition to the review by faculty in the department or division and by the Curriculum Committee as provided above:

a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and

b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.

B. Additional Rules. Title 5 Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

1. Advisories on Recommended Preparation. The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the Curriculum Committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment. The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the Curriculum Committee specified above including the requirement to review them again as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment:

a) Performance Courses. The college may establish audition or try-out as a

limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

i. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and

ii. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

b) Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the Curriculum Committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

c) Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the Curriculum Committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

References: Title 5 Section 55000 et seq.

1. The following is based on the California Community Colleges Model District Policy developed by the Chancellor’s Task Force in conjunction with the State Academic Senate and Chief Instructional Officers. [↑](#footnote-ref-1)