

**Academic Affairs**

**1 AP 4260 PREREQUISITES AND CO-REQUISITES**

**2 References:**

3 Title 5, Sections 55000 et seq.

4 In order to foster the appropriate balance between maintaining necessary academic  
5 standards and ensuring student access and success, the Education Code requires that  
6 prerequisites, co-requisites, advisories, and limitations be established based solely on  
7 content review or content review with statistical validation.

8 The District may establish prerequisites, co-requisites, and other limitations on enrollment  
9 through action of the Senate Committee on Curriculum. Once established, prerequisites  
10 may only be waived as a result of a formal challenge procedure and for specified reasons.

**11 Validation**

12 When establishing prerequisites, the District, through the Curriculum Committee, shall  
13 ensure that such prerequisites are necessary and valid, so that a student who has not  
14 met the prerequisite is highly unlikely to receive a satisfactory grade in the course, or at  
15 least one course within the program, for which the prerequisite is being established.

16 At a minimum, establishment of prerequisites shall be based on content review of the  
17 appropriate courses. The District may choose to use content review with statistical  
18 validation or content review as defined in Title 5 of the Code of California Regulations  
19 Section 55000(c) to define prerequisites and co-requisites in reading, written expression,  
20 or mathematics for courses that are degree applicable and are not in a sequence, and  
21 the District will adopt a plan consistent with Title 5 of the Code of California Regulations  
22 Section 55003(c).

**23 Challenges**

24 Students may challenge prerequisites on the following grounds:

- 25 • The prerequisite or co-requisite has not been established in accordance with the  
26 District's process for establishing prerequisites and co-requisites.
- 27 • The prerequisite or co-requisite is in violation of a provision of Title 5 regulations.
- 28 • The prerequisite or co-requisite is either unlawfully discriminatory or is being  
29 applied in an unlawfully discriminatory manner.
- 30 • The student has the knowledge or ability to succeed in the course or program  
31 despite not meeting the prerequisite or co-requisite.
- 32 • The student will be subject to undue delay in attaining the goal of his or her  
33 educational plan because the prerequisite or co-requisite course has not been  
34 made reasonably available.

35 **Limitations on Enrollment**

36 The types of limitation on enrollment specified below may only be established through the  
37 curriculum review process. The following requirements must also be met in order to  
38 establish these particular limitations on enrollment:

- 39 • **Performance Courses:** The District may establish audition or tryout as a limitation  
40 on enrollment for courses that include public performance or intercollegiate  
41 competition such as, but not limited to, band, orchestra, theater, competitive  
42 speech, chorus, journalism, dance, and intercollegiate athletics provided that:  
43 ○ For any certificate or associate degree requirement which can be met by taking  
44 this course, there is another course or courses which satisfy the same  
45 requirement.  
46 ○ The District includes in the course outline of record a list of each certificate or  
47 associate degree requirement that the course meets and of the other course or  
48 courses which meet the same requirement.

49 Limitations on enrollment established for performance courses shall be reviewed  
50 at least every six years to determine whether the audition or tryout process is  
51 having a disproportionate impact on any historically underrepresented group and,  
52 if so, a plan shall be adopted to seek to remedy the disproportionate impact. If  
53 disproportionate impact has been found, the limitation on enrollment may not be  
54 printed in subsequent catalogs or schedules nor enforced in any subsequent term  
55 until such a plan has been put into effect.

- 56 • **Honors Courses:** A limitation on enrollment for an honors course or an honors  
57 section of a course may be established if, in addition to the review by the faculty in  
58 the discipline or department and by the Curriculum Committee, there is another  
59 section or another course or courses in the District which satisfy the same  
60 requirements. If the limitation is for an honors course and not only for an honors  
61 section, the District must also include in the course outline of record a list of each  
62 certificate or associate degree requirement that the course meets and of the other  
63 course or courses which meet the same associate degree or certificate  
64 requirement.

- 65 • **Blocks of Courses or Sections:** Blocks of courses or blocks of sections of  
66 courses are two or more courses or sections for which enrollment is limited in order  
67 to create a cohort of students. Such a limitation on enrollment may be established  
68 if, in addition to review by the faculty in the discipline or department and by the  
69 Curriculum Committee, there is another section or another course or courses that  
70 satisfy the same requirement. If the cohort is created through limitations on  
71 enrollment in the courses rather than limitations on specific sections of courses,  
72 then the District must include in the course outline of record a list of each certificate  
73 or associate degree requirement that the course meets and of the other course or  
74 courses which satisfy the same associate degree or certificate requirement.

75 **Review**

76 To ensure that they remain necessary and appropriate, all prerequisites and co-requisites  
77 shall be reviewed at least once every six years, with the exception of prerequisites and  
78 co-requisites for vocational courses or programs which shall be reviewed every two years.

79 **Dissemination of Information**

80 Information on prerequisites and co-requisites shall be included in the college catalog and  
81 schedule of classes. Information on the challenge process shall also be included in the  
82 college catalog and schedule of classes.

83 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

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**Date Reviewed: January 16, 2019**