

**Academic Affairs****AP 4260 PREREQUISITES AND CO-REQUISITES****References:**

Title 5, Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations on enrollment are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations on enrollment do not constitute unjustifiable obstacles to student access and success. Therefore, in order to foster the appropriate balance between maintaining necessary academic standards and ensuring student access and success, the Education Code requires that prerequisites, co-requisites, advisories, and limitations on enrollment be established based solely on content review or content review with statistical validation.

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

**Validation**

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

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

**Information in the Course Catalog and Schedule of Classes**

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

- Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.

- Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, types of challenge that are established in law, and any additional types of challenge permitted by the college.
- 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.
- Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite, and satisfactory grade.

## **Challenges**

Any student who does not meet a prerequisite or co-requisite 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:

- If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District will review the challenge within ten working days.
  - If the challenge is approved, the student will be contacted by the Admissions and Records Office and be provided with assistance with enrollment if space is available in the course.
- If a waitlist is available in a course when a student files a challenge to the prerequisite or co-requisite, the Admissions and Records Office will provide assistance to the student to be added to the waitlist.
- If no space is available in the course when a challenge is filed, the challenge should be resubmitted for the subsequent term.

Students may challenge prerequisites on the following grounds:

- The prerequisite or co-requisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites.
- The prerequisite or co-requisite is in violation of a provision of Title 5 regulations.
- The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.
- The student will be subject to undue delay in attaining the goal of his/her/their educational plan because the prerequisite or co-requisite course has not been made reasonably available.
- 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/she/they would be delayed by a semester or more in attaining the degree or certificate specified in his/her/their educational plan.
- The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates he/she/they does not pose a threat to himself/herself/themselves or others.

- 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.

### **Curriculum Review Process**

The curriculum review process shall at a minimum be in accordance with all the following:

- 1) Establish the Curriculum Committee and its membership in a manner that is mutually agreeable to the college administration and the Faculty Senate.
- 2) Establish prerequisite, co-requisite, and advisories on recommended preparation only upon the recommendation of the Faculty Senate except that the Faculty Senate may delegate this task to the Curriculum Committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
- 3) Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
  - a) 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:
    - i) Approve the course;
    - ii) As a separate action, approve any prerequisite or co-requisite, only if:
      - (1) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (a) Involvement of faculty with appropriate expertise;
        - (b) Consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
        - (c) Be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
        - (d) Specification of the body of knowledge or skills which are deemed necessary at entry or concurrent with enrollment;
        - (e) Identification and review of the prerequisite or co-requisite which develops the body of knowledge or measures skills identified as necessary;
        - (f) Matching of the knowledge and skills in the targeted course and those developed or measured by the prerequisite or co-requisite; and
        - (g) Maintain documentation that the above steps were taken.
      - iii) 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 one or more courses, and, in a separate action, specify which.
      - iv) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service, respectively.

- v) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
- vi) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite if not less than eligible for enrollment to a degree-applicable course in English or mathematics, respectively.
- b) A course which should have a prerequisite or co-requisite as provided in (v) or (vi) but one or more of the requirements for establishing a prerequisite have not been met may only:
  - i) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
  - ii) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
- c) The Curriculum Committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
- d) If the District chooses to use content review as defined in Title 5 Section 55000(f) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 Section 55003 (c).

## **Review of Individual Courses**

If a student's enrollment in a course or program is not contingent upon him/her/them having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established by the process detailed above. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all of the following steps.

### **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. The following requirements must also be met in order to establish these particular limitations on enrollment:

- **Performance Courses:** The District may establish audition or tryout 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:
  - 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.
  - The District 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 for performance courses shall be reviewed at least every six years to determine whether the audition or tryout process is having a disproportionate impact on any historically underrepresented 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 put into effect.

- **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, there is another section or another course or courses in the District which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the District 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.
- **Blocks of Courses or Sections:** Blocks of courses or blocks of sections of courses are one 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, 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 District 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.

## **Review**

To ensure that they remain necessary and appropriate, all prerequisites and co-requisites shall be reviewed at least once every six years, with the exception of prerequisites and co-requisites for vocational courses or programs which shall be reviewed every two years. The college shall review each prerequisite, co-requisite, or advisory to establish that each

208 is still supported by the faculty in the discipline or department and by the curriculum  
209 committee and is still in compliance with all other provisions of this procedure, the related  
210 policy, and with the law. Any prerequisite or co-requisite that is still supported shall be  
211 reviewed promptly thereafter to assure that it is in compliance with all other provisions of  
212 this procedure, the related policy, and with the law.

213 **Dissemination of Information**

214 Information on prerequisites and co-requisites shall be included in the college catalog and  
215 schedule of classes. Information on the challenge process shall also be included in the  
216 college catalog and schedule of classes.

217 Office of Primary Responsibility: Vice President, Academic Affairs

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