

## INSTRUCTIONAL SERVICES

**AP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES****References:**

Title 5 Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations 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 do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

**INSTRUCTIONAL SERVICES****Information in the Catalog and Class Schedule**

The District shall provide the following explanations both in the District Catalog and in the class schedule:

- 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, the various types of challenge that are established in law, and any additional types of challenge permitted by the District.
- Definitions of advisories, 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, prerequisites, and satisfactory grade.

**Curriculum Review Process**

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

- Establish a Curriculum Committee and its membership in a manner that is mutually agreeable to the District administration and the Faculty Senate.

- Establish prerequisites, co-requisites, and advisories 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.
- Establish prerequisites, co-requisites, advisories, and limitations on enrollment only if:
  - The Curriculum Committee and Faculty Senate follow the Requisite Approval Procedure as identified by the Curriculum Committee and housed on the Curriculum website.

**Program Review**

As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for career and technical education (vocational) courses or programs shall be reviewed every two years, the District shall review each prerequisite, co-requisite, 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 procedure and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this procedure and with the law.

**Review of Individual Courses**

If the student's enrollment in a course or program is to be contingent on their having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory and must be identified as such in the schedule and catalog.

**Advisories on Recommended Preparation:**

The District 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 District used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

**ENROLLMENT MANAGEMENT****Implementing Prerequisites, Co-requisites, and Limitations on Enrollment:**

Implementation of prerequisites, co-requisites, 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/she has met all the conditions. [Title 5 Section 55003(o)]

**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 at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- **Performance Courses:** The District 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:
  - 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
  - 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 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 District administration and 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 as provided above, 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 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 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.

**Student Challenge Process**

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 (Title 5 Section 55003(p)):

- If the challenge is upheld the student shall be allowed to enroll in the course, if space is available.
- 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.

Grounds for challenge shall include the following:

- Those grounds for challenge specified in Title 5 Section 55003(p)(q).
- 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 they would be delayed by a semester or more in attaining the degree or certificate specified in 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 that they do not pose a threat to himself/herself 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 District's own records, then the District has the obligation to produce that information.

Offices of Primary Responsibility: Instructional Services, Student Services (Enrollment Management)