

Prerequisites, Co-requisites and Advisories on Recommended Preparation

1. Prerequisites or corequisites may be established by the Curriculum Committee only for any of the following purposes:
 - a. the prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or
 - b. the prerequisite will assure, consistent with California Education Code section 55002, that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such 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; or
 - c. the corequisite course will assure, consistent with California Education Code section 55002, that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established; or
 - d. the prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.
2. Except as provided in this subdivision, no prerequisite or corequisite may be established or renewed pursuant to Content Review, paragraph (14) below, unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established. A prerequisite or corequisite need not be so scrutinized until it is reviewed pursuant to Content Review, paragraph (14) if:
 - a. it is required by statute or regulation; or
 - b. it is part of a closely-related lecture-laboratory course pairing within a discipline; or
 - c. it is required by four-year institutions.
3. A course in communication or computation skills may be established as a prerequisite or corequisite for any course other than another course in communication or computation skills only if, in addition to conducting a content review, the district gathers data according to sound

research practices and shows that a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or corequisite. If the curriculum committee initially determines, pursuant to California Education Code section 55002(a)(2)(E), that a new course needs to have a communication or computation skill prerequisite or corequisite, then, despite paragraph (2) above, a prerequisite or corequisite may be established for a single period of not more than two years while the research is being conducted and the final determination is being made, provided that all other requirements for establishing the prerequisite or corequisite have been met. The requirements of this subdivision related to collection of data shall not apply when:

- a. baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite; or
 - b. the prerequisite or corequisite is required for enrollment in a program, that program is subject to approval by a state agency other than the Chancellor's Office and both of the following conditions are satisfied:
 - i. colleges in at least six different districts have previously satisfied the data collection requirements of this paragraph with respect to the same prerequisite or corequisite for the same program; and
 - ii. the district conducts an evaluation to determine whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor. When there is a disproportionate impact on any such group of students, the district shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.
4. Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students as well as the course outline of any course for which they are established.
 5. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis.
 6. The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures. Any assessment instrument shall be selected and used in accordance with the provisions of California Education Code section 55500.
 7. If a prerequisite requires precollegiate skills in reading, written expression, or mathematics, the district shall ensure that nondegree-applicable basic skills courses designed to teach the required skills are offered with reasonable frequency and that the number of sections available is reasonable given the number of students who are required to meet the associated skills prerequisites and who diligently seek enrollment in the prerequisite course.

8. Whenever a corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite. A corequisite shall be waived as to any student for whom space in the corequisite course is not available.
9. No exit test may be required to satisfy a prerequisite or corequisite unless it is incorporated into the grading for the prerequisite or corequisite course.
10. The determination of whether a student meets a prerequisite shall be made prior to his or her enrollment in the course requiring the prerequisite, provided, however, that enrollment may be permitted pending verification that the student has met the prerequisite or corequisite. If the verification shows that the student has failed to meet the prerequisite, the student may be involuntarily dropped from the course if the applicable enrollment fees are promptly refunded.

Otherwise a student may only be involuntarily removed from a course due to excessive absences or as a result of disciplinary action taken pursuant to law or to the student code of conduct.

11. Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:
 - a. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;
 - b. The prerequisite or corequisite is in violation of this administrative procedure;
 - c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
 - e. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; or
12. In the case of a challenge under paragraph (11)(c) of this administrative procedure, the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to California Education Code section 59300. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to California Education Code section 59327.

13. District policies adopted pursuant to this section shall be submitted to the Chancellor as part of the district's matriculation plan pursuant to California Education Code section 55510.
14. Each credit and non-credit course outline of record must be examined by appropriate faculty and division and be re-approved by the Curriculum Committee at least every five years—every two years for vocational courses—in a process called content review. While content review is defined in the Education Code as a rigorous evaluation of the course in terms of its pre-requisites, co-requisites and advisories of recommended preparation, the review enables faculty to examine *all* course components, including number of units, catalog description, course content, representative textbooks and others. Content review may be conducted more frequently than once every five years—every two years for vocational courses— if the appropriate faculty and division believe it is needed. Content review may be conducted as part of program review. The Office of Instructional Services monitors all of the College's credit and noncredit courses, and notifies faculty and divisions when content review is due.
15. Determinations about prerequisites and corequisites shall be made on a course-by-course or program-by-program basis.

3/5/09 College Council Approval
3/24/09 Board First Read
4/28/09 Board Second Read and Approval