



Prerequisites, Corequisites and Advisories on Recommended Preparation

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department, are responsible for approving courses and establishing their associated prerequisites and corequisites as a separate action. The approval of a prerequisite or corequisite must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a credit course or program.

Determinations about prerequisites and corequisites shall be made only on a course-by-course (*per Title 5 §55003(a) and (j), respectively*). Any course so established shall also have a clearly articulated challenge process that can be completed in a timely manner.

The college shall identify prerequisites, corequisites, advisories and the challenge process, in the college catalog, each semester's schedule of courses, and the course outline of any course for which they are established (*per Title 5 §55003(h)*).

A. Guidelines for Establishing Prerequisites and Corequisites

In order to establish a prerequisite or corequisite it must be determined to be necessary and appropriate for achieving the purpose for which it is being established. Necessary and appropriate means reasonably needed to achieve the purpose that it purports to serve; absolute necessity is not required. Prerequisites and corequisites may be established only for the following purposes (*per Title 5 §55003(d)*):

1. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure 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
3. The corequisite course will assure 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
4. The prerequisite or corequisite is necessary to protect the health or safety of a student or the health and safety of others.



B. The Process, including Levels of Scrutiny, for Establishing Prerequisites and Corequisites

The levels of scrutiny required for establishing prerequisites, corequisites and advisories are content review **or** content review with statistical validation. Content review is a rigorous, systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course. At a minimum, content review shall include the following:

- Thorough review of the course outline of record (COR) for the target course
 - Thorough review of syllabi, sample exams, assignments, instructional materials, and grading criteria for the target course
 - Using the CORs of both the target and proposed prerequisite or corequisite course, identification of required skills/knowledge students must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisite or corequisite course
 - Documentation that verifies the above steps were taken.
1. Statistical validation is a compilation of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or corequisite (*per Title 5 §55003(f)*). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5 §55003(g).

C. Exemptions from Scrutiny

A prerequisite or corequisite shall be exempt from scrutiny if it satisfies any of the following criteria (*per Title 5 §55003 (d3) and Title 5 §55003 (e)*):

1. It is required by statute or regulation; or
2. It is part of a closely related lecture-laboratory course pairing within a discipline;
or
3. It is required by four-year institutions; or



4. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.
5. An external regulatory body requires recency (e.g. BRN)

D. Curriculum Review Process

The college curriculum committee is responsible for the curriculum review process. The curriculum committee reviews and approves the establishment of prerequisites, corequisites and advisories only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 §§53200-53204.

When content review is used to establish prerequisites or corequisites of reading, written expression or mathematics, for courses outside of these subjects and not in a sequence, the curriculum committee will do all of the following:

- Provide training to committee members on the establishment of prerequisites and corequisites
- Inform faculty about the regulations regarding the establishment of prerequisites or corequisites using content review
- Direct faculty to the Office of Institutional Research to do the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or corequisite; b) prioritize which courses should be considered for the establishment of new prerequisites or corequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or corequisite
- Use research to evaluate the effect of new prerequisites and corequisites on student success that analyzes and addresses disproportionate impact within two years of the establishment of the prerequisite or corequisite.
- Assure that prerequisite and corequisite courses, and courses that do not require prerequisites or corequisites, whether basic skills or degree-applicable courses, are reasonably available. 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 when space in the corequisite course is not available (*per Title 5 §55003(m)*).



1. Standards for Approval of Prerequisites and Corequisites.

The curriculum committee will review the course outline of record to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. The curriculum committee will also

review the course outline to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (*per Title 5 §55002(a)(2)(D) and (E)*). If a course requires precollegiate skills in reading, written expression, or mathematics, the college will do the following (*per Title 5 §55003(l)*):

- a. Ensure these courses and sections are offered with reasonable frequency
 - b. Monitor progress on student equity in accordance with Title 5 §54220 as follows:
 - The college will conduct an evaluation to determine if the prerequisite or corequisite has a disproportionate impact on student success.
 - Where there is disproportionate impact on any group of students, the college will, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.
- ## 2. Periodic Review of Prerequisites and Corequisites.
- ## 3. Using an appropriate level of scrutiny, the college will review all established CTE course and program prerequisites, corequisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, corequisites, and advisories will be reviewed every six years (*per Title 5 §55003(b)(4)*).

E. Challenging Prerequisites and Corequisites

A student may challenge any prerequisite or corequisite by submitting a challenge form to the college admissions and records office or other office as deemed appropriate by the college no later than 10 working days prior to the beginning of the term. The student shall bear the initial burden of showing that grounds exist for the challenge and has the obligation to provide satisfactory evidence that the challenge should be upheld. A seat shall be reserved for the student if space is available in the requested course. The department offering the requested course shall review the challenge according to the established process, and the student will be notified of



the decision within 10 working days of the submission of the challenge to the department. If the challenge is upheld, the student shall be permitted to enroll in the requested course. (*per Title 5 §55003(p)*) In the event that the challenge is not resolved within 10 working days, the student shall be permitted to enroll in the requested course provided space is available. If space is not available in the requested course, the student will be permitted to enroll in the course in a subsequent academic term.

1. Grounds for challenge are as follows (per Title 5 §55003(p)):

- 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 Title 5 §55003
- c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
 - In the case of a challenge under 3c above, the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of division 6 in Title 5 of the California Code of Regulations. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to section 59327. (*per Title 5 section 55003(q)*)
- 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.
- f. Each college shall implement a process for challenging prerequisites established through collegial consultation with the college academic senate.