

Academic Affairs

BP 4260 PREREQUISITES AND COREQUISITES

References:

Title 5 Sections 55000 and 55003

The Chancellor is authorized to establish prerequisites, corequisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, corequisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, corequisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or corequisite may be challenged by a student on grounds permitted by law. Prerequisites, corequisites, and advisories shall be identified in District publications available to students.

The Chabot-Las Positas Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practices. The Governing Board recognizes that, if these prerequisites, corequisites, advisories and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board also sought to establish a policy that fosters the appropriate balance between these two concerns.

1. College Policies and Procedures

Each College shall provide the following explanations both in the College Catalog and in the schedule of classes:

- a. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established pursuant to Sections 55000, 55002 and 55003 of Title 5.

- b. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
- c. Definitions of advisories of 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 examine that right.

2. Challenge Process

Each College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required in and according to provisions of Section 55003 (p-q) of Title 5 and Section 1.B.3 of the Model District Policy.

3. Curriculum Review Process

Each College certifies that the Curriculum Committee has been established by mutual agreement of the administration, the division faculty, and the Academic Senate as required in Section 55002 (a) (1) of Title 5. The Curriculum Committee shall:

- a. Establish prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55000, 55002, 55003 and 58106 of Title 5.
- b. Verify and provide documentation that prerequisites or corequisites meet the standard specified in one of the levels of scrutiny specified in Sections 55000 or 55003 (f) of Title 5, namely statistical validation with content review or content review alone.
- c. Provide for a review of each prerequisite, corequisite, or advisory at least every six years pursuant to Section 55003 (b) (4) of Title 5 and Section I.D. of the Model District Policy. Any prerequisite or corequisite that is successfully challenged under subsections (1), (2), or (3) of Section 55003 (p) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.
- d. Provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C. of the Model District Policy.
- e. The committee shall, in accordance with Title 5, Section 55003 (b) (e) establish a process to ensure that each section of the prerequisite or corequisite is to be taught by a qualified instructor and in accordance with a set of objectives and with other specifications defined in the course outline of record, as required in Section 55002 for all courses.

4. Implementing Prerequisites, Corequisites, and Limitations on Enrollment

Each College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process. A student is not permitted to enroll unless he or she has met all the conditions, or has met all except those for which he or she has a pending

challenge, or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section (g) 5003 of Title 5 and Section I.E. of the Model District Policy.

5. Instructor's Formal Agreement to Teach the Course as Described

Each College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55003 (b) (2) of Title 5.

6. Content Review of Prerequisites

Each college opting to use content review as defined in Title 5, Section 55000 to establish prerequisites or corequisites in reading, written expression or mathematics for degree applicable courses not in a sequence shall:

- a. In accordance with Title 5, Section 55003 (c) First adopt a plan specifying the following: the method to be used to identify courses to which prerequisites might be applied, assurances of course availability, provisions for training the curriculum committee, and the research to be used to determine the impact of new prerequisites based on content review;
- b. In accordance with Title 5, Section 55003 (i) Yearly submit to the Chancellor a list of prerequisites and corequisites established the previous academic year, along with the level of scrutiny used in the establishing of each prerequisite;
- c. In accordance with Title 5, Section 55003 (l), monitor the effect of prerequisites on accessibility, including evaluating for disproportionate impact described in terms of race, ethnicity, gender, age or disability, and in response develop a plan to correct any disproportionate impact discovered.

All credit course prerequisites will be validated to ensure the correlation of the prerequisite to course requirements.

Procedures for validating prerequisites will be outlined in the Administrative Procedures disseminated to all students. In all cases, guidelines established in the Education Code and Title 5 will apply.

Date Adopted: February 18, 2014

(This policy replaces current CLPCCD Policies 5612 and 5614)