

AP 4260 Prerequisites, Corequisites, and Advisories

Reference:

Title 5 Sections 55000 et seq.

1.0 Course Prerequisites and Corequisites

1.1 Each college shall provide the following explanations both in the college catalog and in the schedule of courses:

1.1.1 Definitions: Definitions of prerequisites, corequisites, noncredit basic skills course, non-degree-applicable basic skills courses, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment that have been established.

1.1.2 Procedures: Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student may 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 each college.

1.1.3 Advisories: Definition 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.

1.1.4 Challenge Process: Each college shall establish a formal challenge process 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 course. Grounds for challenge shall include those specified in Title 5, Sections 55201(f) and 58106(c) and those determined by each college.

1.1.5 Implementing Prerequisites, Corequisites, and Limitations of Enrollment: Implementation of a prerequisite, corequisite, or limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions as 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 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.

1.1.6 Prerequisites and Corequisites - Levels of Scrutiny: Prerequisites and corequisites must meet the requirements of at least one of the following procedures:

1.1.6.1 The Standard Prerequisites or Corequisites: Each college may establish satisfactory completion of a course as prerequisite or corequisite or another course provided that, in addition to

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obtaining the review of the faculty in the discipline or department and the curriculum committee and provided above, the college specified as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

- 1.1.6.2 Sequential Courses Within and Across Disciplines: A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the Curriculum Committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
- 1.1.6.3 Courses in Communication or Computation Skills: Prerequisites establishing communication or computation skill requirements may not be established across the entire curriculum unless established on a course-by-course basis as stipulated in Title 5, Section 55201(b).
- 1.1.6.4 Cut Scores and Prerequisites: Data collected to validate assessment instruments and cut scores are always relevant to reviewing the prerequisites for the associated courses. When sufficient data are not available to validate a cut score for the course, the prerequisite may be changed to an advisory on recommended preparation until sufficient data are collected.
- 1.1.6.5 Programs: In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
- 1.1.6.6 Health and Safety: Based on the review by faculty in the department or division and by the curriculum committee, a prerequisite or corequisite may be established to protect the health and safety of a student or the health and safety of others.
- 1.1.6.7 Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or corequisite to assure that the student has the skills, concepts and/or information that is necessary for the student to receive a satisfactory grade in the course or program. This type of prerequisite or corequisite requires the review of the faculty in

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the discipline, as well as data collection and analysis according to sound research practices.

- 1.1.6.8 Advisories on Recommended Preparation: Per Title 5, Section 55202, each 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 policy.

See Board Policy 4260, Prerequisites, Corequisites, and Advisories.

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