



Policy

**4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**

The Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites 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 co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.

**References:**

Title 5 Sections [55000](#) and [55003](#)

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## Administrative Procedure

### 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students can 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 promoting student success and 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.

If the student's enrollment in a course or program is to be contingent on 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 on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

The following provides for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. If prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success; therefore, this procedure calls for caution and careful scrutiny in establishing them.

#### I. Information in the Catalog

The college shall provide the following explanations in the college catalog:

- A. 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.
- B. 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(s) that are established in law, and any additional types of challenge(s) permitted by the college, including Credit for Prior Learning (BP/AP 4235).
- C. Definitions 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.

#### II. Challenge Process

- A. 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 class as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. 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.

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5 Section [55003\(p\)](#).
2. 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 he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
4. 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 college's own records, then the college has the obligation to produce that information.

III. Curriculum Review Process

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

- A. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the Academic Senate.
- B. Establish prerequisites, co-requisites, and advisories on recommended preparation (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 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.
- C. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
  1. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department will prepare the course proposal, and the Curriculum Committee will act as below to:

- 1
- 2 a. Approve the course; and,
- 3
- 4 b. As a separate action, approve any prerequisite or co-requisite, only if:
- 5
- 6 1) The prerequisite or co-requisite is an appropriate and rational measure of a student's
- 7 readiness to enter the course or program as demonstrated by a content review
- 8 including, at a minimum, all of the following:
- 9
- 10 a) Involvement of faculty with appropriate expertise;
- 11
- 12 b) Consideration of course objectives set by relevant department(s). The curriculum
- 13 review process should be done in a manner that is in accordance with
- 14 accreditation standards;
- 15
- 16 c) Be based on a detailed course syllabus and outline of record, tests, related
- 17 instructional materials, course format, type and number of examinations, and
- 18 grading criteria;
- 19
- 20 d) Specification of the body of knowledge or skills which are deemed necessary at
- 21 entry or concurrent with enrollment;
- 22
- 23 e) Identification and review of the prerequisite or co-requisite which develops the
- 24 body of knowledge or measures skills identified under d;
- 25
- 26 f) Validating that the knowledge and/or skills in the targeted course (identified
- 27 under d.) are those developed or measured by the prerequisite or co-requisite
- 28 (i.e., the course or assessment identified under e.); and
- 29
- 30 g) Maintain documentation that the above steps were taken.
- 31
- 32 c. Approve any limitation on enrollment that is being established for an honors course or
- 33 section, and/or for a course that includes intercollegiate competition or public
- 34 performance.
- 35
- 36 d. For courses dependent upon skills in communication or computation, review the course
- 37 outline to determine whether receiving a satisfactory grade is dependent on skills in
- 38 communication or computation. If receiving a satisfactory grade is sufficiently dependent
- 39 on such skills, then the course may be approved for degree applicable credit only if all
- 40 requirements have been met for establishing a prerequisite or co-requisite of not less
- 41 than eligibility for enrollment to a degree-applicable course in English or mathematics,
- 42 respectively.
- 43
- 44 2. A course which should have a prerequisite or co-requisite as provided in d but for which one
- 45 or more of the requirements for establishing a prerequisite have not been met may only:
- 46
- 47 1) Be reviewed and approved pursuant to the standards for non-degree applicable
- 48 credit, non-credit, or community service; or
- 49

1                   2) Be revised and reviewed as required to meet the criteria for establishing the  
2                   necessary prerequisites or co-requisites.  
3

4                   3. The YCCD has chosen not to use content review to establish reading, written expression, or  
5                   mathematics requisites for non-sequential, degree-applicable courses.  
6

7                   D. Program Review: As a regular part of the program review process or at least every six years, except  
8                   that the prerequisites and co-requisites for vocational courses or programs shall be reviewed  
9                   every two years, the college shall review each prerequisite, co-requisite, or advisory to establish  
10                  that each is still supported by the faculty in the discipline or department and by the curriculum  
11                  committee and is still in compliance with all other provisions of this policy and with the law. Any  
12                  prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure  
13                  that it is in compliance with all other provisions of this policy and with the law.  
14

15                  E. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of  
16                  prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner  
17                  and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all  
18                  conditions a student must meet to be enrolled in the class through the registration process so  
19                  that a student is not permitted to enroll unless he or she has met all the conditions or has met all  
20                  except those for which he or she has a pending challenge or for which further information is  
21                  needed before final determination is possible of whether the student has met the condition.  
22

23                  F. Instructor's Formal Agreement to Teach the Course as Described. The instructor of record is  
24                  responsible to teach according to the approved Course Outline of Record (COR). Adherence to  
25                  the COR is an expectation and is assessed as part of the evaluation process via materials review,  
26                  syllabi review, etc. Each college shall establish a procedure so that courses for which prerequisites  
27                  or co-requisites are established will be taught in accordance with the course outline, particularly  
28                  those aspects of the course outline that are the basis for justifying the establishment of the  
29                  prerequisite or co-requisite. The process shall be established by consulting collegially with the  
30                  local Academic Senate and, if appropriate, the local bargaining unit.  
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32                  IV.     Advisories on Recommended Preparation:

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34                  The college may recommend that a student meet a standard of readiness at entry only if recommended  
35                  by the faculty in the discipline or department and by the curriculum committee as provided above. This  
36                  process is required whether the college used to describe such recommendations in its catalog or schedule  
37                  as "prerequisites," or "recommended," or by any other term.  
38

39                  V.     Limitations on Enrollment:

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41                  The types of limitation on enrollment specified below may only be established through the curriculum  
42                  review process by the discipline or department faculty and the curriculum committee specified above  
43                  including the requirement to review them again at least every six years; for example, as part of program  
44                  review. The following requirements must also be met in order to establish these particular limitations on  
45                  enrollment.  
46

47                  A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment  
48                  for courses that include public performance or intercollegiate competition such as but not limited

1 to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate  
2 athletics provided that:

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- 4 1. For any certificate or associate degree requirement which can be met by taking this course,  
5 there is another course or courses which satisfy the same requirement; and
  - 6
  - 7 2. The college includes in the course outline of record a list of each certificate or associate degree  
8 requirement that the course meets and of the other course or courses which meet the same  
9 requirement.

- 10
- 11 a. Limitations on enrollment established as provided for performance courses shall be  
12 reviewed during program review or at least every six years to determine whether the  
13 audition or try-out process is having a disproportionate impact on any historically under-  
14 represented group and, if so, a plan shall be adopted to seek to remedy the  
15 disproportionate impact. If disproportionate impact has been found, the limitation on  
16 enrollment may not be printed in subsequent catalogs or schedules nor enforced in any  
17 subsequent term until such a plan has been endorsed by the department and the college  
18 administration and put into effect.

- 19
- 20 B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course  
21 may be established if, in addition to the review by the faculty in the discipline or department and  
22 by the curriculum committee as provided above, there is another section or another course or  
23 courses at the college which satisfy the same requirements. If the limitation is for an honors  
24 course and not only for an honors section, the college must also include in the course outline of  
25 record a list of each certificate or associate degree requirement that the course meets and of the  
26 other course or courses which meet the same associate degree or certificate requirement.

- 27
- 28 C. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more  
29 courses or sections for which enrollment is limited in order to create a cohort of students. Such  
30 a limitation on enrollment may be established if, in addition to review by the faculty in the  
31 discipline or department and by the curriculum committee as provided above, there is another  
32 section or another course or courses that satisfy the same requirement. If the cohort is created  
33 through limitations on enrollment in the courses rather than limitations on specific sections of  
34 courses, then the college must include in the course outline of record a list of each certificate or  
35 associate degree requirement that the course meets and of the other course or courses which  
36 satisfy the same associate degree or certificate requirement.

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- 38 D. Health and Safety. The college may establish a Health and Safety prerequisite or co-requisite as  
39 a limitation on enrollment provided that in addition to the review by faculty in the department or  
40 division and by the curriculum committee as provided above:

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- 42 1. The course for which the prerequisite is proposed is one in which the student might endanger  
43 his or her own health and safety or the health and safety of others; and/or
  - 44
  - 45 2. The prerequisite is required by an external accrediting or licensing agency.
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47 **References:**

48 Title 5 Sections [55000 et seq.](#)

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1 **Procedure Last Revised:** ~~March 12, 2008, March 11, 2015, July 11, 2018,~~ February 10, 2021  
2 **Last Reviewed:** ~~July 11, 2018,~~ February 10, 2021