



Policy

4260 Prerequisites and Co-requisites

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

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4260 Prerequisites and Co-requisites

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students 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 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.

(Including Advisories on Recommended Preparation, and Limitations on Enrollment)

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. Nonetheless, 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 District has sought to foster the appropriate balance between these two concerns.

I. Information in the Catalog and Schedule of Classes.

The college shall provide the following explanations both in the college catalog and in the schedule of classes:

- 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 that are established in law, and any additional types of challenge permitted by the college.
- 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.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

II. Challenge Process

1 A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll
2 due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the
3 class as follows:

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- 5 1. If space is available in a course when a student files a challenge to the prerequisite or co-
6 requisite, the District shall reserve a seat for the student and resolve the challenge within five
7 (5) working days. If the challenge is upheld or the District fails to resolve the challenge within
8 the five (5) working-day period, the student shall be allowed to enroll in the course.
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 - 10 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved
11 prior to the beginning of registration for the next term and, if the challenge is upheld, the
12 student shall be permitted to enroll if space is available when the student registers for that
13 subsequent term.
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15 B. Grounds for challenge shall include the following:

- 16 1. Those grounds for challenge specified in Title 5 Section [55201\(f\)](#).
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- 18 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on
19 enrollment established for a course that involves intercollegiate competition or public
20 performance, or one or more of the courses for which enrollment has been limited to a cohort
21 of students. The student shall be allowed to enroll in such a course if otherwise he or she
22 would be delayed by a semester or more in attaining the degree or certificate specified in his
23 or her educational plan.
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- 25 3. The student seeks to enroll in a course that has a prerequisite established to protect health
26 and safety, and the student demonstrates that he or she does not pose a threat to himself or
27 herself or others.
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- 29 4. The student has the obligation to provide satisfactory evidence that the challenge should be
30 upheld. However, where facts essential to a determination of whether the student's
31 challenge should be upheld are, or ought to be, in the college's own records, then the college
32 has the obligation to produce that information.
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35 C. Curriculum Review Process

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

- 38 1. Establish a curriculum committee and its membership in a manner that is mutually agreeable
39 to the college administration and the Academic Senate.
40
- 41 2. Establish prerequisites, co-requisites, and advisories on recommended preparation
42 (advisories) only upon the recommendation of the Academic Senate except that the Academic
43 Senate may delegate this task to the curriculum committee without forfeiting its rights or
44 responsibilities under Title 5 Sections [53200-53204](#) and within the limits set forth in Title 5
45 Section [55003](#). Certain limitations on enrollment must be established in the same manner.
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- 48 3. Establish prerequisites, co-requisites, advisories on recommended preparation, and
49 limitations on enrollment only if:

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- a. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
- 1) Approve the course; and,
 - 2) As a separate action, approve any prerequisite or co-requisite, only if:
 - a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - i) Involvement of faculty with appropriate expertise;
 - ii) Consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards;
 - iii) Be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - iv) Specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - v) Identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv;
 - vi) Matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - vii) Maintain documentation that the above steps were taken.
 - 3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 - 4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 - 5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.

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- 6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
- b. A course which should have a prerequisite or co-requisite as provided in (v) or (vi) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
- 1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - 2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
- c. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
- d. If the District chooses to use content review, as defined in Title 5 of the Code of California Regulations [55000\(c\)](#), to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, a Content Review Plan consistent with Title 5 of the Code of California Regulations Section [55003\(c\)](#) must be adopted.
4. Program Review: As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the class 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.
6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The

1 process shall be established by consulting collegially with the local Academic Senate and, if
 2 appropriate, the local bargaining unit.

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 4 III. Review of Individual Courses

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 6 If the student's enrollment in a course or program is to be contingent on his or her having met the
 7 proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established
 8 as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite
 9 but, rather, an advisory on recommended preparation and must be identified as such in the schedule and
 10 catalog. Establishing advisories does not require all the following steps.

11
 12 A. Prerequisites and Co-requisites

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 14 1. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least
 15 one of the following subsections:

16
 17 a. The Standard Prerequisites or Co-requisites: The college may establish satisfactory
 18 completion of a course as prerequisite or co-requisite for another course provided that,
 19 in addition to obtaining the review of the faculty in the discipline or department and the
 20 curriculum committee as provided above, the college specifies as part of the course
 21 outline of record at least three of the campuses of the University of California and the
 22 California State University which reflect in their catalogs that they offer the equivalent
 23 course with the equivalent prerequisite(s) or co-requisite(s). Any combination of
 24 University of California campuses and California State University campuses is acceptable
 25 in satisfaction of this requirement.

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 27 b. Sequential Courses Within and Across Disciplines: A course may be established as a
 28 prerequisite or co-requisite for another course provided that, in addition to the review by
 29 faculty in the department or discipline and by the curriculum committee as described
 30 above, skills, concepts, and/or information taught in the first course are presupposed in
 31 the second course, and a list of the specific skills and/or knowledge a student must
 32 possess in order to be ready to take the second course is included in its outline of record.

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 34 c. Courses in Communication or Computation Skills: Prerequisites establishing
 35 communication or computational skill requirements may not be established across the
 36 entire curriculum unless established on a course by course basis. A course in
 37 communication or computation skills, or eligibility for enrollment in such a course, may
 38 be established as a prerequisite or co-requisite for any course other than another course
 39 in communication or computation skills if, in addition to the review by the faculty in the
 40 discipline or department and by the curriculum committee as provided above, the
 41 following is also done:

- 42
 43 1) A list of the specific skills a student must possess in order to be ready to take the
 44 course is included in the course outline of record; and
 45
 46 2) Research is conducted as provided above.

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 48 d. The prerequisite or co-requisite may be established for a period of not more than two
 49 years while the research is being conducted provided that a determination is made that

1 a student who lacks the particular skills is highly unlikely to receive a satisfactory grade
2 because a sufficient percentage of the grade is directly dependent on these skills. This
3 determination must be approved both by the faculty in the discipline and by the
4 curriculum committee as provided above and must be based on a review of the syllabus
5 as well as samples of tests and other assignments on which the grade is based.
6

- 7 e. Cut Scores and Prerequisites: Whether or not research is required to establish a
8 prerequisite, data collected to validate assessment instruments and cut scores is always
9 relevant to reviewing the prerequisites for the associated courses. If such data are
10 insufficient to establish the cut scores, any course prerequisites established for the same
11 course or courses may not be printed in subsequent catalogs and schedules nor enforced
12 in subsequent semesters until the problems are resolved, and sufficient data exist to
13 establish the cut scores. In such a case, the collection of these data shall be done in the
14 manner prescribed above in addition to other requirements of law. Such a prerequisite
15 may be changed to an advisory on recommended preparation while the problems are
16 being resolved.
17
- 18 f. Programs: In order to establish a prerequisite for a program, the proposed prerequisite
19 must be approved as provided for a course prerequisite in regard to at least one course
20 that is required as part of the program.
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- 22 g. Health and Safety: A prerequisite or co-requisite may be established provided that, in
23 addition to the review by faculty in the department or division and by the curriculum
24 committee as provided above:
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- 26 1) The course for which the prerequisite is proposed is one in which the student might
27 endanger his or her own health and safety or the health and safety of others; and
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 - 29 2) The prerequisite is that the student possesses what is necessary to protect his or her
30 health and safety and the health and safety of others before entering the course.
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- 32 h. Recency and Other Measures of Readiness: Recency and other measures of readiness
33 may be established as a prerequisite or co-requisite only if, in addition to the review by
34 the faculty in the discipline or department and by the curriculum committee as provided
35 above, the following is also done:
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- 37 1) A list of the specific skills a student must possess in order to be ready to take the
38 course is included in the course outline of record.
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 - 40 2) Data are gathered according to sound research practices in at least one of the
41 following areas:
42
- 43 i. The extent to which students, those currently enrolled in the course or those who have
44 completed it, believe the proposed prerequisite or co-requisite is necessary.
45
- 46 j. Comparison of the faculty members' appraisal of students' readiness for the course to
47 whether students met the proposed prerequisite or co-requisite. The faculty appraisal
48 could be done at any time in the semester that the college determined was appropriate

1 and based on independent assignments, quizzes and exams, participation in classes or
2 other indicators that the student was or was not ready to take the course.

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4 k. Comparison of students' performance at any point in the course with completion of the
5 proposed prerequisite or co-requisite.

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7 l. Comparison of student performance in the course to their scores on assessment
8 instruments in the manner required to validate an assessment instrument and cut scores
9 for the course in question as described above.

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11 1) The standard for any comparison done shall be that a student is highly unlikely to
12 receive a satisfactory grade in the course unless the student has met the proposed
13 prerequisite or co-requisite. The research design, operational definitions, and
14 numerical standards, if appropriate, shall be developed by research personnel,
15 discipline faculty, and representatives of the Academic Senate. If the evidence fails
16 to meet the standard established, each college may establish the proposed
17 prerequisite or co-requisite as a recommended preparation and may seek to establish
18 it as a prerequisite or co-requisite only by following the process described in this
19 policy and any applicable college policies.

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21 2) If the curriculum committee has determined as provided in these procedures that a
22 new course needs to have a prerequisite or co-requisite, then the prerequisite or co-
23 requisite may be established for a single period of not more than two years while
24 research is being conducted and a determination is being made, provided that:

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26 a) All other requirements for establishing the prerequisite or co-requisite have
27 already been met; and

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29 b) Students are informed that they may enroll in the course although they do not
30 meet the prerequisite. However, students who lack the prerequisite may not
31 constitute more than 20% of those enrolled in any section of the course.

32
33 3) Prerequisites and co-requisites that are exempt from review at the time they are, or
34 were, established are not eligible for this exception, and the research must be
35 conducted during the six years before they must be reviewed.

36
37 2. Additional Rules. Title 5 Section [55202](#) specifies additional rules, which are to be considered
38 part of this document as though reproduced here.

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40 B. Advisories on Recommended Preparation:

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

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48 C. Limitations on Enrollment:

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

1. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
 - a. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 - b. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.
2. Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.
3. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.
4. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

References:

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

Procedure Last Revised: ~~March 12, 2008, March 11, 2015,~~ July 11, 2018

1 **Last Reviewed:** July 11, 2018