AP 4260  PREREQUISITES AND CO-REQUISITES

References:
Title 5, Sections 55000 et seq.

In order to foster the appropriate balance between maintaining necessary academic standards and ensuring student access and success, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

The District may establish prerequisites, co-requisites, and other limitations on enrollment through action of the Senate Committee on Curriculum. Once established, prerequisites may only be waived as a result of a formal challenge procedure and for specified reasons.

Validation
When establishing prerequisites, the District, through the Curriculum Committee, shall ensure that such prerequisites are necessary and valid, so 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.

At a minimum, establishment of prerequisites shall be based on content review of the appropriate courses. The District may choose to use content review with statistical validation or content review as defined in Title 5 of the Code of California Regulations Section 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, and the District will adopt a plan consistent with Title 5 of the Code of California Regulations Section 55003(c).

Challenges
Students may challenge prerequisites on the following grounds:

- The prerequisite or co-requisite has not been established in accordance with the District’s process for establishing prerequisites and co-requisites.
- The prerequisite or co-requisite is in violation of a provision of Title 5 regulations.
- The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.
Limitations on Enrollment

The types of limitation on enrollment specified below may only be established through the curriculum review process. The following requirements must also be met in order to establish these particular limitations on enrollment:

- **Performance Courses**: The District may establish audition or tryout 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:
  - 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.
  - The District 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.

Limitations on enrollment established for performance courses shall be reviewed at least every six years to determine whether the audition or tryout process is having a disproportionate impact on any historically underrepresented 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 put into effect.

- **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, there is another section or another course or courses in the District which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the District 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.

- **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, 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 District 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.
Review
To ensure that they remain necessary and appropriate, all prerequisites and co-requisites shall be reviewed at least once every six years, with the exception of prerequisites and co-requisites for vocational courses or programs which shall be reviewed every two years.

Dissemination of Information
Information on prerequisites and co-requisites shall be included in the college catalog and schedule of classes. Information on the challenge process shall also be included in the college catalog and schedule of classes.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007