

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
<u>Comments:</u>		<u>Referred to:</u>	

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Edited:
10/22/14

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40



Policy

4260 Prerequisites and Corequisites

The Yosemite Community College District requires that the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment be done in a manner consistent with law and good practice. The District recognizes that these prerequisites, corequisites, advisories, and limitations must be established carefully to ensure they do not become obstacles to student access. The District also recognizes that it is important to have prerequisites where they are a vital factor in maintaining academic standards and student success. Procedures are to be established which reflect these principles and which conform to standards set out in Title 5.

References:
Title 5, Section [55000](#) and [55003 et seq.](#)

Adopted: June 28, 2004
Revision Adopted: February 11, 2009

Administrative Procedure

4260 Prerequisites and Corequisites

(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. Define 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

1 is upheld, the student shall be permitted to enroll if space is available when the
2 students registers for that subsequent term.

3
4 B. Grounds for challenge shall include the following:

- 5
6 1. Those grounds for challenge specified in Title 5, Section [55201\(f\)](#).
7
8 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on
9 enrollment established for a course that involves intercollegiate competition or
10 public performance, or one or more of the courses for which enrollment has been
11 limited to a cohort of students. The student shall be allowed to enroll in such a
12 course if otherwise he or she would be delayed by a semester or more in attaining
13 the degree or certificate specified in his or her educational plan.
14
15 3. The student seeks to enroll in a course that has a prerequisite established to protect
16 health and safety, and the student demonstrates that he or she does not pose a
17 threat to himself or herself or others.
18
19 4. The student has the obligation to provide satisfactory evidence that the challenge
20 should be upheld. However, where facts essential to a determination of whether
21 the student's challenge should be upheld are, or ought to be, in the college's own
22 records, then the college has the obligation to produce that information.
23

24 C. Curriculum Review Process

- 25
26 1. The curriculum review process shall at a minimum be in accordance with all of the
27 following:
28
29 a) Establish a curriculum committee and its membership in a manner that is
30 mutually agreeable to the college administration and the Academic Senate.
31
32 b) Establish prerequisites, co-requisites, and advisories on recommended
33 preparation (advisories) only upon the recommendation of the Academic
34 Senate except that the Academic Senate may delegate this task to the
35 curriculum committee without forfeiting its rights or responsibilities under
36 Section [53200-53204](#) of Title 5. Certain limitations on enrollment must be
37 established in the same manner.
38
39 c) Establish prerequisites, co-requisites, advisories on recommended
40 preparation, and limitations on enrollment only if:
41 i) The faculty in the discipline or, if the college has no faculty member
42 in the discipline, the faculty in the department do all of the
43 following:
44
45 - Approve the course; and,
46
47 - As a separate action, approve any prerequisite or co-
48 requisite, only if:
49

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

> 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:

- + Involvement of faculty with appropriate expertise;
- + 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;
- + 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;
- + specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
- + identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv;
- + 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
- + maintain documentation that the above steps were taken.

> The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.

- 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.

- Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
- 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.
- 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.

ii) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

- Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
- Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.

iii) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.

iv) If content review, as defined in Title 5 of the code of California Regulations [55000](#), is used to define prerequisites and corequisites in reading, written expression, speaking or mathematics for courses that are degree applicable and are not in a sequence, a plan consistent with Title 5 of the Code of California Regulations Section [55003](#) must be adopted.

d) Program Review: As a regular part of the program review process or at least every six 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

1 compliance with all other provisions of this policy and with the law. Any
2 prerequisite or co-requisite that is still supported shall be reviewed
3 promptly thereafter to assure that it is in compliance with all other
4 provisions of this policy and with the law.

- 5
- 6 e) Implementing Prerequisites, Co-requisites, and Limitations on Enrollment.
7 Implementation of prerequisites, co-requisites, and limitations on
8 enrollment must be done in a consistent manner and not left exclusively to
9 the classroom instructor. Every attempt shall be made to enforce all
10 conditions a student must meet to be enrolled in the class through the
11 registration process so that a student is not permitted to enroll unless he or
12 she has met all the conditions or has met all except those for which he or
13 she has a pending challenge or for which further information is needed
14 before final determination is possible of whether the student has met the
15 condition.
- 16
- 17 f) Instructor's Formal Agreement to Teach the Course as Described. Each
18 college shall establish a procedure so that courses for which prerequisites or
19 co-requisites are established will be taught in accordance with the course
20 outline, particularly those aspects of the course outline that are the basis for
21 justifying the establishment of the prerequisite or co-requisite. The process
22 shall be established by consulting collegially with the local Academic Senate
23 and, if appropriate, the local bargaining unit.

24 III. Review of Individual Courses:

25
26 If the student's enrollment in a course or program is to be contingent on his or her having met
27 the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be
28 established as follows. If enrollment is not blocked, then what is being established is not a
29 prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be
30 identified as such in the schedule and catalog. Establishing advisories does not require all the
31 following steps.

32
33 A. Prerequisites and Co-requisites

- 34
- 35 1. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at
36 least one of the following subsections:
- 37
- 38 a) The Standard Prerequisites or Co-requisites: The college may establish
39 satisfactory completion of a course as prerequisite or co-requisite for
40 another course provided that, in addition to obtaining the review of the
41 faculty in the discipline or department and the curriculum committee as
42 provided above, the college specifies as part of the course outline of record
43 at least three of the campuses of the University of California and the
44 California State University which reflect in their catalogs that they offer the
45 equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any
46 combination of University of California campuses and California State
47 University campuses is acceptable in satisfaction of this requirement.
- 48

- 1 b) Sequential Courses Within and Across Disciplines: A course may be
2 established as a prerequisite or co-requisite for another course provided
3 that, in addition to the review by faculty in the department or discipline and
4 by the curriculum committee as described above, skills, concepts, and/or
5 information taught in the first course are presupposed in the second course,
6 and a list of the specific skills and/or knowledge a student must possess in
7 order to be ready to take the second course is included in its outline of
8 record.
9
- 10 c) Courses in Communication or Computation Skills: Prerequisites establishing
11 communication or computational skill requirements may not be established
12 across the entire curriculum unless established on a course by course basis.
13 A course in communication or computation skills, or eligibility for
14 enrollment in such a course, may be established as a prerequisite or co-
15 requisite for any course other than another course in communication or
16 computation skills if, in addition to the review by the faculty in the discipline
17 or department and by the curriculum committee as provided above, the
18 following is also done:
19
- 20 i) A list of the specific skills a student must possess in order to be
21 ready to take the course is included in the course outline of record;
22 and
23
- 24 ii) Research is conducted as provided above.
25
- 26 d) The prerequisite or co-requisite may be established for a period of not more
27 than two years while the research is being conducted provided that a
28 determination is made that a student who lacks the particular skills is highly
29 unlikely to receive a satisfactory grade because a sufficient percentage of
30 the grade is directly dependent on these skills. This determination must be
31 approved both by the faculty in the discipline and by the curriculum
32 committee as provided above and must be based on a review of the syllabus
33 as well as samples of tests and other assignments on which the grade is
34 based.
35
- 36 e) Cut Scores and Prerequisites: Whether or not research is required to
37 establish a prerequisite, data collected to validate assessment instruments
38 and cut scores is always relevant to reviewing the prerequisites for the
39 associated courses. If such data are insufficient to establish the cut scores,
40 any course prerequisites established for the same course or courses may
41 not be printed in subsequent catalogs and schedules nor enforced in
42 subsequent semesters until the problems are resolved, and sufficient data
43 exist to establish the cut scores. In such a case, the collection of these data
44 shall be done in the manner prescribed above in addition to other
45 requirements of law. Such a prerequisite may be changed to an advisory on
46 recommended preparation while the problems are being resolved.
47

- 1 f) Programs: In order to establish a prerequisite for a program, the proposed
2 prerequisite must be approved as provided for a course prerequisite in
3 regard to at least one course that is required as part of the program.
4
- 5 g) Health and Safety: A prerequisite or co-requisite may be established
6 provided that, in addition to the review by faculty in the department or
7 division and by the curriculum committee as provided above:
8
- 9 i) The course for which the prerequisite is proposed is one in which
10 the student might endanger his or her own health and safety or the
11 health and safety of others; and
12
- 13 ii) The prerequisite is that the student possesses what is necessary to
14 protect his or her health and safety and the health and safety of
15 others before entering the course.
16
- 17 h) Recency and Other Measures of Readiness: Recency and other measures of
18 readiness may be established as a prerequisite or co-requisite only if, in
19 addition to the review by the faculty in the discipline or department and by
20 the curriculum committee as provided above, the following is also done:
21
- 22 i) A list of the specific skills a student must possess in order to be
23 ready to take the course is included in the course outline of record.
24
- 25 ii) Data are gathered according to sound research practices in at least
26 one of the following areas:
27
- 28 i) The extent to which students, those currently enrolled in the course or
29 those who have completed it, believe the proposed prerequisite or co-
30 requisite is necessary.
31
- 32 j) Comparison of the faculty members' appraisal of students' readiness for the
33 course to whether students met the proposed prerequisite or co-requisite.
34 The faculty appraisal could be done at any time in the semester that the
35 college determined was appropriate and based on independent
36 assignments, quizzes and exams, participation in classes or other indicators
37 that the student was or was not ready to take the course.
38
- 39 k) Comparison of students' performance at any point in the course with
40 completion of the proposed prerequisite or co-requisite.
41
- 42 l) Comparison of student performance in the course to their scores on
43 assessment instruments in the manner required to validate an assessment
44 instrument and cut scores for the course in question as described above.
45
- 46 i) The standard for any comparison done shall be that a student is
47 highly unlikely to receive a satisfactory grade in the course unless
48 the student has met the proposed prerequisite or co-requisite. The
49 research design, operational definitions, and numerical standards, if

1 appropriate, shall be developed by research personnel, discipline
2 faculty, and representatives of the Academic Senate. If the evidence
3 fails to meet the standard established, each college may establish
4 the proposed prerequisite or co-requisite as a recommended
5 preparation and may seek to establish it as a prerequisite or co-
6 requisite only by following the process described in this policy and
7 any applicable college policies.
8

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

- 14 - All other requirements for establishing the prerequisite or
15 co-requisite have already been met; and
16
- 17 - Students are informed that they may enroll in the course
18 although they do not meet the prerequisite. However,
19 students who lack the prerequisite may not constitute more
20 than 20% of those enrolled in any section of the course.
21

22
23 iii) Prerequisites and co-requisites that are exempt from review at the
24 time they are, or were, established are not eligible for this
25 exception, and the research must be conducted during the six years
26 before they must be reviewed.
27

28 2. Additional Rules. Title 5, Section [55202](#) specifies additional rules, which are to be
29 considered part of this document as though reproduced here.
30

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

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

44 1. Performance Courses. The college may establish audition or try-out as a limitation
45 on enrollment for courses that include public performance or intercollegiate
46 competition such as but not limited to band, orchestra, theater, competitive speech,
47 chorus, journalism, dance, and intercollegiate athletics provided that:
48

- 1 a) For any certificate or associate degree requirement which can be met by
2 taking this course, there is another course or courses which satisfy the same
3 requirement; and
4
- 5 b) The college includes in the course outline of record a list of each certificate
6 or associate degree requirement that the course meets and of the other
7 course or courses which meet the same requirement.
8
- 9 2. Limitations on enrollment established as provided for performance courses shall be
10 reviewed during program review or at least every six years to determine whether
11 the audition or try-out process is having a disproportionate impact on any
12 historically under-represented group and, if so, a plan shall be adopted to seek to
13 remedy the disproportionate impact. If disproportionate impact has been found, the
14 limitation on enrollment may not be printed in subsequent catalogs or schedules
15 nor enforced in any subsequent term until such a plan has been endorsed by the
16 department and the college administration and put into effect.
17
- 18 3. Honors Courses. A limitation on enrollment for an honors course or an honors
19 section of a course may be established if, in addition to the review by the faculty in
20 the discipline or department and by the curriculum committee as provided above,
21 there is another section or another course or courses at the college which satisfy
22 the same requirements. If the limitation is for an honors course and not only for an
23 honors section, the college must also include in the course outline of record a list of
24 each certificate or associate degree requirement that the course meets and of the
25 other course or courses which meet the same associate degree or certificate
26 requirement.
27
- 28 4. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are
29 two or more courses or sections for which enrollment is limited in order to create a
30 cohort of students. Such a limitation on enrollment may be established if, in
31 addition to review by the faculty in the discipline or department and by the
32 curriculum committee as provided above, there is another section or another course
33 or courses that satisfy the same requirement. If the cohort is created through
34 limitations on enrollment in the courses rather than limitations on specific sections
35 of courses, then the college must include in the course outline of record a list of
36 each certificate or associate degree requirement that the course meets and of the
37 other course or courses which satisfy the same associate degree or certificate
38 requirement.
39

40 **References:**

41 Title 5, Section [55200 et seq.](#)
42

43 **Procedure Last Revised:** March 12, 2008