

MJC Curriculum Committee

Shadow (Higher-Level Course) Prerequisites Procedure

Background: Past and current practice has been to build “shadow requisites” in Datatel to eliminate barriers for students who have satisfactorily completed courses that exceed the skills identified in the prerequisite course(s) listed on the course outline of record (COR). Students may take a prerequisite course, or in some instances may have completed a higher-level course than listed on the COR. For example, intermediate algebra is the prerequisite for statistics. It is possible the student has already completed calculus, which is a higher-level course than intermediate algebra. The student is eligible to enroll in the statistics course, even though calculus is not listed as a prerequisite on the COR. The establishment of “shadow requisites” in Datatel enables eligible students to enroll in courses when they have completed a higher-level course than that listed on the COR. Currently, there is no written documentation that describes this procedure.

YCCD Board Policy and Procedure discusses prerequisites and corequisites, in accordance with Title 5.

Board 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

Last Reviewed: July 11, 2018

Administrative Procedure 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.

Section 55003(d) Establishing Prerequisites and Corequisites

Prerequisites or corequisites may be established only for any of the following purposes:

(1) the prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or (2) the prerequisite will assure, consistent with section 55002, that a student has the

skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such 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; or (3) the corequisite course will assure, consistent with section 55002, that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established; or (4) the prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.

Process: The appropriate deans will provide a list of shadow requisites to the Curriculum Process Specialist no later than **November 1st** each year. The list will be reviewed by the Vice President of Instruction and the Curriculum Co-Chair (elected by Curriculum Committee) and once approved, the Curriculum Process Specialist will enter the information in Datatel. The deadline will enable the Curriculum Process Specialist to enter the necessary requisites in Datatel before student registration for the summer semester begins. Changes to the list may be made if problems are identified once student registration begins. The purpose of the list is to avoid students being blocked from registration, if they are eligible for the course.