

I. College Policies and Procedures - Prerequisites, Co-requisites, Advisories on Recommended Preparation and Other Limitations on Enrollment.**A. 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:

1. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment, which have been established.
2. 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 will include the specific process including any deadlines, the various types of challenges that are established in law, and any additional types of challenge permitted by the college.
3. 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.

B. Challenge Process

The college shall establish a process by which 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) academic calendar workdays. If the challenge is upheld or the District fails to resolve the challenge within the five (5) academic calendar workday period, the student shall be allowed to enroll in the course. 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.
2. Grounds for challenge shall include the following:
 - a. Those grounds for challenge specified in Section 55201(e) of Title 5 as follows:

Any prerequisite or co-requisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

 - (1) The prerequisite or co-requisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites;

- (2) The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- (3) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite;
- (4) The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available;
- b. 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 Student Educational Plan.
- c. The student seeks to enroll in a course which 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.
- 3. The college shall formally establish a challenge process including:
 - a. Who makes the determination of whether the challenge is valid. For challenges concerning academic qualifications, the initial determination should be made by the division chair or designee, and someone who is knowledgeable about the discipline, preferably someone qualified to teach in the discipline but, when possible, not the person who is the instructor of the section in which the student wishes to enroll.
 - b. 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.
 - c. For challenges not involving qualifications, in which one person has determined the challenge validity, an opportunity for appeal has been established. Appeals shall go forward to the Vice President, Instruction.

C. Curriculum Review Process

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

1. The curriculum committee and its membership have been established in a manner mutually agreeable to the college administration and the Faculty Senate pursuant to BP and AR 3120.
2. Requisites are to be established through the college-wide Curriculum Committee. The Curriculum Committee shall recommend requisites for all entry-level degrees, for certificate courses, and for each level of a basic skills curriculum to the Faculty Senate.

The Faculty Senate shall forward its recommendations to the Vice President, Instruction who will review and recommend the requisites to the Superintendent/President and Governing Board for approval.

3. Prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment are to be established according to the following:
 - a. Following the procedures outlined in AR 3120, 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 the 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.
 - (B) The prerequisite or co-requisite meets the scrutiny specified in one of the following: II.A.1.a through II.A.1.g and specify which.
 - (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 pursuant to BP and AR 3120.
 - (A) 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.
 - (B) 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.

(C) A course which should have a prerequisite or co-requisite as provided in (a) or (b) 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; (Section 55002)

or

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

b. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified in I.C.3.a.(1)-(4).

D. Program Planning

As a regular part of each department's program planning process or at least every six years, the faculty shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and is still in compliance with all other provisions of this policy and with the law. A recommendation regarding the prerequisite, co-requisite, and advisories shall be made to the curriculum committee within one year of completion of the program planning process.

E. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment

Implementation of prerequisites, co-requisites, and limitations on enrollment must be done. An 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 as to whether the student has met the condition.

F. Instructor's Formal Agreement to Teach the Course as Described

The 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 process shall be established by consulting collegially with the Faculty Senate and Cabrillo College Federation of Teachers.

II. Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her 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. (See II.B below.)

A. Prerequisites and Co-requisites

1. Levels of Scrutiny

Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:

a. The Standard Prerequisites or Co-requisites

The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and of the Curriculum Committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

b. Sequential Courses Within and Across Disciplines

A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the Curriculum Committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.

c. Courses in Communication or Computation Skills

A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the Curriculum Committee as provided above, the following is also done:

- (1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
- (2) Research is conducted as provided in II.A.1.g.
- (3) The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills.

This determination must be approved both by the faculty in the discipline and by the Curriculum Committee as provided in I.C.3 and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.

d. Cut Scores and Prerequisites

Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always

relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules or enforced in subsequent semesters until the problems are resolved, and sufficient data exists to establish the cut scores. In such a case, the collection of this data shall be done in the manner prescribed in II.A.1.g of this policy in addition to other requirements of law as stated in the “Standards, Policies and Procedures for Evaluation of Assessment Instruments Used in the California Community Colleges”. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.

The requirements of this subdivision related to collection of data shall not apply when:

- 1) four-year institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite; or
- 2) the prerequisite or co-requisite is required for enrollment in a program, that program is subject to approval by a state agency other than the Chancellor’s Office and both of the following conditions are satisfied:
 - (a) colleges in at least six different districts have previously satisfied the data collection requirements of this subdivision with respect to the same prerequisite or co-requisite for the same program; and
 - (b) the district establishing the prerequisite or co-requisite conducts an evaluation to determine whether the prerequisite or co-requisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor. When there is a disproportionate impact on any such group of students, the District shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the District will take to correct the disproportionate impact.

e. Programs

In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.

f. Health and Safety

A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division, and by the curriculum committee as provided above:

- (1) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
- (2) The prerequisite is that the student possess what is necessary to protect his or her health and safety and the health and safety of others before entering the course.

g. Recency and Other Measures of Readiness

Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

- (1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
- (2) Data are gathered according to sound research practices in at least one of the following areas:
 - (A) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.
 - (B) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in class, or other indicators that the student was or was not ready to take the course.
 - (C) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
 - (D) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described in II.A.1.d.
- (3) The standard for any comparison done pursuant to II.A.2.(a)-(d) shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. Research personnel, discipline faculty, and representatives of the academic senate, if appropriate, shall develop the research design, operational definitions, and numerical standards. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.
- (4) If the curriculum committee has determined as provided in I.C.3.a.(4).(a) or (b) that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
 - (A) All other requirements for establishing the prerequisite or co-requisite have already been met; and
 - (B) Students are informed that they may enroll in the course although they do not meet the pre-requisite. However, students who lack

the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

(C) Prerequisites and co-requisites that are exempt from review at the time they are, or were, established, as provided in Section 55201(d), are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed. (See I.D above.)

2. Additional Rules

Title 5, Section 55202 specifies additional rules that are to be considered part of this document.

- a. Prerequisites, co-requisites, and advisories on recommended preparation must be identified in college publications available to students as well as the course outline of any course for which they are established.
- b. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis.
- c. The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or an assessment using multiple measures, and any assessment instrument used shall be selected and used in accordance with the provisions of Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division.
- d. If a prerequisite requires pre-collegiate skills in reading, written expression, or mathematics, the governing board of a district shall ensure that pre-collegiate basic skills courses designed to teach the required skills are offered with reasonable frequency and that the number of sections available is reasonable given the number of students who are required to meet the associated skills prerequisites and who diligently seek enrollment in the prerequisite course.
- e. Whenever a co-requisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the co-requisite. A co-requisite shall be waived as to any student for whom space in the co-requisite course is not available.
- f. No exit test may be required to satisfy a prerequisite or co-requisite unless it is incorporated into the grading for the prerequisite or co-requisite course.
- g. The determination of whether a student meets a prerequisite shall be made prior to his or her enrollment in the course requiring the prerequisite; provided, however, that enrollment may be permitted pending verification that the student has met the prerequisite or co-requisite. If the verification shows that the student has failed to meet the prerequisite, the student may be involuntarily dropped from the course if the applicable enrollment fees are promptly refunded. Otherwise a student may only be involuntarily removed from a course due to excessive absences or as a result of disciplinary action taken pursuant to law or the student code of conduct.

B. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in I.C above.

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 as part of program planning. 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 that can be met by taking this course, there is another course or courses that satisfy the same requirement;
- 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.
- c. Limitations on enrollment established as provided for performance courses shall be reviewed during program planning or at least every six years to determine whether the audition or try-out 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 endorsed by the department and the college administration and put into effect. (See also Sections 55502(e) and 55512.)

2. 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.

3. 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 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 which 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.

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