SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

2 BOARD POLICY 4260

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4 **PREREQUISITES AND COREQUISITES**

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6 The college curriculum committees are authorized by the Chancellor to establish prerequisites,

7 corequisites and advisories on recommended preparation for courses in the curriculum. All such

8 prerequisites, co-requisites and advisories shall be established in accordance with the standards

9 set out in Title 5. Any prerequisites, corequisites or advisories shall be necessary and appropriate

10 for achieving the purpose for which they are established. The procedures shall include a way in

11 which a prerequisite or corequisite may be challenged by a student on grounds permitted by law.

12 Prerequisites, corequisites and advisories shall be identified in College publications available to

13 students.

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45 Reference:

46 Title 5, Section 55000, 55003

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48 APPROVED: 5/13/04

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1 **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

2 **ADMINISTRATIVE PROCEDURE 4260**

3 **PREREQUISITES AND COREQUISITES**

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Prerequisites, corequisite, advisories, and limitations are necessary to ensure that San 7 Bernardino Community College District (District) students succeed in their coursework and have 8 access to the courses they require. It is important to have prerequisites in place where they are a 9 vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, 10 co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student 11 access and success. Therefore, to foster the appropriate balance between these two concerns, 12 the Education Code requires that prerequisites, co-requisites, advisories, and limitations be 13 established based solely on content review or content review with statistical validation. 14

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**A. Information in the Catalog and Schedule of Courses** 16

17 The college shall provide the following explanations both in the college catalog and in 18 the schedule of courses: 19

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1. Definitions of prerequisites, corequisites, and limitations on enrollment including 21 the differences among them and the specific prerequisites, corequisites, and 22 limitations on enrollment that have been established. 23

2. Procedures for a student to challenge prerequisites, corequisites, and limitations 24 on enrollment and circumstances under which a student is encouraged to make 25 such a challenge. The information about challenges must include, at a minimum, 26 the specific process including any deadlines, the various types of challenge that 27 are established in law, and any additional types of challenge permitted by the 28 college. 29

3. Definitions of advisories on recommended preparation, the right of a student to 30 choose to take a course without meeting the advisory, and circumstances under 31 which a student is encouraged to exercise that right. 32

4. Definitions of contract course, corequisite, noncredit basic skills course, non-33 degree-applicable basic skills courses, prerequisite and satisfactory grade. 34

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**B. Challenge Process** 36

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1. Any student who does not meet a prerequisite or corequisite or who is not 38 permitted to enroll due to a limitation on enrollment but who provides satisfactory 39 evidence may seek entry into the course as follows: 40

a. If space is available in a course when a student files a challenge to the 41 prerequisite or corequisite, the District shall reserve a seat for the 42 student and resolve the challenge within five (5) working days. If the 43 challenge is upheld or the District fails to resolve the challenge within the 44 five (5) working-day period, the student shall be allowed to enroll in the 45 course. 46

b. If no space is available in the course when a challenge is filed, the 47 challenge shall be resolved prior to the beginning of registration for the 48 next term and, if the challenge is upheld, the student shall be permitted 49 to enroll if space is available when the students registers for that 50 subsequent term. 51

2. Grounds for challenge shall include the following: 52

a. Those grounds for challenge specified in Title 5, Section 55201(f). 53

b. The student seeks to enroll and has not been allowed to enroll due to a 54 limitation on enrollment established for a course that involves 55 intercollegiate competition or public performance, or one or more of the 56 courses for which enrollment has been limited to a cohort of students. 57 The student shall be allowed to enroll in such a course if otherwise he or 58

she would be delayed by a semester or more in attaining the degree or 59 certificate specified in his or her educational plan. 60

c. The student seeks to enroll in a course that has a prerequisite 61 established to protect health and safety, and the student demonstrates 62 that he or she does not pose a threat to himself or herself or others. 63

d. The student has the obligation to provide satisfactory evidence that the 64 challenge should be upheld. However, where facts essential to a 65 determination of whether the student's challenge should be upheld are or 66 ought to be in the college's own records, then the college has the 67 obligation to produce that information. 68

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**C. Curriculum Review Process** 70

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The curriculum review process shall at a minimum be in accordance with all of the 72 following: 73

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1. Establish a curriculum committee and its membership in a manner that is 75 mutually agreeable to the college administration and the academic senate. 76

2. Establish prerequisites, corequisites, and advisories on recommended 77 preparation (advisories) only upon the recommendation of the academic senate 78 except that the academic senate may delegate this task to the curriculum 79 committee without forfeiting its rights or responsibilities under Section 53200-80 53204 and within the limits set forth in Title 5 Section 55003. Certain limitations 81 on enrollment must be established in the same manner. 82

3. Establish prerequisites, corequisites, advisories on recommended preparation, 83 and limitations on enrollment only if: 84

a. The faculty in the discipline or, if the college has no faculty member in 85 the discipline, the faculty in the department does all of the following: 86

(1) Approve the course; and, 87

(2) As a separate action, approve any prerequisite or corequisite, 88 only if: 89 (a) The prerequisite or corequisite is an appropriate and 90 rational measure of a student's readiness to enter the 91 course or program as demonstrated by a content review 92 including, at a minimum, all of the following: 93 (i) involvement of faculty with appropriate expertise; 94

(ii) consideration of course objectives set by relevant 95 department(s). The curriculum review process 96 should be done in a manner that is in accordance 97 with accreditation standards. 98

(iii) be based on a detailed course syllabus and outline 99 of record, tests, related instructional materials, 100 course format, type and number of examinations, 101 and grading criteria; 102

(iv) specification of the body of knowledge and/or skills 103 which are deemed necessary at entry and/or 104 concurrent with enrollment; 105

(v) identification and review of the prerequisite or co-106 requisite that develops the body of knowledge 107 and/or measures skills identified under iv. 108

(vi) matching of the knowledge and skills in the 109 targeted course (identified under iv.) and those 110 developed or measured by the prerequisite or co-111 requisite (i.e., the course or assessment identified 112 under v.); and 113

(vii) maintain documentation that the above steps 114 were taken. 115

(b) The prerequisite or corequisite meets the scrutiny 116 specified in one of the procedures for review of individual 117 courses (see below), and specify which. 118

(3) Approve any limitation on enrollment that is being established for 119 an honors course or section, for a course that includes 120 intercollegiate competition or public performance, or so that a 121 cohort of students will be enrolled in two or more courses, and, in 122 a separate action, specify which. 123

(4) Approve that the course meets the academic standards required 124 for degree applicable courses, non-degree applicable courses, 125 non-credit courses, or community service respectively. 126

(5) Review the course outline to determine if a student would be 127 highly unlikely to receive a satisfactory grade unless the student 128 had knowledge or skills not taught in the course. If the student 129 would need knowledge or skills not taught in the course itself, 130 then the course may be approved for degree applicable credit 131 only if all requirements for establishing the appropriate 132 prerequisite have been met excepting only approval by the 133 curriculum committee. 134

(6) Review the course outline to determine whether receiving a 135 satisfactory grade is dependent on skills in communication or 136 computation. If receiving a satisfactory grade is sufficiently 137 dependent on such skills, then the course may be approved for 138 degree applicable credit only if all requirements have been met 139 for establishing a prerequisite or corequisite of not less than 140 eligibility for enrollment to a degree-applicable course in English 141 or mathematics, respectively. 142

(a) A course which should have a prerequisite or corequisite 143 as provided in (5) or (6) but for which one or more of the 144 requirements for establishing a prerequisite have not 145 been met may only: 146

(1) Be reviewed and approved pursuant to the 147 standards for non-degree applicable credit, 148 non-credit, or community service; or 149

(2) Be revised and reviewed as required to meet the 150 criteria for establishing the necessary 151 prerequisites or co-requisites. 152

(b) The curriculum committee also reviews the course and 153 prerequisite in a manner that meets each of the 154 requirements specified above. 155

(c) If the District chooses to use content review as defined 156 in Title 5 of the Code of California Regulations Section 157 55000© to define prerequisites and corequisites in 158 reading, written expression, or mathematics for courses 159 that are degree applicable and are not in a sequence, it 160 must adopt a plan consistent with Title 5 of the Code of 161 California Regulations Section 55003(c). 162

4. Program Curriculum Review. As a regular part of the curriculum review process 163 or at least every six years, the college shall review each prerequisite, corequisite, 164 or advisory to establish that each is still supported by the faculty in the discipline 165 or department and by the curriculum committee and is still in compliance with all 166 other provisions of this policy and with the law. Any prerequisite or corequisite 167 that is still supported shall be reviewed promptly thereafter to assure that it is in 168 compliance with all other provisions of this policy and with the law. 169

5. Implementing Prerequisites, Corequisites, and Limitations on Enrollment. 170 Implementation of prerequisites, corequisites, and limitations on enrollment must 171 be done in a consistent manner and not left exclusively to the classroom 172 instructor. Every attempt shall be made to enforce all conditions a student must 173 meet to be enrolled in the course through the registration process so that a 174

student is not permitted to enroll unless he or she has met all the conditions or 175 has met all except those for which he or she has a pending challenge or for 176 which further information is needed before final determination is possible of 177 whether the student has met the condition. 178

6. Instructor's Formal Agreement to Teach the Course as Described. Each college 179 shall establish a procedure so that courses for which prerequisites or 180 corequisites are established will be taught in accordance with the course outline, 181 particularly those aspects of the course outline that are the basis for justifying the 182 establishment of the prerequisite or corequisite. The process shall be established 183 by consulting collegially with the local academic senate and, if appropriate, the 184 local bargaining unit. 185

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**D. Review of Individual Courses** 187

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If the student's enrollment in a course or program is to be contingent on his or her having 189 met the proposed prerequisite(s) or corequisite(s), then such a prerequisite or corequisite 190 must be established as follows. If enrollment is not blocked, then what is being 191 established is not a prerequisite or corequisite but, rather, an advisory on recommended 192 preparation and must be identified as such in the schedule and catalog. Establishing 193 advisories does not require all the following steps. 194

1. Levels of Scrutiny. Prerequisites and corequisites must meet the requirements of 195 at least one of the following subsections: 196

a. The Standard Prerequisites or Corequisites. The college may establish 197 satisfactory completion of a course as prerequisite or co-requisite for 198 another course provided that, in addition to obtaining the review of the 199 faculty in the discipline or department and the curriculum committee as 200 provided above, the college specifies as part of the course outline of 201 record at least three of the campuses of the University of California and 202 the California State University which reflect in their catalogs that they 203 offer the equivalent course with the equivalent prerequisite(s) or 204 corequisite(s). Any combination of University of California campuses and 205 California State University campuses is acceptable in satisfaction of this 206 requirement. 207 Sequential Courses Within and Across Disciplines. A course may be 208 established as a prerequisite or corequisite for another course provided 209 that, in addition to the review by faculty in the department or discipline 210 and by the curriculum committee as described above, skills, concepts, 211 and/or information taught in the first course are presupposed in the 212 second course, and a list of the specific skills and/or knowledge a 213 student must possess in order to be ready to take the second course is 214 included in its outline of courses. 215

b. Courses in Communication or Computation Skills. Prerequisites 216 establishing communication or computational skill requirements may not 217 be established across the entire curriculum unless established on a 218 course-by-course basis. A course in communication or computation 219 skills, or eligibility for enrollment in such a course, may be established as 220 a prerequisite or co-requisite for any course other than another course in 221 communication or computation skills if, in addition to the review by the 222 faculty in the discipline or department and by the curriculum committee 223 as provided above, the following is also done: 224 (1) A list of the specific skills a student must possess in order to be 225 ready to take the course is included in the course outline of 226 record; and 227

(2) Research is conducted as provided above. The prerequisite or 228 corequisite may be established for a period of not more than 229 two years while the research is being conducted provided that a 230 determination is made that a student who lacks the particular 231 skills is highly unlikely to receive a satisfactory grade because a 232

sufficient percentage of the grade is directly dependent on these skills. 233 This determination must be approved both by the faculty in the discipline 234 and by the curriculum committee as provided above and must be based 235 on a review of the syllabus as well as samples of tests and other 236 assignments on which the grade is based. 237

c. Cut Scores and Prerequisites. Whether or not research is 238 required to establish a prerequisite, data collected to validate 239 assessment instruments and cut scores is always relevant to reviewing 240 the prerequisites for the associated courses. If such data are insufficient 241 to establish the cut scores, any course prerequisites established for the 242 same course or courses may not be printed in subsequent catalogs and 243 schedules nor enforced in subsequent semesters until the problems are 244 resolved, and sufficient data exist to establish the cut scores. In such a 245 case, the collection of these data shall be done in the manner prescribed 246 above in addition to other requirements of law. Such a prerequisite may 247 be changed to an advisory on recommended preparation while 248 the.problems are being resolved. 249

d. Programs. In order to establish a prerequisite for a program, the 250 proposed prerequisite must be approved as provided for a course 251 prerequisite in regard to at least one course that is required as part of the 252 program. 253

e. Health and Safety. A prerequisite or corequisite may be established 254 provided that, in addition to the review by faculty in the department or 255 division and by the curriculum committee as provided above: 256

(1) The course for which the prerequisite is proposed is one in which 257 the student might endanger his or her own health and safety or 258 the health and safety of others; and 259

(2) The prerequisite is that the student possesses what is necessary 260 to protect his or her health and safety and the health and safety 261 of others before entering the course. 262

f. Recency and Other Measures of Readiness: Recency and other 263 measures of readiness may be established as a prerequisite or co-264 requisite only if, in addition to the review by the faculty in the discipline or 265 department and by the curriculum committee as provided above, the 266 following is also done: 267

(1) A list of the specific skills a student must possess in order to be 268 ready to take the course is included in the course outline of 269 record. 270

(2) Data are gathered according to sound research practices in at 271 least one of the following areas: 272

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(a) The extent to which students, those currently enrolled in 274 the course or those who have completed it, believe the 275 proposed prerequisite or corequisite is necessary. 276

(b) Comparison of the faculty members' appraisal of 277 students' readiness for the course to whether students 278 met the proposed prerequisite or co-requisite. The 279 faculty appraisal could be done at any time in the 280 semester that the college determined was appropriate 281 and based on independent assignments, quizzes and 282 exams, participation in courses or other indicators that 283 the student was or was not ready to take the course. 284

(c) Comparison of students' performance at any point in the 285 course with completion of the proposed prerequisite or 286 co-requisite. 287

(d) Comparison of student performance in the course to 288 their scores on assessment instruments in the manner 289 required to validate an assessment instrument and cut 290 scores for the course in question as described above. 291

(3) The standard for any comparison done shall be that a student is 292 highly unlikely to receive a satisfactory grade in the course 293 unless the student has met the proposed prerequisite or 294 corequisite. The research design, appropriate, shall be 295 developed by research personnel, discipline faculty, and 296 representatives of the academic senate. If the evidence fails to 297 meet the standard established, each college may establish the 298 proposed prerequisite or co-requisite as a recommended 299 preparation and may seek to establish it as a prerequisite or 300 corequisite only by following the process described in this policy 301 and any applicable college policies. 302

(4) If the curriculum committee has determined as provided in these 303 procedures that a new course needs to have a prerequisite or 304 corequisite, then the prerequisite or corequisite may be 305 established for a single period of not more than two years while 306 research is being conducted and a determination is being made, 307 provided that: 308 (a) All other requirements for establishing the prerequisite or 309 corequisite have already been met; and 310

(b) Students are informed that they may enroll in the course 311 although they do not meet the prerequisite. However, 312 students who lack the prerequisite may not constitute 313 more than 20% of those enrolled in any section of the 314 course. 315

Prerequisites and corequisites that are exempt from review at the time 316 they are, or were, established are not eligible for this exception, and the 317 research must be conducted during the six years before they must be 318 reviewed. 319

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**E. Additional Rules. Title 5,** Section 55202 specifies additional rules, which are to be 321 considered part of this document as though reproduced here. 322

1. Advisories on Recommended Preparation. The college may recommend that a 323 student meet a standard of readiness at entry only if recommended by the faculty 324 in the discipline or department and by the curriculum committee as provided in 325 above. This process is required whether the college used to describe such 326 recommendations in its catalog or schedule as "prerequisites," or 327 "recommended," or by any other term. 328

2. Limitations on Enrollment. The types of limitation on enrollment specified below 329 may only be established through the curriculum review process by the discipline 330 or department faculty and the curriculum committee specified above including the 331 requirement to review them again at least every six years; for example, as part of 332 program review. The following requirements must also be met in order to 333 establish these particular limitations on enrollment. 334

3. Performance Courses. The college may establish audition or try-out as a 335 limitation on enrollment for courses that include public performance or 336 intercollegiate competition such as but not limited to band, orchestra, theater, 337 competitive speech, chorus, journalism, dance, and intercollegiate athletics 338 provided that: 339

a. For any certificate or associate degree requirement which can be met by 340 taking this course, there is another course or courses which satisfy the 341 same requirement; and 342

b. The college includes in the course outline of record a list of each 343 certificate or associate degree requirement that the course meets and of 344 the other course or courses which meet the same requirement. 345

Limitations on enrollment established as provided for performance courses shall 346 be reviewed during program review or at least every six years to determine 347 whether the audition or try-out process is having a disproportionate impact on 348 any historically under-represented group and, if so, a plan shall be adopted to 349 seek to remedy the disproportionate impact. If disproportionate impact has been 350

found, the limitation on enrollment may not be printed in subsequent catalogs or 351 schedules nor enforced in any subsequent term until such a plan has been 352 endorsed by the department and the college administration and put into effect. 353

4. Honors Courses. A limitation on enrollment for an honors course or an honors 354 section of a course may be established if, in addition to the review by the faculty 355 in the discipline or department and by the curriculum committee as provided 356 above, there is another section or another course or courses at the college which 357 satisfy the same requirements. If the limitation is for an honors course and not 358 only for an honors section, the college must also include in the course outline of 359 record a list of each certificate or associate degree requirement that the course 360 meets and of the other course or courses which meet the same associate degree 361 or certificate requirement. 362

5. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses 363 are two or more courses or sections for which enrollment is limited in order to 364 create a cohort of students. Such a limitation on enrollment may be established 365 if, in addition to review by the faculty in the discipline or department and by the 366 curriculum committee as provided above, there is another section or another 367 course or courses that satisfy the same requirement. If the cohort is created 368 through limitations on enrollment in the courses rather than limitations on specific 369 sections of courses, then the college must include in the course outline of record 370 a list of each certificate or associate degree requirement that the course meets 371 and of the other course or courses which satisfy the same associate degree or 372 certificate requirement. 373

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Reference: 378

Title 5, Sections 55000 et seq. 379

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