

**Santa Clarita Community College District
POLICY MANUAL**

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	DATE ADOPTED: OCTOBER 12, 1994	

620. GENERAL POLICY ON PREREQUISITES/COREQUISITES

620.1 Philosophy

The SCCCD Board adopts this policy in order to provide 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.

The District recognizes that prerequisites, corequisites, advisories and limitations, if established unnecessarily or inappropriately, constitute unjustifiable obstacles to student access and success. It is the policy of the Board that caution and careful scrutiny are used when establishing these.

Nonetheless, the Board also recognizes that 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 Board requires that any procedure adopted to implement this foster the appropriate balance between these two concerns.

620.2 Dissemination of Definitions and Procedures

The College shall provide the following explanations both in the College Catalog and in the Schedule of Classes:

- a. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Section 55200 (a-f) of Title 5.
- b. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
- c. Definitions of advisories on recommended preparation, the right of the student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to examine that right.

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620.3 Challenge Process

The College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required in and according to provisions of Section 55201(f) of Title 5 and Section I.B. 1-3 of the Model District Policy.

620.4 Curriculum Review Process

The College certifies that the Curriculum Committee has been established by mutual agreement of the administration and the Academic Senate as required in Section 55002(a)(1) of Title 5. The Curriculum Committee shall:

- a. Establish prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55002, 55201, 55202, and 58106 of Title 5 and Section I. C.3, 1-4 and II.C of the Model District Policy.
- b. Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in Section 55201(b)(1) of Title 5 and Sections II.A.1.a-g of the Model District Policy.
- c. Provide for review of each prerequisite, corequisite, or advisory at least every six weeks pursuant to Section 55201(b)(3) of Title 5 and Section I.D. of the Model District Policy. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2), or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.
- d. Provide for a review of any prerequisite, corequisite, or advisory upon the request of any faculty member or educational administrator.
- e. Provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C of the Model District Policy.

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620.5 Implementing Prerequisites, Corequisites, and Limitations on Enrollment

The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled 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 of whether the student has met the condition pursuant to Section 55202(g) of Title 5 and Section I.E. of the Model District Policy.

Every attempt shall be made to make certain that changes in prerequisites or corequisites do not adversely affect currently enrolled students.

620.6 Instructor's Formal Agreement to Teach the Course As Described

The College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation, are established will be taught in accordance with the course outline pursuant to Section 55201(b) (2) of Title 5.