

AP 4260 Prerequisites / Corequisites / Advisories

Reference: *California Code of Regulations (CCR) Section 55000 et seq; 55003 et seq*

4260.1 Purpose

These procedures are to provide for the establishing, reviewing, and challenging of prerequisites, corequisites and advisories on recommended preparation, by faculty, in a manner consistent with Board Policy 4260, law and good practice.

The District permits the use of content review (alone), or in the alternative, content review accompanied by statistical validation as means to substantiate the appropriateness and need of prerequisites, corequisites and advisories.

4260.2 Definitions (CCR Section 55000; 55502)

The District shall adopt the following definitions and explanations and provide them in the College Catalog and in the Schedule of Classes:

- A. Advisories (a.k.a. Advisory on Recommended Preparation) - means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
- B. Prerequisites - means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- C. Corequisites - means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- D. Content Review - is a *rigorous* systematic process that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course. Content Review, at the minimum, has the following elements:
 - 1. Careful review of the course outline of record to identify the skills and knowledge necessary for student success.
 - 2. Determination of how the preparation can be obtained in order to advise or require students to acquire the necessary preparation prior to enrolling in a prerequisite or corequisite.
 - 3. Review of all departmental faculty syllabi for the target course, sample exams, assignments, instructional materials, grading criteria for the target course, SLOs, course objectives, required and recommended reading and essay requirements to determine a sufficient correlation/association of required skills/knowledge students must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisite or corequisite course(s).
 - 4. Direct involvement of the discipline faculty to collaborate on identifying course content, skills and requirements and determine how the course outline is being implemented departmentally.

5. Specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment.
6. Identification and review of the prerequisite or corequisite which develops the body of knowledge and/or measures skills necessary for enrollment in the target course.
7. Documentation of the review undertaken.
8. The prerequisite or corequisite meets the appropriate level of scrutiny specified in Section 4260.3(B) of this AP.

E. "Necessary and Appropriate" (as it relates to Content Review) - means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.

F. Content Review with Statistical Validation - is defined as conducting a content review (as defined in subdivision (c) of section 55000) and the compilation and analysis of data according to sound research practices which shows that a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite.

G. Statistical Review – differs from statistical validation. It is a process in which to compare historical data to justify a prerequisite or to determine recommended action on review and revisions of prerequisites, corequisites and advisories.

H. Health and Safety Prerequisites – is a prerequisite or corequisite necessary to protect the health or safety of a student or the health or safety of others.

I. Educational Program - an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

J. Sequence of Courses – content and thematically related courses in a discipline showing a progression of complexity.

K. Disproportionate Impact – Disproportionate impact occurs when the percentage of persons from a particular racial, ethnic, gender, age or disability group who are directed to a particular service or placement based on an assessment instrument, method, or procedure is significantly different from the representation of that group in the population of persons being assessed, and that discrepancy is not justified by empirical evidence demonstrating that the assessment instrument, method or procedure is a valid and reliable predictor of performance in the relevant educational setting. CCR Section 55502(d).

L. Target Course – the course that a proposed prerequisite, corequisite or advisory shall be applied to.

A. Purpose - No prerequisite or corequisite may be established or renewed unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established and supported by substantiated evidence.

1. Prerequisites or corequisites may be established only for any of the following purposes:
 - a. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or
 - b. The prerequisite will ensure 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 [CCR, Section 55003(d)(2)]; or
 - c. The corequisite course will ensure 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
 - d. The prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.

B. Levels of Required Scrutiny - All adopted prerequisites, corequisites or advisories must meet the appropriate level of scrutiny required per CCR 55003 *et seq.* The scrutiny levels are:

1. Advisories – content review required. For advisories only, the minimum standard of content review will require only of a comparison of the course level Student Learning Outcomes for both the target course and the intended advisory course. All other content review must follow the standard set forth in Section 4260(D) of this administrative procedure.
2. Prerequisites/Corequisites Requiring Content Review Alone:
 - a. Course in a sequence in a discipline – content review required
 - b. Course for a sequence in vocational disciplines – content review required
3. Content Review and additional substantiating requirements:
 - a. Course out of discipline but not an English or Math course – content review plus evidence that an equivalent requirement exists at three CSU/UC's
 - b. Course or eligibility for a course out of discipline in English or Math – content review, plus one of the following:
 - i. evidence that an equivalent requirement exists at three CSU/UC's, or
 - ii. a letter from a CSU/UC requiring that prerequisite/corequisite, or
 - iii. data collection and analysis, or
 - iv. research with statistical validation.
 - c. Health and Safety Requirement

- i. Content review may be used to establish a health and safety prerequisite.
 - ii. Mandated Health and Safety Prerequisites:
 - (1) Mandated by Statute or Outside Agency Regulation – no content review required, but documentation is required, to include legal or regulatory citation.
 - (2) Mandated by the Outside Agency- if a prerequisite or corequisite is mandated by industry or outside agency, a minimal content review shall be required to align the required skill set determined necessary. Documentation is required to cite the source of mandate.
4. Limitations on Enrollment - Requiring Criteria Other Than Content Review
- a. Auditions for performance courses– documentation of the audition process plus disproportionate impact study at least every six years related to the audition. Additionally, other courses must be available to meet degree/certificate requirements.
 - b. Honors courses restricted to an honors cohort– other sections/courses must be available to meet degree/certificate requirements
 - c. Blocks of courses or sections (cohorts) – other sections/courses are available to meet degree/certificate requirements.
5. Assessment Test Prerequisites
- a. Cut score for use within the same discipline sequence – content review, plus a test approved by the Chancellor’s Office in accordance with established standards, plus validated cut-off scores, plus multiple measures, plus disproportionate impact study
 - b. Cut score for use outside assessment area – same as 6(a) above plus data collection and analysis.

C. Proposing faculty may elect to include statistical validation with their content review.

4260.4 Exemptions

A prerequisite or corequisite need not be scrutinized using content review or content review with statistical validation if:

- A. It is required by statute or regulation; or
- B. It is part of a closely-related lecture-laboratory course pairing within a discipline; or
- C. It is required by four-year institutions; or
- D. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

4260.5 Criteria and Processes for Establishing Cross Disciplinary Prerequisites/Corequisites/Advisories

All District personnel involved in the proposal, analysis, substantiation, and approval of a prerequisite, corequisite, or advisory shall adhere to the following sequential and substantive process:

- A. Faculty may establish an advisory, prerequisite, or corequisite if it:
 1. Is expressly required or expressly authorized by statute or regulation
 2. Will assure that the student has the skills, concepts, and/or information needed to succeed for the target course it is established
Title 5 Language: Will assure 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. Is necessary to protect the health or safety of a student or the health or safety of others.

B. Cross Disciplinary Prerequisite Sub-Committee

The Curriculum Committee will establish a standing “Prerequisites Sub-Committee” to address out of sequence prerequisites (cross disciplinary) in the areas of reading, written expression or mathematics. Committee membership will be reported to the Academic Senate at the beginning of each academic year and approved via the Academic Senate’s consent calendar. All participating members of this sub-committee shall be trained in the prerequisite process each academic year prior to any official meetings. This training will be documented in the Curriculum Committee Summary submitted to the Academic Senate.

1. Subcommittee Membership
 - a. Standing Members:
 - i. Faculty Curriculum Committee Chair, or designee,
 - ii. Four members of the Curriculum Committee other than the Faculty Chair,
 - iii. Chair, Department of Math, or designee,
 - iv. Chair, Department of English, or designee,
 - v. Member of the Academic Senate other than any other listed member to this committee,
 - vi. CIO, or designee.
 - b. Ad Hoc/Temporary Members
 - i. Chair of the proposing faculty member’s department, or designee,
 - ii. Course Author
2. Voting – only standing faculty committee members shall have voting rights.
3. Subcommittee Duties
 - a. Review proposals and ensure that the proper method of scrutiny is applied to the out of sequence prerequisite in reading, written expression or mathematics.

- b. Consultation with Enrollment Management to ensure equitable and practical implementation of prerequisite or corequisite.
- c. Consultation with the Articulation Officer to safeguard unintended consequences to articulation agreements, *inter alia*.
- d. Assessment of impact on District resources.
- e. Ensure that any academic department, and the College as a whole, will not be harmed, pedagogically or otherwise, by the establishment of a prerequisite or corequisite and will not impact the viability of any existing program.
- f. Initial determination as to the appropriateness of the proposal.
 - i. Data pertinent to determining the appropriateness of the proposal:
 - (1) Evidence of appropriate scrutiny applied to support the prerequisite.
 - (2) Patterns of student success in the target course.
 - (3) Placement assessment data correlating with required skill level for success.
 - ii. Decisions will be based on a majority vote of a quorum of voting members of the sub-committee. A quorum is said to exist if a simple majority of voting members are in attendance at the time of the vote.
 - iii. The Curriculum Committee decision will be recorded in the Curriculum Committee Summary and submitted to the Academic Senate for approval on the consent calendar.
- g. Formally communicate the recommendations for the sub-committee to the Curriculum Committee chair. The chair will put the recommendations of the sub-committee on the next Curriculum Committee agenda for a vote of the Curriculum Committee.

C. Proposals

- 1. Faculty members initiating a proposed prerequisite or corequisite in reading, written expression, or mathematics for a course not in sequence in those areas must:
 - i. Undertake a Needs Assessment that serves as an initial determination as to the appropriateness of the proposal. Data pertinent to the proposal is:
 - (1) Evidence of appropriate scrutiny applied to support the prerequisite.
 - (2) Patterns of student success in the target course.
 - (3) Placement assessment data correlating with required skill level for success.
 - ii. Create the proposal in CurricUNET, satisfying all required scrutiny standards applicable under Section 4260.3(B) of this Administrative Procedure.
 - iii. Submit a proposal to the Curriculum Committee chair and the chair of his/her department notifying them of the prerequisite request.

- iv. Submit the proposal by the deadline established each academic year by the Curriculum Committee and published in the Curriculum Committee Calendar.
- 2. The chair of the Curriculum Committee will initiate a meeting of the sub-committee to evaluate the proposal.
- 3. The Subcommittee will either recommend approval or denial of the proposed prerequisite, corequisite or advisory to the Curriculum Committee.
 - a. Standard of Review
The completed written proposal must contain conclusions supported by documented substantiating evidence and data. The data may be qualitative or quantitative in nature. The written proposal must be explicit in validating the prerequisite by defining the need and level of need.
 - b. Sub-Committee Review Form – the sub-committee shall adopt a standardized form for use to document its findings and recommendations. The form, coupled with the final written proposal, will be forwarded to the Curriculum Committee.
 - c. If the sub-committee rejects the proposal for further consideration it shall communicate, upon request, written rationale for the denial to the proposing faculty and Chair of the proposing department. The proposal may be submitted for reconsideration if additional supporting data is included in the revised proposal.
- 5. The Curriculum Committee will review the complete proposal and accompanying recommendation forwarded from the Subcommittee. The Curriculum Committee will either accept or deny the proposed prerequisite or corequisite based on a finding of its necessity and appropriateness. The Curriculum Committee shall institute a standardized form to serve as its written documentation its findings and determination. Any determination by the Curriculum Committee must be by majority vote of a quorum of the Curriculum Committee for the date on which the proposal is to be reviewed.
- 6. Approval by the Board of Trustees will result in the prerequisite, corequisite or advisory being enforced at the earliest possible date that will not result in inequitable application.

4260.6 Prerequisites Requiring Precollegiate Skills

If a prerequisite requires precollegiate skills in reading, written expression, or mathematics, the District shall:

- A. Ensure that 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.
- B. Monitor progress on student equity in accordance with CCR Section 54220. Monitoring shall include:

1. Conducting an evaluation to determine the impact on student success including whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the State Chancellor
2. Where there is a disproportionate impact on any such group of students, the district shall, in consultation with the State Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact. Implementation shall take effect no later than two years from the end of the semester in which disproportionate impact was identified. Upon subsequent review, if the disproportionate impact continues to exist, the prerequisite or corequisite will be suspended until a revised implementation plan is established and in force.

4260.7 Implementation of Content Review with Statistical Validation

If the Curriculum Committee, using content review with statistical validation, initially determines that a new course needs to have a communication or computation skill prerequisite or corequisite, then, despite Section 4260.4 of this policy, the prerequisite or corequisite may be established for a single period of not more than two years while the research is being conducted and the final determination is being made, provided that all other requirements for establishing the prerequisite or corequisite have been met.

A. Finding of Disproportionate Impact

1. New Courses – where disproportionate impact is proven to exist outside the parameters of Section 4260.7(B), the prerequisite or corequisite shall be suspended until an implementation plan is established to correct the disproportionate impact. Review of the implementation plan shall be undertaken at least once every six years. Upon subsequent review, if the disproportionate impact continues to exist, the prerequisite or corequisite will be suspended until a revised implementation plan is established and in force.
2. Existing Courses – where content review with statistical validation is utilized, no prerequisite or corequisite shall be established until the completion of the substantiating statistical research and no disproportionate impact is proven to exist. Review of the prerequisite for the existence of disproportionate impact shall be undertaken at least once every six years. Upon subsequent review, if a disproportionate impact is found to exist, the prerequisite or corequisite will be suspended until an implementation plan is established and in force.

B. The requirements of Section 4260.7 of this policy related to collection of data shall not apply when the prerequisite or corequisite 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:

1. Colleges in at least six different districts have previously satisfied the data collection requirements of this subdivision with respect to the same prerequisite or corequisite for the same program; and

2. The district establishing the prerequisite or corequisite conducts an evaluation to determine whether the prerequisite or corequisite 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.

a. Review of Disproportionate Impact – where disproportionate impact is found to exist under Section 4260.7(B) and upon subsequent review to be undertaken at least once every six years, if the disproportionate impact continues to exist the prerequisite or corequisite will be suspended until a revised implementation plan is established and in force.

C. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis.

4260.8 Mandated Review Process

All prerequisites, corequisites and advisories must be reviewed to assure they remain necessary and appropriate. This process shall occur at least once each six years, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. Every attempt shall be made to make certain that changes in prerequisites or corequisites do not adversely affect currently enrolled students.

4260.9 Student Challenge Process

Prerequisite challenge petitions are available in the Admissions and Records office.

- A. A prerequisite may be challenged for the following reasons:
 - 1. The prerequisite has not been made reasonably available;
 - 2. The prerequisite was established in violation of regulation, or in violation of District approved processes;
 - 3. The prerequisite is discriminatory or applied in a discriminatory manner; and/or
 - 4. The student has knowledge or ability to succeed in the course despite not meeting the prerequisite.
- B. In each case the student must provide documentation to support the challenge. Examples of documentation are transcripts, copies of certificates, proof of knowledge of the required material, etc.
- C. The procedure for prerequisite challenge petitions will be adequately published for students:

4260.10 Implementation and Enrollment Management

Whenever a prerequisite or corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite.

A. Other Degree Applicable Courses – the College shall ensure other degree applicable courses are available to students impacted by implementation of prerequisites or corequisites as to prevent enrollment barriers to students.

B. Implementation – the Office of Instruction, in consultation with the Curriculum Committee, shall develop a plan to determine when adopted prerequisites and corequisites shall be made operational.

4260.11 Satisfaction of Prerequisite

The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures, as required by section 55521(a)(3). No exit test may be required to satisfy a prerequisite or corequisite unless it is incorporated into the grading for the prerequisite or corequisite course.

4260.12 Enforcement of Prerequisites, Corequisites, and Limitations on Enrollment

The District shall make every attempt 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 CCR Section 55003, *et.seq.* Enforcement standards shall be established by or within District Administrative Procedure(s).

A. Faculty

1. Courses for which prerequisites and corequisites are established will be taught in accordance with the course outline of record, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.

2. Each section of the prerequisite or corequisite is to be taught by a qualified instructor and in accordance with a set of objectives and with other specifications defined in the course outline of record as required per CCR Section 55002.

4260.13 Publication

Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students, to include the College Catalogue and Schedule of Classes, as well as the course outline of any course for which they are established.

4260.14 Annual Report to Chancellor's Office

By August 1 of each year the District, should it have chosen to establish enrollment limitations, shall submit to the Chancellor's Office in the manner specified by the Chancellor the prerequisites and corequisites that were established during the prior academic year. The

District shall also specify the level of scrutiny, i.e., content review or content review with statistical validation, used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established.

4260.15 Instructor's Formal Agreement to Teach the Course As Described

The District 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 CCR Section 55003 *et seq.*

4260.16 Annual Training

The Curriculum Committee and all appropriate sub committees will be trained annually on the appropriate criteria, scrutiny, and documentation required to establish advisories, prerequisites, and corequisites based on CCR Section 55003 *et seq* and District procedures. Training may consist of any local workshops developed by the District but shall include attendance of the annual Curriculum Institute of the Academic Senate for California Community Colleges.

Last Review Date: 06/24/15