

## Chapter 4 – Academic Affairs

### **BP 4260 Prerequisites, Corequisites, and Advisories**

#### **References:**

Education Code Section 78016, Title 5, Section 55000, and 55003, Board Policy 3255

#### 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, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites corequisites, and limitations on enrollment that have been established.
2. A procedure for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
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.

#### Challenge Process

The College shall establish a process by which any student that does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment may seek entry into a class.

#### Curriculum Review Process

The College certifies that:

1. The Educational Design Committee has been established by mutual agreement of the administration and the Academic Senate.
2. The Educational Design Committee shall establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment pursuant to Title 5.
3. The Educational Design Committee shall verify and provide documentation that prerequisites and corequisites meet the scrutiny specified in Title 5.

## Program Review

As a regular part of the non-Career and Technical Education (CTE) program review process, or at least every six years, the College shall review each prerequisite, corequisite, advisory, and limitation on enrollment to establish that each is still supported by the faculty in the discipline or department and by the Educational Design Committee and is still in compliance with all other provisions of this policy and with the law.

As a regular part of the CTE program review process, or at least every two years, the College shall review each prerequisite, corequisite, advisory, and limitation on enrollment to establish that each is still supported by the faculty in the discipline or department and by the Educational Design Committee and is still in compliance with all other provisions of this policy and with the law.

## Implementing and Enforcing Prerequisites, Corequisites, and Limitations on Enrollment

The implementation and enforcement of prerequisites, corequisites, and limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Therefore, the College shall establish procedures so that every attempt shall be made to enforce all conditions that the student must meet to be enrolled in a class through the registration process so that the student is not permitted to enroll unless the student:

1. has met all the conditions;
2. has met all except those for which he or she has a pending challenge, or;
3. has met all except those for which further information is needed before final determination is possible of whether the student has met the condition.

## Professor's Formal Agreement to Teach the Course as Described

The College shall establish a procedure to ensure that each section of the prerequisite or corequisite course will be taught by qualified faculty and will be taught in accordance with the outline of record. This applies specifically to those aspects of the course outline that serve as the basis for justifying the establishment of the prerequisite, corequisite, or advisory.

Adopted: May 26, 2004

Revised: February 27, 2008

Revised: August 22, 2012

Reviewed: May 14, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016