

PREREQUISITES AND COREQUISITES

AP No. 4260

Board Reviewed: 3/10/10; 1/14/15

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- I. This procedure implements Board Policy 4260, Prerequisites and Corequisites, and recommended preparation.
- II. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee, shall be responsible for establishing standards of preparation for courses offered by the College as follows:
 - A. A prerequisite indicates the preparation or previous course work considered necessary for success in the course or program.
 - B. A corequisite indicates another course that must be taken concurrently in order to enroll and succeed in the course or program.
 - C. An advisory indicates that if students have the designated preparation or previous course work, they are likely to perform better academically in the course or program because of that experience or preparation. Advisories are only recommendations.
- III. The Curriculum Committee shall establish standards of preparation, using a two-step process: (1) approval of content review and (2) approval of prerequisites, corequisites, and advisories.
- IV. Content Review
 - A. The members of the Curriculum Committee shall vote to approve the content review of a particular course before approving a prerequisite, corequisite, or advisory.
 - B. Faculty members shall complete and submit a "Course Revision" or "New Course" form outlining the content of the course to the Curriculum Committee.
 1. Faculty shall determine common entrance and exit criteria for each of the levels within a course sequence or for individual courses.
 2. Faculty shall review entry-level, degree applicable courses to see if they require a basic skills prerequisite, corequisite, or advisory in English, English as a New Language, reading, and/or mathematics.
 3. The Curriculum Committee member from the appropriate academic division shall review and sign the Course Revision or New Course Form prior to its submission to the Curriculum Committee.
- V. Approval of Prerequisites, Corequisites, and Advisories
 - A. The members of the Curriculum Committee shall vote to establish a prerequisite, corequisite, or advisory for a particular course, using the following criteria:

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1. Prerequisites and Corequisites

- a) Adopting a course as a prerequisite or corequisite means that a student will be highly unlikely to succeed in a course (earn a C) if the student does not have the skills, knowledge, and/or concepts provided by the prerequisite or corequisite.
- b) Courses taken at Rio Hondo College must be passed with a grade that is at least "satisfactory". By definition, this is a grade of "P" or a minimum grade of "C".
- b) A prerequisite or corequisite without a validation study, if it is required by statute or regulation, is part of a closely related lecture-laboratory course pairing within a discipline, is required by four-year institutions, is a sequential course within or across disciplines, or is necessary to protect the health or safety of a student or the health and safety of others.
- c) Prerequisites or corequisites required as part of a state or occupational board accreditation must be indicated and do not require statistical validation after being established at Rio Hondo College.
- d) Prerequisites or corequisites may be established in reading, written expression, or mathematics for degree-applicable courses not in a sequence using content review. The process shall include the following:
 - i. The Curriculum Committee Chair, the faculty originator of the course, and a faculty member with appropriate expertise in the subject matter of the proposed prerequisite/corequisite shall meet.
 - ii. The course outline of record (COR), a course syllabus, and any other instructional related materials should be examined, and the body of knowledge and/or skills which are deemed necessary at the entry and/or deemed necessary for concurrent enrollment shall be identified.
 - iii. Identification and review of the prerequisite or corequisite that develops the body of knowledge and/or measures the skills required of the target course shall take place.
 - iv. Documentation that the above steps were taken shall be maintained.

2. Advisories

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- a) Adopting a course as an advisory means that if a student takes the advisory course, the student is likely to perform better in the selected course. However, the student will not be blocked from taking the course if they desire not to complete the advisory.
 - b) Advisories do not require statistical validation.
- B. Faculty members shall identify appropriate preparation courses on the Course Revision or New Course Form.
1. Signatures of faculty teaching in the discipline are required.
 2. The signature of the division dean is required.
- VI. Prerequisites, corequisites, 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.
- VII. 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.
- VIII. A student desiring to challenge a prerequisite or corequisite must file a "Prerequisite/Corequisite Challenge" form with the appropriate division dean prior to the first day of the semester or session.
- A. Reasons for challenging a prerequisite may include one or more of the following:
1. A prerequisite/corequisite is not reasonably available (must be made prior to the first week of the semester),
 2. The student believes the prerequisite/corequisite is not valid or necessary for success in the course for which it is required,
 3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner, or
 4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.
- IX. All students have the right to challenge any prerequisite or corequisite. A prerequisite or corequisite challenge requires written documentation that should include an explanation of alternative course work and/or background or abilities that adequately prepare the student for the course. Students may obtain a "Prerequisite/Corequisite Challenge Form" from the Offices of Academic Affairs Student Services Admissions and Records Counseling and Student Success, or Disabled Students Program and Services (if appropriate).

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- X. Upon filing the "Prerequisite/Corequisite Challenge" form, the student may enroll in the challenged class. If the challenge is not upheld, the student will be required to drop the class.
- XI. The District will ensure that the challenge process is finished, and the student is notified in writing within five (5) working days using the following process:
- A. The division dean shall convene a committee of faculty members (excluding the faculty member whose course prerequisite or corequisite is being challenged, if possible) to evaluate the documentation.
 - B. The faculty committee shall forward to the dean its recommendation whether or not the challenge should be upheld.
 - C. The division dean shall inform the student challenging the prerequisite or corequisite of the faculty committee's recommendation and the dean's decision.
 - D. Disabled Students Program and Services faculty shall make the recommendation regarding the challenge of a disabled student.
 - E. Students wishing to appeal this decision should contact the Dean of Instructional Operations or designee, whose decision shall be final.
- XII. References: Title 5 Section 55200, 55003(e)