

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/corequisites as separate actions. The approval of a prerequisite or corequisite must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a course or program.

Determinations about prerequisites and corequisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements (per Title 5 section 55003(a) and (j), respectively).

By August 1 of each year, MiraCosta College will report to the California Community Colleges Chancellor's Office the prerequisites and corequisites that were established during the prior academic year. The report will specify the level of scrutiny used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established (per Title 5 section 55003(i)).

Courses for which prerequisites or corequisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite (per Title 5 section 55003(b)(2) and (3)).

The college shall identify prerequisites, corequisites, and advisories on recommended preparation in the college catalog, each semester's schedule of courses, and the course outline of any course for which they are established (per Title 5 section 55003(h)).

### **Establishing Prerequisites and Corequisites**

In order to establish a prerequisite or corequisite, the prerequisite or corequisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established (per Title 5 section 55003(b)(1)). Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve; absolute necessity is not required (per Title 5 section 55000(h)).

Prerequisites and corequisites may be established only for any of the following purposes (per Title 5 section 55003(d)):

- A. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation.

- B. The prerequisite 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.
- C. The corequisite course will assure 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.
- D. The prerequisite or corequisite is necessary to protect the health or safety of a student or the health and safety of others.

### **Levels of Scrutiny**

The levels of scrutiny required for establishing prerequisites, corequisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 section 55003(a)).

- A. Content review is a rigorous, systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need either to possess prior to enrolling in a course or to acquire through simultaneous enrollment in a corequisite course (per Title 5 section 55000(c)). At a minimum, content review shall include the following (per ASCCC):
  - 1. Careful review of the course outline of record (COR) for the target course
  - 2. Review of syllabi, sample exams, assignments, instructional materials, and grading criteria for the relevant courses, when available.
  - 3. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge students must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisite course
  - 4. Documentation that verifies the above steps were taken
- B. Statistical validation is a compilation of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or corequisite (per Title 5 section 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5 section 55003(g).

### **Exemptions from Scrutiny**

A prerequisite or corequisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 section 55003(e)):

- A. It is required by statute or regulation.
- B. It is part of a closely related lecture-laboratory course pairing within a discipline.

- C. It is required by four-year institutions.
- D. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

### **Curriculum Review Process**

The Courses and Programs Committee (CPC) is responsible for the curriculum review process, and its membership is determined in a manner that is mutually agreeable to the college administration and the academic senate [per Title 5 section 55002(a)(1)].

CPC reviews and approves the establishment of prerequisites, corequisites, and advisories on recommended preparation only upon the recommendation of the academic senate except that the academic senate may delegate this task to CPC without forfeiting its rights or responsibilities under Title 5 sections 5320–53204.

When content review is used to establish prerequisites or corequisites in reading, written expression, or mathematics for degree-applicable courses not in a sequence, CPC will do all of the following:

- A. Provide training to CPC members on the establishment of corequisites/prerequisites.
- B. Inform faculty about the regulations regarding the establishment of corequisites/prerequisites using content review.
- C. Direct faculty to the Office of Research, Planning, and Institutional Effectiveness to do the following: (a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or corequisite; (b) prioritize which courses should be considered for the establishment of new corequisites or prerequisites; (c) monitor if any disproportionate impact may occur based on the establishment of a prerequisite or corequisite.
- D. Assure through communication with the Office of Instruction that prerequisite courses, corequisite courses, and courses that do not require prerequisites or corequisites, whether basic skills or degree-applicable courses, are reasonably available.

### **Standards for Approval of Prerequisites and Corequisites.**

CPC will review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. CPC will also review the course outline to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 section 55002(a)(2)(D) and (E)). If a course requires precollegiate skills in reading, written expression, or mathematics, MiraCosta College will do the following (per Title 5 section 55003(l)):

- A. Ensure these courses and sections are offered with reasonable frequency

- B. Monitor progress on student equity in accordance with Title 5 section 54220 as follows:
1. The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.
  2. Where there is disproportionate impact on any group of students, the college will, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

### **Periodic Review of Prerequisites and Corequisites.**

Using an appropriate level of scrutiny, MiraCosta College will review all established career education course and program prerequisites, corequisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, corequisites, and advisories will be reviewed every six years (per Title 5 section 55003(b)(4)).

### **Challenging Corequisites and Prerequisites**

Whenever a corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite. A corequisite shall be waived when space in the corequisite course is not available (per Title 5 section 55003(m)).

A student may challenge any prerequisite or corequisite by submitting a challenge form at the time of registration to the Admissions and Records Office. The student will be enrolled in the requested class if space is available. The department whose course prerequisite is being challenged will review the challenge, and the student will be notified of the department's decision within five working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (per Title 5 section 55003(o)).

Grounds for challenge are as follows (per Title 5 section 55003(p)):

- A. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites
- B. The prerequisite or corequisite is in violation of Title 5 section 55003
- C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner\*
- D. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite
- E. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

\*In the case of a challenge that the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (see C above), the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, subchapter 5 (commencing with section 59300) of chapter 10 of the division. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to Title 5 section 59327.