PREREQUISITES, COREQUISITES, ADVISORIES, AND LIMITATIONS ON ENROLLMENT

The Citrus Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Board of Trustees recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success, and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. 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 and student success as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns.

1. Information in the Catalog and Schedule of Classes

   The District 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 differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established.
   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 a student to choose to take a course without meeting the advisory, and circumstance under which a student is encouraged to exercise that right.

2. Challenge Process

   The District shall establish a process 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 may seek entry into the class.
3. Curriculum Review Process

The District certifies that:

a. The Curriculum Committee and its membership has been established by mutual agreement of the administration and the Academic Senate.

b. The Curriculum Committee shall establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment pursuant to Title 5 and the Chancellor's Model District Policy.

c. The Curriculum Committee shall verify and provide documentation that prerequisites and corequisites meet the scrutiny specified in Title 5 and the Chancellor's Model District Policy.

4. Program Review

As a regular part of the program review process, or at least every six years, the District 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 Curriculum Committee and is still in compliance with all other provisions of this policy and with the law.

5. Implementing Prerequisites, Corequisites, and Limitations on Enrollment

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

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

6. Instructor's Formal Agreement to Teach the Course as Described

The District shall establish a procedure so that courses for which prerequisites, corequisites and advisories are established will be taught 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.

Adopted ...................................................... 6/21/94
Revised ....................................................... 5/16/95

Reference
Title V, California Code of Regulations, Sections 55002, 55200, 55201, 55202, 55530, 55534, and 58106. Education Code Section 70901.