



Board Policy
Chapter 4 – Academic Affairs

BP 4260 PREREQUISITES AND COREQUISITES

Reference:

Title 5 Sections 55000, 55002, and 55003, and 53200 and seq.

NOTE: *This policy is legally required.*

Relying primarily on the advice of the Academic Senate, ~~The [CEO]~~ Superintendent/President is authorized to establish prerequisites, corequisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, corequisites, and advisories shall be established in accordance with the standards set out in Title 5 and with appropriate involvement of the Curriculum Committee. Any prerequisites, corequisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or corequisite may be challenged by a student on grounds permitted by law. Prerequisites, corequisites, and advisories shall be identified in District publications available to students.

NOTE: Existing policy BP 4260 (I7310) Prerequisites/Co-requisites:

~~The Napa Valley Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Governing Board recognizes that, if these prerequisites, co-requisites, 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 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.~~

College Policies and Procedures

The college shall provide the following explanations; both in the college catalog and in the schedule classes:

- ~~1. Definitions of prerequisites, co-requisites, and limitations on enrollment including the specific differences among them and the specific prerequisites, co-requisites, and limitations on enrollment which have been established pursuant to Section 55200(a)-(f) of Title 5.~~
- ~~2. Procedures for a student to challenge prerequisites, co-requisites, 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 examine that right.~~

Challenge Process

~~The college shall establish procedures by which any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required in and according to provisions of Section 55201(f) of Title 5 and Section I.B 1-3 in the Model District Policy.~~

Curriculum Review Process

~~The college certifies that the Curriculum Committee has been established by mutual agreement of the administration and the Academic Senate as required in Section 55002(a) (1) of Title 5. The Curriculum Committee shall do the following:~~

- ~~1. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55002, 55201, 55202 and 58106 of Title 5 and Section I.C.3, 1-4 and II.C of the Model District Policy.~~
- ~~2. Verify and provide documentation that prerequisites or co-requisites meet the scrutiny specified in one of the measures of readiness specified in Section 55201(b)(1) of Title 5 and Sections II.A.1.a-g. of the Model District Policy.~~
- ~~3. Provide for a review of each prerequisite, co-requisite, or advisory at least every six years pursuant to Section 55201(b)(3) of Title 5 and Section I.D of the Model District Policy. Any prerequisite or co-requisite which is successfully challenged under subsections (1), (2), or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.~~

~~Provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C. of the Model District Policy.~~

Implementing Prerequisites, Co-requisites, and Limitations on Enrollment

~~The college shall establish procedures wherein every attempt shall be made 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 Section 55202(g) of Title 5 and Section I.E. of the Model District Policy.~~

Instructor's Formal Agreement to Teach the Course as Described

~~The college shall establish a procedure whereby courses for which prerequisites, co-requisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55201(b)(2) of Title 5.~~

NOTE: This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in February 2008. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention and will be removed upon final adoption.

Adopted: 4/23/96

Revised: 4/1/00

(Replaces previous versions of BP 4260 as well as I7310)