

ADVISORIES, PREREQUISITES/COREQUISITES & LEVELS OF SCRUTINY- SUMMARY

DEFINITION: “Conditions of enrollment that students are required to meet **PRIOR** to enrollment in particular courses or programs.”

ADVISORIES VS. PREREQUISITES/COREQUISITES:

Advisories are **RECOMMENDED** preparation intended to identify skills which will broaden or deepen a student’s learning experience but without which the student will still succeed in the course. A student can ignore an advisory.

Prerequisites/corequisites identify skills or knowledge which are **ESSENTIAL** to the success of the student **AND** that it is highly unlikely that a student who has not met the prerequisite will receive a satisfactory grade in the course for which the prerequisite has been established.

Enforcement of Prerequisites/Corequisites

Prerequisites should be enforced **PRIOR** to a student registering in a course. A prerequisite should not be enforced after a student has already enrolled. Ideally, there should be a registration block for students who do not meet the prerequisite. However, there are exceptions.

Once a student is registered in a course, Title 5 allows a student to be involuntarily removed for three reasons: 1) Not satisfying a prerequisite; 2) lack of attendance; 3) discipline problems. In certain “basic skills” courses in English, Reading, ESL and Math students are allowed to enroll **conditionally** in the next course in a sequence if they are enrolled in the prerequisite at the time of registration and have not yet received a final grade. The condition is that they must receive a “C” grade or better (or a “PASS” grade for PASS / NO PASS grading option) in the prerequisite course or they can be involuntarily dropped as long as a full refund of their fees is possible. Otherwise, the student can be asked to voluntarily drop the course.

Enforcement of Prerequisites is an **INSTITUTIONAL responsibility** and lies with **ALL STAFF** to whom students turn for information on courses. No Waivers! Once a prerequisite has been legally established and adopted for a course all students wishing to enroll in that course **MUST** be required to meet the prerequisite and the requirement must be enforced consistently. In other words, an instructor cannot waive a prerequisite. Each college however must establish procedures for challenging prerequisites.

LEVELS OF SCRUTINY REQUIRED FOR ADVISORIES/PREREQUISITES/COREQUISITES

The method used to establish an advisory or prerequisite is called the “**level of scrutiny.**” It varies with the type of course.

A. ADVISORIES: only require **CONTENT REVIEW**. If in the opinion of the discipline faculty, the students would be highly unlikely to succeed without one or more previously-acquired skills, the faculty should consider proposing a prerequisite instead.

B. PREREQUISITES have different **levels of scrutiny** depending on the type of course:

- 1) **Sequential courses:** prerequisites for courses within or across sequences, for example, vocational courses which have no UC or CSU equivalents, can have prerequisites by going through a content review (must show evidence that prerequisite skills are covered in the proposed prerequisite course);
- 2) **Standard prerequisite:** prerequisites for transferable courses can be established by a Content Review PLUS identification of similar prerequisites used at three (3) UC or CSU campuses;
- 3) **Courses in Communication or Computational Skills:** out-of-sequence communication and computation skills (and non-course prerequisites) require content review and one of the following:
 - a. data collection AND analysis (criterion-based and consequential validity)
 - b. identify similar prerequisites at three (3) UC or CSU campuses; or
 - c. a letter from a baccalaureate granting institution requiring the prerequisites as a condition for granting transfer credit [T5, 55003(e)(1)]
- 4) **Other types:** Cut scores, program prerequisites, health/safety — See Summary

Levels of Scrutiny

Required for Prerequisites, Corequisites and Advisories

SUMMARY

Prerequisite / Co-requisite Type	Example	Level(s) of Scrutiny Required (or other requirements)	CurricUNET Selection *
a. Course in a sequence in a discipline	ENGL 100 F for ENGL 103 F	Content Review	Sequential Course
b. Course for vocational discipline	PRNT 101 F for PRNT 151 F	Content Review	Sequential Course
c. Course out of Discipline (NOT English or Math Skills)	PHYS 221 F for ENGR 201 F	Content Review + equivalent at three (3) CSU/UC's	Standard Prerequisite
d. Course or eligibility for course out of discipline (English or Math skills)	MATH 150AF for PHYS 221 F; Eligibility for ENGL 100 F for POSC 200 F	Content Review + equivalent at three (3) CSU/UC's or letter from 4 year school (*see B3 above) or Data Collection & Analysis	Courses in Communication of computation skills when used for requisite courses in other disciplines.
e. Cut Score (For use within same discipline sequence)	ENGL 060 F or assessment process for ENGL100 F	Content Review + Test approved by CO + Validated cut-off scores +Multiple Measures +Disproportionate impact study	Assessment / Cut Scores
f. Cut Score (For use outside the Assessment Skill area)	ENGL 060 F or assessment process for HIST 170 F	All information shown in Level(s) of Scrutiny Required in category (e) + Data Collection & Analysis	Assessment / Cut Score
h. Health & Safety	Basic Scuba certification through NAUI; Ability to swim 500 yards.	Content Review for health & safety skills or documentation if mandated by outside agency.	Health and Safety
i. Non-course prerequisites (Recency, etc.)	Prerequisite course must be completed within the last 7 years	Content Review + Data collection & analysis	Recency and other measures of readiness
j. Advisories/recommended courses	Strongly recommend ENGL102 F for ENGL 243 F	Content Review	Advisory (not on CurricUNET)
k. Imposed by Law or Contract	Valid Cosmetology License for COSM 060 F	Determined by Governing Board	Licensing agency
l. Performance Courses	Audition for MUS 275 F	Other courses available to meet degree/cert requirements + disproportionate impact study	Performance course
g. Program Prerequisites	ANAT 216 F for enrollment in any specific program	Establish for one required course in the program	Enter prereq on program screen
Other limitations on enrollment			
m. Honors Courses	ENGL 100 F vs. ENGL 100HF	Other sections/courses are available to meet degree/cert requirements. The prereq for the honors course must be the same as that of the standard course	
n. Blocks of Courses or Sections (establishing a cohort)	Puente, TAP	Other sections/courses are available to meet degree/cert requirements	

* "CurricUNET Selection": this column refers to the terminology used in "Reason for Prerequisite" section of CurricUNET or instructions / notation if there is currently not a specific section in CurricUNET to document a particular type of enrollment limitation (i.e. Advisories, Program Prerequisites).