

4010. ADMINISTRATIVE REGULATIONS ON OPEN COURSES

4010.1 Responsibilities

The Vice President, Academic Affairs, will be responsible for administering these regulations with respect to the formulation, validation of courses as prerequisites and publication of prerequisites and corequisites.

The Vice President, Student Services, will be responsible for administering these regulations with respect to the validation of skills and proficiencies as prerequisites when measured by an assessment instrument or process and enforcement of prerequisites and corequisite provisions associated with course registrations.

4010.2 Definitions

- A. "Prerequisite" means a course or skill level that must be completed or demonstrated.
- B. "Corequisite" means a course in which a student is required to be concurrently enrolled or have already completed as a condition of enrollment in another course.

4010.3 Formulation

- A. Prerequisite requirements shall be formulated by the department sponsoring the course.
- B. Corequisite requirements shall be formulated by the department sponsoring the course.

4010.4 Limitations

- A. Course prerequisites shall not limit enrollment registration in the course unless that limitation is specifically authorized by law.
- B. Registration opportunities for all courses will be in accordance with board approved enrollment priorities and are provided to students who meet the prerequisite and corequisite provisions established through the curriculum review and recommendation process.

4010.5 Guidelines for Prerequisites and Corequisites

- A. Academic prerequisites for a course must be clearly related to the course content and academic foundation of the course.
- B. Where demonstrated ability or technical performance to a level of proficiency is established for activity or laboratory courses, equitable procedures must be applied to all students and hours of experience may not be the sole criteria.

- C. Prerequisites for work experience and apprenticeship courses shall be as stated in the California Code of Regulations.
- D. Concurrent enrollment may not be required unless the objectives of the course are clearly complementary and the interrelation of the units of instruction is evident.
- E. Basic skills prerequisites, the satisfaction of which is established through relevant assessment instruments, methods or procedures, must rely upon instruments selected in accordance with the provisions of the California Code of Regulations.

4010.6 Validation

- A. Prerequisite and corequisite provisions are advisory until they are validated as being necessary for success in the course with respect to the following cases:
 - 1. All new courses established after July 1, 1990.
 - 2. All courses where placement is mandatory.
- B. Prerequisite provisions will be validated using methods approved by the Chancellor's Office for the California Community Colleges.
- C. Validation of prerequisite requirements will be waived if the prerequisite:
 - 1. Is required by a four-year institution to ensure transferability
 - 2. Was established prior to July 1990.

4010.7 Appeals

Any student may challenge a prerequisite using the procedures detailed in California Code of Regulations basing the appeal on one or more of the following grounds:

- A. The prerequisite is not valid because it is not necessary to success in the course for which it is required.
- B. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
- C. The prerequisite is discriminatory or is being applied in a discriminatory manner.
- D. The required course is not available.

4010.8 Publication

- A. The provisions of all prerequisites and corequisites shall be published in the college catalog and schedule of classes.
- B. These publications shall be widely disseminated in the community before registration commences.