

4010.                    ADMINISTRATIVE REGULATIONS ON OPEN COURSES,  
PREREQUISITES, COREQUISITES AND ADVISORIES

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 process and enforcement of prerequisites and corequisite provisions associated with course enrollments.

4010.2                Definitions

- A. "Open Courses" means every course, course section, or class shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course prerequisites.
- B. "Prerequisite" means a condition of enrollment that students are required to meet prior to enrollment in particular courses and programs. The assignment of a prerequisite signifies that the skills are essential to the success of the student in that course or program.
- C. "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.
- D. "Advisories" or recommended preparation means the acquisition of a body of knowledge or course skills will be of great advantage to the student prior to enrollment in a specific course. However, enrollment in a course to acquire this knowledge or skills is not required, merely recommended.
- E. "Content Review" means a rigorous, systematic process that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.
- F. "Content Review with Statistical Validation" means conducting a review and the compilation of data according to sound research practices which shows that a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or corequisite.

- G. “Prerequisite Clearance” means that a student has successfully completed a course at a regionally accredited institution that is deemed similar to the LBCC prerequisite course. Such courses are not officially evaluated and do not appear on the student’s transcript; the clearance is given so that the student may enroll in the target course.
- H. “Prerequisite Challenge” means that a student has the skills and knowledge necessary to succeed in the course without the prerequisite. Students may also challenge prerequisites when the prerequisite course is not readily available or they believe the prerequisite is discriminatory or is applied in a discriminatory manner.
- I. “Transfer Credit” means that LBCC receives official transcripts from regionally accredited institutions that are evaluated through the established process. If equivalency is given, the coursework is accepted and placed on the student’s official transcript.
- J. “Pass-Along” means that a student has completed coursework from regionally accredited out-of-state or private institutions that is not articulated with LBCC courses but may be used to fulfill general education requirements for the California State University and University of California systems.

4010.3

Establishment of Requisites

- A. Prerequisite or corequisite requirements shall be established by the discipline faculty sponsoring the course or if the college has no full-time faculty member in the discipline, the faculty in the department are responsible for establishing requisites. Courses for which requisites are established will be taught by a qualified instructor and in accordance with the course outline of records, particularly those aspects of the course outline that are the basis for justifying the establishments of requisites.
- B. Determinations about requisites will be made on a course by course or program by program basis including those establishing communication and computation skill requirements.
- C. Discipline faculty will recommend to the Curriculum Committee the prerequisites, corequisites, and advisories to courses through content review alone or content review with data supplied by Institutional Effectiveness.
- D. Title 5 §55003 outlines the rules that govern establishing requisites and advisories to courses not in a sequence and for programs.

Prerequisites and corequisites may be established only for any of the following purposes:

1. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or
  2. 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 has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within a program) for which the prerequisite is being established; or
  3. 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; or
  4. The prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.
- E. In accordance with the Fall 2017 Implementation Plan for Establishing Requisites Using Content Review, the level of scrutiny for establishing requisites and advisories on recommended preparation are content review or content review with statistical validation. Content review is rigorous, systematic process, conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills that students need to possess prior to or simultaneously with enrolling in a course. At a minimum, content review shall include the following:
1. Careful review of the course including components such as the course outline record, syllabi, sample exams, assignments, instructional materials, and/or grading criteria;
  2. Using the course outline of record of both the parent and proposed requisite course, identification of required skills and knowledge students must possess prior to enrolling into the parent course and matching those skills to the proposed requisite courses;
  3. Documentation that verifies that the above steps were taken.
- F. Courses that have prerequisites, corequisites, and advisories that are required by statute or regulation; or that are part of a closely related lecture-laboratory course pairing within a discipline; or are required by four-year institutions: or where baccalaureate institutions will not grant

credit for a course unless it has the particular communication or computation skill prerequisite [Title 5 §55003(e)] are exempt from content review. It is the faculty's responsibility to document the exemption at the time of course submission.

- G. When content review is used to establish requisites in reading, written expression, or mathematics for courses not in a sequence, the Curriculum Committee will do the following:
1. Provide training to the members on the establishment of requisites,
  2. Inform faculty about the Regulations regarding the establishment of requisites establishing content review,
  3. Inform faculty to work with Institutional Effectiveness to identify courses that may increase the likelihood of student success with the establishment of a requisite,
  4. Prioritize which courses should be considered for the establishment of a requisite, and
  5. Monitor any disproportionate impact that may occur with the establishment of a requisite through Routine Course Review and Student Learning Outcomes Assessment Review,
  6. Through communication with the Vice President's office, assure that the courses that require requisites and courses that do not require requisites are readily available.

#### 4010.4      Implementation

The Curriculum Committee is charged with the responsibility for establishing prerequisites, corequisites, and advisories to courses during the approval process, according to the standards and criteria established in Title 5 §55002. The standards for the approval of requisites is outlined in the Fall 2017 Implementation Plan for Establishing Requisites Using Content Review. Periodic review of requisites for CTE courses and programs shall be every two years to ensure they remain necessary and appropriate and all other course and program requisites will be reviewed every six years.

#### 4010.5      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.
- C. The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.
  - 1. Performance Courses: The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that for any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement.
  - 2. Honors Courses: A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements.

4010.6      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, implementation of prerequisites, corequisites, and limitations on enrollment must be done consistently and not left exclusively to the classroom instructor.
- C. A corequisite may not be required unless the objectives of the course are clearly complementary and the interrelation of the units of instruction is evident.
- D. Basic skills prerequisites, the satisfaction of which is established through relevant multiple measures, must rely upon instruments

selected in accordance with the provisions of the California Code of Regulations.

4010.7      Prerequisite and Corequisite Challenge Process

- A. In accordance with Title 5 Section 55003(p) and (q), Student Challenge of Prerequisite or Corequisites, students may challenge a prerequisite or corequisite for a course. A prerequisite or corequisite cannot be disregarded but students can demonstrate that they meet the prerequisite or corequisite on the following criteria, and course eligibility may be granted.
- B. The challenge must be based on at least one of the following specific grounds:
1. The student took the course at another institution. The College will accept prerequisite or corequisite courses from regionally accredited colleges and universities in the United States. Long Beach City College reserves the right to evaluate work completed at other regionally accredited colleges and universities. Transfers with acceptable grades in the prerequisite or corequisite course will be granted eligibility for the target course insofar as the work corresponds with the prerequisite or corequisite curriculum of this institution. Each applicant should submit to Admissions and Records an official transcript of their records from all colleges and universities previously attended. It is the student's responsibility to request the evaluation of official transcripts from other colleges.
    - (a) These course units will be granted a prerequisite or corequisite clearance. To determine prerequisite or corequisite clearance, the course must be easily identifiable as the same course taught at Long Beach City College by a commonly used course prefix, title and course outline of record description. To be verified, sufficient information, including prerequisite information, must be available from the accredited college or university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of target course eligibility. The equivalencies for courses within disciplines taught at Long Beach City College shall be determined by discipline faculty and certified by their department. Once certified, the equivalencies will be recorded by Admissions and Records as an equivalent and may be assumed for other students from the same institution, unless the department revokes their certification. Courses within disciplines not taught at Long Beach City College will be applied in the same manner as

prescribed by the institution of origin as determined by that institution's college catalog.

- (b) If the course is determined acceptable preparation, the department chair will complete a Prerequisite Challenge Form verifying this acceptance and will submit this paperwork to Admissions and Records. Department chairs should consult with discipline faculty if the course is not in their discipline. The form used for course equivalence and waiver requests shall be made widely available to students.
2. A student may also request a prerequisite or corequisite challenge to demonstrate that the student has the knowledge or ability equivalent to the prerequisite or corequisite for the course in question but has not formally met the established prerequisite or corequisite.
  - (a) To determine the appropriateness of the substitution of knowledge or ability for a prerequisite or corequisite, the student will go to the department of the target course. The department chair will determine if the student has the knowledge or ability required to be successful in the class based on licensure, work experience, military service, and/or other factors. Department chairs should consult with discipline faculty if the target course is not in the chair's discipline. If the knowledge or ability is determined acceptable as a substitution for a required prerequisite or corequisite, the department chair will complete a waiver form verifying this acceptance and will submit this paperwork to the area dean and then to Admissions and Records. The form used for course equivalencies and waiver requests shall be made widely available to students on the college website.
3. If the prerequisite or corequisite course had not been made reasonably available, and if waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals, the student may meet with the Dean of Enrollment Services.
4. If the prerequisite or corequisite is being applied in a discriminatory manner, the student may meet with the Dean of Enrollment Services.
5. If the prerequisite violates the provisions of the State Education Code, the student may meet with the Dean of Enrollment Services.

4010.8      Publication

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, corequisites, and limitations on enrollment, including the differences among them and the specified prerequisites, corequisites, and limitations on enrollment that 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. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. 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 exercise that right.
- D. Definitions of contract course, corequisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

Revised: April 14, 1992; July 24, 2019

