



## PREREQUISITES, COREQUISITES AND ADVISORIES POLICY

The Mendocino-Lake 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 based on the model policy recommended by the Board of Governors. 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 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.

### I. COLLEGE POLICY AND PROCEDURES

The College shall provide the following explanations both in the College Catalog and in the schedule of classes.

- A. Definitions of prerequisites, corequisites, and advisories including the specific differences among them and the specific prerequisites, corequisites, and limitation on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment. 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 preparations, 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.

### II. 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:

- A. Establish prerequisites, corequisites, and advisories on recommended preparation, and limitation on enrollment.
- B. Verify and provide documentation that prerequisites or corequisites meet the scrutiny.

- C. Provide for a review of each prerequisite, corequisite, or advisory at least every six years. Any prerequisite or corequisite which is successfully challenged shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.
- D. Provide for a review of each limitation on enrollment at least every six years.
- E. The Curriculum Committee shall consider prerequisites and corequisites in Math and English based on content review alone granted that:
  - i. The Curriculum Committee receives annual training on prerequisites and corequisites.
  - ii. The Curriculum Committee coordinates with the Office of Institutional Research and discipline faculty to identify courses in which student success would be enhanced by the addition or maintenance of such prerequisites and corequisites.
  - iii. Adequate numbers of these course sections are scheduled as well as alternative degree applicable courses so that student progress is not unnecessarily impeded.
  - iv. Institutional Researcher evaluate the effect of these prerequisites and corequisites on student success with particular attention given to any disproportionate impact.

### III. IMPLEMENTING PREREQUISITES, COREQUISITES, AND LIMITATIONS ON ENROLLMENT

- A. 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.

#### B. TEACHING TO THE COURSE OUTLINE

The College shall establish a procedure whereby courses for which prerequisite, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline of record.

### IV. CHALLENGE PROCESS

The College shall establish procedures 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, but who provides satisfactory evidence, may seek entry into the class.