

Chapter 4 – Academic Affairs

AP 4260 Prerequisites, Corequisites, and Advisories

References:

Title 5 Sections 55200 et seq.

Establishment and Implementation of Prerequisites, Corequisites, and Advisories

The Educational Design 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 Academic Senate will establish a Content Review Implementation Plan in accordance with Title 5. This plan will be reviewed and revised as necessary by the Academic Senate.

Discipline faculty will recommend to the Educational Design Committee the prerequisites, corequisites, and advisories to courses through content review alone or content review with statistical validation using the processes outlined in the Content Review Implementation Plan.

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.

Professor's Formal Agreement to Teach the Course, as Described

Each professor will acknowledge the Course Outline of Record (COR) as the official College document. Professors agree (in accordance with their contract) to teach to the COR. This applies specifically to those aspects of the course outline that serve as the basis for justifying the establishment of prerequisites, corequisites, or advisories. Department chairs will ensure that the most current COR is made available to every faculty member.

Process to Ensure that Qualified Instructors Teach Prerequisite Courses

Each department will follow the hiring processes set forth in AP 7120. Department chairs, in consultation with discipline faculty, will ensure that all faculty teaching the prerequisite or corequisite courses will have the appropriate skills and knowledge to teach those courses.

Challenge Process

In accordance with Title 5 Section 55003(p) and (q), Student Challenge of Prerequisites or Corequisites, students may challenge a prerequisite or corequisite for a course. A prerequisite or corequisite cannot be "waived," but students have the ability to demonstrate that they meet the prerequisite or corequisite on the following criteria, and course eligibility may be granted. The challenge must be based on at least one of the following specific grounds:

- The College will accept prerequisite or corequisite courses from regionally accredited colleges and universities in the United States. Mt. San Antonio 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 file with 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.

These course units will be granted a "prerequisite or corequisite variance." To determine prerequisite or corequisite variance, the course must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and 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. In accordance with AP 4051, the equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department. Once certified, the equivalencies will be archived into Banner as equivalent and may be assumed for other students from the same institution for a period of four years, unless the department revokes their certification. An equivalent course determination more than four years old is not valid. Courses within disciplines not taught at Mt. San Antonio College will be applied in the same manner as prescribed by the institution of origin as determined by that institution's college catalog.

If the course is determined acceptable as a substitution for a required prerequisite or corequisite, the department chair will complete a "variance" 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 variance requests shall be made widely available to students.

- A student may also request a prerequisite or corequisite variance 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.

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 "variance" form verifying this acceptance and will submit this paperwork to Admissions and Records. The form used for course equivalence and variance requests shall be made widely available to students.

- The prerequisite or corequisite course has not been made reasonably available, and waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals.
 - The student will meet with the Director of Assessment and Matriculation.
- The prerequisite or corequisite is being applied in a discriminatory manner:
 - The student will meet with the Director of Assessment and Matriculation.
- The prerequisite violates the provisions of the State Education Code:
 - The student will meet with the Director of Assessment and Matriculation.

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