



**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: ESTABLISHING, REVIEWING, AND IMPLEMENTING PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION AND LIMITATIONS ON ENROLLMENT	Number: 6.15
Legal Authority: Title 5, CCR, Sections 55200 et seq., 58100 et seq., and 55002	Page: 1 of 3

The San Francisco Community College District adopts the following policy in order to provide for the establishing, reviewing, and enforcing of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. 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 and ensuring student success 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.

College Policies and Procedures

1. The College shall provide the following both in the College Catalog and in the Schedule of Classes:
 - a) Definitions of prerequisites, corequisites, and limitations on enrollment.
 - 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.
 - 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 examine the right.

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- d) Clear identification of courses and programs for which prerequisites and corequisites are required and for which limitations on enrollment are indicated.

Challenge Process

2. 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 according to a challenge process as required in and according to provisions of Section 55201 (f) of Title 5 and Section I.B. 1-3 of the Model District Policy*.

Curriculum Review Process

3. 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) Approve the establishment of prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55002, 55201, 55202, and 58106 of Title 5 and Section I.C.3, 1-4 and II.C. of the Model District Policy.
 - b) Provide verification of and provide documentation that prerequisites or corequisites and advisories meet the scrutiny specified in one of the measures of readiness specified in Section 55201 (b) (1) of Title 5 and Sections II. A. 1. a-g. of the Model District Policy.

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- c) Ensure a review of each prerequisite, corequisite, or advisory at least every six years as part of the program review process pursuant to Section 55201(b)(3) of Title 5 and Section I.D of the Model District Policy.

Ensure a review of each limitation on enrollment at least every six years as part of the program review process pursuant to Section II.C of the Model District Policy.



Implementing Requisites. Corerequisites. Advisories. And Limitations On Enrollment

- 4. 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 pursuant to Section 55202(g) of Title 5 and Section I.E. of the Model District Policy.

Instructor's Formal Agreement To Teach The Course As Described

- 5. The College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55201(b)(2) of Title 5.

* The Model District Policy was developed by a State Chancellor's Task Force and meets all of the requirements in Title 5 related to establishing, reviewing, and implementing of prerequisites, corequisites, advisories for recommended preparation and limitations on enrollment. Colleges accepting this policy will have met all of the requirements of the law.

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