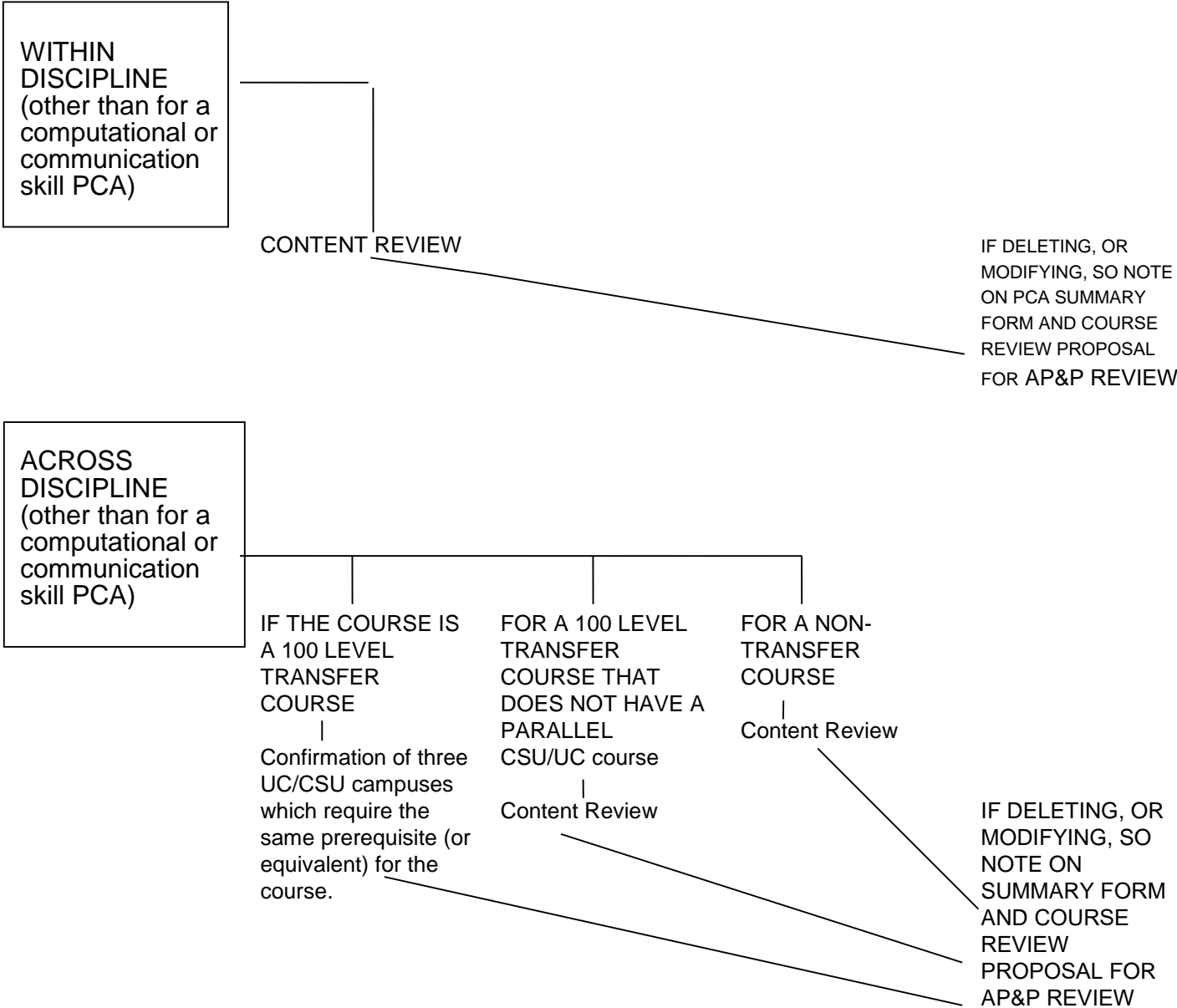# PREREQUISITES,

COREQUISITES, ADVISORIES and

LIMITATIONS ON ENROLLMENT

Prerequisites, corequisites, advisories (PCA) and limitations on enrollment must be established at the time of program review. Circumstances may have caused the need for some change to these statements. In most cases, course entrance requirements will remain as stated; however, data must be analyzed to determine if the adopted statement is appropriate or requires some modification.

Begin by determining the type of PCA you are reviewing on the flow charts that follow this narrative. Follow the directions using the attached forms to complete the PCA review. You will use the results to complete the "Review of Prerequisites, Corequisites, and Advisories-Summary*.

If you have questions concerning this process, call the office of academic affairs or contact your academic dean.

PREREQUISITES, COREQUISITES, ADVISORIES
FLOW CHART

WITHIN DISCIPLINE (other than for a computational or communication skill PCA)

CONTENT REVIEW

IF DELETING, OR MODIFYING, SO NOTE ON PCA SUMMARY FORM AND COURSE REVIEW PROPOSAL FOR AP&P REVIEW

ACROSS DISCIPLINE (other than for a computational or communication skill PCA)

IF THE COURSE IS A 100 LEVEL TRANSFER COURSE

Confirmation of three UC/CSU campuses which require the same prerequisite (or equivalent) for the course.

FOR A 100 LEVEL TRANSFER COURSE THAT DOES NOT HAVE A PARALLEL CSU/UC course

Content Review

FOR A NON-TRANSFER COURSE

Content Review

IF DELETING, OR MODIFYING, SO NOTE ON SUMMARY FORM AND COURSE REVIEW PROPOSAL FOR AP&P REVIEW

Completed forms and all backup documentation should be maintained at the department. Transfer conclusion information to the Program Evaluation PCA Summary Report.

LIMITATION ON ENROLLMENT

Identify the reason for the restriction (health and safety, not a major degree core requirement or graduation requirement for which there is no alternative course..

IF ADDING, DELETING, OR MODIFYING, SO NOTE ON PCA SUMMARY FORM AND COURSE REVIEW PROPOSAL FOR AP&P REVIEW

ACROSS/WITHIN DISCIPLINE COMMUNICATION OR COMPUTATION SKILLS

CONTENT REVIEW with further levels of scrutiny, i.e., student survey, UC/CSU comparison, additional statistical information

IF ADDING, DELETING, OR MODIFYING, SO NOTE ON PCA SUMMARY FORM AND COURSE REVIEW PROPOSAL FOR AP&P REVIEW

Completed forms and all backup documentation should be maintained at the department. Transfer information to the PCA Summary Form.

CONTENT REVIEW
WITHIN THE SAME DISCIPLINE OR ACROSS DISCIPLINES

Course Prefix and Number _____

Department_____ Responsible Instructor_____

PCA being reviewed: _____ Type: _____
<center>Use one form for each prerequisite/corequisite/advisory if the course has more than one</center>

Review Team (Recommended: four instructors; preferably two of whom teach the course being reviewed; one who teaches the preceding course, and one who teaches the subsequent course, as appropriate)

_____   _____

_____   _____

Recommended Materials:
1. Course outline for course being reviewed preceding course and subsequent course
2. For each course, current text, typical tests, sample projects, quizzes, and any other relevant evaluation tools as used within the courses and evidenced by the course outline, written grading standards (possibly from syllabus).
3. EVA report from Computer Services reflecting student success based on completion and noncompletion of prerequisite course.

Process:

1. <u>Examine objectives of course being reviewed</u>. Are objectives current? _____
Will student successfully completing this course have a reasonable chance of success in subsequent course? _____

2. <u>Examine objectives of preceding course</u>. Are the objectives equivalent of the entrance skills necessary to succeed in the course being reviewed? _____

3. <u>Examine the evaluation tools used within the course.</u> Do the tests, quizzes, projects, assignments reflect skills which the student would have acquired in the preceding course? _____

4. <u>Examine the text used for the course</u> Does the textbook require a base of knowledge the student would have obtained in the preceding course? _____

Based on the attached documentation, it is the recommendation of the faculty that:

____ The prerequisite/corequisite/advisory is appropriate.
<center>(circle one)</center>

____ The prerequisite/corequisite/advisory should be deleted.
<center>(circle one)</center>

____ The prerequisite/corequisite/advisory should be modified.
<center>(circle one)</center>

____ The course outline should be modified to reflect outcomes of content review, and to include entrance/exit skills.

_____   _____
Initiator   Date   Department Chair   Date

Approved:_____,Academic Dean -- Date_____

Completed forms and all backup documentation should be maintained at the department. Transfer information to the PCA Summary Form.