

# Prerequisite Survey

## Frequently Asked Questions

The Prerequisite Survey is a direct result of a title 5 change (55003) that was made in 2011 pertaining to prerequisites and corequisites. Following is a list of Frequently Asked Questions “FAQ” that we hope will provide you with some support should you have questions.

**1. Is this a new report? I don't remember doing this before.**

**Answer:** This is the third year we have requested this report as it was established in response to the title 5 changes three years ago (55003(i)). Please record the prerequisites or corequisites that were established from July 1, 2013 until June 30, 2014. Include ONLY courses for which you received the Course Control Number within this period.

**2. Should we include deletions of pre/corequisites?**

**Answer:** No. Deletions of pre/corequisites are NOT to be included in the survey report, just additions.

**3. If we established new pre/corequisites for a course, should all existing ones for that course also be included?**

**Answer:** No. Even if there are existing pre/corequisites, only include the new ones that were established from July 1, 2013 until June 30, 2014.

**4. Should the list only include English and Math prerequisites or corequisites established outside a curricular area?**

**Answer:** The list should include ALL prerequisites or corequisites established, for any reason from July 1, 2013 until June 30, 2014.

**5. Our Board passed the course but we have not yet received our Course Control Number (CCC000) from the Chancellor's Office (for either the course or its pre/corequisite). Should we still include that course in this year's survey?**

**ANSWER:** No. If you do not have complete information, include the course on next year's survey, not this one.

**6. How do we report a scenario in which a single pre/corequisite could be satisfied using one of two courses where one is an honors version of the course (ex. 101H) and the other is the non-honors version (ex. 101)? The courses are essentially the same but they have two distinct Course Control Numbers (CCC000...). Should these two courses be entered separately on the prerequisite report?**

**ANSWER:**

1. Yes. Please enter these as two separate courses.
2. In the "Requisite Course Title" field, put an "OR" before the title in both courses.
3. Please use the "Special Notation" field to explain the "OR" relationship of this requisite course. This will alert the Chancellor's Office to look closely at courses with an "OR" in front of the title.

**7. Can we have an extension on the deadline for this report?**

**Answer:** The deadline for the report is noted in title 5 (55003(i)), therefore we have no discretion in providing an extension. A report will be run for the September BOG meeting. If colleges have not responded, we will simply list that the information was not submitted by the college. Please remember that you may turn in the report early. ☺

**8. We have been working under the impression that we could set English prerequisites for new courses with content review to be followed up with statistical analysis within two years, based upon the 2011 Guidelines for title 5 regulations, section 55003.**

**Answer:** Your assumption/impression is correct IF that is what your local policy states. On the form you should select the "with statistical validation" drop down choice.

**9. I understand the sequence issue, but in a few cases we have courses that are cross-listed. The prerequisite/corequisite obviously is in the same discipline for one of the courses, but may not be for the cross-listed course. Is this still considered okay as part of the sequence?**

**Answer:** I would consider the course the same course and that you are meeting the prerequisite by "in a sequence" and "content review."

**10. What about courses that are within a discipline but not necessarily in a sequence?**

**Answer:** If the prerequisite/corequisite is within the discipline, it should be coded as "in a sequence" as content review would be a proper method. If the prerequisite/corequisite is outside of the discipline, the process of establishing the prerequisite/corequisite cannot be "content review."

**11. A college may have requisites in Engineering Technology for an Engineering Technology course, but may also have a similar Machine Technology course listed as an acceptable alternative requisite. Is that still considered part of a sequence even though technically in another discipline?**

**Answer:** Technically, a course must be in the same discipline to be considered in a sequence, not a related discipline. This would be a difficult one to establish without some sort of statistical validation, if you are using the old policy. With the new policy, there would be more acceptance of using “content review” alone to establish the prerequisite.

**12. Does the requirement for annual submission of approved prerequisites include noncredit?**

**Answer:** The regulations regarding prerequisites only apply to credit courses.

**13. Where can I find more information, including slides from past presentations and examples?**

**Answer:** See the resources on the left side of the website, under “Prerequisites.”

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum.aspx>