

COS Curriculum Committee Requisite Guidelines

Purpose statement:

In order to maintain consistency in the college catalog and ensure the language for prerequisites, corequisites, and advisories is easily accessible to students, the curriculum committee recommends the following language be used when adding or editing the prerequisite, corequisite, and/or advisory fields in Courseleaf CIM. Where nonstandard language is used, it may be edited in workflow by the Academic Resource Specialist in order to maintain consistency between course outlines and the catalog. The language below has been vetted and approved by the Catalog and Curriculum committees.

Prerequisites:

Prerequisites should use the following standard phrases:

- [Course] or equivalent college course with a minimum grade of C
- [Course] or eligibility as determined by COS Placement Procedures
- [Course] or eligibility for [Alternate Course] as determined by COS Placement Procedures
- [Course] or equivalent knowledge and/or skills as determined by departmental assessment
- [Course] or equivalent knowledge and/or skills as determined by division assessment

When entering the prerequisite course, use the complete course code, with the subject area in all capital letters (for example: use ENGL 001, not English 1 or Engl 1). Where multiple phrases are required, follow the order in the list above. For example:

- MATH 230 or equivalent college course with a minimum grade of C;
OR eligibility for MATH 035 as determined by COS placement procedures.

For courses with multiple prerequisites, all of which are required, use “and.” For courses with multiple possible prerequisites, where students may select the most appropriate option, use “or.” For example:

- MATH 135 and MATH 154 or equivalent college course with a minimum grade of C;
OR eligibility as determined by COS placement procedures. (students must take both MATH 135 and MATH 154 prior to enrolling, or may place directly into the course).
- MATH 135 or MATH 154 or equivalent college course with a minimum grade of C;
OR eligibility as determined by COS placement procedures (Students may take either MATH 135 or MATH 154 prior to enrolling, or may place directly into the course).

For prerequisites that may be taken concurrently, include the course in the prerequisite field, with the corequisite language “[Course]: may be taken concurrently” (see corequisite section below).

For example:

- CULN 222 and NUTR 107 or equivalent college courses with a minimum grade of C. NUTR 107 may be taken concurrently.

Corequisites:

Corequisites should use the following standard phrases:

- [Course] may be taken concurrently

- [Course] must be taken concurrently

The chancellor's office guide to corequisites indicates that "a student is required to enroll in a corequisite simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course." Language provided above is designed to distinguish between those cases where a student is simply *permitted* to take a course concurrently, and those cases where concurrent enrollment is a *requirement*.

Advisories:

Advisories should use the following standard phrases:

- Successful completion of [Course] is recommended prior to enrollment
- Concurrent enrollment in [Course] is recommended

The advisory field should not be used to refer to general skills, guidelines, or preparatory requirements, such as "Students should be able to write effectively" or "students should have strong preparation in Math." This language is more appropriate in other areas of the outline, such as the course description.