Foothill College

**Content Review Process & Form for Prerequisites and Co-requisites (“Requisites”)**

**Number & Title of Target Course**:

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The “Target Course” is the one that has or will have the requisite.

**Faculty participants in this content review process\*:**

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*\*If the Content Review requirement is waived (satisfied by A1 or A2 below) only one faculty participant is necessary. Otherwise, at least two faculty from the target course discipline or related discipline must participate.*

*In order to ensure that limitations on enrollment are both appropriate and necessary for student success, Title 5 requires faculty to complete a rigorous content review whenever new pre- or co-requisites (“requisites”) are being considered for a course. Rigorous content review of requisites must also be completed during the regular Title 5 compliance review cycle.* ***It is imperative that discipline faculty work with their college curriculum committee reps during this process****. For guidance regarding how to identify a course that may need a requisite review the document, “How to Identify Courses that May Need Pre- or Co-requisites."****Please Note****: Content review is* ***unnecessary*** *if the course is part of a closely related lecture and laboratory pairing within a discipline (e.g. anatomy laboratory course is co-requisite with anatomy lecture course).*

**Type of Requisite (Prerequisite or Corequisite); Number & Title of Requisite Course(s)\*\***

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***\*\**** *This information should be completed after discussions and the remainder of the form has been completed.* ***Note:*** *If more than one requisite meets this/these criterion, all may be listed.*

**A. The Content Review requirement may be satisfied by one of the following:**

1. Do baccalaureate institutions require a particular requisite(s) for articulation? If so, **please cite** the institution, the requisite course number and title here:

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You do NOT need to complete the remainder of the content review form, but you must attach documentation. See the Articulation Officer for assistance. The documentation may be one of the following depending on the baccalaureate institution:

* 1. The catalog entry from the baccalaureate institution that details the requisite(s).
	2. A letter from the baccalaureate institution validating the requisite(s).
	3. Other (at the discretion of the Articulation Officer).
1. Is a particular requisite required by statute or regulation? If so, please cite the regulatory authority and the statute number or reference here:

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You do NOT need to complete the remainder of the content review form, but must attach a copy of the statute or regulation with the authority's heading.

**B. Additional Considerations:**

1. Does De Anza College offer an equivalent course?

a. If so, what is the De Anza course number?

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b. If so, does their equivalent course have a requisite\*\*\*? What is it?

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\*\*\**If an appropriate pre- or co-requisite course is identified and supported by institutional research via the content review process outlined below, discipline faculty are strongly encouraged to consult with De Anza discipline faculty, as implementing a prerequisite on a course at one college and not the other may have unintended consequences on enrollment.*

2. Is there a C-ID descriptor for the target course?

* 1. If yes, what’s the C-ID number?

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b. If there is a C-ID descriptor, does it require a requisite? If yes, what is it?

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 ***Note:*** *If the C-ID descriptor requires a requisite, faculty should consider possible ramifications of adding the requisite to the equivalent Foothill course*. *In addition,* *the presence of a requisite on a C-ID descriptor does not remove the requirement for content review.*

**C. Establishing New Requisites**

1. Identify the skills and knowledge students must have prior to enrolling in the target course and list them here (these may be contained in Section 2 of the requisite course’s COR):

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2. Contact your Division Curriculum Rep to ensure they announce the proposal to implement the requisite at the next CCC meeting. This is to ensure faculty in other divisions/departments are made aware of the proposed requisite and have time to register feedback/concerns BEFORE the requisite is fully adopted. Document the date of the CCC meeting here:

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3. Is the requisite a new course? If so, please state this below and then skip to the signature section, Section D. If not, please Contact the Institutional Researcher to gather and analyze data comparing success rates for students who have completed versus those that have not yet completed the identified prerequisite and document here.

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**D. Previously Implemented Requisites**

1. Contact the Institutional Researcher to gather and analyze student success data disaggregated according to race, ethnicity, gender, age, economic circumstances and disability. Document methodology and findings here:

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2. Review course syllabi (at least one from each faculty who taught a section in the previous year) and artifacts such as exams, assignments and grading criteria. Use the following space to document which of these provides explicit evidence that the identified requisite skills are necessary in ALL sections being offered.

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***Note****: If you cannot find evidence that the requisite skills are necessary* ***in every section*** *of the course, the requisite cannot be imposed. If the requisite is to remain in place, discipline faculty should collaborate with their CCC reps and their dean to agree on a plan to ensure that all sections are held to the same rigor necessitating the requisite*.

**D. Signatures and Submission**

1. If the Division CC determines that the identified requisite is necessary and appropriate for student success, the Division Curriculum Committee will consult with the Division Dean, Vice President of Instruction and Institutional Researcher to assure that the college is offering sufficient numbers of courses, with or without requisites, to accommodate the educational needs of our students.

2. The Division CCC rep(s) will notify the CCC of the new requisite at the next CCC meeting.

**Submit this completed form and appropriate attachments to your**

**Division Curriculum Committee for review and approval.**

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| Target Discipline Faculty Signature: |  | Date: |  |
| Target Discipline Faculty Signature: |  | Date |  |
| Requisite Discipline Faculty Signature: |  | Date |  |
| Division CC Review & Date of Approval: |  |
| Division Dean Signature: |  | Date |  |
| Division CC Rep Signature: |  | Date |  |
| Articulation Officer Signature: |  | Date |  |