

TO: Chief Instruction Officers

FROM: Raul Arambula
Dean of Educational Services and Support Division

RE: Survey of Prerequisites/Corequisites Implemented during the 2024-25 Academic Year

This is a notification for the submission to the Chancellor's Office, the 2024-25 required California Code of Regulations (CCR) title 5 survey of colleges related to prerequisites/corequisites that were implemented in the 2024-25 academic year. The specific title 5 section is cited below:

As stated in section **55003(i) of title 5**, "....each year districts choosing to establish prerequisites, corequisites or advisories shall submit to the Chancellor's Office in the manner specified by the Chancellor the prerequisites and corequisites that were established during the prior academic year. Districts shall also specify the level of scrutiny, i.e., content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (e) of this section, used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established."

The Chancellor's Office will again be using an online process (Alchemer) to collect the data. If you do not have any requisites to report, you still need to complete questions one, two and three. For each requisite established in 2024-25, you will need to provide the following information:

- Course Title: Enter the course title as used in the Curriculum Inventory (CB02).
- Course Control Number: Enter the Course Control Number as assigned for the course by the Curriculum Inventory (CB00).
- Type of Requisite: indicate type of requisite applied to the course.
- Requisite Description: provide description of how the requisite functions.
- Level of Scrutiny: provide the level of scrutiny used to establish the requisite.
- Requisite Course Title: Enter the course title for the requisite course as used in the Curriculum Inventory (CB02).
- Requisite Course Control Number: Enter the Course Control Number as assigned for the requisite course by the Curriculum Inventory (CB00).

Question #4 of the survey will prompt you to upload your report with the above information. An excel template has been provided that must be uploaded into your survey.

To start the survey, [please click here](#).

Resources

More information regarding requisites can be accessed by downloading a PDF copy of the [Guidelines for Title 5 Regulations Section 55003](#).

Requested Action for All Colleges

- Complete the online survey no later than COB July 1, 2025

Questions regarding this report should be directed to Prerequisites Corequisites and Advisories Program PCAP@CCCCO.edu.

cc: Rowena Tomaneng, Deputy Chancellor
Yvonne Lopez, Analyst, Educational Services and Support Division