



## Procedure 501-04 Prerequisites and Placement

Sponsor: Student Services

### Purpose

This procedure describes how prerequisites, corequisites, and placement measures are used at Coconino Community College.

### Definitions

Corequisite: A requirement that must be completed simultaneously. Generally, this refers to two or more courses that must be completed in the same academic term.

Placement Measure: A standardized measure such as a test score or high school grade point average (GPA) that is used to determine academic preparedness for a course or program.

Prerequisite: A requirement that must be completed before a student begins a particular course or program. Prerequisites can be either courses or placement measures. When a course or program has a prerequisite, it means that a student must have certain knowledge or meet certain requirements to be successful.

Pre/Corequisite: A requirement that may either be completed before or at the same time as a particular course or program.

### Procedure

#### Determination of Prerequisites and Corequisites

Prerequisites and corequisites are determined by qualified faculty and approved through the curriculum process. Changes to prerequisites and corequisites take effect at the beginning of the catalog year unless an exception is approved by the Curriculum Committee and appropriate timely communication to students takes place.

#### Types of Prerequisites and Corequisites

Prerequisites and corequisites are listed in the CCC Catalog within course and program descriptions and can include a variety of types.

1. *Course*: A course that serves as a prerequisite or corequisite to another course must be successfully completed with a passing grade unless otherwise specified. The registration system will allow a student to register for a course in the next term if they are currently enrolled in the prerequisite course(s). Any student who fails a prerequisite course must retake it and receive a passing grade before taking the subsequent course.
2. *Placement Measure*: CCC has adopted the use of a variety of metrics to assess academic readiness. These measures are listed on the CCC website under "Course Placement." Each placement measure has various cutoff scores specified to qualify for placement into different levels of courses.
3. *Compliance Requirements*: Some programs and courses require background checks, health screenings, professional certificates, or other items to qualify based on professional standards

and/or state and federal statutes. These requirements are listed in the CCC Catalog where applicable.

#### Enforcement of Prerequisites and Corequisites

Program prerequisites and corequisites for restricted-admission programs are enforced during the program application process. Course prerequisites and corequisites are enforced during the registration process. The registration system will not allow a student to register for a course if they do not meet the prerequisites and/or corequisites of the course.

Students who have met prerequisites and corequisites through coursework at another regionally accredited institution or through tests taken outside of CCC must follow the transfer evaluation process for their transfer coursework and test scores to be evaluated and entered into the registration system (See Procedure 501-07 Transfer and Evaluation of Credit to the College). The registration system will then allow these students to register for courses with prerequisites they have met. If prerequisites and corequisites have been met in this manner but transfer coursework and test scores have not yet been evaluated and entered into the registration system, students will be prevented from registering for such courses and shall seek a prerequisite or corequisite exception through Registration & Enrollment Services.

#### Prerequisite / Corequisite / Placement Waivers

Prerequisites and corequisites, including both courses and standardized placement measures, can only be waived by qualified faculty in consultation with their supervisor and Registration & Enrollment Services (see Procedure 501-16 Awarding of Degrees and Certificates for course substitution or course waiver requirements). Registration & Enrollment Services publishes guidance for students seeking waivers.

#### **References**

Procedure 501-16 Awarding of Degrees and Certificates

Procedure 501-07 Transfer and Evaluation of Credit to the College

#### **Procedure History**

08/2002	New
04/2004	Revised
01/2007	Revised
05/11/2011	Reformatted
03/30/2021	Revised, Renamed (Placement, Proficiency, and Prerequisites) and Approved by Executive Leadership Council
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

#### **Legal Review**

None