AP 5052 Open Enrollment

Reference: Title 5, Sections 58106, 58108

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and corequisites, or due to other non-evaluative, practical considerations as determined by the Assistant Superintendent/Vice President for Instructional Services.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the district, except as provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment — the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, and P.O.S.T. Academy, and the Firefighter I Academy.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except and provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment — the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, and P.O.S.T. Academy and the Firefighter I Academy.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

- The District is not following its enrollment procedures.

- The basis for the limitation does not in fact exist.

A. Prerequisite or Corequisite Challenge Process

Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the class, as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be
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allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

B.  Grounds for challenge shall include any of the following:

Grounds for challenge of specific prerequisites include any of the following:

1.  The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite. Students claiming completion of the equivalent to the prerequisite through completion of a similar requirement at another institution, or through other means, shall follow the equivalency approval procedure in Section B.

2.  The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites.

3.  The prerequisite or corequisite is in violation of Policy 6156.5.

4.  The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

5.  The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

C.  The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan (SEP).

D.  The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
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1. Matriculation Prerequisite/Corequisite Appeals Process
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Reference:    Title 5, Sections 58106, 58108

E. For challenges concerning academic qualifications (as described in section A.1 a of this policy), the initial determination shall be made by an individual knowledgeable about the discipline, preferably someone qualified to teach in the discipline, but not the person who is the instructor of the section in which the student wishes to enroll.

1. The student shall submit a petition, including evidence in support of the petition, to the appropriate division dean/director.

2. The division dean/director shall make a determination on the merits of the petition, in consultation with appropriate faculty knowledgeable about the discipline, preferably faculty qualified to teach in the discipline, but not the instructor of the section in which the student wishes to enroll.

3. If the student is dissatisfied with the decision of the division chairperson/director, a request may be made to the division dean/director for review by the Matriculation Appeals Committee.

F. For challenges based on non-academic grounds (section B.1.b through B.1.e of this policy), the student shall submit a petition, including evidence in support of the petition, directly to the Matriculation Appeals Committee.

G. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

H. The Matriculation Appeals Committee shall conduct its proceedings in accordance with the following:

1. The committee shall judge the relevancy of evidence and make its findings according to the evidence.

2. The committee shall make recommendations for the disposition of the petition and maintain records of all petitions and appeals.

3. The decision of the committee shall be final. The chairperson shall notify the student and the Matriculation Coordinator, the Assistant Superintendent/ Vice President, the

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Vice President of Student Services, or the Curriculum Committee Chairperson, as appropriate, of the decision of the committee.

I. Prerequisite Equivalency Declaration Process

1. Any student who does not meet a class prerequisite or corequisite, but who believes he or she has completed the equivalent of the prerequisite or corequisite at another institution or has met the prerequisite or corequisite standard through some other means, may seek entry into the class by filing a Petition for Declaration of Course Equivalency with the Registrar. Students filing a petition will be allowed to enroll in the course pending the disposition of the petition, if space is available at the time the petition is filed.

2. The instructor of the course in which the student is enrolled will review the Petition for Declaration of Course Equivalency and make a determination as to whether the equivalency will be accepted. The instructor will notify the student and the Registrar if the petition is denied and the student will be removed from enrollment in the course.

3. Denial of a Petition for Declaration of Course Equivalency may be appealed to the Matriculation Appeals Committee. The student may remain enrolled in the class while the Committee considers the appeal.