

PREREQUISITES AND CO-REQUISITES CLEARANCE PROCESS

OCC enforces prerequisites and corequisites at the time of registration. It is the student's responsibility to determine if a course they wish to take has a prerequisite prior to their assigned registration appointment. Students can determine if a course has a prerequisite by visiting the online class schedule and selecting the CRN number of the course.

Students may be cleared in the registration system for enforced prerequisites and corequisites in the following ways:

- Successfully completing the prerequisite/co-requisite at OCC.
- Placing into the course via the assessment process.
- AP Scores of a score of 3 or higher in AP Calculus AB, AP Calculus BC, AP English Literature and Composition, AP English Language and Composition exam, AP Psychology.
- Successfully completing the equivalent prerequisite/corequisite with a "C" or better at another regionally accredited college/ university and submitting transcripts to verify successful completion.

To initiate the clearance process, students must submit the Clearance Request Form (<https://occssp.formstack.com/forms/clearancerequest/>) and upload the appropriate documentation (official or unofficial transcripts and/or test scores). Students may submit unofficial transcripts for prerequisite and corequisite clearance only, but must submit official transcripts to receive course credit/units. In order to avoid registration difficulty, students must submit the form in a timely manner prior to their registration date.

If a prerequisite/co-requisite course equivalency is denied, students have the right to challenge a course prerequisite or co-requisite in accordance with Title 5, Section 55201. Students who wish to challenge a prerequisite based on previous experience or knowledge must contact the respective division office to obtain and complete a Challenge Form. The initial burden falls upon the student to show that grounds exist for the challenge. A grade lower than a "C" in a prerequisite course may not be challenged through this process. Grades of "C-" do not meet the "C" grade or better requirement as defined for this purpose. Decisions on challenges of prerequisite/co-requisite course listings will be made by a committee of two College instructional staff members, at least one of whom will be a faculty member knowledgeable about the discipline, but not the faculty member assigned to teach the course section for which the challenge is being made. All decisions are final.