



PREREQUISITE CHALLENGE FORM

Last Name: _____ First Name: _____ SSN: _____ - _____ - _____

Date Submitted: _____ Phone: _____ (_____) _____

Street Address: _____ City _____ ST _____ Zip _____

*A separate form must be completed for each course you wish to enter. **All forms must be submitted to the Office of the Vice President of Student Services (Counseling/Administration Building). Return to the Office of the Vice President, Student Services 5 working days after submitting the form to receive the challenge decision. The last day to submit a prerequisite challenge form is the end of the first week of classes. Use back for additional comments/explanations.***

Course I wish to enter and Section Number: _____	Prerequisite, corequisite, or limitation on enrollment I wish to challenge: _____
--	---

Challenge Categories

Please circle the number which applies to your challenge:

- 1. **Challenging the prerequisite, corequisite, or limitation on enrollment on the grounds that the course has not been made reasonably available and the student will be unduly delayed in achieving an educational goal.** A Dean of Student Learning or designee shall determine within 5 working days whether the required course was reasonably available, and if not, shall waive the prerequisite for the term. *Students wishing to appeal the decision of the Dean or designee may do so by meeting with the Vice President, Student Learning or designee.*
- 2. **Challenging the prerequisite, corequisite, or limitation on enrollment based on my knowledge or ability to succeed in the course despite not meeting the stated conditions of enrollment (student documentation required).** I understand that I must attach documented evidence in support of the challenge. A Department Chair will arrange for an instructor to evaluate the documentation and will render a decision within 5 working days. It is the student's responsibility to contact the office for the results. *Students wishing to appeal the decision of the Instructor may do so by meeting with the Dean of Student Learning responsible for the course being challenged.*
- 3. **Challenging the prerequisite, corequisite, or limitation on enrollment on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation required).** The Dean of Student Services or designee shall review the challenge and provide written notification to the student within 5 working days. *Students wishing to appeal the decision of the Dean of Student Services or designee may do so by meeting with the Vice President, Student Services or designee.*
- 4. **The prerequisite, corequisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner (student documentation required).** I understand that I must present documented evidence in support of the challenge. The Dean of Student Services or designee will review the evidence and provide written notification to me within 5 working days. *Students wishing to appeal the decision of the Dean of Student Services or designee may do so by meeting with the Vice President, Student Services.*
- 5. **The prerequisite is designed to protect health and safety and the student can demonstrate that he/she does not pose a threat to himself/herself or others.** I understand that I must present documented evidence in support of the challenge. The Dean of Student Services or designee will review the evidence and provide written notification to me within 5 working days. *Students wishing to appeal the decision of the Dean of Student Services or designee may do so by meeting with the Vice President, Student Services.*

It is the responsibility of the student to provide compelling evidence (documentation) to support the Challenge.

Student Signature: _____

Upon completing this Challenge form you may enroll in the course by presenting this form at the Office of the Vice President of Student Services during registration. If this Challenge form is not upheld, you will be dropped from the course. If no space is available in the course when the Challenge is filed and, if the Challenge is upheld, you will be permitted to enroll in the subsequent term provided that space is available when you register.

For Official Use Only:

Initial Review: approved not approved Date: _____

Comments: _____

Reviewer's Name: _____ Signature: _____

Appeal: approved not approved Date: _____

Comments: _____

Reviewer's Name: _____ Signature: _____

PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, AND LIMITATIONS ON ENROLLMENT

Definitions

Prerequisite – A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course. Prerequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure). A student must complete a course prerequisite with a satisfactory grade (i.e., a grade of A, B, C, or CR).

Corequisite – A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

Advisory on recommended preparation – A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Limitation on enrollment – A condition of enrollment which limits how students qualify for a particular course or program. These limitations apply to courses that include public performance or intercollegiate competition where a try-out or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program, Respiratory Therapy Program. Limitations on enrollment are enforced and a student will be blocked from enrolling if the student does not meet the stated limitation (see below for challenge procedure).

Challenge Procedure

A prerequisite, Corequisite, or limitation on enrollment challenge requires the submission of a Prerequisite Challenge Form. This form can be obtained from the Counseling Center or from the Office of the Vice President of Student Services located in the Counseling/Administration Building. A student may file a Prerequisite Challenge Form for one or more of the following reasons.

- 1) A prerequisite or Corequisite is not reasonably available;
- 2) The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes;
- 3) The student believes the prerequisite is discriminatory or being applied in a discriminatory manner and has documentation for such a claim; or
- 4) The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
- 5) The student can document that he/she does not pose a health or safety threat to himself/herself or others.

Upon completing this challenge form the student may enroll in the challenge course by presenting this form at the office of the Vice President of Student Services during registration. If this challenge is not upheld, the student will be dropped from the course. If no space is available in the course when the challenge is filed and, if the challenge is upheld, the student will be permitted to enroll in the subsequent term provided that space is available at the time the student registers.

COMMENTS:
