



## CHALLENGE PROCEDURES

### - General Information -

VVC is **required** by the State of California to enforce course prerequisites. We believe completing prerequisites before enrolling in higher level courses will ensure your success as a student. If you have taken the prerequisite at another school, you must complete the “prerequisite equivalency” section of this form. If you wish to **challenge** the prerequisite based on your knowledge or ability, you must provide an explanation on the “prerequisite challenge” section of this form. This may necessitate **providing documentation, which should be attached to your form.**

- Upon submission of this challenge petition, an Admissions & Records staff member may forward the petition to the corresponding Department Dean/Chair for review.
- Once the petition is returned to the Admissions & Records office, the action determined by the Department Chair or Division Dean will be upheld.
- An approved petition will allow the student to enroll into the class or the waitlist.
- Denied petitions require the student to be removed from the waitlist.
- The student will be notified by email of the petition outcome.
- The student should contact the Division Dean for appeals to this challenge petition.
- Petitions will not be accepted if a student has an academic or administrative hold on his/her record.

### CHALLENGE OPTIONS:

You may challenge the prerequisite for the course you wish to enter by choosing one of the following options:

1. **Knowledge or ability to succeed:** You believe you can succeed in the course without meeting the prerequisite based on knowledge or ability gained outside of the classroom. The challenge (and documentation) will be reviewed by the appropriate department.
2. **Invalid prerequisite:** You believe the prerequisite is not valid because it is not necessary for success in the course for which it is required. You understand the faculty of the department and the college’s Curriculum Committee have considered and approved the prerequisite. The Department Chair or Division Dean will determine whether the required course is necessary for success in the target course.
3. **Prerequisite course not available:** You believe the prerequisite course was not made reasonably available. The Department Chair or Division Dean will determine whether the required course was reasonably available.
4. **Prerequisite is discriminatory:** You believe the prerequisite is discriminatory or is applied in a discriminatory manner. The area Department Chair or Division Dean will review the evidence submitted.
5. **District process:** You believe the prerequisite was not established in accordance with the district’s process for establishing prerequisites and co-requisites. The Department Chair or Division Dean will determine whether or not establishment of the course prerequisite followed district policy.
6. **EAP Math “Conditional” status process:** If your EAP Math status is conditional, a copy of your EAP results (both pages) AND a copy of high school transcripts showing successful completion of a math course at the level of Algebra II or higher in the senior year must be attached.
7. **EAP English or Math “Ready” process:** If your English or Math EAP has a status of “Ready” and VVC does not have your English or Math EAP on file, complete the challenge form and attach a copy of your EAP results (both pages).



# VICTOR VALLEY COLLEGE PREREQUISITE EQUIVALENCY/ CHALLENGE FORM

Office Use Only	
	Initials /Date
<input type="checkbox"/> Registered	_____
<input type="checkbox"/> Notified (if denied)	_____

Name _____ (Please print)	Student ID# _____	DOB _____
Address _____	Email _____	
City/State/Zip _____	Phone# _____	

**COURSE TITLE I WANT TO ENROLL IN:** \_\_\_\_\_  
Example: Math 90

**The VVC prerequisite course(s) is/are:** \_\_\_\_\_  
Example: Math 50

**CHECK OPTION THAT APPLIES TO YOU:**

I have completed an equivalent course to the prerequisite of this course.

**Transfer Students:** Please provide information on prerequisite course completed with "C" or better.

College/University	Course Title/units	Letter Grade
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**High School Students:** Please provide information on prerequisite course completed with "C" or better. For a completed AP test, provide copy of test scores.

High School	Course Title	Letter Grade
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**A transcript must accompany form upon submission.**

I have *not* completed the prerequisite of this course and I want to **challenge** it based on the following:

- Knowledge or ability to succeed.
- Invalid prerequisite.
- Prerequisite course not available.
- Prerequisite is discriminatory or applied in a discriminatory manner.
- Prerequisite not established in accordance with the district's process for establishing prerequisites/co-requisites.
- EAP Math "Conditional" status. *(follow instructions on reverse side).*
- EAP English "Ready" or Math "ready" status not on file with VVC (follow instructions on reverse side).
- Other \_\_\_\_\_

**Please explain the basis of this challenge and attach any necessary documentation:**

I acknowledge that Victor Valley College has determined that this prerequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite. If this challenge is denied, I will be dropped from the class.

**Student's Signature:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**FOR DIVISION USE ONLY:**

The appropriate faculty have reviewed the student's petition and attached documentation, and based on their recommendation, this petition is: [ ] Approved [ ] Not approved for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_