**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 fill out the prerequisite Equivalency side 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 side of this form. This may necessitate providing documentation (course descriptions, transcripts, assessment scores etc.), which should be attached to your form.

- Upon submission of this challenge petition, an Admissions & Records staff member will forward the petition to the corresponding Department Dean/Chair for review. The Department Dean/Chair has five (5) working days to review the prerequisite/ equivalency and render a decision.

- Once the petition is returned to the Admissions & Records office, the action determined by the Department Dean/Chair will be upheld.

- An approved petition will allow the student to enroll into the class or the waitlist

- A denied petition will prevent you from enrolling in the course.

- The student will be notified by email of the petition outcome.

- Contact the department dean for appeals to any challenge petition.

- Petitions will not be accepted if a student has any academic or administrative holds on their records.

**CHALLENGE OPTIONS:**

You may challenge the prerequisite for the course you may 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 has considered and approved the prerequisite. The Department Chair 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 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 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 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).