



Prerequisite, Corequisite, and Enrollment Limitations Challenge Petition

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Student ID# **A** \_\_\_\_\_

I wish to enroll in: \_\_\_\_\_ Requisite course being challenged: \_\_\_\_\_

Select Challenge Reason: (Challenge criteria listed on the back page)

- 1. Knowledge or ability to succeed in this course
2. Requisite is in violation of the Board Policy
3. Requisite is unlawfully discriminatory
4. Not established in District's Policy
5. Requisite course has not been made reasonably available (infrequently offered)

Please explain your request in detail. Use additional pages if necessary. If you selected Challenge #1, transcripts, samples of previous work, certifications, certificates, and/or letters of recommendation are mandatory supporting documents with this petition.

If the requisite was taken at another college or university, a challenge is not needed. Instead, a clearance must be completed in the Counseling Department. A minimum of "C" or "Credit" must have been achieved.

Submit this completed petition to the appropriate Division Chairperson.

(see 'Forms' webpage under Admissions and Records)

I understand that this requisite challenge must be completed prior to the beginning of the semester. If the petition is approved, it is my responsibility to enroll in the desired class if space is available.

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

Required Signatures:

Division Chair or Designee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approve [ ] Deny [ ] Reason for Approval or Denial: \_\_\_\_\_

Optional: If the request is denied, the student may appeal to the Division Dean.

Division Dean Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approve [ ] Deny [ ] Reason for Approval or Denial: \_\_\_\_\_

FOR OFFICE USE ONLY: Action Taken: [ ] Approved [ ] Denied Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

### **Criteria for Determining Valid Challenges:**

- Challenge #2 The student must show that the requisite has not been established in accordance with the district policies
- Challenge #3 Refer to Title 5, section 55201(f) – See Title 5 information listed below
- Challenge #4 The student must describe how the requisite is either discriminatory or is being applied in a discriminatory manner. Anecdotal information is acceptable.
- Challenge #1 The student must show proof of knowledge by attaching high school or college transcripts, sample of work completed and letter(s) of recommendation. Consent of instructor or counselor is not considered a valid reason.
- Challenge #5 The student must show that the requisite has caused undue delay in attaining educational goals. For example, the college has not offered the course during a reasonable period of time.

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### **How do I file a valid prerequisite/corequisite/enrollment limitation petition?**

The student challenge petition may be obtained from the Admissions and Records office. Take the completed petition and your required supporting documentation to the office of the division in which the challenged course is taught. Examples of documentation are transcripts, samples of previous work, certificates, certifications, and/or letters of recommendation. Attached valid supporting documentation for review and approval.

### **How long does the petition process take?**

A decision should be reached within (5) business days of filing a valid petition.

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### **Title V Regulations (Section 55201f):**

A student may challenge any pre-requisite or co-requisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, of the challenge is upheld, the student shall be permitted to enroll on the course or program in question. Grounds for challenge are:

1. The pre-requisite or co-requisite has not been established in accordance with the district's process for establishing pre-requisites and co-requisites;
2. The pre-requisite or co-requisite is in violation of this article;
3. The pre-requisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or co-requisite;
5. The student will be subject to undue delay in attaining the goal in his or her educational plan because the pre-requisite or co-requisite course has not been made reasonably available; and
6. Such other grounds for challenge as may be established by the district governing board.