

PREREQUISITE CHALLENGE FORM

Name: _____ I.D. #: _____ Date Submitted: _____
Phone: _____ Email: _____

COURSE I WISH TO ENROLL

PREREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE

Please verify the class requirement in the college schedule

Check the box indicating the basis of your challenge:

3 A prerequisite is not reasonably available. I understand that I must take the petition directly to the Director of Matriculation, who shall make a determination whether the required course was reasonably available, and if not, shall waive the prerequisite for the term. The request must be made NO LATER than one week PRIOR to the first day of the term. *Students wishing to appeal the course prerequisite must contact the department chair for approval. **The department chair will submit the completed form to the ASSESSMENT CENTER for processing.***

The student believes the prerequisite is not valid or necessary for the success in the course for which it is required. I understand that I must take the petition directly to the Director of Matriculation, who shall make a determination within five working days. The request must be made NO LATER than one week PRIOR to the first day of the term. *Students wishing to appeal the course prerequisite must contact the department chair for approval. **The department chair will submit the completed form to the ASSESSMENT CENTER for processing.***

The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

I understand that I must take the petition directly to the Director of Matriculation, who shall in conjunction with the Affirmative Action Officer make a decision within 5 working days. The request must be made NO LATER than one week PRIOR to the first day of the term. *Students wishing to appeal the course prerequisite must contact the department chair for approval. **The department chair will submit the completed form to the ASSESSMENT CENTER for processing.***

The student has the knowledge or ability to succeed in the course without meeting the prerequisite.

I understand that I must take the petition directly Department Chair, who shall in conjunction with the Assessment Center will the make a decision within 5 working days. The request must be made NO LATER than one week PRIOR to the first day of the term. *The student must contact the department for approval. **The department chair will submit the completed form to the ASSESSMENT CENTER for processing.***

The student believes it to be unfounded that he or she might cause a health or safety hazard.

I understand that I must take the petition directly to the Director of Matriculation, who shall make a determination within five working days. The request must be made NO LATER than one week PRIOR to the first day of the term. *Students wishing to appeal the course prerequisite must contact the department chair for approval. **The department chair will submit the completed form to the ASSESSMENT CENTER for processing.***

PETITION TO CHALLENGE PREREQUISITE (ATTACH SUPPORTING DOCUMENTATION)

It is the student's responsibility to provide compelling evidence to support the challenge.

I acknowledge that Pierce College has determined that this prerequisite is necessary for the success in the course and that I am taking personal responsibility for succeeding without this prerequisite.

Students Signature _____

<u>For Department Chair Use Only</u>	<u>Additional Information</u>
Date Received _____	
Department Chair Decision: Approved: <input type="checkbox"/> Denied: _____	
Department Chair Signature _____	

Prerequisite Challenge Process

1. Students should be referred to the appropriate department chair to complete the challenge form.

***Note:** Students with previous completed college course work with a "C" or better, should be referred to Counseling to clear the prerequisite/corequisite. **No challenge required**

2. Department Chairs will complete the challenge form *with* the student.

- a. Department chairs should complete section "course I wish to enroll" with the course *subject name* and number (e.g. Math 125).
- b. Department chairs should complete the section "prerequisite or course I wish to challenge" with the appropriate *prerequisite or corequisite* from the official course outline of record (e.g. Math 115).

***Note:** The course of record is currently available in the Electronic Course Development system (ECD) which can be found at <http://ecd.laccd.edu>

3. The department chair should verify that the student selected the appropriate basis for the challenge.

***Note:** Supporting documentation should be submitted with the challenge and attached to the challenge form.

4. The department chair should verify that the student has signed the form.

5. The department chair should complete the bottom section of the form (in the box identified for Department Chair Use only) with the date, whether the challenge was approved or denied, and Chair shall sign the form.

6. The department chair will scan the completed form and all supporting documentation and email the packet to assessment@piercecollege.edu for processing.

***Note:** The challenge form must be scanned and emailed for all challenges whether approved or denied.