

Petition for Prerequisite/Corequisite Challenge

Please read the Prerequisite/Corequisite Challenge Process carefully before submitting this form.

For a decision to be made within 10 working days, this form MUST be submitted NOT LESS THAN TEN WORKING DAYS PRIOR to the beginning of the semester.

Students must also pay for the class at the time of registration.

I have read the "PreRequisite/CoRequisite Challenge Process": _____ (student initial)

INSTRUCTIONS:

- Step One: Obtain and return Challenge Form with all necessary supporting documentation to Admissions and Records. The completed form is then forwarded to the Prerequisite Challenge Committee. **If faxing your petition, fax it to the attention of the Admissions & Records staff person who has been your contact at (209) 588-5337.**
- Step Two: Register for the course at the Admissions and Records Office during your priority registration date or any time after until the semester begins. If the challenge is approved, you will be allowed to remain in the class; if it is denied, you will be dropped from the class.
NOTE: Students must also pay for the class at the time of registration. If you are dropped, you must complete a request for refund with the Business Services Office to have any fees returned to you. An administrative fee of \$10 will be withheld. _____ (student initial)
- Step Three: You will be notified of the Committee's decision by telephone. If denied, reasons and recommendations by the Challenge Committee will be provided.

Date _____ Fall _____ Spring _____ Summer _____
Year Year Year

Student Name _____ Student ID # _____

Mailing Address: _____

Home Phone _____ E-mail: _____

Title of the class you'd like to enroll in (ex. Math 2, Fire 101): _____ Section/Synonym #: _____

On which grounds do you base your challenge?

- (1) The student has the knowledge or skills to succeed in the course or program despite not meeting the prerequisite.
- (2) Other (See the Prerequisite/Corequisite Challenge Process Instruction sheet)

State why you believe your challenge should be upheld. Attach extra sheet if needed and include documentation.

Attach all materials you feel are necessary to support your challenge

(Examples: test scores, college or high school transcripts, verification of work/life experiences).

YOUR CHALLENGE WILL NOT BE ACCEPTED UNTIL ALL SUPPORTING DOCUMENTATION HAS BEEN RECEIVED.

FOR OFFICE USE ONLY

DEAN OF INSTRUCTIONAL SERVICES:

Initials: _____ Date: _____ Approved Denied

Comments:

FACULTY REPRESENTATIVE:

Initials: _____ Date: _____ Approved Denied

Comments:

If this petition is approved, should the student automatically be allowed to register for any other course in which this class is listed as a prerequisite: Yes No

- ❖ "YES" would indicate that the student could register for any course requiring this prerequisite without completing the challenge process again.
- ❖ "NO" would indicate that the student would need to re-petition each time they wanted to register for a course requiring this pre-requisite.

RETURN TO ADMISSIONS AND RECORDS:

Date: _____ Posted by: _____ Student dropped from Class

Student notified: By Phone: _____ By Letter: _____ By email: _____

Date Date Date

Comments:

Columbia College
PREREQUISITE / COREQUISITE CHALLENGE PROCESS

Columbia College has established a process by which any student who does not meet a Prerequisite or Corequisite, or who is not permitted to enroll due to a limitation on enrollment, has a right to challenge the enrollment standard as stated in the College Catalog and Schedule of Classes.

⇒ **HOW ARE PREREQUISITES SATISFIED?**

1) Course Completion:

- All courses completed at Columbia College with a grade of “C” or better automatically update the student’s record to satisfy the prerequisite requirements.
- Official transcripts of courses taken from other accredited institutions must be evaluated by the Transcript Evaluator to determine if the transfer course is equivalent to the Columbia College course prior to registration.
- Advanced Placement scores of three and above can be used to satisfy prerequisite completion. The College Catalog contains a list of approved tests.

2) Assessment (Placement) Scores: Prerequisite requirements in English and mathematics can be met through the completion of the Columbia College assessment tests.

- Students who are exempt from the matriculation process (e.g., those with associate degrees or higher) and high school students are NOT exempt from Prerequisite/Corequisite requirements. Students with associate degrees or higher and high school students do, however, have the option of taking the Columbia College assessment tests as a means of satisfying the prerequisite in English and/or mathematics.
- Students with assessment results from other California Community Colleges need to submit the following to Admissions & Records before registration: test scores and course placement recommendations. If you have questions, call 588-5234.
- High school students with Advanced Placement (AP) scores in English and/or mathematics may have their AP scores evaluated by the Dean of Student Services, Dr. Melissa Raby, to determine if the scores meet the prerequisite requirements.

⇒ **OTHER RELEVANT INFORMATION**

- Transcripts and course descriptions of courses taken in high school, or from institutions where the course content is in question, require review and approval of the Prerequisite Challenge Committee and so **MUST** be processed through the challenge procedure. Supporting evidence must be submitted with a completed Challenge Form.
- A variety of other relevant information, including work experience, may be submitted by the student through the challenge process as evidence of knowledge or skills he or she possesses which would otherwise satisfy the Prerequisite/Corequisite requirement. This information **MUST** be reviewed by the Prerequisite Challenge Committee.
- No person or group of persons, other than the Prerequisite Challenge Committee, has the authority to grant a prerequisite challenge. **The decision of the Prerequisite Challenge Committee is final.**

⇒ **ON WHAT GROUNDS CAN A CHALLENGE BE FILED?**

- The student can challenge the prerequisite/corequisite if he/she feels that based upon work or life experiences they have the equivalent knowledge and skills as those specified in the prerequisite. Adequate documentation which supports this challenge **must** be submitted along with the “Petition for Prerequisite/Corequisite Challenge” form. Such documentation might include (but not limited to) the following:
 - High School transcripts
 - Transcripts from institutions where course content is in question
 - Portfolio of student’s work
 - Evidence of acquired skills and/or knowledge

The petition will be denied by the Prerequisite Challenge Committee if evidence of equivalent knowledge/skills is not provided, is insufficient, or is not deemed to be equivalent to the prerequisite course by the challenge committee.

(Continuing on what grounds can a challenge be filed?)

- Title V, Section 55201 (3) also lists the following as grounds for challenging a prerequisite:
 - 1) the Prerequisite/Corequisite approval did not follow district policy;
 - 2) it is not necessary for success in the course;
 - 3) it is discriminatory;
 - 4) the Prerequisite/Corequisite course has not been made readily available;

Refer to the College Catalog (Academic Policies & Procedures: Prerequisites') or Schedule of Classes for more information.

⇒ **HOW DOES THE STUDENT FILE A CHALLENGE?**

- The student should obtain a "Petition for Prerequisite/Corequisite Challenge" form from Admissions and Records.
- If the student elects to challenge, staff will provide information on the remainder of the process. **A CHALLENGE IS NOT CONSIDERED FILED UNTIL THE STUDENT HAS SUBMITTED THE CHALLENGE FORM AND PROVIDED ALL NECESSARY SUPPORTING DOCUMENTATION.** The completed challenge form and documentation must be returned to the Admissions and Records Office.
- Once the student files a challenge, he or she is allowed to register in the course during their priority registration date or during open registration and should do so immediately. Students must also pay for the class at the time of registration. Filing a challenge **DOES NOT** guarantee a seat in the class.
- If the challenge is approved, the student is allowed to remain in the class; if it is denied, the student will be dropped from the class. **FEE REFUNDS** for classes dropped after denial are processed according to established refund policies and **ARE THE RESPONSIBILITY OF THE STUDENT.** Students should note that the \$10 district administrative fee **WILL BE** withheld from any refund.
- The challenge form and all support documentation is forwarded by Admissions and Records to the Prerequisite Challenge Committee. The Committee consists of the Dean of the area and at least one person qualified to teach in the discipline. Faculty in related disciplines or in the same discipline at another institution may serve as substitutes for committee representatives in single faculty departments. The name of the student is intentionally omitted from the challenge form to insure that no prejudice is used in determining the outcome of the petition.

⇒ **WHAT IS THE TIMELINE FOR PROCESSING CHALLENGES?**

- The College shall resolve any challenge and notify the student within ten working days from the time the petition is filed, provided:
 - 1) **that the student submits the challenge not less than ten working days prior to the beginning of the semester; AND**
 - 2) **all necessary supporting documentation is filed with the Challenge Form.**
- If the student does not submit the petition ten working days prior to the beginning of the semester, the College is under no obligation to resolve the challenge within ten working days. If the challenge is ultimately denied, the student will be dropped from the class. However, the Challenge Committee will try to make every effort to resolve all challenges as quickly as possible and notify the student so that other options may be taken.

⇒ **WHO IS NOTIFIED OF THE DECISION?**

- Students who submit a Challenge Form to Admissions and Records will be notified of the decision first by telephone and email (if appropriate), and then by written letter.
- Once approved or denied, the challenge form is returned to Admissions and Records for processing and filing.

⇒ **WHAT OPTIONS ARE AVAILABLE IF THE PETITION IS DENIED?**

- The student may attempt to enroll in the prerequisite course.
- If the challenge was in the English or Mathematics disciplines, the student may test (or retest) through the Testing Office using the College's approved assessment instrument.
- If the student feels that supporting documentation which might affect the outcome of the petition was **NOT** included in the original challenge, the student may choose to re-petition. The student must follow the steps as outlined above, submitting a new challenge form and including any **NEW SUPPORTING DOCUMENTATION.** A student may re-petition any given prerequisite once.

Please contact the Dean of Student Services, Dr. Melissa Raby, at 209-588-5132 if you have any questions regarding the Challenge procedures as outlined above.

Approved as amended by Curriculum Committee:

Approved as amended by Academic Senate: