REQUISITE CHALLENGE FORM

Name: ___________________________________________ Student ID#: __________________________
Phone: ______________________ Mailing Address: _____________________________________________
City/State/Zip: __________________________ Email: __________________________________________

Desired Section #1: ___________________________ Desired Section #2: ____________________________
Desired Enrollment in ________________________ Session/Semester (Fall, Spring, Winter, Summer)

REQUISITE CHALLENGE PROCEDURES

Check the box that applies to you:

☐ Challenging the pre or corequisite on the grounds that it has not been made reasonably available. *

☐ Challenging the pre or corequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation required). *

☐ The pre or corequisite is discriminatory or applied in a discriminatory manner (student document required). *

☐ Challenging the pre or corequisite based on my knowledge or ability to succeed in the course despite not meeting the pre or corequisite (student documentation required). *

* I understand that I must take the petition directly to the Dean of Instructional Development or designee (Room 820) who shall review the petition, forward it to the appropriate division, and provide notification to the student within 5 working days of the decision of the appropriate division office. I understand that there is no guarantee my petition will be approved.

PETITION TO CHALLENGE PRE OR COREQUISITE

(ATTACH DOCUMENTATION)

It is the responsibility of the student to provide compelling evidence to support the Challenge.

I acknowledge that Cabrillo College has determined that this pre or corequisite is necessary for success in the course I wish to take. I am taking personal responsibility for success in this course without the approved pre or corequisite. Upon filing this Challenge Form I will be administratively enrolled in the challenged class based on section/seating availability. If this challenge is not upheld, I will be dropped from the class and will need to enroll in the pre or corequisite course.

Student Signature: __________________________________________________________

For Official Use Only

Date received from student: __________________________ By: __________________________
Date sent to department for evaluation: __________________________ By: __________________________
Date evaluation is due back from division: __________________________ Date received from division: __________________________

The appropriate instructors have evaluated the documentation and have

___ approved the student’s petition.

___ not approved the student's petition.

Division Dean __________________________ Date __________________________

Reasons noted on back of this form

Challenge Committee signatures and comments are on the reverse side of this paper.
INSTRUCTIONS FOR COMPLETING THE
REQUISITE CHALLENGE FORM

Guidelines for completing the Requisite Challenge Form:

The Requisite Challenge Form states: "It is the responsibility of the student to provide compelling evidence to support the Challenge."

- Complete the attached REQUISITE CHALLENGE FORM and attach documentation evidencing that you qualify for consideration. Immediately bring the completed form to the Instructional Development/Matriculation office (Room 820) for processing.
- If section/seating is available in the course you wish to enroll, you will be enrolled in the class until the Challenge is resolved. If this Challenge is not upheld, you will be dropped from the class.
- The Challenge will be forwarded to the appropriate department/division for evaluation.
- The college has five (5) academic calendar days to evaluate your request.
- You will be contacted by the Instructional Development/Matriculation Office with the results of your challenge.

Documentation may include, but is not limited to, the following items:

1. Transcripts with previous course work.
2. Letter from the student detailing his/her skills and how the skills were obtained.
3. Recent examples of the student’s work that shows mastery of the skills and knowledge in question. English course challenges should include recent essays.
4. If a math and/or English class has been taken at Cabrillo recently, a letter from the instructor.
5. Assessment score, if applicable.

(NOTE: For specific questions regarding the class you are challenging, please go to that Division Office.)

FOR OFFICIAL USE ONLY

Signatures of Challenge Committee:

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

Challenge was approved/denied, the reason for the decision is: ________________________________

________________________________________

________________________________________

Other Comments: ________________________________

________________________________________