

**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 Counseling and Educational Support Services (C&ESS) Division Office/Student Success & Support Program Office (Enrollment Services Building 100, room 103) for processing.
- The Challenge will be forwarded to the appropriate department/division for evaluation.
- The college has five (5) academic calendar days (during the fall and spring semesters) to evaluate your request.
- You will be contacted by the C&ESS Division Office/Student Success & Support Program 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: _____