# 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 Office of Student Success & Support Program (formerly Matriculation Office) or designee (Enrollment Services building 100, room 103) who shall review the petition, forward it to the appropriate division, and provide notification of a decision to the student within 5 working days during the academic calendar year. The academic calendar year is defined by the fall and spring semesters. I understand that there is no guarantee my petition will be approved.

* The challenge process is NOT intended for dissatisfaction about placement test scores nor for challenging a course currently in progress.

## 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.

Student Signature________________________________________________

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### COURSE I WISH TO ENTER

<table>
<thead>
<tr>
<th>Desired Section #1:</th>
<th>Desired Section #2:</th>
</tr>
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### PRE/COREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE:

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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 ____________________________

Challenge Committee signatures, reasons and comments are on the reverse side of this form.
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.)

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**FOR OFFICIAL USE ONLY**

Signatures of Challenge Committee:


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


Other Comments:

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