

CAÑADA COLLEGE
Office of Admissions and Records
Location: Bldg. 9, Rm. 120A

PREREQUISITE CHALLENGE PETITION

DIRECTIONS: Complete this petition with the assistance of a counselor. Print clearly! Return the completed petition, required letter, and documentation to the OFFICE OF ADMISSIONS AND RECORDS.

NAME: _____ Student ID# _____ Date _____

PHONE: _____ STREET ADDRESS: _____

CITY/STATE/ZIP: _____

COURSE I WISH TO ENTER		PREREQUISITE I WISH TO CHALLENGE
Course	CRN	Exact Course Title

**PETITION TO CHALLENGE PREREQUISITE
(ATTACH DOCUMENTATION)**

**The Petition to Challenge and required documentation must be submitted prior to the first day of the term/semester.
It is the responsibility of the student to provide compelling evidence to support the Challenge.**

- Challenge the prerequisite on the grounds that it has not been made reasonably available.**
I understand that I must take the petition directly to the Dean of Counseling and Enrollment Services who shall determine within 5 working days whether the required course was reasonably available. *Students wishing to appeal the decision of the Dean of Counseling and Enrollment Services may do so by meeting with the Vice President of Instruction or designee.*

- 2. Challenging the prerequisite on the grounds that it was established in violation of regulations or in violation of the District-approved process (student documentation required).**
I understand that I must take the petition directly to the Dean of Counseling and Enrollment Services who shall review the petition and provide written notification to the student within 5 working days. *Students wishing to appeal the decision of the Dean of Counseling and Enrollment Services may do so by meeting with the Vice President of Instruction or designee.*

- 3. The prerequisite is discriminatory or applied in a discriminatory manner (student documentation required).**
I understand that I should present documentary evidence to the Dean of Counseling and Enrollment Services who will review the evidence and provide written notification to the student within 5 working days. *Students wishing to appeal the decision of the Dean of Counseling and Enrollment Services may do so by meeting with the Vice President of Instruction or designee.*

- 4. Challenging the prerequisites based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.**
I understand that I must take this petition and a formal letter or paper explaining my knowledge and ability related to the prerequisite course content and how I have acquired my knowledge or ability to succeed in this course directly to the Dean of Counseling and Enrollment Services who will consult with the Division Dean and instructional faculty.

The following professor _____ has evaluated the documentation provided and approved denied the student's petition. Division Dean _____ Date _____

Upon submitting this Challenge you may enroll in the class by presenting this form at registration. If this Challenge is not upheld, you will be dropped from the class.

Student Signature _____ Date _____

Return to the Office of Admissions and Records

FOR OFFICE USE ONLY

Approved Denied Reviewer: _____ Date: _____

COMMENTS: _____

Dean of Counseling and Enrollment Services Vice President of Instruction Instructor Student

COPY: White – Office of Admissions and Records YELLOW – Student PINK – Division