



REQUISITE CHALLENGE FORM

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**COURSE I WISH TO ENTER:**

**PRE/COREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE:**

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 Cabrillos 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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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:** \_\_\_\_\_