

## Prerequisite and Co-requisite Challenge FAQs

1. How do I know if this is the right process to pursue?

- ***If you need the prerequisite class to show as completed and with a grade on your transcripts for transfer to a four-year college or university, you need to use the “Credit by Exam” process, not the Prerequisite Challenge Process. See the catalog for additional information.***
- ***If you have already taken the pre or co-requisite class at another college, you need to submit your official transcripts to the Admissions & Records evaluator to have an approved “equivalency” entered into your academic record. You do not need the Prerequisite Challenge Process.***
- ***If you are challenging a pre or co-requisite because you took the assessment and did not place into the desired level of English or math, you may not use this process to challenge those test results. It is recommended that you study and then re-assess. You can re-assess twice in a six month period. If you initially took the Algebra test and scored low, you might consider taking the Algebra Readiness test. Contact the Assessment Office.***
- ***If you are challenging English 1A, you must first see a counselor, as English 1A is a required course if you are transferring to a four- year university. Not having the English 1A grade on your transcript may reduce your chances of being admitted to the university.***

2. I would like to challenge a prerequisite or a co-requisite. How do I start?

- ***Complete the “Requisite Challenge Form” (link to form is on the “Student Success & Support Program” web page or pick one up at the Student Success & Support Program Office, located in room 103, Enrollment Services building.)***
- ***Attach an essay explaining why you want to challenge the requisite course. How did you obtain the knowledge and skills in other ways that you would have acquired in the pre or co-requisite course?***
  - ***Your request will be reviewed by a Challenge Committee that includes faculty from the discipline, although not by the instructor in to whose class you wish to enroll.***

- ***The Division Dean and Program Chair may also be involved. Write your essay as though you are addressing them and the academic area they represent. They will decide whether or not to approve your request.***
  - ***You need to include enough detail to demonstrate that you already have the knowledge or skills to succeed in the desired class without taking the prerequisite or co-requisite course.***
  - ***It is your responsibility to provide compelling evidence to support your request. A well-organized and well-written argument/appeal will influence a successful outcome.***
3. What types of supporting documentation should I provide?
- ***Unofficial transcripts of previous course work***
  
  - ***Recent examples of your work that shows mastery of the skills and knowledge in the course you are challenging.***
    - ***English course challenges must include recent essays***
    - ***Math course challenges must include examples of recent coursework and a math examination may be required by the Math Program Chair.***
4. How long does the process take?
- ***It takes five (5) academic calendar days (during the fall and spring semesters) to evaluate your request. During the summer and winter sessions it may take longer.***
5. How will I know whether my request is approved or not?
- ***You will be contacted by the Student Success & Support Program Office within five days (during the fall and spring semesters) at the contact information you provided on your petition.***
  
  - ***If the Challenge Committee does not approve your request, it is because they are concerned you will not be successful in your desired class without the skills/knowledge you would gain by taking the pre or co-requisite course.***

Good luck.

Questions? 831-477-3242, Room 103, Enrollment Services Building.

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