



Prerequisite/Corequisite Challenge Form

Golden West College
15744 Goldenwest Street
PO Box 2710
Huntington Beach, CA 92647-2710
www.goldenwestcollege.edu

Last Name First Name MI Student ID Date Submitted

Phone Number Street Address City State ZIP

Course I wish to enter:

Prerequisite or Course Requirement I wish to challenge:

PREREQUISITE/COREQUISITE CHALLENGE

A prerequisite/corequisite challenge requires written documentation, explanation of alternative course work, background or abilities which adequately prepare the student for the course. A *Prerequisite/Corequisite Challenge Form* can be obtained from the Assessment Center or the Admissions and Records Office. Reasons for seeking a *Prerequisite/Corequisite Challenge Form* may include one or more of the following:

Check the box that applies to you:

1. Challenging the prerequisite/corequisite on the grounds that it has not been made reasonably available.
I understand that I must take the petition directly to the Office of the Administrative Director of Student Enrollment Services or designee who shall determine within 5 working days whether the required course was reasonably available, and if not, shall waive the prerequisite/corequisite for the term.

Office Receipt Acknowledgement

2. Challenging the prerequisite/corequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation is required).
I understand that I must take the petition directly to the Office of the Administrative Director of Student Enrollment Services or designee. My petition will be reviewed by the Matriculation Challenge Review Committee who shall provide written notification to me within 5 working days.

Office Receipt Acknowledgement

3. The prerequisite/corequisite is discriminatory or applied in a discriminatory manner (student documentation is required).
I understand that I must present documented evidence to the Office of the Administrative Director of Student Enrollment Services who will forward my petition to the Golden West College Student Grievance Officer. A review of my petition will be made and I will receive written notification within 5 working days.

Office Receipt Acknowledgement

4. Challenging the prerequisite/corequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.
I understand that I must take this petition directly to the Assessment Center who will inform me of the documentation that I must provide to support my request for waiver of the prerequisite/corequisite. I further understand that my request and my supporting documentation will be reviewed by instructors from the appropriate academic area who will provide me with the result of my challenge via email.

Office Receipt Acknowledgement

It is the responsibility of the student to provide compelling evidence to support a *Prerequisite/Corequisite Challenge*. I acknowledge that Golden West College has determined that this prerequisite/corequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite/corequisite.

Please fill out the student information on the back side of this form.

Student Signature: _____ **This request must be made prior to the first day of the term.**

FOR OFFICIAL USE ONLY
Action Taken: _____
Reviewer: _____ Date: _____

Prerequisite Course Challenge Form

Student Name: _____ Student ID#: _____ Phone: _____

Student Email: _____@student.cccd.edu Alternate Email: _____

Course in which student wishes to enroll: _____

Prerequisite course student is challenging: _____

Registration Appointment: Date: _____ Time: _____

1. Take this form to Admissions and Records. They will verify your registration appointment date and time by signing here. (Stamp/Signature) _____
 2. Attach supporting documentation addressing challenge criteria for the prerequisite course being challenged (available at <http://www.goldenwestcollege.edu/assessment/>) then submit this form to the Assessment Center.
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(For Office Use Only: Do Not Write Below This Line)

Assessment Center:

Received: (Date) _____ (Time) _____

Person receiving: _____

Has Student's registration date and time been reached? (Yes) (No)

If yes, list section numbers of desired class currently open: _____

To which Division Dean will this form be sent? _____

By midnight of which date must the results be reported by email? _____

Division Dean:

Challenge Assigned to: _____ (Faculty member/IUA)

Faculty Member's Decision: _____ Accept _____ Deny

Faculty Signature: _____ Date: _____

Faculty: Please send an email stating your decision to (1) the student (2) Admissions & Records (3) Assessment Center (4) Your Division Office. Return this form to the Assessment Center.

Student has 5 business days from date on this email to follow given instructions to petition Division Dean for placement in closed sections.

Prerequisite Challenge Process

To challenge a prerequisite or corequisite, students should: (1) **complete this challenge form** and (2) **attach documentation** of how you meet the criteria required to challenge the course. Obtain specific criteria for each course from the Assessment Center or on the web at <http://www.goldenwestcollege.edu/assessment/>.

It is recommended that the student enroll in the prerequisite class while waiting for the challenge results to ensure that this prerequisite course will remain available to the student should they be denied their petition.

In order to meet the Title 5 section 55201(b)(4) requirements that challenges be resolved in a “timely manner”, the following paragraphs identify times that the challenges will be read each term. Students will be notified of results before each deadline passes.

For Fall and Spring Terms, challenges will be accepted in the Assessment Center up to 5 PM four business days before, and will be reported on by midnight of the day before:

- Continuing Students begin registration
- New/Returning Students begin registration
- Walk in Registration begins
- The first day of the term/or first meeting of a late starting class

For the Summer Term, challenges will be accepted in the Assessment Center up to 5 PM four business days before, and will be reported on by midnight of the day before:

- Continuing Students begin registration
- New/Returning Students begin registration
- First Summer Session classes begin
- Second Summer Session classes begin

Note that for any given term, a challenge not filed in the Assessment Center four business days before the first day of the semester/term (or four business days before the first day of a late start class) will be used to determine acceptance for the following semester/term. These mid-term challenges will be reported on before continuing student registration begins for the following term.

Key Dates for Spring 2011 (Tentative)

EVENT	Submit Challenge form to Assessment Center By 5 PM This Date	To Receive Email Results by Midnight This Date
Continuing Student Registration Begins	November 16, 2010	November 21, 2010
New/Returning Students Registration	November 30, 2010	December 5, 2010
Walk-in Registration Begins	January 18, 2011	January 23, 2011
First Day of Term (or first meeting of late start class)	January 25, 2011	January 30, 2011

If the Challenge is successful, the student will be informed by email and cleared to register in any open sections. For consideration for closed sections, the student must petition the Division Dean within 5 business days from the date this email was sent regarding the Challenge results. Details of how to proceed will be in the email.