



Orange Coast College

PREREQUISITE CHALLENGE FORM

Prerequisites and corequisites are established because it has been determined that without meeting them, it is unlikely that students succeed in that course. If you believe that you possess the knowledge and the skills to satisfy the prerequisite/corequisite for a specific course, you must submit a written explanation and provide documentation of alternative coursework, professional or educational background, or demonstrated abilities that reveal you are adequately prepared for that course. Please be advised of the following:

- **A grade lower than a “C” in a prerequisite course may NOT be challenged through this process.**
- You must prove your justification—please attach documentation to this Challenge Form prior to submitting it to the appropriate Division/Department.
- Final decision on your pre-requisite/corequisite challenge is made by a committee of two or more college instructional staff members, at least one of whom will be a faculty member knowledgeable about the discipline, **but not the faculty member assigned to teach the course section for which the challenge is being made.**

*Policy established in accordance with Title 5 Education Code §55003 (m) &
Coast Community College District Board Policy (030-1-8)*

Course Prerequisite and Corequisite Challenge Procedures

To avoid a delay in your registration time you must file the prerequisite/corequisite **challenge no later than 30 days prior to your appointed registration time.** You will receive a response within **five (5) working days.**

Please check the appropriate reason(s) for submitting this Challenge Form.

- 1) Challenging the prerequisite/corequisite on the grounds based on my knowledge, skills, or ability to succeed in the course, despite not meeting the prerequisite.
- 2) Challenging the prerequisite/corequisite on the grounds that it has not been made reasonably available (for example, the course is no longer being offered but is required to complete a program.)
- 3) Challenging the prerequisite/corequisite on the grounds that this requirement is established in violation of regulation or in violation of the District approved processes and/or is discriminatory or is applied in a discriminatory manner (the burden of proof is on the student and must be documented.) If you are challenging for this reason take this, please submit the Form directly to the Matriculation Office.

Challenges will be reviewed by at least two faculty members from the division (**not teaching the section of the course the student wishes to enroll in**) on an established scale. The division dean may substitute for one of the faculty members in cases where two faculty members are not available. The portfolio will remain on file in Division/Department and a copy of the approved/denied Challenge Form in the Matriculation Office. The student will be given a certification of results by the Division/Department within five business days. No further appeal is available; the decision of the panel is final.

Student (*print name*): _____

Student ID #: _____ Student Email: _____

Student Phone #: _____

Pre-requisite course you are challenging, grade must be C or higher (i.e. CHEM A180): _____

Course in which you wish to enroll: (i.e. CHEM A185): _____

Semester in which you plan to attend: _____

It is the responsibility of the students to provide compelling evidence to support a prerequisite/corequisite challenge.

I acknowledge that Orange Coast College has determined that this prerequisite/corequisite is necessary for success in the course in which I wish to enroll. I am taking personal responsibility to succeed in this course without taking the prerequisite (if approved).

I acknowledge that if my challenge is approved, I will be permitted to register in the subsequent course but will not receive credit for the pre/corequisite course which I am challenging.

I understand that I should meet with a counselor to confirm graduation requirements and verify that this course is not a requirement for the program in which I am enrolled.

Student Signature: _____ Date Submitted: _____

Division Office Only

Approved

Denied

Division Dean or Faculty member (*print name/signature*): _____ *Date:* _____

*Faculty Member (*print name/signature*):* _____ *Date:* _____

Approved based on:

Transcript from _____

Other _____

Catalog Description

Course syllabus

Certification _____

Department—Please provide student with a copy of this completed form and send another copy to the Matriculation Office.