

**Palomar College
Admissions Office
Prerequisite and Corequisite Challenge Petition**

Student Information

Name (Last, First, MI): _____ Date: _____
Palomar ID #: _____ Phone # (w/area code): _____
Street Address: _____
City/State/Zip: _____

Course Information

I wish to enroll in: _____ for _____
Subject and catalog # (e.g. ENG 100) Class # (e.g. 71300) Semester/year (e.g. Fall 2004)

_____ I am challenging the requisite of _____
Subject and catalog # (e.g. ENG 50)

_____ I am challenging a limitation on enrollment

Challenge Information

Check the reason(s) for seeking a challenge.

Note: It is the responsibility of the student to provide compelling evidence to support the challenge.

- _____ 1. The prerequisite or corequisite has not been made reasonably available.
_____ 2. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
_____ 3. I can provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or corequisite.
_____ 4. I am challenging other limitations on enrollment.
_____ 5. I am challenging a prerequisite or corequisite established to protect the health and safety of myself and/or others.
_____ 6. The prerequisite, corequisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner.
_____ 7. The prerequisite or corequisite is in violation of Title 5.

Student Acknowledgement

Reasons 1 - 5: I understand that I must take this petition with documentary evidence to the appropriate department chair/director or designee who will review the evidence and provide written notification to me within 5 business days. I may appeal this decision by meeting with the appropriate division dean or designee.

Reason 6 or 7: I understand that I must take this petition with documentary evidence to the Dean of Counseling Services or designee who will review the evidence and provide written notification to me within 5 business days. I may appeal this decision by meeting with the Vice President of Student Services.

I acknowledge that Palomar College has determined that this prerequisite or corequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite or corequisite. If this challenge is not upheld, I understand that I will be administratively dropped from the course.

Student Signature _____ Date _____

Office Use Only

Date Received: _____ Received by: _____

Reasons 1 - 5: Reviewed by Dept Chair/Director or Designee

Challenge: _____ Approved _____ Denied Appeal: _____ Approved _____ Denied

Comments: _____

_____ Course available - student enrolled _____ Student enrolled - please drop student

_____ Student not enrolled - course closed, not reg period, request for future semester, other: _____

Dept Chair/Director Date Division Dean Date

Reasons 6 - 7: Reviewed by Dean of Counseling Services or Designee

Challenge: _____ Approved _____ Denied Appeal: _____ Approved _____ Denied

Comments: _____

Dept Chair/Director Date Division Dean Date

Prerequisite and Corequisite Challenge Procedures

Petition forms may be obtained from the Admissions Office, the Counseling Center, or at an Education Center.

Prerequisite or corequisite means the preparation of course work considered necessary for success in the course. The College **requires** students to complete prerequisites as pre-enrollment preparation and to simultaneously enroll in corequisite courses. Prerequisites and corequisites are listed in the college catalog. Questions about prerequisites or corequisites are best resolved prior to the first day of class.

A prerequisite or corequisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared the student for the target course.

If space is available in the target course when a student files a challenge to the prerequisite or corequisite, the College shall reserve a seat for the student and resolve the challenge within five business days. If the challenge is upheld, or the College fails to resolve the challenge within the five business day period, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.