

Requisite Challenge Petition Procedures/Instructions

Requisite (including prerequisite and 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/or to simultaneously enroll in corequisite courses. Prerequisites and corequisites are listed in the college catalog.

A department may limit enrollment based on/duo to auditions, tryouts, health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, or legal requirements imposed by statutes, regulations, or contracts.

Challenge: A student has not completed the requisite at Palomar or at another institution but believes he/she has sufficient reasons to be allowed to enroll in and complete the course.

Documentation - Challenge Petition: A requisite challenge petition requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared the student for the target course.

Enrollment - Challenge Petition: Students may enroll in the target course once a requisite clearance has been approved by the department. If no space is available in the course when the requisite clearance is approved, the student can attempt to crash the course and/or add with a permission number on mypalomar.

Instructions:

1. Student will submit the completed form to the department chair for review. Please visit individual department website for contact information.
2. If the form is approved, the Department Chair will route to Division Dean for review/approval.
3. Approved/denied forms will be sent to admissions@palomar.edu
4. Admissions will contact student once form is processed and student can attempt to enroll online via mypalomar.

Questions? Contact the Admissions Office at (760) 744-1150 ext 2164



1140 West Mission Road
 San Marcos, CA 92069
 Phone: 760-744-1150, Ext. 2164
 Fax: 760-744-2932

Admissions/Enrollment Services Requisite Challenge Petition

Purpose: A student has not completed the requisite at Palomar or at another institution, but believes there are sufficient reasons to be allowed to enroll in and attempt the course. A student may also challenge the requisite based upon ability, availability of requisite, District processes, health and safety, and Title V violations.

1. Student Information

Name (Last, First, MI): _____ Date: _____

Palomar ID #: _____ Phone # (w/area code): _____

Palomar Email Address: _____

2. Course Information

I wish to enroll in: _____ for _____

Subject and catalog # (e.g. ENG 100) Class # (e.g. 71300) Semester/year (e.g. Fall 2018)

3. Requisite Information

Course requisite I wish to challenge: _____

Subject and catalog # (e.g. ENG 50)

4. Challenge

Select one box below and attach supporting documentation.

I have completed a similar requisite course at another institution (or am **in-progress**). Attach unofficial transcripts **AND** syllabus/course outline

<i>College, university, exam issuer, or license or certification issuer</i>	<i>Course, exam subject, or certificate/license name</i>	<i>Term/Year taken or Date(s) Valid</i>

I believe I have acquired the knowledge or ability to succeed in the course.

I believe the requisite has not been made reasonably available.

I believe the requisite has not been established in accordance with the District's process for establishing requisites.

I believe I can demonstrate that I do not pose a threat to myself or others in a course which has a requisite that has been established to protect the health and safety of students.

I believe the requisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner, or is in violation of Title 5.

OTHER:

5. Student Acknowledgement:

I acknowledge that Palomar College has determined that this requisite is necessary for success in the course and that I am willing to take personal responsibility for succeeding without this requisite.

Student Signature _____ Date _____

Submit the petition to the academic department for review. Both the Department Chair and Division Dean must approve the petition.

Step 1: Department/Division Review	Step 3: Return to Admissions@palomar.edu
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Eligibility entered/Student notified
Department Chair Signature _____ Date _____	Processed by _____ Date _____
Step 2: Division Dean Review	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Division Dean Signature _____ Date _____	