

Procedures for Processing Petition

Students may challenge only one section of the same course.

Student must:

1. Complete the petition and attach all supporting documentation.
2. Submit the completed petition to the Admissions office **AT LEAST** 10 working days prior to the start of the primary term/semester.
3. Student will be permitted to register in class (pending outcome of process).
4. Pay all required fees. Receipt will be required.

NOTE: Space must be available in the class. Students will be administratively dropped if the petition is not approved. Fees will be refunded.

Student challenging English or mathematic prerequisites will be required to take the assessment test prior to filing a Petition to Challenge.

If challenging based on **knowledge or skill**, documentation cannot be a transcript or grade report from another institution indicating completion of an equivalent course to the prerequisite course being challenged. All transcripts from other institutions should be sent to the District office for evaluation.

Processing the Petition:

1. The completed petition is forwarded by the Admissions Office to the appropriate Department Chair/designee. **Note that the Department Chair/designee cannot be the instructor of record for the course.**
2. The Department Chair/designee approves or denies the petition.
3. Challenges that are based upon **unlawful discrimination** will be sent directly to the Instructional Dean responsible for the department. The Dean will review the petition in consultation with the Department Chair/designee, and the site compliance officer as appropriate. The petition is approved or denied by the Dean and forwarded to the Admissions Office.
4. The School Dean reviews the petition and signs the form.
5. The final decision must be made by the final deadline to register before the start of classes.
6. The School Dean forwards the petition to the Admissions Office.
7. The Admissions Office will inform the student of the decision in a timely manner.
8. Students will be administratively dropped and receive a full refund of fees for all petitions that are not approved. Refunds will be processed in accordance with the college's published refund procedure. Instructors will be notified of final action.
9. If challenge is approved, the approval will be honored Districtwide.