



Petition to Challenge Course Prerequisites, Corequisites & Limitations on Enrollment

City Mesa Miramar

Time/Date: _____

Accepted by: _____

Initial: _____

Name: _____ Student ID Number: _____
(PRINT) Last First MI

Address: _____
Street City State Zip

Telephone: _____ E-mail: _____

Grounds for challenge – The challenge process is designed for students who believe they have met a course prerequisite through means other than completion of an equivalent course at another institution or high school. Students may only challenge a prerequisite based upon one of the criteria below. The burden of proof is on the student, and space must be available in the class being challenged.

Check Only One: (Supporting documentation must be attached)

- Knowledge or Skill** – Student can demonstrate the knowledge or skill needed to succeed in the course despite not meeting the prerequisite or corequisite. Student will be required to demonstrate this knowledge or skill. (See reverse side for details)
- Health and Safety** – Student can demonstrate that no threat is posed to self or others in a course which has a prerequisite established to protect health and safety.
- Undue Delay** – Student can demonstrate that attainment of educational plan goal will be unduly delayed because the prerequisite or corequisite course has not been made reasonably available (impacted programs). (Attach copy of Educational Plan)
- Unlawful Discrimination** – Student believes prerequisite or corequisite is discriminatory or has been applied in a discriminatory manner (students may only challenge one section). Process this petition through the Dean's office in consultation with the Chair. Burden of proof is on the student.)

Provide a detailed explanation of your request, and include supporting documentation.

Subject/Course: _____ Class Number: _____ Prerequisite: _____

(Course Desired)

(5-Digits)

(Course Required)

Assessment/Milestone/Skill Levels (Reading): _____ (Writing): _____ (Mathematics): _____

A written statement is required in the space below to support the challenge (attach additional sheets as needed)

I certify that the foregoing is true and correct.

Student Signature: _____ **Date:** _____

OFFICIAL USE ONLY

1. Department Decision: Approved Denied

Comments: _____

Department Chair/Designee Signature: _____ Date: _____
(Cannot be instructor of record)

2. Forward to Instructional Dean Signature: _____ Date: _____

3. Forward to Admissions

4. Admissions Process date: _____ **By:** _____ **Comment Page:** _____

Student Notified: _____ Receipt Number: _____

Registered Not Registered Approved Denied

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.