

HARTNELL COLLEGE PREREQUISITE CHALLENGE FORM

Name: _____ Student ID: _____ Phone: _____

(DOCUMENTATION MUST BE ATTACHED TO THIS PETITION)

It is the responsibility of the student to provide compelling evidence to support the Challenge.

I wish to enroll in: COURSE: _____ SECTION # : _____ TERM: _____	I wish to challenge prerequisite: _____
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PREREQUISITE CHALLENGE PROCEDURES

Check the box that applies to you:

- ☐ 1. **Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District approved processes** (*student statement and appropriate documentation required*).
I understand that I must submit the petition to the Division Dean or designee.
Students wishing to appeal the decision of the Dean, may do so by meeting with the Vice President of Academic Affairs or designee.
- ☐ 2. **Challenging the prerequisite on the grounds that it has not been made reasonably available (at least once a year).**
I understand that I must submit the petition to the Division Dean or designee.
Students wishing to appeal the decision of the Dean, may do so by meeting with the Vice President of Academic Affairs or designee.
- ☐ 3. **The prerequisite is discriminatory or applied in a discriminatory manner** (*student documentation required*).
I understand that I must submit documentary evidence to the Division Dean or designee.
Students wishing to appeal the decision of the Dean, may do so by meeting with the Vice President of Academic Affairs or designee.
- ☐ 4. **Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite** (*student documentation required, e.g., work experience, self-study*).
I understand that I must seek approval from a **full-time faculty member(s)** to evaluate the documentation. (If the discipline of the prerequisite differs from the discipline of the requisite course I wish to enroll, two signatures are required by two separate **full-time faculty members**.)

Counselor Notes (Not Required):

I acknowledge that Hartnell College has determined that this prerequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite. Upon approval of this Challenge Form, I may enroll in the class by presenting this form to the Admissions & Records Office by the registration deadline. If this challenge is not approved, I understand that I may not enroll in this course.

Student Signature _____ Date _____

An appropriate instructor has evaluated the attached documentation. The following is recommended: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____ Prerequisite Full-time Faculty Signature	_____ Date
An appropriate instructor has evaluated the attached documentation. The following is recommended: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____ Requisite Full-time Faculty Signature	_____ Date
Division Dean or designee has consulted with the instructor. The following is recommended: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____ Dean or designee Signature	_____ Date

Received by A&R: _____ Challenged Posted by: _____ Date: _____

PREREQUISITE CHALLENGE POLICY AND PROCEDURES

COURSE PREREQUISITE POLICY

The college **REQUIRES** all such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisite, co-requisite, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedure shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.

PROCEDURES FOR PREREQUISITE CHALLENGE

A student may challenge a prerequisite for the following reasons:

- The College has not made the prerequisite course reasonably available.
- The College has not developed the prerequisite according to its established procedures or has not developed the prerequisite in accord with existing statutes.
- The prerequisite is discriminatory or is being applied in a discriminatory fashion.
- The student has documented knowledge and abilities equivalent to those specified in the prerequisite course.

Student Instructions:

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| Step 1 | Pick-up Prerequisite Challenge Form in the Admissions and Records Office or the Counseling Department. |
| Step 2 | Complete and sign the form. Attach all required documents to challenge form. |
| Step 3 | Take the Prerequisite Challenge Form to the appropriate Division Dean's office to request review from a faculty member in the discipline who can evaluate the student's documentation and make a recommendation. |
| Step 4 | Upon faculty recommendation, submit the challenge form to the Division Dean for final approval. Upon Dean's recommendation, submit challenge form to Admissions and Records for processing and completing registration. During the add period, it is the student's responsibility to show proof of an add code to complete registration. |
| Step 6 | Pay appropriate fees for the course. |

Administrative Instructions:

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| Step 1 | The Division Dean will facilitate locating a full-time faculty member whenever possible. If a full-time faculty member is unavailable, then an adjunct faculty member may be assigned to evaluate documentation and will notify student within 5 instructional days. |
| Step 2 | Upon submission, Division Dean will make final determination and notify the student within 5 instructional days. |
| Step 3 | Upon approval, Admissions and Records will post challenge and complete registration. |
| Step 4 | Division Dean will forward disapproved challenge forms to Admissions and Records. |