



## PREREQUISITE CHALLENGE FORM

DATE: \_\_\_\_\_ LAST 4 DIGITS SSN: \_\_\_\_\_ SID: \_\_\_\_\_

ACADEMIC DEPARTMENT: \_\_\_\_\_

DEPARTMENT CHAIR: \_\_\_\_\_ STUDENT'S TELEPHONE NO. \_\_\_\_\_

IF PREREQUISITE CHALLENGE IS DENIED, OR UNABLE TO PROCESS, A COPY OF THIS DECLARATION WILL BE SENT TO THIS ADDRESS:

Name:	
Street:	
City/Zip:	

A&R OFFICE USE		
	Initials	Date
Block Lifted	_____	_____
Block Reinstated	_____	_____
Dropped	_____	_____
Date Notified (if denied)	_____	_____

**COURSE I WANT TO ENROLL IN:** \_\_\_\_\_

Example: CS 101B

**SRJC Prerequisite or Course Requirement I Wish To Challenge:** \_\_\_\_\_

Example: CS 101A

**SEMESTER I WISH TO ENROLL:** \_\_\_\_\_

Are there other prerequisites for this course? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list them all and show how you have satisfied each requirement:

Prerequisite	How was it satisfied?

I petition to challenge a prerequisite/co-requisite based on one of the following (with the understanding that I must take this form to the Admissions & Records Office and that I must present documented evidence with this form):

- |  |  |
|--|--|
| <input type="checkbox"/> Option #1: Knowledge or ability to succeed.   | <input type="checkbox"/> Option #4: Prerequisite is discriminatory or applied in a discriminatory manner.  |
| <input type="checkbox"/> Option #2: Invalid prerequisite.              | <input type="checkbox"/> Option #5: Prerequisite not established in accordance with district's process for establishing prerequisites/co-requisites. |
| <input type="checkbox"/> Option #3: Prerequisite course not available. |  |

>Please explain the basis for this challenge:

>List documentation attached:

I acknowledge that Santa Rosa Junior 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 if this challenge is approved. If this challenge is denied, I will be dropped from the class. It is the student's responsibility to register in the course after Admissions and Records has lifted the prerequisite block.

**Student's Signature:** \_\_\_\_\_ **Semester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Academic Department Chair Use Only:

**Department Chair Name:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
Department Chair Signature and date

**Denied:** \_\_\_\_\_  
Department Chair Signature and date

Return this copy to Admissions & Records

by \_\_\_\_\_

(or Challenge is considered approved)

If challenge is denied, state reason: \_\_\_\_\_

## CHALLENGE PROCEDURES

### GENERAL INFORMATION

SRJC is **required** by the State of California to enforce course prerequisites. We believe completing prerequisites before enrolling in higher level courses will ensure your success as a student. If you have taken the prerequisite at another school, you must fill out the PREREQUISITE EQUIVALENCY FORM available online at: <https://www.santarosa.edu/app/admissions/forms> **AND** submit official transcripts. If you wish to **challenge** the prerequisite based on your knowledge or ability, you must provide an explanation on the Prerequisite Challenge Form. This may necessitate **providing documentation, which should be attached to your form.**

**NOTE:** The Challenge Form must be submitted to the Admissions & Records Office. The prerequisite enrollment block will be lifted within 24 hours, and the student will be allowed to enroll in the course pending the decision of the department. It is the student's responsibility to register in the appropriate course once the Admissions & Records Office lifts the prerequisite block.

### CHALLENGE OPTIONS

You may challenge the prerequisite for the course you wish to enroll in by choosing one of the following options:

1. **Knowledge or ability to succeed.** You believe you can succeed in the course without meeting the prerequisite based on knowledge or ability gained outside of the classroom. The challenge ( and documentation) will be reviewed by the appropriate department.
2. **Invalid prerequisite.** You believe the prerequisite is not valid because it is not necessary for success in the course for which it is required. You understand the faculty of the department and the college's Curriculum Review Committee has considered and approved the prerequisite. The Department Chair will determine whether the required course is necessary for success in the target course.
3. **Prerequisite course not available.** You believe the prerequisite course was not made reasonably available. The Department Chair will determine whether the required course was reasonably available.
4. **Prerequisite is discriminatory.** You believe the prerequisite is discriminatory or is applied in a discriminatory manner. The area Department Chair will review the evidence submitted.
5. **District process.** You believe the prerequisite was not established in accordance with the district's process for establishing prerequisites and co-requisites. The Department Chair will determine whether or not establishment of the course prerequisite followed district policy.

### CONDITIONS

- Challenge may be filed at any time, but if it is filed after the enrollment deadline for the current semester, it will be applied to the subsequent enrollment period.
- It is the student's responsibility to provide compelling evidence to support the challenge. If you have questions or need assistance, discuss it with your counselor **prior** to filing.
- Filing a challenge does not guarantee a seat in the course.
- Challenges are reviewed by the appropriate academic department chair. **The department chair has five (5) working days after the enrollment block is lifted, to approve or deny the challenge (except during Spring and Winter break when departments will be closed).** If the department chair exceeds the time limit, the student will be allowed to stay in the course.
- If the challenge is denied, the student will be notified of such action, dropped from the class, and the enrollment fee will be refunded. Under certain circumstances, students have the right to appeal to the department.

**PLEASE COMPLETE REVERSE SIDE**