Mt. San Jacinto College
Prerequisite/Co-Requisite Challenge Form

Please PRINT or TYPE

Name ______________________________________

Student ID_________________ Phone________________

Address____________________________________

City/State/Zip_____________________________________

Your MSJC Email ______________________@msjc.edu

Class I want to take at MSJC

MSJC pre/co-requisite

Name of college where pre/co-requisite was completed*

Course Title from previous college

Grade or Test Score

Term Completed

EXAMPLE

English 101

English 98

AP English

English 1A

A or 3

Fall 2008

*You must provide an official transcript to Enrollment Services

Check documents attached:

☐ High School Transcript ☐ College Transcripts (official or unofficial) ☐ AP, SAT, EAP or other test scores

Challenging a prerequisite or co-requisite at MSJC: Submit a challenge if you have NOT completed the prerequisite course but you believe you have the necessary skills and knowledge to be successful in the target course. This is the most common prerequisite challenge.

You may mail or submit this form to Enrollment Services. Challenges will be evaluated within five (5) working days. You will be notified by the appropriate department of the challenge decision. If approved, it is the student's responsibility to register for the target course.

Student Statement (Not to exceed ONE page)
The student bears the initial burden of showing grounds exist for the challenge; please write a BRIEF and concise statement that supports the area you are challenging. Your statement must be signed.

Attach your statement and supporting documentation to this form. Challenges cannot be processed without appropriate documentation. Documentation will not be returned, you are responsible for making copies for your personal records.

Student Signature: __________________________ Date Submitted: __________________________

A challenge may be made based upon one or any combination of the following areas. Please check all areas that apply and provide an explanation for each challenge area in your “Student Statement”.

Check:

☐ Instruction Office

1. Challenging the prerequisite/co-requisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite/co-requisite (student statement, supporting documentation and assessment scores are required).

Prerequisite/Co-requisite request is ☐ Approved ☐ Denied

Reason _____________________________________________________________

Department Chairperson Signature __________________________ Date________

Dean of Instruction Signature __________________________ Date________
2. Challenging the prerequisite/co-requisite on the grounds that it was established in violation of regulation or in violation of the District-approved process (student documentation required. I understand that I must take the petition directly to the Dean of Instruction, who shall review the petition and notify the student in writing within five (5) working days.

The documentation has been evaluated and the Challenge is □ Approved □ Denied

Dean of Instruction:

_______________________________________ Date: __________________________

3. Challenging the prerequisite/co-requisite on the grounds it has not been established in accordance with the college’s process for establishing prerequisites and co-requisites. The petition must be taken directly to the Dean of Instruction, who shall determine within five (5) working days whether the prerequisite/co-requisite course was reasonably available, and if not, shall waive the prerequisite/co-requisite for the term.

The documentation has been evaluated and the Challenge is □ Approved □ Denied

Dean of Instruction:

_______________________________________ Date: __________________________

4. Prerequisite/co-requisite is discriminatory or applied in a discriminatory manner (student documentation required). I understand I should present documenting evidence to the Affirmative Action Office who will review the evidence and notify the student in writing within five (5) working days.

The documentation has been evaluated and the Challenge is □ Approved □ Denied

Affirmative Action Officer:

_______________________________________ Date: __________________________

5. Challenging the prerequisite/co-requisite based on undue delay in attaining goal (Section 55201 (f) (5). A Student Educational Plan is required documentation.

The documentation has been evaluated and the Challenge is □ Approved □ Denied

Dean’s of Counseling/Dean of Matriculation Signature:

_______________________________________ Date: __________________________

6. Challenging the prerequisite/co-requisite based on other grounds as established by the governing board (Section 55201 (f) (6)).

Dean of Matriculation Signature:

_______________________________________ Date: __________________________