



# Prerequisite Challenge Form

Admissions and Records  
2300 E. Gibson Road, Woodland, CA 95776  
T:(530) 661-5720 F: (530) 661-5705

**OFFICE USE ONLY: (Form to be processed within 5 working days of being filed).**

\_\_\_\_\_ Time and date received in Admissions and Records Office.

\_\_\_\_\_ Time, date and person who advised student of results or action taken.

## **IT IS THE STUDENT'S RESPONSIBILITY TO PROVIDE COMPELLING EVIDENCE TO SUPPORT THE CHALLENGE**

I acknowledge that Woodland Community 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 not upheld, I realize I may be dropped from this course. I attest that statements on this form and attached documents are true and accurate.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Street City State Zip

Phone: ( ) \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 20 \_\_\_\_\_

Name of the Course I wish to enter: (Dept/Number/Title)	Prerequisite I wish to Challenge: (Dept/Number/Title)

Please check the box which applies to you:

- I am challenging the prerequisite on the grounds that the prerequisite course has not been made reasonably available. I understand that I must take the petition to the Admissions and Records Office. The Dean of Instruction and Learning Resources will then determine within 5 working days whether the required course was reasonably available. If it was not, the challenge will be upheld. **(NOTE: Student documentation is required).** My request must be made prior to the first day of the term.
- I am challenging the prerequisite on the grounds that it is not valid because it was not established according to adopted regulations and policies (NOTE: **Student documentation is required**). I understand that I must take the petition to the Admissions and Records Office, which will forward it to the Dean of Instruction and Learning Resources for processing within 5 working days of being filed. My request must be made prior to the first day of the term.
- The prerequisite is discriminatory or applied in a discriminatory manner (**NOTE: Student documentation is required**). I understand that I must submit the petition directly to the Admissions and Records Office for review and determination by the Dean of Instruction within 5 working days. My request must be made prior to the first day of the term.
- I am challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite (student documentation required). I understand that I must take the petition directly to the Admissions and Records Office for review by Dean of Instruction and Learning Resources. The Dean will arranged for the faculty-level evaluation of the documentation so that a determination may be made within 5 working days. My request must be made prior to he first day of the term.

Grounds for Challenge: (Documentation Attached) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Students wishing to appeal this decision may do so by meeting with the Dean of Instruction.

**FOR OFFICE USE ONLY** Documentation has been evaluated and the challenge has been:

Approved       Denied      \_\_\_\_\_ Dean /Reviewer Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rev. 6/11rt