



## INSTRUCTIONAL OPERATIONS

### Steps to Filing a PREREQUISITE/COREQUISITE Challenge Form

Steps to follow when you want to challenge a prerequisite/corequisite required for a course.

1. Check the box on the reverse side which applies to your situation.
2. Deliver the signed form, with requested documentation, to the appropriate Dean's office. A challenge to either Reading or English placement requires additional action. Please request that information sheet.

| <u>Area</u>                            | <u>Dean</u>         | <u>Bld./Rm</u>                    | <u>Campus Ext.</u> |
|--|---------------------|-----------------------------------|--------------------|
| Arts & Cultural Programs               | Christopher Guptill | B014                              | 3471               |
| Business                               | Ygnacio Flores      | B100                              | 7359               |
| Behavioral & Social Science            | Rebecca Green       | A221                              | 3431               |
| Communications & Languages/<br>Library | Robert Holcomb      | A219                              | 3429               |
| CTE & Instructional Operations         | Mike Slavich        | T123                              | 3460               |
| Counseling & Student Success           | Mike Muñoz          | SS160                             | 3467               |
| Health Sciences & Nursing              | Deborah Chow        | S206                              | 3421               |
| Kinesiology, Dance & Athletics         | Steve Hebert        | PE104                             | 3409               |
| Math & Sciences                        | Vann Priest         | S233                              | 3444               |
| Public Safety                          | Ygnacio Flores      | AJ Building 3 <sup>rd</sup> Floor | 7756               |

3. The Dean will make a decision about your challenge within three (3) working days and notify you of the outcome and that the form is ready for pick-up.
4. Upon approval of the form to the Dean, or designee, it is your responsibility to return this form to admissions & records. The registration block will be removed by admissions & records and you will be allowed to register for the class.
5. If you want to appeal the decision, you must write your request for reconsideration, provide documentation for the appeal and present it to the Office of Instructional Operations (Room T-129).
6. The Dean of Instructional Operations will respond to you within three (3) business days.
7. If your appeal is approved, you may register for the class.

(See reverse side)

