



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>Bld./Rm</u>	<u>Campus Ext.</u>
Arts & Cultural Programs	B014	3471
Business	B100	7359
Behavioral & Social Science	A221	3431
Communications &	A219	3429
Languages/ Library	LRC-2nd FL	3416
CTE & Instructional Operations	T123	3460
Counseling & Student Success	SS160	3467
Health Sciences & Nursing	S206	3421
Kinesiology, Dance & Athletics	PE104	3409
Math & Sciences	S233	3444
Public Safety	AJ-3rd FL	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)



PREREQUISITE/COREQUISITE CHALLENGE FORM

Name: _____ Student ID _____ Date: _____

Street Address: _____ City/State/Zip: _____

Phone _____ Email address: _____

Course I Wish to Enter:

Prerequisite/Corequisite Course Requirement I Wish to Challenge:

Procedures

Petition to Challenge Prerequisite/Corequisite (Attach Documentation)

Check the box which applies to you:

- ☐ 1. **Challenging the prerequisite/corequisite on the grounds that it has not been made reasonably available (student documentation required).**
I understand that I must take the petition directly to the Division Dean or designee in which the course is being offered who shall determine within 3 working days whether the required course was reasonably available, and if not, shall waive the prerequisite for the term.
- ☐ 2. **Challenging the prerequisite/corequisite on the grounds that it is not valid because it is not necessary for success in the course for which it is required (student documentation required).**
I understand that I must take the petition directly to the Division Dean who will arrange for the appropriate instructor(s) to evaluate the documentation. The Division Dean will notify the student within 3 working days of the result.
- ☐ 3. **The prerequisite/corequisite is discriminatory or applied in a discriminatory manner (student documentation required).**
I understand that I should present documentary evidence to the Division Dean or designee in which the course is offered who will review the evidence and provide written notification to me within 3 working days.
- ☐ 4. **Challenging the prerequisite/corequisite 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 Division Dean who will arrange for the appropriate Instructor(s) to evaluate the documentation. The Division Dean will notify the student within 3 working days of the result.

I acknowledge that Rio Hondo College has determined that this prerequisite/corequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite/corequisite. This challenge form must be presented to the Division Dean or designee prior to registration.

Student Signature _____ Date _____

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

I have arranged for the following instructor(s) to evaluate the documentation.

Instructor(s) _____ Division Dean _____ Date _____

____ Student has demonstrated proficiency for challenge based on documentation.
____ Student has demonstrated proficiency for challenge based on oral interview with the student.
____ Student has not demonstrated proficiency for challenge.

Instructor(s) _____ Division Dean _____ Date _____

For Official Use Only:

Action Taken: _____ Date: _____

Comments: _____ Reviewer: _____