

MENDOCINO COLLEGE
Prerequisite Challenge Form

Date Received: _____

Received by: _____

**This form must be filed no later than the first day of instruction (Administrative Regulation 537.1).
If it is filed after the first day and approved, you may request enrollment in the next term.**

I wish to enroll in _____
Course Number, 4 digit section number

For: Fall Spring Summer 20__

I am challenging the prerequisite/corequisite: _____
Course Name, Course Number

Name

Colleague I.D./Social Security Number

Address

Telephone Number

City, State, Zip Code

Email Address

NOTE: Read the Prerequisite/Corequisite Challenge Process document for information regarding documentation. Indicate the grounds for your challenge by checking the appropriate reason below.

YOU MUST ATTACH A WRITTEN STATEMENT AND DOCUMENTATION TO SUPPORT YOUR CHALLENGE TO THIS PETITION OR IT WILL NOT BE ACCEPTED FOR REVIEW BY THE OFFICE OF ADMISSIONS AND RECORDS FOR SUBMISSION TO THE PREREQUISITE CHALLENGE COMMITTEE.

I hereby challenge the prerequisite or corequisite for the following reason(s):

- _____ 1. The prerequisite has not been established in accordance to the District's process for establishing prerequisites and corequisites.
- _____ 2. Invalid prerequisite. The prerequisite or corequisite is in violation of Title 5 (55201).
- _____ 3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- _____ 4. I have the ability and knowledge to succeed in the course or program despite not meeting the prerequisite.
- _____ 5. I will suffer undue delay (a semester or more) in attaining my degree or certificate, as specified in my educational plan, because the prerequisite or corequisite has not been made reasonably available.

Student Signature: _____ Date: _____

Prerequisite Challenge Committee Decision

After careful consideration, the Committee has UPHELD____ DENIED____ the above challenge.

Dean of Instruction or designee: _____

Academic Senate President or designee OR
Director of Admissions and Records or designee: _____

Date of decision: _____

Return to Admissions and Records

Student notified: _____ by phone: _____ by letter: _____

_____ Course available/student enrolled _____ Student not enrolled (specify) _____

Prerequisite/Corequisite Challenge Process

Mendocino College has established a process by which any student that does not meet a prerequisite or corequisite has a right to challenge the enrollment standard as stated in the College Catalog and the Schedule of Classes. A student may challenge a prerequisite based on the five conditions listed on the Prerequisite Challenge Form.

Timeline

Challenges must be filed no later than the first day of instruction (Administrative Regulation 531.1). If it is filed after the first day and approved, you may request enrollment in the next term.

The committee will resolve the challenge within five working days after it is accepted by the Office of Admissions and Records - Ukiah. A challenge packet accepted at the Lakeport or Willits Campuses will be routed to the Ukiah Admissions & Records Office as quickly as possible, but the review process will not begin until it arrives on the Ukiah Campus.

If the challenge is upheld or the district fails to resolve the challenge within five working days, the student shall be allowed to enroll in the course if there is space available. If no space is available in the course when the challenge is resolved, and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for a subsequent term. All decisions made by the Prerequisite Challenge Committee are final and cannot be appealed.

Documentation Requirements

1. Students who challenge based on Reason 1 must demonstrate the requisite is in violation of Mendocino College policies, or Mendocino College procedures.
2. Students who challenge based on Reason 2 must demonstrate the requisite is in violation of Title V (55201).
3. Students who challenge based on Reason 3 must demonstrate that the requisite was unlawfully discriminatory when established or is being applied in an unlawfully discriminatory manner.
4. Students who challenge based on Reason 4 must provide evidence of knowledge and skills. This evidence may include:
 - Transcripts from other colleges, course syllabi, assessment results, etc.
 - Written descriptions of the student's specific knowledge or abilities that have prepared him/her for the course, including life/work experiences. Work experience must be verified by the employment supervisor and life experience must be verified by physical evidence of the knowledge or ability.
5. Students who challenge based on Reason 5 may use the "reasonably available" argument if (a) an official student educational plan is on file, and (b) you will be delayed by one or more semester in reaching the goal specified in that plan and (c) you have repeatedly attempted to enroll in the class.

A student is not being delayed in attaining the goal or goals of his/her student educational plan if other courses are available which meet the same requirement.

In the case of the "delay" or "reasonably available" argument, there is no obligation on the part of Mendocino College to honor a preference for a particular course, section, or instructor.

Review of Challenge

A Prerequisite Challenge Committee, consisting of the Dean of Instruction and the Academic Senate President OR the Director of Admissions and Records, or their designees, will review the challenge. Challenges based on Reason 4 will be resolved by the committee in consultation with the appropriate faculty member, if available. Every effort will be made to insure that the instructor will not be the instructor of record for the course section in which the student wishes to enroll, unless he/she is the only instructor teaching in the discipline.

Excerpt from California Ed Code, Title V, Regarding the Challenge of Prerequisite Courses:

The following state regulations are excerpted from Title V, Section 55201(f), (g) (h). For further clarification see Title V of the California Education Code in the Mendocino College Library.

- (f) A student may challenge any prerequisite or corequisite on one or more of the grounds below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;
 2. The prerequisite or corequisite is in violation of this Article: Title V (55201)
 3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
 5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; and
 6. Such other grounds for challenge as may be established by the District governing board.
- (f) In the case of a challenge under Subsection (f)(3) or this Section, the district shall, upon completion of the challenge procedure established pursuant to this Section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Subchapter 5 (commencing with Section 59300 of Chapter 10 of this Division). Completion of the challenge procedure shall be deemed to satisfy the requirement of Section 59328(b) that the district and the student attempt informal resolution of the complaint.
- (g) District policies adopted pursuant to this section shall be submitted to the Chancellor as part of the district's matriculation plan pursuant to Section 55210 of Subchapter 6 or Chapter 6 of this Division.

12/17/10 (A&R)