



**CHALLENGE PETITION for PREREQUISITE or COREQUISITE**

Student Name \_\_\_\_\_ ID #:900 \_\_\_\_\_

Semester:  Fall  Spring  Summer Year \_\_\_\_\_ Phone # \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**COURSE INFORMATION**

Course I.D. (example: ANAT R101) \_\_\_\_\_ Course Title (example: General Human Anatomy) \_\_\_\_\_ Number of Units \_\_\_\_\_

**Challenged Pre-requisite or Co-requisite for above course**

**Student documentation is required: e.g., letter from previous school, or written documentation of other technical training or detailed information on job experience.**

**Identify one of the following reasons for challenging the prerequisite or co-requisite:**

- 1.  *As a student, I will be subject to undue delay in attaining the goal of my educational plan because the pre-requisite or co-requisite course has not been made reasonably available. (College must attach factual history of course availability by term for the past two (2) years.)*
- 2.  *The pre-requisite or co-requisite is not valid because it is not necessary for success in the course for which it is required. That is, it was established in violation of regulation or district-approved processes.*
- 3.  *The pre-requisite or co-requisite is unlawfully discriminatory or is being applied in an unlawful discriminatory manner.*
- 4.  *As a student, I have the knowledge, skills and ability to succeed in the course despite not meeting the pre-requisite or co-requisite.*

Provide a written explanation and justify with documentation: supporting materials must be attached (add additional sheets, if needed).

I acknowledge that Oxnard College has determined that the prerequisite, co-requisite, and/or appropriate placement is necessary for success in the selected course, and should I be permitted to continue my enrollment without it, I will take complete responsibility for successful course completion.

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

I acknowledge that I have reviewed the documentation/evidence provided, and can verify that based on reasons 1, 2, 3 and/ or reason 4 (the student has sufficient knowledge, skills and ability of the challenged pre-requisite or co-requisite course to succeed in the course requiring said pre-requisite or co-requisite) that the student is able or not able to be admitted to the course requested.

Discipline Faculty Name (Print): \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

Reviewed By Department: \_\_\_\_\_ Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Counselor or Counselor Assistant Name \_\_\_\_\_ Signature \_\_\_\_\_ Date entered in BANNER: \_\_\_\_\_

# Challenging a Pre-requisite or Co-requisite

## Steps to Completing a Petition to Challenge a Prerequisite or Co-requisite

1. Identify the reason for the challenge and complete the petition.
  - Provide a *written explanation* for the challenge.
2. Attach all supporting documentation that justifies the challenge.
3. Submit this petition to the discipline faculty for review and signature.  
*Do NOT leave the form with the department for the discipline faculty.*
4. *Upon obtaining the faculty signature, take the petition to the department office for their review. Obtain a copy of the form you are submitting. Ask the department for a timeframe for the department review.*
5. The department will submit the completed petition *with signatures* to the Counseling Office.
  - *If the course was not approved, you should have been advised by the discipline faculty or the department.*
  - If denied, the student must complete prerequisite/co-requisite as stated in the college catalog
6. An approved prerequisite or co-requisite release **will be completed within 48 hours from the point at which the completed and approved petition was received** by the counseling office.
  - Assume that the course has been cleared and register for the desired course.
7. *This form is to only be used for Oxnard College courses.*

***Counseling Office***  
***805-678-5816***