

El Camino College Student Challenge Petition for Prerequisites, Corequisites, and Enrollment Limitations

Name _____ Student Number _____ Date _____
(Usually Social Security Number)

Address _____ Phone _____

City/State/ZIP _____

Course I wish to enter _____

Prerequisite/Corequisite/Enrollment Limitation being challenged _____

Challenge Reasons Allowed by the California Code of Regulations, Title 5:

1. **I have the ability to succeed in the course without meeting the prerequisite/corequisite.**
This reason requires documentation such as transcripts, certificates from training institutions, a portfolio, a demonstration of skills, or verification of work experience. **If the requisite was actually taken at another college or university, then a challenge is not needed. Instead, a "clearance" procedure must be completed in the Counseling Services Center. A minimum grade of "C" or "Credit" must have been achieved.**
2. **Because it is infrequently offered, I am not able to take the prerequisite/corequisite. My Educational Plan progress will be delayed by at least one semester.**
The student must already have completed an Educational Plan (attach a copy) during a previous counseling appointment.
3. **I am excluded from enrollment in a course that requires auditions or tryouts. This exclusion will cause a delay in my Educational Plan progress by at least one semester.**
The student must already have completed an Educational Plan (attach a copy) during a previous counseling appointment.
4. **I wish to enroll in a course that has a health and safety prerequisite/corequisite.**
The student must demonstrate that admission to the course will not produce a threat to self or others.
5. **I believe the prerequisite/corequisite is in violation of Board Policy 6124.**
The El Camino Board Policy 6124 and the relevant state regulations are available in the Reference Room of the Library.

Please state your reasons for the challenge _____

I have read the student information on the back of this page and understand that El Camino College has determined that I will be *highly unlikely to succeed* in the course [minimum grade of "C" or "Credit"] without the requisite skills and/or knowledge. I accept full responsibility for the academic and scheduling consequences if this challenge is upheld. I have attached all the documentation required to support this challenge.

Student Signature _____ Date _____

For Office Use Only	
Date Challenge Filed With Full Documentation _____	Verification Signature _____

Action Taken: <input type="checkbox"/> Upheld <input type="checkbox"/> Denied [If denied, explain briefly below or attach an explanation]	
Explanation _____	
Reviewers' Signatures _____	

EL CAMINO COLLEGE STUDENT INFORMATION

Prerequisite, Corequisite, and Enrollment Limitation Challenges

How do I file a valid prerequisite/corequisite challenge petition?

Challenge petitions may be obtained from all academic division offices, the counseling office, or the admissions office. Take the completed petition and the required supporting documentation to the office of the division in which the challenged course is taught. Examples of documentation are listed in Challenge Reason 1 on the other side of this page. The petition *must* have the supporting documentation to be valid. Only valid petitions will be reviewed.

What are my responsibilities?

It is your responsibility to be informed. Please read the "Standards of Scholarship" section in the college catalog, Board Policy 6124, and the Title 5 regulations on matriculation¹, which are available in the Reference Room of the Library, the academic division offices, and the Counseling Services Center. If your challenge requires an Educational Plan, that approved plan must be on file in the Records Office. An Educational Plan completed after filing a challenge will *not* support your petition.

Who reviews the petition and how long does it take?

Faculty members in the discipline of the course being challenged will review petitions based on your having equivalent skills or knowledge or on health and safety issues. A decision will be reached within five working days of filing a *valid* petition provided that space in the course is available. If faculty in the discipline are not available, the division will use an alternative review process previously established by the respective discipline faculty.² Petitions based on the delaying of Educational Plan progress, code or policy violations, or upon discrimination will be reviewed by the academic dean or the dean of counseling unless the respective discipline faculty designates someone else. A student who challenges an enrollment limitation (such as a required tryout or audition) will be allowed to enroll in the challenged course if: 1) a course having equivalent credit but without the limitation is unavailable; or 2) the student's Educational Plan progress will be delayed by at least one semester. A *valid* petition based on discrimination allows the student to pursue further action.³

May I enroll in the course I want during the petition review process?

If space is available in the course at the time of filing a *valid* petition, the division dean or a designee will authorize provisional enrollment in any open section of the course. If the challenge is upheld or is not resolved within five working days, your enrollment will become permanent. If no space in the course is available at the time of filing, the challenge must be resolved before the start of the following term. If it is upheld, you may enroll if space is available at the time of your registration for the following term.

May I appeal the decision of the petition reviewer?

If the challenge is reviewed and denied by one reviewer, you may appeal to a committee of reviewers designated by the division. If the challenge is denied by more than one reviewer, it may not be appealed.

May I still use the "Credit by Examination" option?

Yes. If you are challenging a course which is required for an Associate Degree or for a certificate, please see the "Credit by Examination" section of the college catalog.

NOTES:

1. California Code of Regulations, Title 5, Article 2.5, Section 55200.
2. On file in the academic division offices and the Counseling Services Center.
3. See "Student Grievance Policy" (Board Policy 5140) in the college catalog.