PREREQUISITE CHALLENGE FORM

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

SMCCCD

Check Appropriate College

☐ Admissions
Cañada College
4200 Farm HillBoulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Fax: (650) 306-3113

☐ Assessment Center
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6175
Fax: (650) 574-6108

☐ Counseling
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4318
Fax: (650) 738-4260

Complete the following information:

Student's ID# G:_____ ☐Fall ☐ Spring ☐ Summer Year _____

Last Name_____First Name_____Middle _____

Mailing Address:_____

Phone Number:_____Email: _____

COURSE I WISH TO ENTER			PREREQUISITE I WISH TO CHALLENGE
Course	CRN	PROFESSOR'S NAME	Exact Course Title

DIRECTIONS TO STUDENTS:

Complete this Prerequisite Challenge Form for any course you want to enroll in but have not met the prerequisite through completion of a prerequisite course or approved assessment. You must provide all required documentation as described below and any other materials that may be specific to the challenged course.

- **Attach a formal letter.** Explain the reason you are challenging the prerequisite or co-requisite and **explicitly state** the skills and abilities you have that are part of the prerequisite or co-requisite requirement. Failure to provide the detailed letter will result in denial of your petition. **This letter must accompany all petitions.**
- **Attach supporting documentation.** A prerequisite challenge may include the following: college transcripts as evidence of successful course completion, catalog course description, course outline and/or course syllabus, documentation of professional work experience, relevant high school transcripts, letters of recommendation from employers or instructors, samples of graded papers, professional licenses or certificates, a portfolio or a demonstration of prerequisite skill.
- Deadline to submit is no later than 5 working days prior to the last date to add semester-long classes.
- Your request is our priority but due to high demand during certain times of the year, it may take up to seven working days for a request to be processed. **Incomplete forms are denied.**
- Submit your **COMPLETED** form with **ALL** required documentation to the appropriate campus. **(Cañada students require faculty and Division Dean's signature.)**

Check which applies to you:

☐ I challenge the prerequisites based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.
☐ I challenge the prerequisite on the grounds that it was established in violation of regulations.
☐ I challenge the prerequisite because it is discriminatory or applied in a discriminatory manner.
☐ I challenge the prerequisite on the grounds that it has not been made reasonably available.

Student Signature:_____Date:_____

☐ Approved ☐ Denied

Faculty's signature:_____Date _____

☐ Approved ☐ Denied

Division Dean's signature:_____Date _____

OFFICE USE ONLY

Processed by:_____Date:_____

Rev. 11-2016