

PREREQUISITE/COREQUISITE CHALLENGE FORM

NAME: _____ GAVILAN ID# **G00** _____

ADDRESS: _____ PHONE# _____

CITY: _____ EMAIL _____
(REQUIRED FOR NOTIFICATION)

STATE: _____ ZIP _____

Student may register for desired course, pending final outcome of this Challenge Petition, after s/he:

- 1) Fills out this Prerequisite/Corequisite Challenge form.
- 2) Attaches a written statement and documentation supporting the reason or basis for the challenge.
- 3) Submits this form with all attachments by the published deadlines to the Admissions & Records Office.

• **COURSE I WISH TO ENROLL IN:** _____ **SEMESTER/YR** _____
(i.e. Fall/2013)

• **PREREQUISITE, COREQUISITE OR COURSE REQUIREMENTS I WISH TO CHALLENGE:** _____

• **GROUND FOR CHALLENGE:** (check one or more boxes)

- 1. The prerequisite course has not been made reasonably available
- 2. The prerequisite was established in violation of regulation or in violation of the District-approved processes (student must document)
- 3. I challenge the prerequisite on the grounds that it is discriminatory or is applied in a discriminatory manner (student must document)
- 4. I challenge the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite (student must document knowledge and/or ability)

I acknowledge that Gavilan College has determined that this prerequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite.

_____ **STUDENT SIGNATURE** _____ **DATE** _____

COLLEGE USE ONLY

Review and Evaluation

Documentation Form

Date filed with the A&R Office: _____ Received By: _____

Challenge form referred to: _____ Approved

_____ Denied

DEPARTMENT CHAIR (PRINT NAME)

DEPARTMENT CHAIR SIGNATURE

DATE

Approved

_____ Denied

DIVISION DEAN (PRINT NAME)

DEAN/ADM SIGNATURE

DATE

INSTRUCTIONS FOR FILING THE PETITION TO CHALLENGE PREREQUISITE/COREQUISITE

- The submission deadlines for fall and spring semester challenges vary every term. It is the student's responsibility to track and submit the Challenge Form by the deadline dates.
 - Students will not be allowed to enroll in any summer classes unless all the prerequisite or corequisite coursework is completed, or a prerequisite Challenge Form was approved in a previous semester and student was unable to register for that term.
- 1) Submit this form in person to the Admissions and Records Office (5055 Santa Teresa Boulevard, Gilroy, CA 95020) with all supporting documents **no later than five business days** prior to the last day to add a class, as published on the Gavilan website each semester.
 - 2) The Department Chair and Division Dean have five business days to complete and return the form to Admissions & Records. While the request is under review the student may enroll in the challenged class (if there are seats available) immediately after filing the form with the Admissions and Records Office. If the challenge is not upheld the student will be dropped from the course and may apply for a refund of fees.
 - 3) Only complete challenges (a completed form with supporting documents attached) will be processed in the order received, excluding holidays and weekends. Notification of challenge status will be sent to the student via email. If no email address is indicated, notification will be mailed to the student's home address.
 - 4) The decision may be appealed through the normal student grievance procedure.

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

The following state regulations are excerpted from Title V, Section 55201, Sub-section "f" (1-6), "g", and "h".

For further clarification see Title V of the California Education Code in the Gavilan College Library.

- (f) Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed 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;
 - 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.
- (g) In the case of a challenge under Subsection (f)(3) of 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.
- (h) District policies adopted pursuant to this section shall be submitted to the Chancellor as part of the district's matriculation plan pursuant to Section 555210 of Subchapter 6 of Chapter 6 of this Division.