

PREREQUISITE, COREQUISITE CHALLENGE FORM

A student may challenge any prerequisite or co requisite on one or more of the following grounds:

- () 1. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or co requisite.
- () 2. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or co requisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or co requisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Vice President of Academic Affairs/Student Services, prior to the student's enrollment in the challenged course.

If space is available in a course when a student files a challenge, the College shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

The Vice President of Student Learning/Student Services in collaboration with the appropriate faculty shall resolve challenges within **five (5) working days** of the receipt of the challenge.

INSTRUCTIONS:

Please check the appropriate box, provide a written explanation, and attach documentation to support your claim.

STUDENT NAME: _____ Student ID#: _____

EMAIL ADDRESS: _____

CRN: _____ CLASS TITLE: _____ PHONE: _____

PREREQUISITE BEING CHALLENGED: _____

FORM OF PROOF PROVIDED: _____

Submit to: Heather Ostash, Matriculation Coordinator
Counseling Department
Cerro Coso Community College
Indian Wells Valley Campus
3000 College Heights Blvd.
Ridgecrest, CA 93555

FAXs are acceptable. Please send to: Attention: Heather Ostash (760) 375-4776

*For further information, please refer to the back section of the Campus schedule under **PREREQUISITES, COREQUISITES, AND ADVISORIES.***