



3000 College Heights Blvd.  
Ridgecrest, CA 93555

(760) 384-6219

## PREREQUISITE, COREQUISITE CHALLENGE FORM

(If you have completed coursework at another institution that you feel may be equivalent to the prerequisite course, please contact the counseling office at 760-384-6219 to make an appointment with a counselor.

Determining equivalency is a different process from the prerequisite challenge process.

When determining equivalency for classes taken at another institution, transcripts will need to be provided.)

A student may challenge any prerequisite or corequisite 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 Director of Counseling and SSSP, 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 Director of Counseling and SSSP 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 @ \_\_\_\_\_

STUDENT EMAIL \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

CRN \_\_\_\_\_ CLASS TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

PREREQUISITE BEING CHALLENGED \_\_\_\_\_

FORM OF PROOF PROVIDED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Submit to: Christine Small, Director of Counseling and SSSP  
Counseling Department  
Cerro Coso Community College, Indian Wells Valley Campus  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Faxes are acceptable.  
Please send to:  
Attention: Christine Small  
(760) 384-6255

For further information, please refer to the College Catalog under PREREQUISITES, COREQUISITES, AND ADVISORIES.