

SKYLINE COLLEGE PREREQUISITE CHALLENGE PROCESS

STEP ONE:

Complete the Prerequisite Challenge Petition.



STEP TWO:

Submit your Prerequisite Challenge Petition, along with appropriate documentation to the appropriate Division Office. *Please refer to the back of this form for a list of Division Offices.*



STEP THREE:

Await response from Division Office regarding status of your petition. You will be notified within 5 working days of receipt of your petition.

Who may want to challenge a prerequisite?

A student has not completed the stated prerequisite "course" or a student has not achieved a qualifying score on a placement test score to meet the stated prerequisite or co-requisite for a course which he/she wants to register in.

When can a student challenge a stated prerequisite?

You can challenge a prerequisite on one or more of the following grounds:

1. If you believe you have the knowledge or ability to succeed in the course without completing the prerequisite
2. If you believe that the prerequisite has been established in violation of Title 5 regulations or the SMCCCD District Model Policy
3. If you believe that the prerequisite is discriminatory or is being applied in a discriminatory manner.
4. If you believe that the prerequisite course has not been made reasonably available.

Important!

- You must submit your completed challenge packet no later than five (5) working days prior to the published last day of the late registration period.
- You will be notified within 5 business days if your challenge is approved. You will be cleared to register for the class *only* if your petition is approved.

REQUIRED DOCUMENTATION MUST BE ATTACHED TO YOUR PETITION:

- A **formal letter** explaining the reason you are challenging the prerequisite or corequisite must accompany all petitions. Include in the letter a detailed description of how you meet the prerequisite requirement.
- Additional **supporting documentation**, such as: college transcripts as evidence of successful course completion, catalog course description, course outline/and or course syllabus, documentation of professional work experience, high school transcripts (if relevant), letters of recommendation from employers or instructors. Samples of graded papers, professional licenses or certificates.

Questions regarding *your* prerequisite challenge and any supporting documentation should be directed to the appropriate Division Office (see back of form for a list of Division Offices)