



Petition for Pre-Requisite/Co-Requisite Challenge

Summer _____
Year

Fall _____
Year

Spring _____
Year

College of Alameda

Laney

Merritt

Berkeley City College

Student Name

Email

Student ID

Phone No.

I wish to enroll in the following course: _____
Course Name and Number (ex. "ASL 51") Registration code (ex. "12345")

The pre-requisite co-requisite is: _____
(check one only) Course Name and Number(ex. "ASL 50")

I am challenging the pre/co-requisite for the following reason: *(Check one box. Write statement below to support your petition. Sign and date form, and return to the Admissions and Record Office)*

- I have acquired through work or life experiences the skills and knowledge that are represented by the pre-requisite.
- I have not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, I would be delayed by a semester or more in attaining the degree or certificate specified in my Student Educational Plan.
- I can demonstrate that I do not pose a threat to others or myself in a course with a pre-requisite established to protect health and safety.
- I do not believe that the pre-requisite is necessary for success in the course or that it has been established in accordance with District's policies and procedures.
- I believe that the pre-requisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- I will be subject to undue delay in attaining the goal in my educational plan because the pre-requisite or co-requisite course has not been made reasonably available.

Written statement: _____

Attach additional pages if more space is needed.

Student Signature _____ Date _____

Challenge Evaluation

- Challenge was approved.
- Challenge was denied. Reason _____

Authorized Signature(s) Department Chair _____ Date _____
(or) Administrator _____ Date _____

To College Staff: Sign and return form to Admissions & Records for data processing.

Petition for Pre-requisite/Co-Requisite Challenge

Use This Form Only:

1. if you are petitioning a pre-requisite based on one of the six (6) criteria outlined on the other side of this petition. This form is most commonly used for students who have not completed college coursework, but have work or life experience that they believe is equivalent to the pre-requisite.
2. if you are attempting to use high school coursework to meet a college course prerequisite. Example: You want to enroll in Spanish 1B and you have completed two years of Spanish in high school. Attach a copy of your high school transcript to verify the coursework completed.
3. if you have written justification to support your petition. If you are challenging an English course prerequisite, you should attach a sample of your written work.

Submit the completed petition with your supporting justification/documentation to the Admissions and Records Office. Admissions staff will enroll you in the course and submit this form to the Department Chair for their review. ***A challenge will be resolved by the appropriate staff within five (5) working days. You will only be notified if your petition is denied and you will be dropped from the course.***

Incomplete petitions will be denied.

If you need further information, please contact the counseling office at your college.