



Prerequisite Challenge Request

- Read the front and back of this form and follow the instructions carefully.
- Submit completed form and attached documentation to the Admissions Office at least one week prior to your registration date. You will be notified within five (5) working days from the date that this form is submitted regarding the results of your petition.
- Submit this form by email to matriculation@coastline.edu.
- This review is for course placement purposes only and is not an official evaluation for course credit.
- You must have applied for admission to Coastline Community College prior to submitting this form.
- For Math 100 to Math 170 contact Counseling for Math self-placement. assessment@coastline.edu

Name _____ Student ID _____ Date _____

Address _____ City _____ Zip Code _____

Phone _____ Cell _____ Email _____

Term: Fall Year: _____
 Spring
 Summer

Course and Number you wish to enroll in:

Course Dept. and Number (Example: English 102)	Prerequisite for Course (as stated in the Coastline Community College catalog)

Challenging a Prerequisite:

The challenge process is designed for students who believe they have met a course prerequisite through means *other than* completion of an equivalent course at another institution or high school. If you believe that this applies to you, then you must give a detailed explanation as to why you believe you have met this prerequisite.

Grounds for Challenge:

See reverse side of this form regarding grounds to challenge a prerequisite.

Approved Denied _____
 Dept. Chair/Coordinator Date Clearance approved

Instructional Division Dean

Instructions for Processing
Prerequisite Challenge Request

Math: C180, C185, C225, C226, C280, C285

Psychology: C120, C250, C280

Sciences: Astronomy C100L, Biology C100L, C200, C225, C283, Chemistry C180, C185, C220 Geology C141, Marine Science C100L, Physics C120, C125, C185, C280, C285

Student Responsibilities

1. Complete the form by doing the following:
 - a. Provide a detailed explanation for “Grounds for Challenge”.
 - b. Attach supporting documentation, i.e. transcript and course descriptions if needed.
2. It is advisable to speak with an instructional faculty member who teaches in the discipline you are challenging. However, it is not required.

College Responsibilities

1. The completed form is forwarded to Division Dean.
2. Student will be notified within five (5) working days from the date the form is returned regarding the result of your petition.
3. To ensure timely processing, the following steps will occur:
 - a. Petition is completed by the student with appropriate documentation and signatures;
 - b. Petition is forwarded to the Division Dean & Matriculation for action;
 - c. Student is notified by email;
 - d. If petition is approved, prerequisite is cleared.

Students may utilize “Grounds for Challenge” based upon one of the following:

Check one of the following:

1. You have acquired through *work or life experiences* the skills and knowledge that is presupposed in terms of the course or program for which it is established. You must provide thorough documentation as to *what* skills and knowledge you have obtained, and *how* you obtained them.
2. You will be subject to undue delay in attaining the goal in your educational plan because the college has not made the prerequisite or co-requisite course reasonably available.
3. You can demonstrate that you do not pose a threat to yourself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite has not been established in accordance with the District’s process for establishing prerequisites and co-requisites, and has not been established in accord with Title 5.
5. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.