

CERRITOS COLLEGE REQUISITE CHALLENGE FORM



SECTION I: STUDENT INFORMATION

Name: _____ Student ID: _____

E-Mail: _____ Phone Number: _____

Course in which I would like to enroll: _____ Semester: _____

Section Number: _____ Requisite course being challenged: _____

In accordance with California state regulations, a student may challenge a requisite course (i.e., prerequisite, corequisite) under a limited set of circumstances. A student submitting a Requisite Challenge Form must select one or more of the options below to indicate the reason(s) for the challenge.

REQUISITE CHALLENGE REASON *(at least one reason below must be checked)*

NOTE: Student must provide a written statement and documentation to support any reason checked below.

- 1. Requisite was not established according to District policy.
- 2. Requisite is in violation of Title 5 regulations.
- 3. Requisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory way.
- 4. Progress toward completion of my educational goal is subject to undue delay because the requisite course has not been made reasonably available at the college.
- 5. I have the knowledge or ability to succeed in the requested course based on the stated learning outcomes of the requisite course. Contact the department for course content and student learning outcomes.
(Documentation must address how you meet the stated learning outcomes of the requisite course.)

I understand that it is my responsibility as the student to provide a clearly written statement (see Section II) and submit compelling documentation to evidence that I am adequately prepared to successfully complete the course for which I am challenging the requisite.

I understand that I must submit the Requisite Challenge Form and accompanying documentation (e.g. transcript, catalog description, course outline, syllabus) as instructed in this document. Any forms submitted without a student statement and documentation will not be reviewed.

I acknowledge that I have read and understand the information provided above.

Student Signature: _____

Date: _____

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SECTION II: STUDENT STATEMENT

In the space provided below, please provide a clear statement describing your reason(s) for challenging the requisite and explaining the documentation you have provided to support your requisite challenge. **NOTE: Accompanying documentation is required. Any forms submitted without a student statement and documentation will not be reviewed.**

SECTION III: DEPARTMENT EVALUATION (*For Reasons 4 and 5 ONLY*)

NOTE: Evaluation to be completed within five (5) working days of receipt of documentation.

Approved

Denied

If denied, please provide justification below:

Department Chair Name:

Date:

Department Chair Signature:

Date:

SECTION IV: DIVISION REVIEW (*For Reasons 4 and 5 ONLY*)

NOTE: To be completed within three (3) working days of Department Chair evaluation.

I acknowledge that I have reviewed the challenge petition submitted by the student, as well as the department-level approval/denial of the petition as indicated above.

Division Dean Name:

Date:

Division Dean Signature:

Date:

Cerritos College Admissions & Records Office Use Only

Processed By:

Date Form Processed:

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Requisite Challenge Information for Students

As a student, you may challenge a requisite (i.e., prerequisite or co-requisite) on one or more of the grounds listed in *Section 1* of the Requisite Challenge Form. The information below outlines the steps involved in the submission and review of a Requisite Challenge Form.

1. You must complete *Section 1: Student Information* of the Requisite Challenge Form.
2. You must provide a detailed statement explaining the reason(s) for challenging the requisite. If you need additional space, you may attach an additional page.
3. You must submit documentation to support **each** reason you checked in *Section 1* of the form.
4. If you select Requisite Challenge Reason #1, #2, and/or #3, please submit your Requisite Challenge Form and supporting documentation to the Admissions & Records Office via email to admissions-info@cerritos.edu.
5. If you selected Requisite Challenge Reason #4 and/or #5, please submit your Requisite Challenge Form and supporting documentation via email to the appropriate division office. For a list of academic divisions, visit: <https://www.cerritos.edu/academics/academic-divisions/default.htm>.
6. The division office will notify the Admissions & Records Office regarding the status of your request. The Admissions & Records Office will notify you of the final decision within 10 working days.
7. If your Requisite Challenge request is approved, the Admissions & Records Office will clear your requisite and contact you to assist with enrollment. Please be sure to provide an email address and phone number on the Requisite Challenge Form.