



## Petition for Challenging a Pre-Requisite or Co-Requisite

If you feel that you have met the equivalent of a course pre-requisite based upon one of the reasons listed on this form, please complete this form. Fill out all of the information in the Student Information box. Check mark the appropriate challenging reason, then turn in the Petition form to the respective division office.

Visit [www.venturacollege.edu/prerequisites](http://www.venturacollege.edu/prerequisites) for more information.

### Deadline for Submitting Challenges

#### FALL & SPRING Full Term Semester Classes

By the First Day of the Semester (see Academic Calendar)

#### SUMMER & All Short Term Semester Classes

Before the 1<sup>st</sup> day of class (see Academic Calendar)

### Processing Time

Petitions will be processed within five (5) working days

### Student Information – Please Print Legibly

Semester: FALL: \_\_\_\_ SUMMER: \_\_\_\_ SPRING: \_\_\_\_ Date submitted: \_\_\_\_

\_\_\_\_\_  
Last, First Name

\_\_\_\_\_  
Phone Number

900 \_\_\_\_  
Student I.D. Number

\_\_\_\_\_  
Course I.D.

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
No. of Units

\_\_\_\_\_  
Pre-requisite or Co-requisite for above course

\_\_\_\_\_  
Student E-mail Address REQUIRED!!

**\*\*See back for sample of how to fill out the Challenge form\*\***

Please identify one of the following reasons for challenging the pre-requisite or co-requisite

- [ ] 1. As a student, I will be subject to undue delay in attaining the goal of my educational plan because the pre-requisite or co-requisite course has not been made reasonably available. (College must attach factual history of course availability by term for the past two (2) years.)
- [ ] 2. The pre-requisite or co-requisite is not valid because it is not necessary for success in the course for which it is required. That is, it was established in violation of regulation or district-approved processes. (Student documentation is required.)
- [ ] 3. The pre-requisite or co-requisite is unlawfully discriminatory or is being applied in an unlawful discriminatory manner. (Student documentation is required.)
- [ ] 4. As a student, I have the knowledge or ability to succeed in the course despite not meeting the pre-requisite or co-requisite. (Student documentation is required: e.g., alternative to transcript, letter from previous school, or written documentation of other technical training.)

**ABILITY TO SUCCEED** in English composition and literature courses that have pre-requisites must be demonstrated by the successful completion of the challenge essay process.

**\*\*\* OFFICE USE ONLY \*\*\***

**APPROVAL / DENIAL: Requires the signature of Department Chair or designee.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_ [ ] approved [ ] denied

*The Division Office will notify you via e-mail if the petition is approved. If approved, the block for registration will be removed. Please proceed to register either online or in-person at the designated registration date.*

## Steps to Completing a Petition to Challenge a Prerequisite or Co-requisite:

1. Follow all the instructions then fill it out and attach supporting documentation, along with a written statement explaining the reasons to be considered for the challenge.

| Student Information – Please Print Legibly  |   |  |
|---|---|--|
| Semester: FALL: <input checked="" type="checkbox"/> SUMMER: <input type="checkbox"/> SPRING: <input type="checkbox"/> |   | Date submitted: <u>July 12, 2018</u>                               |
| <u>King, Christie</u><br><b>Last, First Name</b>  | <u>(805)123-4567</u><br><b>Phone Number</b>         | 900 <u>1 2 3 4 5 6</u><br><b>Student I.D. Number</b>               |
| <u>Spanish V02</u><br><b>Course I.D.</b>  | <u>Elementary Spanish II</u><br><b>Course Title</b> | <u>5</u><br><b>No. of Units</b>                                    |
| <u>Spanish V01</u><br><b>Pre-requisite or Co-requisite for above course</b>   |   | <u>zyem1@vcccd.edu</u><br><b>Student E-mail Address REQUIRED!!</b> |

2. Deliver the completed petition and documentation to the respective division office for processing.
3. Within five (5) working days (commencing at 8 am on the first work day following submission of the petition), the Division Office will notify the student, via email, if the petition has been approved or denied.
4. If APPROVED, the Division Office will release the block on the registration system. The student may then register (on his/her designated registration date) via online or in-person.
5. If DENIED, then the student must meet the prerequisite/co-requisite as stated in the college catalog.

\*Division offices can be located at [www.venturacollege.edu/departments](http://www.venturacollege.edu/departments)