

COURSE PREREQUISITE CHALLENGE PETITION

Office of Counseling,
Advising & Matriculation

Directions to Student: Submit a completed Prerequisite Challenge Petition packet to the Assessment Center - Building 10, 3rd Floor, at least 5 working days prior to the published last day of the late registration period. It is the responsibility of the student to provide compelling evidence to support the challenge. Complete numbers 1 through 3 below.

Name: _____ CSM ID#: G _____
Last name First name

Full Address: _____
Street City State Zip Code

Telephone: (_____) _____ Email: _____

1. Course information:

I want to enroll in this course: _____
List CSM course name and number (example: Statistics MATH 200)

The prerequisite(s) for this course is: _____
List CSM course prerequisite name and number (example: Intermediate Algebra MATH 120)

2. Check which applies to you:

- I challenge the prerequisites based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.
- I challenge the prerequisite on the grounds that it was established in violation of regulations.
- I challenge the prerequisite because it is discriminatory or applied in a discriminatory manner.
- I challenge the prerequisite on the grounds that it has not been made reasonably available.

3. Required documentation must be attached to this petition.

- A. **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.
- B. Attach **supporting documentation** which can include the following: 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.
- C. **Some courses have additional requirements for challenges beyond what appears in A and B above.** The Assessment Center can advise you of additional challenge process requirements that may include a portfolio or a demonstration of prerequisite skills.

Completed Prerequisite Challenge Petition request includes this petition, documentation as described in #3 and any other materials that may be specific to the challenged course.

Student Signature: _____ Date: _____

Office use only:

Received by: _____ Date: _____
Staff member

Approved. Student is eligible to enroll in: _____

Denied: _____

Other comments: _____

Faculty review completed by: _____ Date: _____
Division faculty / Printed name and signature