

PREREQUISITE CHALLENGE FORM

D I R E C T I O N S

Complete this Prerequisite Challenge Petition for any course you want to enroll in but you have not met the prerequisite through completion of a prerequisite course or approved assessment. You must provide all required documentation as described below and any other materials that may be specific to the challenged course.

- **Attach a formal letter** (the letter explains the reason you are challenging the prerequisite or corequisite and must accompany all petitions. Include in the letter a **detailed description** of how you meet the prerequisite requirement).
- **Attach supporting documentation** (college transcripts as evidence of successful course completion, catalog course description, course outline and/or course syllabus, documentation of professional work experience, relevant high school transcripts, letters of recommendation from employers or instructors, samples of graded papers, professional licenses or certificates, a portfolio or a demonstration of prerequisite skills).
- Submit the information no later than 5 working days prior to the last date to add semester length classes.

Submit your **COMPLETED** form with **ALL** required documentation in any of the following ways:

IN-PERSON: CSM Assessment Center, College Center Building 10, Room 370
MAIL: 1700 West Hillsdale Blvd., San Mateo, CA 94402
EMAIL: csmprereq@smccd.edu
FAX: (650) 574-6587

Results of your request will be emailed to your MY.SMCCCD email. Incomplete forms will be denied.

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

SMCCCD Email: _____@my.smccd.edu Telephone: (_____) _____

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)

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.

Results of your request will be emailed to your MY.SMCCCD email. DATE: _____

Office use only:

Received by: _____ Date: _____
Staff member

Approved. You are approved to enroll in the course you requested.

Denied: _____

Other comments: _____

Faculty review completed by: _____ Date: _____

Division faculty / Printed name and signature