

Date Received: _____
Counselor Initials: _____

PREREQUISITE CHALLENGE FORM
(This Form **Must** Be Filled Out At the Counseling Office)

Student Name: _____ Student ID#: 900-____-____-____-____

Please indicate preferred method of contact:

- AVC Email address: _____
 Telephone Number: _____

Term of Enrollment: _____

Course title and number I wish to enter; if available, include CRN:	Course title and number I wish to challenge:

State clearly your reason(s) for this challenge. You must attach documentation to support your challenge. If required documentation is not attached, the challenge will be automatically denied. (See Challenge Criteria 1-5. Please attach additional pages if needed.)

I acknowledge that Antelope Valley College has determined that this prerequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite.

Student Signature: _____ Date: _____

For Official Use Only

Faculty Decision: (required) Must be a faculty member in the discipline, but not the faculty member of the section into which the student is attempting to enroll (Model District Policy, 1993).

Faculty Name: _____ Signature: _____

Approved Not Approved (explain below) Date: _____

Valid 1 year from the date of approval.

Comments: _____

Dean's Review: (required to ensure process has been followed.)

Dean's Name: _____ Signature: _____

Date: _____

Comments: _____



ANTELOPE VALLEY COLLEGE

PREREQUISITE CHALLENGE

(including corequisites or limitations on enrollment)

Prerequisites are an essential tool for student success. Title 5 (section 55003) allows districts, through their curriculum approval process (AP&P), to establish prerequisites for degree-applicable courses.

Challenge Criteria

If a student wishes to challenge the established prerequisite, corequisite, or limitation on enrollment, he or she must submit a Prerequisite Challenge Form for one or more of the following reasons:

1) *The student has the documented knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite (T5: 55003).*

- Letters of verification from faculty, employers, or other persons qualified to certify as to the student's skill level in that subject area (see course description in college catalog);
- Certificates from schools, colleges, government agencies, or other reputable sources verifying the attainment of specific subject-level skill levels;
- Transcripts of academic work at other institutions accompanied by copies of appropriate catalog pages, course descriptions, and/or course syllabi, if available;
- AVC college assessment scores;
- Examples of work in that subject area (paintings or other art forms, written work, drafting, etc.), which demonstrates the quality of work the person has performed.

NOTE: All documents submitted to support prerequisite challenges will not be returned.

2) *The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (T5: 55003).*

Provide, in writing, the dates and times when the prerequisite was offered during the two semesters immediately preceding the current semester. If available, provide copies of the class schedule sections in which the courses in question would have appeared.

3) *The prerequisite or corequisite has not been established in accordance with the district's AP&P process for establishing prerequisites and corequisites (T5: 55003).*

Cite the state regulation or district-approved process the prerequisite has violated. Indicate the chapter and section of the law, if known. If available, attach a copy of the regulation or district-approved process to the Challenge Form.

4) *The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (T5: 55003).*

Explain how the prerequisite, corequisite, or limitation on enrollment is discriminatory. Does it discriminate against a person on the basis of age, ethnicity, religion, gender, or sexual preference? What is it, specifically, about the prerequisite that results in discrimination against a person from one or more of these groups?

5) *The prerequisite or corequisite is in violation of this section (T5: 55003) which states that “a prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course.”*

Explain specifically why the prerequisite is not necessary for success in the course for which it was established.

Challenge Procedure

- i. A student must complete the challenge form at the Counseling Center in the Student Services Building.
It is the responsibility of the student to provide compelling evidence and documentation to support the challenge. If there is no documentation provided, then the challenge will automatically be denied. (See Challenge Criteria #1.)
- ii. Once the faculty has approved or disapproved the challenge, the dean’s signature only signifies that the process has been followed. The Counseling staff will notify the student within 5 working days via Antelope Valley College student email account or the student’s telephone number that is indicated on the prerequisite challenge form.
- iii. The 5 day clock begins at 10:00 am on the morning following the submission of the prerequisite challenge form, excluding posted AVC holidays and weekends (e.g. for a challenge form submitted Tuesday at 4:30 pm, the 5 day clock will begin Wednesday at 10:00 am, and the student will be notified of the status/outcome by 10:00 am the following Wednesday).

NOTE: During the challenge review process, if registration is in session and the class is available, the student will be allowed to enroll in the course. If the challenge was approved, the student will be allowed to stay in the course; if the challenge was denied, the student will be dropped from the course.

Definitions

Prerequisite - A required condition of enrollment that demonstrates current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course. A student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course. Prerequisites are enforced and a student will be blocked from enrolling if the prerequisite is not met. A student must complete a course prerequisite with a satisfactory grade of A, B, C, or P (pass).

Corequisite - A condition of enrollment in a course that requires the student to simultaneously enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated corequisite.

Advisory on recommended preparation - A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. (Minor students who are still in elementary, middle, or high school are required to meet advisories.)

Limitation on enrollment - A condition of enrollment which limits how students qualify for a particular course or program. These limitations apply to courses that include public performance or intercollegiate competition where a try-out or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program and Licensed Vocational Nursing Program). Limitations on enrollment are enforced and a student will be blocked from enrolling if the student does not meet the stated limitation.