

CITY COLLEGE OF SAN FRANCISCO
Petition to Challenge a Prerequisite or Corequisite

Name _____ I.D. # _____

CAUTION: City College has established prerequisites and corequisites to ensure that students have the skill level necessary to succeed in a course. A student who wishes to challenge a prerequisite or corequisite should file a petition as early as possible prior to the first day of class, but no later than the end of the add/drop period. The student shall bear the initial burden of showing that grounds exist for the challenge.

If the challenge is upheld, the student will be eligible for the course; the student should retain his copy of the approved petition as proof of his eligibility. If the challenge is denied, the student will not be eligible for the course and may be dropped if already enrolled in the course.

Course I Wish to Enroll In: _____ Pre/Corequisite _____

I challenge the above prerequisite or corequisite on one of the following grounds:

*(For grounds A – C below, submit petition and supporting documentation to the **Department Chair** by the first day of the semester.)*

- ___ **A.** The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite.
- ___ **B.** The student possesses the knowledge/skills necessary to protect the health and safety of himself and others despite not meeting the stated health or safety prerequisites.
- ___ **C.** The student will be subject to undue delay in attaining the goal as indicated by his/her Educational Plan because the prerequisite or corequisite course has not been made reasonably available. (If the course is not offered, then the pre/corequisite shall be waived for that term only.)

*(For grounds D – F below, submit petition and supporting documentation to the **Matriculation Services Office, Conlan Hall 204**, by the first day of the semester.)*

- ___ **D.** The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- ___ **E.** The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
- ___ **F.** The prerequisite or corequisite is in violation of Title 5.

Student signature _____ **Date** _____

(For official use only:)

DATE SUBMITTED: _____ **TO (Name of Office):** _____

ACTION (on A – C above)

Department Chair: Approved Denied **Comments:** _____

Signature _____ Date: _____

ACTION (on D – F above)

Dean of Matriculation: Approved Denied **Comments:** _____

Signature: _____ Date: _____

Final submission to Matriculation Office: Received by _____ Date: _____

White: Department Chair **Yellow:** Dean of Matriculation **Pink:** Student (3/04)