



City College of San Francisco Petition to Challenge a Prerequisite or Corequisite

Student Name _____ CCSF Student ID # _____

Student Email _____

Student signature _____ Date _____

*CAUTION: City College has established prerequisites and corequisites to ensure that students have the skill level necessary to succeed in a course. **Prerequisites must be cleared prior to enrollment.***

1. Deliver or email attachment to the target course department the following materials:

- Transcript from other college
- Copy of the other college's course description

2. Email approved petition(s) to prereq@ccsf.edu, or fax to (415)452-5127, or bring documents to the Office of Matriculation and Assessment in Conlan Hall, Room 203.

Note: Students are advised to see their counselors or advisors for further information regarding transferring to a four-year college or university.

Course(s) I wish to enroll in: _____ Pre/Corequisite: _____

_____ Pre/Corequisite: _____

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

_____ A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite at CCSF:

Course title: _____ College: _____

C-ID #: _____

OR

Other preparation/evidence:

_____ B. 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.)

_____ C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawful discriminatory manner.

_____ D. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.

_____ E. The prerequisite or corequisite is in violation of Title 5.

(For office use only:)

ACTION (on A and B above)

Department Chair or Designee: Approved Denied

Comments: _____

Signature: _____ Date: _____

Final submission to Matriculation Office: Processed by _____ Date _____

Documents on file