

## San Bernardino Valley College Co/Prerequisite Challenge Form

Name \_\_\_\_\_ SSN \_\_\_\_\_ Birth Date \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Step 1)** Complete this form and attach the necessary documentation that establishes your right to challenge this co/prerequisite.

**Step 2)** Identify the course in which you wish to register and which co/prerequisite you wish to challenge in the boxes below. You must complete a separate form for each co/prerequisite you wish to challenge.

Course in which you wish to register: Course Number: _____ Section Number: _____	Co/Prerequisite you wish to challenge:
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**Step 3)** Check the appropriate box below and attach documentation if necessary.

**Submit all forms to the appropriate Division Office.**

- A. I challenge the co/prerequisite based on my knowledge or ability to succeed in the course despite not meeting the co/prerequisite (documentation and/or skills demonstration required).** The Division Dean in the discipline of the course being challenged or designee shall determine whether the student has the knowledge or ability to succeed in the course, and if so, will approve the challenge of this co/prerequisite and provide written notification to the student within five (5) working days.
- B. I challenge the co/prerequisite based on an undue delay in attaining my educational goal as outlined in my student educational plan (SEP).** The Division Dean in the discipline of the course being challenged or designee will review the student's educational plan to determine whether the co/prerequisite will cause an undue delay in attaining the student's goal, and if so, will approve the challenge of this co/prerequisite and provide written notification to the student within five (5) working days.
- C. I challenge the co/prerequisite on the grounds that it is discriminatory or is being applied in a discriminatory manner (student documentation required).** The Division Dean of Counseling and Student Development or designee will review the documentary evidence to determine whether the co/prerequisite is being applied in a discriminatory manner, and if so, will approve the challenge of this co/prerequisite and provide written notification to the student within five (5) working days.
- D. I challenge the co/prerequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation required) or in violation of Title 5, Article 2.5 (Prerequisites, Corequisites, and Recommended Preparation).** The Division Dean of Counseling and Student Development or designee shall determine whether the co/prerequisite was established in violation of regulation of district-approved processes, and if so, shall approve the challenge of this co/prerequisite and provide written notification to the student within five (5) working days.

**Step 4)** Return to the appropriate Division Office five (5) working days after submitting the form to receive the challenge decision. **If you wish to challenge a co/prerequisite before the class begins and a seat is available in the class being challenged, a place will be held for you pending the outcome of the challenge process. If SBVC fails to resolve the challenge within five (5) working days, you will be allowed into the course. If there is no space in the course at the time the challenge is filed, the challenge will be resolved before the beginning of registration for the next time that course is offered.**

**It is the responsibility of the student to provide compelling evidence (documentation) to support the challenge.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For official use only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Division Dean's office by: \_\_\_\_\_ Date: \_\_\_\_\_

The documentation has been evaluated and the challenge is approved  disapproved . Date: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_