

Complete the Prerequisite Challenge Form and submit to
Department Chairperson

DATE RECEIVED:

YOUR PETITION WILL NOT BE ACCEPTED/PROCESSED WITHOUT SUPPORTING DOCUMENTATION.

MARIN ID # **M** _____

DAY PHONE _____ - _____

NAME

LAST FIRST M.I.

MAILING ADDRESS

NUMBER STREET

CITY STATE ZIP CODE

E-MAIL ADDRESS

I want to enroll in the following course
for the _____ 20__ term:
_____ COURSE NAME / NUMBER (EXAMPLE: ENGL 151)

PREREQUISITE CHALLENGE

Explanation and evidence to support challenge must be attached.
I have NOT completed an equivalent course to the COM prerequisite.
I want to challenge it based on the following:

- Knowledge or ability to succeed
- Invalid prerequisite
- Prerequisite course not available
- Prerequisite is discriminatory or applied in a discriminatory manner
- Prerequisite not established in accordance with the district's process for establishing prerequisites/corequisites

FOR A/R USE ONLY		
	Initials	Date
Block Lifted	/	
Date Notified	/	

**PLEASE READ PROCEDURES ON REVERSE
AND SIGN DECLARATION BELOW**

FOR DEPARTMENT USE ONLY

REQUIRED

DEPARTMENT CHAIR APPROVED DENIED

SIGNATURE _____

PRINT NAME _____

DATE _____

Instructor's Recommendation (optional)

APPROVED DENIED

SIGNATURE _____

PRINT NAME _____

DATE _____

If denied, state reason:

I declare under penalty of perjury that the statements and information submitted on this form are true and correct. I understand that all material and information submitted by me for purposes of verifying the completion of a prerequisite which the college has deemed to be valid and necessary for success in a course become the property of the College of Marin and are subject to audit. I also understand that falsification and withholding pertinent data will result in immediate withdrawal from a course and further disciplinary action.

I acknowledge that College of Marin 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 _____ SEMESTER _____ DATE _____

PREREQUISITE CHALLENGE PROCEDURES

GENERAL INFORMATION

The College of Marin is required by the State of California to enforce course prerequisites. We believe successfully completing prerequisites prior to enrolling in higher level courses will ensure your success as a student. To challenge the prerequisite, you must fill out the Prerequisite Challenge and submit it to the Department Chairperson. An explanation and supporting evidence must be attached.

CHALLENGE OPTIONS

You may challenge the prerequisite for the course you wish to enroll based on the following options:

1. Knowledge or ability to succeed: You believe you can succeed in the course without meeting the prerequisite based on your knowledge or ability gained outside of the classroom. The challenge (and documentation) will be reviewed by the appropriate department.
2. Invalid prerequisite: You believe the prerequisite is not valid because it is not necessary for success in the course for which it is required. You understand the faculty of the department and the College's Curriculum Review Committee has considered and approved the prerequisite. The department will determine whether the required course is necessary for success in the target course.
3. Prerequisite course not available: You believe the prerequisite course was not made reasonably available. The Department Chairperson will determine whether the required course was reasonably available.
4. Prerequisite is discriminatory: You believe the prerequisite is discriminatory or is applied in a discriminatory manner. The Department Chairperson will review the evidence submitted.
5. District process: You believe the prerequisite was not established in accordance with the Board Policies and Administrative Procedures for establishing prerequisites. The Department Chairperson will determine whether or not the establishment of the course prerequisite followed Board Policies and Administrative Procedures.

CONDITIONS

A prerequisite challenge may be filed at any time; however, if it is filed after the deadline established by the College, it will be applied to the subsequent term. Please see deadline dates published in the College Catalog and Schedule of Classes.

It is the student's responsibility to provide compelling evidence to support the challenge. If you have questions or need assistance, discuss it with your counselor prior to filing.

Filing a challenge does not guarantee a seat in the course.

Challenges are reviewed by the appropriate academic Department Chairperson. Please allow the Department Chairperson a reasonable amount of time to approve or deny the challenge. You will receive email notification of approval or denial.

PLEASE COMPLETE REVERSE SIDE