

**Instructions for Processing
Prerequisite Clearance/Challenge Request**

English/Math Placement Challenge

If you already took the English and/or math assessment at Cuyamaca College, but wish to challenge your placement level, contact the Assessment Office at 619-660-4426 to schedule a challenge exam. Only exams given by the Cuyamaca College Assessment Office are acceptable for this purpose.

Chemistry Challenge

Please review the Cuyamaca College catalog regarding Chemistry prerequisites. If you wish to enroll in Chemistry 141 without taking Chemistry 120, you must take the Chemistry challenge exam. Contact the Assessment Office at 619-660-4426 to schedule an appointment. If you have taken an equivalent course to Chemistry 120, please complete Option I of this form.

Student Responsibilities

1. Obtain a Prerequisite Clearance/Challenge from instructional faculty or the Counseling Center.
2. Complete the form by doing the following:
 - a. Select either I, "Prerequisite Clearance based on equivalent/similar course;" **or** II, "Grounds for Challenge."
 - b. Attach supporting documentation, i.e. transcript and course descriptions if needed.
 - c. Provide a detailed explanation for number II, "Grounds for Challenge."
3. It is advisable to speak with an instructional faculty member who teaches in the discipline you are challenging. However, it is not required.
4. If you are utilizing option II, "Grounds for Challenge" for English or math, you are required to take the Assessment test prior to filing the petition.

College Responsibilities

1. The completed form is forwarded to Division Dean or Dean of Counseling.
2. You will be notified within five (5) working days from the date the form is returned regarding the result of your petition.
3. To ensure timely processing, the following steps will occur:
 - a. Petition is completed by the student with appropriate documentation and signatures;
 - b. Petition is forwarded to the Division Dean or Dean of Counseling & Matriculation for action;
 - c. Petition is returned to the Dean of Counseling;
 - d. Student is notified by phone and/or email;
 - e. If petition is approved, prerequisite is cleared.

Students may utilize Option II "Grounds for Challenge" based upon one of the following:

Check one of the following:

1. You have acquired through *work or life experiences* the skills and knowledge that is presupposed in terms of the course or program for which it is established. You must provide thorough documentation as to *what* skills and knowledge you have obtained, and *how* you obtained them. For example, if you are challenging CS 119 & 119L, you would provide written documentation describing your programming experience. In addition, you may choose to contact the chair person of the Computer Science Department to discuss your programming experience, and/or have a faculty member who teaches in the discipline give a written recommendation on the front of this form.
2. You will be subject to undue delay in attaining the goal in your educational plan because the college has not made the prerequisite or co-requisite course reasonably available.
3. You can demonstrate that you do not pose a threat to yourself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites, and has not been established in accord with Title 5.
5. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.



Prerequisite Evaluation/Challenge Request

- Read the front and back of this form, and follow the instructions carefully.
- Submit completed form and attached documentation to the Counseling Center at least one week prior to your registration date. You will be notified within five (5) working days from the date that this form is submitted regarding the results of your petition.
- This review is for course placement purposes only and is not an official evaluation for course credit.
- You must have applied for admission to Cuyamaca College prior to submitting this form.
- If you are *challenging* English, Math or Chemistry, please read instructions carefully on the back of this form.

Name _____ Student ID _____ Date _____
 Address _____ City _____ Zip Code _____
 Phone _____ Cell _____ Email _____

Course and Number you wish to enroll in:

Course Dept. and Number (Example: English 120)	Prerequisite for Course (as stated in the Cuyamaca College Catalog)

Option I: Prerequisite Clearance:

Course, assessment test* or A.P. at other college/institution that you believe meets the Cuyamaca College prerequisite:

College/institution where you completed the prerequisite course or English/math assessment test	Course Dept. and Number, English/math assessment test or A.P. Exam name (no SAT or ACT).	Term/Year Taken	Grade Received or test result

*English and/or math assessment scores are accepted from local area community colleges only.

Option II: Challenging a Prerequisite:

The challenge process is designed for students who believe they have met a course prerequisite through means *other than* completion of an equivalent course at another institution or high school. If you believe that this applies to you, then you must give a detailed explanation as to why you believe you have met this prerequisite. See reverse side of this form regarding grounds to challenge a prerequisite.

Indicate the documentation that you are submitting:

- Transcript/AP Report Challenge Essay administered by Assessment Office
 Online Grade Report Assessment Report from local area Community College
 Other, please specify _____

Faculty Recommendation: _____

Faculty Signature/Date

Approved Denied Clearance approved (Option I only)

_____ Dept. Chair/Coordinator _____ Date _____ Counselor _____ Date

_____ Division Dean of Instruction _____ Date _____ Dean, Counseling & Matriculation _____ Date