Cuesta College Evaluations Office
P.O. Box 8106
San Luis Obispo CA 93403-8106

PREREQUISITE/CO-REQUISITE CHALLENGE FORM B

Under Title 5 CCR §55003, a student may challenge a prerequisite and/or co-requisite course requirement based on one or more of the grounds listed below. The student bears the responsibility to demonstrate that grounds exist for the challenge. Students will not be permitted to enroll or waitlist in courses until this petition has been approved and processed. Approval is not immediate - allow up to five (5) days for review. Plan accordingly.

1. Complete student information and check applicable circumstance(s) below.
2. Provide explanation on back of petition, or on a separate paper, and sign.
3. **Attach required documentation.** Challenges submitted without required documentation for verification will be denied.
4. Submit completed form to the appropriate Cuesta division chair or administrator noted under circumstance.

   Academic Affairs Directory for Academic Dean (Room 3160) and Division Chairs Phone Directory:
   http://www.cuesta.edu/aboutcc/documents/vpaa-docs/Office_of_Academic_Affairs_Directory.pdf

   Vice President Student Services, San Luis Campus Room 3172, (805) 546-3116

   Director Admissions & Records, Student Services Center San Luis Campus Room 3130 - Window 13/14, (805) 546-3182
5. Within 5 working days, check prerequisite clearance status online in *my*Cuesta on Student tab - Check Registration Status.

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STUDENT IDENTIFICATION NUMBER **LAST NAME** **FIRST NAME** **M.I.**

Are you currently enrolled at Cuesta? ☐ Yes ☐ No **Term Registered**: ☐ Fall ☐ Spring ☐ Summer Year: 20___

Preferred way to contact you if questions: ☐ *my*Cuesta student email ☐ Phone Number: (_____)_____

COURSE INFORMATION

Term I wish to enroll and challenge prerequisite/co-requisite: ☐ Fall ☐ Spring ☐ Summer Year: 20___

Course I wish to enroll (Subject/Number): _____ *(Example: PHYS 208B)* **Course Title:** _____ *(Example: Principles of Physics 2)*

Cuesta College prerequisite/co-requisites course(s) I am challenging:

1) Course Subject/Number: _____ *(Example: PHYS 208A)* **Course Title:** _____ *(Example: Principles of Physics 1)* and *(if more than one)*

2) Course Subject/Number: _____ *(Example: MATH 265B)* **Course Title:** _____ *(Example: Calculus II)*

Check the circumstance(s) below for the basis of your challenge:

☐ 1. I, challenge the prerequisite/co-requisite on the grounds that I have the knowledge or ability to succeed in the course despite not meeting prerequisite or co-requisite.

- ***Required: Documentation such as prior work experience, credit-by-exam, test scores, license or certification that satisfies the prerequisite, or other criteria.***
- ***Submit petition directly to the Division Chair for evaluation.***

☐ 2. I, challenge the prerequisite/co-requisite on the grounds that it is discriminatory or is applied in a discriminatory manner.

- ***Required: Documented evidence.***
- ***Submit petition directly to Vice President of Student Services for review.***

☐ 3. I, challenge the prerequisite/co-requisite on the grounds that it is in violation of Title 5 regulations or Cuesta College District policy.

- ***Required: Copy of Title 5 regulation and/or Cuesta District policy.***
- ***Submit petition directly to Director of Admissions & Records.***

☐ 4. I, challenge the prerequisite/co-requisite on the grounds that the prerequisite course has not been made reasonably available.

- ***Submit petition directly to appropriate Academic Dean of Instruction for review.***

Complete the back of this form.

Provide a summary explanation of the basis for your challenge.

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I acknowledge the following:

- I understand that I am responsible for providing evidence to support my challenge and to submit this petition to the appropriate division chair or administrator for review.
- An approved clearance request does not guarantee a seat in a course and I may not register or waitlist until approved.
- I understand it will be 5 days processing before I will be notified via *my*Cuesta "Check Registration Status."

STUDENT'S SIGNATURE: _____ **DATE:** _____

☐ **APPROVED** ☐ **DENIED:** ☐ **No supporting documentation provided for verification.**

Comment:_____

Division Chair/Administrator:_____ **Date** _____

Submit petition to Admissions & Records for processing by an evaluator.

OFFICE USE ONLY

Approved: ☐ SFASRPO • Prerequisite Challenge: Type = PREREQ + course • Co-requisite Challenge: Type = COREQ + course **Denied:** ☐ SFASRPO: Type = DENIED + course	**Evaluator:** _____ **Date:** _____ *Updated 01/24/2017*