

PETITION FOR PRE-REQUISITE/CO-REQUISITE CHALLENGE DIAGRAM

STEP 1:

For pre-requisite's clearance the student must meet with a **Counselor**



**Critical Requirement:

If, the pre-requisite has not been met the student must complete the form <u>at the campus where</u> the course is offered.

STEP 2:

Student completes
the top portion of the
form and submits to
Admissions &
Records with
documentation and
includes the
statement in the
space provided on
the form

STEP 3:

The Admissions & Records staff will enroll the student in the course provided that space is available or will place the student on the waitlist

STEP 5:

The **Dept. Chair** will review, sign the form and return it to Admissions & Records within **5 working days.**

STEP 4:

The Admissions & Records staff will email the student and notify the student of their enrollment. Form is forwarded to Dept. Chair.

If approved, student will stay in the class

If Denied, student is dropped from the class. In by default if the form is received after 5 working days

STEP 6:

Admissions & Records will notify the student by email of final outcome

The Petition for Pre-Requisite/Co-Requisite Challenge form is available on the Peralta Admissions & Records website: https://web.peralta.edu/admissions/files/2020/12/Petition-for-Pre-Requisite-Challenge-form-2020.pdf

Case by case:

- Documentation evidence needed varies based on case by case and course which student seeks enrollment
- The yellow highlighted step requires immediate attention by the Department Chair