

Peralta District Office of Admissions and Records

Petition for Pre-Requisite/Co-Requisite Challenge

Directions:

1. Use this form *only* if you are petitioning a prerequisite based on one of the six (6) criteria outlined below. This form is most commonly used for students who have not completed college coursework, but have work or life experience that they believe is equivalent to the prerequisite.
2. Use this form if you are attempting to use high school coursework to meet a college course prerequisite. Example: You want to enroll in Spanish 1B and you have completed two years of Spanish in high school. Attach a copy of your high school transcript to verify the coursework completed.
3. You must provide a written justification to support your petition. You should attach any supporting documentation that will support your petition. If you are challenging an English course prerequisite, you should attach a sample of your written work. Incomplete petitions will be denied.
4. Once you have completed the petition and attached your supporting justification/ documentation, submit the form to the Admissions and Records Office. Admissions staff will enroll you in the course. The form will then be submitted to the Department Chair for their review. ***A challenge will be resolved by the appropriate staff within five (5) working days. You will only be notified if your petition is denied.***

If you would like further information or assistance, please contact a counselor

Peralta District Office of Admissions and Records

Petition for Pre-Requisite/Co-Requisite Challenge

For the: ☐ Summer ☐ Fall ☐ Spring Term of 20 _____

College: ☐ Berkeley City College ☐ College of Alameda ☐ Laney College ☐ Merritt College

Student's Name

Social Security Number

Phone # with Area Code

Note: Please omit dashes & parenthesis when electronically filling out the Social Security Number & Telephone Number (Please Type or Print Clearly).

I wish to enroll in the following course:

Course Name and Number

The ☐ pre-requisite ☐ co-requisite is:
(check one)

Course Name and Number

I am challenging the pre/co-requisite for the following reason: *(Check one box. Complete the written statement below to support your argument. Sign and date form, and return to the Admissions and Record Office).*

- ☐ 1. I have acquired through work or life experiences the skills and knowledge that are represented by the pre-requisite.
- ☐ 2. I have not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, I would be delayed by a semester or more in attaining the degree or certificate specified in my Student Educational Plan.
- ☐ 3. I can demonstrate that I do not pose a threat to others or myself in a course with a pre-requisite established to protect health and safety.
- ☐ 4. I do not believe that the pre-requisite is necessary for success in the course or that it has been established in accordance with District's policies and procedures.
- ☐ 5. I believe that the pre-requisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- ☐ 6. I will be subject to undue delay in attaining the goal in my educational plan because the pre-requisite or co-requisite course has not been made reasonably available.

Written Statement:

(If you need more space, attach written statement)

X

Student Signature

Date

Challenge Evaluation

☐ Challenge was approved

☐ Challenge was denied Reason: _____

Authorized Signature(s): Department Chair: _____
Date

(or) Administrator: _____
Date

To College Staff: Please sign and return form to Admissions & Records for data processing