



PREREQUISITE CHALLENGE

Submit completed form and documentation to the Counseling Front Desk, Building 700.
You will be notified of the decision within 10 instructional days.

Name: _____

Student ID: _____

Address: _____

Phone: _____

Email: _____

Term: _____

Course I wish to take:		Prerequisite/Requirement I wish to challenge:	
Course (i.e. Business)	Number (i.e 1A)	Course	Number

Check only ONE of the following reasons which applies to you:

A. I have completed _____ at _____ during
Course Name & Number Name of College/University, City & State
 _____ which contains similar curriculum to Chabot College course _____
Term & Year Course Name and Number

B. I have knowledge or ability to succeed in the course. Documentation is attached.

For reasons A & B, please see second page for more detailed instructions on required documents needed to process your Prerequisite Challenge.

C. The prerequisite has not been made reasonably available.

D. The prerequisite is established in violation of regulation and/or District-approved processes.

E. The prerequisite is discriminatory or applied in a discriminatory manner.

For reasons **C,D,or E**, please provide an explanation in the space below or on a separate sheet of paper:

I understand that Chabot College 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's Signature: _____ Date: _____

The appropriate instructors have evaluated the documentation provided and have **APPROVED** **DISAPPROVED**
this student's Prerequisite Challenge. Rationale: _____

Division Dean's Signature: _____ Date: _____

FOR OFFICE USE ONLY

_____ DATE RECEIVED

_____ RECEIVED BY

DOCUMENTATION ATTACHED:

SENT TO: _____ NAME

_____ DIVISION

_____ DATE

_____ DATE RECEIVED FROM DIVISION

_____ OVERRIDE ENTERED

_____ DATE STUDENT NOTIFIED



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SPECIAL INSTRUCTIONS FOR REASON “A”

For Reason A on the first page, attach the following required documentation to verify course equivalent and a grade of “C” or higher:

- A school catalog description if it describes specific course content
AND
- A course outline, syllabus **or** letter from the instructor of the course outlining the course content
AND
- Academic transcripts (International transcripts/credentials must be certified by an International evaluation service), **or** report card containing the proposed equivalent prerequisite course, **or** an original letter from the course instructor on school letterhead, indicating the completion of the course with a grade of “C” or higher.

SPECIAL INSTRUCTIONS FOR REASON “B”

ENGLISH

If you are challenging an English course, attach at least two (2) sample essays from an English class or a class that requires substantial writing. The samples must be the student’s own work and must show evidence of reading, writing, and critical thinking skills of the Chabot course being challenged.

See the Chabot catalog (<http://www.chabotcollege.edu/academics.catalog/>) for information on specific courses. For example, to show preparedness for English 1A, writing samples must demonstrate the ability to write an argumentative essay based upon a close reading of text.

Documents and Prerequisite Challenge Form are submitted to the Language Arts Office. The Division Dean appoints a committee to evaluate the documents. On the basis of these documents, the committee members decide whether the student has demonstrated the skills expected of students for the English/ESL class they are requesting to enter. As part of the deliberative process, the committee/Dean may require a meeting with the candidate to discuss documents.

ESL

If you are challenging an ESL course, attach at least two (2) samples of writing from an ESL, English or other course that requires substantial writing. The samples must be the student’s own work and must show evidence of the reading, writing, and critical thinking skills of the Chabot course being challenged.

All other Disciplines

If you are challenging a course in another discipline, attach documentation to support your challenge.

<p>Return Prerequisite Challenge and any necessary documentation to the Counseling Front Desk, Building 700.</p>
