



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

SMCCCD

# PREREQUISITE CHALLENGE FORM

## Check Appropriate College

Admissions  
Cañada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Click [Here](#) to Submit

Assessment Center  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6175  
Click [Here](#) to Submit

Counseling  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4318  
Click [Here](#) to Submit

Complete the following information:

Student's ID# G: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

COURSE I WISH TO ENTER			PREREQUISITE I WISH TO CHALLENGE
Course	CRN	PROFESSOR'S NAME	Exact Course Title

### DIRECTIONS TO STUDENTS:

Complete this Prerequisite Challenge Form for any course you want to enroll in but have not met the prerequisite through completion of a prerequisite course or approved assessment. You must provide all required documentation as described below and any other materials that may be specific to the challenged course.

- **Attach a formal letter.** Explain the reason you are challenging the prerequisite or co-requisite and **explicitly state** the skills and abilities you have that are part of the prerequisite or co-requisite requirement. Failure to provide the detailed letter will result in denial of your petition. **This letter must accompany all petitions.**
- **Attach supporting documentation.** A prerequisite challenge may include the following: college transcripts as evidence of successful course completion, catalog course description, course outline and/or course syllabus, documentation of professional work experience, relevant high school transcripts, letters of recommendation from employers or instructors, samples of graded papers, professional licenses or certificates, a portfolio or a demonstration of prerequisite skill.
- Deadline to submit is no later than 5 working days prior to the last date to add semester-long classes.
- Your request is our priority but due to high demand during certain times of the year, it may take up to seven working days for a request to be processed. **Incomplete forms are denied.**
- Submit your **COMPLETED** form with **ALL** required documentation to the appropriate campus. **(Cañada students require faculty and Division Dean's signature.)**

### Check which applies to you:

- I challenge the prerequisites based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.
- I challenge the prerequisite on the grounds that it was established in violation of regulations.
- I challenge the prerequisite because it is discriminatory or applied in a discriminatory manner.
- I challenge the prerequisite on the grounds that it has not been made reasonably available.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied

Faculty's signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved

Denied

Division Dean's signature: \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_