Chaffey College
Counseling Department

PREREQUISITE/COREQUISITE CHALLENGE

****Prereq/Coreq will be entered into the system within 24 hours****

All challenges will be reviewed by the department coordinator within (5) business days.

Registering Term (pick one): ☐ **Summer** ☐ **Fall** ☐ **Spring** **Chaffey College Student ID#:**_____

Name:_____ **Birthdate:**_____
LAST FIRST MI

Contact Phone #: (_____)_____ **E-mail:** **Personal and/or Chaffey College email will be used**

Title of Chaffey College course you wish to enroll: _____
(Example: ENGL-1A) (**No section number needed**)

The Chaffey College prerequisite/corequisite is/are: _____
(Example: ENGL-475) (**No section number needed**)

Office Use Only
Assessment Test Results
Date Completed

STEPS FOR CHALLENGING A COURSE:

1. Complete this form and attach documentation to establish your right to challenge the prerequisite/corequisite course. (Examples of documentation: OFFICIAL transcripts (turned into Admissions and Records), certificates, resumes, portfolios, etc.) **Some form of documentation must be attached or on file. COURSEWORK THAT IS IN-PROGRESS AT ANOTHER COLLEGE CANNOT BE USED; YOU MUST HAVE COMPLETED THE COURSE WITH A PASSING GRADE.**
2. The Matriculation Specialist/designee in the Counseling Department will enter the prerequisite/corequisite course within 24 hours. This will allow you to register in the course on or after your registration date. *(Refer to Class Schedule for the last day to add)*
3. Because you are able to register **does not** mean that you are approved. You are allowed to hold a spot in the course while the challenge form decision is being made. **Do not** buy the book or any material that you cannot return to the bookstore until you know that you are approved.
4. The Matriculation Specialist/designee will submit the Prerequisite/Corequisite Challenge form with documentation to the department coordinator.
5. The department coordinator will resolve the challenge within five (5) business days. **The instructor of the course cannot approve a challenge form, unless the instructor is the department coordinator.**
6. The Matriculation Specialist will notify you by phone/email if the challenge is denied and then email or mail the denied challenge form back to you. If you are in the course, you will be dropped and refunded if you paid for the course.
7. On approved challenge decisions, the form will be emailed or mailed back to you. You will be allowed to stay in the course.

☐ **Official Transcripts were turned into the Admissions and Records Department within the last 2 days.**

Comments:_____

_____

Student Signature:_____**Date:**_____

Chaffey College Counselor Signature:_____**Date:**_____

Chaffey College Matriculation Specialist/Designee Signature: _____**Posted Date:** _____
(Signed once prereq/coreq is entered)

SCHOOL/DEPARTMENT REFERRAL ONLY

Date Received:_____Department Staff:_____

Documentation has been evaluated and the challenge is: ☐ Approved ☐ Denied

Comments:_____

Authorized Signature(s) - Dept Coordinator/Designee:_____Date:_____

DENIAL AREA ONLY

COUNSELING DEPARTMENT: Date the student was notified:_____ ☐ Emailed ☐ Phone Call ☐ Left Message

Date of Removal of Prereq/Coreq: _____ Matriculation Specialist: _____Enrolled in Course:_____

ADMISSIONS & RECORDS OFFICE: Course Drop Date:_____A/R Staff:_____