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Student Name (Please Print)


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Advisor

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Student ID Phone Number

### TAFT COLLEGE PREREQUISITE CHALLENGE FORM

**Course I wish to enter:**
**Prerequisite or course requirement I wish to challenge:**


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*Check the box which applies to you:*

- Challenging the prerequisite on the grounds that it has not been made reasonably available.**  
 I understand that I must take the petition directly to the Matriculation Coordinator or designee who shall determine within 5 working days whether the required course was reasonably available, and if not, shall waive the prerequisite for the term. *Students wishing to appeal the decision of the Matriculation Coordinator or designee may do so by meeting with the Vice President of Instruction or designee.*
  
- Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation required).**  
 I understand that I must take the petition directly to the Matriculation Coordinator or designee who shall review the petition and provide written notification to the student within 5 working days. *Students wishing to appeal the decision of the Matriculation Coordinator or designee may do so by meeting with the Vice President of Instruction or designee.*
  
- The prerequisite is discriminatory or applies in a discriminatory manner (student documentation required).**  
 I understand that I should present documentary evidence to the Matriculation Coordinator or designee who shall review the evidence and provide written notification to the student within 5 working days. *Students wishing to appeal the decision of the Matriculation Coordinator or designee may do so by meeting with the Vice President of Instruction or designee.*
  
- Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite (student documentation required).**  
 I understand that I must take the petition directly to the Division Chair who will arrange for the Instructors who will evaluate the documentation.

The appropriate instructors have evaluated the documentation and have the student's petition.

Instructors Signature	Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Division Chair	Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

**PETITION TO CHALLENGE PREREQUISITE (ATTACH DOCUMENTATION)**

**It is the responsibility of the student to provide compelling evidence to support the Challenge.**

I acknowledge that Taft College has determined that this prerequisite is necessary for success in the course that I am taking personal responsibility for succeeding without this prerequisite. Upon filing this Challenge Form you may follow standard registration procedures and enroll in the challenged class. If this challenge is not upheld, you will be dropped from the class.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Request must be made prior to the first day of the term)**

**TAFT COLLEGE  
PREREQUISITE CHALLENGE PROCEDURES**

A prerequisite challenge requires written documentation, explanation of alternative course work, background or abilities which adequately prepare the student for the course. A *Prerequisite Challenge Form* **can be obtained in the Counseling Center or on line.** Reasons for challenging a prerequisite may include one or more of the following:

1. A prerequisite is not reasonably available.
2. The student believes the prerequisite was established in violation of regulation or in violation of the District-approved process.
3. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.
4. The student has documented knowledge or ability to succeed in the course without meeting the prerequisite.

Upon filing the *Prerequisite Challenge Form*, the student will be permitted to follow standard registration procedures and enroll in the challenged class. If the challenge is not upheld the student will be dropped from the class.