Student Information

Name (Last,First,MI) ____________________________ Date: ____________________

Palomar ID #: ____________________________ Phone # (w/area code): ____________________________

Email Address: ____________________________

Course Information

I wish to enroll in: ____________________________ for ____________________________

Subject and catalog # (e.g. ENG 100) ____________________________ Class # (e.g. 71300) ____________________________

Semester/year (e.g. Fall 2015) ____________________________

Reason for Challenge (Check the box that applies to you and attach documentation to support your challenge)

☐ 1. I believe I have acquired the knowledge or ability to succeed in the course.
☐ 2. I believe the requisite has not been made reasonably available.
☐ 3. I believe the requisite has not been established in accordance with the District’s process for establishing requisites.
☐ 4. I believe I can demonstrate that I do not pose a threat to myself or others in a course which has a requisite that has been established to protect the health and safety of students.
☐ 5. I believe the requisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner, or is in violation of Title 5.

Student Acknowledgement

Reason 1-4: I understand I must take this petition with documentary evidence to the appropriate department chair/director or designee who will review the evidence and provide written notification to me within 5 business days. I may appeal this decision by meeting with the appropriate division dean or designee.

Reason 5: I understand I must take this petition with documentary evidence to the Dean of Counseling Services or designee who will review the evidence and provide written notification to me within 5 business days. I may appeal this decision by meeting with the Vice President of Student Services.

I acknowledge that Palomar College has determined that this requisite is necessary for success in the course and that I am willing to take personal responsibility for succeeding without this requisite. If this challenge is not upheld, I understand I will be administratively dropped from the course.

Student Signature ____________________________ Date ____________________

Office Use Only

Date Received: __________ Received by: __________

Reason 1-4: Reviewed by Discipline Dept Chair/Director or Designee

Challenge: ☐ Approved ☐ Denied Appeal: ☐ Approved ☐ Denied

Comments: ____________________________

☐ Course available - student enrolled ☐ Student enrolled - please drop student
☐ Student not enrolled - course closed, not reg period, request for future semester, other: ____________________________

Dept Chair/Director Date Division Dean Date

Reason 5: Reviewed by Dean of Counseling Services or Designee

Challenge: ☐ Approved ☐ Denied Appeal: ☐ Approved ☐ Denied

Comments: ____________________________

Dept Chair/Director Date Division Dean Date

Distribution: Original - Admissions Office; Copy 1 - Student; Copy 2 - Dept Chair/Director (Req Chal Pet.xlsx; Revised 6/24/15)
Requisite Challenge Procedures

Petition forms may be obtained from the Admissions Office, the Counseling Center, or at an Education Center.

Requisite (including prerequisite and corequisite) means the preparation of course work considered necessary for success in the course. The College requires students to complete prerequisites as pre-enrollment preparation and to simultaneously enroll in corequisite courses. Prerequisites and corequisites are listed in the college catalog. Questions about prerequisites or corequisites are best resolved prior to the first day of class.

A limitation on enrollment may include auditions, tryouts, health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, or legal requirements imposed by statutes, regulations, or contracts.

A requisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared the student for the target course.

If space is available in the target course when a student files a challenge to the requisite, the College shall reserve a seat for the student and resolve the challenge within five business days. If the challenge is upheld, or the College fails to resolve the challenge within the five business day period, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.