



# PREREQUISITE /COREQUISITE CHALLENGE PETITION

(All correspondence referring to this petition will be communicated via your My Canyons Email Account)  
Email petitions, along with your supporting documentation to: prereq@canyons.edu

Name (Last)	(First)	Student ID Number
Address		City/State/Zip
Phone	College of the Canyons Email @my.canyons.edu	

**Please fill out all areas which apply to your challenge petition. Please note it is the responsibility of the student to provide compelling evidence to support the challenge. This includes any course work you may have completed or that may be in progress at College of the Canyons.**

- Type of challenge you are requesting, please check one.  Prerequisite  Co-Requisite  Resubmission with new documentation
- Submit the Prerequisite/Corequisite Challenge Petition with appropriate documentation to the Admissions & Records Office; one form per challenged course. Upon receipt, the student may enroll in the open course or add to an active waitlist if the course is full.
- The petition is then forwarded to the appropriate Department Chair and/or Division Dean for review. The Admissions & Records office will notify the student regarding the outcome of the petition
- Check the box which applies to you (**Student must submit documented evidence for each box marked**):
  - Challenging the prerequisite on the grounds that the prerequisite class has not been made reasonably available.
  - Challenging the prerequisite on the grounds that it was established in violation of the regulation or in violation of the District-approved process.
  - The prerequisite is discriminatory or applied in a discriminatory manner.
  - Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.

<b>Name of Course I Wish to Enter:</b> _____	<b>Name of Course I Wish to Challenge:</b> _____
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I acknowledge that College of the Canyons has determined this prerequisite is necessary for success in the course I wish to take and I am taking personal responsibility for succeeding without the published prerequisite.

**Student Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

For Official Use Only			
1. <input type="checkbox"/> Class Open	<input type="checkbox"/> Entered in SRWS	2. Pre Term Submission: 20 _____ WI SP SU FA	
<input type="checkbox"/> Class Closed	<input type="checkbox"/> Needs Add Slip	3. Registration Date: _____	
<input type="checkbox"/> Waitlisted # _____	<input type="checkbox"/> Has Slip/Add Code # _____		
Received by: _____	Date Received by A & R: _____	4. Petition Determination By Department Dean/Chair:	
		• <input type="checkbox"/> Approved • <input type="checkbox"/> Denied / Date sent to student: _____	
Comments _____			

## COLLEGE OF THE CANYONS

### Prerequisite/Corequisite Challenge Petition Procedures

***Email petitions, along with your supporting documentation to: [prereq@canyons.edu](mailto:prereq@canyons.edu)***

1. Upon submission of this challenge petition, an Admissions & Records staff member will temporarily code the student's file to allow student to enroll/waitlist in the class. The petition is then sent out to the corresponding Department Dean/Chair for review.
2. Once the petition is returned to the Admissions & Records office the action determined by the Department Dean/Chair will be upheld.
3. Approved petitions allow the student to remain enrolled or on the waitlist.
4. Denied petitions require the student to be removed from the course or waitlist.
5. The student will be notified by mail/e-mail of the petition outcome.
6. Please contact the department dean for appeals to any challenge petitions.
7. Petitions will not be accepted if a student has any academic or administrative holds on their records.
8. If the student is enrolled in the course, the student will be notified within five (5) business days on the outcome of the petition.
9. If the student is not enrolled the course, the student will be notified with ten (10) business days.

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### **Department Recommended Documentation**

***Please Note:*** *The department chairs and deans do not have access to your College of the Canyons records or transcripts. If there is course work you have completed here at College of the Canyons, and it is relevant to your challenge, please insure you have attached those records as well.*

#### **ENGLISH:**

- A. The English Department requires a sample of your writing in order to determine the approval or denial of your petition.
- B. Writing Sample and Transcripts

#### **MATH:**

- A. Transcripts (High School/College)

#### **BIOLOGY/CHEMISTRY/PHYSICS/ECONOMICS/GEOLOGY/ENGINEERING/ GEOGRAPHY/ANTHROPOLOGY:**

- A. Require College Transcripts

#### **LANGUAGE DEPARTMENTS:**

- A. Transcripts (High School/College)

*\*Students may submit a copy of their certification for courses requiring certification or licensing.*