



Orange Coast College

Prerequisite Challenge Form

Submit this form to the appropriate Academic Division if you believe you possess the knowledge and skills necessary to fulfill the OCC course prerequisite. Provide a brief explanation to explain why you are submitting the form along with the supporting documents outlined below. Two faculty members or the Division Dean will review your request. You will be notified of a decision within **5 business days**. **Prerequisite/Corequisite challenge(s) must be filed within two weeks prior to the first day of instruction.**

Student (Print Name): _____ Student ID #: _____

Student OCC Email: _____@student.cccd.edu Phone: _____

What semester do you want to take the course? Fall Spring Summer

What is the course and semester you wish to enroll in at OCC?	What is the OCC prerequisite you are challenging as listed in the OCC Course Catalog?
<i>Example: CHEM A220/L, Fall 2019</i>	<i>CHEM A185/L</i>
1.	

****Please fill out *one* Prerequisite Challenge form per course *and* attach supporting documents to *each* request. ****

Select an option that best describes why you are submitting this form.

- I believe I possess the ability to succeed in the course because of my knowledge and skills
- The course has not been made reasonably available (for example, the course is no longer being offered but is required to complete a program.)
- The course was established in violation of regulation or in violation of the District approved processes and/or is discriminatory or applied in a discriminatory manner (the burden of proof is on the student and must be documented.)

Please identify who referred you to the challenge process.

- OCC Clearances**-I submitted an OCC Clearance Form that was denied and want to Challenge that decision.
- Myself**-I chose not to submit an OCC Clearance Form but understand that it is recommended to submit an OCC Clearance Request Form before submitting a Prerequisite Challenge Form. By submitting this form, I accept that the final decision will be determined by the appropriate Academic Division for the course prerequisite I am challenging.
- Referral**-It was recommended to me by the following OCC faculty/staff member _____ from the _____ (Department or Academic Division) to submit a Challenge form.
- Other**: How did you hear about the Prerequisite Challenge Form? _____

I understand that my request and supporting documentation will be reviewed by faculty panel from the appropriate academic area, who will provide me with written notification within 10 working days, when submitted within the deadline. I understand that it is my responsibility to provide compelling evidence to support my prerequisite challenge. No further appeal is available, and the decision of the panel is final.

Student Signature: _____ Date: _____

Provide a brief explanation of your claim AND indicate which supporting documents you will attach.

(Please submit only relevant documents to support your challenge.)

- Transcripts and Course Information (Domestic Unofficial or Official Transcripts):** The following must be visible on your transcripts for consideration: your name, the College/University's name, the semester you took the courses, a grade of a "C" or better, and a legend of the grading scale (normally on the back of the transcript).
 - List the name of college/university of the transcript you are using: _____
 - In addition to transcript(s), descriptive syllabus(i), course description(s), and course outline(s) highlighting the course(s). List the courses that you are using to challenge the prerequisite:
1. _____ 2. _____ 3. _____
- International Transcripts:** ALL International transcripts must be translated for articulation and submitted to the appropriate Academic Division for clearance. Course information must also be attached, as mentioned above.
- Test Results:** Test scores (i.e. AP, IB, SAT, ACT etc.). The following must be visible on the copy of your results for consideration: your full name and your placement results.
- Other:** Professional experience, portfolio or website submissions, etc.

Please explain your justification for this challenge request. (Please print legibly)

<i>Division Office Only</i>		Date Received: _____ By Staff Member: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Division Dean or faculty member (Print name/signature): _____ Date: _____		
Faculty (Print name/signature): _____ Date: _____		
Decision Based on:		Transcript from: _____
<input type="checkbox"/> Catalog Description	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Course Syllabus	<input type="checkbox"/> Certification:	
Comments:		