



# Challenge Form

Student \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First MI

Primary Phone \_\_\_\_\_ Email \_\_\_\_\_

Course I want to enroll in: \_\_\_\_\_  
Catalog# (e.g. MATH 30)

\_\_\_\_\_ I am challenging the pre or corequisite for the above course \_\_\_\_\_  
List pre or corequisite, e.g. Math 20

\_\_\_\_\_ I am challenging a limitation on enrollment (Such as limitations taking a lower-level course after a more advanced course, and courses limited to a cohort of students.)

**Directions:** Read the back of this form for information regarding the challenge grounds listed below. Indicate the grounds for your challenge by initialing the appropriate blank or blanks. You **MUST** attach to this form evidence supporting your challenge. Submit the form and attached evidence to Admissions and Records.

- \_\_\_\_\_ 1. I have the knowledge or ability to succeed in the course or program even though I do not meet the stated requisite. (See the back of this form for some kinds of evidence which would be appropriate.)
- \_\_\_\_\_ 2. I have on file a Student Educational Plan in the MiraCosta Counseling Department and will be subject to an undue delay in attaining the goal of this Plan since I cannot enroll in the requisite course because (a) the course has not been made reasonably available or (b) the course has a limitation on enrollment due to intercollegiate competition or public performance or (c) enrollment has been limited to a cohort of students.
- \_\_\_\_\_ 3. The requisite or limitation on enrollment (a) is in violation of Title 5 or (b) was not established according to MiraCosta College Board Policy or (c) is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- \_\_\_\_\_ 4. The enrollment limitation does not have a basis allowed in Title 5 or is not justified by the facts.
- \_\_\_\_\_ 5. I wish to enroll in a course with a health and safety prerequisite but can demonstrate that I do not pose a threat to myself or others even though I do not meet that prerequisite.

You will be allowed to enroll in a section of the target course (if the section is open) pending the outcome of the challenge. **If the Challenge is denied, you will be dropped from the course. This Challenge is only valid for the semester indicated.** The ONLY purpose of the challenge process is to determine prerequisite or corequisite satisfaction.

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

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

### OFFICE USE ONLY

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

EVALUATOR COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CH added to PPS by/date: \_\_\_\_\_/\_\_\_\_\_  
CH removed from PPS by/date: \_\_\_\_\_/\_\_\_\_\_

Student Dropped from Course by/date: \_\_\_\_\_/\_\_\_\_\_

Student Dropped from Waitlist by/date: \_\_\_\_\_/\_\_\_\_\_

## ***How to File a Challenge***

Please complete the Challenge Form and submit the form with the attached evidence to Admissions and Records. If you have questions about this process, please see the Office of Admissions and Records for assistance. MiraCosta College has five working days from the time the challenge with supporting evidence is submitted to Admissions and Records to consider your challenge, determine the outcome of the challenge, and send notification of the outcome to you. If there are any open sections of the course when your challenge is submitted, you may enroll in any open section pending the outcome of your challenge. If the challenge is denied, you will be dropped from the course and fees will be refunded.

1. You may have obtained the requisite knowledge or ability through life experience, work experience, or other nontraditional methods, or may have taken a requisite course but be unable to obtain a transcript or grade report in a timely fashion. Evidence of knowledge or ability might include:
  - graded tests and/or papers showing mastery of requisite skills
  - verbal or written verification by the prerequisite course instructor of successful prerequisite completion. For verbal verification, attach to the challenge the name and phone number of instructor and three specific times to contact him/her during the challenge period.
  - written description of your specific knowledge or abilities which prepare you for the course in which you wish to enroll. Consult the official Course Outline of Record of the requisite course (located in the LRC and Transfer Center), and examine the objectives of the course and the topics covered. Describe your knowledge and abilities relative to these objectives and topics. Provide evidence demonstrating that the knowledge and abilities are necessary in your particular life or work experience.
2. You may use the reasonably available argument only if (a) your official Student Educational Plan is on file in Counseling, and b) you will be delayed by one or more semesters in reaching the goal specified in that plan and c) you have diligently attempted to enroll in the class. The Student Educational Plan is a document generated by a student and a MiraCosta College Counselor that will allow the student and the institution together to identify the educational objectives of the student and to formulate a methodology for reaching the objectives.

If you are not allowed to enroll in a course because it has a limitation on enrollment due to intercollegiate competition or public performance, or if enrollment is limited to a cohort of students, you may challenge the limitation on enrollment if you will be subject to a delay of one or more semesters in obtaining the goal or goals of your Student Educational Plan as a result of not being allowed to enroll. You are not being delayed in attaining the goal or goals of your Student Educational Plan if other courses are available which meet the same requirement.

In the case of the "delay" or "reasonably available" argument, there is no obligation on the part of MiraCosta College to honor your preference for a particular course or section.

3. (a) MiraCosta College policies and procedures for establishing and enforcing requisites and limitations on enrollment have been established in accordance with Title 5. The relevant portions of Title 5 and MiraCosta College Board Policy are available for study in the Admissions and Records Office or for study/copying in the LRC at the Reserve Desk. To challenge a requisite or limitation on enrollment on these grounds, you must demonstrate that the requisite or limitation on enrollment is in violation of Title 5, Board Policy, or MiraCosta procedures.  
  
(b) Requisites and limitations on enrollment must be applied in a fair and consistent manner. To challenge a requisite or limitation on enrollment on these grounds, you must demonstrate that the application of the requisite or limitation on enrollment is being carried out in an unfair or inconsistent manner.
4. Limitations on enrollment may be based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning, or legal requirements imposed by statutes, regulations, or contracts (Title 5, 58106 (b)). To challenge a requisite on these grounds, you must demonstrate the basis for enrollment limitation either is not a basis allowed in Title 5 or the basis is not justified by fact.
5. MiraCosta College may establish health and safety requisites for the purpose of protecting the health and safety of students and/or staff. To challenge a requisite on these grounds, you must demonstrate that the course for which the health and safety requisite is proposed is not one in which the health and safety of students or staff is at risk or that you possess what is necessary to protect the health and safety of yourself and others even though you do not meet the prerequisite.