



Date Stamp

ADMISSIONS & RECORDS

2600 Mission Bell Dr., San Pablo, CA 94806

Phone: 510.215.6027 fax: 510.412.0769

Email: admissions@contracosta.edu

Prerequisite Verification/Challenge***This form will not be processed if incomplete or submitted without documentation***

STUDENT INFORMATION			
STUDENT NAME (LAST, FIRST, MIDDLE)		STUDENT ID # (ex. 0000001)	
PHONE NUMBER		EMAIL	
@insite.4cd.edu			
PART A: COURSE YOU WISH TO ENROLL IN AT CONTRA COSTA COLLEGE			
COURSE TITLE (ex. Math-120)	SECTION (ex. 0001)	COURSE NAME (ex. Algebra)	TERM/YEAR (ex. SP 2014)

PLEASE CHECK ONE:

- A:** I have taken the prerequisite course(s) at another college and my transcript is attached or already in file in Admissions & Records.
- B:** I only need to clear my assessment requirement.
- C:** I have not taken the prerequisite course(s) but would like to challenge the prerequisite for one of the reasons listed on the back of this form (You must also complete Part B below).

PART B: PREREQUISITE CHALLENGE
Write the reason/justification for challenging the prerequisite in the space provided: <i>(Required)</i>

STUDENT SIGNATURE: (Required)		DATE:
FOR DEPARTMENT USE ONLY		
PART A: PREREQUISITE VERIFICATION PROCESSING:		Transcript Attached: <input type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL <input type="checkbox"/> OnBase
<input type="checkbox"/> APPROVED	X	REASON:
<input type="checkbox"/> DENIED	A&R SIGNATURE	
	DATE	
PART B: PREREQUISITE CHALLENGE PROCESSING:		
<input type="checkbox"/> APPROVED	X	REASON:
<input type="checkbox"/> DENIED	DIVISION/DEPARTMENT SIGNATURE	
	DATE	
<i>Remove student if denied by A&R evaluator or department chair</i>		
PROCESSED BY:	x	DATE:

PREREQUISITE VERIFICATION/CHALLENGE INSTRUCTIONS and FAQs

GENERAL INSTRUCTIONS AND INFORMATION:

1. Complete the front side of this form.
2. Attach supporting documentation. Documentation for prerequisite clearance may take the form of:
 - official or unofficial transcript
 - report card with final grades
 - letter from instructor/school on official letterhead stating the course was completed and grade.

These documents must include your name and the name of the school. You must attach a copy of your documentation to this form even if you have already submitted official transcripts. All coursework being used to satisfy a prerequisite must be completed with a "C" grade or better.

3. Submit the completed form to the Admissions and Records Office, SSC 115.

Note: Incomplete forms will not be processed. Please ensure all supporting documentation is attached. All follow-up correspondence will be emailed to your InSite email address.

HOW DO I CLEAR A PREREQUISITE REQUIREMENT? Complete the personal information at the top of the reverse side of this form, Part A, and sign it. Submit this form and documentation to the Admissions and Records Office (SSC-115). If you completed the prerequisite coursework at CCC, DVC or LMC prior to summer 1999 you must also submit this form. It is not necessary to attach a transcript.

WHAT IF I TOOK A SIMILAR COURSE OR HAVE GAINED THE PREREQUISITE KNOWLEDGE IN ANOTHER WAY?

Complete the personal information at the top of the reverse side of this form, Part A, Part B, and sign it. Attach documentation to support the way in which you have satisfied the prerequisite. Submit this form and documentation to the Admissions and Records Office (SSC-115). Admissions and Records will tentatively enroll you in the course to hold your seat during the 5 business day review period. You will be notified of the outcome via your InSite portal email address. Prerequisites may be challenged on one or more of the grounds listed below:

- a) The prerequisite has not been established in accordance with the district's process for establishing prerequisites;
- b) The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- c) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite; or
- d) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite course has not been made reasonably available.

CAN I USE IN-PROGRESS COURSEWORK? In-progress coursework cannot be used unless you are taking the course at CCC, DVC or LMC.

HOW CAN I GET THIS INFORMATION TO THE ADMISSIONS AND RECORDS OFFICE? You may mail, fax (510-412-0769) or hand-deliver this form to Admissions and Records (SSC-115), with your documentation, before your registration appointment time. Please allow at least 3-4 business days for prerequisite verification processing.

HOW WILL I KNOW IF MY PREREQUISITE IS APPROVED? You will be notified by email in 3-4 business days. If you have challenged the prerequisite you will be notified in no more than 5 business days.

This request is for clearing prerequisites only, it is not used to evaluate degree, certificate or transfer requirements.

REFERENCES: T5, 55003