

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:
 - x graded tests and/or papers showing mastery of requisite skills
 - x 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.
 - x 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