



PREREQUISITE/CO-REQUISITE CHALLENGE PROCEDURE

Student without transcripts of other proof of having met the prerequisite course(s) required for entry into a particular course must go through the Prerequisite Challenge Procedure as follows:

1. Complete the Prerequisite/Co-requisite Challenge Form. These forms are available in the following locations:

Office	Location	Office	Location
A&R Prerequisite Window	Student Services Center Lobby (SSC)	DSPS	SSA
Academic Affairs	Admin Bldg., Rm. 101	EOPS	SSC 2 nd FL
Counseling Department	Student Services Annex (SSA)		

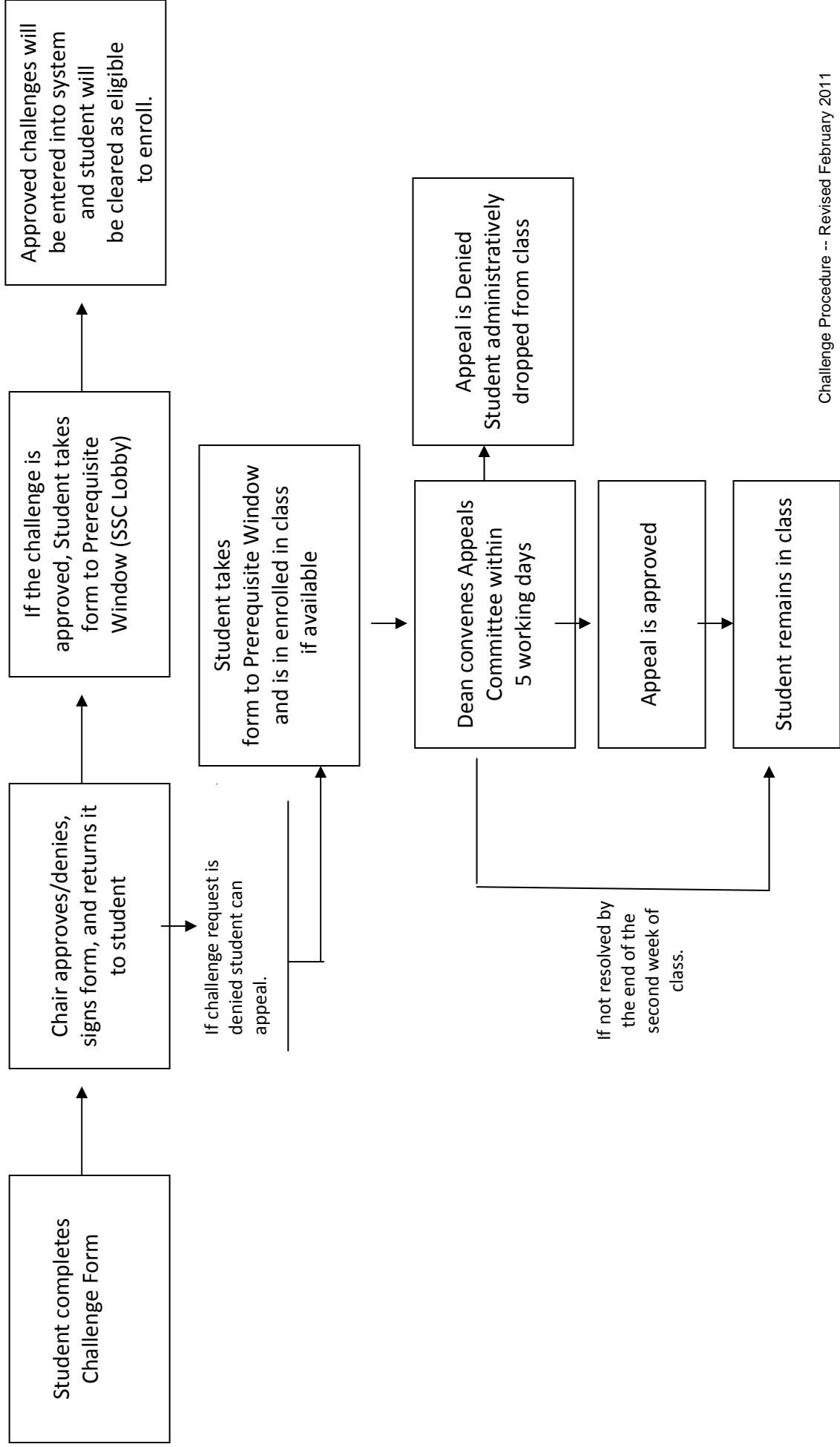
2. Take the completed form to the chair of the department through which the course in question is being offered.
3. The chair will approve or deny the challenge, providing written reasons in the space provided on the Prerequisite/Co-requisite Challenge Form, sign and date his/her response, and return the form to the student.
4. All Challenge Forms must be processed by Prerequisite Window **no later than the last day to add classes**. If the challenge is approved, the student should take the form to the Prerequisite Window (SSC Lobby) and request that he/she be cleared to enroll in the course in question.
5. If the challenge is denied, and the student wishes to appeal the chair's decision, the student should:
 - a. bring the form, signed and dated by the Chair, to the Prerequisite Window (SSC Lobby).
 - b. Academic Affairs will call a meeting of the Prerequisite/Co-requisite Appeals Committee.
 - c. The Appeals Committee will decide on the appeal within five-business days of the time the appeal is filed. If the course is open, the student will be allowed to enroll in the class during the appeals process.
 - d. If the Appeals Committee fails to render its decision by the end of the **second week of classes**, the student will be allowed to remain in the class. If appeal is denied student will be notified and dropped administratively.



Los Angeles Valley College

PROCEDURE FOR CHALLENGING PREREQUISITES/CO-REQUISITES

Important Note: Students with transcripts from schools outside the district or other proof from California colleges do not need to use this Challenge Procedure. Take your proof to Admissions & Records – Prerequisite Window. If you have taken proof of having met the prerequisite at an out-of-state college, make an appointment to see a counselor and take your Placement Status Form & a copy of your transcripts to the Admissions & Records – Prerequisite Window.





Los Angeles Valley College

<input type="checkbox"/> Winter	<input type="checkbox"/> Summer
<input type="checkbox"/> Spring	<input type="checkbox"/> Fall
Year _____	

PREREQUISITE / CO-REQUISITE CHALLENGE FORM

Name: _____
 Last First Social Security Number

Address: _____
 Street City Zip Telephone Number

_____ Prerequisite/co-requisite you are challenging

Check the reason for the challenge and attach documentation:

Note: The student is responsible for providing evidence to support any of the following challenges to pre or co-requisites. To warrant consideration, any evidence should be clear and reliable nature. Challenges must be turned in to Admissions and Records at the Prerequisite Window no later than one week after the semester starts.

- The prerequisite/co-requisite is not necessary to succeed in the course for which it is required.
- The prerequisite/co-requisite is not reasonably available.
- The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/co-requisite.
- The student believes it to be unfounded that he/she might cause a health or safety hazard.

Comments

Student's Signature

Date

CHAIR'S RESPONSE

Student's First Name

Last Name

Your request has been

Approved

Denied

Comments:

Department Chair or Designee's Signature

Date

STUDENT'S APPEAL

I wish to appeal the decision of the Department Chair

Comments:

Student's Signature

Date

APPEALS COMMITTEE'S RESPONSE

Your request has been

Approved

Denied

Comments:

Appeals Committee Chair's Signature

Date

FOR OFFICE USE ONLY

Section # _____ Semester _____ Instructor Name _____