



WEST LOS ANGELES COLLEGE
PRE-REQUISITE OR CO-REQUISITE CHALLENGE PETITION

Instructions:

Complete the form and submit with supporting documentation to the appropriate Department Chair (i.e., Mathematics Department Chair, English Department Chair, etc.) This form must be submitted to the Department Chair no later than 10 business days before the start of the semester/session, which is published in the schedule of classes for the semester in which you would like to enroll.

Form with fields: FIRST NAME, LAST NAME, DOB, STUDENT ID NO., TELEPHONE, LACCD E-MAIL ADDRESS, DATE

Form with fields: DESIRED COURSE, REQUIRED PREREQUISITE(S)

I challenge the pre-requisite or co-requisite requirement for the above course, for the reason indicated below:

Check appropriate box:

- Checkboxes for reasons: I have the appropriate documented knowledge... Requirements (prerequisite or co-requisite) was not established... Requirement is unlawfully discriminating... I will be delayed in fulfilling the requirements... I have the appropriate documentation to show that I do not pose a health or safety threat... I will be delayed in fulfilling the requirements because course enrollment was limited...

*****PLEASE READ INSTRUCTIONS*****

Procedures for Challenging Pre and Co-requisites and Limitations on Enrollment

- 1. Complete the Pre-requisite and Co-requisite Challenge Form and attach transcripts, doctor's statement or personal statement etc.
2. Submit the completed petition and any support documentation to the department chairperson.
3. The receiving department will evaluate the student's request and will notify the student and admissions accordingly.
4. No units will be granted for successfully challenged courses by this request.

Department:	Dept. Chair	Phone	Email
Allied Health (Allied Health, Dental Assistant, Dental Hygiene, Health & Safety Ed, Health Occupation, Nursing (CNA), Pharmacy Tech)	Carlos Sermeno	310-287-7224	Sermenc@wlac.edu
Applied Technology (Aircraft Electronics, Aviation Maintenance Technology)	Jack Moy	310-287-4514	MoyJM@wlac.edu
Career Studies (Accounting, Administration of Justice, Business, Corrections, Finance, Fire Technology, Hospitality, Law, Management, Marketing, Paralegal Studies, Real Estate, Travel)	Gerald Ludwig	310-287-4434	Ludwiger@wlac.edu
Computer Science & Applications (Computer Apps & Office Technology, Computer Science Information Technology)	Anna Chiang	http://web-wlac-csit.com/pdf/PreRegChallengeDeclareMajor.pdf	
CEMA (Broadcasting, Cinema, Dance Studies, Dance Techniques, Film Production, Multimedia, Television, Theater)	Laura Peterson	310-287-4571	PetersL@wlac.edu
Humanities & Fine Arts (Architecture, Art, Environmental Design, Humanities, Multimedia, Music, Philosophy, Photography)	Joyce Sweeney	310-287-4265	SweeneyJ@wlac.edu
Language Arts (American Sign Language, Arabic, Chinese, Communications Studies, ESL, English, French, Japanese, Spanish)	Fran Leonard	310-287-4203	LeonarFT@wlac.edu
Mathematics	Matt Robertson	310-287-4226	RobertMG@wlac.edu
Science (Anatomy, Astronomy, Biology, Chemistry, Earth Science, Environmental Science, Geography, Geology, Meteorology, Microbiology, Oceanography, Physical Science, Physics, Physiology)	Abraha Bahta	310-287-4236	BahtaA@wlac.edu
Social Sciences (African- American Studies, Anthropology, Asian American Studies, Child Development, Economics, Family & Consumer Studies, History, Political Science, Psychology, Sociology)	Sholeh Khoroshi	310-287-4539	Khoroos@wlac.edu
Health & Kinesiology (Health, Kinesiology, Kinesiology Athletics, Kinesiology Major)	Jane Witucki	310-287-4282	WituckJE@wlac.edu
Library & Learning Resources (Education, Learning Skills, Library Science, Tutoring)	Ken Lin	310-287-4437	Link@wlac.edu

DEPARTMENT USE ONLY		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Notified the student on:	Check one: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> In-person		
Notified admissions on:	Check one: <input type="checkbox"/> Emailed to appeals@wlac.edu <input type="checkbox"/> Mail to Admissions (SSB)		
Department:	Decision Date:		
Name of Chair or Designee:	Signature:		
Additional Comments:			

Admissions Use Only			
Appeals:		Date:	