



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.**

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

- ☐ I have the appropriate documented knowledge, experience or ability to succeed in the course for which the pre or co-requisite is specified
- ☐ Requirements (prerequisite or co-requisite) was not established by adopted L.A.C.C. District process, or was in violation of Title 5.
- ☐ Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner.
- ☐ I will be delayed in fulfilling the requirements for a degree or certificate because the prerequisite course has not been made reasonably available (has not been offered in the last three semesters and the student believes their progress in attaining their goal will be delayed.)
 - A. I have specified an educational goal after having completed 15 units of college work with a GPA of C or better:
 - B. I have filed an educational plan 90 days after completing the said 15 units; and
 - C. Alternate course to fulfill degree or certificate requirements are not available.
- ☐ I have the appropriate documentation to show that I do not pose a health or safety threat to others or myself in courses for which a health or safety prerequisite is specified.
- ☐ I will be delayed in fulfilling the requirements for a degree or certificate because course enrollment was limited to students judged more qualified in intercollegiate competition, honors, or public performance or enrollment was limited to a particular cohort of students. I filed an Educational Plan and specified an educational goal after having completed 15 units of college work with Satisfactory Academic Progress.

*******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. (i.e., English Department Chair or Mathematics Department Chair). Department contact information listed on the reverse side.
3. The receiving department will evaluate the student's request and will notify the student and Counseling accordingly. Only Department Chairs or Designees may submit approved Challenge Petitions to Counseling.
4. No units will be granted for successfully challenged courses by this request. To challenge a course for credit, refer to the process for earning credit by examination in the college catalog.

Department:	Dept. Chair	Phone	Email
Health Science (Addiction Studies, Allied Health, Certified Nursing Assistant (CNA), Dental Assistant, Dental Hygiene, Emergency Medical Technician, Health Occupations, Kinesiology, Medical Assistant, Paramedic, Pharmacy Tech)	Carlos Sermenon	310-287-7224	Sermenc@wla.edu
Applied Technology (Aviation Maintenance Technology)	Edmond Guzman	310-287-4514	Guzmane@wla.edu
Business (Accounting, Business, Finance, Hospitality, Management, Marketing, Real Estate)	Gustavo Demoner	310-287-4362	Demonegd@wla.edu
Computer Science & Applications (Computer Applications Office Technologies (CAOT), Computer Information Systems, Computer Science, Computer Science-Information Technology, Engineering Electrical Technology, Engineering General, Manufacturing and Industrial Technology)	Anna Chiang	310-287-4253	Chianga@wla.edu
Arts & Performance Division (Architecture, Art, Cinema, Dance Studies/Techniques, Film Production, Interior Design, Multimedia, Music, Theater)	Laura Guichard	310-287-4332	Guichalw@wla.edu
Human Development & Family Studies Division (Anthropology, Child Development, Education, Family and Consumer Studies, Psychology)	Dolores Gallegos	310-287-4446	Gallegd@wla.edu
Language Arts (American Sign Language, Arabic, Communications Studies, ESL, English, French, Japanese, Philosophy, Spanish)	Clare Norris-Bell	310-287-4590	Norrisct@wla.edu
Mathematics	Vidya Swaminathan	310-287-4214	Swaminv@wla.edu
Public Safety & Paralegal Studies (Administration of Justice, Corrections, Fire Technology, Paralegal Studies)	Corey Flournoy-Williams	310-287-4246	Flournrc@wla.edu
Science (Anatomy, Astronomy, Biotechnology, Chemistry, Earth Science, Engineering Graphics & Design, Environmental Science, Geography, Geology, Meteorology, Microbiology, Oceanography, Physical Science, Physics, Physiology)	Elisa Atti	310-287-7275	Attie@wla.edu
Social Sciences (Economics, History, Political Science, Sociology)	Tiffany Lanoix	310-287-7279	Lanoixtr@wla.edu
Library & Learning Resources (Library Science)	Susan Trujillo	310-287-4406	Trujils@wla.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 counseling on:	Check one: <input type="checkbox"/> Emailed to wla-cnseldsk@laccd.edu <input type="checkbox"/> Mail to Admissions (SSB)		
Department:	Decision Date:		
Name of Chair or Designee:	Signature:		

Additional Comments:			
Counseling Use Only			
Appeals:		Date:	