Prerequisite Challenge Form

DIRECTIONS: Complete this Prerequisite Challenge Form for any course you want to enroll in, but have not met the prerequisite through completion of a prerequisite course or approved assessment. You must provide required documentation as described below.

- Submissions should include the following:
  - **A completed Prerequisite Challenge form** (this form)
  - **A formal letter.** Explain the reason you are challenging the prerequisite or co-requisite and explicitly state the skills and abilities you have that are part of the prerequisite or co-requisite requirement. Petitions without this will be denied
  - **Supporting documentation.** Documentation may include: transcripts, course description, documentation of work experience, letters of recommendation from employers or instructors, sample graded papers, professional licenses or certificates, a portfolio or other demonstration of skill.
- Deadline to submit is no later than 5 working days prior to the last date to add semester-long classes
- Your request is our priority but due to high demand during certain times of the year, it may take up to 14 working days for a request to be processed. Incomplete forms will be denied.
- Submit your COMPLETED form with ALL required documentation to the appropriate department:

Student Delivers Request to:

Dean of Academic Division	Sr. Administrative Assistant
A & H (Arts & Humanities)	Ralitsa Ivanova-Olsson -- rivanovaolsson@laspositascollege.edu
BSSL (Business, Social Science, & Learning Resources)	Aubrie Ross -- arross@laspositascollege.edu
STEM (Science, Technology, Engineering & Math)	Magda Mercado -- mmercado@laspositascollege.edu
PATH (Public Safety, Advanced Manufacturing, Transportation, Health & Kinesiology)	Ellie Hirstein -- enhirstein@laspositascollege.edu
STUDENT SERVICES (Counseling)	Marisol Baltazar -- mbaltazar@laspositascollege.edu

Name (Last, First) _____ Today's Date _____

Student W Number _____ Zonemail Email Address _____

Phone Number _____ Major _____

COURSE I WISH TO ENTER		PREREQUISITE I WISH TO CHALLENGE	
Course	Course Title	Course	Course Title

Check select from the following (select one):

- ☐ I challenge the prerequisites based on my knowledge or ability to succeed in the course despite not meeting the prerequisite
- ☐ I challenge the prerequisite on the grounds that it was established in violation of regulations
- ☐ I challenge the prerequisite because it is discriminatory or applied in a discriminatory manner
- ☐ I challenge the prerequisite on the grounds that the prerequisite course has not been made reasonably available

Student signature: _____ Date _____

☐ Approved ☐ Denied

Faculty's signature: _____ Date _____

☐ Approved ☐ Denied

Division Dean's signature: _____ Date _____

Processed by: _____ Date: _____

REV. 5/24