



Los Angeles Southwest College PREREQUISITE CHALLENGE

Before completing: Please see reverse side for important information and instructions.

Name: _____ SSN: _____ Date Submitted: _____

Street Address: _____ Telephone: _____

City/State/Zip: _____ Cell Phone: _____

COURSE I WISH TO ENTER			PREREQUISITE I WISH TO CHALLENGE
_____	_____	_____	_____
Term	Section	Course Name & Number	Course Name & Number

PREREQUISITE CHALLENGE CRITERIA

All requests must be submitted to the Assessment Center no later than five (5) days after the first class meeting

Check box that applies to you and attach supporting documentation:

- 1. **The prerequisite has not been made reasonably available** (i.e. The prerequisite has not been offered within one academic year).
- 2. **I believe that the prerequisite is not valid because it is not necessary for success in the course for which it is required.**
- 3. **I believe that the prerequisite is discriminatory or applied in a discriminatory manner.**
- 4. **I believe I have the knowledge or ability to succeed in the course without meeting the prerequisite.**

I understand I must submit this petition directly to the Assessment Center (SSC 210) **NO LATER** than five (5) days after the first class meeting. The Assessment Center will forward my petition to the appropriate department chairperson. I will be informed of the decision within five (5) working days.

I acknowledge that Los Angeles Southwest College has determined that this prerequisite is necessary for success in the course and that I am taking personal responsibility for succeeding without this prerequisite.

Student Signature: _____ **Date:** _____

For Official Use Only

After review by Department Chair, please return to the Assessment Center for processing and student notification. Your response must be received by _____ (or challenge will be considered approved.)

Department Response to Challenge

After evaluation of this Challenge, the Department Chair for the corresponding academic discipline has taken the following action:

approved disapproved

determined documentation provided is incomplete

Comments: _____

Signature

Date

Challenge Form Route

Form Rec'd by Assessment: _____

Petition forwarded to Dep't Chair: _____

Dep't decision Rec'd by Assessment: _____

Student Notified of Decision: _____

NOTES: _____



Los Angeles Southwest College PREREQUISITE CHALLENGE

Avoid Delays!!!! Carefully read and follow these instructions

Los Angeles Southwest College has established the Prerequisite Challenge process so that a student, who does not meet a prerequisite, may seek entry into a class by providing compelling evidence that at least one of the following four conditions apply:

1. The prerequisite has not been made reasonably available.
2. The prerequisite is not valid since it is not necessary for success in the course for which it is required.
3. The prerequisite is discriminatory or applied in a discriminatory manner.
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.

To present a prerequisite challenge, a student must follow the following procedure:

Step 1. Pick up a Prerequisite Challenge Petition from the Assessment Center (Student Services Center, room 210).

Step 2. **Submit the completed Prerequisite Challenge and supporting documentation to the Assessment Center. The challenge should be turned in no earlier than 2 weeks before the start of the school term and no later than five (5) days after the first class meeting.**

Please note: It is the student's responsibility to provide documentation showing that grounds exist for approval of the prerequisite challenge. (Examples of documentation that may be included with challenge are transcripts, catalog descriptions from accredited institutions, recommendations from instructors, graded assignments, etc.)

Step 3. If the term begins while the Prerequisite Challenge is in progress, the student may attend the targeted course and request an ADD PERMIT from the instructor. However, please remember that the Admissions and Records Office will only process this Add Permit if the prerequisite challenge is approved.

Step 4. The Assessment Center will forward the student's petition to the appropriate department chairperson for review and inform the student of the decision within five working days.

Approved: If challenge is approved, the student will be electronically cleared to enroll in the target class and may officially register for the class online, by phone, or in-person at the Admissions and Records Office (SSC, room 125). To enroll after the semester starts, the student must present an ADD PERMIT to the Admissions and Records Office for processing.

Disapproved: If the prerequisite challenge is disapproved (denied), the student will **not** be allowed to register for the targeted course regardless of whether an add card was obtained. The student has the right to appeal the department chair's decision. Please contact the Assessment Center for more details.

If you have questions or concerns, please contact the Assessment Center at (323) 241-5361, SSC 210)