



A 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 Process:

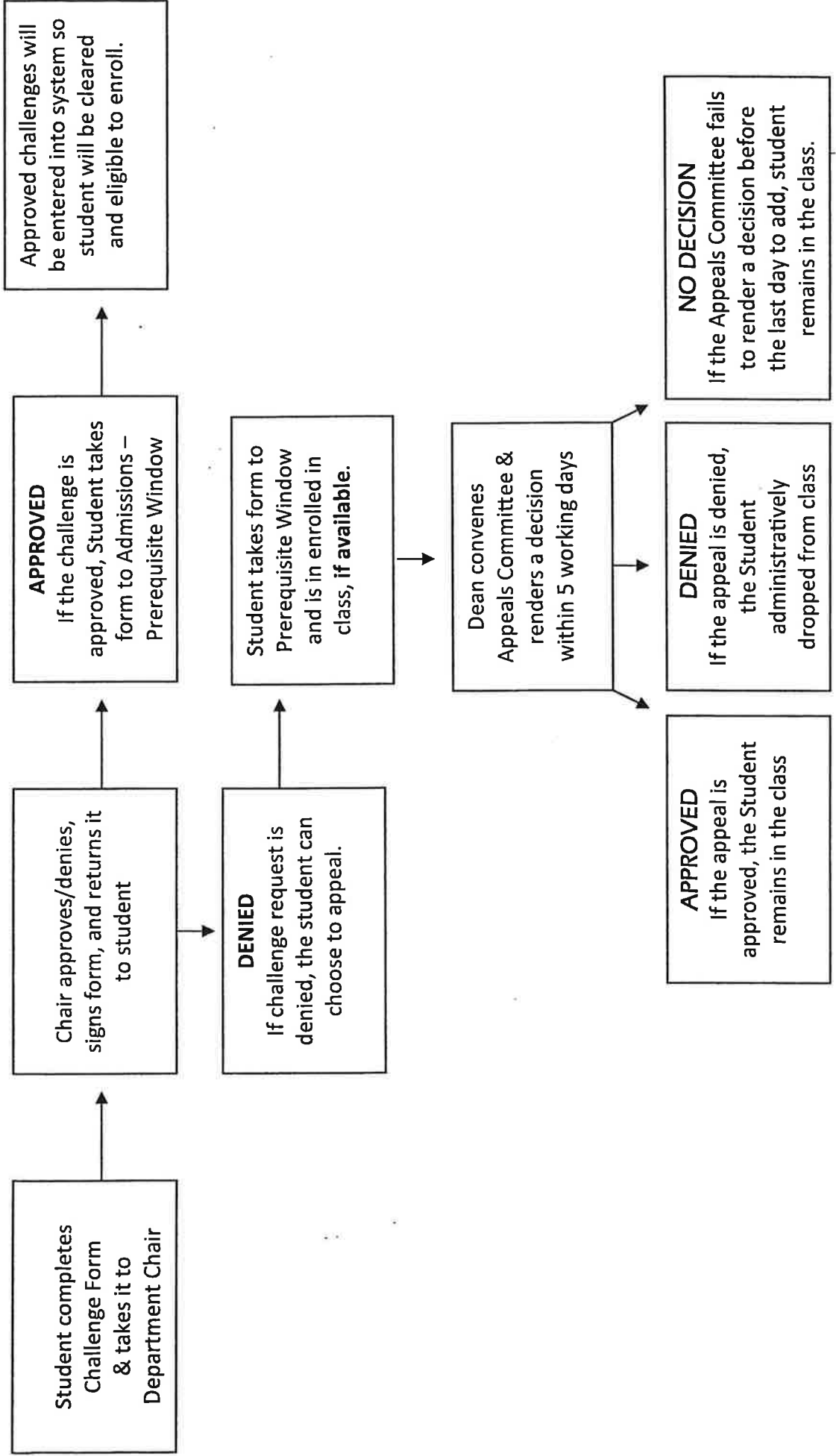
1. Complete the Prerequisite/Co-requisite Challenge Form. These forms are available in the following locations:

Office	Location
A&R -- Prerequisite Window	Student Services Center First Floor
Academic Affairs	Admin Bldg, Room 101
Counseling Dept.	Student Services Annex
EOPS	Student Services Center, 2 nd Floor
SSD formerly DSPS	Student Services Annex

2. Take the completed form to the chair of the department through which the course 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
If the challenge is approved, the student should take the form to Admissions & Records, Prerequisite Window (Student Services Center, First Floor) 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 Challenge Form, signed and dated by the Chair, to the Prerequisite Window. If the class is open or the student has an Add Permit. They should be added to the class pending the committee's decision.
 - b. Academic Affairs will call a meeting of the Prerequisite/Co-requisite Appeals Committee. The committee must render its decision within 5 working days of receiving the appeal.
 - i. If the committee fails to render a decision within the timeframe, the student will remain in the class.
 - ii. If the appeal is denied the student will be Administratively Excluded from the course.



PREREQUISITE/CO-REQUISITE CHALLENGE PROCEDURE





Los Angeles Valley College

5800 Fulton Avenue
Valley Glen, California 91401-4096

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

PREREQUISITE EQUIVALENCY FORM

Course Name you are attempting to enroll in (example: Math 266) _____

Prerequisite(s) of the class (example: Math 265) _____

INSTRUCTIONS: This form is to demonstrate that you have met the prerequisite for a class that you wish to take. If you took the prerequisite in the Los Angeles Community College District, you do not need to use this form. If you do not have the required document(s), you will not be able to have the prerequisite validated and you will need to take the prerequisite course.

Last Name

8 8 _____
Student Identification Number

First Name

Social Security Number

Student Signature

_____/_____/_____
Date

FOR OFFICE USE ONLY

APPROVED DENIED DATE ____/____/____ INITIAL _____

Type of Validation	Required Documentation	Required or Optional	Document Attached?
Took a prerequisite at another college or university in the U.S.	Unofficial transcripts or school print out showing the course.	Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Took prerequisite at another college or university outside of the U.S.	Complete all steps for foreign evaluation process (obtain forms and information in the Counseling Dept.) including approved petition granting credit for the prerequisite course.	Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed, approved Prerequisite/Co-Requisite Challenge Form demonstrating acceptance of the course.	Copy of approved petition.	Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Official Placement Score from another college or university.	Official Placement Score Printout.	Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Catalog or Schedule from the college or university where course was completed.	Required	
Other documentation clearly demonstrating completion of the prerequisite.	Official Documentation	Required	<input type="checkbox"/> Yes <input type="checkbox"/> No



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

Semester of Enrollment

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

PREREQUISITE/CO-REQUISITE CHALLENGE FORM

Last Name

First Name

8 8

Student Identification Number

Social Security Number or alternate Student ID Number

Street Address

Date of Birth

City

State

Zip Code

Telephone Number

Desired Course

Prerequisite/Co-requisite

Check the reason for the challenge and attach documentation:

The student is responsible for providing evidence to support any of the following challenges to pre or co-requisites. To warrant consideration evidence should be clear and reliable nature. Challenges must be turned into the Prerequisite Window no later than the last day to add classes.

- The student has the documented knowledge or ability to succeed without meeting the prerequisite/co-requisite.
- The prerequisite/co-requisite is not reasonably available.
- The prerequisite/co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The prerequisite/co-requisite has not been established in accordance with the district's process.
- The prerequisite/co-requisite is in violation of Title 5 section 55003.

Comments:

Student's Signature

Today's Date

Student's Information

Last Name

First Name

CHAIR'S RESPONSE

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

Department & Program Organization

DEPARTMENT/Discipline	Chairpersons/Representatives	Phone	Office
ACE	Ms. Annie Reed	2320	B 4
ART	Ms. Eugenia Sumnik-Levins Art	2780	Art 108C
BIOLOGICAL SCIENCE	Ms. Karen Roy Anatomy, Biology, Microbiology, Physiology	2514	AHS 227
BUSINESS	Ms. Siu Chung Accounting, Business, Finance, International Business, Law, Management, Marketing, Real Estate		BJ 102B
CONTINUING ED	Ms. Lynn Brower Learning Skills	2974	B 14
CALWORKS	Ms. Elahi Rabani	4069	B 13
CHEMISTRY/PHYSICS	Dr. John Milligan Chemistry, Physics, Physical Science	2371	AHS 326
CHILD DEVELOPMENT	Ms. Lauren Okayama Child Development, Family and Consumer Studies	2407	CDFC 173
CHILD DEVELOPMENT CENTER	Ms. Terry Teplin	818-778-5551	CDC
COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES	Ms. Annette Jennings Business English and Communications, Computer Applications, Keyboarding, Office Procedures	2364	BJ 102B
COOPERATIVE EDUCATION	Mr. Douglas Marriott	2572	B 48
COUNSELING	Dr. Bruce Thomas Counseling, Personal Development	2629	Student Services ANNEX
DISTANCE LEARNING	Mr. Syed Khaled Hussein Distance Ed Coordinator	2657	B 82
EARTH SCIENCE/ ANTHROPOLOGY	Ms. Jacquelyn Hams Anthropology, Astronomy, Environmental Science, Environmental Studies, Geography, Geology, Meteorology, Oceanography	818-778-5566	AHS 327
EMERGENCY SERVICES	Dr. Alan Cowen Administration of Justice, Fire Technology	2982	EST 112D
ENGLISH	Dr. Alfred Zucker Education, English	2343	H 121H
FOREIGN LANGUAGE	Dr. June Miyasaki Armenian, French, German, Italian, Linguistics, Spanish	2974	FL 105A
HEALTH SCIENCE	Ms. Mary Cox R.N. Nursing, Respiratory Therapy	2847	AHS 127
HISTORY	Ms. Michelle Lewis History, Humanities, Law, Political Science	2456	CC 241

DEPARTMENT/Discipline	Chairpersons/Representatives	Phone	Office
INSTRUCTIONAL MEDIA SERVICES	Mr. Robert Dobbs	2485	TEMP LC.
JOURNALISM	Mr. Roderick Lyons Journalism, Photography	2867	BJ 114A
LEARNING CENTER	Ms. Phyllis Yasuda Learning Skills	2750	Temp. L.C.
LIBRARY	Mr. David May	2754	Temp. Library
MATHEMATICS	Ms. Sheri Berger	2856	MS 104E
MEDIA ARTS	Mr. Eric Swelstad Broadcasting, Cinema, Media Arts	818-778-5503	CC 249
MUSIC	Dr. Michael Arshagouni	2350	M 101C
PHILOSOPHY/ ECONOMICS	Mr. Ercument Aksoy Economics, Hebrew, Jewish Studies, Philosophy,	2442	CC 220
PHYSICAL EDUCATION - MEN	Mr. Gary Honjio Health, Physical Education, Recreation	2512	South Gym 1
PHYSICAL EDUCATION - WOMEN	Ms. Marla O'Connell Dance Specialties, Dance Studies Dance Techniques, Health, Physical Education	2904	North Gym 6
PSYCHOLOGY	Dr. Ronald Mossler Developmental Communications, Statistics, Psychology,	2523	BSC 109
SERVICES FOR STUDENTS with DISABILITIES (formerly DSPS)	Mr. David Green Adapted Physical Education, Learning Skills, Personal Development,	2681 TDD (for Deaf) 818-947-2680	Student Services ANNEX
SOCIOLOGY/ ETHNIC STUDIES	Dr. Sally Raskoff African-American Studies, Chicano Studies, Sociology	2937	BSC 111B
SPEECH	Mr. Joshua Miller Speech Communication	2981	H 108C
TECHNOLOGY	Mr. Ronald Reis Architecture, Computer Science Information Technology, Electronics, Engineering, Machine Shop - CNC Numerical Control, Tool and Manufacturing, Technology	2582	E 106
THEATER ARTS	Ms. Cathy Pyles Theater	2787	TA 100
VCAP	Ms. Roana Thornock	2455	CC 215
WORKFORCE DEVELOPMENT	Mr. Lennie Cuifo	2941	Job Training Office
WRITING CENTER	Mr. Scott Weigand	2810	H100