

# 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, and explicitly state the skills and abilities you have that are part of the prerequisite requirement. Petitions without this will be denied.
  - **Supporting documentation.** Documentation may include: transcripts, course description, documentation of work experience, faculty assessment, letters of recommendation from employers or instructors, sample graded papers, professional licenses or certificates, a portfolio or other demonstration of skill.
- Submit your COMPLETED form with ALL required documentation to the appropriate department (see below).
- Your request is a priority, but due to high demand certain times of year, it may take up to 10 working days for a request to be processed.
- You will receive the results of your petition by email.

**Student Delivers Request to:**

| Academic Division Office   | Sr. Administrative Assistant   |
|--|--|
| A & H (Arts & Humanities)  | Ralitsa Ivanova-Olsson -- <a href="mailto:rivanovaolsson@laspositascollege.edu">rivanovaolsson@laspositascollege.edu</a> |
| BSSL (Business, Social Science, & Learning Resources)                              | Aubrie Ross -- <a href="mailto:aross@laspositascollege.edu">aross@laspositascollege.edu</a>                              |
| STEM (Science, Technology, Engineering & Math)                                     | Ellie Hirstein -- <a href="mailto:enhirstein@laspositascollege.edu">enhirstein@laspositascollege.edu</a>                 |
| PATH (Public Safety, Advanced Manufacturing, Transportation, Health & Kinesiology) | Kiley Zieker -- <a href="mailto:kzieker@laspositascollege.edu">kzieker@laspositascollege.edu</a>                         |
| STUDENT SERVICES (Counseling)  | Counseling Front Desk -- <a href="mailto:lpc-counseling@laspositascollege.edu">lpc-counseling@laspositascollege.edu</a>  |

\_\_\_\_\_  
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

Not Approved

Faculty's signature: \_\_\_\_\_

Date \_\_\_\_\_

Approved

Not Approved

Division Dean's signature: \_\_\_\_\_

Date \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_