

# LAS POSITAS COLLEGE

## REQUEST TO CHALLENGE COURSE PREREQUISITE

Name:	SSN or W#:	Date:
Telephone:	Street Address:	
Email:	City, State, ZIP:	

<b>COURSE AND SECTION I WISH TO ENTER:</b>	<b>PREREQUISITE OR COURSE REQUIREMENT I WISH TO CHALLENGE:</b>
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### PREREQUISITE CHALLENGE PROCEDURES

Student Delivers Request To:	Academic Division	Academic Dean / Administrative Assistant	Room #
	Arts, Letters & Social Sciences (ALSS)	Justin Garoupa / Valerie Ball	4111
	Science, Technology, Engineering, Math & Public Safety (STEMPS)	Lisa Everett / Karin Rose	2132
	Behavioral Sciences, Business & Athletics (BSBA)	Dyan Miller / Mary Hargiss	PE 116
	Psychology/Counseling (PSCN) & Human Services	Barbara Morrissey / Ginger Ripplinger	717

Below, check the box which applies to you and **include all documentation**. Documentation may include: transcripts, assessment scores, and instructor's letters of recommendation on official stationery. This petition must also include your personal letter of explanation and documentation to support your case. The student submits this request with all documentation to the appropriate Academic Division Dean's office (see above).

1. **The prerequisite is not offered in a given semester.**

I understand that I may request a challenge of the prerequisite. I must take the request directly to the appropriate Academic Division Dean's Office, or designee, who shall determine within 14 working days whether the required course was available, and if not, shall waive the prerequisite for the term.

2. **The prerequisite is discriminatory or applied in a discriminatory manner (student documentation required).**

I understand that I must present documentary evidence to the appropriate Academic Division Dean's Office, or designee, who will review the evidence and provide written notification to me within 14 working days.

3. **Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite (student documentation required).** I understand I must present documentary evidence with this petition. **Suggested documents include transcripts, statements of employers, and military or technical school certificates. If classes taken from another accredited college, please provide official transcript and a course description and/or course outline.** This petition will be reviewed by the Appropriate Academic Division Dean responsible for the discipline who will arrange for an instructor to evaluate the documentation. I will receive written notification of the decision within 14 working days (*The signature of the Academic Division Dean is required if prerequisite challenge is based on # 3.*)

I have met the responsibility to provide compelling evidence to support the Prerequisite Challenge request. I acknowledge that Las Positas College has determined that this prerequisite is necessary for success in the course, and I am taking personal responsibility for succeeding without this prerequisite.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Faculty/Coordinator</u> <input type="checkbox"/> Approve: <input type="checkbox"/> Disapprove:	<u>Academic Division Dean</u> <input type="checkbox"/> Approve: <input type="checkbox"/> Disapprove:
Comments: _____	Comments: _____
_____	_____
_____	_____
Signature _____ Date _____	Signature _____ Date _____

Students wishing to appeal the decision of the appropriate Academic Division Dean, or designee, may do so by meeting with the Vice President of Academic Services or designee.

### For Official Use Only:

Action Taken:	Date:	Counseling Override:
Comments:	Initials	
Signature:	Student Services Dean or Designee	Date:

(Please see reverse side for procedures)

## **COURSE PREREQUISITE POLICY and PROCEDURE**

Prerequisite means the preparation or previous course work considered necessary for success in the course. Las Positas College **REQUIRES** students to complete prerequisites as a pre-enrollment preparation. (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required.) Prerequisites which are listed in the College Catalog include:

- 1) Courses for which specific prerequisites have been validated,
- 2) Sequential course work in a degree-applicable program, and
- 3) Courses in which a prerequisite is necessary for transfer to a four-year college.

Questions about prerequisites are best resolved with a counselor. The challenge process may take 14 working days. **Please note that submission of a completed application does not guarantee approval and admission to the course.**

### **PREREQUISITE CHALLENGE PROCEDURES**

A prerequisite challenge requires written documentation, explanation of alternative course work, background or abilities which adequately prepare the student for the course (see Page One). A Prerequisite Challenge Form **must be obtained from the Counseling Office**. Reasons for filing a prerequisite challenge may include one or more of the following:

- 1) A prerequisite is not reasonably available;
- 2) The student believes the prerequisite is discriminatory or being applied in a discriminatory manner;
- 3) The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite; or
- 4) The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes.

<b>Prerequisite Challenge Procedures</b>	
1.	Student discusses process and obtains form from Counselor. <b>LPC Counselor Name:</b> _____ <b>Date:</b> _____
2.	Student submits request, <b>with required documentation</b> (See Page One), to the appropriate Academic Division Dean's Office or designee.
3.	Academic Dean confers with appropriate faculty for approval or disapproval.
4.	Academic Dean signs as approved or disapproved.
5.	Academic Administrative Assistant scans or copies for file.
6.	Academic Administrative Assistant forwards request to Dean of Student Services for final signature.
7.	Counseling Office Staff overrides the approved prerequisite in Banner.
8.	Student Services Administrative Assistant notifies student by telephone; email or mail copy.
9.	Student Services Administrative Assistant scans form into tracker with original filed for 2 years then purge.

**Note:** If approved, this document may be presented at the Admissions & Records Office for enrollment in the course. On-Line registration is also available via Class Web. If you have any questions regarding this action, please contact the Office of the Dean, Student Services, Las Positas College, 925.424.1421.