

If you complete the prerequisite/corequisite course at East Los Angeles College, you will be automatically cleared for registration.

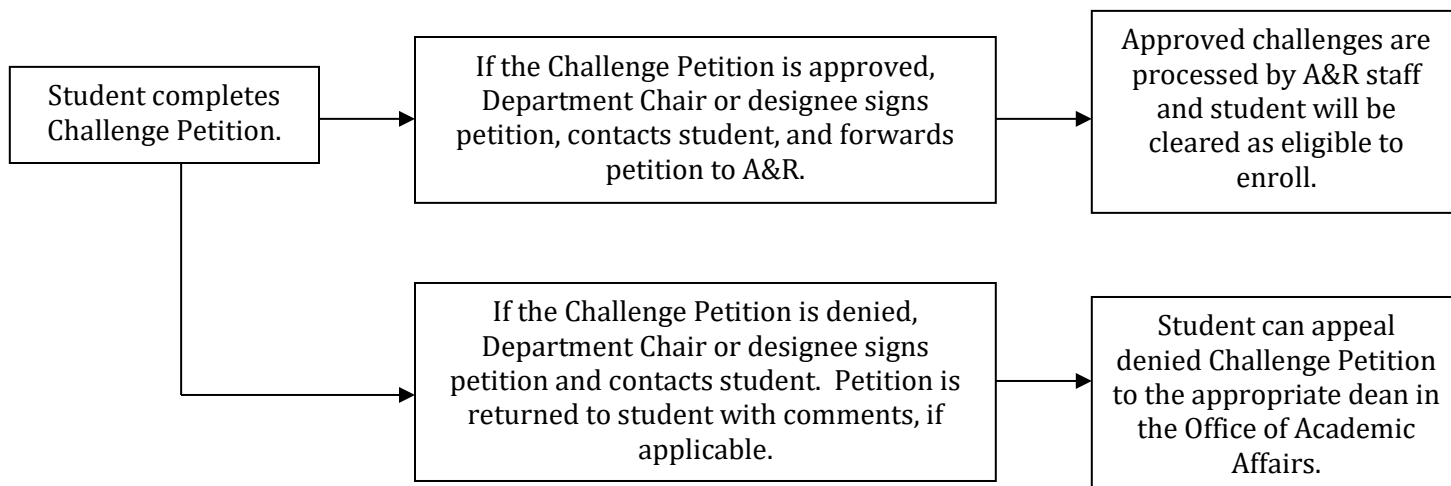
If you completed the prerequisite course at another college, see an ELAC counselor for clearance.

PREREQUISITE OR COREQUISITE CHALLENGE PETITION

Instructions:

A student without transcripts or other proof of having met the prerequisite course(s) required for entry into a particular course must go through the Prerequisite or Corequisite Challenge Process. Please read the instructions; complete the form and submit with **supporting documentation** to the appropriate Department Chair (i.e., Mathematics Department Chair, English Department Chair, etc.). Upon submission, you will receive notification within five working days. **This form must be submitted to the Department Chair at least ten days before the start of the semester/session.**

1. Student submits Challenge Petition and any other necessary documents to the appropriate academic discipline department chair or designee (refer to the list on reverse side).
2. Department chair or designee accepts the Challenge Petition and documents.
3. Department chair or designee dates and signs all documents and provides the student with dated and signed receipt.
4. Department chair or designee resolves petition in five working days and notifies the student of its decision (approval or denial).
 - a. If the Challenge Petition is approved, then the Department Chair or designee forwards the resolved Challenge Petition to Admissions and Records Office (A&R). A&R will update the prerequisite/corequisite in the Student Information System (SIS).
 - b. If the Challenge Petition is denied, the Department Chair or designee returns the denied Challenge Petition to student. The student may appeal the decision by submitting the denied Challenge Petition and his or her reasons for the appeal to the Office of Academic Affairs.



EAST LOS ANGELES COLLEGE

2020-2021 DEPARTMENT CHAIRS

Department	VP	DIV	Dean	Chair Name	Email Address	Ext.	Office
Administration of Justice	AO	CEWD	Angelica Toledo	Manuel Santoyo	santoym@elac.edu	3743	F9-107
Allied Health	AO	CEWD	Angelica Toledo	Monica Thurston	thurstnm@elac.edu	6802	G5-211
Anthro, Geog. & Geology	RA	LAS	Dr. Steven Reynolds	Dr. Julianne Bernard	bernarlj@elac.edu	6744	G8-101A
Architecture	AO	CEWD	Al Rios	D. Michael Hamner	hamnerm@elac.edu	8839	E7-112
Art	RA	LAS	Ming-huei Lam	Linda Kallan	kallanlp@elac.edu	8952	S2-202
Automotive Technology	AO	CEWD	Al Rios	Adrian Banuelos	banuela@elac.edu	8726	P1-107
Business Administration	AO	CEWD	Kendra Madrid	Isabel Yeung	yeungif@elac.edu	4120	F7-303F
Chemistry	RA	LAS	Dr. Steven Reynolds	Vahan Ghazarian	ghazarv@elac.edu	6830	G5-315
Chicana/o Studies	RA	LAS	James Kenny	Beatriz Tapia	tapiabe@elac.edu	8101	E3-580
Child, Family, & Education	AO	CEWD	Angelica Toledo	Amanda Andrade	powella2@elac.edu	8116	F7-305B
Communication Studies	RA	LAS	James Kenny	MyHanh Anderson	andersmv@elac.edu	8166	E3-571
Computer Apps & Office Tech	AO	CEWD	Dr. Juan Urdiales	Dr. Ann Mahrenholz	mahrenam@elac.edu	8928	E7-420
Counseling	JB	SS	Paulina Palomino	Christopher Garcia	garciaca2@elac.edu	6723	E1-127
Dance	RA	LAS	Ming-huei Lam	Kimberly Rabins	rabinskd@elac.edu	8740	S2-108F
Engineering-Electronics	AO	CEWD	Dr. Djurardj Babic	Dr. Humberto Gallegos	galleggha@elac.edu	8832	E7-104C
English (Humanities)	RA	LAS	James Kenny	Patricia Godinez	godinep@elac.edu	5021	E3-361
Journalism	RA	CEWD	Kerrin McMahan	Jean Stapleton	stapleja@elac.edu	8875	E7-303
Kinesiology	RA	LAS	Ming-huei Lam	Erika Blanco	blancoem@elac.edu	3784	E9-112
Library	RA	LAS	Gina Chelstrom	Choonhee Rhim	rhimcl@elac.edu	8625	F3
Life Sciences	RA	LAS	Dr. Steven Reynolds	Alison Davis	davisaa@elac.edu	8877	G5-211
Mathematics	RA	LAS	Dr. Steven Reynolds	David Senensieb	senensdh@elac.edu	8131	G5-111
Media Arts	AO	CEWD	Al Rios	R.A. Lyle	lylera@elac.edu	8810	E7-Bo41
Modern Languages	RA	LAS	James Kenny	Eldy Dean	deanec@elac.edu	6840	E3-145
Music	AO	LAS	Al Rios	Dr. Anthony Lupica	lupicaaj@elac.edu	8947	S2-111
Noncredit	AO	CEWD	Dr. Juan Urdiales	Dennis Villacorte	villacda@elac.edu	8193	E3-100
Nursing	AO	CEWD	Dr. Armida Ornelas	Carolyn Du	duc@elac.edu	8181	G1-302
Philosophy	RA	LAS	Kerrin McMahan	Tim Snead	sneadta@elac.edu	4127	F7-318C
Physics	RA	LAS	Dr. Steven Reynolds	Viken Kiledjian	kiledjvp@elac.edu	8922	G8-201
Psychology	RA	LAS	Kerrin McMahan	Dr. Sherrie Davey	daveysl@elac.edu	8741	F7-316E
Public Safety Affiliation	RA	LAS	Kerrin McMahan	Dr. Sharon Johnson	johnsosa@elac.edu	3704	Corp. Ctr Room 202
Social Sciences	RA	LAS	Kerrin McMahan	Dr. Marcellino Morales	moralemj@elac.edu	6775	F7-307P
Theater Arts	AO	CEWD	Al Rios	Lisa Hashimoto Stone	stonelh@elac.edu	6843	P2-101E

PREREQUISITE OR COREQUISITE

CHALLENGE PETITION

Semester/Session of Enrollment

☐ Fall ☐ Winter
☐ Spring ☐ Summer
 Year _____

 Last Name First Name M.I.

 Student Identification Number

 Street Address

 Date of Birth

 City State Zip

 Contact Number

 Email

Desired Course	Prerequisite / Corequisite
_____	_____

Check appropriate box:

- ☐ I have completed an ELAC assessment and wish to appeal the placement level. (Scores must be attached).
Submit to appropriate department.
- ☐ I have the appropriate documented knowledge, experience or ability to succeed in the course for which the prerequisite or corequisite is specified. *Submit to appropriate department.*
- ☐ Requirement (prerequisite or corequisite) was not established by an adopted L.A.C.C. District process, or it was established in violation of Title 5. *Submit to Academic Affairs.*
- ☐ Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner. *Submit to Vice President of Student Services.*
- ☐ I will be delayed in fulfilling the requirements for a degree or certificate because the prerequisite course has not been made reasonably available. *Submit to Academic Affairs.*
- I have specified an educational goal after having completed 15 units of college work with a GPA of C or better;
 - Have filed an educational plan 90 days after completing the said 15 units; and
 - Alternate courses to fulfill degree or certificate requirements are not available or
 - I will be delayed in fulfilling the requirements for a degree or certificate because course enrollment was limited to students judged more qualified in intercollegiate competition, honors, or public performance, or enrollment was limited to a particular cohort of students.
- ☐ I have the appropriate documentation to show that I do not pose a health or safety threat to others or myself in courses for which a health or safety prerequisite is specified. *Submit to appropriate department.*

Student's Signature: _____ Date: _____

STUDENT'S INFORMATION

Last Name

First Name

M.I.

DEPARTMENT'S RESPONSE

Prerequisite/Corequisite Course DENIED: _____

Prerequisite/Corequisite Course APPROVED: _____

**If approved, Department Chair notifies student and returns this petition to Admissions & Records for processing.
If denied, Department Chair returns this petition to the student.**

Comments:

Department Chair or Designee's Signature

_____/_____/_____
Date

STUDENT'S APPEAL

I wish to appeal the decision of the Department due to the following reasons:

Student's Signature

_____/_____/_____
Date

RESPONSE TO APPEAL

Your request has been ☐ Approved ☐ Denied

Comments:

Dean's Signature

_____/_____/_____
Date