



LOS ANGELES HARBOR COLLEGE
REQUISITE CHALLENGE PETITION

Form fields for personal information: Last Name, First Name, Middle, Student I.D. Number, Address, Date of Birth (MM/DD/YYYY), Maiden or Other Names, City, State, Zip Code, LACCD Email Address.

- 1. Not established in District's Policy
2. Requisite is in violation of Title 5 (Section 55201)
3. Requisite is unlawfully discriminatory
4. Knowledge of ability to succeed
5. Requisite course has not been made reasonably available

I wish to enroll in: _____ Requisite: _____

Please explain you request in detail. Use additional pages if necessary. If you are filing Challenge # 4, transcripts, samples of previous work and letters of recommendation are mandatory supporting documents with this petition.

Speak with a counselor to get his/her recommendation and signature. Then submit this completed petition to the appropriate Division Chairperson.

The requisite challenge must be completed two weeks prior to the beginning of the semester in which the student plans to enroll. Once the Division Chair has approved the petition, the student may enroll in the desired class if space is available. Note: Students must have official transcripts on file in the Admissions & Records Office for all requisites completed at other institutions

Student Signature: _____ Date ____/____/____

FOR OFFICIAL USE ONLY:

Action Taken: [] Granted [] Denied Date ____/____/____

Attached is proof of prerequisite: [] High School [] College

Counselor Name & Signature: _____ Division _____ Comments: _____

Chairperson Name & Signature: _____ Comments: _____

Academic Dean Name & Signature: _____ Comments: _____

Criteria for Determining Valid Challenges:

- Challenge #1 the student must show that the requisite has not been established in accordance with the district policies
- Challenge #2 Refer to Title V, section 55201 (f)
- Challenge #3 the student must describe how the requisite is either discriminatory or is being applied in a discriminatory manner. Anecdotal information is acceptable.
- Challenge #4 the student must show proof of knowledge by attaching high school or college transcripts, placement results, sample of work completed and letter(s) of recommendation. Consent of instructor or counselor is not considered a valid reason.
- Challenge #5 the student must show that the requisite has caused undue delay in attaining educational goals. For example the college has not offered the course during a reasonable period of time.
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Terminology:

PRE-REQUISITE: A requirement that must be satisfied before enrolling in a particular course; usually a previous course, a test score, or consent of the appropriate division chairperson. CO-REQUISITE: A requirement that must be satisfied at the same time the target course is taken; usually concurrent enrollment in another course.

ADVISORY REQUISITE: skills, which have been determined to be very helpful, but not essential for the successful completion of a target course.

TARGET COURSE: course, which requires completion of a pre-requisite course, concurrent enrollment in a co-requisite course, or advisory skills.

Title V Regulations (Section 55201f):

A student may challenge any pre-requisite or co-requisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll on the course or program in question. Grounds for challenge are:

1. The pre-requisite or co-requisite has not been established in accordance with the district's process for establishing pre-requisites and co-requisites;
 2. The pre-requisite or co-requisite is in violation of this article;
 3. The pre-requisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 4. The student has the knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or co-requisite;
 5. The student will be subject to undue delay in attaining the goal in his or her educational plan because the pre-requisite or co-requisite course has not been made reasonably available; and
 6. Such other grounds for challenge as may be established by the district governing board.
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LACCD Policy (Section I.B.1.):

If space is available in a course when a student files a challenge to the pre-requisite or co-requisite, the district shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the district fails to resolve the challenge within five (5) working days, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.