

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

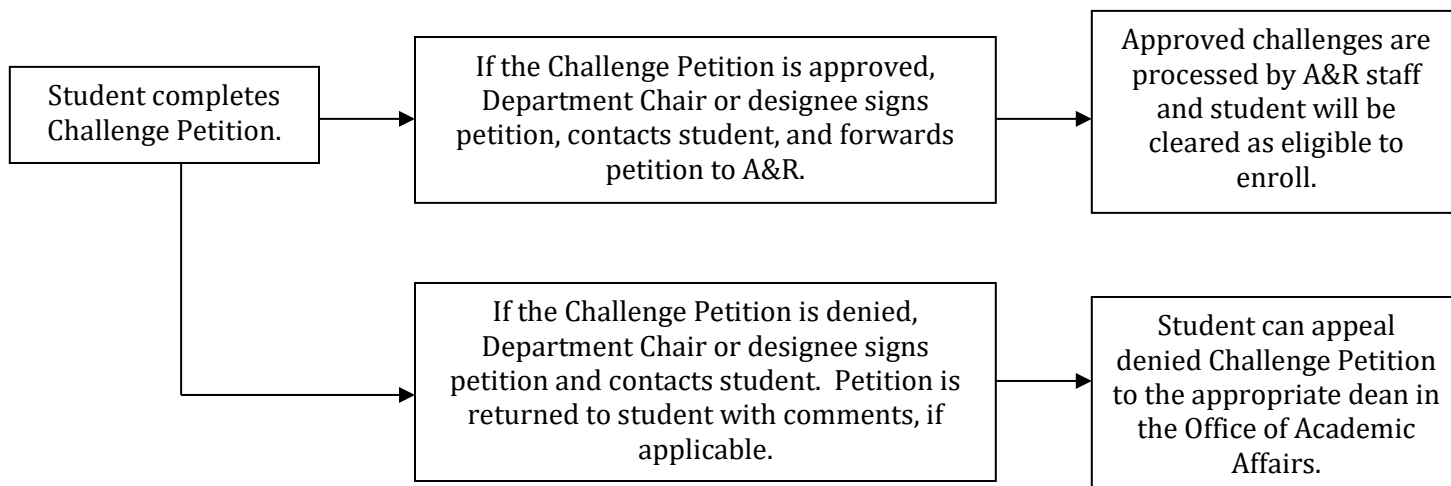
*If you completed the prerequisite course at another college, see an ELAC counselor for clearance.*

## 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<br>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

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

\_\_\_\_\_  
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.*
  - a. I have specified an educational goal after having completed 15 units of college work with a GPA of C or better;
  - b. Have filed an educational plan 90 days after completing the said 15 units; and
  - c. Alternate courses to fulfill degree or certificate requirements are not available or
  - d. 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 \_\_\_\_/\_\_\_\_/\_\_\_\_