

LOS ANGELES CITY COLLEGE CINEMA-TELEVISION DEPARTMENT
PRE/COREQUISITE CHALLENGE PETITION

To the Student: Please read the Pre/corequisite Challenge Petition Information on the back of this form before filing your petition. **MATERIALS SUBMITTED FOR REVIEW WILL NOT BE RETURNED.**

This petition must be filed with the Cinema-Television Chair's office. Submit with this petition **satisfactory evidence or documentation**, such as a transcript (photocopy or unofficial OK), catalog descriptions of the Cinema or Television classes you took, relevant employment and experience information, or DVD's (must have your name on the credit) to show that grounds exist for a challenge. Within five (5) working days of filing the petition, you will be notified of the committee's action if filed during regular school year. **Filing dates:** Students may file challenges throughout the fall and spring semesters up to five (5) working days before the end of each semester. Petitions submitted during winter and summer may take a minimum of 4 weeks to process.

PRINT CLEARLY

Name _____ School I.D. # _____
Date of Birth _____ Phone Number _____
Address _____ Email address _____
City _____ State _____ Zip _____
Course and Section # in which I wish to enroll _____
Pre/Corequisite course challenged _____

IDENTIFY THE GROUND (S) ON WHICH YOU BASE YOUR CHALLENGE. (SEE REVERSE SIDE)

My pre/corequisite challenge is based on the following ground (s):

1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 6. ☐ 7. ☐

Please explain: (Use additional page if necessary) _____

I acknowledge that Los Angeles City College has determined that this pre/corequisite is necessary for success in the course and that I am taking personal responsibility if the challenge is upheld. If the challenge is not upheld, I will be dropped from the class roster.

Student's Signature _____ Date _____

For office use only	
Received by Department Chair: _____ Signature	Date: _____
Decision: Challenge Denied____ Challenge Approved _____	Date: _____
Committee Members: _____ Signature	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
Student Notified by Department Chair's Office by: _____	Date: _____
(circle one) • Phone • Letter • Email • In person	Signature

PRE/COREQUISITE CHALLENGE PETITION INFORMATION

* **Prerequisite** is the requirement needed to qualify for a course. It is designed to identify skills necessary for success in a course.

* **Corequisite** is a course that a student is required to take simultaneously with another course.

A Cinema-TV Pre/corequisite Challenge Petition shall be filed by the student with the Cinema-Television Department Chair. Any pre/corequisite may be challenged by a student according to the Title V Regulations listed below. When the student files a petition to challenge the pre/corequisite of a class and space is available in the class, the College shall provisionally enroll the student and resolve the challenge within five (5) working days. If the College fails to resolve the challenge within the five (5) working-day period, the student shall be officially enrolled 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. If the challenge is upheld and space is available, the student shall be permitted to enroll when the student registers for the subsequent term.

Please Note: LACC application must be on file in the Admissions Office (AD 100).

GROUND FOR CHALLENGING PRE/COREQUISITES

It is the student's responsibility to show proof that grounds exist for enrollment in the challenged course. A student may challenge any pre/corequisite using one or more of the Title V Regulations listed below:

Note: Students who have successfully completed a similar course outside of the Los Angeles Community College District should bring their transcripts to the Counseling Department (AD 108) for evaluation.

1. The pre/corequisite has not been established in accordance with the district's process for establishing pre/corequisites.
2. The pre/corequisite is in violation of *Pre/Corequisite and Advisory Regulations, specified in Section 55201 (e) of Title 5*. (See Office of Student Services.)
3. The pre/corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. Upon completion of the challenge petition procedure on the grounds of unlawful discrimination, the student has the right to file a formal complaint of unlawful discrimination with the Dean of Equity and Diversity.
4. The student has the ability or knowledge to succeed in the course despite not meeting the pre/corequisite.
5. The student will be subject to undue delay in attaining the goal of his/her educational plan because the pre/corequisite course has not been made reasonably available.
6. The student has not been allowed to enroll due to a Limitation on Enrollment established for a course that involves intercollegiate competition, public performance, honor courses, or blocks of courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if no equivalent section is offered, and he/she would be delayed by a semester or more in attaining the degree or certificate specified in his/her Student Educational Plan.
7. The student seeks to enroll in a course which has a pre/corequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself or herself or others.

RESOLUTION OF PREREQUISITE CHALLENGES

Each prerequisite challenge shall be investigated and resolved by the Cinema-Television Department no later than five (5) working days from the day that the challenge is filed if filed during the semester.