

Los Angeles Trade-Technical College
 Assessment Center (Mariposa Hall: Rm MA01)
Prerequisite/Co-Requisite Challenge Form

Semester Taking Course

Please complete a separate form for each course.

Please Print

1 Name: _____ **2** Student ID#: _____
Last First Initial

3 Address: _____ **4** Birthdate: _____

5 City/State/Zip: _____ **6** Phone: (_____) _____ - _____

7 Prerequisite/Co-requisite or enrollment limitation you are challenging: _____

8 Course and Section Number for which it is required: _____

9 Reason for Challenge:

1.		I have the knowledge, ability or skill to succeed in the course despite not meeting the prerequisite or co-requisite.
2.		I will be subject to undue delay in attaining the goal of my educational plan because of the enrollment limitation, or because the prerequisite or co-requisite course has not been made reasonably available. My declared educational goal (e.g. AA degree, certificate of completion or transfer) is: _____
3.		The prerequisite or co-requisite has not been established in accordance with applicable college policies and procedures.
4.		The prerequisite or co-requisite is in violation of Title 5, Section 55200-55202 of the California Code of regulations.
5.		The prerequisite or co-requisite, or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6.		The basis upon which the college established the enrollment limitation does not exist.
7.		Other: _____

10 You must attach a detailed, legible explanation and copies of all applicable supporting documentation.

11 I acknowledge that Los Angeles Trade-Technical College has determined that this prerequisite or 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.

12 Student Signature: _____ Date: _____

(Office Use Only)

Response to Challenge

1	Your Challenge is upheld, subject to college policies and procedures (approved)
	You need not meet this prerequisite, co-requisite or enrollment limitation to enroll in the course.
	Other (see comments to the side)
2	Your challenge is pending (see comments to the side)
3	Your challenge is denied on the following grounds:
	The prerequisite/co-requisite or limitation was established in accordance with the college's policies and procedures.
	You have not demonstrated that you have the knowledge, ability or skill to succeed in the course.
	You have not shown you will be subject to undue delay in reaching your goal.
	The course has been reasonably available
	Multiple measures of your skills indicate that the placement was appropriate.
	The basis for enrollment limitation does exist.
	Other: (see comments to the side)

Received in Matriculation by: _____ Date: _____
Committee Members: _____ Date: _____ _____ Date: _____ _____ Date: _____ _____ Date: _____
Notified by: mail phone in-person Date: _____
Comments: _____ _____ _____

Los Angeles Trade-Technical College
Assessment Center Request Form

Name: _____ **Student I.D. #** _____
Last First

Please Explain Your Reason (s) for Challenging

Signature: _____ **Date:** _____

If you have any questions please call the **Assessment Center at 213.763.5339.**

OFFICE USE ONLY:

DEC Screen Placement: _____ Course Completion: _____

Other Proof of Placement: _____ Other Documentation: _____

Staff Signature: _____ Date: _____