

Los Angeles Trade-Technical College  
**Prerequisite/Co-Requisite Challenge Form**

Please complete a separate form for each course.

Please Print

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
last first initial

Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Prerequisite/Co-requisite enrollment limitation you are challenging: \_\_\_\_\_

Course Section Number for which it is required: \_\_\_\_\_

SAMPLE  
 Contact the Matriculation Office for a form.

**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: _____

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

I acknowledge that Los Angeles Trade-Technical College has determined that this prerequisite or co-requisite 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Response to Challenge (Office Use Only)**

	<b>Your Challenge is upheld, subject to college policies and procedures (approved)</b>
	You need not meet this prerequisite, co-requisite or enrollment limitation to enroll in the course.
	Other (see comments below)
	<b>Your challenge is pending (see comments below)</b>
	<b>Your challenge is denied on the following grounds:</b>
	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 below)

**(Office Use Only)**

Received in Matriculation by: _____	Date: _____
Referred to: _____	Date: _____
Received by: _____	Date: _____
Committee Members: _____	Date: _____
_____	Date: _____
_____	Date: _____
Returned to Matriculation _____	Date: _____
Student Notified by: _____	Date: _____
mail phone in-person _____	Date: _____

Comments: \_\_\_\_\_