



MATRICULATION CHALLENGE AND GRIEVANCE PETITION

Name: _____ Date: _____
Last First MI

Email: _____ SID#: _____

Address: _____ Email: _____

City: _____ Zip: _____ Phone: _____

Challenge of Prerequisite/Corequisite or Placement

Check the box that applies to you, provide explanation in the space below and attach all necessary documentation to verify/support explanation. Check with a counselor for a list of required documentation for the discipline in which the class you are challenging resides.

1 I am challenging a prerequisite/corequisite or placement on the grounds that I have the knowledge or ability to succeed in the target course despite not meeting the prerequisite. I am responsible for providing documentation.

Course I wish to enter: _____ Pre/Corequisite I wish to Challenge: _____

Circle Rationale for prerequisite waiver: **A B C D**
 (see reverse for more information)

2 I am challenging a prerequisite/corequisite or placement on the grounds it is not valid because it has not been established in accordance with the district's policy or process for establishing prerequisites, corequisites or placement.

Course I wish to enter: _____ Pre/Corequisite I wish to Challenge: _____

3 **Complaint of unlawful discrimination**
 I believe that a pre/corequisite or any Matriculation procedure is being applied in an unlawfully discriminatory manner.

Course I wish to enter: _____ Pre/Corequisite I wish to Challenge: _____

4 **Waiver of Prerequisites**
 I am requesting a waiver of the pre/corequisite because it is not reasonably available. This petition is valid only for this semester.

Course I wish to enter: _____ Pre/Corequisite I wish to Challenge: _____

Please explain your request in detail. If you are filing Challenge # 1, attach all required documentation with this petition.

This completed petition and all supporting documentation must be submitted at least five (5) days prior to the first day of instruction, to the departmental office responsible for the course you are challenging. Incomplete challenge packets will not be accepted. Once a complete challenge packet is presented to the department, a decision will be made within five (5) working days. You will be notified within three (3) working days subsequent to a decision being made. Challenges filed after the above deadline will only be considered for the following academic term. See reverse side for additional information.

I have spoken with a counselor and understand my rights and responsibilities in signing this petition.

Student Signature: _____

FOR OFFICIAL USE ONLY:

Date: _____

Action Taken: Granted Denied May Resubmit (comments required)

Student Notified: In Person Email Phone Comments: _____

Date: _____ Init: _____

Signature: _____ Panel Members: _____

Title: _____

CRITERIA FOR DETERMINING VALID CHALLENGES

Challenge #1: The student must show proof of knowledge by attaching high school or college transcripts, placement results, or equivalent. A letter from the student's employer is acceptable for meeting vocational course prerequisites (such as having computer programming skills). Consent of instructor or counselor is not considered a valid prerequisite. However, the student may demonstrate his/her skills to a full-time faculty member in the discipline and obtain a signature on the attached affidavit. This affidavit is used as part of the challenge process and does not guarantee a grant of the petition or enrollment in the course; it is used for challenging prerequisites, not for adding a class. The signed affidavit must be attached to this petition. It is the responsibility of the student to contact the faculty member before filing the challenge.

Rationale

(see *handout for more details*)

- A. Satisfactory completion of a prerequisite course within LACCD equivalent in subject matter.
- B. Satisfactory completion of a prerequisite course with equivalent subject matter at a non- LACCD institution.
- C. Satisfactory completion of a course that is more advanced than the required prerequisite.
- D. Satisfactory subject matter expertise based on experience/training, etc.

Challenge #2: The student must describe why the prerequisite course appears to be invalid. Any invalidity should apply to all students interested in the target course, not just the student filing the petition. If the student believes the course is invalid only for him/her, please choose *Challenge #1* (and attach supporting documentation).

Challenge #3: The student must describe how the procedure or prerequisite course was applied in a discriminatory manner. Anecdotal information is acceptable.

Challenge #4: A course is considered to be "not reasonably available" if it has not been offered in the last three semesters and the student believes his/her progress in attaining his/her goal will be unduly delayed.

TERMINOLOGY

Prerequisite Course: Any course in which the faculty have determined that a passing grade ("C" or better) is necessary for the successful completion of a target course.

Corequisite Course: Any course in which the faculty have determined that concurrent enrollment is necessary for the successful completion of a target course. A corequisite may be completed with a passing grade ("C" or better) prior to enrollment in the target course.

Advisory Course: Any course in which the faculty have determined that completion with a passing grade may be helpful, but is not necessary for the successful completion of a target course.

Target Course: Any course which the faculty have determined requires completion of a Prerequisite, corequisite, or advisory course.

TITLE V REGULATIONS (Section 55201(f))

A student may challenge any prerequisite or corequisite 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 in the course or program in question. Grounds for challenges include:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of this article.
3. The prerequisite or corequisite 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 prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.
6. Other grounds for challenges, as may be established by the district governing board.

LACCD Policy (Section I.B.1):

If space is available in a course when a student files a challenge to the prerequisite or corequisite, 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 the five (5) working-day period, the student shall be allowed to enroll in the course. If no space is available in the course when the 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.

APPEALS

A student may appeal the validity of this challenge by filing the appeal with the Vice President of Academic Affairs. To appeal the student must submit a copy of the challenge form, supporting documentation and, if applicable, a brief statement explaining the reason for the appeal (beyond the written explanation already on the challenge form), via a general petition form that may be obtained in the Counseling Office.

Please Note: Appeals will ONLY be processed for challenges that were reviewed and signed by one faculty member. IF the challenge was reviewed and signed by a minimum of two faculty members (the department chair or designee and an additional faculty in the discipline) then the appeal will NOT be considered.