

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

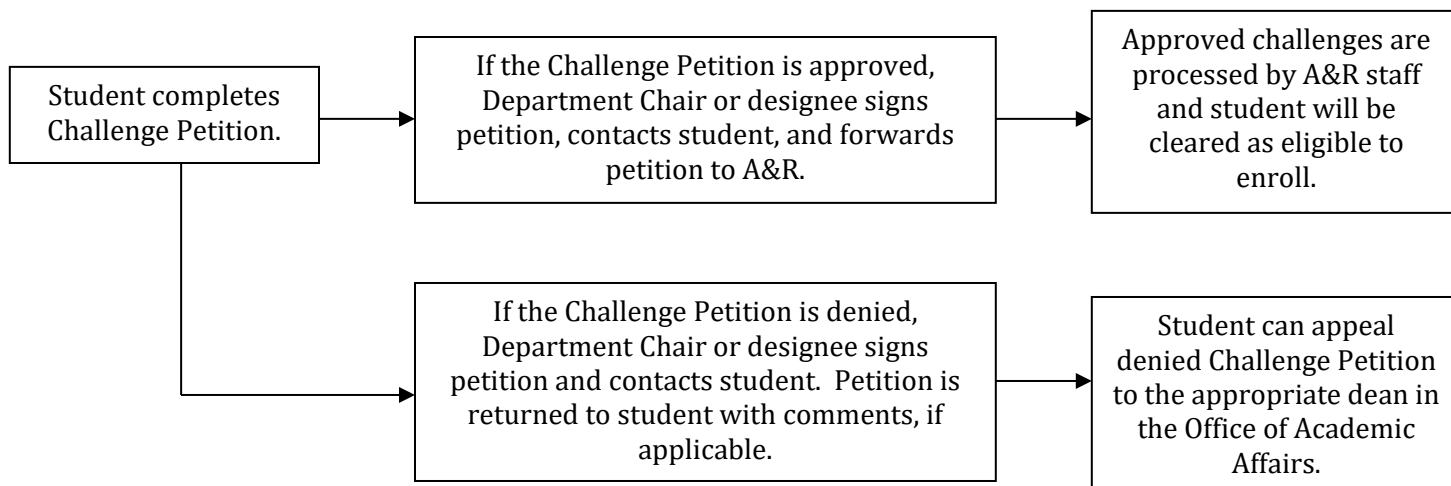
If you completed the prerequisite course or completed the Assessment process at another college, use the Course Prerequisite Completion Petition form in Admissions.

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

INSTRUCTIONAL SERVICES

2023-2024 DEPARTMENT CHAIRS

Department	Dean	Chair Name	Email Address	Ext.	Office
Administration of Justice	Dr. Nancy Ramirez	Siage Hosea	hoseas@elac.edu	415-5079	F9-108
Allied Health	Angelica Toledo	Monica Thurston	thurstmm@elac.edu	780-6802	G5-211
Anthro, Geog, & Geology	Dr. Steven Reynolds	Dr. Stephen Koletty	kolettsr@elac.edu	265-8652	G8-101D
Architecture	Ming-huei Lam	Alexis Navarro	navarra@elac.edu	415-4116	E7-112E
Art	Ming-huei Lam	Christopher Turk	turkcj@elac.edu	260-8168	S2-203C
Automotive Technology	Dr. Djuradj Babic	Adrian Banuelos	banuela@elac.edu	265-8726	P1-101A
Business Administration	Dr. Djuradj Babic	Frank Aguirre	aguirrfj@elac.edu	260-8147	F7-303B
Chemistry	Dr. Steven Reynolds	Dr. Vahan Ghazarian	ghazarv@elac.edu	780-6830	G5-315D
Chicana/o Studies	James Kenny	Dr. Beatriz Tapia	tapiabe@elac.edu	260-8101	E3-580
Child Development Center	Angelica Toledo	Marcia Cagigas (Director)	cagigamp@elac.edu	265-8788	A1
Child, Family, & Education	Angelica Toledo	Amanda Andrade	andradaj@elac.edu	260-8116	F7-305B
Communication Studies	James Kenny	MyHanh Anderson	andersmv@elac.edu	260-8166	E3-571
Comp Apps & Office Tech	Kendra Madrid	Dr. Ann Mahrenholz	mahrenam@elac.edu	265-8928	E7-420
Counseling	Paulina Palomino	Christopher Garcia	garciaca2@elac.edu	780-6723	E1-127
Dance	Ming-huei Lam	Kimberly Rabins	rabinskd@elac.edu	265-8740	S2-108F
Engineering-Electronics	Dr. Djuradj Babic	Jose C. Ramirez	ramirejc@elac.edu	260-8156	E7-105
English (Humanities)	James Kenny	Patricia Godinez	godinep@elac.edu	265-8860	E3-361
Global Languages & Cultures	James Kenny	Nora Zepeda	zepedans@elac.edu	265-8874	E3-145
Journalism	James Kenny	Jean Stapleton	stapleja@elac.edu	265-8875	E7-303A
Kinesiology	Dr. Juan Urdiales	Sara Ortiz	ortizse@elac.edu	265-8920	E9-112B
Library	Gina Chelstrom	Choonhee Rhim	rhimcl@elac.edu	265-8625	F3
Life Sciences	Dr. Steven Reynolds	Nohelia Canales	canalen@elac.edu	265-8885	G5-211D
Mathematics	Dr. Steven Reynolds	Gabriel Castro	castrog@elac.edu	267-3765	G5-LLO
Media Arts	Ming-huei Lam	R.A. Lyle	lylera@elac.edu	265-8810	E7-B016B
Music	Ming-huei Lam	Dr. Anthony Lupica	lupicaaj@elac.edu	265-8947	S2-111
Noncredit	Dr. Juan Urdiales	Dennis Villacorte	villacda@elac.edu	260-8193	E3-100
Nursing	Dr. Steven Reynolds	Dr. Brenda Chan	chanbm@elac.edu	265-8826	G1-302
Philosophy	Ming-huei Lam	Tim Snead	sneadta@elac.edu	415-4127	F7-318C
Physics	Dr. Steven Reynolds	Viken Kiledjian	kiledjvp@elac.edu	265-8922	G8-201
Professional Development	Dr. Nancy Ramirez	TBA			
Psychology	Gina Chelstrom	Dr. Sherrie Davey	daveysl@elac.edu	265-8741	F7-316E
Public Safety Affiliation	Dr. Nancy Ramirez	Dr. Sharon Johnson	johnsosa@elac.edu	267-3704	Corp. Ctr/202
Respiratory Therapy	Kendra Madrid	Michael Haines	hainesms@elac.edu	265-8711	G5-211
Social Sciences	Dr. Nancy Ramirez	Dr. Marcellino Morales	moralemj@elac.edu	780-6775	F7-307P
Theater Arts	Ming-huei Lam	Lisa Hashimoto Stone	stonelh@elac.edu	780-6843	P2-101E
Vice President	Prefix	Ext	Prefix	Ext	
Dr. Christina Tafoya	260	81xx	357	62xx, 74xx	
	265	86xx, 87xx, 88xx, 89xx	415	41xx, 50xx, 53xx	
VP Counseling	267	37xx	780	67xx, 68xx	
Dr. Miguel Dueñas				rev. 11/17/2023	

PREREQUISITE OR COREQUISITE

CHALLENGE PETITION

Last Name First Name M.I. Student Identification Number

Date of Birth Contact Number

Semester/Session: _____ Year: _____

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 ____/____/____