## PREREQUISITE, COREQUISITE, LIMITATION ON ENROLLMENT CHALLENGE PROCESS

Please follow the instructions listed below:

- 1. Determine whether there is a reasonable basis for challenging a prerequisite, corequisite or limitation on enrollment for a credit course offered at Glendale Community College. Please refer to the five reasons listed on the attached petition form.
- 2. Complete the attached petition form providing as much information as possible to support and verify your request.
- 3. Take your completed Challenge Petition to the appropriate contact office listed below.

Retesting is allowed	according to the	following schedule:
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English	Once per year	up to five years	
Arithmetic(CPT)	Once per year	one year	
Math	Once per year	one year	
Chemistry	Once per year	one year	
ESL	Once per year	one year	

- 4. Bring with you any information which will support your request to waive the prerequisite (test scores from other colleges/universities, college transcripts, high school transcripts, employment records, etc). The Division Chairperson may seek advise of other members in the Division to review the challenge. Every effort will be made to respond to your petition within no more than 15 working days of its submission. The deadline for submission of proof (test scores, transcripts, etc.) that a prerequisite has been met is the end of the first week of classes for the Fall & Spring semesters. The deadline for the Winter and Summer intersession is the second day of class.
- 5. Keep the original of this petition for your records. If approved, you will need it to show to your counselor to prove that you are eligible to take the course in question.
- 6. If you wish to appeal the decision of a Division Chairperson, you must submit your appeal to the Executive Vice President of Instruction.
- 7. The deadline for submitting a completed Prerequisite Challenge Petition is the second class meeting of the term for which you plan to enroll in the course.

## **DIVISION CHAIRPERSONS**

BIOLOGY	Lynn M. Mizuno	5364	SG 210
BUSINESS	Rory Schlueter	5525	SR 329
ENGLISH	Assessment	5329	SF 112
ESL	Assessment	5329	SF 112
HEALTH & PHYSICAL EDUCATION	Jon Gold	5371	VG 110B
HEALTH SCIENCES	Emelyn Judge	5842	HS 315
LANGUAGE ARTS	Lourdes Girardi	5504	AD217-A
MATHEMATICS	Kathy Holmes	5658	SG 324
PHYSICAL SCIENCE	Rick Guglielmino	5517	CS 262
SOCIAL SCIENCE	Mike Dulay	5747	SR 351
TECHNOLOGY &			
AVIATION	Scott Rubke	5541	AT 106
VISUAL & PERFORMING ARTS	Peter Green	5607	AU 118C
AVIATION			

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