

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:

Subject	Allowed to Retest	Scores valid for:
Chemistry	Once per year	two years
ESL Placement	Once per year	two years
ESL/NCR Placement	Once per year	two years

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

Division	Name	Location	Ext/Phone	Email
Biology	Javier Gago	BV 232	ext. 5368	fgago@glendale.edu
Business	Michael Scott	SG 152	ext. 5746	mScott@glendale.edu
English	Francien Rhorbacher	LB 215	ext. 6602	fröh@glendale.edu
ESL, Credit	Zohara Kaye	SF 110	ext. 5510	zkaye@glendale.edu
Kinesiology	Jon Gold	VQ 168	ext. 3193	jgold@glendale.edu
Health Sciences	Michelle Ramirez Saelak	HS 318	ext.5724	mramirez@glendale.edu
Language Arts	Lourdes Girardi	AD 216A	ext.	lgirardi@glendale.edu
Mathematics	Jeremy Talaoc	SG 324	ext. 5378	jtalaoc@glendale.edu
Physical Science	Sevada Chamras	BV 334	ext. 5630	schamaras@glendale.edu
Social Science	Elizabeth Kronbeck	SR 362	ext. 5743	ekronbec@glendale.edu
Student Services	Richard Cortes	SV 378	ext. 5445	rcortes@glendale.edu
Technology and Aviation	Andrew Feldman	SV 261	ext. 3256	afeldman@glendale.edu
Visual and Performing Arts	Peter Green	AU 217-D	ext. 5622	pgreen@glendale.edu