

LAS POSITAS COLLEGE

**PETITION FOR PREREQUISITE OVERRIDE**

NAME: \_\_\_\_\_ W# (OR SSN): \_\_\_\_\_  
Last First  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please read the instructions on the back of this petition before completing this form.**

Counselor Use Only:

REQUESTED LPC COURSE #1: \_\_\_\_\_ (e.g., ECON 1)  
 LPC's Prerequisite for Course #1: \_\_\_\_\_ (e.g., MATH 55)

- A) Equivalent prerequisite course name taken elsewhere; OR
- B) College assessment with course placement; OR
- C) Advanced Placement Exam, CSU EAP, etc.

Completed at:	Grade/Units

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**LIST COURSE/TEST INFO. BELOW:**

Term/Date	AP Score

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Counselor Use Only:

REQUESTED LPC COURSE #2: \_\_\_\_\_ (e.g., ENGLISH 1A)  
 LPC's Prerequisite for Course #2: \_\_\_\_\_ (e.g., ENGLISH 104/105)

- A) Equivalent prerequisite course name taken elsewhere; OR
- B) College assessment with course placement; OR
- C) Advanced Placement Exam, CSU EAP, etc.

Completed at:	Grade/Units

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**LIST COURSE/TEST INFO. BELOW:**

Term/Date	AP Score

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*OFFICIAL USE ONLY*

NOTES:

\_\_\_\_\_  
 COUNSELING FACULTY SIGNATURE      DATE

- ENTERED INTO SOATEST.
- STUDENT NOTIFIED. DATE: \_\_\_\_\_.
- ENTERED INTO SEADETL FOR ASSESSMENT COMPONENT COMPLETION (IF APPLICABLE)

## LAS POSITAS COLLEGE

### INSTRUCTIONS FOR PREREQUISITE OVERRIDE

A course with a prerequisite requires students to complete the prerequisite with a C or better before they are allowed to register for that course. For example, before students can enroll in English 4 or 7, they must pass English 1A with a grade of C or better. English 1A is the prerequisite for English 4 or 7.

To view courses with prerequisites, please refer to the course descriptions available in the Las Positas College (LPC) General Catalog or at [www.laspositascollege.edu](http://www.laspositascollege.edu).

Please note that the Las Positas College registration system, Class-Web or the Zone, **ONLY** recognizes prerequisites completed at LPC. If a student completed an equivalent course at another institution, the student **MUST** submit a copy of the transcript (unofficial is acceptable) and the Petition for Prerequisite Override to the Counseling Department, 1616, Building 1600. Courses taken at another institution must have the final grade posted on the transcript. Courses currently in progress will not meet the prerequisite requirement. A counselor must review and approve the prerequisite override petition before a student will be able to register for the class.

#### **STEPS TO REQUEST PREREQUISITE OVERRIDE:**

##### **In Person:**

Bring the following documents to the Counseling Department, 1616, Building 1600:

1. Completed Petition for Prerequisite Override and
2. One of the following:
  - An unofficial copy of the college transcript, AP score report from the College Board, or course placement results from an assessment taken at another college that clearly shows course placement.
3. If applicable:
  - If the prerequisite course is from a private or out-of-state institution, the student must also provide a course description of the course.
4. Inform the front desk staff in the Counseling Office that you have a petition for a prerequisite override.

##### **By FAX:**

1. Same as above but FAX all documents to (925) 424-1402 with a header:  
Attn: Counseling Department

**Approval Process:** A counselor will review all documentation and verify the prerequisite course equivalency. If the request is approved, the student should be cleared to register no later than two working days (excluding Friday through Sunday) after receipt of all documentation, provided the student's registration period has started and there are seats available in the class. The front desk staff will notify the student whether or not the petition was approved.