

## **Instructions to file a prerequisite challenge petition – English or ESL**

Students who wish to file a “prerequisite challenge petition” should obtain the “Prerequisite Challenge Petition Form” from the left menu of the Language Arts division website (<http://www.wlac.edu/Language-Arts/Index.aspx>) or see the link below:

<http://www.wlac.edu/Admissions/Forms.aspx>

Fill out the form, sign, scan and email the form together with a copy of your transcript(s) to me Professor Fran Leonard, Chair of Language Arts, at [Leonarft@wla.edu](mailto:Leonarft@wla.edu) or Holly Bailey-Hofmann at [baleyhh@wla.edu](mailto:baleyhh@wla.edu).

In addition, you may be asked to write an essay in response to a specified reading selection.

The form can also be submitted in-person to me, GC 280M, or submitted to the Reprographics Office in the B1 building by signing in there. The staff in that office will put the petition in my campus mailbox.

The chair or the designated English or ESL instructor will verify your transcript(s) and, along with at least one other English instructor, will read your essay to determine whether the prerequisite challenge petition is approved.

If approved, we will submit the signed form to the Admissions Office. The Admissions Office may take up to 5-7 working days to clear the prerequisite, and the student will then be notified by the Admissions Office once the student’s account has been cleared.

If the class the student wishes to take is *not* full, the student can enroll in the class.

If the class is full, the student needs to contact the instructor to add the class, provided that this date is not after the add deadline for the semester or session.

Please note that neither the instructor nor the division chair can clear the prerequisite on the college enrollment system.

Contact the Admissions Office via [appeals@wla.edu](mailto:appeals@wla.edu) if you have any questions about the status of the prerequisite clearance.