

Prerequisite Clearance Request

Instructions: Follow steps 1-4 and submit at least two weeks before *your* registration date. Check the Assessment website at www.deanza.edu/admissions/placement/prereqclear.html for exceptions to using this form.

STEP 1 Your Student Information

DATE: _____ QTR: F W Sp Su YEAR: _____ STUDENT ID: _____

NAME LAST: _____ FIRST: _____ MIDDLE: _____

STEP 2 De Anza College Course Information

List De Anza course(s) for which you are requesting prerequisite clearance. *Example using EWRT 1C Literature and Composition:* **DEPT.** EWRT **COURSE NO.** 1C **TITLE** Literature and Composition.

DEPT. _____ COURSE NO. _____ TITLE _____

DEPT. _____ COURSE NO. _____ TITLE _____

DEPT. _____ COURSE NO. _____ TITLE _____

DEPT. _____ COURSE NO. _____ TITLE _____

STEP 3 Proof of Prerequisite Coursework Include BOTH A and B

A. Catalog description from prior college for course(s) that you want considered for prerequisite clearance.

B. *College transcript with final grades for courses from prior colleges that you want considered for prerequisite clearance. *Include one of the following:*

- If you plan to attend De Anza for two quarters or more, submit an **Official Transcript** in a sealed envelope.

OR

- If you plan to attend De Anza for only one quarter, you may submit an **Unofficial Transcript**.

*High school transcripts will NOT be considered for prerequisite clearance. *If you want to use AP scores to clear prerequisites, submit a College Board score report.*

STEP 4 Submit for Review

Attach your completed Prerequisite Clearance Request form to your Proof of Prerequisite Coursework documents and *submit in one of the following ways.*

<p>ON CAMPUS <i>If Sealed or Unofficial Transcript</i> Place Documents In: ASSESSMENT CENTER DROP BOX Located near south entrance of Student and Community Services Building</p>	<p>OFF CAMPUS <i>If Sealed Transcript</i> Mail Documents To: De Anza College 21250 Stevens Creek Blvd. Cupertino, CA 95014 Attn: Assessment Office</p> <p><i>If Unofficial Transcript</i> Attach electronic copy of proof of coursework and e-mail all documents to daclearprereq@fhda.edu</p>
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