



Prerequisite Clearance Request

The following departments have separate prerequisite clearance requests/procedures	
CIS	http://www.deanza.edu/cis/prereqclear.html
Foreign Languages	http://www.deanza.edu/iis/prereqclear.html
Massage Therapy	http://www.deanza.edu/pe/massage/PrerequisiteClearanceMassage.pdf

PLEASE FIRST READ THE FOLLOWING:

- Grades:** Only courses which have grades of **C or higher** or **Pass** will be considered for prerequisite clearance (lower division courses completed in the US only).
 - NO “**In Progress**” or **C-** and below grades. Advanced Placement (AP) scores of “3” or higher may be used.
- English:** Prerequisites for **EWRT 1A** and lower-level English courses must be completed at De Anza.
 - If needed, please see the Assessment Center for English placement. <http://deanza.edu/admissions/placement/>
- High school courses** cannot be used to clear prerequisites (exception for PHYS 4A – see catalog course description).
- Advisories:** an “advisory” course is recommended but not required – no prerequisite clearance is needed.

STEP 1 Your Student Information

Date: _____ Quarter: F W Sp Su Year: _____

STUDENT ID: _____ NAME Last: _____ First: _____

Phone #: _____ Email: _____

STEP 2 De Anza College Course Information

(A) The course I want to take Ex. “EWRT 2 – Critical Reading, Writing and Thinking”	(B) Name of school where I took the prerequisite course * Ex. “San Jose City College”	(C) Course number & title of prerequisite completed Ex. “ENGL 001A – English Composition” (list two courses if the DA course has two prereqs.)	Office Use Only Approval:
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

* If you are requesting that your AP Exam credit satisfy a prerequisite, write the AP Exam taken (AP scores of “3” or higher are accepted).
Note: AP courses listed on high school transcripts will not be considered, only scores from the College Board.

STEP 3 Proof of Prerequisite Coursework (check at least one; skip if course taken at Foothill)

- I am attaching my **complete** unofficial transcript (all pages in a single document) that displays my name and the name of the school.
- I am attaching my unofficial College Board AP Score Report that displays my name.

STEP 4 Submit for Review

Please make sure you have completed all Steps above and provided relevant documents.
Allow 10 business days for review. **NOTE:** Requests with missing information will not be processed.

<p>Preferred: E-mail this form with attached document file(s) to daclearprereg@fhda.edu</p> <p>Reminder: be sure this form’s fields are not blank in your saved copy before sending the PDF file</p>	<p>Off Campus Mail to: De Anza College Attn: Admissions and Records 21250 Stevens Creek Blvd. Cupertino, CA 95014</p>	<p>On Campus Use the Prerequisite Clearance Drop Box or drop off at Admissions and Records</p>
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