

CIS requests: [go here](#)

Foreign language requests: [go here](#)

send the separate CIS Request to the CIS Dept.

send the separate World Languages Prerequisite Clearance request to the respective faculty contact listed on the web page

STEP 1 Must read (a) - (f) first

- (a) **Advisories:** if the course description indicates “advisory” courses only and no prerequisite, *prerequisite clearance* is **not** needed. An “advisory” course is recommended but not required.
- (b) Final grades of “**C**” or higher (or **Pass**) only.
No “C-” or below or “**In Progress**” grades, *including Foothill College courses*.
- (c) **AP** scores of “3” or higher accepted. *Note* with Calculus AB you can take MATH 1B; with Calculus BC you can take MATH 1C [AP credit chart](#)
- (d) **United States lower-division courses** from regionally accredited schools only; for exception inquiries, email the academic dept.
- (e) **English:** for **EWRT 1A** and lower-level English courses please see the [Assessment Center placement options](#).
- (f) **High school courses** cannot be reviewed with this request (the exception is for PHYS 4A – see catalog course description).
For placements based on high school coursework, see [your Assessment options](#).

STEP 2

Date _____ Fall Winter Sp Sum Year _____

De Anza CWID# _____ NAME Last: _____ First: _____

STEP 3 Outside courses currently in progress or with "C-" grades cannot be reviewed

Do not enter courses missing final grades, or with "C-" or below grades

(A) The course I want to take <i>Example: "EWRT2"</i>	(B) Name of school where I took the prerequisite course** <i>Example: "CSU East Bay"</i>	(C) The prereq. course as listed on my transcript <i>Example: "ENGL 1001"</i> <i>(the CSU East Bay course you passed)</i>

** or AP exam taken (AP scores of “3” or higher are accepted).

Note: AP credit on high school or college transcripts will not be considered, only scores on a College Board report.

STEP 4 Proof of Prerequisite Coursework (check at least one; skip if course taken at Foothill)

- (A) I am attaching my **complete** unofficial transcript. *Sending official transcripts separately will delay your request.*
 1. must be a single document displaying your full name and the school's name
 2. the school issuing the transcript must be the school where the prerequisite course was completed
- (B) I am attaching my unofficial College Board AP Score Report PDF (*report must display your full name*).

STEP 5 Save this file (unsaved it will be blank). Then submit documents for review.

E-mail this form with attached document file(s) to daclearprereq@deanza.edu

Form to be submitted by the student from their designated MyPortal email address.

Request will be reviewed as soon as possible, but allow up to 10 business days for review. Note: Requests with missing information will not be processed.