

Prerequisite Clearance Request

Instructions: Follow steps 1-4 and submit at least 3 to 4 weeks before your registration date. Check the Assessment website at <http://www.deanza.edu/admissions/placement/prerequisites/> for exceptions to using this form.

STEP 1 Your Student Information

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

NAME LAST: _____ FIRST: _____ MIDDLE: _____

PHONE NUMBER: _____ EMAIL: _____

STEP 2 De Anza College Course Information

List De Anza course(s) you want to take. *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 _____

STEP 3 Proof of Prerequisite Coursework

Please check box if applicable. Otherwise, include both A and B as proof of completed coursework.

Completed at Foothill De Anza Transcript already submitted from _____
(include college/university)
 AP Scores sent by College Board

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.

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**. **Note:** The best way to submit a request with an unofficial transcript is online by e-mail.

ON CAMPUS

If Sealed or Unofficial Transcript

Place Documents In:

PREREQUISITE CLEARANCE DROP BOX
 Located near south entrance of
 Student and Community Services Building

OFF CAMPUS

If Sealed Transcript

Mail Documents To:

De Anza College
 21250 Stevens Creek Blvd.
 Cupertino, CA 95014
 Attn: Assessment Office

If Unofficial Transcript

Attach electronic copy
 of proof of coursework
 and e-mail all documents to
daclearprereq@fhda.edu