

STEP 1 Must read (a) - (f) firstCIS requests: [go here](#)Foreign language requests: [go here](#)

- (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 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 2Date _____ ☐ Fall ☐ Winter ☐ Spr ☐ Sum Year _____

De Anza Student ID# _____ NAME Last: _____ First: _____

STEP 3 Outside courses currently in progress or with "C-" grades cannot be reviewedFor **CIS** and **foreign language** courses, see STEP 1

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

(A) The course I want to take <i>Example: "EWRT 2"</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> (the CSU East Bay course you passed)

** or 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 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. Submit documents for review.

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.

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

Reminder: be sure this form's fields are not blank in your saved copy before sending