

## 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: \_\_\_\_\_

### 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 \_\_\_\_\_

### 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 \_\_\_\_\_  
 AP Scores sent by College Board *(include college/university)*

**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](mailto:daclearprereq@fhda.edu)