

PREREQUISITE EQUIVALENCY FORM
(English and math assessment clearance, if applicable)

Name:	Student ID#
Term/Year: FALL _____ SPRING _____ SUMMER _____	
All correspondence will be emailed to your InSite email.	
Telephone#	

It is recommended that you take the DVC Assessment to determine your level of English and math skills. English and math course work used to satisfy a prerequisite requirement will also satisfy assessment and placement.

This form will not be processed if incomplete or submitted without documentation.

HOW DO I CLEAR A PREREQUISITE REQUIREMENT? Submit this form along with documentation that you have satisfied the prerequisite at another institution or submit this form if you completed the prerequisite course work at DVC prior to summer 1999. (Please note: CCC and LMC coursework completed after 1977 need not be documented.)

Your prerequisite must be cleared prior to your registering for classes.

Prerequisite coursework must be completed with a "C" grade or better.

Documentation may take the form of

- an official or unofficial transcript
- a report card with final grades
- a letter from instructor/school on official letterhead stating the course was completed and grade.

These documents must include your name or social security number and the name of the school. Even if you have already submitted official transcripts from another institution you must still attach a copy to this form.

CAN I USE IN-PROGRESS COURSEWORK? In-progress coursework cannot be used unless you are taking the course at CCC, DVC or LMC.

HOW CAN I GET THIS INFORMATION TO THE ADMISSIONS AND RECORDS OFFICE? You may mail, fax (925-609-8085) or hand-carry in this form with your documentation before your registration-appointment time.

HOW WILL I KNOW IF MY PREREQUISITE IS APPROVED? You will be notified by email in 2-3 business days.

This request is for clearing prerequisites and if applicable, English and math assessment and placement. It is not used to evaluate degree, certificate or transfer requirements.

What course do you wish to take at DVC?	What course from your other school will clear this prerequisite?	What College or HS was the prerequisite completed at?	What year/semester was course taken?	Grade	Office Use Only: Action

Student's Signature: _____ **Date:** _____

For Department Use Only:

Signature:	Date:	Transcript Attached <input type="checkbox"/> Official or <input type="checkbox"/> Unofficial
If equivalency is denied, state reason:		