

# Prerequisite Clearance Request

The following departments have separate prerequisite clearance requests/procedures
<a href="#">Computer Information Systems</a>
<a href="#">Foreign Languages</a>
<a href="#">Massage Therapy</a>

## CHECK THE FOLLOWING:

- Final grades:** Only courses which have grades of **C or higher** or **Pass** will be considered for prerequisite clearance (*lower division courses completed in the US only*).
  - NO **"In Progress"** or **C-** and below grades. Advanced Placement (AP) scores of **"3"** or higher may be used.
- English:** Prerequisites for **EWRT 1A** and lower-level English courses must be completed at De Anza.
  - If needed, please see the Assessment Center for English placement. <http://deanza.edu/admissions/placement/>
- High school courses** cannot be used to clear prerequisites (exception for PHYS 4A – see catalog course description).
- Advisories:** an "advisory" course is recommended but not required – *no prerequisite clearance* is needed.

## STEP 1 Your Student Information

Date                      F     W     Sp     Su                       Year

DA STUDENT ID: \_\_\_\_\_ NAME Last: \_\_\_\_\_ First: \_\_\_\_\_

Phone # (optional) \_\_\_\_\_ MyPortal email: \_\_\_\_\_

## STEP 2 Course Information

(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 course I took <i>Example: "ENGL 1001" (the CSU East Bay course)</i> List <u>two</u> courses if the DA course has two prereqs.	Office Use Only Approval:
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

\* If you are requesting that your AP Exam credit satisfy a prerequisite, write the 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 3 Proof of Prerequisite Coursework (check at least one; skip if course taken at Foothill)

- I am attaching my **complete** unofficial transcript (*must be a single document displaying your full name and the school's name*).
- I am attaching my unofficial College Board AP Score Report (*report must display your full name*).

## STEP 4 Submit for Review

Please make sure you have completed all Steps above and provided relevant documents.  
 Allow 10 business days for review. **NOTE:** Requests with missing information will not be processed.

<p><b>Preferred:</b>                  E-mail this form with attached document file(s) to <a href="mailto:daclearprereq@fhda.edu">daclearprereq@fhda.edu</a></p> <p><b>Reminder:</b> be sure this form's fields are not blank in your saved copy before sending the PDF file</p>	<p><b>Off Campus</b>                  Mail to                  De Anza College                  Attn: Admissions and Records                  21250 Stevens Creek Blvd.                  Cupertino, CA 95014</p>	<p><b>On Campus</b>                  Use the Prerequisite Clearance Drop Box or drop off at Admissions and Records</p>
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