

**STEP 1 Required: read (a) through (f)**

For CIS requests [go here for separate instructions and form.](#)

- (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 (when a Pass signifies a "C" grade or higher). No “C-” or below or “**In Progress**” grades, *including Foothill College courses.*
- (c) **AP** scores of “3” or higher are accepted.  
*Note: with Calculus AB you can take MATH 1B; with Calculus BC you can take MATH 1C [AP credit chart](#)*
- (d) Only **United States lower-division courses** from regionally accredited schools can be reviewed. To inquire about exceptions, please email the [academic division](#) that offers the course.
- (e) **English:** for **ESL courses, EWRT 1A** and **pre-EWRT1A** courses, see how to get your [Assessment Center placement here.](#)
- (f) **High school courses** cannot be reviewed with this request *except* for h.s. physics or world languages (French, Japanese, Spanish, etc). For EWRT and MATH placements based on high school coursework, see [your Assessment options.](#)

**STEP 2**

Date \_\_\_\_\_  Fall  Winter  Spr  Sum Year \_\_\_\_\_

De Anza CWID# \_\_\_\_\_ NAME Last: \_\_\_\_\_ First: \_\_\_\_\_

**STEP 3 Outside courses in progress or with "C-" or below grades cannot be reviewed.**

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(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 prereq. course as listed on my transcript ** <i>Example: "ENGL 1001"</i> <i>(the CSU East Bay course you passed)</i>

\*\* or AP exam taken (AP scores of “3” or higher are accepted).

*Note: AP credit on high school or college transcripts will not be considered, only scores on a College Board report.*

**STEP 4 Proof of Prerequisite Coursework - check at least one; skip this if the course was taken at Foothill**

- (A) I am attaching my **complete** unofficial transcript.
  1. it 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*).  
*Note: AP credit on high school or college transcripts will not be considered, only scores on a College Board report.*

**STEP 5 Save this file (unsaved it will be blank). Then submit documents for review.**

- (A) Form to be submitted by the student from the email address they mainly use at De Anza.
- (B) **E-mail** this form with attached document file(s) to: [daclearprereq@deanza.edu](mailto:daclearprereq@deanza.edu)

This request will be reviewed as soon as possible, but allow up to 10 business days for review. Requests with missing information will not be processed. Additional information can be found [here](#).