

  
FOOTHILL COLLEGE

## Prerequisite Clearance Form

**\*\*INCOMPLETE FORMS LACKING REQUIRED DOCUMENTATION WILL NOT BE PROCESSED\*\***

Name:	CWID:	
Email:	Phone No.:	Date:

**WHAT OPTION WILL YOU USE TO CLEAR THIS PREREQUISITE? (Check one)**

       **A. Coursework taken at another U.S. College/Institution**

**ATTACH AN OFFICIAL OR UNOFFICIAL TRANSCRIPT SHOWING A GRADE OF C OR BETTER AND COURSE DESCRIPTIONS AT THE TIME YOU TOOK THE COURSE(S).**

FOR OFFICE USE ONLY	Class I want to take at Foothill College: <i>i.e. MATH 10- Elementary Statistics</i>	Foothill required prerequisite(s): <i>(Refer to FH Course Catalog) i.e MATH 105-Intermediate Algebra or Placement Test</i>	Name of institution where prerequisite was completed: <i>i.e. SAN JOSE CITY COLLEGE</i>	Course title and course number at previous institution: <i>i.e. MATH 013- Intermediate Algebra</i>
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED				
<input type="checkbox"/> A <input type="checkbox"/> D				
<input type="checkbox"/> A <input type="checkbox"/> D				
<input type="checkbox"/> A <input type="checkbox"/> D				

       **B. AP test score of 3 or higher (Attach a copy of AP test score from College Board)**

*\*\*Only for prerequisite purposes; see counselor for transfer eligibility of AP scores\*\**

       **C. EAP (Early Assessment Program---High School)**

*\*\*Attach EAP Student Testing Results Letter*

- ❖ Assessment/Placement Exams taken outside of FH Assessment Office require approval from the Assessment Office.
- ❖ Courses taken at a college outside the U.S. require FH counselor or Departmental Approval. You will need an evaluated foreign transcript with course descriptions. Please go to:  
<http://www.foothill.edu/international/forms/ForeignCredentialEvaluators.pdf>
- ❖ Other/Challenge: (Requires Dean or Director Approval). If you do not meet any of the above, you will need to explain why you feel you have met the prerequisite for the course(s):

---

**DROP OFF, FAX, MAIL, OR EMAIL THIS FORM WITH REQUIRED DOCUMENTATION TO FOOTHILL COLLEGE ADMISSIONS AND RECORDS OFFICE:**

**MAIL:** Foothill College, Admissions and Records Office, 12345 El Monte Road, Los Altos Hills, CA 94022

**FAX:** 650-949-7048

**EMAIL:** [prereqclearfh@fhda.edu](mailto:prereqclearfh@fhda.edu)

FOR OFFICIAL USE ONLY

\_\_\_\_\_  
*Evaluation Specialist/ Counselor/Dean/Director Signature*

\_\_\_\_\_  
*Extension*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Evaluation Specialist/Counselor/Dean/Director Printed Name*

**ATTN: STUDENT**

Please allow approximately 3-5 business days for approval. Email responses are only sent to students whose requests are DENIED. If approved, you will be able to register for the class in your MyPortal. It is highly encouraged to check everyday for clearance. For privacy reasons, we do not recommend that you email any form that contains personal information such as your Social Security Number.