

# Foothill College Prerequisite Clearance Form

Please allow approximately 3 business days for the counselor to process this form.

Name \_\_\_\_\_ Student ID \_\_\_\_\_ Date \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

1. **Desired Foothill course that you wish to enroll in (please indicate the course number and title as indicated in the class schedule, i.e., ENGL 1A – Composition & Reading).** *Course placement in Math must have been completed in the last three years.*

\_\_\_\_\_

2. **What are the prerequisites for that course (please indicate the course number and title)?**

\_\_\_\_\_

3. **How will you clear this prerequisite? Submit documentation for ONE of the following:**

**Course taken at another U.S. college (indicate the course number, title and college)**

\_\_\_\_\_

*Attach a grade report or transcript (does not have to be official) showing a grade of C or better in the course) with course descriptions,*

**AP test score of 3 or higher**

\_\_\_\_\_

*Attach a copy of the AP test score.*

**Course taken at a college outside the U.S. (Requires Foothill counselor or departmental approval)**

\_\_\_\_\_

*Attach an evaluated foreign transcript with course descriptions*

**Assessment (placement) exam (Requires Foothill counselor or departmental approval)**

\_\_\_\_\_

<i>Test Name</i>	<i>Score</i>	<i>College where taken</i>	<i>Date when taken</i>
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**Other/Challenge: (Requires Dean or Director approval).** If you do not meet any of the above, please tell us why you feel you have met the pre-requisite for the course listed above.

\_\_\_\_\_

\_\_\_\_\_

**Foothill Counselor Signature**

\_\_\_\_\_

**Extension**

\_\_\_\_\_

**Dean or Director Signature**

\_\_\_\_\_

**Date**

Fax or send this form with any required support documentation to the Foothill Counseling Department:

Fax:  
650-949-6125

Foothill College  
Counseling Department  
12345 El Monte Rd.  
Los Altos, CA 94022

**Approve**

**Deny**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Counselors will either approve your clearance or forward this material to the appropriate dean. For privacy reasons we do not recommend that you email any form that includes personal information such as your Social Security Number.*