STUDENT'S LAST NAME:_____

_____APPROVED _____ DENIED _____ OVERRIDE

Prerequisite Clearance Request - FORM A (page 1 of 2)
For Prerequisite Coursework Completed at Other Institutions

PLEASE READ PAGES 1 & 2 BEFORE COMPLETING THIS FORM

For detailed prerequisite information please see Cuesta's Prerequisite Webpage

http://www.cuesta.edu/student/getstarted/prerequisites/

Student must:

1. Submit official transcripts **AND**
2. Complete and submit this form; attach proof of successful course completion (transcript showing a final course grade of "C" or better).
3. For coursework completed at an out-of-state or private college, attach supporting documentation such as course description, syllabus, or course outline.
4. **Decisions will be sent to your MyCuesta E-mail.**

COMPLETE AND SUBMIT THIS FORM TO THE COUNSELING DEPT. OR FAX IT TO (805)546-3113

Student information:

Name: _____ Birth date: ____/____/____

Cuesta ID number: 9 ___ ___ ___ ___ ___ ___ ___ ___

Primary contact phone number: (_____) _____ -_____

Cuesta Email address: _____@my.cuesta.edu (your Cuesta login)

Please check the boxes below to indicate the documents you have attached:

- ❑ **Copy of transcript**
- ❑ **AP test report**
- ❑ **Catalog course description, syllabus or course outline for private or out-of state institution**

OR

- ❑ **Official Transcripts were sent to Cuesta College's Records Office on _____(date)**

In order for transcripts to be official they must be received in an official sealed envelope. Transcripts do not need to be attached to this form if they were already received by our Records Office. Allow at least 2 weeks for official transcripts to be received and processed by Cuesta's Records Office.

I acknowledge that completing this form will facilitate the evaluation of my external coursework for Cuesta College prerequisite purposes only and NOT for unit credit nor transfer purposes. Other institutions are not obligated to accept Cuesta College's evaluation of external coursework.

Student Signature: _____ Date: _____

Class I want to take at Cuesta	Term I want to take the class at Cuesta	Cuesta's required prerequisite course	Name of institution where prerequisite was completed	Course Title and Code/Number Completed at previous institution	Grade or score earned	Term/date course was completed	Approved or Denied
MATH 242	Spring 2009	MATH 127	Ventura College	MATH V03 Intermediate Algebra	A	Fall 2006	*EXAMPLE*

Counseling Department: Date Form Received: _____ ☐ Form Complete ☐ Transcripts Attached Received by: _____

Prerequisite Specialists: Banner Entry Date _____ Prereq Specialist_____ Letter sent: ☐ Approved ☐ Denied ☐ Additional information needed

Prerequisite/Co-requisite Clearance Request - Form A (page 2 of 2)
For Coursework Completed at Other Institutions

For requests without transcripts or based on other criteria, use Prerequisite Challenge Form B.

A completed request can be submitted in one of the following ways:

- **By hand delivering it** to the Academic Counseling Department in the Student Services building (SLO or NCC)
- **By mailing it** to Cuesta College, Counseling Department (attention: Prerequisites), P.O. Box 8106, Cuesta College, San Luis Obispo, CA 93403-8106.
- **By faxing it** to Prerequisite Specialists at (805) 546-3113.

- **Prerequisite clearance is <u>NOT IMMEDIATE.</u> Students will not be permitted to enroll in courses requiring prerequisites until their clearance has been approved. In order to ensure registration priority, it is essential to plan accordingly.**

  - **5 day processing time, upon submission of this form, IF** a copy of your transcript/test score is attached **or** if your official transcripts were submitted to Cuesta's Admissions and Records office at least 2 weeks prior to this request.
    NOTE: Students submitting requests based on coursework completed at a **private or out-of-State** institution must provide supporting documentation including a course catalog description, and course outline or syllabus in order to receive the guarantee of a 5 day processing time.

- Processing time is only guaranteed for requests that have required documents attached.

- **An approved clearance request does not guarantee a space in any course.**

- **Clearance of a prerequisite/co-requisite course will be applied towards prerequisite approval for Cuesta College courses only and NOT for unit credit nor transfer purposes. Other institutions are not obligated to accept Cuesta College's evaluation of external coursework.**

- **Decisions will be sent to your Cuesta College E-mail account**