



CERRITOS COLLEGE REQUISITE CLEARANCE REQUEST

SECTION I: STUDENT INFORMATION

This form is to be used when a student believes he/she has met the requisite for a Cerritos College course in which he/she wishes to enroll. Transcripts may be unofficial. Only approved requisites will be posted on the unofficial transcript at www.cerritos.edu/mycerritos, within 3-5 working days. *Submit requests to evaluator@cerritos.edu or fax form and supporting documentation to (562) 467-5068.

Student ID: _____ Name: _____
DOB: _____ Phone Number: _____ Email: _____

*If you have previously submitted transcripts to Admissions and Records, approximate date of submission _____
Term in which you would like to take the course(s): _____

SECTION II: REQUESTED COURSE INFORMATION

For courses completed other than English, Reading and Math skills courses, enter the information on the lines below.
*Attach transcript, with a copy of the catalog course description. (If you are currently enrolled in the requisite, documentation of course completion with a minimum grade of "C" or "CR" must be provided with this form.)

_____	_____	_____	_____
Cerritos course you wish to take	Cerritos requisite to be cleared	School where requisite was taken	Course taken at other school
If more than one course is needed to meet a requisite, list each course on a separate line here.	_____		_____
	Cerritos requisite to be cleared		Course taken at other school
	_____		_____
	Cerritos requisite to be cleared		Course taken at other school
	_____		_____
	Cerritos requisite to be cleared		Course taken at other school

1. English, Reading and/or Math skills test scores with course placements or Engl, Reading and/or Math skills courses completed at another school, or placement tests completed at Cerritos prior to 2001. *Attach documentation.

_____	Engl: _____
College	Course placement or completed
_____	Read: _____
College	Course placement or completed
_____	Math: _____
College	Course placement or completed

Course Clearance Codes For office use only
ENGL ZZ
READ ZZ
MATH ZZ
MATH ZZ
MATH ZZ
CHEM ZZ

For options 3-5, check the appropriate box and complete section, 1 or 2 above.

- 2. Other test scores; (e.g. Advanced Placement, etc.,) attach documentation.
- 3. High School work; attach transcript.
- 4. Other related coursework, job or life related experience, or documentation providing evidence of requisite satisfaction; explain and attach documentation, (e.g. *transcript and catalog description, trade affiliation documents, letter from supervisor, copies of certificate, license, diploma, etc.)

Only approved requisites will be posted on the unofficial transcript at www.cerritos.edu/mycerritos, within 3-5 working days.

Signature: _____ Date: _____

***Providing a catalog course description and copies of transcripts may speed up the evaluation process. Additional course information may be requested to finalize the decision. Documents attached to this request will not be returned, and will become the property of Cerritos College.**

This form is used for the purpose of requisite evaluation only and does not meet the criteria for an official academic evaluation. To have an academic record evaluation, only official transcripts will be accepted, and evaluations must be requested by a counselor or completed through the process of petitioning for a Certificate of Achievement or an Associate's Degree. Clearance of a requisite does not assume waiver, substitution or completion of course requirements.

- Approved Denied Petition not needed More info required

Staff Signature

Date

Dean's Signature

Requisite Entered