



CERRITOS COLLEGE REQUISITE CLEARANCE REQUEST

Requisite Clearance: This form is used when a student believes they have met the requisite for a Cerritos College course in which they wish to enroll; unofficial transcripts may be provided.

Math Proficiency Clearance: This form is used when a student has completed two semesters of high school Algebra 2 or Integrated Math 3 with a grade of "C" or higher in each semester; official high school transcripts are required.

Submit requests to evaluator@cerritos.edu or the Admissions & Records Office. Only approved clearances will be posted on the unofficial transcript at www.cerritos.edu/mycerritos, within 3-5 working days.

SECTION I: STUDENT INFORMATION

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

1. For courses completed other than English, Reading and Math skills courses, enter the information on the lines below.

*Attach unofficial transcripts, 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.	Cerritos requisite to be cleared	School where requisite was taken	Course taken at other school
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2. 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.

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

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

- 3. Other test scores; (e.g. Advanced Placement, etc.,) attach documentation.
- 4. High School work; provide official high school transcript.
- 5. 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.)

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 Revised 07/11/23
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