![Glendale Community College Logo] **GLENDALE COMMUNITY COLLEGE**

Prerequisite Clearance Request

STEP 1 Please First Read The Following

(a) Final grades of "**C**" **or higher** (or **Pass**) only; If currently enrolled in the prerequisite show proof of enrollment in prerequisite course; No "**C-**" or below grades may be used.

(b) Advanced Placement (AP) scores of "3" or higher may be used

(c) Lower-division courses completed at U.S. accredited schools only

(d) If your classes were completed at a Private College or Out of State school a catalog course description is required.

(e) For English & Math courses from Private or Out of State schools a course syllabus is required.

(f) **High school courses** cannot be used to clear prerequisites (exception for CHEM 110, 120 – see catalog course description)

STEP 2 Your Student Information

Date_____ ☐ **Fall** ☐ **Winter** ☐ **Spring** ☐ **Summer** **Academic Year** _____

GCC ID ID#_____ **STUDENT NAME (**First & Last): _____

Contact Phone #_____ **GCC Email:**_____

STEP 3 Course Information If the course has <u>two</u> prerequisites, use two rows.

The course I want to take: *Example: "Biology 101"*	Name of school where I took the prerequisite course *Example: "Pasadena City College"*	Course number & title of prerequisite completed and the term taken *Example: CHEM 1A, Fall 17*	*Office Use Only* Approval:
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N

** or AP exam taken (AP scores of "3" or higher are accepted).
   Note: AP courses listed on high school transcripts will not be considered, only scores from the College Board.

STEP 4 Proof of Prerequisite Coursework (check at least one; documentation will not be returned

☐ (A) I am attaching my **complete** unofficial transcript.
   i. must be a <u>single document</u> displaying <u>your full name</u> and the <u>school's name</u>
   ii. the school issuing the transcript must be the school where the prererequisite course was completed

☐ (B) I am attaching my unofficial College Board AP Score Report *(report must display your full name)*.

STEP 5 Submit for Review NOTE: Requests with missing information will not be processed.

Please make sure you have completed **all steps** above and provided all relevant documents.
Request will be reviewed as soon as possible, but allow up to 7 business days for review.

Preferred: **E-mail** this form with attached document file(s) to counseling@glendale.edu **Reminder**: be sure this form's fields are not blank in your saved copy before sending the PDF file	**Faxed** to (818) 551-5100 **Mail** to Glendale College Attn: Academic Counseling 1500 N. Verdugo Rd. Glendale, CA 91208	**Office Use Only** **Notes:** **How has the student been informed?** ☐ **GCC email** ☐ **In Person** ☐ **Phone** ☐ **Other** **Peoplesoft:**_____

Additional information can be found at: www.glendale.edu/students/student-services/academic-counseling/prerequisites