

**DIRECTIONS:** Complete this form and indicate which course(s) you are seeking approval. Incomplete or unsigned forms will be automatically denied. Once this form and all supporting documents are submitted, Gavilan College will notify you within **5 business days** via phone and/or email regarding approval or denial of the course prerequisite verification.

Registration Term:                      **Fall**                      **Spring**                      **Summer**                      **20**\_\_\_\_\_

### STEP 1: Student Information

Student Name: \_\_\_\_\_ Student ID #: **G00**\_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

### STEP 2: Documentation

Check the option you are using to verify the prerequisite:

**Coursework take at another U.S. College/Institution:** Complete Step 3A  
ATTACH A TRANSCRIPT SHOWING A GRADE OF "C" OR BETTER

**AP test score of 3 or higher** (Attach an AP Test Score Report from CollegeBoard): Complete Step 3B

### STEP 3A: COURSEWORK Equivalency Chart

Course(s) I want to take at Gavilan College	<u>ALL</u> Gavilan College prerequisite(s)	Institution(s) where prerequisite(s) was/were completed (including Gavilan)	Course Number(s) & Course Title(s)	Grade(s)
<b>EXAMPLE:</b>	BIO 7	West Valley College	BIO 47 - Human Anatomy	B
BIO 9	CHEM 30A	Gavilan College	CHEM 30A - Elementary Chemistry	B+

### STEP 3B: AP Equivalency Chart

Course(s) I want to take at Gavilan College	<u>ALL</u> Gavilan College prerequisite(s)	Name of AP Exam taken and year completed	Score

### STEP 4: Submit for Review

Submit completed & signed form with all supporting documents via email to: [prereqs@gavilan.edu](mailto:prereqs@gavilan.edu)

By completing this form, I acknowledge this is **not** an official evaluation of my external coursework; I understand I will **not** receive course credit. This form is for the purpose of verifying prerequisites to classes I plan to take at Gavilan College, as identified on this form.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_