

# Ways to Verify a Prerequisite

Submit a completed **Prerequisite Verification Form WITH PROOF OF:**

- **Coursework taken at another U.S. College/Institution**

*You will need to submit the following with your completed form:*

- A transcript (official or unofficial) showing a grade of "C" or better\*
- Course descriptions for the year in which completed the course.

- **AP test score of 3 or higher**

*You will need to submit the following with your completed form:*

- an AP Test Score Report from College Board\*

- **Assessment/Placement Exam**

*You will need to submit the following with your completed form:*

- An assessment/placement report from another institution (2 year recency)\*

- **Other**

If you cannot use any of the above but feel you have satisfied the prerequisite for a course, submit a **Prerequisite Challenge Form**. Visit <http://www.gavilan.edu/admit/documents/ChallengeForm2013.pdf> to download form & instructions.

*\*All supporting documents (i.e.: transcripts) **MUST** include student's full name and name of institution.*

## STEPS

1. Gather supporting documents.
2. Download and complete Prerequisite Verification Form ([www.gavilan.edu/counseling/documents/VerificationForm.pdf](http://www.gavilan.edu/counseling/documents/VerificationForm.pdf)).
3. Submit form to Admissions & Records by emailing form to [evaluator@gavilan.edu](mailto:evaluator@gavilan.edu) OR submit in-person at the Admissions & Records window.

**After submitting a completed form with all supporting documents, you will be notified via email to your my.gavilan.edu address within 3 working days. Contact Gavilan College Evaluator at [evaluator@gavilan.edu](mailto:evaluator@gavilan.edu) for any questions.**

*Successful completion of the prerequisite verification form process **will not** grant credit for any courses taken at another institution. For a formal transcript evaluation, schedule an appointment with a counselor.*

### **NEED TO EXPEDITE THE PROCESS?**

During registration cycles **ONLY** (December & January or May - August), bring your **COMPLETED** prerequisite verification form and supporting documents directly to the walk-in counselor. *Wait times vary.*

# Help with filling out the form

## SAMPLE: Coursework

### STEP 3A: COURSEWORK Equivalency Chart

Course(s) I want to take at Gavilan College	Gavilan College prerequisite	Institution where prerequisite was completed	Course Number & Course Title at previous institution	Grade
ENGL 1A	ENGL 250 & 260 or satisfactory score on English placement examination	De Anza Community College	EWRT 100	B+

## SAMPLE: Assessment

### STEP 3B: ASSESSMENT Equivalency Chart

Course(s) I want to take at Gavilan College	Gavilan College prerequisite	Institution where assessment was completed	Name of Assessment and Year Completed	Score or Placement
ENGL 1A	Satisfactory score on English placement examination	AP College Board	English Language/Composition - 2015	4
Math 5	Satisfactory score on Math Placement	West Valley	West Valley Assessment - 2015	Math 010: Elementary Statistics