

## PREREQUISITE VERIFICATION FORM

Counseling Support | 5055 Santa Teresa Blvd. | Gilroy, CA 95020

**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 **3 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 #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Gavilan College Email: \_\_\_\_\_@my.gavilan.edu

### STEP 2: Documentation

Check the option you are using to verify the prerequisite:

- Coursework taken at another U.S. College/Institution:** Complete Step 3A  
*ATTACH A TRANSCRIPT SHOWING A GRADE OF "C" OR BETTER AND COURSE DESCRIPTION(S) AT THE TIME YOU TOOK THE COURSE(S).*
- AP test score of 3 or higher** (Attach an AP Test Score Report from CollegeBoard): Complete Step 3B
- Assessment/Placement Exam** (Assessment scores only valid for 2 years from date of exam): Complete Step 3B

### 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 <i>at previous institution</i>	Grade	OFFICE USE ONLY (Approved/ Denied) and Staff Initials

### 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	OFFICE USE ONLY (Approved/ Denied) and Staff Initials

### STEP 4: Submit for Review

Submit completed, signed form with all supporting documents attached 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 a prerequisite to a class I plan to take at Gavilan College, as identified on this form. I have the course description and believe the course work from the external institution meets the prerequisite criteria.

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

**FOR OFFICE USE ONLY**    COUNSELOR/EVALUATOR NAME: \_\_\_\_\_    INB:  Yes     No    Date: \_\_\_\_\_