

## Prerequisite Clearance Request

**Instructions:** Follow steps 1-4 and submit at least 2 weeks before your registration date.

### STEP 1: Your Student Information

DATE: \_\_\_\_\_ TERM: FA  SP  SU  YEAR: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
NAME LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### STEP 2: Taft College Course Information

List Taft College course for which you are requesting prerequisite clearance.

Example using ENGL 1500 Composition & Reading:

**DEPT.** ENGL **COURSE NO.** 1500 **TITLE** Composition & Reading

DEPT. \_\_\_\_\_ COURSE NO. \_\_\_\_\_ TITLE \_\_\_\_\_

### STEP 3: Proof of Prerequisite Coursework (please attach to this form)

The supporting documentation must clearly demonstrate the satisfactory completion of the prerequisite.

- A. Course work taken at another College or University**
- B. AP test score of 3 or higher**
- C. Assessment/Placement Exam from another College or University**
- E. Unofficial High School Transcript**
- F. Other/Challenge:** \_\_\_\_\_

### STEP 4 Submit for Review

Attach your completed Prerequisite Clearance Request form to your Proof of Prerequisite Coursework documents and **submit in one** of the following ways.

1. **In Person:** Turn in Prerequisite Clearance Request form and supporting documentation to the front desk of the Counseling Center.
2. **By Fax:** Send the Prerequisite Clearance Request form and supporting documentation to (661) 763-7758
3. **By Email:** clearprereq@taftcollege.edu
4. **Online:** Submitting the Prerequisite Override Form, which can be accessed online [here](#). You will be required to upload a pdf of the supporting documentation.

**Submit your request at least 2 weeks before your date to register to allow enough time for review and response.**