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.