



Lake Tahoe Community College Prerequisite Clearance Request

PLEASE FIRST READ THE FOLLOWING:

- 1. **Grades:** Only courses which have grades of **C or higher** or **Pass** will be considered for prerequisite clearance.
- 2. **Advisories:** an "advisory" course is recommended but not required – no prerequisite is needed.
- 3. **English and Math** assessment scores can be used to clear a prerequisite.

STEP 1: Student Information

Date of request: _____ LTCC Student ID #: _____

Last Name: _____ First Name: _____

Phone #: _____ Email: _____

Academic Year: _____ Academic Qtr: Summer Fall Winter Spring

STEP 2: Course Information

The course I want to take: <i>Ex: "SPA 102- Elementary Spanish II"</i>	Name of school where I took the prerequisite course: <i>Ex: "San Jose City College"</i>	Course number & title of prerequisite completed: <i>Ex: "SPA 101-Elementary Spanish I"</i>	Office Use Only Approval:
			YES / NO
			YES / NO
			YES / NO

STEP 3: Proof of Prerequisite Coursework (check at least one)

I am attaching my **complete** unofficial transcript (all pages in a single document) that displays my name and the name of the school.

I am attaching my unofficial College Board AP score Report that displays my name.

I am attaching my Math and/or English assessment scores.

STEP 4: Submit for Review

Please make sure you have completed **all steps** above and provided relevant documents.
Allow 5 business days for review. NOTE: Requests with missing information will not be processed.

EMAIL COMPLETED FORM AND SUPPORTING DOCUMENTS TO: counselor@ltcc.edu