



# 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](mailto:counselor@ltcc.edu)**