

This form is to be used by students who have completed one of the following:

- Completed an equivalent prerequisite course outside of the San Mateo County Community College District; OR
- Completed an assessment test at another California Community College and wish to use these placement to enroll in an English, Reading, or Math class (Math placement tests must have been taken within the last two years); OR
- Completed a College Board Advanced Placement Exam (AP Exam) with a score of 3, 4, or 5 (see the AP list in the college catalog for a list of courses that allow the use of AP exams to meet course prerequisites).

Directions to students:

- Complete a petition for each course for which you seek course equivalency.
- Attached to the form an unofficial transcript (all pages of the unofficial transcript must be submitted; partial transcripts will not be accepted).
- Submit the petition packet to the Counseling Center, Building 9 (First Floor). You may also submit the petition via mail, 4200 Farm Hill Blvd., Redwood City, CA 94061, Attn: The Counseling Center, or fax, 650-306-3457. You will be notified by phone or email of the outcome of your request.

Student ID#: G _____ Name: _____

Telephone _____ May we leave you a detailed message at this telephone number? ☐ Yes ☐ No

Email _____

Student Signature

Date

Check one of the boxes below and provide appropriate documentation.

Equivalent prerequisite:

☐ I have successfully completed the course listed below and believe it equivalent to the prerequisite course:

I wish to enroll in the following course: _____ The prerequisite(s) of this course is/are _____

Course Name and Number

College where course was completed

Course units and Grade

(ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT OR GRADE REPORT)

Assessment test:

☐ I have completed an assessment test at another California Community College:

I wish to enroll in the following course: _____ My course/placement recommendation is/are _____

College where placement test was completed: _____ Date taken: _____

(ATTACH A COPY OF YOUR PLACEMENT RECOMMENDATION)

Advanced placement:

☐ I have completed a College Board Advanced Placement Exam (AP Exam) or IB (International Baccalaureate) exam:

I wish to enroll in the following course: _____

AP Exam: _____ AP Score: _____ Date taken _____

(ATTACH A COPY OF YOUR AP OR IB EXAM RESULT)

FOR COUNSELING DIVISION USE ONLY:

Action taken: ☐ Approved ☐ Denied if denied, state reason: _____

Counselor Signature

Date

FOR ADMISSIONS AND RECORDS USE ONLY:

Override Code: ☐ Equivalency ☐ Placement Test

Entered by: _____