

SKYLINE COLLEGE

COURSE PREREQUISITE EQUIVALENCY / RECIPROCITY OF COURSE PLACEMENT PETITION

This form is to be used by students who have:

- Completed an equivalent prerequisite course outside of the San Mateo County Community College District;
Completed a placement 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);
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. Attach 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 One-Stop Center, Building 2 (Second Floor). You will be notified by phone or email of the outcome of your request within 2 - 3 working days.

Student ID#: G _____ Name: _____

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

Email: _____

If transferring, please indicate your intended transfer major and campus: _____

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

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

Table with 3 columns: Course Name and Number, College where course was completed, Course units and grade. Includes instruction: (ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT OR GRADE REPORT)

I have completed placement testing 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)

I have completed a College Board Advanced Placement Exam (AP Exam):

I wish to enroll in the following course: _____

AP Exam: _____ AP Score: _____ Date taken: _____

(ATTACH A COPY OF YOUR AP EXAM RESULT)

FOR COUNSELING DIVISION USE ONLY:

Action taken: Approved Denied If denied, state reason: _____

Faculty reviewer: _____ Date: _____

FOR ADMISSIONS AND RECORDS USE ONLY:

Override Code: Equivalency Placement Test

Entered by: _____