



Prerequisite Verification Request

Instructions: Complete steps 1–4. Use one request form per course. Be certain to include proper documentation with school name, final grade, syllabi, and course description.

Date Submitted: _____

STEP 1 — Student Information

Student ID: _____ Phone Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Email: _____

STEP 2 — Evergreen Valley College Course Information

List the course for which you are requesting prerequisite verification.

Dept.: _____ Course #: _____ Title: _____

Example:

Dept.: Math Course #: 071 Title: Calculus I With Analytic Geometry

STEP 3 — Proof of Prerequisite Coursework Completed

List EVC Prerequisite(s) Needed (one per line)

List Course(s) Taken That Satisfy the Prerequisite(s)

1. _____	_____
2. _____	_____
3. _____	_____

Check appropriate box for the documentation you are submitting:

Requested Documents: **Transcripts (official preferred, but unofficial accepted) showing course and final grade; course description; course syllabus, if available; and AP test scores, if applicable.**

Other (explain): _____

STEP 4 — Submit for Review to **Academic Divisions**

(NOTE: for NURS 119 & 120 requests, send to EVCNursing@evc.edu)

Attach appropriate document(s) and course description(s) to this form prior to submitting it.

Requests will not be processed until all documentation is received.

You will be notified regarding the result of your request by email within 3 weeks.

For Office Use Only:



Approved



Denied

Evaluator: _____
Name Date

Verification entered into Colleague UI (NCWS) by/on: _____
Name Date

Comments: _____

Routing: *Original to relevant Division Dean.*