



Dual Enrollment Special Admit Prerequisite Verification Request

Instructions: Complete steps 1–4. Use one request form per course. Be certain to include proper documentation.

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**

Other (explain): _____

STEP 4 — Submit for Review *by sending to Special.Admit@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.**

Routing: *Submit form and all attachments to Special.Admit@evc.edu*