



## Saddleback College Prerequisite Evaluation Form

*Used for courses that do NOT have an English or Math prerequisite. Please submit to the appropriate Division Office.*

Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Other Names on Transcripts: \_\_\_\_\_ Date of Birth or Social Security #: \_\_\_\_\_

Dear Saddleback College Student,

- Given the large amount of equivalency petitions, please allow a minimum of **5 working days** for this petition to be processed.
- You must complete all sections in full except GRAY areas marked "Office/Evaluator Use Only"
- It is the responsibility of the student to provide proof of course completion: transcripts from an accredited college, AP scores or high school transcripts (*documentation must list the school name, the students name and courses with grades of C or better, CR or Pass*).
- To avoid delays you should provide course descriptions for all courses being evaluated.
- Courses with a Math or English prerequisite require a different form. Please see the Matriculation website; [www.saddleback.edu/matriculation/](http://www.saddleback.edu/matriculation/)

I am using the following documents (*please mark one*):

- Official transcripts are on file with the Admissions and Records Office. (*No attachment required*)
- Transcripts or other information attached (*High school transcripts, college transcripts, or AP scores*).

Student Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

*No personal information can be released over the phone or without photo identification.*

What Course do you wish to take at Saddleback College?	What course at your school will clear this prerequisite?	What school was the prerequisite course taken at?	What state was your school in?	What year was this course taken?	Approved <i>Preq. Code</i>	Denied <i>Denial Code*</i>

*Office/Evaluators Use Only*

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1. Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_
2. Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_
3. Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

- \* Denial Codes:**
- 1-No Trans on File
  - 2- Substandard Grade
  - 3- Preq Course Not Equiv
  - 4-Other