



Name (Last, First)

W#

Telephone/Cell

Email

Requested LPC Course	LPC's Pre-requisite	Course/test being used to clear pre-requisite	Completed at:	Units	Term/Date	Grade/AP Score/Test Results	Approved/ Denied (Counselor use only)

How to clear a Prerequisite: Students wishing to clear a prerequisite at LPC are required to submit this form with documentation (see below) if they have completed the prerequisite(s) at another institution or via AP Scores.

Approved Documentation to clear a prerequisite (please attach):

- An Official or unofficial accredited college/university transcript (showing a final grade of C or better)
 - In-progress courses will not meet the prerequisite requirement.
 - Private/out-of-state institutions - submit catalog course descriptions, course outline of record, or course syllabus for equivalent coursework
- AP Score report form the College Board (official or unofficial)
- Assessment results from another accredited college that clearly shows course placement
- A Level 4 on the CAASPP assessment in mathematics or English language arts/literacy (LPC does not accept a "conditional" score).

Submitting this form:

- In-person: please attach this form with documentation to the Counseling Department, Building 1600, Room 1616
- Fax: Please attach this form with documentation including the header: "ATTN: Counseling Department" to 925-424-1402

Approval Process:

- Clearance will occur no later than two working days (Mon-Thurs) after receipt of all documentation
- The front desk staff will notify the student of decision

Office use only

Notes:

Entered into SOATEST

Student Notified. Date: _____

Entered into SEADETL for Assessment
Component completion (if applicable)

Counseling Faculty Signature Date