



PREREQUISITE CLEARANCE REQUEST FORM B

Received:

This form is for pre/corequisite clearance requests using grounds other than coursework.
For requests using coursework completed at external institutions, complete Prerequisite Verification Form A.

STEP 1: Review Instructions and Deadlines Before Completing This Form: sbcc.edu/teo/prerequisiteinstructionsforms.php

STEP 2: Enter Your Student Information (Use black ink and print)

Student Name: _____ SBCC ID Number: _____

Today's Date: ____/____/____ Phone: (____) _____ - _____

SBCC Pipeline Email address: _____ @pipeline.sbcc.edu

STEP 3: Select one of the following to indicate the grounds on which you are challenging the pre/corequisite.

- A. I have the knowledge or ability to succeed in the course despite not meeting the prerequisite.
- B. The pre/corequisite course has not been established in accordance with the District's policies.
- C. The pre/corequisite is unlawfully discriminatory or applied in a discriminatory manner.
- D. The pre/corequisite is in violation of policies for prerequisites, corequisites, and advisories on recommended preparation.
- E. I am subject to undue delay in attaining the goal of my educational plan because the pre/corequisite course has not been made reasonably available.

STEP 4: Enter SBCC course information. You may submit a request a review of multiple courses to ONE department.

If verifying multiple courses under different departments, complete a separate form for each department.

Term you would like to enroll	SBCC Course 1	Course 1 prerequisite	SBCC Course 2	Course 2 prerequisite	SBCC Course 3	Course 3 prerequisite

STEP 5: Attach a written statement with reasons supporting the basis for your pre/corequisite clearance request.

It is the student's responsibility to provide compelling evidence to support their request. Requests submitted without support evidence will be denied.

STEP 6: Sign and Submit.

With my signature I acknowledge the following:

- I have read and understand the deadline and instruction information linked in Step 1 above.
- I understand that I must check my SBCC Pipeline email account for notifications regarding my request.
- Santa Barbara City College has determined that this prerequisite or corequisite is necessary for success in the course and I am taking personal responsibility for my success or failure with or without this prerequisite if this verification is approved.
- I understand that my external coursework is only evaluated and applied toward SBCC subject and/or unit credit and/or for satisfaction of pre/corequisites. Other institutions are not obligated to accept SBCC subject or unit evaluations of external coursework.

Signature: _____ **Date:** _____

How to submit Your Request Form:

Online (recommended): Upload your documents to [Sharefile](https://sharefile.com) (PDF or photo preferred).

In person: Admissions & Records Office

Student Services Building

Building hours: Mon & Thurs: 8am-4pm, Tues & Wed: 8am-6:00pm, Fri: 8-1pm

By mail: SBCC Transcript Evaluation Office, 721 Cliff Drive, Santa Barbara, CA 93109

FOR OFFICE USE ONLY

: Approved : Denied _____

Banner Entry Date: _____ **By:** _____

Code(s): _____

Override: _____ **Course(s):** _____

Notes: _____