

Semester: (Circle one)

Fall 20__ Spring 20__ Summer 20__

Rec'd by: _____

Date: _____

MiraCosta College Requisite Review Form

This form is to be used for students who have completed a requisite course at another college and wish to be placed into MiraCosta College courses which have requisites.

IMPORTANT INSTRUCTIONS FOR CLEARING REQUISITES

1. Carefully and completely fill out the requested information below.
2. Attach supporting documentation (i.e. unofficial transcripts or high school transcripts. High school transcripts may not be used unless the course description specifies that it is acceptable).
3. Submit form and supporting documentation to the Admissions and Records office.
4. Normal processing time is 3-5 working days after which you should attempt to register. If additional information is necessary the Office of Admissions will contact you.

Oceanside Campus
Building 3300
Fax: (760) 795-6626

San Elijo Campus
Administration Building
Fax: (760) 634-7875

Name		
Address		
City	State	Zip

Student ID#
e-mail Address
Phone () -

Coursework must be completed with a grade of 'C' or better (2.0 on a 4.0 scale, or its equivalent). Complete a separate form for each course which requires a requisite.

FOR OFFICE USE

Admissions Office Decision

Courses	Course you want to take:	Requisite(s):	Institution where requisite was taken:	Year/Term taken:	Grade Earned	Admissions Office Decision		
	(ex: Engl 100)	(ex: Engl 803)	(ex: Palomar College)	(ex: Spring/2006)	(ex: B)	Approve	Deny	In progress
				/				
	If course has more than one requisite list all requisites on a separate line			/				

For in-progress coursework, please read the statement below and initial:

I understand that in order to take a course at MiraCosta College for which there is a stated requisite, I must complete the requisite with a grade of 'C' or better (2.0 on a 4.0 scale, or its equivalent). For Fall and Spring semesters, I understand that I must submit verification of final grade earned to Admissions and Records *by Thursday of the week before the start of the semester*. For the Summer, I understand that I must submit verification of final grade earned to Admissions and Records *by the Add deadline for the course*. If I fail to provide verification of final grade earned by the Add deadline (see current class schedule for deadlines), or if my final grade is below a 'C' (2.0 on a 4.0 scale, or its equivalent) I will be dropped from the course. **Additionally, I understand that I will not receive any reminders from the college regarding this requirement.**

Please initial that you have read and understand the above advisory.

Acceptable forms of verification of final grade earned include: official or unofficial transcripts, grade reports or a letter from the instructor on school letterhead.

NOTE: Additional course information may be requested to finalize the decision. Documents attached to this request will not be returned and will become the property of MiraCosta College. This form is for requisite purposes only. Clearance of a requisite does not assume waiver, substitution or completion of course requirements.

Student Signature

Date