SBCC
SANTA BARBARA
CITY COLLEGE

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: K _____

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 <u>ONE</u> 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/corerequisite clearance request.
It is the student's responsibility to provide compelling evidence to support their request. Requests submitted without supporting 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 (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