

# PREREQUISITE COURSE EVALUATION FORM

Long Beach City College Office of Admissions and Records

A separate form must be used for each course requiring prerequisite approval

This form is to be used when a student believes a course taken at another college, university or high school meets the prerequisite for a Long Beach City College course in which he/she wishes to enroll.

- An official transcript must be submitted with this form unless one has already been provided and on file. Please provide a catalog course description of the course in question. Providing a catalog course description will speed up the evaluation process. Additional course information (syllabus, outline, tests) may be requested by the faculty to evaluate the course.
- **A separate form must be used for each prerequisite to be met by equivalency.**
- Only grades of C or higher may be used to satisfy prerequisites, except when using high school documentation a B or higher will be required for some math classes, see current college catalog for details.
- **Students who are enrolled during late registration will be administratively dropped if they do not meet the**

**prerequisite requirement upon review (please read before submitting this form).**

- **This is not a prerequisite appeal.** Challenge forms may be obtained in the Admissions and Records Office.

**Steps to initiate prerequisite evaluation:**

1. Fill out this form.
2. Attach proper documentation.  
(Official Transcript & course description)
3. Deliver form to Admissions and Records Office.
4. Once the Prerequisite Evaluation is completed and processed by the Admissions Office, you will be notified by mail.

**⚠ Please allow 7-10 working days for processing during the priority registration period.**

**Please complete address portion of the attached Postcard.**

Student Name \_\_\_\_\_ LBCC Student ID # \_\_\_\_\_

LAST

FIRST

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Course Information:** This form submitted for \_\_\_\_\_ semester.

LBCC course name and number you are planning to take this semester \_\_\_\_\_

Required LBCC prerequisite course name and number \_\_\_\_\_

This prerequisite was satisfied by the following course \_\_\_\_\_ Grade \_\_\_\_\_

School where course was completed \_\_\_\_\_ Year \_\_\_\_\_ Units \_\_\_\_\_

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**For Faculty/ Office Use Only. Do Not Write in Shaded Area Below.**

LBCC Dept. \_\_\_\_\_ Evaluating Faculty Member (print name) \_\_\_\_\_

Extension \_\_\_\_\_ Office Number \_\_\_\_\_ Signature \_\_\_\_\_

Evaluated Course \_\_\_\_\_ From \_\_\_\_\_

☐ is the equivalent of LBCC's \_\_\_\_\_

☐ is not the equivalent and does not clear the prerequisite for \_\_\_\_\_

☐ meets the prerequisite for \_\_\_\_\_, **but is not the equivalent.**

Comments:

THIS EVALUATION IS FOR PREREQUISITE PURPOSES ONLY AND DOES NOT MEET THE CRITERIA FOR AN OFFICIAL ACADEMIC RECORD EVALUATION. TO BEGIN AN OFFICIAL ACADEMIC RECORD EVALUATION, PLEASE BRING YOUR OFFICIAL TRANSCRIPTS WITH YOU TO SEE A COUNSELOR.

**Return completed form to the Admissions and Records Office.**