



# Requisite Equivalency Verification Form

Admissions & Records  
 2300 E. Gibson Road, Woodland, CA 95776  
 (530) 661-5700

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fall \_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 20 \_\_\_\_\_

Complete the form and submit all necessary supporting transcripts to WCC Admissions & Records.

I have completed the prerequisite course(s) at \_\_\_\_\_ college/university.  
ATTACH DOCUMENTATION

Documentation may be an official copy of your academic record or an unofficial copy of an academic college/university transcript or high school transcript. (High school transcripts may not be used unless the course description specifies that it is acceptable). Corresponding course descriptions must accompany the course if the course was taken out-of-state. Coursework must be completed with a grade of 'C' or better (2.0 on a 4.0 scale, or its equivalent). You may register if a seat is available in the course at the time that this form is submitted.

Course you wish to take at WCC (ex Engl 1A)	WCC Prerequisite Course (ex Engl 51 or 51L)	Equivalent Course Completed at another institution (Documentation Attached)

**For "in-progress" coursework, please read the statement below and sign:**

I understand that in order to take a course at Woodland Community 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*. If I fail to provide verification of final grade earned 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.**

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

By signing this form I understand the above advisory.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

FOR OFFICE USE ONLY

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for denial: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Counseling/ Admissions and Records Signature

\_\_\_\_\_  
 Date