



ASSESSMENT CENTER

1900 Pico Blvd. ♦ Santa Monica, CA 90405 ♦ Phone: 310-434-8040 ♦ Fax: 310-434-8019

REQUEST FOR PLACEMENT PREREQUISITE WAIVERS BASED ON ASSESSMENT RESULTS

See back for *Qualifications and instructions*

STUDENT INFORMATION	
Name:	SMC ID (or Soc. Sec. Num.):
Phone(Must Provide):	Email (Must Provide):
Answer ALL of the following questions:	
1. When did you take your last high school or college English or ESL class? <input type="checkbox"/> Within the last year <input type="checkbox"/> 1-2 years ago <input type="checkbox"/> More than 2 years ago	3. Was your high school education primarily in English? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you usually speak English either at home or at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. How many hours a week do you plan to work? <input type="checkbox"/> 0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21 or more
	5. How many units do you plan to carry? <input type="checkbox"/> 1-6 <input type="checkbox"/> 7-11 <input type="checkbox"/> 12 or more

COLLEGE INFORMATION (WHERE ASSESSMENT WAS COMPLETED)		
College:	Assessment/Testing Center Contact	
	Name:	
City/State:	State	Phone:

ASSESSMENT RESULTS		
Assessment Completed	Raw Score Received	Date Taken
English (must take both): <input type="checkbox"/> ACCUPLACER Reading Comprehension <input type="checkbox"/> ACCUPLACER Sentence Skills		
ESL (must take all three): <input type="checkbox"/> ACCUPLACER LOEP Language Use <input type="checkbox"/> ACCUPLACER LOEP Reading Skills <input type="checkbox"/> ACCUPLACER LOEP Sentence Meaning		
Math: <input type="checkbox"/> COMPASS Math (indicate "placement domain")		

I hereby request a placement/prerequisite waiver for English, ESL, or Math. All requested information is attached and is being sent directly by the College/University named above and I attest to its authenticity.

Signature/Date

OFFICE USE ONLY	
Decision:	Authorized by/Date:

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Waiver Qualifications

- Tests must have been completed within the last calendar year.
- Acceptable assessment programs/tests completed are limited to the following. No others will be considered:**
 - ACCUPLACER for English (Reading Comprehension & Sentence Skills)
 - ACCUPLACER LOEP for ESL (Language Use, Reading Skills, Sentence Meaning)
 - COMPASS for Math
- Assessment results must be faxed directly by the institution where you completed it. Student faxed or hand-carried results will not be processed.
- This form must be completed in its entirety and must accompany your assessment results. Any missing information will result in non-consideration of your request. You will not be informed if any information is missing. It is your responsibility to ensure that we receive ALL information requested.
- Have the institution fax this form along with your test results at: 310-434-8019.** Please note that processing requests may take up to 3 business days. Waivers are granted electronically and placed into your enrollment record.

What to Expect After We Receive Your Request

1. All requests will be reviewed by SMC personnel who will determine if you qualify for a placement/prerequisite waiver. Please note that Santa Monica College will use its own cut scores in determining your eligibility for a course.
2. If the waiver is granted, it will be electronically input into our enrollment system. You will not receive a paper waiver. However, you will be notified by email or phone.
3. If the waiver is denied, you will be informed by email or phone. You must then make arrangements to complete the relevant Santa Monica College assessment.