



# ASSESSMENT CENTER

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

## REQUEST FOR PLACEMENT PREREQUISITE WAIVERS BASED ON COMPLETED COURSEWORK OR AP TEST

STUDENT INFORMATION	
Name:	SMC ID (or Soc. Sec. Nun.):
Phone(Must Provide):	Email (Must Provide):

Please complete the appropriate section below:

COLLEGE INFORMATION (WHERE COURSEWORK WAS COMPLETED) (Note: transcript and course descriptions must be attached)				
College/University:				
City/State:			State	
Waiver Requested:	Course Completed (e.g., English 1)	Semester/Quarter & Year	Grade	Santa Monica College Course Requested
English				
ESL				
Math				
Chemistry				

Or

ADVANCED PLACEMENT TEST (Note: AP report must be attached)				
Waiver Requested:	AP Test Completed (Check one)	Year Taken	Score	Santa Monica College Course Requested
English	<input type="checkbox"/> AP English: Language & Composition			
	<input type="checkbox"/> AP English: Literature & Composition			
Math	<input type="checkbox"/> Calculus AB			
	<input type="checkbox"/> Calculus BC			
Chemistry	<input type="checkbox"/> Chemistry			

I hereby request a placement/prerequisite waiver for English, ESL, Math, or Chemistry. All requested information is attached and I attest to its authenticity. I understand that Santa Monica College must receive an official transcript and/or AP Report directly from the college or College Board within 15 days of requesting the waivers noted above.

\_\_\_\_\_  
Signature/Date

OFFICE USE ONLY	
Decision:	Authorized by/Date:

# REQUEST FOR PLACEMENT PREREQUISITE WAIVERS BASED ON COMPLETED COURSEWORK OR AP TEST

## Waiver Qualifications

In order for Santa Monica College to consider prerequisite/placement waiver requests, students must submit all of the following information:

- Complete the form on the front side in its entirety.** 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.
- If requesting a **waiver based on relevant completed coursework**, you must provide us with a college transcript clearly noting the college/university where the course was taken, semester/quarter taken, and grade received. You must also provide a copy of the course description. Please note that processing requests may take up to 3 business days. Waivers are granted electronically and placed into your enrollment record.
- If requesting a **waiver based on an Advanced Placement (AP) Test**, you must provide us with an AP Report from the College Board. The report must clearly note the test taken, year completed, and score received. Please note that processing requests may take up to 3 business days. Waivers are granted electronically and placed into your enrollment record.
- Fax this form along with the supporting information requested to: 310-434-8019.**
- You must arrange for an official college transcript and/or AP report to be sent to **(and received by)** the SMC Admissions Office (1900 Pico Blvd., Santa Monica, CA 90405) within 15 days of requesting the waiver.

## 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. All information requested must be provided or waivers will not be processed nor will you be informed.
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 and/or prerequisite course to qualify.