



Science Prerequisite Evaluation Request Form

Complete steps 1-5 of this form if you believe a course you have taken at another college or university (high school, if applicable) satisfies a prerequisite for one of the science courses listed below. Submit the completed form, along with the required documentation, to the Assessment Office. Note that you must have a Butte College Student ID number in order for our office to process your form.

STEP ONE: Provide the following information.

Student Name: _____ Date: _____

Butte College ID#: 3 _____ Phone Number: (____) _____ - _____

Date of Birth: ____ / ____ / _____ Email Address: _____

STEP TWO: Indicate the course(s) you would like to enroll in at Butte College and the prerequisite course(s) you are trying to clear with this form. Note: this form may be used to clear multiple prerequisites and is applicable for multiple semesters.

Biology Courses:

BIOL 11 – Zoology
Butte College Prerequisites:
____ BIOL 1, one year HS Biology or AP exam*
____ CHEM 110 or one year HS Chemistry (w/lab)
____ MATH Level V

BIOL 12 – Botany
Butte College Prerequisites:
____ BIOL 1, one year HS Biology or AP exam*
____ CHEM 110 or one year HS Chemistry (w/lab)
____ MATH Level V

BIOL 13 – Cell and Molecular Biology
Butte College Prerequisites:
____ BIOL 1, one year HS Biology or AP exam*
____ CHEM 1
____ MATH Level V

BIOL 15 – Introduction to Microbiology
Butte College Prerequisites:
____ One year HS Biology, one semester College Biology or AP exam*
____ CHEM 1, CHEM 51 or CHEM 110

BIOL 21 – Human Physiology
Butte College Prerequisites:
____ BIOL 20
____ CHEM 1, CHEM 51 or CHEM 110

*AP Exam in Biology with a score of 3 or higher

Chemistry Courses:

CHEM 1 – General Chemistry I
Butte College Prerequisites:
____ CHEM 110 or one year HS Chemistry
____ MATH Level V

CHEM 2 – General Chemistry II
Butte College Prerequisite:
____ CHEM 1

CHEM 51 – Elem. Inorganic Chemistry
Butte College Prerequisites:
____ CHEM 110 or one year HS Chemistry
____ MATH Level V

CHEM 52 – Elem. Organic and Biochemistry
Butte College Prerequisite:
____ CHEM 51

Physics Course:

PHYS 41 – Physics for Scientists and Engineers 1
Butte College Prerequisite:
____ MATH 30 or AP Calculus exam (with a score of 3 or higher)

STEP THREE: Provide information for each course at another high school/college/university that you believe satisfies a Butte College prerequisite.

High School / College / University where prerequisite course was taken	Course Name & Number	Term/Year Taken	Grade	Equivalent to Butte College's Prerequisite Course
<i>Example: CSU Chico</i>	<i>BIOL 103 – Human Anatomy</i>	<i>Spring 2010</i>	<i>B</i>	<i>BIOL 20</i>

STEP FOUR: Indicate the documentation that you are submitting for evaluation (check all that apply). Only transcripts, grade reports or AP exam scores will be accepted. Note that a minimum grade of “C” (for both semesters if a HS course) must have been earned in the course.

- AP (Advanced Placement) Exam Scores – *must have a score of 3 or higher*
- High School Transcript – *unofficial is acceptable; must be submitted with this form*
- College/University Transcript or Grade Report – *unofficial is acceptable*
- Official Transcripts on file in Butte College’s Admissions Office – *Note: these must have been submitted at least 4 weeks prior to submission of your evaluation request form. We can print these transcripts out directly in our office (please call to verify availability).*
- Other: _____

STEP FIVE: Submit the documentation checked above along with a completed Science Prerequisite Evaluation Request Form to the Assessment Office. You may fax it to us at (530) 895-2249 or drop it off directly at our office (SAS, Room 110). Please allow a week for evaluation.

For Office Use Only:

Course Evaluated/Course Equivalent:	Equivalency Met:	Signature (if required):
_____	Yes ___ / No ___	_____
_____	Yes ___ / No ___	_____
_____	Yes ___ / No ___	_____
_____	Yes ___ / No ___	_____
_____	Yes ___ / No ___	_____

Comments:

Verified: _____ Entered: _____ Date: _____



Additional Information on Science Prerequisites and the Science Prerequisite Evaluation Request Form

To satisfy science prerequisites with coursework completed (or in-progress) at an institution other than Butte College, students must complete and submit the Science Prerequisite Evaluation Request Form, along with any required documentation.

- This form may be used to clear multiple prerequisites and can provide clearance for multiple semesters.
- A completed request form, along with supporting documents, can be submitted to the Assessment Office:
 - by hand delivering it to our office in the Student and Administrative Services building (SAS), Room 110
 - by faxing it to our office at (530) 895-2249
 - by mailing it to: Butte College
Assessment Office
3536 Butte Campus Drive
Oroville, CA 95965
- Successful completion of a prerequisite course is achieved with a final grade of a “C” or higher. If submitting transcripts for a High School course, you must have earned a “C” or higher in **both** semesters of the course.
- Prerequisite clearance is **not** immediate and can take up to a week (see below). Students will not be permitted to enroll in courses requiring prerequisites until their clearance has been approved. Furthermore, an approved clearance **does not** guarantee a space in any course.
- A one week processing time is required upon submission of a completed form, provided that appropriate documentation (e.g. unofficial transcripts, grade reports, report cards, etc.) is provided with the form. If a copy of your transcript was sent to Butte College’s Admissions and Records office at least 4 weeks prior to submission of your request form, we should be able to print out the transcript directly in our office (please call to verify availability).
- Students submitting requests based on coursework completed at a private or out-of-state institution may be asked to provide supporting documentation such as a course catalog description, course outline or course syllabus. Furthermore, additional processing time may be required to successfully evaluate your coursework.
- Clearance of a prerequisite course will only be applied towards prerequisite approval for Butte College courses and not for unit credit or transfer purposes. Other institutions are not obligated to accept Butte College’s evaluation of external prerequisite coursework.
- In-progress coursework from institutions other than Butte College can be used to clear science prerequisites. This will require a letter from the course instructor on the institution’s letterhead with specific information pertaining to the student’s in-progress performance in the class. Please contact the Assessment Office for more information regarding In-Progress Instructor Letters.
- A student permitted to enroll in a course based on a prerequisite course that is in-progress must submit a transcript or grade report with the final course grade of “C” or higher within five working days prior to the beginning of the term, or they may be administratively dropped from the course requiring the prerequisite.
- You may contact us a week after submitting your form for an evaluation status.

For additional prerequisite information or if you have any questions regarding the form, please contact the Assessment Office at (530) 895-2350.

Please note that this page is for your information only and does not need to be turned in with your completed request form.