



RELEASE OF ENROLLMENT HOLD EXEMPTION FROM ASSESSMENT

Name: _____ Student ID: _____
Last First M.I.

Email: _____ Phone Number: _____

Enrollment status: New Student Continuing Student Returning Student Term: _____ Semester 20_____

Assessment: I decline the opportunity to take the English and/or Math assessment for the reason(s) indicated below:

ENGLISH: I have successfully completed a COLLEGE LEVEL English composition course with a grade of "C" or better. "C-" is not acceptable.

Course Number & Title: _____ College Name: _____

I have been assessed for English placement at a Peralta District College within the past three (3) years.

MATH: I have successfully completed a COLLEGE LEVEL Math course with a grade of "C" or better. "C-" is not acceptable.

Course Number & Title: _____ College Name: _____

I have been assessed for Math placement at a Peralta District College within the past three (3) years.

I have, within the past three (3) years, taken an assessment that can be used by Peralta staff to determine suitable placement in English and Math.

Other: _____

I am submitting the following documents as proof of meeting this requirement:

Transcripts Placement Score Course Recommendation Other _____

Student Signature: _____ Date: _____

Approved _____ Date: _____
Counselor Name

Denied _____ College: _____
Counselor Signature

ASSESSMENT USE ONLY

Entered in PeopleSoft by: _____ Date: _____



RELEASE OF ENROLLMENT HOLD EXEMPTION FROM ASSESSMENT

Complete the form on the other side if you would like to be exempt from completing our assessment. Please read all the instructions below before completing the form.

By State regulation, all matriculating first time students are required to identify a program of study (major), complete an orientation, take assessment tests to determine appropriate course placement, and meet with a counselor to develop an education plan. These are the mandated Student Success and Support Program components (Orientation, Assessment, & Education Planning/Counseling). However, you may be exempt from assessment if you have completed it at another accredited institution.

Instructions

Step 1: Fill out the “Release of Enrollment Hold-Exemption from Assessment” form.

All students must complete a form of English **and** Math assessment. If you are opting out of completing our English and/or math assessment, select the appropriate reason/s and fill out any additional information.

ATTACH ALL DOCUMENTS: failure to do so may result in a delay of processing your paperwork.

Step 2: Submit this form with any additional documentation to the counseling department at your selected Peralta Community College (College of Alameda, Laney College, Berkeley City College, or Merritt College). Contact specific college to ask about the submission process.

Step 3: A counselor will review your form and approve or deny your request and you will be notified by the college.