



## 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.