

SKYLINE COLLEGE INFORMATION LITERACY EQUIVALENCY PETITION

This form is to be used by students who completed an information literacy course or requirement outside of the San Mateo County Community College District.

Directions:

- Complete the information requested below. **PLEASE PRINT CLEARLY.**
- Attach a copy of an unofficial transcript verifying completion of the course you believe meets the Skyline College information literacy requirement (Note: The course must have been successfully completed with a grade of "C" or better).
- If seeking equivalency through completion of a workbook, tutorial, or exam, attach a copy of the official Certificate of Completion, or other supporting documentation, showing *successful* completion of the requirement.
- Submit your petition *and* any supporting documentation:
 - In-Person: Skyline Library Reference Desk
 - Email: lim@smccd.edu
 - Fax: (650) 738-4152.
- You will be notified of the status of your petition, via email or phone, within 5 working days.

G#: _____

Name _____

Email _____

Telephone (____) _____

Course Equivalency:

- I have successfully completed an equivalent information literacy course at another college.

College: _____ Course Number & Title: _____

(Please attach a copy of your unofficial transcripts)

Workbook, Tutorial, or Exam:

- I have successfully completed an information literacy requirement (i.e. workbook, tutorial, or exam) at another college:

College: _____

Complete title of the workbook, tutorial, or exam: _____

Year completed: _____ Final grade (if any): _____

(Please attach a copy of your certificate of completion.)

(SFSU degree holders: Please attach a copy of your unofficial transcript.)

Student Signature: _____

Date: _____

FOR LIBRARY FACULTY USE ONLY:

Action taken: Approved Denied

If denied, state reason: _____

Reviewed by: _____

Date: _____

FOR ADMISSIONS AND RECORDS USE ONLY:

Override Code: Course Equivalency Workbook Tutorial Exam