

# Shasta College

## PASS-ALONG PETITION FORM FOR LOCAL, IGETC and/or CSU-GE BREADTH

This form is used for review of courses from U.S. regionally accredited institutions that are NOT a part of the California Community College system. **Pass-along** is a process where Shasta College considers course work taken at another institution prior to enrolling at Shasta College when certifying course work for one of the local, IGETC, CSU General Education patterns and/or major preparatory courses. **This form should be submitted by a counselor or evaluator.** It is the student's responsibility to **provide proof of course completion** (transcripts with passing grades) and **supporting documentation**. Please read instructions on Page 2 prior to submitting this form to the Articulation Officer.

### ALL SECTIONS BELOW MUST BE COMPLETED OR PETITION WILL NOT BE REVIEWED

Student Name: \_\_\_\_\_ Shasta College ID#: \_\_\_\_\_

Counselor or Evaluator's Name: \_\_\_\_\_

Submitting petition for:      CSU GE      IGETC      LOCAL      MAJOR      COURSE EQUIVALENCY

Transcripts:      Unofficial      Official

CPL: Add to Shasta College Transcript:      YES      NO      *(Determination is for AO use ONLY)*

Course Prefix & Number	Units & Grade	Name of Institution where course was taken <small>*must be regionally accredited</small>	Academic System		SC Course or GE Area (A-F or 1-7)	Determination
			Quarter	Semester		
			Quarter	Semester		
			Quarter	Semester		
			Quarter	Semester		
			Quarter	Semester		
			Quarter	Semester		
			Quarter	Semester		
			Quarter	Semester		

*(Submit Form button sends this form to ao@shastacollege.edu)*

**ARTICULATION OFFICER'S SIGNATURE:**

## **Pass-Along Form (PAF) Instructions**

This form is intended for Shasta College Counselors and Evaluators. If you are a student, please work with your Counselor before submitting this form. Unofficial transcripts can be reviewed for an approval or denial. Please read the following instructions carefully.

### **1. Review with Unofficial & Official transcripts**

- i. Download form from website and save to your desktop.
- ii. Open saved PDF, fill out all applicable fields.
- iii. Select the green “submit” button at the bottom of the 1<sup>st</sup> page.
- iv. Email unofficial transcripts to [ao@shastacollege.edu](mailto:ao@shastacollege.edu)
- v. AO will review supporting documentation and PAF form. Please email [ao@shastacollege.edu](mailto:ao@shastacollege.edu) if no response within 10 business days.
- vi. Unofficial Transcripts: PAF will be returned to Counselor. Counselor communicates with student regarding follow up for additional steps and official evaluation.
- vii. Official Transcripts: PAF will be returned to Counselor and Evaluators for processing in docuware, Counselor communicates with student and follows up for additional steps.
  1. (In order for the courses to be officially reviewed and placed on the students SC transcript please have the student submit a transcript evaluation Request).
  2. Does the student want CPL added to their Shasta College transcript? Is the student graduating in two semesters or less? (select NO)
  3. Does the student want CPL added to their Shasta College transcript? Does the student have 3 or more semesters left at Shasta College? (Select YES)