

**PASADENA CITY COLLEGE  
Business Division**

***Request for EVALUATION OF GENERAL EDUCATION COURSES***

<i>Please Print</i>			
Name _____		Phone ( _____ ) _____	
Last	First	M.I.	
Address _____		Student ID _____ - _____	
Number & Street	City	State	Zip
Email address: _____			

For the purposes of a **Certificate of Achievement in Paralegal Studies**, you must complete this form if you are requesting that the Pasadena City College Business Division accept any required *general education* courses that you will complete/have completed at another accredited educational institution. ***Return this completed Request to the Business and Computer Technology Division Office, Room C121, only.*** This request must be submitted prior to, and separately from, your Paralegal Studies Certificate of Achievement application form. Any course substitutions must be approved before these courses will be accepted toward your Certificate.

*Any incomplete requests cannot be accepted or processed; please do the following:*

- A.** Complete the requested information in the section below.
- B.** Attach the following three items: a copy of the **catalog title page**, a copy of **each course's catalog description**, and a sealed, **official transcript** from the institution where you completed the following courses. For courses you have not yet completed, please provide official transcripts with your Certificate of Achievement application. **Note:** If you have already submitted official transcripts to Admissions & Records,  please indicate here:

<b><u>PCC General Education course Number :</u></b>	➔	<b><u>Substitute with this General Education course Number:</u></b>
1. _____	➔	_____
2. _____	➔	_____
3. _____	➔	_____
4. _____	➔	_____
5. _____	➔	_____
6. _____	➔	_____
7. _____	➔	_____

<b>FOR OFFICE USE ONLY:</b>	
____ All substitutions OK	
<i>OR</i>	
____ Substitutions approved/denied as noted above	
Evaluated by: _____	
Date: _____	
Division sent student notice on: _____	

\_\_\_\_\_  
Student's Signature Date

You will receive an email or postcard notifying you of approval and/or denial of all courses listed in this request.

***Please note:*** Courses are evaluated with a specific purpose, degree, or certificate in mind. It can not be assumed that a course evaluated for one purpose will apply in another situation.