Peralta Community College District
Admissions and Records

Berkeley City College
College of Alameda
Laney College
Merritt College

PETITION FOR GRADUATION - AA/AS or AA/AS-T

The Associate Degree will be granted to a student who files a Petition for Graduation - AA/AS or AA/AS-T to the Office of Admissions and Records if the following requirements have been fulfilled:

1. 60 degree applicable semester units (which include courses in a Major, General Education, and Electives).
2. At least **12 units** must be taken at the College where the student is petitioning
3. A minimum cumulative grade-point average of 2.0

   - "C" grade or higher is **required** for English and Math Areas within the General Education requirements. (Advanced Placement "AP" and Credit by Exam can be used. Please follow-up with a Counselor for more clarification.)
   - "C" grade or higher/"P" Pass grade is **required** for all coursework needed to fulfill the Major requirements.

All **official transcripts** from other colleges and universities **must be** on file at the District Admissions and Records office. If the transcripts are not currently on file, they MUST be attached to Graduation Petition in a **sealed envelope** from the other colleges or universities. *Note: Official transcripts are needed for overall GPA calculations. All coursework is used in the GPA calculations.*

   - If a transcript is from Out-of-State, Private College/University within California, and/or International Transcript Evaluation and **no** Initial Transcript Evaluation was completed, course descriptions **must be** included to the Petition for Graduation Evaluation.

Required steps to submit your Graduation Petition:

1. Complete this petition
2. Schedule an appointment with your Counselor to review your request and a Counselor's signature/date is required for this form to be considered complete.
3. Return the completed form to the Admissions and Records Office on the College Campus prior to the filing deadline

   - Please check the semester Academic Calendar for petitioning deadline (located in the class schedule or online) dates
   - **No late** petitions will be accepted after the petitioning deadline dates.

Student's Signature(required): _____ **Date**: _____

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STUDENT INFORMATION

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

Address: _____
No. & Street　　　　　　　*City*　　　　　　　*State*　　*Zip Code*

Email: _____ **Phone:** _____

DIPLOMA NAME

Print name as you wish it to appear on your diploma. An approved Preferred First Name may be used on a diploma and in the Commencement program if requested by you on a graduation application, otherwise your primary (legal) name shall be used.

DIPLOMA NAME: _____
First　　　　　　　　*Middle*　　　　　　　　*Last*

Will you be participating in the Graduation ceremony? **YES**　　**NO**　　Did you submit a request for Initial Transcript Evaluation? **YES**　　**NO**

Full name of degree of you are completing: _____

** Disclaimer: Admissions and Records has the final and official authorization to grant associate degrees.**
Please note, once your diploma is printed, duplicates are subject to a fee

Student's Signature (required): _____ **Date:** _____

*COUNSELOR REVIEW ONLY *

Please indicate below for which Associate degree the student is petitioning for. For **Plan A,** you must indicate a major for the Associate in Art degree or Associate in Science degree. For **Plan B** and/or **C,** state your major and check the option of either CSU Breadth or IGETC.

Major

Plan A:　　**AA**　　**AS**　　_____　　**Catalog Year:** _____

Plan B:　　**AA-T Major:**　　_____　　**CSU**　　**IGETC**

Plan C:　　**AS-T Major:**　　_____　　**CSU**　　**IGETC**

List All In-Progress Coursework/Campus: _____　　**Campus** _____

_____　　**Campus** _____

Course Substitution Form:　**YES**　　**NO**　　In-Progress(please attach copy)/ if applicable:　　Approved(already on file)/if applicable

Advance Placement (AP) or Credit by Exam used to complete requiremets? **YES**　　**NO**　　In-Progress　　Approved
(Awarded on student record)

Attachments Required: GE and Major Worksheets are needed to verify that student has met requirements for Associate Degree.

Admissions and Records Office will not accept petition if GE and Major worksheets are not attached

Counselor Name (required): _____
Counselor Name (Print)

Counselor Signature (required): _____ **Date**: _____