



## 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:** \_\_\_\_\_



**STUDENT INFORMATION**

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
Last First M.I.

**Address:** \_\_\_\_\_  
No. & Street City State Zip Code

**Ethnicity:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DIPLOMA NAME:**

Print name as you wish it to appear on your diploma. The **FIRST** and **LAST** name must be the **SAME** as the name on your college records:

**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.\*\***

**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 requirements? **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:** \_\_\_\_\_