

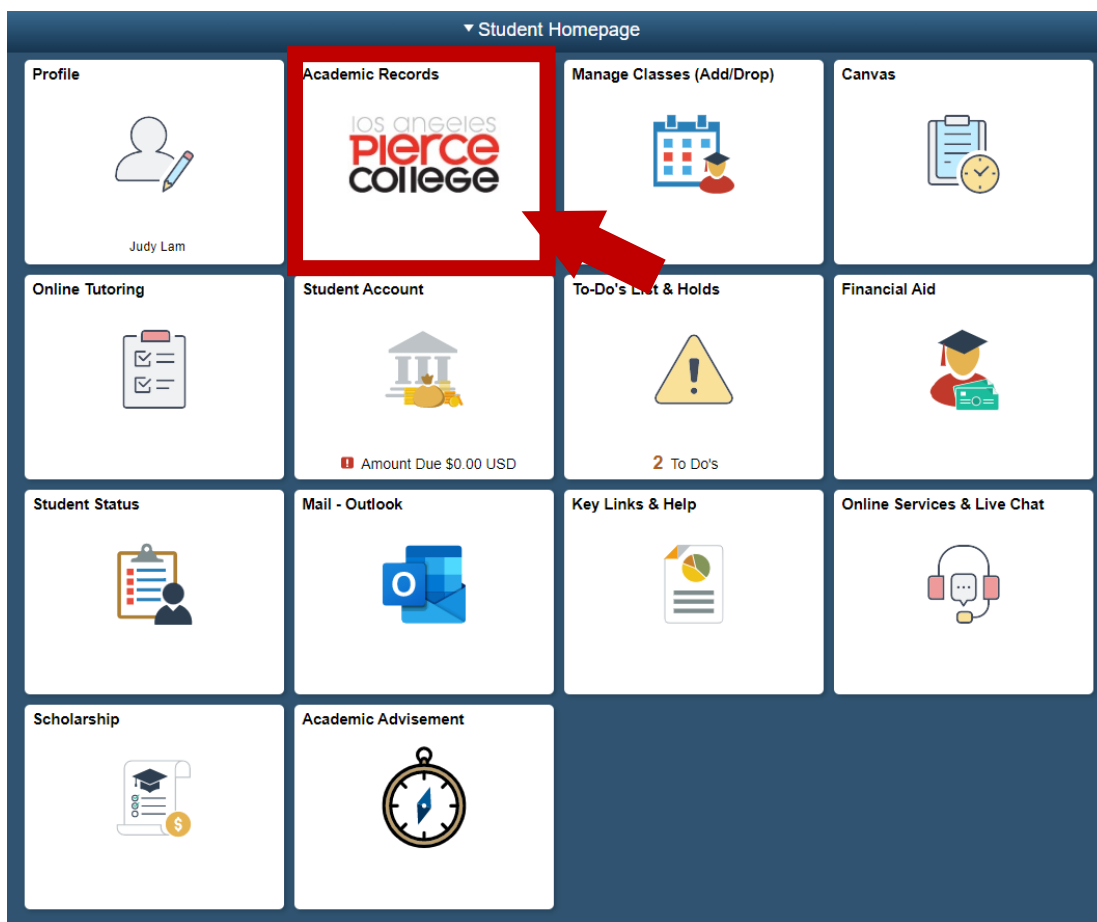
How to fill out the Graduation Petition

Pierce College students must initiate a petition to graduate in order to receive any of the following:

- IGETC certification
- CSU GE Breadth Certification
- Associate Degree
- Associate Degree for Transfer
- Certificate of Achievement

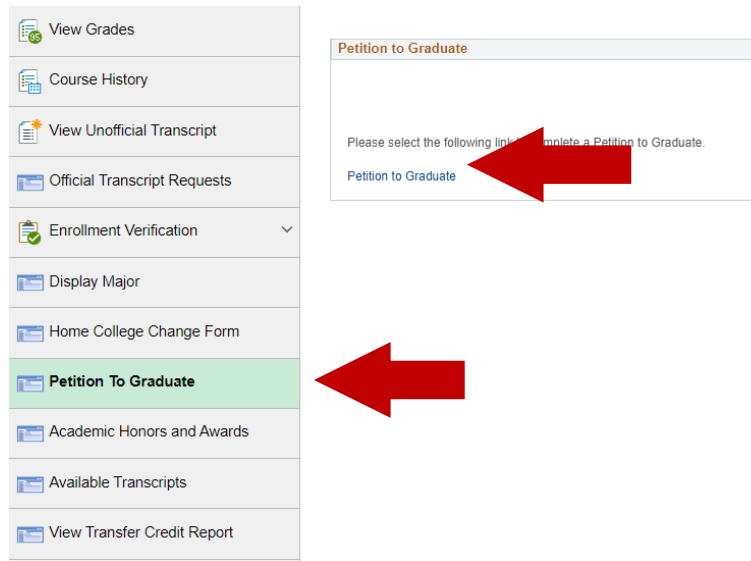
*Disclaimer: Students are encouraged to meet with a counselor prior to submitting a petition to graduate to determine eligibility

1. Sign into your student portal
 - a. Click on the Academic Records tile to find the graduation petition



Graduation Petition Instructions – Los Angeles Pierce College

2. Select Petition to Graduate from the left side menu
 - a. Select Petition to Graduate link in the window



3. Before starting the petition, please make sure that Pierce College is your home campus. If your home campus is not Pierce College and you meet the requirements to graduate from one of our programs, you can change your home campus by filling out this form (link to form). Please note that changing your home campus can have an effect on your financial aid.

PETITION TO GRADUATE

Student ID [REDACTED] Request ID NEW
Home Campus Pierce College Requested By [REDACTED] Date of Application 02/21/2023

4. Answer the following questions

PETITION TO GRADUATE

Student ID [REDACTED] Request ID NEW
Home Campus Pierce College Requested By [REDACTED] Date of Application 02/21/2023

Counseling

Have you seen a counselor to determine if you are eligible to graduate for the term in which you are applying? a

Are you using courses outside LACCD or external exams (e.g., APs, IBs, CLEP) to complete G.E. or major requirements? b

Do you intend to enroll at your LACCD home campus next semester? Yes c

Select the major you plan on enrolling in next semester:

- a. Select Yes if you have seen a counselor to determine your eligibility
- b. Select Yes if you have college classes taken outside of LACCD or any external exams being used towards your degree or certificate
- c. Select yes if you would like your record to stay active and continue to receive enrollment dates. Your student account may become inactive if you select No.

5. If you selected Yes for the last question, select a program of study you have not yet completed.

Graduation Petition Instructions – Los Angeles Pierce College

PETITION TO GRADUATE



Student ID [REDACTED] Request ID NEW
Home Campus Pierce College Requested By Date of Application 02/21/2023

Counseling

Have you seen a counselor to determine if you are eligible to graduate for the term in which you are applying?

Are you using courses outside LACCD or external exams (e.g., APs, IBs, CLEP) to complete G.E. or major requirements?

Do you intend to enroll at your LACCD home campus next semester? Yes

Select the major you plan on enrolling in next semester:  

- a. To find a program of study, select magnifying glass next to the text box. And the following box will allow you to select a program of study. Click on **Description** to sort programs of study in alphabetical order.


Look Up Select the major you plan on enrolling in next semester

Search by: Academic Plan begins with |

Search Results

View 100 First 1-187 of 187 Last

Academic Plan	Campus	Education Goal	Description
P002808C	LAPC	AS Degree	Agriculture: General
P002809C	LAPC	AS Degree	Equine Science
P002810C	LAPC	AS Degree	Veterinary Technology
P002811C	LAPC	AS Degree	Horticulture: General
P002814C	LAPC	AA Degree	Architectural Technology
P002816C	LAPC	AA Degree	General Business
P002817C	LAPC	AA Degree	Accounting
P002818C	LAPC	AA Degree	Marketing
P002820C	LAPC	AA Degree	Administrative Professional
P002821C	LAPC	AA Degree	Legal Office Procedures



- 6. Select the term that you will be done with all the required courses for your program of study.
 - i. Please note: You can only apply for the terms that are currently listed. Please consult with a counselor if your term of completion is not listed.

Anticipated Term of Completion


Anticipated Term of Completion:

- 7. Please review all contact information for accuracy. If information is incorrect, select Please Update My contact information and input the correct information. Additionally, you will need to submit a [Student Information Change Form](#) with Admissions & Records to change it in our official records.
 - a. Note that your LACCD email is the primary contact and cannot be changed. Please make sure that you are regularly checking your LACCD email for updates on your petition.


Contact Information

Contact Information Please verify your mailing address and telephone number. If you need to update your information, please check the box and make changes below.
 Please Update My Contact Information

Address Line 1 6201 Winnetka Ave.
Address Line 2
City Woodland Hills State CA Zip Code 91371
Telephone 818/710-4311 Ext

Email [REDACTED]@student.laccd.edu 

E-Mail Notifications ALL notifications and announcements regarding graduation evaluation, acceptance, denial, etc. will be e-mailed to your LACCD student email account. It is the student's responsibility to check this e-mail account



Graduation Petition Instructions – Los Angeles Pierce College

8. Select all that apply. If any of these apply to you, you will need to select the box so that you will receive credit for:
- Any military, law enforcement, or fire department credit
 - Classes taken in LACCD prior to Spring 1974
 - Classes taken outside of LACCD that are being used for any requirements for your program of study

Please Check All That Apply

- a Have you served in the: U.S. MILITARY, LAW ENFORCEMENT, or FIRE DEPARTMENT?
- b Did you attend any LACCD school PRIOR to Spring 1974?
- c Do you have course substitution petitions on file to be used toward this degree?

9. Please review your name for accuracy. If information is incorrect, please enter the correct name. Additionally, you will need to submit a [Student Information Change Form](#) to change it in our official records.
- Select Yes if you would like your name to be printed in the commencement program. The commencement program is a pamphlet/booklet that is printed and publicized during our commencement ceremony that includes the names of students who are graduating.
 - Select Yes if you would like to be invited to the commencement ceremony in June each year. Invitations are sent to your LACCD email.

Diploma & Commencement

Your legal name, as it appears in the LACCD Student Information System, is displayed below. This is the name that will appear on your diploma. If the name displayed is incorrect, you must complete a "Name Change Form" with supporting documentation and deliver it to the Admissions and Records department.

Last Name, First Name Middle Initial

I give permission for my name to be published in the commencement program.

I plan to attend the commencement ceremony.

10. If the degrees and/or certificates that you are completing are listed, please select all degree/certificates that you are applying for (not your transfer major).

Choose Degrees and Certificates You Are Applying For

Academic Plan	Degree or Certific	Major Name	Selected		
<input type="text" value="P019181C"/> 🔍	Associate of Arts	Arts and Humanities	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="P019183C"/> 🔍	Associate of Arts	Social and Behavioral Sciences	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="P002836C"/> 🔍	Associate of Arts	Theater	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="P018603D"/> 🔍	Certificate of Achievement	CSU-General Education	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

If you do not see your desired degree/certificate listed, please contact the counseling office at your home campus.

11. If the program of study listed is not correct, select the magnifying glass under Academic Plan to search for the correct program of study.

Choose Degrees and Certificates You Are Applying For

Academic Plan	Degree or Certific	Major Name	Selected		
<input type="text" value="P002841C"/> 🔍	Associate of Science	Nursing	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

If you do not see your desired degree/certificate listed, please contact the counseling office at your home campus.

12. Click on Description to sort programs of study in alphabetical order.

Look Up Academic Plan [X]

Search by: Academic Plan begins with []

[Look Up] [Cancel] [Advanced Lookup]

Search Results

View 100 [First] [1-187 of 187] [Last]

Academic Plan	Education Goal	Description
P002808C	AS Degree	Agriculture: General
P002809C	AS Degree	Equine Science
P002810C	AS Degree	Veterinary Technology
P002811C	AS Degree	Horticulture: General
P002814C	AA Degree	Architectural Technology
P002816C	AA Degree	General Business
P002817C	AA Degree	Accounting
P002818C	AA Degree	Marketing

13. Once you have selected a program of study, it should appear in the box as shown below:

Choose Degrees and Certificates You Are Applying For

Academic Plan	Degree or Certific	Major Name	Selected		
P019183C	Associate of Arts	Social and Behavioral Sciences	<input type="checkbox"/>	[+]	[-]

If you do not see your desired degree/certificate listed, please contact the counseling office at your home campus.

14. Use the + sign to add additional programs and the – sign to remove programs.

Choose Degrees and Certificates You Are Applying For

Academic Plan	Degree or Certific	Major Name	Selected		
P019183C	Associate of Arts	Social and Behavioral Sciences	<input type="checkbox"/>	[+]	[-]

If you do not see your desired degree/certificate listed, please contact the counseling office at your home campus.

Add a new row at row 1 (Alt+7)

15. Once you have selected all programs of study that you intend to complete this semester, please ensure that the box under the Selected column is checked for all programs

Choose Degrees and Certificates You Are Applying For

Academic Plan	Degree or Certific	Major Name	Selected		
P019183C	Associate of Arts	Social and Behavioral Sciences	<input checked="" type="checkbox"/>	[+]	[-]
P019182C	Associate of Arts	Sci, Tech, Engineering & Math	<input checked="" type="checkbox"/>	[+]	[-]

If you do not see your desired degree/certificate listed, please contact the counseling office at your home campus.

16. If you are completing an Associate Degree, select the General Education Plan that you are following. It is important that you select the correct plan because it will determine if you are eligible for your degree. If you are unsure about which plan you are following, please [consult with a counselor](#).

Graduation Requirements

If you are applying for a degree, please choose the GENERAL EDUCATION requirements you are following.

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- a. Select Opt A if you are ONLY receiving a local degree from Pierce College **(21 unit LACCD GE Plan)**
- b. Select Opt B or D if you are ONLY applying to transfer to the CSU
- c. Select Opt C if you are ONLY applying for transfer to the UC
- d. Select Opt E if you applied to BOTH the UC and the CSU

Opt. A--LACCD 21 unit GE Plan
Opt. B--CSU GE Plan
Opt. C--IGETC (UC) GE Plan
Opt. D--IGETC (CSU) GE Plan
Opt. E--IGETC (UC&CSU) GE Plan

17. If you selected Option C or E, you must indicate how you meet the requirement for IGETC Area 6A (Language other than English). If you are unsure if you meet this requirement, please consult with a counselor.



If you are following Option C (IGETC for UC GE Plan) or E (IGETC for UC & CSU), you will need to meet all the subject area requirements including Area 6 Proficiency in a language other than English (LOTE). Area 6 LOTE can be met in several ways, please see [IGETC Standards 10.6.1](#). Please mark any options below that apply:

- I passed the second level of coursework (in the second semester of the second year) of foreign language in high school with a grade of C- or better.*
- I attended school outside of the United States through the sixth grade or higher where the language of instruction was not English.*
- I passed a course in a language other than English at a regionally accredited college
- Other (AP, IB, Proficiency Exam, etc.):

*You must submit official transcripts or test scores to your campus Admissions and Records Office.

18. If you attended any college or university **OUTSIDE of LACCD**, please list all of them here. Schools within LACCD that you do NOT have to list are:

- a. LA Pierce College
- b. LA Valley College
- c. LA Mission College
- d. LA City College
- e. LA Trade Technical College
- f. East LA College
- g. West LA College
- h. LA Harbor College
- i. LA Southwest College

List colleges/universities with coursework to be used for your degree/certificate.

If you have attended any colleges or universities outside the Los Angeles Community College District and will be using coursework toward a degree/certificate, we require official transcripts. Transcript and/or external exams must be mailed from the issuing school or agency directly to your home campus Admissions and Records office.

19. Additional information – that you think the graduation office needs to know.

Please provide any other information that may help us review your petition.

20. Make sure you select Submit! Once submitted, you will receive confirmation of submission through your LACCD student email.

Submit