



GRADUATION OFFICE

6201 Winnetka Avenue PMB-319, Woodland Hills CA 91371 / 818.710.4164

www.piercecollege.edu

GRADUATION & CERTIFICATE OF ACHIEVEMENT

Please read and keep for future reference

1. Please fill out the appropriate Petition and return it before the **DEADLINE:**

Fall 2016 Graduates:

August 29, 2016 thru **December 16, 2016**

2. Answer all questions on the petition.

❖ **For Associate degrees:**

- Step 1. Print the name of the Associate degree(s) that you are requesting (Note: this may not necessarily be your transfer major). Please refer to the College Catalog for the list of available majors.
- Step 2. Select the General Education plan

❖ **For the Certificate of Achievements:**

- List the title of the certificate that you are applying for.
- For CSU & IGETC Certifications, please select Option 2 or 3 accordingly.

3. **Non-Pierce College coursework:**

- ❖ If you will be using coursework toward a degree or certificate from outside of the LACCD, we require **official transcripts**. This also applies to any coursework taken within our District prior to Spring 1974, high school transcripts, Advanced Placement (AP) test, College-Level Examination Program (CLEP), or International Baccalaureate Exam (IB) scores. **Transcripts & external test scores must be sent from the issuing school or agency directly to Pierce College.**

4. **E-Mail Notifications:** ALL notifications and announcements regarding graduation evaluation, acceptance, denial, etc. will be sent to your college assigned e-mail address. **It is your responsibility to check this e-mail account.**

5. **Spring 2016** diplomas and certificates may be picked up November 1, 2016
Fall 2016 diplomas and certificates may be picked up June 1, 2017

6. You may access graduation ceremony information on the Pierce College website in April:
<http://www.piercecollege.edu/STUDENTS/GRADUATION/>

Thank you for your cooperation. We wish you continued success in your future educational endeavors.

OFFICE USE ONLY
DEC: _____
DOD: _____
ACC: _____

los angeles
Pierce COLLEGE
Graduation Office



Fall 20 _____ Spring 20 _____

ASSOCIATE DEGREE / CERTIFICATE OF ACHIEVEMENT PETITION

PLEASE PRINT CLEARLY

FIRST NAME	MIDDLE NAME	LAST NAME
STUDENT ID NUMBER	DATE OF BIRTH	PHONE NUMBER
		SIGNATURE

Print your name as you wish it to appear on your diploma

- ❖ Do you have any of the following (check all that apply):
 - U.S. Military service Police/Fire Department service
 - Course Substitutions
 - External Exams: AP CLEP IB

- ❖ I give permission for my name to be printed in the commencement booklet NO YES

Additional colleges/universities attended _____

STEP 1 - Please indicate the type and title of the award you are applying for:

<input type="checkbox"/> AA/AS: 1. _____ 2. _____ 3. _____ <input type="checkbox"/> AD-T: 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Certificate: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <input type="checkbox"/> CSU Breadth GE Plan <input type="checkbox"/> IGETC GE Plan: <input type="checkbox"/> UC (Area 6: Language Req. met at: _____) <input type="checkbox"/> CSU
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STEP 2 - For AA, AS and AD-T applicants ONLY, please choose ONE of the following GE Plans:

- Option 1** - LACCD GE Plan
- Option 2** - CSU Breadth GE Plan
- Option 3** - IGETC GE Plan: UC (**Area 6:** Language Req. met at: _____)
 CSU