

GRADUATION & CERTIFICATE OF ACHIEVEMENT

Please read and keep for future reference

1. Filing Deadline:

Spring 2017 Graduates: Jan 3, 2017 thru **April 14, 2017**

2. Answer all questions on the petition.

❖ **For Associate degrees:**

- Step 1. Select the General Education plan
- Step 2. 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 degrees.

❖ **For the Certificate of Achievements:**

- List the title of the certificate that you are applying for.
- For CSU & IGETC Certifications, please select Option 6 or 7 accordingly.

❖ **Counselors Signature:**

- All petitions submitted to the graduation office must be approved by a counselor. Please make an appointment to meet with a counselor at http://www.piercecollege.edu/offices/counseling_center/

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 the evaluation of your graduation petition will be sent to your college assigned e-mail address. **It is your responsibility to check this e-mail account.**

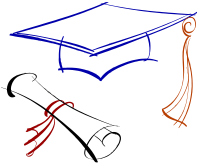
5. Spring 2016 diplomas and certificates may be picked up November 1, 2016
Fall 2016 diplomas and certificates may be picked up June 1, 2017

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

Congratulations on your achievement! 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	MI	LAST NAME	LACCD ID#
DATE OF BIRTH	PHONE NUMBER	STUDENT SIGNATURE	

Print your name as you wish it to appear on your diploma (**FIRST** and **LAST** name must be the same as your college records)

- ❖ 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** _____

For Counselor Use Only:

STEP 1 – 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 / CSU / BOTH (Circle one ONLY)
UC requirement only: Area 6: LOTE was met at: _____

STEP 2 - Please indicate the type and title of the award the student is applying for:

AA/AS/AD-T

- 1. _____
- 2. _____
- 3. _____
- 6. CSU Breadth GE Certification ONLY
- 7. IGETC GE Certification ONLY:
 - UC CSU

Certificates Only:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Counselor Notes:

Counselor Signature _____ **Date:** _____

Signature indicates student records have been evaluated and student is approved to submit their petition to the Graduation Office for final review.
Disclaimer: The Graduation Office has the final and official authorization to grant Associate Degrees and Certificates of Achievement.

Graduation Office Use Only

ARM _____ DNP _____ STD NOTIFIED _____