**GRADUATION & CERTIFICATE OF ACHIEVEMENT**

**Please read and keep for future reference**

1. **Filing Deadline:**

**Fall 2018 Graduates:** August 1, 2018 thru ***November 15, 2018***

1. 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 Achievement**s:
	+ List the title of the certificate that you are applying for, including IGETC UC/CSU and CSU-Breadth certifications.
* **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 [Pierce College Counseling Center](Pierce%20College%20Counseling%20Center)
1. **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.**
1. ***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.**
2. **Fall 2018** diplomas and certificates may be picked up June 1, 2019
3. You may access graduation ceremony information on the Pierce College website starting in April: [Commencement Ceremony Information](Commencement%20Ceremony%20Information)

Congratulations on your achievement! We wish you continued success in your future educational endeavors.

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** |

Do you have any of the following (check all that apply):

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

□ U.S. Military service □ Police/Fire Department service

□ Course Substitutions □ 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

AA/AS/AD-T

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificates (including IGETC and CSU Breadth):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Counselor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Counselors Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature indicates student record has 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.