



Associate Degree Petition & Certification -- Plan B CSU Certification

(To be completed after 30 degree-applicable units)

NAME: _____
 Print clearly and **EXACTLY** as you want your legal name to appear on the diploma

TELEPHONE #: _____ STUDENT ID #: _____

E-MAIL ADDRESS: _____

I AM APPLYING FOR AN ASSOCIATE DEGREE *and* CSU CERTIFICATION
(12 units must be completed at Santiago Canyon College with 6 of those in the Academic Program.)

AA / AS
 AA-T / AS-T

_____ / _____ CATALOG YEAR _____
 Academic Program Program Code Must be one of continuous enrollment or current catalog

I AM APPLYING FOR CSU CERTIFICATION **ONLY**
 Please check one - FULL PARTIAL Certification

Petition for CSU Certification / degree to be awarded at the end of the following semester:
 December (Fall) June (Spring) August (Summer) Year _____

Have you attended any other colleges or universities? YES NO

If yes, list all the institutions attended: _____

All **official** transcripts from other colleges or universities must be **on file** at Santiago Canyon College to process the petition.

CSU Certification Requirements					Academic Program Requirements <i>(Must complete this section if applying for an associate degree)</i>				
	List Courses	IP	Need	Grade		List Courses	IP	Need	Grade
A1									
A2									
A3									
B1									
B2									
B3									
B4									
C1									
C2									
C1 or C2									
D _____									
D _____									
D _____									
E1 / E2									

American Institutions Requirement for California State Universities **ONLY**
 ++ Not required for SCC graduation or CSU Certification ++

	List Courses	IP	Need	Grade
US 1				
US 2 / 3				

I give my permission to have my name printed in the commencement brochure and Board of Trustee docket.

Yes No _____ Please initial

I certify that the information above provided is complete and accurate to the best of my knowledge.

Student's Signature: _____ Date: _____
(petitions received after the deadline will be processed for the following semester)

Instructions for Completing the Petition to Graduate form – Plan B

Name: Write your name as you want it to appear on your diploma. Must use legal name.
(Examples: John Doe, Jonathon Doe, John H. Doe Jr., John Henry Doe)

Address: Keep your address current in our computer system. Your diploma and commencement information will be sent to that address. You can go online to change your address.

Student ID #: You must include either your Student ID number

I am applying for an associate degree and CSU Certification: If your petition is for **both** CSU Certification and an associate degree please indicate by selecting the corresponding box. Indicate if you plan to complete an approved associate of arts for transfer or associate of science for transfer.

Academic Program: This is only if you plan to earn an associate degree at SCC. Please indicate what program you are completing for your AA/AS (local) or AA-T/AS-T (transfer) degree

Program Code: This is the corresponding code to your academic program found in the catalog

Catalog Year: Use current catalog year. If you want to use catalog rights to a previous year, enter the year you want the Graduation Office to use when processing your petition.

I am applying for CSU Certification ONLY: If petitioning for CSU Certification ONLY please indicate by selecting the appropriate box.

Full vs. Partial Certification:

- If you plan to complete all of the requirements necessary for CSU Certification prior to transferring, you should circle Full Certification
- If you plan to transfer before all requirements have been met, you should circle Partial Certification

Please note: If a partial certification is given, the student cannot return later to complete the missing requirements for full certification

Petition for CSU Certification and/or degree to be awarded at the end of the following semester:

What semester will you complete all of the requirements needed to graduate?
(You must also meet the appropriate deadline.)

Have you attended any other colleges or universities: We need official transcripts from all schools you attended other than Santiago Canyon or Santa Ana College. Official transcripts are needed even if the coursework will not be used toward your degree.

CSU Certification:

- List the course title in the correct area and indicate one of the following:
 - the **grade (Grd)** you received
 - if you are currently taking the course, mark **(IP)** for **in progress**
 - If you are not currently enrolled in a course to meet the area do not list a course just mark the column "**need**"

Use the catalog and a copy of your transcript to complete this section

Academic Program Requirements:

List the courses required for your major as listed in the catalog.
Use the columns to indicate your grade (**Grd**, units, if you are currently enrolled in the course (**IP**), and/or if you still need the course (**need**))

American Institutions Requirement:

This is not required for CSU Certification. It is a graduation requirement at the CSU campuses and can be completed at the community college prior to transfer.

Commencement brochure:

Even if you do not participate in commencement (graduation ceremony) your name can still be included in the commencement brochure

- If you want your name included in the commencement brochure, please indicate "Yes" and initial
- If you do not want your name to be included please indicate "No" and initial
- **If you do not complete this area your name will be included in the commencement brochure**

Sign and date the petition:

Submit the completed petition to the Admissions and Records Office

You are encouraged to meet with a counselor if you have questions about completing this form.