



Late Grad Fee Due: ____ Yes ____ No
 Receipt #: _____ Cashier Initials/Date: _____

Petition for Associate Degree/Certificate of Achievement

PLEASE PRINT OR TYPE ALL INFORMATION BELOW

ADMISSIONS & RECORDS

Name: _____ Social Security/I.D. #: _____
First Middle Last

Other names used on college records: _____ Birthdate: _____

Mailing Address: _____
Street City State Zip Code

Telephone: _____ Dates of attendance at Hartnell: _____

Are you currently attending another college: YES NO If yes, where? _____

NOTE: An official transcript must be submitted to Admissions & Records at the end of the semester.

LIST ALL OTHER COLLEGES ATTENDED AND/OR CLEP/AP TEST (official transcripts must be on file in Admissions & Records before an evaluation will be done):

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Have you received a SOCAD Agreement from Hartnell (Military Personnel Only)? YES NO If yes, when: _____

OBJECTIVES:

- AADegree in General Studies
- AA Degree in Transfer Studies (**choose one**) CSU Breadth IGETC/UC IGETC/CSU
- AADegree in _____
- ASDegree in _____
- Second Major in _____
- Certificate of Achievement in _____
- Second Certificate of Achievement in _____

Semester and year you expect to complete all requirements (check only one semester)

Fall _____ Spring _____ Summer _____ 20__

Have you previously applied for graduation or earned a degree/certificate from Hartnell College? YES NO
 If yes, what degree/certificate and when: _____

PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DEGREE OR CERTIFICATE

First Middle Last

Your Signature: _____ Date: _____

Counselor's Name: _____ Received by: _____ Date: _____

PLEASE READ THE FOLLOWING INFORMATION BEFORE SUBMITTING THIS PETITION:

1. Deadlines for submitting this Petition are posted in the Schedule of Classes, Admissions & Records Office, Counseling Services, Department Offices, the College Center, and other campus locations. Continuing students will be charged a late fee for Petitions submitted after the continuing student deadline.
2. Official transcripts from all colleges previously attended must be on file in Admissions & Records before your petition will be processed. Your graduation date will be postponed if all transcripts are not submitted before the new/returning deadline. Recently issued transcripts may be hand-carried in an unopened, officially sealed envelope or sent directly to Admissions & Records from the issuing institution.

SEE THE REVERSE SIDE OF THIS FORM FOR ADDITIONAL INFORMATION

PETITION FOR ASSOCIATE DEGREE OR CERTIFICATE OF ACHIEVEMENT CATALOG STATEMENT

ASSOCIATE DEGREE

A student is eligible for graduation with an Associate of Arts or Associate of Science Degree when he/she has satisfactorily completed 60 semester units of work with a 2.0 (C) grade point average or better and has met the requirements outlined in the catalog. The student must follow the catalog requirements in effect at the time continuous enrollment began at Hartnell College (student must have been enrolled during both Fall and Spring semesters to be considered continuous).

RESIDENCE

Of the sixty units required for graduation the student must have completed one of the following residence requirements:

1. A minimum of 45 units at Hartnell if **not** in attendance during the semester of graduation.
2. A minimum of 12 units in residence if in attendance at Hartnell during the semester of graduation.

DOUBLE MAJOR (EFFECTIVE BEGINNING FALL 1990)

Although students may not receive two associate degrees simultaneously, they may concurrently complete the requirements for a second major. An Associate of Arts or Associate of Science Degree, with a double major, can be earned by completion of all General Education, Competency, and course work required for both majors: a single diploma is issued with both majors listed. **The General Education and General Studies majors may not be included as part of the double major.**

ADDITIONAL ASSOCIATE DEGREE

Having received an AA, AS, Bachelor's Degree or higher, a student may qualify for an AA or AS in other fields **with the exception of an A.A. Degree in General Education or General Studies** provided a minimum of 12 units in residence are completed after the previous degree was awarded.

CERTIFICATE OF ACHIEVEMENT

A student is eligible for the award of a Certificate of Achievement when he/she has completed all the requirements for a certificate program outlined in the catalog. In all programs, it is required that at least half the required number of units be taken at Hartnell College.

CERTIFICATE/ASSOCIATE DEGREE

Students may apply for an Associate Degree with a specified major in any curriculum pattern which is spelled out in the Certificate Programs. The student must complete the curriculum requirements for the Certificate plus the necessary General Education and Competency requirements.

SUMMARY OF THE GRADUATION EVALUATION PROCESS

1. Pick up a Petition at the Admissions & Records Office.
2. Submit the completed Petition to Admissions & Records before the deadline posted in the Schedule of Classes. Deadlines are also posted in the Counseling Office, Admissions & Records, the College Center and other campus locations.
3. A file with all information pertaining to graduation is compiled and evaluated. This file will not be evaluated until official transcripts from all institutions previously attended are submitted to Admissions & Records. They must be received by the final graduation deadline date for the semester applied for graduation. If transcripts are not received in time to allow evaluation by Admissions & Records, your graduation will be postponed to the following semester.
4. The Records Evaluator finalizes the evaluation; you and your counselor will each receive a copy of the Graduation Worksheet.
5. Your file is evaluated again after final grades are posted for the semester in which you petitioned to graduate. Any financial obligation to Hartnell College must be cleared before you may receive a final evaluation. If all requirements are satisfied, you will be notified by letter that your Associate Degree and/or Certificate has been awarded. If you have outstanding requirements, you will receive a letter indicating what steps must be taken to clear your graduation status. You may be required to change your date of graduation to a later semester.
6. Associate Degree and Certificates are ordered after the entire graduating class has been evaluated. These documents will be mailed a **minimum** of eight weeks after final grades are posted. Please order an official transcript from Admissions & Records if you require verification of graduation before diplomas and certificates are available.
7. The Commencement Ceremony is held at the end of the Spring semester. Please consult the schedule of classes for the specific date of the ceremony. Commencement information will be mailed to Summer and Fall graduates (for the previous year) and prospective Spring candidates dates in early May.