



Petition for Associate Degree and/or Certificate of Achievement

Check the student calendar for term-specific submission deadlines for the petition for associate degree. *Summer graduation associate degree petitions are due by April 1st for your name to appear in the spring commencement pamphlet. For Certificates of Achievement, petitions are due in the fall/spring/summer term you will complete the requirements, and may be submitted before your last term or up until the final day of the term.

Term when the associate degree/certificate of achievement will be completed (select one – winter is not an awarding term):

Fall Spring *Summer Year:

Print name exactly as you would like it to appear on your diploma/certificate (40 characters maximum):

First Name:	Middle:	Last Name:
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Student ID#: Date of Birth: / / Phone:

Student E-mail: @my.canyons.edu (COC email is the only email used to communicate with students)

PETITION FOR ASSOCIATE DEGREE(S)

If earning multiple degrees, list each below.		TO BE COMPLETED BY A COUNSELOR						
Associate Degree Program	Code	Catalog Year	Major Course Sub Submitted			GE Customization Submitted		
			N/A	Yes*	Need*	N/A	Yes*	Need*
			N/A	Yes*	Need*	N/A	Yes*	Need*
			N/A	Yes*	Need*	N/A	Yes*	Need*
			N/A	Yes*	Need*	N/A	Yes*	Need*
			N/A	Yes*	Need*	N/A	Yes*	Need*

For petition for associate degrees only: If the selected term above is your last semester with College of the Canyons, would you like to have your registration date moved earlier for that term?

Note: This option can only be used once, and if already used, early registration will not be granted. Yes No

I request that my name be placed on the list of candidates for graduation. I understand that all requirements must be verified as met after the graduating term ends. Processing time for my degree to post to my transcript and for my diploma to be mailed to the address on file will be approximately 3 months.

Student Initials:

PETITION FOR CERTIFICATE(S) OF ACHIEVEMENT

If earning multiple certificates of achievement, list each below.		TO BE COMPLETED BY A COUNSELOR			
Certificate of Achievement Program	Code	Catalog Year	Major Course Sub Submitted		
			N/A	Yes*	Need*
			N/A	Yes*	Need*
			N/A	Yes*	Need*

At least half of the units required are completed at COC and are a grade of "C" or better, including CSUGE #2348 and IGETC #2350 Certificates. Certificates are mailed out approximately 3 months after the term in which you petition. **Student Initials:**

***COUNSELORS:** If MCS/Customization was or needs to be submitted, please explain in the notes below (i.e. need official transcripts).

List courses you are currently enrolled in and/or courses still needed for your associate degree(s)/certificate.

In Progress Courses	Courses Still Needed to Earn the Certificate of Achievement/ Associate Degree

1. Are you currently enrolled in another college or are you planning to complete the courses at another college?

Yes No

If yes, and courses are needed for your degree/certificate, submit official transcript(s) as soon as grades post. After submitting transcripts, meet with a Counselor to have them evaluated.

2. Tell us about your next step (check all that apply): Transfer Secure a Job Continue at COC Other:

Do you want to be contacted by the Career Center regarding employment services? Yes No

Student Signature:

Date:

Counselor Name:

Counselor Signature:

Date:

NOTES: