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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4100.8 PETITIONING FOR DEGREES AND CERTIFICATES**

Petitioning for Degrees and Certificates

Students must petition to graduate during the semester they expect to complete all degree or certificate requirements. Filing deadlines and graduation petitions are available on the Admissions and Records website.

Exceptions:

- Winter: Students completing requirements during the winter session must petition for spring graduation.
- Summer: Students completing a maximum of 8 units in the summer to meet remaining graduation requirements may petition by the prior spring deadline to participate in the June graduation ceremony.

Students are encouraged to meet with counselors at least once per semester for proper course planning to meet goal and graduation requirements.

Per AR 4100.1, the College is authorized under Title 5, Sections 55063 and 55072, to confer upon a student a degree or certificate of achievement, certificate of completion or certificate of competency without requiring the student to first petition for conferral.

Students are cautioned that receipt of a degree may impact their eligibility to receive continued federal financial aid; however, students may appeal the loss of financial aid due to the receipt of a degree.

- a) If external coursework from other institutions is required to meet graduation requirements, students must ensure that official transcripts (or other required documents) from those institutions are on file with the Admissions and Records Office.
- b) Students will be notified of their graduation eligibility status by email once their petition is reviewed by their evaluator.
- c) Students may find the status of their petition by logging in on the Admissions and Records website, "MyForms" portal.
- d) The degree and/or certificate is issued by Admissions and Records at the conclusion of the graduation term (may be about 2-3 months) and is annotated on the student's transcript.
- e) Students should petition for department certificates through the department and are these certificates are not annotated on the student's transcript.

Related AR's: AR 4100, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5,  
AR 4100.6, AR4100.7, AR 4100.9 and AR 4100.10

Reference: Education Code Sections 66055.8, 66746-66749, 70901, 78040-78043;  
Title 5 Sections 40402-40403, 55002, 55009, 55022, 55052, 55070-72, 55250, 55270, 56032-  
56044 and 55060 et seq.

*From former SMC AR 4350, Graduation Requirements*

*Approved by Academic Senate: 3/5/2024*

*Approved by Senior Staff: 3/26/2024*