

AR 4100.8 Petitioning for Degrees and Certificates (New AR#)

❖ From former AR 4350 Graduation Requirements (old AR#)

Petitioning for Graduation Degrees and Certificates

~~A petition for graduation must be submitted for consideration during the semester in which the student expects to complete the requirements for graduation. Filing dates and petitions for graduation are available on the Admissions and Records webpage.~~

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 who complete the requirements during the winter session must petition for graduation for the following spring.~~

~~Students who will complete at most 8 units to meet the requirements for graduation in the summer, must petition by the prior Spring deadline to participate in the 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 ~~4356~~ 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 the **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.

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