



## Associate Degree Petition & Certification -- Plan B CSU Certification

(To be completed after 30 degree-applicable units)

NAME: \_\_\_\_\_  
 Print your name **EXACTLY** as you want it to appear on your diploma

TELEPHONE #: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ STUDENT S.S. #: \_\_\_\_\_

**I AM APPLYING FOR AN ASSOCIATE DEGREE *and* CSU CERTIFICATION**  AA / AS  
*(12 units must be completed at Santiago Canyon College with 6 of those in the Academic Program.)*  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 circle one -- **FULL** / **PARTIAL** Certification

Petition for IGETC 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____									
E	**								

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				

I give my permission to have my name printed in the commencement brochure.  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  
(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 # / Student S.S. #:** You must include either your Student ID number or Social Security number  
(Listing both is preferred but not required)

**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 degree

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

**Catalog Year:** What catalog did you follow to complete your academic program, indicate that here

**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 Admissions

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