



Student ID #: \_\_\_\_\_

## PETITION FOR CERTIFICATE OF ACHIEVEMENT

NAME \_\_\_\_\_ (Print name EXACTLY as you want it printed on your certificate)

E-MAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

I hereby petition to receive a Certificate of Achievement in \_\_\_\_\_ MAJOR \_\_\_\_\_

I am petitioning for a Certificate of Achievement to be awarded in  Fall – December  
 Spring – June Year \_\_\_\_\_  
 Summer – August

I followed the requirements as listed in the following catalog \_\_\_\_\_  
(specify catalog year)

**+ + Complete this form ONLY if your program is listed on the reverse side. + +**

**CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:**

1. Complete major courses as outlined in the catalog for a program approved as a Certificate of Achievement
2. A "C" grade or better is required in each course taken for the certificate, unless otherwise specified
3. A pass grade in a course is acceptable if it is required for the certificate and
  - a. Offered on a Pass/No Pass basis only, *or*
  - b. If earned on the basis of credit by examination
4. Twelve units completed at Santiago Canyon College, at least six units must be in the major
5. Petitions must be filed by semester deadline (Petitions received after deadline will be processed for the following semester.)

COURSES AS LISTED IN CATALOG	UNITS	COMPLETED	IN PROGRESS	NEED
		<i>Check appropriate column</i>		

I give my permission to have my name printed in the Board of Trustee docket. Yes No \_\_\_\_\_ Please initial

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_