



# PETITION FOR CERTIFICATE OF PROFICIENCY

*A Certificate of Proficiency is not published on the Santiago Canyon College transcripts.*

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

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

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

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

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 PROFICIENCY REQUIREMENTS:

1. Complete major courses as outlined in the catalog
2. A "C" grade or better is required in each course taken for the certificate of proficiency, unless otherwise specified
3. A pass grade in a course is acceptable if it is required for the certificate of proficiency and
  - a. Offered on a Pass/No Pass basis only, *or*
  - b. If earned on the basis of credit by examination
4. Twenty percent (20%) of the units of coursework in the major are required to be completed at Santiago Canyon College

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:** \_\_\_\_\_