Local Associate Degree Petition -- Plan 1
Associate of Arts

(To be completed after 30 degree-applicable units)

NAME: _____

Print clearly and **EXACTLY** as you want your name to appear on the diploma (subject to verification)

TELEPHONE #: _____ **STUDENT ID #:** _____

E-MAIL ADDRESS: _____

☐ **I AM APPLYING FOR AN ASSOCIATE OF ARTS DEGREE** *(12 units must be completed within RSSCD)*

_____ / _____ **CATALOG YEAR** _____

Academic Program — Program Code — Must be one of continuous enrollment or current catalog

Petition for the degree to be awarded at the end of the following semester:

☐ Fall *(December)*
☐ Spring *(June)* **Year** _____
☐ Summer *(August)*

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.

Local General Ed Requirements

	List Courses	IP	Need	Grade
1A				
1B				
2				
3A or 3B				
4A or 4B				
5				
6				
7A				
7B				

Academic Program Requirements

List Courses	IP	Need	Grade

CLEAR - Majors

I give my permission to have my name printed in the commencement brochure and Board of Trustee docket. ☐ 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

Name: Write your name as you want it to appear on your diploma. Former students must use legal name (*Examples: John Doe, Jonathon Doe, John H. Doe Jr., John Henry Doe)*

Address: Keep your address current in your student portal. Your diploma and commencement information will be sent to the address on file. Please login to Self-Service to update your contact information.

Student ID #: You must include your Student ID number

I am applying for a local associate degree only: If your petition is for an Associate of Arts (AA), you must use local general education pattern (Plan 1). If your petition is for an Associate of Science (AS), you can use either local general education pattern (Plan 1 or Plan 3). If your petition is for an Associate for Transfer (ADT) such as an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T), you must use Cal-GETC (Plan 2).

Academic Program: This is only if you plan to earn a local associate degree at SCC. Please indicate which program you are completing for your associate degree.

Program Code: This is the corresponding code to your academic program found in the catalog (five digit).

Catalog Year: Use current catalog year. If you want to use catalog rights to a previous year, enter the year you wish to pursue. The Graduation Office will confirm eligibility during the evaluation period.

Petition for the 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.

Local General Education (GE) Certification:

- List the course title in the correct area and indicate one of the following:
  - the ***grade (Grd*)** you received
  - if your 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 your are currently enrolled in the course (**IP**), and/or if you still need the course (**need**)

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 the Admissions and Records Office (E-101) or graduation@sccollege.edu.

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