PETITION FOR ASSOCIATE DEGREE
AND/OR
CERTIFICATE OF ACHIEVEMENT

☐SUMMER: June 11-July 15, 2018

☐FALL: August 27-November 16, 2018

☐SPRING: January 29-April 6, 2018

STEPS TO PETITION:

1. Please fill out all information clearly and submit to the Admissions & Records office by filing period above. Petition form will be returned if received past the deadline.
2. You are required to petition for the degree and/or certificate of achievement at the beginning of the semester in which you will be completing your final requirements. If you are not currently enrolled you will need to meet the current catalog degree requirements for the current academic year.
3. **ALL** official transcripts from other educational institutions **must** be on file at the time you submit your application. It is the responsibility of the student to have transcripts sent to Coastline Community College.
4. Submit the completed petition form to: 11460 Warner Avenue, Fountain Valley, CA. 92708 Attn. GRADUATION or by fax to 714-241-6288. (If you fax your form please don't mail hard copy)
5. Evaluation letter will be emailed or mailed to the information you provided on your petition form.
6. Degrees/Certificates are posted onto students transcripts one month after the end of the semester you applied.
7. Degrees/Certificates are mailed out two months after the end of the semester you applied.
8. Degrees are granted based on when the student applies and not by when they completed the requirements.

PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR DEGREE AND/OR CERTIFICATE.
(Please print clearly. Your application will be returned if not thoroughly filled out)

Name_____ _____ _____
First **Middle** **Last**

Degree/Certificate will be mailed to the address listed below. Please provide accurate address in order to avoid returned mail or delays on mailing out degree.

Address_____
Number Street **Apt #** **City/State** **Zip Code**

Student I.D. #C_____ **Email:** _____ **Signature** _____

Associate in Arts/Science

Option 1 _____ Option II (CSU) _____ Option III (UC) _____ catalog year you are following _____

Please List Major/Area of Emphasis

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6._____

Certificate of Achievement

1. _____ 3. _____
2. _____ **4.** _____

List **ALL** educational institutions you have attended that apply toward the Associate in Arts degree and/or Certificate of Achievement: _____

If you are currently attending any institution this semester (other than Coastline), list the institution, course(s), units and projected completion dates. (List only if course(s) applies towards the degree and/or certificate).

Before your Associate Degree and/or Certificate will be granted, you must provide official verification of your final grade(s) from the institution(s) listed above.