



PETITION FOR ASSOCIATE DEGREE AND/OR CERTIFICATE OF ACHIEVEMENT

STEPS TO PETITION

1. Please fill out all information clearly, hand sign, and submit to the Admissions & Records office by filing period below. 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, via email as a PDF to cccgradoffice@coastline.edu, or by fax to 714-241-6288. (If you fax or email 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.



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Filing Period

SUMMER June 11-July 15, 2018

FALL August 27-November 16, 2018

SPRING January 28-April 5, 2019

Contact Information

PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR DEGREE AND/OR CERTIFICATE.

First Middle Last

Email

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.

Street Apt # City State Zip Code

Associate in Arts/Science

Option 1 Option II (CSU) Option III (UC) catalog year

Please List Major/Area of Emphasis

Three horizontal lines for listing major/area of emphasis.

Certificate of Achievement

Two horizontal lines for certificate of achievement.

Other Institutions

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

Horizontal line for listing other institutions.

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).

Horizontal line for listing current institutions.

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.

Signature

Student ID Signature