COASTLINE COLLEGE

GRADUATION PETITION PROCESS

1 After you submit the graduation petition, a confirmation message will appear on the screen, and you will receive an email indicating that you will receive a decision about your graduation in **6 - 8 weeks**.

> Congratulations! Your petition for graduation has been submitted!
> We would like to let you know we are working very meticulously to evaluate all Spring 2023 graduating candidates. We appreciate your p...
> Please ensure the successful completion of all your in-progress courses. If you do not have in-progress courses, no further action is required u...
> If you are required to perform further action or have been denied, you will be notified through your student email and personal email (...
> All students may check their unofficial transcript for their most updated degree/certificate status. (Certificates of Specialization does not show ...
> *For Navy students: please be advised that Navy Tuition Assistance (TA) or NCPACE will fund one certificate, certification preparation or diploma program ...
> more information on what Navy TA covers, please visit the Navy College website.
> Thank you

2 If you petition for a Certificate of Achievement or Degree, **Approximately one week** after you submit the graduation application, you may check your unofficial transcript in your MyCoast account, to see that you have an **"Applied"** status in the **"Degree Awarded"** section.*

DEGREE AWARDED
Applied: Associate in Science — Degree Date:
Curriculum Information
Primary Degree
Program: Bus: Human Resources M...
Major: Human Resource Specializa...

Applied: Associate in Science — Degree Date:
Curriculum Information
Primary Degree
Program: Management
Major: Management General

Applied: Associate in Science — Degree Date:
Curriculum Information
Primary Degree
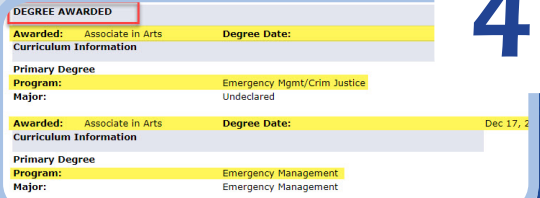Program: Business: General Business

3 When the graduation petition is reviewed, you will be sent an email, to both the email address noted in the graduation application and student email address. Decision Types are

- **Approved** - all requirements have been met, the degree will be awarded at semester end
- **Pending** - if you successfully complete your current classes and submit outstanding transcripts, the degree will be awarded at semester end
- **Ineligible** - you do not meet the certificate/degree requirements; a reason will be provided

4 Final reviews are performed **one month** after the semester ends. You may check your unofficial transcript to see the "Awarded" status . Please note that if your initial status was "Pending" and you did not successfully pass the course, your graduation decision will say "Denied".*

DEGREE AWARDED
Awarded: Associate in Arts — Degree Date:
Curriculum Information
Primary Degree
Program: Emergency Mgmt/Crim Justice
Major: Undeclared

Awarded: Associate in Arts — Degree Date: Dec 17, 2...
Curriculum Information
Primary Degree
Program: Emergency Management
Major: Emergency Management

5 Diplomas are mailed **3 months** after the certificates/degrees are posted to the record to the address you provided in the graduation application. If you have subsequently moved, please email cccgradoffice@coastline.edu to provide an updated mailing address.

If you have questions about the graduation process, please email cccgradoffice@coastline.edu.
*Certificate of Accomplishment and Certificate of Specialization do not appear on transcripts, so this step is not available; the application status will not be reflected on the unofficial transcript.