



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 during the filing period on the petition form.
2. 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)
3. If the petition is received prior to the start of the filing period, it will not be processed until the filing period begins. Please allow 4-6 weeks for processing.
4. If the petition is received after the filing period deadline, the petition will be denied and/or returned.

IMPORTANT INFORMATION

- 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.
 - All official transcripts from other educational institutions must be on file at the time you submit your graduation petition. It is the responsibility of the student to have transcripts sent to Coastline College.
 - **Petitions take approximately 4-6 weeks to be processed.** An evaluation letter will be emailed or mailed to the address you provided on your petition form once reviewed.
 - Degrees/Certificates are posted onto student's transcripts one month after the end of the semester you petitioned.
 - Degrees/Certificates are mailed out approximately two months after the end of the semester you petitioned.
 - ***Please notify the Graduation Department if your mailing address has changed prior to degrees being mailed.***
 - Degrees are granted based on when the student applies and not by when they completed the requirements.
 - ***Unit requirement:*** Complete at least 60 units of acceptable college work with a minimum of 12 units completed at Coastline. Earn an overall grade point average (GPA) of 2.0 or higher from all colleges attended and a 2.0 or higher GPA at Coastline.
 - Be in good academic standing (not on probation and/or disqualification during the semester graduation is petitioned).
 - ***Multiple Majors:*** It is recommended to apply for all degrees at the same time. Degrees applied after conferral of a degree will require 12 additional units in residence at Coastline College.
 - ***Graduation with Honors:*** Earn an overall grade point average (GPA) of 3.5 or higher from all colleges attended and a 3.5 or higher GPA at Coastline College.
 - ***Certificates:*** Must earn a minimum of 12 units at Coastline, have a 2.0 GPA in program requirements, and complete at least 50 percent of the certificate program at Coastline College.
- ❖ **It is recommended to meet with a Counselor for a Student Educational Plan (SEP) before petitioning for graduation to know which major(s) requirements you have met.**



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Filing Period

SUMMER June 8-July 17, 2020

FALL August 24-November 13, 2020

SPRING February 1-April 2, 2021

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 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