Los Angeles Valley College

Graduation & Certificate Petition

Please keep this information sheet for your records

Congratulations on reaching this educational milestone. You are using this form to file for:

1. Associate of Art/Science (AA/AS)

2. Associate of Art/Science for Transfer (AA-T/AS-T)

3. Certificate of Achievement

4. Certificate of Completion

5. Skills Certificate

To earn an **AA/AS** and/or **AA-T/AS-T**, you also need to complete General Education (GE) requirements. Depending on the degree you are applying for, you will need to complete **_one_** of the following GE plans:

1. LACCD GE

2. CSU GE BREADTH

3. CSU IGETC

4. UC IGETC

You do not need to complete a GE plan to earn a Certificate.

The table below shows the GE plans you may complete to earn your desired degree.

Degree Type	General Education Plan			
	LACCD GE Plan	CSU GE Plan	CSU IGETC Plan	UC IGETC Plan
AA/AS	✓	✓	✓	✓
AA-T/AS-T		✓	✓	

These are the minimum requirements to earn a degree. Meeting them does not guarantee you have met the requirements for the degree for which you are applying. Schedule an appointment with a counselor to ensure you are on track to graduate.

Filing Period:

Fall 2018: August 27, 2018 – October 5, 2019
Spring 2019: January 2, 2019 – March 8, 2019

Associate Degree Checklist:

If you are not sure you are meeting graduation requirements, please meet with a counselor.

I have:

☐ Completed a minimum of 60 degree-applicable units.

☐ A 2.0 grade-point-average (GPA) or better.

☐ At least 12 units at Los Angeles Valley College (LAVC).

☐ Completed English 101 or its equivalent.

☐ Completed Math 125 or higher, or placed into a transfer level math course.

☐ Completed requirements for my degree.

☐ Completed General Education Requirements.

Additional Checklist Items (if applicable):

I have:

☐ All transcripts from colleges outside of the LACCD on file at LAVC.

☐ Submitted all Graduation Course Substitution forms to Admissions & Records.

☐ All external credit (AP scores, Military Credit, CLEP, IB) documents on file with Admissions & Records.

What to expect after filing:

Processing Time: Your degree will be evaluated at the end of the term. Please allow at least 2 months after the end of the semester for evaluations to be completed.

Notifications: All notifications about your petition will be emailed to your LACCD Email Account. Please check it regularly.

Commencement: The commencement ceremony takes place every June. For more information about the ceremony, speaker auditions, cap and gown purchases, photographs, and more go to:
www.lavc.edu/commencement

Diploma Name: You will receive a notification confirming the way your name will appear on your diploma and the address it will be mailed to one week before they are printed. Your FIRST and LAST name must be the SAME as the name on your college record. If the name you would like to use is different from the one on your college record, you must submit a Student Information Change form to the Admissions Counter. Proper documentation is required.

Diploma: You will not receive your diploma during the commencement ceremony. Your diploma will be mailed to you, unless otherwise specified, at the Diploma Address on file with Admissions & Records.

Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

GRADUATION & CERTIFICATE PETITION

_____	_____	_____
First Name	Middle Name	Last Name
_____	_____	_____
LACCD Student ID Number	Date of Birth	Phone Number

@student.laccd.edu

LACCD Student Email	Signature

PRINT your name as you wish it to appear on your diploma

_____

1. Did you attend Los Angeles Valley College or any LACCD college PRIOR to 1974?   ☐ Yes   ☐ No

2. Do you give permission for your name to be published in the commencement program?   ☐ Yes   ☐ No

3. Would you like your diploma mailed or picked up?   ☐ Mail   ☐ Pick-Up

4. Do you have any of the following? (check all that apply):   ☐ U.S. Military Service ☐ Police/Fire Department Service
   ☐ Course Substitutions ☐ AP   ☐ CLEP   ☐ IB

COLLEGES ATTENDED:

Please indicate the colleges you have attended OUTSIDE of the Los Angeles Community College District.

On File | | On File

☐ _____ College 1   ☐ _____ College 3

☐ _____ College 2   ☐ _____ College 4

COURSES IN PROGRESS/PLANNED:

List courses you are enrolled in or plan on enrolling in:

☐ None

			In Progress	Planned
			☐	☐
Course	Sem/Yr	College (if outside of LACCD)		
			☐	☐
Course	Sem/Yr	College (if outside of LACCD)		
			☐	☐
Course	Sem/Yr	College (if outside of LACCD)		
			☐	☐
Course	Sem/Yr	College (if outside of LACCD)		
			☐	☐
Course	Sem/Yr	College (if outside of LACCD)		
			☐	☐
Course	Sem/Yr	College (if outside of LACCD)		

SID:

First Name:

Last Name:

INSTRUCTIONS: Complete Steps 1-3. Skip to Step 3 if you are only applying for certificates.

To find the academic plan code and the title of the associate degree and certificate, go to *www.lavc.edu/admissions* and choose *Graduation, Certificates and Transfer.*

Step 1: Associate Degree

List all of the Associate Degrees for which you are applying in the corresponding section.

Associate of Art/Science (AA/AS):

Academic Plan Code	Title	Catalog Year

Academic Plan Code	Title	Catalog Year

Academic Plan Code	Title	Catalog Year

Associate of Art/Science for Transfer (AA-T/AS-T):

Academic Plan Code	Title	Catalog Year

Academic Plan Code	Title	Catalog Year

Step 2: General Education & Transfer Certifications

Indicate the plan you are using to fulfill your General Education requirement for the Associate Degree.

The **CSU GE Breadth** and **IGETC** are General Education Plans for the UC and CSU.

☐ LACCD GE   ☐ CSU GE BREADTH   ☐ UC IGETC   ☐ CSU IGETC

Step 3: Certificates

List all of the certificates for which you are applying in the corresponding section.

You **do not** need to list the **CSU GE BREADTH** or the **IGETC**.

Certificate of Achievement:

Academic Plan Code	Title	Catalog Year

Academic Plan Code	Title	Catalog Year

Certificate of Completion:

Academic Plan Code	Title	Catalog Year

Academic Plan Code	Title	Catalog Year

Skills Certificate:

Academic Plan Code	Title	Catalog Year

Academic Plan Code	Title	Catalog Year

Revised: 02/21/2019