



**Admissions and Records Office**  
 2600 Mission Bell Dr.  
 San Pablo, CA 94806  
 510.215.6027 • fax 510.412.0769

## Petition for Certificate of Achievement/Accomplishment

(Instructions on back)

Date Stamp

Semester you will graduate (see back for deadlines):

- Fall    Spring    Summer

Print your full name "EXACTLY" as you would like it to appear on your certificate:

\_\_\_\_\_

First
Middle
Last

Student ID # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Street Name
Apartment #
City
State
ZIP Code

Do you have transfer credit from another college that will apply to this Certificate?  Yes  No

If yes, are your official transcripts on file in A&R?  Yes  No

List Colleges: \_\_\_\_\_

Do you have AP, CLEP or IB Credits to apply?  Yes  No      Are you a veteran?  Yes  No

<p><b>CERTIFICATES OF ACHIEVEMENT</b></p> <p><b>Administration of Justice:</b></p> <p><input type="checkbox"/> Correctional Specialist</p> <p><input type="checkbox"/> Corrections</p> <p><input type="checkbox"/> Law Enforcement</p> <p><input type="checkbox"/> Police Records &amp; Services Technician</p> <p><input type="checkbox"/> Pre-Law Studies</p> <p><input type="checkbox"/> Security Specialist</p> <p><b>Automotive Services</b></p> <p><input type="checkbox"/> Automotive Collision Repair Technology</p> <p><input type="checkbox"/> Automotive Hybrid Technician</p> <p><input type="checkbox"/> Automotive Service Technician</p> <p><input type="checkbox"/> Chassis Level I Technician</p> <p><input type="checkbox"/> Powertrains Level I Technician</p> <p><input type="checkbox"/> Automotive Collision Repair – Damage Estimator</p> <p><b>Biological Science</b></p> <p><input type="checkbox"/> Biotechnology Assistant</p> <p><input type="checkbox"/> Biotechnology Technician</p> <p><input type="checkbox"/> Pre-Allied Health</p> <p><b>Business</b></p> <p><input type="checkbox"/> Accounting Technician</p> <p><input type="checkbox"/> Business Administration</p> <p><input type="checkbox"/> Business Management</p> <p><b>Business Office Technology</b></p> <p><input type="checkbox"/> Administrative Assistant</p> <p><input type="checkbox"/> Business Information Worker</p> <p><input type="checkbox"/> General Office</p> <p><b>Chemistry</b></p> <p><input type="checkbox"/> Chemistry</p> <p><b>Computer Information Systems</b></p> <p><input type="checkbox"/> Computer Operations</p> <p><input type="checkbox"/> Computer Programming</p> <p><input type="checkbox"/> Computer User Specialist</p> <p><input type="checkbox"/> Information Technology</p> <p><input type="checkbox"/> Network &amp; Security Specialist</p>	<p><b>Culinary Arts</b></p> <p><input type="checkbox"/> Classical/Modern Food Preparation &amp; Restaurant Training</p> <p><input type="checkbox"/> Training in Pastry &amp; Baking Skills</p> <p><b>Early Childhood Education</b></p> <p><input type="checkbox"/> Early Childhood Education</p> <p><input type="checkbox"/> Associate Teacher – Preschool</p> <p><input type="checkbox"/> Associate Teacher – School Age Children</p> <p><input type="checkbox"/> Montessori Education: Introductory Level</p> <p><input type="checkbox"/> Montessori Education: Preschool Teacher</p> <p><input type="checkbox"/> Violence Intervention &amp; Counseling</p> <p><b>Emergency Medical Services</b></p> <p><input type="checkbox"/> Emergency Medical Services</p> <p><input type="checkbox"/> Paramedic Studies</p> <p><b>Engineering</b></p> <p><input type="checkbox"/> Engineering</p> <p><b>English as a Second Language</b></p> <p><input type="checkbox"/> High-Beginning ESL</p> <p><input type="checkbox"/> Intermediate ESL</p> <p><input type="checkbox"/> High-Intermediate ESL</p> <p><input type="checkbox"/> Advanced ESL</p> <p><b>Health &amp; Human Services</b></p> <p><input type="checkbox"/> Human Services</p> <p><input type="checkbox"/> Dual Diagnosis Specialization</p> <p><b>Journalism</b></p> <p><input type="checkbox"/> Journalism</p> <p><b>Liberal Arts</b></p> <p><input type="checkbox"/> CSU General Education Breadth</p> <p><input type="checkbox"/> Intersegmental General Education Curriculum</p> <p><input type="checkbox"/> Science, Technology, Engineering &amp; Math</p> <p><b>Media</b></p> <p><input type="checkbox"/> Digital Film Production</p> <p><b>Medical Assisting</b></p> <p><input type="checkbox"/> Medical Assisting</p> <p><b>Philosophy</b></p> <p><input type="checkbox"/> Philosophy</p> <p><b>Real Estate</b></p> <p><input type="checkbox"/> Real Estate</p>	<p><b>CERTIFICATES OF ACCOMPLISHMENT</b></p> <p><b>Culinary Arts</b></p> <p><input type="checkbox"/> Basic Food Service (CULIN)</p> <p><input type="checkbox"/> Restaurant Management (CULIN)</p> <p><b>English as a Second Language</b></p> <p><input type="checkbox"/> ESL Pronunciation (ESL)</p> <p><b>Geography</b></p> <p><input type="checkbox"/> Geographical Information Systems (GEOG)</p> <p><b>Health &amp; Human Services</b></p> <p><input type="checkbox"/> Dual Diagnosis Screening (HHS)</p> <p><input type="checkbox"/> Peer Support Services (HHS)</p> <p><input type="checkbox"/> Psychosocial Rehabilitation (HHS)</p> <p><input type="checkbox"/> Substance Abuse Case Management (HHS)</p> <p><b>Physical Education/Kinesiology</b></p> <p><input type="checkbox"/> Fitness Trainer (PE)</p> <p><input type="checkbox"/> Personal Training Prep Course(PE)</p> <p><b>CERTIFICATES OF COMPETENCY (Noncredit Certificates)</b></p> <p><b>English as a Second Language</b></p> <p><input type="checkbox"/> ESL Pronunciation</p> <p><input type="checkbox"/> Beginning ESL</p> <p><input type="checkbox"/> High-Beginning ESL</p> <p><input type="checkbox"/> Intermediate ESL</p> <p><input type="checkbox"/> High-Intermediate ESL</p> <p style="font-size: small; margin-top: 20px;">The programs in this column are not eligible for financial aid.</p>
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Student Signature: \_\_\_\_\_

**Instructions:** Please complete this form with the help of your counselor. You may graduate with multiple certificates and degrees. If you also want to receive a degree for the certificate you are applying for, please complete the *Petition for Degree* form as well.

**Filing Deadlines:** Submit your Petition for Certificate to Admissions and Records by the following deadlines:

- March 1: Graduating Spring and participating in Graduation Ceremony in May
- July 15: Graduating Summer
- October 15: Graduating Fall

**Graduating with Honors:**

**Honor status apply to degrees only, not certificates.**

**Honors Graduate:** Earning a cumulative GPA between 3.25 and 3.74 in all degree applicable units

**President's Scholar:** Earning a cumulative GPA of 3.75 or higher in all degree applicable units

**Catalog Rights:** If continuous enrollment is maintained by enrolling in at least one course at CCC, DVC, or LMC in an academic year (Summer, Fall, Spring) students are guaranteed rights to the catalog requirements in effect during their initial term of enrollment. Should catalog requirements change while continuous enrollment is maintained, students may utilize any subsequent catalog in effect to graduate

**Graduation Checklist:** Use the following checklist to make sure that you have completed all steps necessary to complete your degree evaluation.

- 1. I have met the minimum number of units required from Contra Costa College to meet the residency requirement.
- 2. I have completed all requirements with a "C" grade or higher
- 4. I have official transcript from other institutions attended on file with Admissions and Records Office
- 5. I have AP/CLEP/IB documents on file with Admissions and Records Office
- 6. I have recently met with a counselor to review the completion of degree requirements

**Petition Status:**

A notification with the status of the petition will be sent to your InSite email mid-semester.

**Printing of Certificates:**

**Please allow 10 weeks processing time after the end of the semester for the posting of your degree or certificate to your academic record and the printing and mailing of diplomas.**