Contra Costa College

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

Petition for Associate Degree
(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 diploma:

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 degree? ☐ 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

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PLACE A CHECK NEXT TO THE DEGREE(S) YOU WILL GRADUATE WITH.

Associate in Arts (AA)
☐ African American Studies
☐ Anthropology
☐ Art: Studio Arts
☐ Economics
☐ Geography
☐ HHS: Human Services
☐ History
☐ Journalism
☐ La Raza Studies
Liberal Arts
  ☐ Arts & Humanities
  ☐ Communication in the English Language
  ☐ Math & Science
  ☐ Social & Behavioral Sciences
☐ Music
☐ Political Science
☐ Psychology
☐ Real Estate
☐ Sociology
☐ Spanish

Associate in Science (AS)
Administration of Justice:
  ☐ Corrections
  ☐ Law Enforcement
Automotive Services
  ☐ Automotive Collision Repair Technology
  ☐ Automotive Service Technician
Biological Science
  ☐ Biological Science
  ☐ Biotechnology
Business
  ☐ Business Administration
  ☐ Business Management
Business Office Technology
  ☐ Administrative Assistant
  ☐ General Office
☐ Chemistry
Computer Information System
  ☐ Computer Operations
  ☐ Computer Programming
  ☐ Information Technology
☐ Computer Science
Culinary Arts
  ☐ Classical/Modern Food Preparation & Restaurant Training
  ☐ Training in Pastry & Baking Skills
Early Childhood Education
  ☐ Early Childhood Education
  ☐ Montessori Education: Preschool Teacher
☐ Earth Science
☐ Engineering
☐ Medical Assisting
☐ Nursing
☐ Physical Education/Kinesiology

Associate for Transfer (AA-T/AS-T)
☐ Administration of Justice for Transfer
☐ Anthropology for Transfer
☐ Biology for Transfer
☐ Business Administration for Transfer
☐ Early Childhood Education for Transfer
☐ Economics for Transfer
☐ English for Transfer
☐ Geography for Transfer
☐ HED: Public Health Science for Transfer
☐ History for Transfer
☐ Journalism for Transfer
☐ LARAZ: Social Justice: Latino & Chicano Studies for Transfer
☐ Mathematics for Transfer
☐ Music for Transfer
☐ Philosophy for Transfer
☐ PE/KINES: Kinesiology for Transfer
☐ Physics for Transfer
☐ Political Science for Transfer
☐ Psychology for Transfer
☐ Sociology for Transfer
☐ Spanish for Transfer
☐ SPCH: Communication Studies for Transfer

Which GE Pattern are you using?
  ☐ IGETC Pattern
  ☐ CSU GE Breadth Pattern

Have you met with a counselor? ☐ Yes ☐ No   Counselor Signature: _____

Counselor Note: _____

Student Signature: _____

Instructions: Please complete this form with the help of your counselor. You may graduate with multiple degrees. If you also want to receive a certificate for the degree you are applying for, please complete the *Petition for Certificate* form as well. We strongly recommend that you check your student planning on WebAdvisor to check your progress before meeting with a counselor.

Filing Deadlines: Submit your Petition of Associate Degree 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:
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, DEVC, 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. Students may use the catalog of the year that the requirement changed or the exit catalog.

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

☐ 1. I have completed or in my last semester of completing 60 degree applicable units with a 2.0 GPA

☐ 2. I have completed a minimum of 12 degree applicable units at Contra Costa College

☐ 3. I have completed all requirements in my major 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.