Petition for Associate Degree and/or Certificate of Achievement

Check the student calendar for term-specific submission deadlines for the Petition for Associate Degree.
*Associate degree petitions for summer are due by April 1st for your name to appear in the spring commencement pamphlet. For Certificates of Achievement, petitions are due in the fall/spring/summer term you will complete the requirements, and may be submitted up until the final day of the term.

This petition is for the following awarding term (select one – winter is not an awarding term):

☐ Fall ☐ Spring ☐ *Summer Year: _____

Print name exactly as you would like it to appear on your diploma/certificate (40 characters maximum):

First Name: _____ Middle: _____ Last Name: _____

Student ID#: _____ Date of Birth: _____ Phone: _____

Student E-mail: _____ @my.canyons.edu (COC email is the only email used to communicate with students)

☐ PETITION FOR ASSOCIATE DEGREE(S)

If earning multiple degrees, list each below.		TO BE COMPLETED BY A COUNSELOR		
Associate Degree Program	**Code**	**Catalog Year**	**Major Course Sub Submitted**	**GE Customization Submitted**
			☐ N/A ☐ Yes* ☐ Need*	☐ N/A ☐ Yes* ☐ Need*
			☐ N/A ☐ Yes* ☐ Need*	☐ N/A ☐ Yes* ☐ Need*
			☐ N/A ☐ Yes* ☐ Need*	☐ N/A ☐ Yes* ☐ Need*
			☐ N/A ☐ Yes* ☐ Need*	☐ N/A ☐ Yes* ☐ Need*
			☐ N/A ☐ Yes* ☐ Need*	☐ N/A ☐ Yes* ☐ Need*

<u>For petition for associate degrees only:</u> If the selected awarding term above is your last semester with College of the Canyons, would you like to have your registration date moved earlier for that term? **Note: This option can only be used once, and if already used, early registration will not be granted.** ☐ Yes ☐ No

☐ PETITION FOR CERTIFICATE(S) OF ACHIEVEMENT

At least half of the units required for the certificate are completed at COC and are a grade of "C" or better, including the CSUGE #2348 and IGETC #2350 Certificates.

If earning multiple certificates of achievement, list each below.		TO BE COMPLETED BY A COUNSELOR	
Certificate of Achievement Program	**Code**	**Catalog Year**	**Major Course Sub Submitted**
			☐ N/A ☐ Yes* ☐ Need*
			☐ N/A ☐ Yes* ☐ Need*
			☐ N/A ☐ Yes* ☐ Need*

List courses you are currently enrolled in and/or courses still needed for your associate degree(s)/certificate.

In Progress Courses			Courses Still Needed to Earn the Certificate of Achievement/ Associate Degree				

Are you currently enrolled in another college or are you planning to complete the above courses at another college? ☐ Yes ☐ No

If yes, and courses are needed for your degree/certificate, submit official transcript(s) as soon as grades post. After submitting transcripts, meet with a Counselor to have them evaluated.

I understand that all requirements must be verified as met by the end of the awarding term, in order to be awarded above degree or certificate. While I may participate in the graduation ceremony, awarding of the associate degree must be verified. Processing time for associate degrees and certificates to post to the transcript is approximately 3 months. Diplomas and certificates will be mailed to the address on file approximately 3 months after the awarding term in which you petition.

Student Signature: _____ Date: _____

Counselor Name: _____ Counselor Signature: _____ Date: _____

***COUNSELORS:** If a major course sub/customization was submitted or needs to be submitted, please explain in the notes below (i.e. needs a customization when official transcripts are submitted or major course sub was submitted for…).*

NOTES: