



San Diego Community College District

Petition for Graduation

Official transcripts from all colleges attended must be on file before submitting this petition

PLEASE DO NOT SUBMIT DUPLICATE PETITIONS

Select one: City Mesa Miramar

Name: (PRINT) Last First Middle

CSID Student ID Number: Gender Male Female Birth Date:

Address: Street City State Zip

E-mail: Telephone:

Please be sure your mailing address is up-to-date (All documents will be mailed to the address on file)

I REQUEST A GRADUATION EVALUATION FOR: Associate Degree Certificate of Achievement

SDCCD Major: Specialization:

Which General Education pattern are you following? Select only one (See catalog for more information)

District CSU IGETC-UC IGETC-CSU Other (see counselor) Option 4 Option 5

Catalog Year I plan to graduate: Fall Spring Summer Year:

NOTE:

- A minimum of twelve (12) degree applicable units required for the Associate degree must be completed in residence at the college granting the degree.
Six (6) units in the major must be completed at City, Mesa or Miramar College.

Where are you enrolled currently?

List all degrees previously awarded:

Is this a request for a change of major from a previous Petition for Graduation? Yes No

If yes, indicate the major you previously petitioned for:

Note: the previous Petition for Graduation will be cancelled

MILITARY STATUS

Active Duty? Yes No Veteran? Yes No If YES, please indicate branch below:
 Navy (NV) Marine (MR) Army (AR) Air Force (AF) Coast Guard (CG)

If you answered YES, to any of the questions above, please submit your DD214, DD295, SMART, AARTS or Coast Guard Military Education transcript to the College Evaluations Office.

It may take 3 or 4 months from the time you petition before you receive your evaluation in the mail.

Student Signature: Date:

EVALUATOR USE ONLY

AA/AD CAT YR
AS/AT PROG CODE
BA/BS MAJ CODE
CERT GPA

Instructions for Submitting a Petition for Graduation

- Official transcripts from all colleges previously attended must be on file and evaluated **before** submitting the Petition for Graduation to ensure all credits are properly posted. Official transcripts should be mailed to:

Office of the Registrar
San Diego Community College District
3375 Camino Del Rio South
San Diego, CA 92108-3883

- Once transcripts have been received by San Diego Community College, student should complete a Request for Transcript Evaluation form in the Counseling Office.
- An official education plan, developed with a counselor, for an Associate Degree or Certificate of Achievement must be on file.

PETITION FOR GRADUATION DEADLINE DATES

Fall
Early October Deadline to file a Petition for Graduation **ONLY** for students transferring to a CSU in Spring who are completing an Associate in Arts for Transfer (AA-T) or Associate in Science For Transfer (AS-T).

Mid-November Deadline for students to file a Petition for Graduation and be a Fall graduate.

Spring
Mid-February Deadline to file a Petition for Graduation **ONLY** for students transferring to a CSU in Fall who are completing an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T).

Early April Deadline for students to file a Petition for Graduation and ensure their name will be included in the commencement program.

End of April Deadline for students to file a Petition for Graduation and be a Spring graduate. Students filing after this date will be Summer graduates.

Summer
End of July Deadline for students to file a Petition for Graduation and be a Summer graduate.

For specific deadline dates go to <http://studentweb.sdccd.edu/evaluations/deadline.cfm>

- A completed Petition for Graduation form is required to initiate the awarding of an Associate Degree or Certificate of Achievement.
- The completed Petition for Graduation should be submitted to:

City College
Evaluations Office
1313 Park Blvd.
San Diego, CA 92101

Mesa College
Counseling Office
7250 Mesa College Drive
San Diego, CA 92111

Miramar College
Evaluations Office
10440 Black Mountain Rd.
San Diego, CA 92126



San Diego Community College District
Petition for Academic Renewal without Course Repetition

City Mesa Miramar

Name: _____ **CSID Student ID Number:** _____
 (PRINT) Last First Middle

Address: _____ Birth Date: _____
 Street City State Zip

E-mail: _____ Telephone: _____

List All Previous Colleges Attended:

● Please choose one of the two options below with a maximum of one semester/session or 12 units, whichever is greater.

a) Semester/Session to be disregarded from GPA

Semester/Session	Year	Units	Institution

OR

b) Course(s) to be disregarded from GPA

Course # (e.g. HIST 100)	Semester and Year	Units	Institution

➤ **Requirements for consideration** (*Student must meet all conditions below*)

1. Course(s)/Semester/Session must be substandard (below 2.0 GPA).
2. Transcripts from all institutions attended must be officially on file.
3. Successfully complete, in a regionally accredited college or university, 15 units with a GPA of at least 2.0 subsequent to the coursework to be disregarded. All courses taken during the semester/session in which the student reaches or exceeds the 15 unit minimum will be used in computing the 2.0 GPA.
4. One year must have elapsed since the most recent coursework to be disregarded was completed.

I request to have the above substandard coursework disregarded because it is not reflective of my present ability. I have read the policy on the reverse side of this form. I understand the implications of this policy and have reviewed those implications with the counselor. I further understand that the action is irreversible once approved.

Student Signature: _____ Date: _____

Counselor Name: _____ Signature: _____ Date: _____

OFFICIAL USE ONLY

Approved Denied

Comments: _____

Evaluator Signature: _____ Date: _____

Posted by: _____ Date: _____

Distribution: White: Student Folder—Yellow: (a copy of the final decision will be mailed to the student)

District Regulations Governing
Academic Renewal without Course Repetition

1. A maximum of 12 units or one semester/session may be disregarded, whichever is greater. For purposes of academic renewal for summer session work, a summer session will be defined as all courses which commence after the termination of the Spring semester and end prior to the commencement of the Fall semester. Intersession work will be included in Spring semesters. Short-term or carry-over classes will be considered to be part of the semester or session in which credit is awarded or a grade is recorded to the student's permanent record.
2. If grade alleviation has already been applied two times for a course ~~included in the semester to be disregarded~~, the course will not be eligible for academic renewal without repetition and will remain on the academic record.
3. If previous action for academic renewal has been applied to coursework included in the semester to be disregarded, the course will not be eligible for academic renewal without repetition and will remain on the academic record.
4. Work taken at another institution may be ~~forgiven~~ alleviated in our computations for purposes of graduation from one of the District colleges under the regulations stated above.
5. The permanent academic record will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic record.
6. Recalculation of the grade point average may be used toward qualification for graduation with honors.
7. Academic standing for the semester/session(s) will not be adjusted.
8. Academic renewal without repetition may only be applied to 'F' grades for courses taken prior to a degree or certificate awarded.



San Diego Community College District
Request for General Education Certification

City Mesa Miramar

CSU - GE Breadth CSU - IGETC UC - IGETC
Full Partial

Official transcripts from all colleges must be on file before submitting this petition

Name: (PRINT) Last First Middle Date:

Birth Date: CSID-Student ID Number:

Name while attending San Diego Community Colleges (SDCCD) if different from above:

Address: Street City State Zip

E-mail: Telephone:

Date of last attendance at a San Diego City, Mesa, or Miramar SDCCD-College:

FOR UC IGETC ONLY: HOW have you met the Language Other Than English (LOTE) requirement? (for UC only)

(Documentation must be on file with the District)

Send Certification to (Name & Address of College)

Previous Colleges Attended

Four blank lines for sending certification to a college.

Four blank lines for previous colleges attended.

Please note: Once a partial IGETC Certification has been issued, a full-certification cannot be processed by SDCCD. The UC or CSU is then responsible for verifying that the missing IGETC course(s) has been completed. See IGETC Standards, Policies & Procedures for Intersegmental General Education Transfer Curriculum publication via icas-ca.org.

OFFICIAL USE ONLY

Your request for certification is being returned by the Evaluations Office for the following reason(s)

- 1. Official transcript(s) is not on file.
2. Transfer institution is not identified.
3. Certification requirements are not complete. Re-submit this request when all requirements have been met.
4. Student must have completed at least one 3-unit transferable general education course at SDCCD with a grade of 'C' or better.
5. IGETC certification should be completed by the last California community college or university attended.



San Diego Community College District Petition for Academic Renewal by Course Repetition

City Mesa Miramar

Student Name: _____ Student ID Number: _____
(PRINT) Last First MI

Address: _____
Street City State Zip Code

Telephone: _____ E-mail: _____

~~Student Certification: I hereby request permission to repeat a course that I have taken and for which I have received a substandard grade ("D", "F", or "NP").~~

OLD COURSE

Course Subject & Number	Units	Grade	College where taken	When taken			
				Semester	Quarter	Summer	Year

REPEAT COURSE - The repeated course must contain the equivalent unit value or higher

Course Subject & Number	Units	College where Repeated	Semester of Repeat	Year

~~I have read the policy on the reverse side of this form and understand the conditions for academic renewal by course repetition.~~

District Regulations Governing Academic Renewal by Course Repetition

Each course in which a substandard grade ("D," "F" or "NP") has been earned may be repeated twice for renewal. The repeated course must contain the equivalent unit value or higher. Only the newly earned units and grades will be used in computing the grade point average.

1. A course in which a grade of "C" or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy, or the existence of extenuating circumstances is established by the student.
2. Academic renewal coded by other accredited institutions will be honored under the terms of District policy.
3. When courses are repeated under this procedure, the permanent academic record shall be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic record.
4. Recalculation of the grade point average as a result of academic renewal may be used toward qualification for graduation with honors.
5. If the substandard grade was received at another institution and the course was repeated within the District, the District cumulative totals will reflect only work completed within this District, and will be annotated on the student's record.
6. Academic renewal by course repetition for the ~~third course~~ second substandard course will only be applicable if the third ~~course repeated attempt~~ attempt was completed Spring 2010 or later.
7. If grade alleviation has already been applied two times for a course, the course is not eligible for academic renewal by course repetition and will remain on the academic record.

I have read the regulations and understand the conditions for academic renewal by course repetition.

Student Signature: _____ Date: _____

OFFICIAL USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Grade: _____ Date: _____
Reason: _____	
Official Signature: _____ Posted by: _____ Date: _____	



San Diego Community College District Request for Transcript Evaluation

City Mesa Miramar

- Students may submit this form only when ALL transcripts from institutions previously attended have been received by the San Diego Community College District.
- This form must be filled out legibly and completely.

Name: _____ Date: _____
(PRINT) Last First Middle

Student ID Number: _____ Birth Date: _____ Telephone: _____

E-mail: _____
(E-mail will be used to notify you when the transcript evaluation is completed)

Intended major at San Diego City, Mesa or Miramar College: _____

General Education pattern (choose only one)

- If you are unsure or undecided about which General Education pattern to follow, see a counselor.
- If you change the General Education pattern after transcript(s) have been evaluated, you will be required to submit a new request for transcript evaluation, which may cause a delay in your education planning.

- AA/AS (Associate in Arts/Associate in Science)
- CSU GE Breadth
- IGETC (CSU/UC)

Non-traditional Education (attach official report)

- AP (Advanced Placement Test) CLEP (College Level Examination Program)
- IB (International Baccalaureate) DANTES (Defense Activity for Non-Traditional Education Support)

Comments: _____

Counselor/Staff: _____

OFFICIAL USE ONLY	
<input type="checkbox"/> Transcript	<input type="checkbox"/> P.F.N.# _____
Posted on _____	By _____



San Diego Community College District
Application for Credit by Examination
 for Course Not on Approved List

- City
- Mesa
- Miramar

Student completes this form and takes it to Department Chair

Name: _____ Student ID Number: _____
 (PRINT) Last First Middle

Address: _____
 Street City State Zip

Telephone: ~~(Home)~~ _____ ~~(Work)~~ _____ E-mail: _____

I wish to apply for Credit by Examination in:

Course Title: _____ Course Number: _____ Units: _____

Check one: units only units and letter grade (to be counted in GPA)

My request is based on previous experience, as follows: _____

Student Signature: _____ Date: _____

<u>FOR DEPARTMENT CHAIR USE ONLY</u>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	Date: _____
Department Chair Signature	
Department Chair returns application to <u>campus</u> Evaluations Office	

**CREDIT BY EXAMINATION FOR COURSE NOT ON
APPROVED LIST ELIGIBILITY CRITERIA**

1. The student must be currently registered and in good standing at the college that allows the course by examination
2. Official transcripts from all prior colleges are on file
3. If the student is currently enrolled in the course, not more than 20% of the class meeting hours have elapsed
4. The student has not previously audited the course
5. The student has not received a symbol on their academic record for an equivalent course
6. The credit granted will not be used to satisfy the graduation in residence requirement
7. The credit granted will not be counted in the student's current study load
8. A processing fee, equal to the current enrollment fee, will be assessed



San Diego Community College District
Application for Credit by Examination

City Mesa Miramar

All previous college transcripts must be officially on file prior to applying for Credit by Examination

Previous Colleges Attended

STUDENT TO COMPLETE - Complete this section

Name: (PRINT) Last First Middle CSID Student ID Number:

E-mail: Telephone:

Address: Street City State Zip

List previous colleges attended:

I wish to apply for Credit by Exam in: (Course Title) (Course Number) Units:

Check One: Units only (P/NP) Units and letter grade (to be counted in GPA)

My request is based on previous experience, as follows:

Student Signature: Date:

A processing fee, equal to the current enrollment fee, will be assessed

A processing fee, equal to the current enrollment fee, will be assessed

Evaluations Office

EVALUATIONS USE ONLY

- 1. Verify Eligibility: Eligible Ineligible Reason/Comments: Evaluator Signature: Date:
2. Fees Paid: College Evaluator Evaluations Signature Date:
3. Forward application to Department Chair/Dean for assignment of instructor Date:

DEPARTMENT CHAIR/DEAN USE ONLY

- 1. Assigned Instructor: Telephone: Please PRINT Department Chair/Dean Signature: Date:
2. Forward original application to assigned instructor

INSTRUCTOR USE ONLY

- 1. Notify student of the date of the examination
2. Administer the examination and record the results on this application Examination administered on Date Administered: Grade Earned:
3. Return completed application to the College Evaluations Office within 5 days of date of examination, regardless of grade earned.

DISTRICT RECORDS OFFICE

Grade recorded on: By:

White: Student Folder Yellow: Student, (FINAL after grade has been recorded) Distribution: Student Folder (a copy will be mailed to the student after grade has been recorded)

CREDIT BY EXAMINATION ELIGIBILITY CRITERIA

- 1) The course is on the approved credit by exam list at the college
- 2) The student is currently registered and in good standing at the college
- 3) All student holds must be cleared prior to verification of eligibility
- 4) Official transcripts from all prior colleges are on file
- 5) The student is not currently enrolled in the course
- 6) Student has not received a symbol on their academic record for an equivalent course
- 7) Student has not previously audited the course at another institution
- 8) Student has met the prerequisite for the course
- 9) Student may not attempt Credit by Examination for the same course more than one time
- 10) A student may take a maximum of 12 units as Credit by Examination within the San Diego Community College District
- 11) Units granted will not be used to satisfy the graduation in residence requirement
- 12) Units granted will not be used in the student's current study load