



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

Student ID Number: _____ 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)

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 ☐ Option 4 ☐ Option 5 ☐

I plan to graduate: ☐ Fall ☐ Spring ☐ Summer Year: _____

NOTE:

- A minimum of twelve (12) degree applicable units 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 _____

AS/AT _____

BA/BS _____

CERT _____

CAT YR _____

PROG CODE _____

MAJ CODE _____

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

<u>Fall</u>	
Early October	Deadline to file a Petition for Graduation <u>ONLY</u> 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.
<u>Spring</u>	
Mid-February	Deadline to file a Petition for Graduation <u>ONLY</u> 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.
<u>Summer</u>	
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: _____ 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: Student Folder (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, 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 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: _____ Date: _____
(PRINT) Last First Middle

Birth Date: _____ Student ID Number: _____

Name while attending San Diego City, Mesa, or Miramar College: _____

Address: _____
Street City State Zip

E-mail: _____ Telephone: _____

Date of last attendance at San Diego City, Mesa, or Miramar College: _____

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

(Documentation must be on file with the District)

Send Certification to: (Name & Address of College)

Previous Colleges Attended:

PLEASE NOTE: Once a partial IGETC Certification has been issued, a full-certification cannot be processed by San Diego City, Mesa or Miramar College. 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

E-mail: _____ Telephone: _____

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

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 second substandard course will only be applicable if the third 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

☐ Approved ☐ 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.
- 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

☐ Transcript ☐ P.F.N.# _____

Posted on _____ By _____