



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 \_\_\_\_\_ 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

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