



Petition for Associate Degree/Certificate of Achievement

Please Print or Type All Information Below

STUDENT INFORMATION

*Full Legal Name:		*Hartnell ID #:	
*Birthdate:	All Previous Names:		
*Mailing Address (Include Apt# if applicable):	*City:	*State:	*Zip Code:
*Phone: (xxx-xxx-xxxx):	*Hartnell Student Email: <small>(Graduation updates will be sent to Hartnell Student emails)</small> <div style="text-align: right;">@student.hartnell.edu</div>		

LIST ALL OTHER COLLEGES ATTENDED AND/OR ADVANCED PLACEMENT SCORES/TEST SCORES

(ALL official transcripts **must** be on file in Admissions & Records **before** this Petition for Graduation will be accepted)

1.	2.	3.	4.
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*Are you currently attending another college: YES NO If **yes**, where?

NOTE: If **yes**, attach a copy of courses in-progress or registration receipt from the college listed above. An official transcript must be submitted to Admissions & Records at the end of the semester.

DEGREE(S)/CERTIFICATE(S)

ADT DEGREE (AA-T/AS-T)	AA/AS DEGREE	CERTIFICATE

If a specific catalog year is requested, please provide the information below:

NOTE: Hartnell shall confer all Associate Degree and/or Certificate of Achievement programs in which the student has met all of the requirements.

***Semester and year you expect to complete all requirements (check only one semester)**

<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:
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*Have you previously applied for graduation or earned a degree/certificate from Hartnell College? Yes No
 If yes, what degree/certificate and when:

THE NAME ON YOUR HARTNELL STUDENT RECORD WILL APPEAR ON YOUR DEGREE OR CERTIFICATE

(If a name change is necessary, please complete and submit a Change of Information Form to the Admissions & Records Office)

*Student Signature:		*Date:
*Counselor Name:	*Counselor Signature:	*Date:

PLEASE READ THE FOLLOWING INFORMATION BEFORE SUBMITTING THIS PETITION:

1. Deadlines for submitting this Petition are posted in the Schedule of Classes, Admissions & Records, Counseling Services, the College Center, and other campus locations. No late petitions will be accepted.
2. Official Transcripts from all colleges previously attended must be on file Admissions & Records before your petition will be accepted. Your graduation date will be postponed if all transcripts are not submitted before the petition deadline. Recently issued transcripts may be hand-carried in an unopened officially sealed envelope or sent directly to Admissions & Records from the issuing institution.

SEE REVERSE SIDE OF THIS FORM FOR ADDITIONAL INFORMATION

PETITION FOR ASSOCIATE DEGREE OR CERTIFICATE OF ACHIEVEMENT CATALOG STATEMENT

ASSOCIATE DEGREE

A student may be eligible for graduation with an Associate of Arts or Associate of Science Degree when they have completed 60 semester units of work with a 2.0 (C) grade point average or better and has met the requirements outlined in the catalog. The student must follow the catalog requirements in effect at the time continuous enrollment began at Hartnell College (student must have been enrolled during both Fall and Spring semesters each year. Any academic report symbol of "A-F, EW, P, MW, NP, I, RD, or W" shall constitute enrollment.)

RESIDENCE

Of the 60 units required for graduation, the student must have completed a minimum of 12 units in residence at Hartnell College.

DOUBLE MAJOR

Students may concurrently complete the requirements for a second degree. An AA/AS Degree, with a double major, can be earned by completion of all General Education, and Competency Requirements, and course work required for both majors. **General Studies with an emphasis major may not be included as part of the Double Major**

ADDITIONAL ASSOCIATE DEGREE

Having received an Associate Degree or higher, a student may qualify for an additional Associate Degree in other fields (**with the exception of an AA Degree in General Studies with an emphasis**) by completing all additional requirements for the additional major.

CERTIFICATE OF ACHIEVEMENT

A student may be eligible for the awarded of a Certificate of Achievement when they have completed all the requirements for a certificate program outlined in the catalog.

CERTIFICATE/ASSOCIATE DEGREE

Students may apply for an Associate Degree with a specified major in any curriculum pattern which is written out in the Certificate Programs. The student must complete the curriculum requirements for the Certificate plus the necessary General Education and Competency requirements.

SUMMARY OF THE GRADUATION EVALUATION PROCESS

1. Pick up or download a Petition from Admissions & Records and schedule an appointment with a Hartnell Counselor at least one (1) semester prior to graduating. A Hartnell Counselor must sign your petition to confirm graduation eligibility.
2. Submit the completed petition to Admissions & Records (in-person or online: admissions@hartnell.edu) before the deadline posted in the Schedule of Classes. Deadlines are also posted in the Counseling Office, Admissions & Records, the College Center and other campus locations.
3. A file with all information pertaining to graduation is compiled and evaluated. This file will not be evaluated until official transcripts from all institutions previously attended are submitted to Admissions & Records. They must be received by the final graduation deadline date for the semester applied for graduation. If transcripts are not received in time to allow evaluation by Admissions & Records, your graduation will be postponed to the following semester.
4. The Records Evaluator finalizes the evaluation; you and your counselor will each receive a copy of the Graduation Worksheet by mail or email.
5. Your file is evaluated again after final grades are posted for the semester in which you petitioned to graduate. Any financial obligation to Hartnell College must be cleared before you may receive a final evaluation. If you have outstanding requirements, you will receive a letter by mail or email indicating what steps must be taken to clear your graduation status. You may be required to change your date of graduation to a later semester.
6. Associate Degree and Certificates are mailed after the entire graduation class has been evaluated. These documents will be mailed a **minimum** of eight weeks after final grades are posted. Please order an official transcript online from Admissions & Records web page if you require verification of graduation before diplomas and certificates are available.
7. There is one (1) Commencement Ceremony held at the end of the academic school year (after the Spring semester). Please consult the schedule of classes for the specific date of ceremony. Commencement information will be mailed to Summer and Fall graduates (for previous year) and prospective Spring candidates dates in early April.