



A&R Received by _____
Date: _____

Petition for Associate Degree/Certificate of Achievement

Please Print or Type All Information Below

ADMISSIONS & RECORDS

Name: _____ Student ID# _____

First Middle Last

Other names used on college records: _____ Birthdate: _____

Mailing Address _____

Street City State Zip Code

Telephone: _____ Dates of attendance at Hartnell: _____

Email Address: _____

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.

LIST ALL OTHER COLLEGES ATTENDED AND/OR CLEP/TEST (attach a second sheet if necessary)

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

1. _____ 2. _____ 3. _____

Objectives:

☐ AA-T Degree in _____ ☐ AS-T Degree in _____

(ADT Verification will be submitted electronically by your evaluator provided you are meeting graduation requirements)

☐ AA Degree(s) in _____ / _____ / _____

☐ AS Degree(s) in _____ / _____ / _____

☐ Certificate of Achievement(s) in _____

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)

Fall _____ Spring _____ Summer _____ 20 _____

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 SUBMITTED 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)

Your 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, Department of Offices, 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 new/returning 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 eligible for graduation with an Associate of Arts or Associate of Science Degree when he/she has satisfactorily 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 (EFFECTIVE BEGINNING FALL 1990)

Although students may not receive two associate degrees simultaneously, they 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, Competency, and course work required for both majors. **The General Education and General Studies with an emphasis majors 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 eligible for the awarded of a Certificate of Achievement when he/she has 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 spelled 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 a Petition at the Admissions & Records Office and make an appointment to meet with a Hartnell Counselor who must sign your graduation petition.
2. Submit the completed petition to Admissions & Records 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.
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 all requirements are satisfied, you will be notified by letter that you Associate Degree and/or Certificate has been awarded. If you have outstanding requirements, you will receive a letter 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 ordered after entire graduation class has been evaluated. These documents will be mailed a **minimum** eight weeks after final grades are posted. Please order an official transcript from Admissions & Records if you require verification of graduation before diplomas and certificates are available.
7. The commencement Ceremony is held at the end of 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 May.