



PETITION FOR CERTIFICATE OF ACHIEVEMENT/ACCOMPLISHMENT

Filing Period (Please insert year): Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

A Certificate of Achievement has been approved by the state and will be posted on the student's transcript.

A Certificate of Accomplishment will be posted on to the student's permanent record, but not on the student's transcript. Certificate programs include only those courses that have a direct bearing upon specialized occupational competencies. For this reason there is no general education requirement in a certificate program.

A separate petition must be filed for each certificate requested.

Certificate of Achievement in: \_\_\_\_\_ Catalog Year: \_\_\_\_\_
Consult the catalog for official title.

Certificate of Accomplishment: \_\_\_\_\_ Catalog Year: \_\_\_\_\_
Consult the catalog for official title.

Petitioning Procedures

- 1. All students petitioning for a certificate must first see a counselor for a preliminary requirement check. The petition must have the signature of a counselor before it will be accepted for final evaluation.
2. All required courses must have been completed by the end of the semester in which the student petitions.
3. A grade of C or better is necessary in all required courses.
4. A minimum of 25 percent of the units required for the certificate must be completed at Allan Hancock College.
5. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office.
6. Petitions are obtained in the admissions and records office.

Please print your name legibly as you wish it to appear on your certificate:

First Middle Last

Have you ever attended another college or university? Yes No

List the names and addresses of ALL other colleges or universities that you have attended: (This is required)

By signing this form I certify that all statements are true and that I have read the certificate requirements for the above major. I understand that completion of these requirements is MY responsibility. My signature on this form also gives AHC permission to publish my name with the list of certificates awarded in the commencement program or any commencement publications. My signature overrides a privacy indicator for commencement purposes only.

Student's Signature (mandatory) Student ID# Date

All petition information will be mailed to this address:

Mailing Address City State Zip County Gender: M F
Day Phone Email Address Date of Birth

The undersigned AHC counseling assistant or counselor verifies that the above student has met all of the requirements for a Certificate of Completion in the above major.

Counselor's OR Counseling Assistant's Printed Name Counselor's Signature (mandatory) Date

FOR ADMISSIONS & RECORDS OFFICE ONLY Evaluation: Requirements met? Yes No
Deficiencies: Major: Units:

Petition evaluator: Date: Certificate prepared: Certificate mailed: