



Petition for Certificate of Accomplishment (Skill)

Multimedia Studies Advanced Skills in Video Production (16 units)

Name: _____	ID#: _____	Petition Date: _____
Address: _____		City: _____ Zip: _____
Birth Date: _____	Phone #: _____	E-mail: _____
Student's Signature _____		

Sample Course Sequence

FIRST SEMESTER

COURSE	TITLE	UNITS	SEMESTER	GRADE
Multimedia 600	Story, Script and Screen	3		
*Multimedia 610	Into to Digital Video Production	3		
**Multimedia 620	Digital Audio	3		
***Multimedia 630	Digital Video Production: Footage Acquisition	3		
****Multimedia 640	Digital Video Production: Digital Editing	3		
Multimedia 500	Multimedia Laboratory	1		

Advisory: *Multimd 100, Multimd 500; **620 Multimd 500; ***Multimd 500, 610; ****Multimd 500, Multimd 610, Multimd 630;
 Required Courses: Multimd 600, Multimd 610, Multimd 620, Multimd 630, Multimd 640, Multimd 500

 Discipline Approval (full-time faculty)

Office Use Only:

ACTION ON PETITION:	
_____ Approved _____ Denied _____ Postponed	Explanation: _____
Dean of Academic Affairs Signature _____ Date: _____	

Los Angeles Mission College (LAMC)

INSTRUCTIONS FOR FILING A PETITION FOR CERTIFICATE OF ACCOMPLISHMENT

1. Students will print out a Petition for Certificate of Accomplishment along with an unofficial transcript and meet with the faculty/vice-chair/department chair to review their unofficial transcript and complete the Petition with faculty signature.

Please note:

- All certificate petitions should be filed with Academic Affairs after all course requirements are completed and grades posted.
- All courses must be completed with a “C” or better.

2. Students will submit the completed Petition for Certificate of Accomplishment to the Academic Affairs Department for processing.

Please Note:

- a. If a course is being substituted, the student will be advised to set up an appointment with the Counseling Department to meet with a counselor to fill out a Petition for Exceptions. If the course was taken outside of the Los Angeles Community College District, an official transcript from the institution will be required to be mailed to the LAMC Admissions & Records Department. **(Hand delivery of official transcript is not acceptable.)**
 - b. The student will then submit the completed Petition for Exceptions to the Admissions & Records Department for review by the Exceptions Committee which meets monthly. The student will be notified of the Committee’s decision.
 - c. Upon notification of approval of the course substitution the student will submit the completed Worksheet along with the Petition for Certificate of Accomplishment to the Academic Affairs Department for processing.
3. Academic Affairs Department will process and issue the Certificate of Accomplishment and notify the student when it is ready to be picked up.