

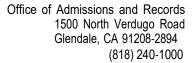
Petition for the Certificate

Office of Admissions and Records 1500 North Verdugo Road Glendale, CA 91208-2894 (818) 240-1000

Your name will appear on your diploma as it appears in our database system. Please verify that your name is spelled correctly in MyGCC.

Email completed form to: graduation@glendale.edu

First	Middle	Last
GCC Student ID:	Phone Number:	Date of Birth:
Address:		_ GCC Email:
Street Name Apt #	City State Zip Code	
Do you have transfer credit from a	another college that will apply to thi	s certificate? □ Yes □ No
List Colleges:		
Do you have AP, IB, or CLEP cred NOTE: All official exam scores muse already, you must meet with Placement (AP) Credit, Petition Examination Program (CLEP) Cred	dits that will apply to this certificate ust be on file with the Office of Ad a counselor and submit the ap for International Baccalaureate dit.	Process can be found on the Transcrip ? ☐ Yes ☐ No Imissions and Records. If you have not dor oppropriate petition(s): Petition for Advance (IB) Credit, or Petition for College Lev Catalog Year:
Additional Certificates		
Name of Certificate:		·
Name of Certificate:		
If you will continue to attend GCC	after being awarded this certificate	e, what is your new major?
By signing below, I hereby conserunderstand this is for publicity pur		nation in connection with my certificate. I
Student Signature:		Date:
	Office Use Only	
Evaluation emailed:	Certificate mailed:	Certificate Posted:





Petitions are reviewed during the term in which you will finish all certificate requirements. Below are the deadlines for submitting the petition to Admissions and Records. Petitions received after the deadline will be processed in the next term.

Spring 2024: June 15, 2024 **Summer 2024:** August 23, 2024 **Fall 2024:** December 18, 2024 **Winter 2025:** February 13, 2025

Catalog Rights: A student remaining in continuous attendance in regular sessions at the campus of any California community college or in any combination of California community colleges and the California State University may, for the purpose of meeting graduation requirements or GE certification for the California State University, elect to meet the catalog requirements in effect at the time of beginning his or her continuous enrollment at the California State University or at a California community college.

Students who return to Glendale Community College and would normally be placed under the new catalog requirements in effect, may petition for their original catalog if the following conditions are met:

- a. Student has earned 45 semester units with a minimum GPA of 2.00 and these units are recorded on the student's official transcript at GCC. Units earned may reflect courses taken at GCC as well as courses taken at GCC and other institutions.
- b. Student has seen a counselor, has completed an SEP, and has officially declared a major and an educational goal (including transfer institution, if applicable).

Certificate Checklist: Use the following checklist to make sure that you have completed all steps necessary to complete your certificate evaluation.

I have completed or I am in my last semester of completing all the required courses for the certificate(s)
I have completed a minimum of 6 degree-applicable units at GCC
I have completed all requirements for the certificate with a grade of "C" or better or a "P" if the course was taken on a P/NP basis
I have sent official transcripts from other institutions attended to the Office of Admissions and Records
I have sent official AP/IB/CLEP exam scores to the Office of Admissions and Records
I have had an official evaluation of my transcripts and/or exam scores completed at GCC
I have recently met with a counselor to review the completion of certificate requirements
I have paid all my outstanding fees to the college. Per Administrative Regulation 5035 - Failure to pay fees will result in the withholding of your certificate.