



### Petition for the Certificate

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

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 another college that will apply to this certificate?  Yes  No

List Colleges: \_\_\_\_\_

**NOTE:** All official transcripts must be on file in the Office of Admissions and Records. If you have not done so already, you must meet with a counselor and request that an evaluation of these transcripts be completed before submitting this petition. More information regarding this process can be found on the [Transcript Evaluation Request](#) form.

Do you have AP, IB, or CLEP credits that will apply to this certificate?  Yes  No

**NOTE:** All official exam scores must be on file with the Office of Admissions and Records. If you have not done so already, you must meet with a counselor and submit the appropriate petition(s): [Petition for Advanced Placement \(AP\) Credit](#), [Petition for International Baccalaureate \(IB\) Credit](#), or [Petition for College Level Examination Program \(CLEP\) Credit](#).

Graduation Term:  Fall  Winter  Spring  Summer Catalog Year: \_\_\_\_\_

Name of Certificate: \_\_\_\_\_

*Additional Certificates*

Name of Certificate: \_\_\_\_\_

Name of Certificate: \_\_\_\_\_

If you will continue to attend GCC after being awarded this certificate, what is your new major? \_\_\_\_\_

*By signing below, I hereby consent to the release of directory information in connection with my certificate. I understand this is for publicity purposes only.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 *(May 10 is the deadline to submit this petition and have your name appear in the graduation program)*

**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