AWARD PETITION

INSTRUCTIONS and CHECKLIST
—PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM—

☐ AA/AS DEGREE OR HIGHER: In order to qualify for an Award of Achievement, you must have earned an AA/AS degree or higher.

☐ PROOF OF AA/AS DEGREE OR HIGHER: If you earned your degree at a school other than CCSF, you must submit an official transcript from the school at which the degree was earned to the Admissions & Records Office. A copy of a diploma is NOT appropriate documentation.

☐ PROGRAM REQUIREMENTS: Before submitting the petition, discuss the curriculum with your Program Advisor/Department Chair to ensure that all program requirements have been met. Any questions regarding program requirements should be addressed to the respective department Advisor or Department Chair, NOT the Admissions & Records Office.

☐ SUBMISSION DEADLINES: Submit your petition before the deadline indicated in the current College Catalog or Schedule of Classes. Submit your petition to the Admissions & Records Office in Conlan Hall, E-107. Note: Petitions submitted past the deadline will be evaluated the following semester.

☐ NAME OF PROGRAM: Ensure that the name of the program as it is found in the College Catalog is written clearly on the petition form.

☐ SUBSTITUTIONS & WAIVERS:
  o If any of the program requirements for the Award you are applying for are being waived OR substituted with other CCSF courses, be sure the Advisor or Department Chair completes and signs the appropriate areas of the petition form.
  o Courses from schools other than CCSF: If any program requirement is being substituted with courses which were taken at colleges or universities other than CCSF,
    ▪ be sure the Advisor or Department Chair completes and signs the appropriate areas of the petition form AND
    ▪ in order for the substitution to be accepted, ensure that the CCSF Admissions & Records Office has an official transcript from the school of the substituted course (ex., if you are substituting a CCSF course with a course from Skyline College, the A & R Office needs an official Skyline College transcript on file).

☐ NAME ON AWARD: If your petition for an Award is approved, the name on the printed Award will be as it is in our system, NOT as it is written on the petition form.

☐ APPLYING FOR BOTH A CERTIFICATE AND AN AWARD: Submit separate forms for each.

KEEP A COPY FOR YOUR RECORDS: Make sure to keep a copy of the petition that you submit to the Admissions & Records Office (Conlan Hall E-107) noted with the date that you submitted it.
**AWARD PETITION**
[AWARD OF ACHIEVEMENT]

▶ PLEASE PRINT CLEARLY

Specify the Catalog Rights Year __________ 
(If using year other than current) DATE: ____________________________

NAME: ____________________________
(First) ____________________________

STREET: ____________________________

CITY/STATE: ________________________ ZIP: ________________________

STUDENT SIGNATURE

BIRTHDATE: ______/_____/__________

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Have you petitioned for this Award before? 
Yes ______ No ______

If yes, please provide either: Year or Semester Date: ________________

Box below MUST be completed by the 
Department Chair or Faculty Advisor only:

All requirements being met through waivers, substitutions or accommodations to the program as published in the City College of San Francisco catalog must be listed below. Any exceptions not listed may result in the petition being denied.

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<th>Required Course</th>
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Signature of the department advisor that has authorized the above changes:

Signature of Chair or Advisor ____________ Date ____________

STUDENT I.D. # ____________________________________________

**AWARD**: Please print clearly below the exact title of the Award being requested:

________________________________________________________________

Do you have an Associates or Bachelors Degree that qualifies you for this award? Yes ______ No ______

If yes, please provide the name and date of this degree

________________________________________________________________

Are you currently enrolled in coursework that pertains directly to this Award? Yes ______ No ______

If no, please provide Semester and Year last attended:

Fall ______ Spring ______ Summer ______

**PRELIMINARY REVIEW** Ofc.Use Only

Your petition is approved pending satisfactory completion of your current program

Your petition is denied:

________________________________________________________________

By: __________________ Date ____________

**FINAL REVIEW** Ofc.Use Only

Your petition has been approved and posted on your transcript on date:

Date picked-up by department: ____________

Your petition has been denied. Please resubmit at the beginning of the term when requirements will be completed.

Reason:

________________________________________________________________

By: __________________ Date ____________

White Copy: Office Pink Copy: Preliminary Yellow Copy: Final