



OFFICE OF ADMISSIONS AND RECORDS

CREDIT CERTIFICATE PETITION

Fall ___ Spring ___ Summer ___ For Office Use Only
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Certificate of Achievement ___ Certificate of Accomplishment (will not appear on transcript) ___

Instructions on how to complete this petition are on the back of this form. Please read them carefully.

Student Name <i>(Please print clearly)</i>			Would you like your Chosen/Preferred First Name* to appear on your diploma? <small>Yes, my Chosen/Preferred First Name on file is _____ No, I will use my legal First Name on file.</small>	
Last	First	Middle	Birth Date	Student ID
Address			Phone/Email	
City	State	Zip	Date	
Student Signature			Date	

Specify Catalog Rights Year: _____ (The Catalog Rights Year includes the courses required for the certificate. Please see back of page for more details on Catalog Rights Year)	CERTIFICATE: Please print clearly below the exact title of the Certificate being requested: _____ _____
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This section to be completed by the Department Chair, Faculty Advisor or Counselor only.

Required courses that have been substituted or waived must be listed on the petition and authorized below.

- Please contact the Faculty Adviser regarding catalog's certificate majors.
- For IGETC UC or CSU, and CSU GE-Breadth petitions please contact a counselor.

	Substituted or Waived With	Required Courses	Substituted or Waived With

Department Chair, Faculty Advisor or Counselor (Print Name Clearly)	Signature (Required)	Date	Phone #

Office Use Only

PRELIMINARY REVIEW	FINAL REVIEW
<input type="checkbox"/> Your petition is approved pending satisfactory completion of your current program. <input type="checkbox"/> Your substitutions are approved pending your submission of official transcripts to the Office of Admissions before the Final Review. <input type="checkbox"/> Program requirements completed _____ <input type="checkbox"/> Your petition is denied. _____ _____ _____ By: _____ Date: _____	<input type="checkbox"/> Your Certificate Petition has been approved and posted on your transcript on: Date: _____ By: _____ <input type="checkbox"/> Date picked up by department _____ <input type="checkbox"/> Petition is denied. Please submit a new petition at the beginning of the term when requirements are completed. _____ _____ _____ By: _____ Date: _____

Office of Admissions & Records

50 Frida Kahlo Way, Multi-Use Building, Room 188
San Francisco, CA 94112

Phone (415) 239-3046 | Fax (415) 239-3936 | mbakhmach@ccsf.edu

CREDIT CERTIFICATE PETITION

Instructions and Checklist

Submit your petition to the Office of Admissions & Records, Multi-Use Building, Room 188.

❖ **PLEASE SIGN AND DATE YOUR PETITION**

❖ **TITLE of CERTIFICATE:** If your certificate petition is approved, the **FIRST, LAST and CHOSEN/PREFERRED FIRST NAME** on the printed certificate will be as it is in the College system, NOT as it is written on the petition form. To view certificate titles online, please visit: <https://www.ccsf.edu/en/educational-programs/ccsf-catalog/courses-by-department.html>.

❖ **CATALOG RIGHTS:** Students may elect to meet the requirements of either the catalog year which was in effect at the time the student began his/her course work at CCSF, OR any catalog that is or has been in effect during the time that the student has maintained continuous enrollment (never missed enrollment at CCSF more than two semesters in one academic year) before petition for the certificate. Catalogs from years prior to re-enrollment are no longer available once there is an interruption in enrollment is occurs. If you are tentative of which year you qualify for, please see your Counselor, Program Advisor or Department Chair, NOT the Office of Admissions and Records.

❖ **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 the program requirements should be addressed to the respective department Advisor or Department Chair, NOT the Office of Admissions & Records.**

❖ **APPLYING FOR MULTIPLE CERTIFICATES:** Submit a separate petition for each certificate.

❖ **SUBMISSION DEADLINES:** Submit your petition before the deadline indicated in the current academic calendar available online at www.ccsf.edu/calendar. The Deadline date is subject to change.

❖ **SUBSTITUTIONS & WAIVERS:**

- If any of the program requirements for the Certificate you are applying for are being WAIVED or SUBSTITUTED with other CCSF courses or other colleges, be sure the Advisor or Department Chair completes and signs the appropriate areas of the petition form.
- 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 appropriate areas of the petition form, AND
 - ✓ In order for substitution to be accepted, ensure that CCSF Office of Admissions and Records has an official transcript from the school of the substituted course before the semester's end (example, if you are substituting a CCSF course with a course from Skyline College, the Office of Admissions & Records needs an official Skyline College transcript on file).

**** Incomplete forms will be returned to students ****