



# OFFICE OF ADMISSIONS AND RECORDS

## **CREDIT CERTIFICATE PETITION**

Fall ____ Spring ____ Summer ____ <b>For Office Use Only</b>
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*Instructions on how to complete this petition are on the back of this form. Please read them carefully.*

<b>Student Name</b> <i>(Please print clearly)</i> Last                                      First                                      Middle			<b>Student I.D.</b>	
<b>Address</b>			<b>Birth Date</b>	<b>Phone #</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Email</b>	
<b>Student's Signature</b>			<b>Date</b>	

<b>Specify Catalog Rights Year:</b> _____ (The Catalog Rights Year includes the courses required for the certificate. Please see back of page for more details on Catalog Rights Year)	<b>CERTIFICATE:</b> 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.**

All requirements being met through waivers, substitutions or accommodations to the program as published at City College of San Francisco catalog must be listed below. IGETC, CSU GE-Breadth Certificate Petitions have to be revised by a counselor. ***Any exceptions not listed may result in your petition being denied.***

Required Courses	Substituted or Waived With	Required Courses	Substituted or Waived With

_____ <b>Department Chair, Faculty Advisor or Counselor</b> <b>(Print Name Clearly)</b>	_____ <b>Signature (Required)</b>	_____ <b>Date</b>	_____ <b>Phone #</b>
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**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: _____

**White Copy: A&R    Yellow Copy: Student**

# Office of Admissions & Records

50 Frida Kahlo Way, Multi-Use Building, Room 188  
San Francisco, CA 94112 415.239.3046 FAX 415.239.3936

## **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 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**

❖ **PROGRAM REQUIREMENTS:** Before submitting the **Admissions &** 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](http://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 \*\***