

# **Office of Admissions & Records**

50 Frida Kahlo Way, MUB 188 San Francisco, CA 94112 415.239.3046 FAX 415.239.3936

## **CERTIFICATE PETITION**

### **Instructions and Checklist**

**Please read carefully before completing the form**

*Make a photocopy for your records. Make sure to keep a copy of the petition that you submit to the Office of Admissions & Records (MUB, 188) noted with the date the petition was received.*

- ❖ **NAME ON CERTIFICATE:** If your petition for certificate 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.
- ❖ **APPLYING FOR MULTIPLE CERTIFICATES:** Submit a separate form for each.
- ❖ **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.**
- ❖ **CATALOG RIGHTS:** Petitions will be evaluated using the requirements for the catalog rights specified on the petitions. **If you are tentative of which year you qualify for, please see your Counselor, Program Advisor or Department Chair, NOT the Office of Admissions & Records.**
- ❖ **SUBMISSION DEADLINES:** Submit your petition before the deadline indicated in the current academic calendar available online at [www.ccsf.edu](http://www.ccsf.edu). Submit your petition to the Office of Admissions & Records, MUB 188. *Petitions submitted past the deadline will be returned to student and must be re-submitted for evaluation in the following semester.*
- ❖ **NAME OF PROGRAM:** Ensure that the name of the program as found in the College Catalog is written clearly on the petition.
- ❖ **SUBSTITUTIONS & WAIVERS:**
  - If any of the program requirements for the Certificate 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.
  - 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**



# OFFICE OF ADMISSIONS AND RECORDS

## CERTIFICATE PETITION

Certificate of Achievement \_\_\_\_  
Certificate of Accomplishment \_\_\_\_

Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_  
**For Office Use Only**

*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>			<b>Student I.D.</b>	
<b>Last</b>	<b>First</b>	<b>Middle</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>	

Box below may be completed by the **Department Chair or Faculty Advisor 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. **Any exceptions not listed may result in the petition being denied.**

Required Courses	Substituted or Waived With

**Name/Signature of Department Chair or Faculty Advisor who authorized the above changes:**

<b>Name</b> <i>(Please print clearly)</i>	<b>Telephone No.</b>
<b>Signature</b>	<b>Date</b>

White Copy: A&R   Pink Copy: Preliminary   Yellow Copy: Final  
A&R Form – Revised 01/2020

Specify Catalog Rights Year: \_\_\_\_\_

**CERTIFICATE:** Please print clearly below the exact title of the Certificate being requested:

\_\_\_\_\_

Have you petitioned for this certificate before?

**Yes** \_\_\_\_ **NO** \_\_\_\_

Are you enrolled in course work that pertains directly to this certificate? **YES** \_\_\_\_ **NO** \_\_\_\_

If **NO**, please provide the semester and year last attended.

Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

### PRELIMINARY REVIEW - (Office Use Only)

\_\_\_\_ Your petition is approved pending satisfactory completion of your current program.

\_\_\_\_ Your substitutions are approved pending your submission of official transcripts to the Office of Admissions & Records before the Final Review.

\_\_\_\_ Program requirements completed \_\_\_\_\_

\_\_\_\_ Your petition is denied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### FINAL REVIEW - (Office Use Only)

\_\_\_\_ Your Petition for **Certificate of Achievement** has been approved and posted on your transcript on

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

\_\_\_\_ Your Petition for **Certificate of Accomplishment** has been approved on

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Note:** **Certificate of Accomplishment** is not posted to Transcript.

Date picked up by department \_\_\_\_\_

\_\_\_\_ Your petition has been denied. Please submit a new petition at the beginning of the term when requirements are completed.

**Reason:** \_\_\_\_\_

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