NONCREDIT CERTIFICATE OF COMPLETION
PETITION FOR NONCREDIT CERTIFICATE

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I. To be completed by student

Name of Certificate: _____

Student Name			Student I.D.
Last First Middle			
Address			Birth Date
City State Zip			Phone #
Signature Date			Email

II. To be completed by student and counselor/Completion Center

In-Progress course work (at CCSF):	**In-Progress course work** (at other colleges):
☐ Student has In-Progress classes at CCSF that fulfill Certificate Requirements: 1._____ Hours: _____ 2._____ Hours: _____ 3._____ Hours: _____ 4._____ Hours: _____	☐ Student has In-Progress classes at other college(s) that fulfill Certificate Requirements: 1._____ Hours: _____ College: _____ 2._____ Hours: _____ College: _____ 3._____ Hours: _____ College: _____ Student is responsible for submitting Official Transcripts upon completion to Noncredit Admissions & Records.

III. To be completed by counselor/Completion Center

Counselor/Completion Center Name	Counselor/Completion Center Signature

Please attach the following to verify the student has met the requirements for the Certificate:

☐ Unofficial Transcript (Highlight the required courses)
☐ Program Outline Report
☐ Petition for Waiver or Course Substitution/Equivalency Form (if applicable)

IV. To be completed by Department Chairperson or Faculty Advisor (if applicable)

If major course requirements are being met through waivers or substitutions as published in the CCSF Catalog, please complete the area below indicating the required course and the waiver or substitution. A signature is required for each area substituted or waived.

REQUIRED COURSE	SUBSTITUTED COURSE	SIGNATURE	REQUIRED COURSE	SUBSTITUTED COURSE	SIGNATURE

Office Use Only

PRELIMINARY REVIEW OF PETITION	FINAL REVIEW OF PETITION
☐ Your petition is **APPROVED** pending satisfactory completion of your current program ☐ Your petition is **DENIED** (see attached for details) By: Date:	☐ Your petition is **APPROVED** and the certificate will be mailed. ☐ Your petition is **DENIED** (see attached for details) By: Date:

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