



PETITION FOR CERTIFICATE OF ACHIEVEMENT/COMPLETION/SKILLS

Review the following certificate requirements prior to making an appointment to meet with a counselor for an evaluation to petition for a certificate.

Certificate of Achievement (CA)

To award a Certificate of Achievement (approved by the State Chancellor’s Office) in any of the Peralta Colleges. The College shall certify that the following requirements have been met:

- a. Minimum of 18 semester units in the major; and completion of a specified program of courses with a “C” grade or better in each course; or
- b. Completion of 12-17.5 units in a specified program of courses with a “C” grade or better in each course

Certificate of Proficiency (CP)

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges. The College shall certify that the following requirements have been met:

- a. Up to and including 17.5 semester units
- b. Completion of specified courses with a “C” grade or better in each course

Certificates of Proficiency will not appear on official transcripts.

It is the student’s responsibility to file a “Petition for Certificate of Achievement/Proficiency” by the deadline specified in the College Calendar, (see the Class Schedule for all deadlines).

Official transcripts of any course work completed outside the Peralta District must be on file prior to requesting the evaluation, or accompany the petition. Petitions are available online at <http://web.peralta.edu/admissions/admissions-records-forms/> and must be approved by a counselor. (Certificates are not eligible for graduation with honors.)

If you have completed the requirements above, please schedule an appointment with a counselor for an evaluation.

****It is mandatory to have this letter attached to your petition.**

Final Step: It is your responsibility to return your petition to the Admissions and Records Office on the college campus.

Student’s Signature: _____ **Date:** _____



PETITION FOR CERTIFICATE OF ACHIEVEMENT/COMPLETION/SKILLS

STUDENT INFORMATION

Name: _____ Student ID: _____
Last First M.I. or last 4 digits of SSN

Address: _____
No. & Street City State Zip Code

Phone: _____ E-mail: _____

Previous Name(s): _____
Last First M.I.

Date(s) previous petitions submitted (if applicable): _____

I hereby petition for a Certificate of Achievement, Completion or Skills. My graduation requirements were completed/will be completed at the end of: Summer _____ Fall _____ Spring _____
Year Year Year

Peralta College: _____ Major: _____

I would like my *name to appear on the degree as follows: (Please print clearly)

_____ FIRST _____ MIDDLE _____ LAST

*** If name is different from our records you must provide proof of name change.

Student's Signature: _____ Date: _____

ADDITIONAL COLLEGE & COURSE INFORMATION

Official transcripts from all colleges and universities attended **MUST** be on file in the District Admissions and Records Office prior to filing this petition. If transcripts are not currently on file, they must be attached to this petition in a **sealed envelope** from the institution.

List courses currently in progress: (in or outside Peralta Community College District)

College	Course Title	Units
_____	_____	_____
_____	_____	_____

Have you attended any other colleges/universities other than the Peralta Community College District? Yes No

Other colleges/universities attended: _____

Course enrollment or decision pending (See page 3)

COUNSELOR REVIEW ONLY

Counselor review of the Certificate requirements is required but does not guarantee that all requirements have been met and the Certificate will be issued. Official degree/certificate evaluation is completed and processed by the District Admissions and Records Office.

Student was seen by: _____ Counselor ID: _____
Counselor Name (Print) i.e. 12345678

Counselor Signature: _____ Date: _____

*Dean of Student Services' Signature: _____ Date: _____

*Dean of Student Services' signature required after petition deadline.



Peralta Community College District course enrollment or decisions pending:

Future Intersession or Summer Enrollment

College	Department #	Course Title	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit by Examination

College	Department #	Course Title	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Waiver Request(s)

College	Department #	Course Title	Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Substitution Request(s)

College	Department #	Course Title	Units
1. _____	_____	_____	_____
	FOR: _____	_____	_____
2. _____	_____	_____	_____
	FOR: _____	_____	_____
3. _____	_____	_____	_____
	FOR: _____	_____	_____
4. _____	_____	_____	_____
	FOR: _____	_____	_____
4. _____	_____	_____	_____
	FOR: _____	_____	_____
4. _____	_____	_____	_____
	FOR: _____	_____	_____

***Include photocopies of any credit by exam or substitution waiver/petitions.