



Petition for Associate Degree/Certificate of Achievement & Change(s) to Previously Submitted Graduation Petitions

STUDENT INFORMATION

Last Name:	First Name:	Hartnell ID #:
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PETITION FOR DEGREE(S)/CERTIFICATE(S)

If preferred catalog rights are applicable, please specify the exact catalog year for each eligible program

New Petitions Only	AAT/AST Degree for Transfer	Catalog Year	AA/AS Degree	Catalog Year	Certificate	Catalog Year

CHANGES TO A PREVIOUSLY SUBMITTED GRADUATION PETITION

Only complete this section if you have already submitted a graduation petition for a term within the last academic year.

Changes to Petitions Only	Change Degree/Certificate	Remove: (Include program(s) you wish to remove from your current Graduation Petition)	Add:
	Change Graduation Date	From: (Ex. From Fall 2024 to Spring 2025)	To:

LIST ALL OTHER COLLEGES AND/OR AP/TEST SCORES REQUIRED FOR PROGRAM COMPLETION

(All required official transcripts **must** be on file in Admissions & Records **before** this Petition for Graduation will be accepted)

1.	2.	3.	4.
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If you are currently attending another college, please attach a copy of your courses in progress or your registration receipt.

If a Course to Course Evaluation was completed or planned to be submitted, please check here.

SEMESTER AND YEAR YOU EXPECT YOUR DEGREE(S)/CERTIFICATE(S) TO BE AWARDED (CHECK ONLY ONE SEMESTER)

<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:
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THE NAME ON YOUR HARTNELL STUDENT RECORD WILL APPEAR ON YOUR DEGREE OR CERTIFICATE

(If a name change is necessary, please complete and submit a Change of Information Form to the Admissions & Records Office)

Student Signature:	Date:
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New petitions for Associate Degree/Certificate of Achievement require counselor review and signature.

Counselor Name:	Counselor Signature:	Date:
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PLEASE READ THE FOLLOWING INFORMATION BEFORE SUBMITTING THIS PETITION:

1. Deadlines for submitting this Petition are posted on the Admissions & Records website. Late petitions will not be accepted.
2. Official Transcripts from all colleges required for program completion must be on file Admissions & Records before your petition will be accepted. Your graduation date will be postponed if all transcripts are not submitted before the petition deadline. Recently issued transcripts may be hand-carried in an unopened officially sealed envelope or sent directly to Admissions & Records from the issuing institution.

SEE REVERSE SIDE OF THIS FORM FOR ADDITIONAL INFORMATION

PETITION FOR ASSOCIATE DEGREE OR CERTIFICATE OF ACHIEVEMENT CATALOG STATEMENT

ASSOCIATE DEGREE

A student may be eligible for graduation with an Associate of Arts or Associate of Science Degree when they have completed 60 semester units of work with a 2.0 (C) grade point average or better and has met the requirements outlined in the catalog. The student must follow the catalog requirements in effect at the time continuous enrollment began at Hartnell College. Continuous attendance is defined as enrollment in at least one term during an academic year (Fall, Spring, Summer). Any academic report symbol of "A-F, EW, P, MW, NP, I, RD, or W" shall constitute enrollment.) Hartnell shall confer all Associate Degree and/or Certificate of Achievement programs in which the student has met all of the requirements.

RESIDENCE

Of the 60 units required for graduation, the student must have completed a minimum of 12 units in residence at Hartnell College.

DOUBLE MAJOR

Students may concurrently complete the requirements for a second degree. An AA/AS Degree, with a double major, can be earned by completion of all General Education, and Competency Requirements, and course work required for both majors. **General Studies with an emphasis major may not be included as part of the Double Major**

ADDITIONAL ASSOCIATE DEGREE

Having received an Associate Degree or higher, a student may qualify for an additional Associate Degree in other fields (**with the exception of an AA Degree in General Studies with an emphasis**) by completing all additional requirements for the additional major.

CERTIFICATE OF ACHIEVEMENT

A student eligible for the awarded of a Certificate of Achievement when they have completed all the requirements for a certificate program outlined in the catalog.

CERTIFICATE/ASSOCIATE DEGREE

Students may apply for an Associate Degree with a specified major in any curriculum pattern which is spelled out in the Certificate Programs. The student must complete the curriculum requirements for the Certificate plus the necessary General Education and Competency requirements.

CHANGES TO A RECENT GRADUATION PETITION

Students may request to make changes to a previously submitted graduation petition. If a student changes their degree or certificate, they must complete all requirements by the end of the intended graduation semester. Graduation deadline dates apply to any changes made to your graduation file. Refer to the current catalog or student semester calendar for specific dates. Although changes do not require a counselor signature, we highly recommend meeting with a counselor to review your updated educational plan.

SUMMARY OF THE GRADUATION EVALUATION PROCESS

1. Pick up or download a Petition from Admissions & Records Office and schedule an appointment with a Hartnell Counselor at least one (1) semester prior to graduating. A Hartnell Counselor must sign your petition to confirm graduation eligibility.
2. Submit the completed petition to Admissions & Records Office (in-person or online: evaluations@hartnell.edu) before the deadline posted on the [Graduation Deadlines](#) website.
3. This file will not be evaluated until all required official transcripts for program completion are submitted to the Admissions & Records Office. Transcripts must be submitted by the final graduation deadline for the semester in which you are applying to graduate.
4. After the graduation evaluation is completed, a copy of the Graduation Worksheet will be sent to your student email. If a Change to a Previously Submitted Graduation Petition is submitted by the preferred term deadline, an updated Graduation Worksheet will also be sent.
5. A final evaluation will be completed after final grades are posted for the semester in which you petitioned to graduate. If you have outstanding requirements, you will receive an email indicating what steps must be taken to clear your graduation status. You may be required to change your date of graduation to a later semester.
6. Associate Degree and Certificates are mailed after the entire graduation class has been evaluated. These documents will be mailed a minimum of eight weeks after final grades are posted. Please order an official transcript online from Admissions & Records Office website if you require verification of graduation before diplomas and certificates are available.
7. There is one (1) Commencement Ceremony held at the end of the academic school year (after the Spring semester). Please consult the schedule of classes for the specific date of ceremony. Commencement information will be mailed to Summer and Fall graduates (for previous year) and prospective Spring candidates in early April.