

AR 4100.8 Petitioning for Degrees and Certificates (New AR#)

❖ From former AR 4350 Graduation Requirements (old AR#)

Petitioning for Degrees and Certificates

A petition for graduation must be submitted for consideration during the semester in which the student expects to complete the requirements for graduation.

Winter Graduation Exception: Students who complete the requirements during the winter session must petition for graduation for the following spring.

Summer Graduation, Ceremony Participation Exception: Students who will complete at most 8 units to meet the requirements for graduation in the summer, must petition by the prior Spring deadline to participate in the graduation ceremony.

Per AR 4100.1, the College is authorized under Title 5, Sections 55063 and 55072, to confer upon a student a degree or certificate of achievement without requiring the student to first petition for conferral.

Students are cautioned that receipt of a degree may impact their eligibility to receive continued financial aid; however, students may appeal the loss of financial aid due to the receipt of the degree.

- a. Filing dates, deadlines and petitions for graduation are available on the Admissions and Records webpage.
- b. Student's must have all required documents and official transcripts from other colleges/universities on file with Admissions and Records Office.
- c. Students will be notified of their graduation eligibility status by email once their petition is reviewed by their evaluator.
- d. Students may find the status of their petition by logging in on the Admissions and Records website, "Myforms" portal.
- e. The degree and/or certificate is issued by Admissions and Records at the conclusion of the evaluation cycle for the relevant term and is annotated on the student's transcript.

This was not in the AR but in the Leagues template. Can we make uniform?, these dates have changed over the years & each term has dif periods (Sp is when most grad & is the shortest)

Term	Filing periods
SPRING	January 1 st thru May 1 st
SUMMER	January 1 st thru August 1 st Apply by May 1 st to be considered for Ceremony
FALL	August 1 st thru December 1 st

Reference: AR 4000, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5, AR 4100.6, AR4100.7, AR 4100.8, AR 4100.9 and AR 4100.10

Education Code Sections 66055.8, 66746-66749, 70901, 78040-78043;

Title 5 Sections, 40402-40403, 55002, 55009, 55022, 55052, 55070-72, 55250, 55270, 56032-56044 and 55060 et seq.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service provided legal updates to this regulation in August 2006, August 2007, and February 2008.