



Los Angeles Valley College

Graduation and Certificate of Achievement Petition

Congratulations on reaching this educational milestone. You are using this form to file for:

1. Associate of Art/Science (AA/AS)
2. Associate of Art/Science for Transfer (AA-T/AS-T)
3. Certificate of Achievement

To earn an AA/AS and/or AA-T/AS-T, you also need to complete General Education (GE) requirements. Depending on the degree you are applying for, you will need to complete one of the following:

1. LACCD GE Plan
2. CSU GE Plan
3. CSU IGETC Plan
4. UC IGETC Plan

You do not need to complete a GE plan to earn a Certificate of Achievement.

The table below shows the GE plans you may complete to earn your desired degree.

Degree Type	General Education Plan			
	LACCD GE Plan	CSU GE Plan	CSU IGETC Plan	UC IGETC Plan
AA/AS	✓	✓	✓	✓
AA-T/AS-T		✓	✓	

These are the minimum requirements to earn a degree. Meeting them does not guarantee you have met the requirements for the degree for which you are applying. Schedule an appointment with a counselor to ensure you are on track to graduate.

Filing Period:

- Fall : August 27 – October 5
 Spring: January 2 – March 9

First Name:
Last Name:
Student ID:

Date Received:

Graduation Checklist:

If you are not sure you are meeting graduation requirements, please meet with a counselor.

I have:

- Completed a minimum of 60 degree-applicable units.
- A 2.0 grade-point-average (GPA) or better.
- At least 12 units at Los Angeles Valley College (LAVC).
- Completed English 101 or its equivalent.
- Completed Math 125 or higher, or placed into a transfer level math course.
- Completed requirements for my degree.
- Completed General Education Requirements.

Additional Checklist Items (if applicable):

I have:

- All transcripts from colleges outside of the LACCD on file at LAVC.
- Submitted all Graduation Course Substitution forms to Admissions & Records.
- All external credit (AP scores, Military Credit, CLEP, IB) documents on file with Admissions & Records.

What to expect after filing for graduation:

Processing Time: Your degree will be evaluated at the end of the term. Please allow at least 1-2 months after the end of the semester for evaluations to be completed.

Notifications: All notifications about your Graduation and Certificate of Achievement Petition will be emailed to your LACCD Email Account. Please check it regularly.

Commencement: The commencement ceremony takes place every June. For more information about the ceremony, speaker auditions, cap and gown purchases, photographs, and more go to:

www.lavc.edu/commencement

Diploma Name: You will receive a notification confirming the way your name will appear on your diploma and the address it will be mailed to one week before they are printed. Your FIRST and LAST name must be the SAME as the name on your college record. If the name you would like to use is different from the one on your college record, you must submit a Student Information Change form to the Admissions Counter. Proper documentation is required.

Diploma: You will not receive your diploma during the commencement ceremony. Your diploma will be mailed to you, unless otherwise specified, at the Diploma Address on file with Admissions & Records. You can update the address where you'd like your diploma mailed from the student portal.



Applying for Graduation	
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
Year _____	

GRADUATION & CERTIFICATE OF ACHIEVEMENT PETITION

Student ID:

_____	_____	_____
First Name	Middle Name	Last Name
_____	_____	_____
LACCD Student ID Number	Date of Birth	Phone Number
_____		_____
@student.laccd.edu		
_____	_____	
LACCD Student Email	Signature	

PRINT your name as you wish it to appear on your diploma

- Did you attend Los Angeles Valley College or any LACCD college PRIOR to 1974? Yes No
- Do you give permission for your name to be published in the commencement program? Yes No
- Would you like your diploma mailed or picked up? Mail Pick-Up
- Do you have any of the following? (check all that apply):
 - U.S. Military Service Police/Fire Department Service
 - Course Substitutions AP CLEP International Baccalaureate (IB)

COLLEGES ATTENDED:

Please indicate the colleges you've attended OUTSIDE of the Los Angeles Community College District

	On File		On File
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
College 1		College 4	
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
College 2		College 5	
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
College 3		College 6	

COURSES IN PROGRESS/PLANNED:

List courses you are enrolled in or plan on enrolling in:

			In Progress	Planned
<input type="checkbox"/> None				
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Course	Sem/Yr	College (if outside of LACCD)		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Course	Sem/Yr	College (if outside of LACCD)		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Course	Sem/Yr	College (if outside of LACCD)		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Course	Sem/Yr	College (if outside of LACCD)		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Course	Sem/Yr	College (if outside of LACCD)		

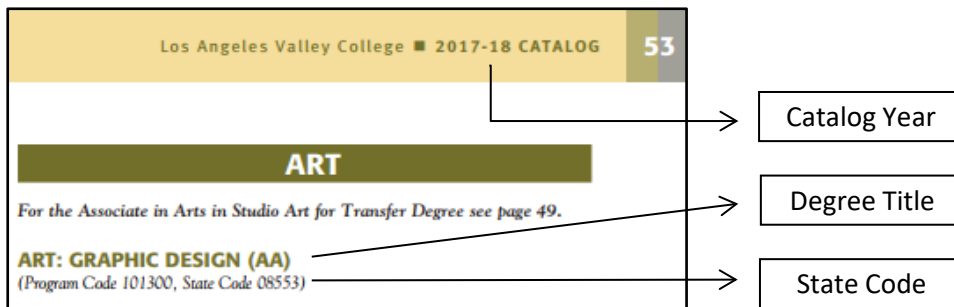
First Name:

Last Name:

Step 1: Associate Degree and Certificate of Achievement Title:

List all the Associate Degrees, and Certificates of Achievement for which you are applying.

Go to the LAVC catalog webpage, www.lavc.edu/catalog, and select the catalog you are following. Go to the AA/AS, AA-T/AS-T, or Certificate of Achievement program you are completing. Here you will find the state code and the degree title. *If you are unsure of your Catalog Year, please meet with a counselor.*



Associate of Art/Science (AA/AS):

1.	_____	_____	_____
	State Code	Degree Title	Catalog Year
2.	_____	_____	_____
	State Code	Degree Title	Catalog Year
3.	_____	_____	_____
	State Code	Degree Title	Catalog Year
4.	_____	_____	_____
	State Code	Degree Title	Catalog Year

Associate of Art/Science for Transfer (AA-T/AS-T):

1.	_____	_____	_____
	State Code	Degree Title	Catalog Year
2.	_____	_____	_____
	State Code	Degree Title	Catalog Year
3.	_____	_____	_____
	State Code	Degree Title	Catalog Year

Certificate of Achievement:

1.	_____	_____	_____
	State Code	Degree Title	Catalog Year
2.	_____	_____	_____
	State Code	Degree Title	Catalog Year
3.	_____	_____	_____
	State Code	Degree Title	Catalog Year
4.	_____	_____	_____
	State Code	Degree Title	Catalog Year

Step 2: General Education:

Indicate the plan you are using to fulfill your General Education requirement (check all that apply):

- LACCD GE Plan
 CSU GE Plan
 UC IGETC GE Plan
 CSU IGETC GE Plan