

Office of Admissions & Records

50 Phelan Avenue, San Francisco, CA 94112 415.239.3046 FAX 415.239.3936

CERTIFICATE PETITION

Instructions and Checklist

Please read carefully before completing the form

Make a photocopy for your records. Make sure to keep a copy of the petition that you submit to the Office of Admissions & Records (Conlan Hall, E107) noted with the date the petition was received.

- ❖ **NAME ON CERTIFICATE:** If your petition for certificate is approved, the name on the printed certificate will be as it is in the College system, NOT as it is written on the petition form.
- ❖ **APPLYING FOR MULTIPLE CERTIFICATES:** Submit a separate form for each.
- ❖ **PROGRAM REQUIREMENTS:** Before submitting the petition, discuss the curriculum with your Program Advisor/Department Chair to ensure that all program requirements have been met. **Any questions regarding the program requirements should be addressed to the respective department Advisor or Department Chair, NOT the Office of Admissions & Records.**
- ❖ **CATALOG RIGHTS:** Petitions will be evaluated using the requirements for the catalog rights specified on the petitions. **If you are tentative of which year you qualify for, please see your Counselor, Program Advisor or Department Chair, NOT the Office of Admissions & Records.**
- ❖ **SUBMISSION DEADLINES:** Submit your petition before the deadline indicated in the current academic calendar available online at www.ccsf.edu. Submit your petition to the Office of Admissions & Records, Conlan Hall, E107. *Petitions submitted past the deadline will be returned to student and must be re-submitted for evaluation in the following semester.*
- ❖ **NAME OF PROGRAM:** Ensure that the name of the program as found in the College Catalog is written clearly on the petition.
- ❖ **SUBSTITUTIONS & WAIVERS:**
 - If any of the program requirements for the Certificate you are applying for are being WAIVED or SUBSTITUTED with other CCSF courses, be sure the Advisor or Department Chair completes and signs the appropriate areas of the petition form.
 - Courses from schools other than CCSF: If any program requirement is being substituted with courses which were taken at colleges or universities other than CCSF,
 - ✓ Be sure the Advisor or Department Chair completes and signs appropriate areas of the petition form, AND
 - ✓ In order for substitution to be accepted, ensure that CCSF Office of Admissions and Records has an official transcript from the school of the substituted course before the semester's end (example, if you are substituting a CCSF course with a course from Skyline College, the Office of Admissions & Records needs an official Skyline College transcript on file).

Incomplete forms will be returned to students