



CERTIFICATE OF ACHIEVEMENT PETITION

Students must meet with a counselor prior to submitting this form to Admissions & Records.
Please visit the Admissions & Records portion of the MPC website for petition deadlines.
Incomplete or illegible forms will not be processed.

PART A: TO BE COMPLETED BY STUDENT

Name _____
Last First MI

Expected term of completion:
 Fall Spring Summer

Email _____

MPC Student ID # ____ / ____ / ____

Address _____
Street Apt #

Phone (____) _____

City State Zip

The name printed on your certificate will appear exactly as listed in your MPC WebReg account. Changes to name will require a personal update form, legal photo ID, and supporting documentation provided to Admissions & Records.

Address for mailing diploma: Same as above

Street Apt #

City State Zip

List any other colleges and sources from which you are using credits for your certificate:

- AP Colleges: _____
- CLEP _____
- High School Articulation _____
- High School Transcript _____
- International Baccalaureate _____
- Military _____

List the program of study and catalog year under which you are completing the requirements: (*only one per form*)

Program of Study _____ Catalog Year _____

Student Signature

Date

PLEASE COMPLETE BOTH SIDES OF THIS FORM

REQUIREMENTS AND GENERAL INFORMATION

1. Students must complete the major requirements as outlined in the catalog.
2. Students must complete each course in the major with a grade of "C" or better. (Some programs require higher performance levels.)
3. Students must meet unit residency requirements for their certificate:
 - For certificates with less than or equal to 12 units: all units must be completed at MPC.
 - For certificates with greater than 12 units: at least 12 units must be completed at MPC.
4. If using sources listed on the front of the form, students must submit necessary official transcripts and/or scores to the Admissions & Records Office. Foreign transcripts must be evaluated by an official foreign credential evaluation.
5. Students will be contacted by Admissions & Records regarding the status of your petition.

PART B: FOR COUNSELOR USE ONLY

Are any required courses being substituted? Yes No (If yes, the approved course substitution form(s) must be attached.)

Comments: _____

I verify that this student is on track to complete all the requirements for the certificate of achievement. I have attached a completed major sheet.

_____ Counselor Name

_____ Counselor Signature

_____ Date

***** FOR ADMISSIONS AND RECORDS OFFICE USE ONLY *****

Logged in tracker: _____ Initials Date	Petition posted: _____ Initials Date	Final decision posted: _____ Initials Date
<input type="checkbox"/> Pending _____ Initials Date	<input type="checkbox"/> Denied _____ Initials Date	<input type="checkbox"/> Awarded _____ Initials Date

Notes: