



Petition for Certificate Form

Admissions & Records
2300 E. Gibson Road, Woodland, CA 95776
(530) 661-5700

Fall 20__ Spring 20__ Summer 20__ Date: _____

Student ID: [grid of 7 boxes]

Catalog Year: _____

Student Name: Last First Middle

Mailing Address: Street Address/Apt. No/ PO Box City State Zip

Phone Number: () College Email Address: _____

Certificate Applying For: Specify the certificate and program name (i.e. Certificate of Achievement- Landscape Design)

OFFICE USE ONLY

Units completed: Certificate awarded:
Units in progress: Certificate denied:
Units needed: Certificate posted to file:

Signature of Admissions & Records/Designated Representative: _____

Procedures for Petition for Certificate Form:

- 1. Complete all requirements for the certificate you are applying for and submit the certificate form to the Admissions and Records office by the deadline date.
2. Admissions and Records will review the student's transcript.
3. Admissions & Records/Designated Representative will verify that the information is correct and either approve or deny the certificate.
4. Once the certificate forms have been completed, they will be returned to Admissions and Records for further processing.
5. Approved certificates will be processed and mailed, denied certificates will receive an email notifying them of further courses needing to be completed.
6. Awarded certificates will be posted to transcripts.