

Office of Admissions & Records

50 Frida Kahl Way, MUB 188 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 (MUB, 188) noted with the date the petition was received.

™ NAME ON _____

™ 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 DEADLINE: Submit your petition before the deadline indicated in the current academic calendar. Ensure that the name of the program as found in the College Catalog is written clearly on the petition.

™ SUBSTITUTIONS & WAIVERS:

- x If any of the program requirements for the Certificate you are applying for are being WAIVED or SUBSTITUTED with other CCS courses, be sure the Advisor or Department Chair completes and signs CCS Office of Admissions and

cial transcript from the school of the substituted course before the
mple, if you are substituting a CCS course with a course from Skyline
f Admissions & Records needs an official Skyline College transcript on

Incomplete forms will be returned to students
