



Student Records Evaluators (925) 424-1547 & 424-1552
Admissions and Records Office, Building 700

Students should petition no later than the tenth instructional week of the semester in which they plan to complete the requirements. Petition filing deadlines for the academic year are published in our **Schedule of Classes**, the **College Catalog**, as well as on the web at www.laspositascollege.edu. If you miss the filing deadline for any given term, you may petition for the subsequent term.

Date: ___/___/___

Name: _____ SSN/"W" User ID: _____
Print your name exactly as you would like it to appear on your diploma

Address: _____
Street City State Zip

Phone: _____ Email: _____
Home Work

Please note: If you have moved recently, please update your address with the Admissions and Records Office to receive important graduation information.

Anticipated Completion Date:

- Summer 20__
- Fall 20__
- Spring 20__

Please consult the Las Positas College catalog for name of degree majors and certificate majors. Indicate which of the following you are petitioning for:

(You will need to submit a petition for each degree/certificate that you are planning to complete)

- Associate in Arts Major: _____
- Associate in Science Major: _____
- Certificate of Completion Major: _____
- Certificate of Achievement Major: _____

Have you submitted official copies of your transcripts from **ALL** other previously attended accredited post secondary institutions? **Please note:** Your cumulative grade point average at Las Positas College is based upon completed coursework from all post-secondary institutions that you have attended.

- YES
- NO

<i>Name of School</i>	<i>Years Attended</i>	<i>Name of School</i>	<i>Years Attended</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: All of the above mentioned official transcripts must be received by the Admissions and Records Office prior to completing a Degree Evaluation.

Please allow 6 to 8 weeks for a response.

If you do not complete your requirements in the current academic semester, you must re-apply.