



# REQUEST FOR DEGREE OR CERTIFICATE

**Directions:** Please submit the Request for Degree/Certificate during the final semester in which you will complete your program requirements.

- If finishing degrees/certificates in two different terms, submit separate petitions (e.g. Spring 2024 and Summer 2024)
- Students are **strongly recommended** to have their degree/certificate petition reviewed by a counselor prior to submitting (see **Counselor Grad Check** below)
- This request can be submitted using one of the following options:
  - **Mail or In-Person:** Admissions & Records, 3000 Campus Hill Dr, Livermore, CA 94551,
  - **Email:** [lpc-evaluations@laspositascollege.edu](mailto:lpc-evaluations@laspositascollege.edu) OR
  - **Counselor:** Leave a signed copy with your counselor

Anticipated Completion:		Summer	Fall	Spring	Year:
Last Name, First Name, Middle Initial (Chosen or Legal Name)			Student ID Number W		
Mailing Address			Telephone		
City, State and Zip Code			Email		
<b>Degree/Certificate</b> Example: AA-T	<b>Major Title</b> Example: Anthropology (IGETC CSU)		<b>Catalog Year</b> The current year LPC Catalog requirements will be used unless otherwise noted		
If applying for an Associate Degree, please select your General Education Pattern: Plan A: Las Positas College General Education      Plan B: CSU GE-B      Plan C: IGETC – For CSU					
My name should appear as follows on my diploma/certificate and commencement program:					
<b>PLEASE READ CAREFULLY AND CHECK BEFORE SIGNING BELOW:</b> I have submitted official transcripts from all other previously attended, regionally-accredited post-secondary institutions. Advanced Placement (AP)/International Baccalaureate (IB), College-Level Examination Program (CLEP), DD214, and/or course substitutions or waivers are on file, if applicable. ▪ ▪					
<b>Student Signature:</b>			<b>Date:</b>		
By signing above, I certify that my request form is complete and accurate to the best of my knowledge.					
Counselor Grad Check					
<b>Counselor Signature:</b>			<b>Date:</b>		
Notes or other documents to be submitted, etc.:					
<b>STAFF USE ONLY</b>					
Evaluator Signature:		BDMS		Date:	
SHADERG		W/ Highest Honors (3.50-4.00)		DD214 Verified	
Degree/Certificate Awarded		Need to re-apply		W/ Honors (3.25-3.49)	
Requirements not met/denied					