

# WEST LOS ANGELES COLLEGE

## Graduation Petition Policy

PAGE 1 OF 2

The Student Services division at West Los Angeles College (West) is committed to providing students with a seamless, student-centered and responsive support service. The Student Services division plans to work collaboratively to assess the various academic policies at West to assure that they are clear and widely publicized.

The recommendation below is designed to enhance Associate of Arts/Associate of Science graduation and California State University/University of California certification rate.

### Procedure To Request A Graduation Petition

There are two paths that a student can follow to initiate graduation for the Associate of Arts/Associate of Science degree and/or California State University/University of California degree certification at West:

- 1) Counselor-Initiated
- 2) Student-Initiated

In order for a student to apply for graduation, a student must have satisfied the following criteria:

- 12 units of residency at West
- An overall GPA of 2.0 on courses attempted
- Must have a "C" or better in English 28 or higher and Math 115 or higher (*Please note: Beginning Fall 2009, the Math & English requirement will be changed to English 101 & Math 125, or higher, for an AA degree.*)
- Completed the U.S. History and U.S. Constitution requirement
- 60 units, or more, completed by the time of graduation

The graduation filing period has been changed to reflect the following dates:

- Summer and Fall Graduation Petition dates: February 1 – May 1
- Winter and Spring Graduation Petition dates: September 1 – March 1

Late petitions must be approved by the Associate Dean of Enrollment and must include the general education worksheet that is signed off by a counselor. Only documented, extenuating circumstances will be considered.

### **Counselor-Initiated Path**

It is highly recommended that a student preparing for graduation request a counseling appointment during the graduation petition period to review their student educational plan (SEP) for Associate of Arts/Associate of Science graduation and/or California State University/University of California certification. When a Counselor confirms that the student has satisfied the Associate of Arts/Associate of Science graduation requirement and/or California State University/University of California certification plan, the Counselor will instruct the student on how to complete the Graduation Petition form and provide them with a copy of their General Education or Associate of Arts/Associate of Science form.

Students should be instructed to attach the General Education or Associate of Arts/Associate of Science form to the graduation petition and deliver it to the Graduation Unit inside the Admissions and Records office, A-13.



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PAGE 2 OF 2

### ***Student-Initiated Path***

Students may submit a Graduation Petition without meeting with a Counselor. When a student feels confident that he/she is approaching Associate of Arts/Associate of Science graduation or is eligible for California State University/University of California certification, the student can pick up a Graduation Petition and a self-check degree form during the graduation filing period at the Admissions and Records Lobby. The student must circle all the courses they completed on the self-check degree form and list the major course work in the designated section. When both forms are completed, the student will return the two forms to the Graduation Office.

If a student attended a non-LACCD institution they must request official transcripts be mailed directly to the Graduation Office at West. All official transcripts must be received by the graduation office prior to the petition deadline.

### **Processing the Graduation Petition**

When the student meets with the Graduation Evaluator to review their paperwork the Evaluator will:

- Verify the correct spelling of the student's name
- Check that all non-LACCD schools they attended are recorded on the form
- Inform students of the transcript policy
- Check the semester that the student is requesting graduation
- Confirm student's major
- If applicable, provide them with California State University/University of California transfer paperwork

### **Notifying the Student of their Graduation Status**

#### *Approved Petition*

Once a student's graduation petition has been processed the Evaluator will issue a notification letter congratulating the student of their upcoming graduation from West. The letter will also contain Commencement information.

#### *Pending Petition*

If a student has not satisfied all of the graduation requirements, the notification letter will identify the area of deficiency and refer the student to the Counseling Services Division for an appointment. Students who do not satisfy the graduation requirements for the semester requested may request to have their Graduation Petition rolled over to the subsequent semester, if the deficient courses have been added to their General Education or Associate of Arts/Associate of Science plan or self-check certification.

If more than one semester of course work is necessary to satisfy the graduation requirement, the student must submit a new petition the semester prior to their graduation.

### **Awarding of Diploma**

A student will be awarded an Associate of Arts/Science diploma 8 to 10 weeks after the semester ending and all grades have been posted. Students will be notified, by mail, when their diploma is available.

SBP 10/29/07

