Request for Department Certificate of Achievement

PLEASE PRINT

Name: _____ Student I.D. No._____
Last First MI

Address: _____
City State Zip Code

Contact Number _____ Email Address _____ Verify

you have completed all of the following general requirements before submitting your request.

ALL GRADES MUST BE POSTED ON TRANSCRIPTS PRIOR TO SUBMISSION OF REQUEST.

GENERAL REQUIREMENTS

The following requirements must be fulfilled before certificate(s) can be granted by East Los Angeles College. These requirements are applicable for certificate programs requiring 15 or more units.

1. *UDGH RI ³&´ RU EHWWHU LQ DOO FRXUVHV UHTXLUHG IRU FHUWLILFDWH
2. All courses acceptable for credit must be approved by the Western Association of Universities and Colleges or by a comparable accrediting agency. Requirements shall be determined by the Department Chair for the discipline. Transcripts from institutions outside the Los Angeles Community College District must be mailed directly to the Admissions and Records Office. No hand delivered transcripts accepted.
3. At least sixty percent of the courses required for the certificate must be completed at East Los Angeles College, unless otherwise indicated by a specific accrediting agency. (Please provide documentation.)
4. The last twelve units required for the certificate must be completed at East Los Angeles College, unless otherwise indicated by a specific accrediting agency.

Please read certificate application procedure on the reverse side before continuing.

List all the required courses for the Certificate requested. Indicate the college and when the courses were completed. OFFICIAL SEALED TRANSCRIPTS from institutions outside of the Los Angeles Community College District must be MAILED directly to the Admissions and Records Office. No hand delivered transcripts accepted.

If you require additional space, please attach another request form.

Course	Semester Completed	College Where Completed	Grade Received	GPA (For Dept. Chair Use)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			Cumulative GPA:	

6WXGHQW¶V 6LJQDWXUH BBBB

Certificate of Achievement Application Procedure

1. Check the college catalog to ensure you have taken all the necessary courses. Your calculated GPA will be in the computer as soon as i haveturned in their grade sheet to the Office of Admissions.
2. Indicate which certificate you are applying for. Requests with incorrect titles shall be returned.
3. If you have taken courses for your certificate at another institution outside the Los Angeles Community College District, you must have official copies on file with the Admissions and Records Office. Hand delivered transcripts are not accepted.
4. 6RPH FHUWLILFDWHV UHTXLUH WKDW \RX KDYH ³H[SHULHQFH´ 3OHDVH ORRN XQGHU WKH ³H[SHULHQFH´ WKDW LV UHODWHG WR \RXU FHUWLILFDWH &RXUVH &RQWHQW &RXUVH &RQWHQW &RXUVH &RQWHQW