



Graduation Application / Application for Degree and/or Certificate

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

Student ID: _____ Phone: (____) _____ Email: _____

Name on Diploma: _____

First Middle Last
(Print your name exactly as you want it to appear on your diploma; please review instructions on Diploma Name)

Diploma Mailing Address: _____

Street City State Zip

Graduation Term and Year: Fall____ Winter____ Spring____ Summer____

Associate Degree for Transfer (AA-T/AS-T/ADT):

Associate Degree (AA/AS):

Certificate or Skill Award:

If you need additional space, check additional programs for evaluation on next page. Citrus College may automatically award you any other degrees/certificates for which you have met graduation requirements unless you initial requesting to ONLY be evaluated for the degree(s) listed above: _____

Initial

I wish to use external credit to satisfy graduation requirements (*documentation must be on file in the Admissions and Records office or attached with application in a sealed envelope*):

AP Exam CLEP Exam IB Exam Military Credit

List all other colleges that you attended and submit all official transcripts to be considered for graduation requirements (*final transcripts and must be on file in the Admissions and Records office, or attached with application in a sealed envelope*).

College(s): _____

List all other colleges and courses you are currently completing at a college other than Citrus College that you are using to fulfill a degree/certificate requirement.

College: _____ Course: _____ College: _____ Course: _____

Student Signature Date

Counselor/Advisor Only

Name: _____ Extension: _____ Appointment Date: _____ Signature: _____

Comments: _____

Office Use Only

Outside Transcripts Transcripts Evaluated Received by: _____ Date: _____ Application Term: _____

Processed by: _____ Mailed by: _____ Date: _____

ADTs, Degrees, Certificates and Skill Awards

Associate Degrees for Transfer (ADTs)

- Administration of Justice
- Anthropology
- Art History
- Biology
- Business Administration
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Global Studies
- History
- Journalism
- Kinesiology
- Mathematics
- Nutrition and Diet
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

Associate in Science Degrees (AS)

- Auto/Truck: Diesel Technology
- Automotive Technology
- Architecture
- Biological Sciences
- Biotechnology
- Business
- Child Development
- Construction Management
- Correctional Science
- Cosmetology
- Criminal Justice
- Dental Assisting
- Design and Engineering Drawing Technology
- Digital and Web Design
- Emergency Management and Homeland Security
- Esthetician
- Kinesiology
- Medium and Heavy Diesel Truck Technology
- Photography
- Physical Science
- Pre-Allied Health
- Pre-Engineering
- Public Works
- Real Estate

- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Efficiency Management
- Water Technology
- Wildland Resources and Forestry

Associate in Arts Degrees (AA)

- Dance
- English Literature
- Language Arts
- Liberal Arts - Humanities
- Music
- Peace Studies
- Social Sciences
- Theatre Arts
- Theatre Arts - Acting Emphasis
- Visual Arts

Certificates of Achievement

- Accounting
- Administrative Office Occupations
- Architectural Design
- Audio Recording Technology
- Automotive Maintenance and Light Repair
- Automotive Research and Development
- Automotive Service, Diagnosis, and Repair – Master Technician
- Automotive Service, Diagnosis and Repair – Toyota/Lexus/Scion Technician
- Automotive Service, Diagnosis & Repair – Undercar/Drivetrain Specialist
- Automotive Service, Diagnosis and Repair – Underhood Specialist
- Biomanufacturing
- Business Information Professional
- Ceramics – One Year
- Ceramics – Two Year
- Child Development Master Teacher
- Child Development Master Teacher–Early Intervention
- Child Development Teacher
- Commercial Dance
- Computer Generated Imagery (CGI)
- Computer-Aided Design (CAD) - Architecture and Drafting
- Construction Inspection
- Construction Management
- Construction Quality Control
- Correctional Science
- Cosmetology
- Criminal Justice
- CSUGE
- Database Administrator

- Dental Assisting
- Diesel Engine Service, Diagnosis and Repair Technician
- Digital and Web Design
- Emergency Management and Homeland Security
- Emerging Theatre Technologies
- Esthetician
- Gaming and Applications Development
- Information Technology
- Intersegmental General Education Transfer Curriculum (IGETC)
- IT Technician: Computer Retail Sales and Support
- IT Technician: Support Specialist
- Literature
- Medium and Heavy-Duty Truck Service, Diagnosis and Repair Master Technician
- Photography
- Public Works: Inspection, Supervision and Management
- Public Works: Maintenance Services
- Real Estate
- Stationary Power Generation Service, Diagnosis and Repair Technician
- Vocational Nursing
- Water Efficiency Management
- Water Technology
- Website Development
- Wildland Resources and Forestry
- Writing Competency

Skill Awards

- Athletic Training
- Automotive Emissions Inspection
- Child Development Associate Teacher
- Coaching
- Construction Health and Safety Specialist
- Emergency Medical Technician
- Engine Rebuilding and Machining
- Entrepreneurship
- Finance
- Greenscape Maintenance Technology
- Hardscape Maintenance Technology
- Home Health Aide
- Human Resource Management
- Infant and Child Development Associate Teacher
- International Business
- Journalism
- Maintenance and Light Repair: Undercar
- Maintenance and Light Repair: Underhood
- Marketing
- Microsoft Office

- | | | |
|--|--|---|
| <input type="checkbox"/> Nurse Assistant | <input type="checkbox"/> Special Inspection - Reinforced Concrete | Grammar |
| <input type="checkbox"/> Office Clerk | | <input type="checkbox"/> English as a Second Language - Computer Literacy |
| <input type="checkbox"/> Personal Trainer | Non Credit Certificates of Completion | <input type="checkbox"/> English as a Second Language - Pronunciation |
| <input type="checkbox"/> Principles of Management | <input type="checkbox"/> English as a Second Language - Beginning | <input type="checkbox"/> English as a Second Language - Speaking |
| <input type="checkbox"/> Public Works Inspection | <input type="checkbox"/> English as a Second Language - Intermediate | <input type="checkbox"/> Heating, Ventilation and Air Conditioning Technician |
| <input type="checkbox"/> Public Works Supervision and Management | <input type="checkbox"/> English as a Second Language - Program Completion | |
| <input type="checkbox"/> QuickBooks | <input type="checkbox"/> English as a Second Language - Beginning Grammar | |
| <input type="checkbox"/> Real Estate I | <input type="checkbox"/> English as a Second Language - Intermediate | |
| <input type="checkbox"/> Real Estate II | | |

GRADUATION APPLICATION INSTRUCTIONS

General Instructions

1. You are strongly encouraged to schedule an appointment with a counselor to review graduation requirements. Please call Counseling and Advisement Center to schedule an appointment at (626) 914-8530.
2. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.
3. Submit the Graduation Application for ADT, AA/AS, Certificate of Achievement and Skill Award to the Admissions and Records Office by the posted deadline. Deadlines are published in the schedule and on available at: <http://www.citruscollege.edu/ar/Pages/Certificates.aspx>.
4. If you change your name or diploma mailing address after you applied, please use the online [Student Update Form](#) and check the Pending Degree/Certificate Graduation Application checkbox at the bottom of the form.
5. Students can abbreviate their middle name, exclude their middle name, or abbreviate their first name if using a middle name. If a student wishes to use a name other than their legal name, such as a nickname, the nickname should appear in place of the middle name with quotations. Students who wish to have a name different than their legal name in place of their first name must go through the formal process to update their name and submit proof of the change of legal name with the Admissions and Records office.
6. If you are using external credits to meet graduation requirements, such as AP Exam, CLEP Exam, IB Exam or Military Credit, the official external exam scores and/or DD214 must be on file at time of application. AP Exam credit may be requested using the [online Request AP Credit application](#).
7. Official transcripts from other colleges attended by the student must be on file with the Admissions and Records office at the time of application. Students who wish to use coursework outside of Citrus College to satisfy degree requirements must see a counselor to evaluate eligible coursework before submitting the graduation application.
8. Foreign transcripts must be evaluated by an [approved transcript evaluation service](#). Seek advice from a counselor prior to evaluating foreign transcripts.

Associate Degree for Transfer (ADT) Requirements:

1. Students must complete a minimum of 60 required semester units of CSU transferable coursework.
2. While the minimum grade point average (GPA) is at least 2.0 in all CSU transferable coursework for admission to the CSU system, some majors may require a higher GPA. Please consult with a counselor for more information.
3. All courses in the major must be completed with a grade of C or better.
4. Completion of one of the following General Education Requirements:
 - a. Option II: 39 units as stipulated by the CSU general education certification requirements, outlined in the catalog; or
 - b. Option III: 34 units as stipulated by the completion of the IGETC pattern, outlined in the catalog. Note that Option I available for A.A. and A.S degrees is not available for AD-T degrees.
5. No additional competency and local area requirements.
6. Students should consult a counselor to determine transfer requirements have been satisfied.

AA/AS Requirements:

1. Have a degree applicable GPA of 2.0.
2. Complete 60 degree applicable units or 60 transferable units depending on the degree.

3. Complete all the degree requirements stipulated by the Associate Degree with a "C" or better.
4. Must have a minimum of 12 units in residence.
5. Complete 3 units of Kinesiology (AA/AS only):
 - a. 3 units of either Kinesiology or Dance activity as stipulated by the catalog OR
 - b. Completion of KIN 100, 170, 171 or 173.
6. Competency Requirements:
 - a. Writing: Proficiency in writing may be satisfied by completion of an English Composition General Education Requirement (English 101) with a grade of "C" or better.
 - b. Mathematics: Proficiency in mathematics may be satisfied by one of the following:
 1. Completion of two years of high school algebra AND placement at the level of College Algebra or higher on the math assessment test; or
 2. Completion of any mathematics class listed in the mathematics section of the General Education Requirements with a grade of "C" or better. *Transcript needed to verify the 2 years of high school algebra.
 - c. Reading: Proficiency in reading may be satisfied by one of the following:
 1. A satisfactory score on the reading component of the placement test at the ENGL 101 level; or
 2. A passing grade in ENGL 099.

Certificates of Achievement Requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. Some certificates approved by the Chancellors office may contain 12 -17.5 units.
2. At least 50% of the coursework must be completed at Citrus College. The 50% requirement may be waived by discipline faculty based on submission of proof of completion of industry certification of skills on a case by case basis.
3. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.
4. A grade point average of 2.0 or better for each course taken at the college or elsewhere, which is to be applied toward the Certificate.
5. An Application for Graduation/Certificate together with relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a certificate if a student has met the requirements for a certificate without requiring the student to submit an application.
6. A minimum of 6 units in residence must be completed for Transfer certificates.
7. For CTE certificates, coursework not completed at Citrus College must be articulated course-to-course by discipline faculty.

Skill Awards are shorter credit programs established by the District. At least 50% of the coursework must be completed at Citrus College.

Catalog Rights - Students who maintain continuous enrollment may elect to graduate under the requirements of the Citrus College catalog in effect at the time of enrollment to Citrus College or under the requirements of the Citrus College catalog in effect at the intended date of graduation from Citrus College. Students will be able to receive a degree in a discontinued program for up to 5 years from the time the program was discontinued.

Continuous Enrollment - A student is continuously enrolled if he/she receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year. Continuous enrollment is maintained at Citrus College if a student transfers to another regionally accredited institution, as long as he/she receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year at that institution. Note: State of California and federal law, as well as Citrus College Board Policy, shall take precedence over catalog rights.

Official Transcripts - In order to apply units completed at another institution toward a degree, official transcripts may be mailed, submitted electronically, or hand-delivered provided that if hand delivered they arrive in an officially stamped and sealed envelope by the issuing institution.