Formal graduation exercises are held once a year at the end of the Spring semester.

THE DEADLINE TO APPLY FOR GRADUATION:

Friday April 7, 2006 is the deadline to petition for graduation in Spring, 2006. All graduates who intend to participate in the graduation ceremony and have their names acknowledged in the graduation program must submit a graduation petition by the deadline date, Friday April 7, 2006. For those applications received after the deadline, there is no guarantee that they will be processed in time for program printing or participation in the graduation ceremony.

GRADUATION CEREMONY:

The graduation ceremony will be held on Friday, May 26, 2006.

WHEN TO APPLY:

You should apply for graduation only if you plan to complete requirements for an AA, AS (degree) or a CA (Certificate of Achievement) by the end of the Spring term. You should have already reviewed your academic record with a counselor. Applications for graduation are available online and at the Admissions Office from October 3, 2005 through Friday April 7, 2006. You will be notified by mail regarding the status of your petition.

STUDENTS THAT ARE “APPROVED PENDING”:

Receiving a response to your petition is not a confirmation of the award. Awards are confirmed or denied after the spring semester grades have been verified on student records. This process is usually finalized by mid July.

TRANSCRIPTS FROM OTHER INSTITUTIONS:

Official copies of transcripts from other institutions must be received in the Admissions Office no later than Friday April 7th, the deadline for petitioning for graduation. If you will be enrolled in another institution during the Spring semester, you will need to provide proof of enrollment by Friday April 7th, and request an official copy of the other school’s transcript after spring semester grades are posted. REMINDER: All units recorded on transcripts from other colleges are factored in with Los Medanos College units for a total GPA at graduation.

WHEN TO EXPECT THE DIPLOMA:

Usually by the beginning of August, you will receive a letter of notification that your award may be picked up from the Admissions Office or mailed to your home should you provide a self-addressed stamped envelope. Instructions for mailing will be explained in the letter.

COMPETENCY REQUIREMENTS:

In order to receive and Associate degree or a Certificate of Achievement the student must meet the college competency requirements in mathematics, reading, writing and computer literacy, (refer to the college catalog section on “Degrees and Awards”).
CATALOG RIGHTS:

Students who enroll in at least one course, for one semester/session in each catalog year, from the time of original enrollment at Los Medanos College have the right to graduate under the terms of any of the catalogs published during the period of the student’s continuous enrollment preceding their eligibility for graduation. Please indicate in the petition which catalog year you are going by. For students not continuously enrolled, requirements for graduation are those defined in the catalog upon their return (or last return, if multiple breaks) to Los Medanos College.

AA/AS DEGREE REQUIREMENTS:

Students must complete the AA/AS degree requirements, along with the requirements in a defined major (if other than Liberal Arts) for a minimum total of 60 units (all the units must be degree applicable). Of the total units completed, 12 units must be at LMC, with a cumulative grade point average of 2.0 or higher.

REMINDER: All college transcripts submitted will be included in the calculation with Los Medanos College units for GPA at graduation.

IMPORTANT:
If you are applying for a Transfer AA/AS Path you must submit a letter of evidence of acceptance for admission by an accredited transfer institution.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:

The student must complete the requirements defined in the Major section, including completion of competency requirements, 12 units in residency, and a cumulative grade point average of 2.0 (all units must be degree applicable).

HONORS STATUS AT GRADUATION: A 3.5 GPA earned by the end of Fall 2005 designates Honors Status for graduation. This will include all transcripts submitted to Los Medanos College for calculation with Los Medanos units.

REASONS AN AWARD MAY BE DENIED

1. Did not complete a minimum of 60 units for an Associate degree.
2. Did not complete the competency requirements.
3. Did not make-up Incomplete from past semester.
4. Did not have 2.00 (C) cumulative grade point average.
5. Did not submit official copy of transcripts from other institution(s).
6. Did not complete required courses for major.
7. Did not complete 12 units at LMC.
8. Did not submit proof of current semester enrollment from other institution.
9. Did not submit evidence of acceptance for admission by an accredited transfer Institution. (Transfer AA Degree requirement)

Where to mail or fax petition for graduation:

Address: Los Medanos College
Admissions Office
2700 East Leland Rd
Pittsburg, CA 94565
Attn: Admissions Office -Graduation

Fax number: (925) 427-6351
DEADLINE TO APPLY Friday APRIL 7th, 2006

Please write legibly:

1. Name:____________________________________________________________________________ Last First Middle

2. If you attended LMC under a different name, print the name below:

__________________________________________________________________________________ Last First Middle

3. SS#_________________ or Student ID #_______ Telephone No._____________________________

4. Address:_________________________________________________________________________ Number and Street City Zip Code

5. Application for: AA____________  AS_____________ CA____________

   ** Transfer AA/AS path CSU __ or UC__  ** IGETC Transfer Path CSU __ or UC__
   **remember a copy of your acceptance letter will be required to post degree at end of semester.
   Standard AA/AS path_____****

6. Major: _________________________________________Major Code #________________________

   For major codes see Table on back

7. Catalog Year____________________(Refer to the information on Catalog Rights).

8. Are there transcripts from other colleges to be included in this evaluation?  Yes _______  No______
   If yes, indicate name of college(s):

__________________________________________________________________________________

9. Have these transcripts been forwarded to LMC?  Yes________________ No________________

10. Semester in which requirements have been or will be completed.  SP_____    FA_____   SU _____

11. I will participate in the graduation ceremony.  Yes______________ No_______________

12. Please print your name exactly as it is to be shown on your diploma or certificate: Please write legibly:

__________________________________________________________________________________

    First                   Middle                   Last

13. Signature:________________________________________________Today’s date:____________________

14. Transferring to CSU or UC ______    EOPS Student ______   DSPS Student ______

OFFICE USE

Apprvd______Pndng_____Dnid______Date_________Signature/Evaluator__________________________