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

**THE DEADLINE TO APPLY FOR GRADUATION:**

*Wednesday April 7, 2004* is the deadline to petition for graduation in Spring, 2004. 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, *Wednesday April 7, 2004*. 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 28, 2004*.

**WHEN TO APPLY:**
You should apply for graduation only if you plan to complete requirements for an AA, AS (degree) or a CA (certificate) by the end of the Spring term. You should have already reviewed your academic record with a counselor. Applications for graduation are available at the Admissions Office from *October 1, 2003* through *Wednesday April 7, 2004*. 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 recorded 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 *Wednesday 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 *Wednesday April 7th*, and request an official copy of the other school’s transcript after spring semester grades are posted. **REMEMBER: All transcripts from other colleges are calculated with Los Medanos College units for 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. 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 2003 designates
Honors Status for graduation. This will include all transcripts submitted to Los
Medanos College for calculation with Los Medanos units.

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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.
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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
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__
   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. Number of guests you are inviting*: __________________________________________________________________________
   5 Maximum

13. Please print your name exactly as it is to be shown on your diploma or certificate: Please write legibly:
   ____________________________________________________________________________
   First  Middle  Last

14. Signature: ____________________________  Today's date: __________________

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

OFFICE USE

Apprvd______Pndng_____Dnid_____Date_________Signature/Evaluator_______________________

Apprvd______Pndng_____Dnid_____Date_________Signature/Evaluator_______________________
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