PETITION FOR GRADUATION – AA/AS or AA/AS-T DIAGRAM

MERRITT COLLEGE

** Point of Reference:
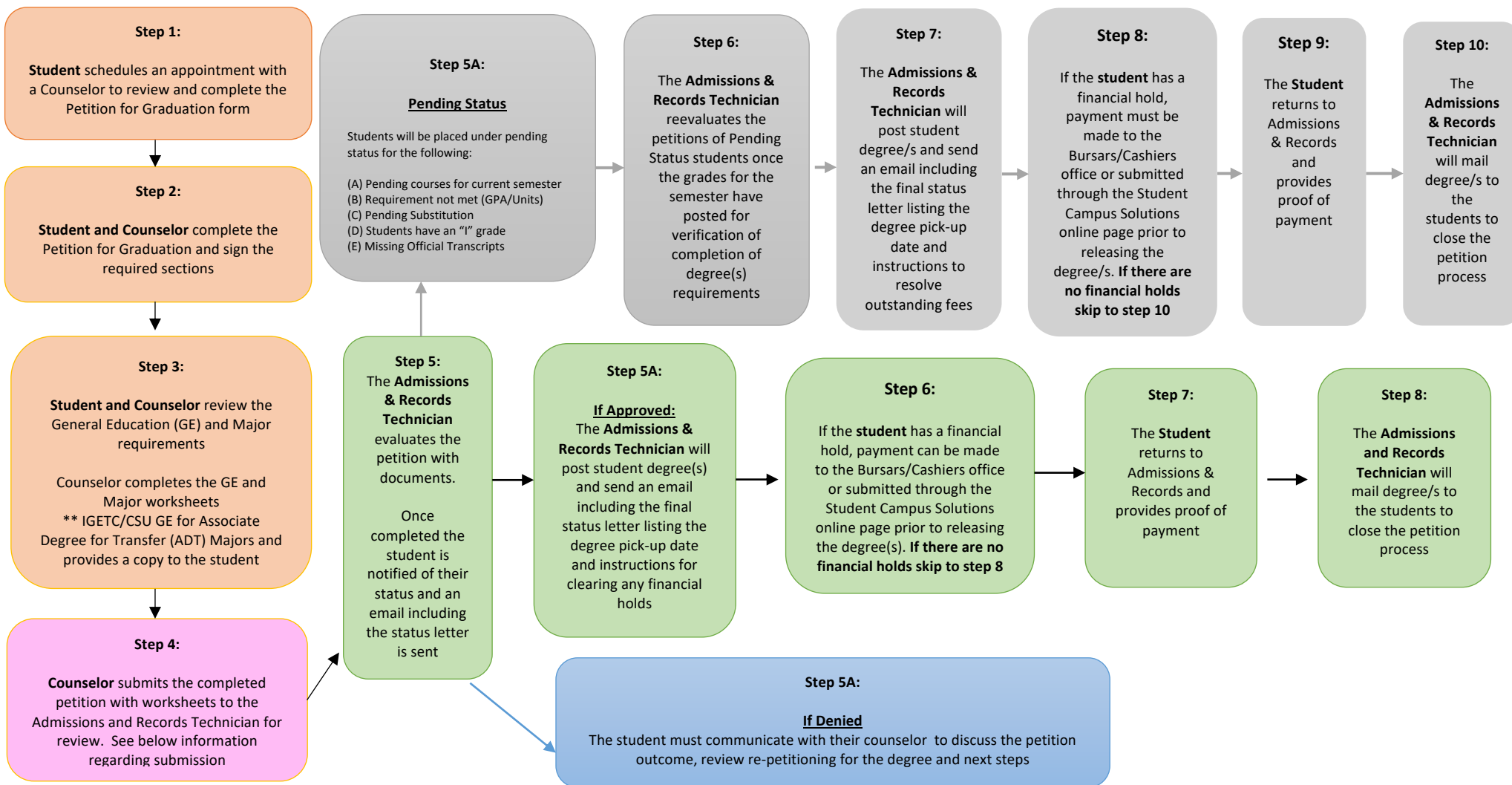There are three possible paths denoted by colors to complete the Petition for Graduation:
a. Green for approved
b. Gray for pending status
c. Blue for denied

Due to Covid-19 Merritt Admissions and Records Office will accept petitions year-round through the end of the Fall 2021 semester.

Beginning Spring 2022 please refer to the Academic Calendar for deadlines.

Step 1:
Student schedules an appointment with a Counselor to review and complete the Petition for Graduation form

Step 2:
Student and Counselor complete the Petition for Graduation and sign the required sections

Step 3:
Student and Counselor review the General Education (GE) and Major requirements
Counselor completes the GE and Major worksheets
** IGETC/CSU GE for Associate Degree for Transfer (ADT) Majors and provides a copy to the student

Step 4:
Counselor submits the completed petition with worksheets to the Admissions and Records Technician for review. See below information regarding submission

Step 5:
The **Admissions & Records Technician** evaluates the petition with documents.
Once completed the student is notified of their status and an email including the status letter is sent

Step 5A:
Pending Status
Students will be placed under pending status for the following:
(A) Pending courses for current semester
(B) Requirement not met (GPA/Units)
(C) Pending Substitution
(D) Students have an "I" grade
(E) Missing Official Transcripts

Step 5A:
If Approved:
The **Admissions & Records Technician** will post student degree(s) and send an email including the final status letter listing the degree pick-up date and instructions for clearing any financial holds

Step 5A:
If Denied
The student must communicate with their counselor to discuss the petition outcome, review re-petitioning for the degree and next steps

Step 6:
The **Admissions & Records Technician** reevaluates the petitions of Pending Status students once the grades for the semester have posted for verification of completion of degree(s) requirements

Step 6:
If the **student** has a financial hold, payment can be made to the Bursars/Cashiers office or submitted through the Student Campus Solutions online page prior to releasing the degree(s). **If there are no financial holds skip to step 8**

Step 7:
The **Admissions & Records Technician** will post student degree/s and send an email including the final status letter listing the degree pick-up date and instructions to resolve outstanding fees

Step 7:
The **Student** returns to Admissions & Records and provides proof of payment

Step 8:
If the **student** has a financial hold, payment must be made to the Bursars/Cashiers office or submitted through the Student Campus Solutions online page prior to releasing the degree/s. **If there are no financial holds skip to step 10**

Step 8:
The **Admissions and Records Technician** will mail degree/s to the students to close the petition process

Step 9:
The **Student** returns to Admissions & Records and provides proof of payment

Step 10:
The **Admissions & Records Technician** will mail degree/s to the students to close the petition process

The Petition for Graduation is available on the Peralta Admissions & Records website
https://web.peralta.edu/admissions/files/2020/09/Petition-for-Graduation-AA.AS-or-AA.AS-T-Final-2-2020.pdf
** All Official transcripts from other colleges and universities must be on file at the District Admissions and Records Office
**Due to Covid-19 the Counselor can submit the Petition for Graduation to the Admissions and Records Technician, once the Campus reopens it is the student's responsibility to submit their Petition to the Admissions and Records Office
**Student names will be added to the graduation list until April 30, 2021; petitions submitted after this date will not be added to the graduation list. List will include students who petition during the Summer 2020, Fall 2020 and Spring 2021 semester

Updated Spring 2021: MRC/SDL/LC