

Student ID: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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)

Mailing Address: \_\_\_\_\_  
Street City State Zip  
 (If address is different than address in the WingSpan, then address above will be used to mail diploma)

I would like to pick up my diploma in person.

ADT Degree  AA/AS Degree  Certificate  Skill Award

Graduation Term: \_\_\_\_\_ First Term at Citrus College: \_\_\_\_\_

General Education Pattern (ADT/AA/AS only; mark all that apply): CSUGE  IGETC  Citrus Pattern

I wish to use external credit to satisfy graduation requirements (documentation must be on file):

AP Exam  CLEP Exam  IB Exam  Military Credit

Other College(s) Attended (transcripts must be on file): \_\_\_\_\_

I request evaluation for the following Degree(s), Certificate(s) and Skill Award(s):

\_\_\_\_\_

\_\_\_\_\_

If requesting evaluations for more than four programs, use the program list on next page. Citrus College may automatically award you any other degree(s) for which you have met graduation requirements unless you check the next box requesting to only be evaluated for the degree(s) listed on this form.

\_\_\_\_\_  
Student Signature Date

Recommended

Counselor/Advisor: \_\_\_\_\_ Extension: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

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
- Art History
- Biology
- Business Administration
- Communication Studies
- Early Childhood Education
- Elementary Teacher Education
- English
- History
- Journalism
- Kinesiology
- Mathematics
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

### Associate in Science Degrees (AS)

- Automotive Technology
- Biological Sciences
- Biotechnology
- Business
- Child Development
- Correctional Science
- Cosmetology
- Criminal Justice
- Dental Assisting
- Design and Drafting Technology
- Digital and Web Design
- Emergency Management and Homeland Security
- Kinesiology
- Medium and Heavy Diesel Truck Technology
- Photography
- Physical Science
- Pre-Allied Health
- Pre-Engineering
- Public Works
- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Technology

### Associate in Arts Degrees (AA)

- Dance
- English Literature
- Language Arts

- Liberal Arts - Humanities
- Music
- 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
- Correctional Science
- Cosmetology
- Criminal Justice
- CSUGE
- Database Administrator
- Dental Assisting
- Digital and Web Design
- Emergency Management and Homeland Security
- Emerging Theatre Technologies
- Esthetician
- Information Technology
- Intersegmental General Education Transfer Curriculum (IGETC)
- Literature
- Medium and Heavy Diesel Truck

- Service, Diagnosis and Repair Technician
- Photography
- Public Works: Inspection, Supervision and Management
- Public Works: Maintenance Services
- Real Estate
- Vocational Nursing
- Water Technology
- Website Development
- Wildland Resources and Forestry
- Writing Competency

### Skill Awards

- Child Development Associate Teacher
- Coaching
- Diesel Technician, Engine Rebuilding and Machining
- Emergency Medical Technician
- Entrepreneurship
- Finance
- Greenscape Maintenance Technology
- Hardscape Maintenance Technology
- Home Health Aide
- Human Resource Management
- Infant and Child Development Associate Teacher
- Maintenance and Light Repair: Undercar
- Maintenance and Light Repair: Underhood
- Marketing
- Microsoft Office
- Nurse Assistant
- Office Clerk
- Personal Trainer
- Principles of Management
- Public Works Inspection
- Public Works Supervision and Management
- QuickBooks
- Real Estate

### Non Credit Certificates of Completion

- English as a Second Language (Beginning)
- English as a Second Language (Intermediate)
- English as a Second Language (Program Completion)
- Heating, Ventilation and Air Conditioning Technician

## ADT, AA/AS, CERTIFICATE and SKILL AWARD INSTRUCTIONS

### General Instructions

1. You are strongly encouraged, though not required, to schedule an appointment with a counselor to review your graduation application. Please call 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.
4. If you change your mailing address after you applied, please update your address with the Admissions and Records Office.
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.
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.