



Submit this form to:
 Chabot College
 Office of Admissions and Records
 25555 Hesperian Boulevard
 Hayward, California 94545
www.chabotcollege.edu/admissions
 Fax: (510) 723-7510

REQUEST FOR DEGREE OR CERTIFICATE

STUDENT INFORMATION

Last Name, First Name, Middle Initial:	Student ID:
Mailing Address:	Phone Number:
City, State, Zip Code:	E-mail Address:

DEGREE OR CERTIFICATE INFORMATION

1. Courses required for degree or certificate will be completed: Fall Spring Summer Year: _____
2. I am submitting this request for the following degree or certificate:
 List of majors, certificates, and major codes on page 2.

Major Code Select Code from page 2	Degree or Certificate Type (i.e. AA, AA-T, AS, AS-T, CA, CP, C)	Major Title	Catalog Year*
1.			
2.			
3.			

*Catalog Year:
 • Graduation requirements are listed in the Chabot College Catalog.
 • You may choose to meet the requirements contained within any Chabot College Catalog to which you have "catalog rights."
 • Having catalog rights means that you are held to the graduation requirements listed in the catalog at the time your continuous enrollment began or in any subsequent academic year during which you maintained continuous enrollment.
 • To maintain continuous enrollment, you must have enrolled in at least one term (fall or spring) each academic year. Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment. **NOTE:** If you don't select a catalog year or you select one that you don't have catalog rights to, a catalog year will be determined for you.

3. I attended other colleges/universities: Yes No
 If yes, list all colleges previously attended and select whether official transcripts are on file at Chabot or have been requested.
Approved course waiver and/or substitution on file with Admissions & Records Office : Yes No Not Applicable
AP exam score report on file with Admissions & Records Office : Yes No Not Applicable

Previous College(s) Attended	Name used While Enrolled	Official Transcript
		<input type="checkbox"/> On file at Chabot <input type="checkbox"/> Requested
		<input type="checkbox"/> On file at Chabot <input type="checkbox"/> Requested
		<input type="checkbox"/> On file at Chabot <input type="checkbox"/> Requested
		<input type="checkbox"/> On file at Chabot <input type="checkbox"/> Requested

4. My name should appear as follows on my diploma/certificate:
 (Clearly print. Unclear printing will reproduce a misspelled name. Reprint charge is \$20 for degree, \$10 for certificate.)

_____ First Name Middle Name Last Name

PLEASE READ AND INITIAL BEFORE SIGNING

- _____ I understand that my request will only be completed if (a) all my degree/certificate requirements will be completed by the end of the current term or (b) all my degree/certificate requirements have already been completed.
- _____ I understand that if I wish to transfer academic credit for courses taken at other accredited colleges/universities, I must submit official transcripts of that coursework to the Admissions and Records Office. Failure to submit all official transcripts will result in my degree request being returned to me. I understand that if I wish to use credits earned from an out of country college/university, transcripts must be evaluated by a foreign transcript evaluation service. Coursework from an out of country college/university cannot be applied to CSU GE Breadth and IGETC requirements.
- _____ I understand that all financial holds must be cleared before my request will be completed.
- _____ I understand that I will receive a response to my request in approximately **16 weeks** via postal mail. If there are any issues with my request, I will be contacted through the email provided on this form.
- _____ I understand that in order to be issued a degree or certificate, students earning a certificate, Associate in Science, or Associate in Arts degree in an Occupational/Technical area must complete a minimum of **12 units in residency** at Chabot College within the degree major or certificate program.
- _____ I understand that I will be awarded a Certificate of Achievement in CSU GE Breadth and IGETC CSU if I have completed all requirements for an associate degree for transfer.
- _____ I understand that if I am requesting an AA-T or AS-T and my requested GE pattern does not match the GE pattern that I previously declared, my declared major/GE pattern will be updated in my official college record to match this request. Similarly, I understand that if I am requesting a major and my requested degree type (AA or AS) does not match the degree type that I previously declared for that major, my declared major/degree type will be updated in my official college record to match this request. (E.g., AA in Fire Technology vs. AS Fire Technology.)
- _____ I understand that failure to complete this form in its entirety will result in my request being returned to me.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Date degree awarded: _____	<input type="checkbox"/> Highest Honors GPA 3.5 to 4.0 (AA/AS/ADT only)	<input type="checkbox"/> Honors GPA 3.25 to 3.49 (AA/AS/ADT only)	Request recorded: _____	Evaluated By: _____
----------------------------	---	---	-------------------------	---------------------

MAJOR / CERTIFICATE TITLES (GRADUATION REQUEST)



AA-T DEGREE

2238 Anthropology (CSU GE)	0608 Journalism (CSU GE)	2229 Sociology (CSU GE)
2239 Anthropology (IGETC CSU)	0609 Journalism (IGETC CSU)	2234 Sociology (IGETC CSU)
1512 Communication Studies (CSU GE)	0828 Kinesiology (CSU GE)	1108 Spanish (CSU GE)
1513 Communication Studies (IGETC CSU)	0829 Kinesiology (IGETC CSU)	1109 Spanish (IGETC CSU)
2244 Economics (CSU GE)	1038 Music (CSU GE)	1037 Studio Arts (CSU GE)
2245 Economics (IGETC CSU)	1039 Music (IGETC CSU)	1041 Studio Arts (IGETC CSU)
0027 Elementary Teacher Education (CSU GE)	2228 Political Science (CSU GE)	1036 Theatre Arts (CSU GE)
0028 Elementary Teacher Education (IGETC CSU)	2233 Political Science (IGETC CSU)	1040 Theatre Arts (IGETC CSU)
1518 English (CSU GE)	2003 Psychology (CSU GE)	
1519 English (IGETC CSU)	2004 Psychology (IGETC CSU)	
2231 Geography (CSU GE)	2252 Social Justice Studies: Ethnic Studies (CSU GE)	
2232 Geography (IGETC CSU)	2253 Social Justice Studies: Ethnic Studies (IGETC CSU)	

AS-T DEGREE

0014 Administration of Justice (CSU GE)	0572 Business Administration (CSU GE)	1704 Mathematics (CSU GE)
0015 Administration of Justice (IGETC CSU)	0575 Business Administration (IGETC CSU)	1705 Mathematics (IGETC CSU)
0411 Biology (CSU GE)	2199 Early Childhood Education (CSU GE)	
0412 Biology (IGETC CSU)	2133 Early Childhood Education (IGETC CSU)	

AA DEGREE

2101 Administration of Justice	0304 Environmental Studies	4923 Liberal Arts-Opt I Social/Behavioral Sci.
2230 Anthropology	2203 Ethnic Studies	4924 Liberal Arts-Opt I Math/Science
0201 Architecture	1077 Fine Art Ceramics	4932 Liberal Arts-Opt I Kinesiology/Wellness
1002 Art (Emph. in Ceramics)	1078 Fine Art Painting and Drawing	0603 Mass Communications
1004 Art (Emph. in Painting)	1079 Fine Art Sculpture	1701 Mathematics
1005 Art (Emph. in Sculpture)	1080 Fine Art Studio Foundations	1204 Medical Assisting
1006 Art (General)	2121 Fire Prevention Inspector	1206 Nursing
1043 Art History	2120 Fire Technology	1013 Photography
2209 Behavioral Science (General)	1102 French	0804 Physical Education
0402 Biology	2205 Geography	0605 Radio and Television Broadcasting
0403 Biology (Emph. in Allied Health)	4902 Humanities (General)	0519 Real Estate
0769 Computer Science	4903 International Studies	2204 Social Science (General)
1202 Dental Hygiene	0601 Journalism	1105 Spanish
2105 Early Childhood Development	4919 Liberal Arts-Opt I Arts/Humanities	1505 Speech Communication
2130 Early Childhood Intervention	4920 Liberal Arts-Opt I Comm. English Lang.	1008 Theater Arts
1508 English (Emph. in Literature)	4923 Liberal Arts-Opt I Social/Behavioral Sci.	

AS DEGREE

0501 Accounting	0548 Business (Emph. in Marketing)	0935 Industrial Technology
0526 Administrative Assistant	0549 Business (General)	0586 Information Technology
1910 Advanced Manufacturing Technology	1902 Chemistry	0204 Interior Design
0210 Architecture	0770 Computer Science	0939 Machine Tool Technology
0991 Auto Technology (BMW Manufacture Training)	0994 Electronics Systems Technology	1702 Mathematics
0987 Auto Technology (Emph. in Chassis)	0922 Engineering	0941 Numerical Control
0988 Auto Technology (Emph. in Drivetrain)	0576 Entrepreneurship	0750 Software Specialist
0990 Auto Technology (Emph. in Engine Performance)	2129 Fire Prevention Inspector	0953 Welding Technology
0986 Auto Technology (Emph. in Maintenance)	2128 Fire Technology	
0547 Business (Emph. in Management)	2221 Human Services	

CERTIFICATE OF ACHIEVEMENT

0525 Accounting Technician	4927 CSU General Education Breadth	0211 Kitchen and Bath Design
0527 Administrative Assistant	1074 Digital Photography	0940 Machinist
1912 Advanced Manufacturing Technology	2118 Early Childhood Devel. (Basic Teacher)	0544 Management
0809 Aquatics	2131 Early Childhood Intervention Assistant	0538 Marketing
0213 Architecture Technology	2127 Fire Prevention Inspector	1205 Medical Assisting
0974 Automotive Chassis Technology	2126 Fire Technology	0942 Numerical Control Programmer (Machinist)
0975 Automotive Drivetrain Technology	0811 Fitness Instructor	0520 Real Estate
0977 Automotive Engine Performance Technology	0563 Health Care Management	0556 Retail Management
0978 Automotive Maintenance Technology	0565 Human Resources Assistant	0552 Small Business Management
0035 Automotive Service Consulting	0036 Hybrid & Alternative Fuel Vehicles	0757 Software Specialist
0037 BMW Manufacture Training	4944 IGETC (CSU GE)	0812 Sports Injury Care
0564 Bookkeeping	4928 IGETC (UC)	0949 Tool Maker
0562 Business-Transfer	0995 Industrial Electronic Technology	2254 Women's Studies
0810 Coaching	0581 Information Technology	
0993 Consumer Technology	0208 Interior Design	

CERTIFICATE OF PROFICIENCY

(NOT TRANSCRIPTED)

0568 Administrative Assistant Entrepreneur	0823 Fitness Instructor	0830 Personal Fit. Training Entrepreneur
0821 Aquatics	1520 Forensics	1014 Photography
1050 Audio Recording	2220 Geographic Information Systems	0574 Project Management
0992 Automotive Technology Entrepreneur	0979 Inspection and Pipe Welding	0573 Real Estate
2218 Case Management for Human Services	1521 Interpersonal Communication	0569 Real Estate Entrepreneur
0822 Coaching	1075 Jazz Studies	0529 Retailing
0016 Consumer Technology Entrepreneur	2212 Multicultural Aware./Relations-Ser. Provider	1522 Rhetoric
0585 CPA Exam Prep: Bus. Env. & Regs	2211 Multicultural Aware./Self-Reflection	0824 Sports Injury Care
0579 CPA Exam Prep: Fin. Acct. & Audit.	1034 Music Industry Entrepreneur	0030 Technical Design
2117 Early Child. Dev. (Associate Teacher)	1051 Music Production	0952 Welding
0570 Entrepreneurship	0833 Personal & Group Fitness Training	

CERTIFICATE

(NOT TRANSCRIPTED)

1506 Creative Writing	1507 Writing	1019 Illustration
-----------------------	--------------	-------------------