

Steps To Petition To Graduate

Priority deadline for Fall 2011: **October 7, 2011**

Priority deadline for Spring 2012: **March 9, 2012**

Applications received **after** the posted deadlines may be processed during the subsequent semester.

1. Log into your my.maricopa.edu account and click on DEGREE PROGRESS REPORT.
 - a. In the window or tab that opens select Chandler-Gilbert Community College AND Advising Transcript and hit the green "**GO**" button.
 - b. **IF EACH AREA OF YOUR DEGREE PROGRESS REPORT IS COLLAPSED LIKE THE PICTURE BELOW YOU ARE ELIGIBLE TO PETITION:**



- c. **IF ANY PORTION OF YOUR AUDIT SAYS "NOT SATISFIED" SEE AN ACADEMIC ADVISOR!**



2. If applicable ensure all previous college transcripts are on file AND evaluated with the Office of Admissions, Records, and Registration.
 - a. If applying for the AAS in Dietetic Technology or AAS in Electric Utility Technology ensure that non-academic requirements of CPR card or CDL are copied and attached to your petition.
3. Complete the following petition to graduate form and remit to the Office of Academic Advisement prior to the priority deadlines.

General Graduation Requirements

All students are required to complete the degree and/or certificate requirements as approved by the Maricopa Community Colleges Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the Admissions and Records Office/Office of Student Enrollment Services with not fewer than: 60 semester units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, and Associate in General Studies degree; 60 semester units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.
 - a. Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.
2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the District college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.
 - a. Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.
 - b. A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.
3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. Have a minimum cumulative grade point average of 2.00 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.00 in all courses used to fulfill degree requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCDC college/center
8. Have paid required degree or certificate application fee. See fee schedule for charges.



Petition to Graduate 2011 - 2012

Semester/Year of Graduation (Check ONE): Fall 2011 Spring 2012

Last Name			First Name			Middle Name/Initial		
Student ID #			MEID (used for e-mail)			Phone Number		
Mailing Address						Ethnicity		
						<input type="checkbox"/> YES <input type="checkbox"/> NO		
City, State				Zip Code		Have you used VA benefits at CGCC?		

Choose Degree/Certificate Option

<input type="checkbox"/> AGEC-A (8001)	<input type="checkbox"/> Associate in Arts in Elem. Ed. (8101)	<input type="checkbox"/> Associate in Bus. Gen Req (8900)
<input type="checkbox"/> AGEC-B (8002)	<input type="checkbox"/> Associate in Arts in FA - ART (8105)	<input type="checkbox"/> Associate in Bus. Spec Req (8800)
<input type="checkbox"/> AGEC-S (8003)	<input type="checkbox"/> Associate in Arts in FA - DAN (8103)	<input type="checkbox"/> Associate in Science (8600)
<input type="checkbox"/> Associate in Arts (8400)	<input type="checkbox"/> Associate in Arts in FA - THE (8107)	<input type="checkbox"/> Associate in General Studies (2000)
<input type="checkbox"/> Associate in Applied Science	<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/> Academic Certificate
Enter code from page 3: _____	Enter code from page 3: _____	Enter code from page 3: _____

List Colleges with classes used for graduation (all must be on file and evaluated with the Office of Admissions, Records, and Registration before this application can be processed):

Will you be participating in the May 11, 2012 commencement ceremony?
 YES (\$25.00 fee) NO (no fee)

Applicant's Signature

Date

STAFF USE ONLY

IN PROGRESS COURSES REQUIRED FOR DEGREE/CERTIFICATE COMPLETION

COURSE	CRD	SEM	CAMPUS	COURSE	CRD	SEM	CAMPUS

<input type="checkbox"/> YES <input type="checkbox"/> NO, CRE101 TAKEN	
REQUIREMENT TERM	READING EXEMPTION
PROGRAM PLAN CAREER # _____	MAPP STUDENT <input type="checkbox"/> YES <input type="checkbox"/> NO
EXAM/SCORE/DATE/CAMPUS	
IN APPLIED STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Advisor Signature

Date

CASHIER USE ONLY ALL DEBT CLEARED	CASHIER USE ONLY \$25 CEREMONY FEE

ADMISSIONS, RECORDS, & REGISTRATION USE ONLY	
POSTING DATE	
NOTES:	



Academic Plan Codes			
Academic Degrees			
Associate in Arts	8400	Associate in Arts in Elementary Education	8101
Associate in Arts in Fine Arts – Art	8105	Associate in Arts in Fine Art – Dance	8103
Associate in Arts in Fine Arts – Theatre	8107	Associate in Business – General Requirements	8900
Associate in Business – Special Requirements	8800	Associate in Science	8600
Associate in General Studies	2000		
Associate in Applied Science Degrees			
Accounting	3149	Administration of Justice Studies	3012
Aircraft Maintenance Technology	3670	Airway Science Technology, Flight	3707
Biomedical Research Technology	3113	Dietetic Technology	3840
Electric Utility Design Technology	3117	Electric Utility Technology	3855
Emergency Response & Operations	3112	Engineering Technology	3228
		Fire Science Technology	3089
General Business	3148	Information Technology	3023
Microcomputer Business Applications	3548	Music Business	3017
		Networking Tech: Cisco	3816
Nursing	3812	Organizational Management	3727
Retail Management	3048	Strength, Nutrition, & Personal Training	3059
Therapeutic Massage	3144		
Certificates of Completion			
Accounting	5665	Aircraft Maintenance Tech (Pt 147)	5670
Airframe Maintenance (Part 147)	5668	Computer Hardware & Desktop Support	5026
Crime & Intelligence Analysis	5056		
Electric Utility Technology	5055	Fire Officer I	5420
Fire Science	5578	Firefighter Operations	5557
Flight Technology	5707	Forensic Science	5326
General Business	5683	Homeland Security	5322
Justice Studies	5327	Law Enforcement Training Acad.	5485
Linux Professional	5204	Media Arts: Computer Art/Illus.	5881
Media Arts: Digital Imaging	5879	Meter Technology	5636
Microcomputer Applications: Office Specialist/Core Level	5644	Microcomputer Applications: Office Specialist/Expert Level	5024
Microsoft Database Admin.	5179	Microsoft Product Specialist	5841
Music Business	5258	Networking Administration: Cisco	5969
Networking Tech: Cisco	5967	Nurse Assisting	5963
Oracle Database Operations	5183	Organizational Leadership	5731
Powerplant Maintenance (Pt 147)	5669	Practical Nursing	5957
Programming & System Analysis	5048	Retail Management	5286
Strength & Conditioning Personal Trainer	5445	Therapeutic Massage	5144
Academic Certificates			
Communication Competence in the Workplace	6219	Creative Writing	6224
Sustainability & Ecological Literacy	6232		