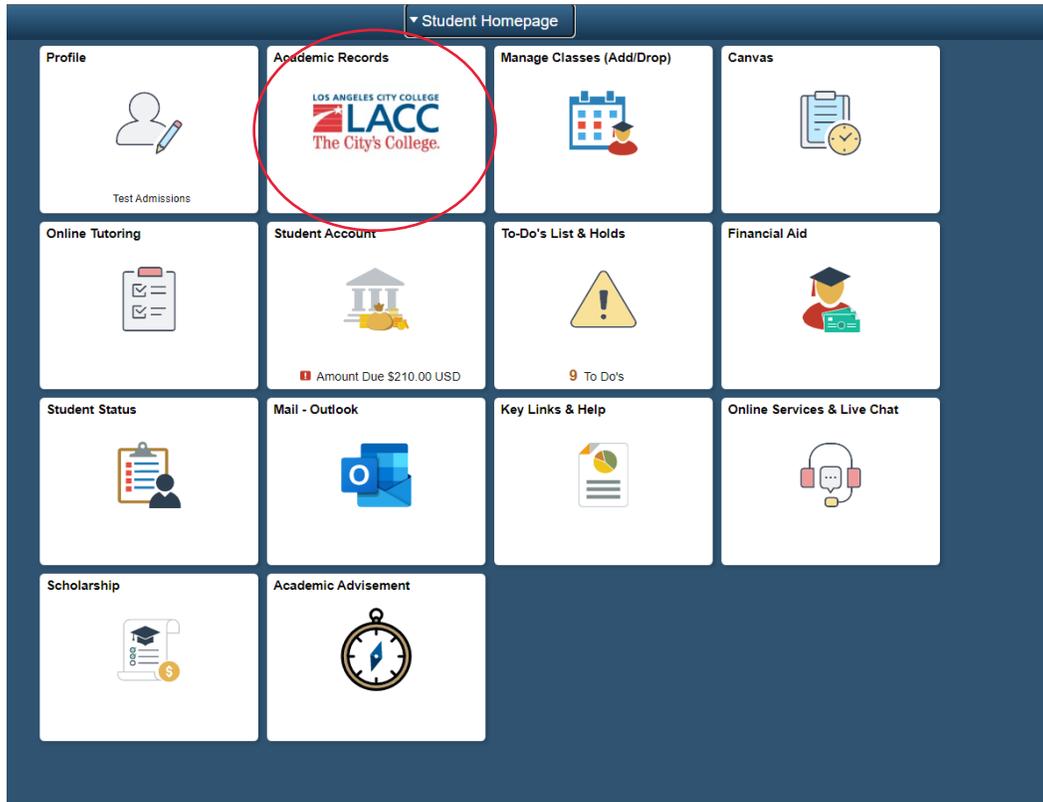
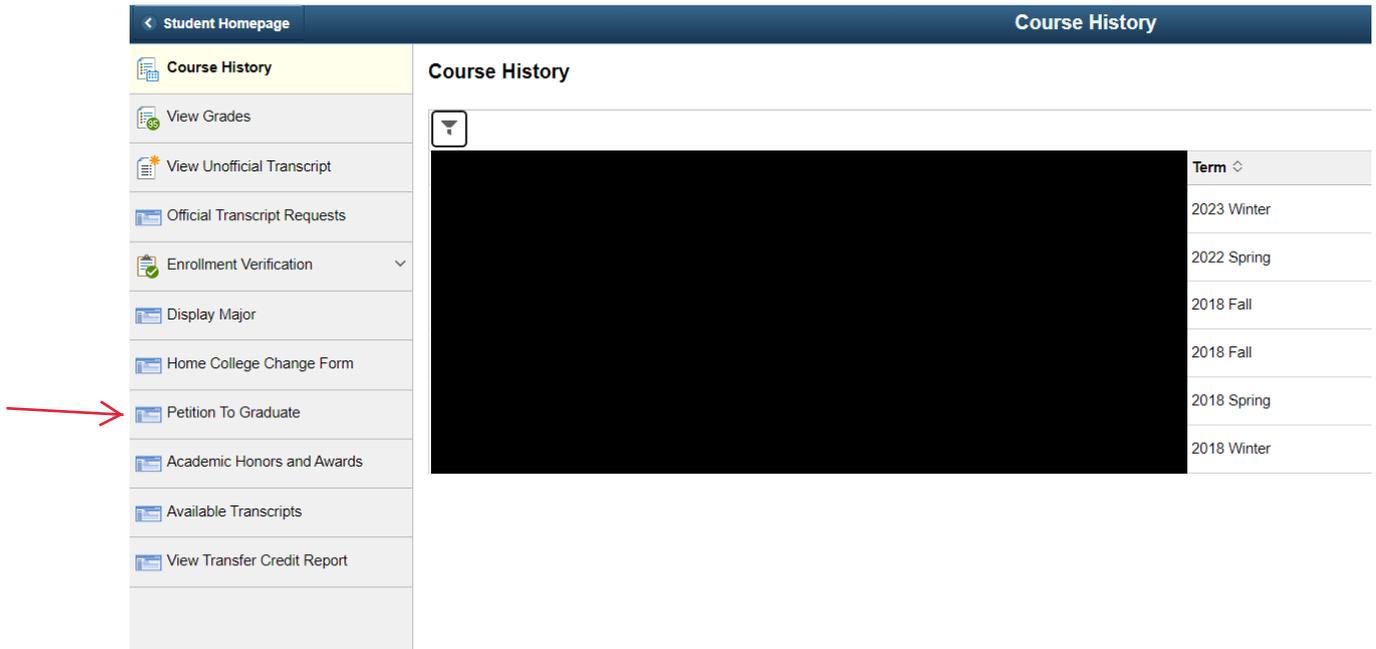


## Directions to submit petition to graduate

1. Sign on to your LACCD Student Portal/SIS.
2. Click the Academic Records tile.



3. Click Petition to Graduate on left-side menu bar.



4. Click the link for Petition to Graduate.

The screenshot shows the 'Petition to Graduate' page. On the left is a sidebar menu with the following items: Course History, View Grades, View Unofficial Transcript, Official Transcript Requests, Enrollment Verification, Display Major, Home College Change Form, **Petition To Graduate** (highlighted in green), Academic Honors and Awards, Available Transcripts, and View Transfer Credit Report. The main content area is titled 'Petition to Graduate' and contains a table titled 'Status for submitted Petition'.

Request ID	Student ID	Applied Date	Status
1		03/03/2021	Denied
2		11/30/2021	Accepted - Evaluation in Progress
3		11/30/2021	Accepted - Evaluation in Progress
4		11/30/2021	Accepted - Evaluation in Progress
5		05/05/2023	Denied
6		01/25/2022	Accepted - Evaluation in Progress
7		01/27/2022	Accepted - Evaluation in Progress
8		02/01/2022	Denied
9		03/22/2022	Denied
10		04/27/2022	Accepted - Evaluation in Progress
11		06/15/2022	Denied
12		11/14/2022	Denied
13		03/21/2023	Accepted - Evaluation in Progress
14		05/05/2023	Denied

Below the table, there is a text prompt: "Please select the following link to complete a Petition to Graduate." followed by a link labeled "Petition to Graduate" with a red arrow pointing to it.

- You may view the status for all graduation petitions submitted on this page.
- If you submitted a petition for the term that is pending, you cannot submit a new one. It must be approved or denied before you can submit a new petition for the same term.

Applied Date	Status
03/03/2021	Denied
11/30/2021	Accepted - Evaluation in Progress
11/30/2021	Accepted - Evaluation in Progress
11/30/2021	Accepted - Evaluation in Progress
01/25/2022	Accepted - Evaluation in Progress
01/27/2022	Accepted - Evaluation in Progress
02/01/2022	Denied
03/22/2022	Denied
04/27/2022	Accepted - Evaluation in Progress
06/15/2022	Denied
11/14/2022	Denied
03/21/2023	Accepted - Evaluation in Progress
05/05/2023	Denied
05/05/2023	Pending

5. You will now see the full petition to graduate.

**PETITION TO GRADUATE**

Student ID [REDACTED] Request ID NEW  
Home Campus Los Angeles City College Requested By Date of Application 05/05/2023

**Counseling**

Have you seen a counselor to determine if you are eligible to graduate for the term in which you are applying? [dropdown]

Are you using courses outside LACCD or external exams (e.g., APs, IBs, CLEP) to complete G.E. or major requirements? [dropdown]

Do you intend to enroll at your LACCD home campus next semester? No [dropdown]

Select the major you plan on enrolling in next semester:

**Anticipated Term of Completion**

Anticipated Term of Completion [dropdown]

**Contact Information**

Contact Information Please verify your mailing address and telephone number. If you need to update your information, please check the box and make changes below.  
 Please Update My Contact Information

Address Line 1 855 N Vermont Ave  
Address Line 2  
City Los Angeles State CA Zip Code 90029  
Telephone 323/953-4000 Ext

Email Address admisccc61369670@student.laccd.edu  
E-Mail Notifications ALL notifications and announcements regarding graduation evaluation, acceptance, denial, etc. will be e-mailed to your LACCD student email account. It is the student's responsibility to check this e-mail account

**Please Check All That Apply**

Have you served in the: U.S. MILITARY, LAW ENFORCEMENT, or FIRE DEPARTMENT?  
 Did you attend any LACCD school PRIOR to Spring 1974?  
 Do you have course substitution petitions on file to be used toward this degree?

**Diploma & Commencement**

Your legal name, as it appears in the LACCD Student Information System, is displayed below. This is the name that will appear on your diploma. If the name displayed is incorrect, you must complete a "Name Change Form" with supporting documentation and deliver it to the Admissions and Records department.

[REDACTED]

[dropdown] I give permission for my name to be published in the commencement program.  
[dropdown] I plan to attend the commencement ceremony.

**Choose Degrees and Certificates You Are Applying For**

Academic Plan	Degree or Certific	Major Name	Selected					

6. Counseling: You will be asked three yes or no questions. Please answer honestly to the best of your ability.

Home Campus Los Angeles City College Requested By Date of Application 05/05/2023

**Counseling**

Have you seen a counselor to determine if you are eligible to graduate for the term in which you are applying? [dropdown]

Are you using courses outside LACCD or external exams (e.g., APs, IBs, CLEP) to complete G.E. or major requirements? [dropdown]

Do you intend to enroll at your LACCD home campus next semester? No [dropdown]

Select the major you plan on enrolling in next semester:

- a. If you are planning to take classes with LACC the next semester, please select yes and select a new major. You can click the spyglass next to the search bar to find your new major. You can always change the major later with a counselor.

Do you intend to enroll at your LACCD home campus next semester? Yes

Select the major you plan on enrolling in next semester:  

**Look Up Select the major you plan on enrolling in next semester**

Search by:  begins with

[Advanced Lookup](#)

Search Results

Show 100 First  1-227 of 227  Last

Academic Plan	Campus	Degree Type	Description
002718C	LACC	AA Degree	Business Administration
002719C	LACC	AA Degree	Accounting
002720C	LACC	AA Degree	Finance and Banking
002721C	LACC	AA Degree	Management
002724C	LACC	AA Degree	Marketing
002726C	LACC	AA Degree	Real Estate
002727C	LACC	AA Degree	Admin Office Assistant
002728C	LACC	AA Degree	Journalism
002729C	LACC	AA Degree	Cinema Production

7. Anticipated Term of Completion: This is the term and year you will finish all classes for your degree. Select either Winter, Spring, Summer, or Fall term for the year.

**Anticipated Term of Completion**

Anticipated Term of Completion

**Contact Information**

Contact Information Please verify your mailing address and telephone number. If you need to update your information, please check the box and make changes below.

Please Update My Contact Information

8. Contact Information: Confirm the information on your record is correct.

**Contact Information**

Contact Information Please verify your mailing address and telephone number. If you need to update your information, please check the box and make changes below.

Please Update My Contact Information

Address Line 1 855 N Vermont Ave

Address Line 2

City Los Angeles State CA Zip Code 90029

Telephone 323/953-4000 Ext

- a. If your information is not up to date, click on Please Update My Contact Information. This will allow you to change the address on your petition.

**Contact Information**

Contact Information Please verify your mailing address and telephone number. If you need to update your information, please check the box and make changes below.

Please Update My Contact Information

\*Address Line 1 855 N Vermont Ave

Address Line 2

\*City Los Angeles \*State CA \*Zip Code 90029

Telephone 323/953-4000 Ext

9. Note: All notifications regarding your graduation petition will go to your LACCD student email account only. Please monitor that email account regularly for any updates.
10. You will have three boxes to check. Please read all questions and check the boxes that pertain to you.

**Please Check All That Apply**

Have you served in the: U.S. MILITARY, LAW ENFORCEMENT, or FIRE DEPARTMENT?

Did you attend any LACCD school PRIOR to Spring 1974?

Do you have course substitution petitions on file to be used toward this degree?

11. Diploma and Commencement: Confirm your legal name as it will appear on your diploma and the commencement program.
- a. Name is Last Name, First Name Middle Name.
- b. If the name is incorrect, please complete the Name Change Form with supporting documentation such as State ID or court documentation, to the Admissions and Records office to update.

**Diploma & Commencement**

Your legal name, as it appears in the LACCD Student Information System, is displayed below. This is the name that will appear on your diploma. If the name displayed is incorrect, you must complete a "Name Change Form" with supporting documentation and deliver it to the Admissions and Records department.

Bear, Cubby

I give permission for my name to be published in the commencement program.

I plan to attend the commencement ceremony.

12. Check yes or no if you give permission for your name to be published in the commencement program and if you plan to attend the ceremony.

**Diploma & Commencement**

Your legal name, as it appears in the LACCD Student Information System, is displayed below. This is the name that will appear on your diploma. If the name displayed is incorrect, you must complete a "Name Change Form" with supporting documentation and deliver it to the Admissions and Records department.

Bear, Cubby

I give permission for my name to be published in the commencement program.

I plan to attend the commencement ceremony.

**Choose Degrees and Certificates You Are Applying For**

**Diploma & Commencement**

Your legal name, as it appears in the LACCD Student Information System, is displayed below. This is the name that will appear on your diploma. If the name displayed is incorrect, you must complete a "Name Change Form" with supporting documentation and deliver it to the Admissions and Records department.

Bear, Cubby

I give permission for my name to be published in the commencement program.

I plan to attend the commencement ceremony.

**Choose Degrees and Certificates You Are Applying For**

13. Choose the degrees and certificates you are applying for:

- a. This area is auto-filled with the degrees and certificates listed in you student education plan.

**Choose Degrees and Certificates You Are Applying For**

Academic Plan	Degree or Certific	Major Name	Selected		
C002719C	Associate of Arts	Accounting	<input type="checkbox"/>	+	-

If you do not see your desired degree/certificate listed, please contact the counseling office at your home campus.

- b. If you want to apply for a degree or certificate that is not auto-generated from your education plan:
- Click on the plus sign.

**Choose Degrees and Certificates You Are Applying For**

Academic Plan	Degree or Certific	Major Name	Selected		
C002719C	Associate of Arts	Accounting	<input type="checkbox"/>	+	-

- Click on the spyglass next to the empty search bar.

**Choose Degrees and Certificates You Are Applying For**

Academic Plan	Degree or Certific	Major Name	Selected		
C002719C	Associate of Arts	Accounting	<input type="checkbox"/>	+	-
			<input type="checkbox"/>	+	-

- iii. Search for the degree/certificate you want to petition for. You can click on description to put degrees in alphabetical order.

### Look Up Academic Plan ✕

Search by:  begins with

[Advanced Lookup](#)

#### Search Results

View 100 First  1-227 of 227  Last

Academic Plan	Degree Type	Description
C036581E	Cert Cmpl	Academic Preparation
C002719C	AA Degree	Accounting
C021614D	Cert	Admin Office Assistant
C002727C	AA Degree	Admin Office Assistant
C033121H	AS Transfr	Administration of Justice
C019591D	Cert	Administration of Justice
C002759C	AA Degree	Administration of Justice
C040907F	Cert Compt	Adult Basic Education
C220302J		African American Studies
C036007D	Cert	American Sign Language
C038605D	Cert	Animation
C008224D	Cert	Applications Software
C008235C	AA Degree	Applied Photography

- iv. Click on the Academic Plan number link to select the degree/certificate.

**Look Up Academic Plan** [X]

Search by: Academic Plan [v] begins with [ ]

[Look Up] [Cancel] [Advanced Lookup]

**Search Results**

View 100 First 1-227 of 227 Last

Academic Plan	Degree Type	Description
C036581E	Cert Cmpl	Academic Preparation
C002719C	AA Degree	Accounting
C021614D	Cert	Admin Office Assistant
C002727C	AA Degree	Admin Office Assistant
C033121H	AS Transfr	Administration of Justice
C019591D	Cert	Administration of Justice
C002759C	AA Degree	Administration of Justice
C040907F	Cert Compt	Adult Basic Education
C220302J		African American Studies
C036007D	Cert	American Sign Language
C038605D	Cert	Animation
C008224D	Cert	Applications Software
C008235C	AA Degree	Applied Photography

- v. Click the Selected box to confirm that is the degree or certificate you want.

**Choose Degrees and Certificates You Are Applying For**

Academic Plan	Degree or Certific	Major Name	Selected		
C002719C	Associate of Arts	Accounting	<input type="checkbox"/>	+	-
C002759C	Associate of Arts	Administration of Justice	<input checked="" type="checkbox"/>	+	-

- vi. Repeat these steps if you are wanting to petition for multiple degrees or certificates.

14. Graduation Requirements: General Education Plan

- a. Select the General Education requirements you are following. If you do not know which GE requirements you have completed, please speak with a counselor. You can still submit a petition and speak with a counselor after. Please contact admissions if you are changing your General Education Requirements.

**Graduation Requirements**

If you are applying for a degree, please choose the GENERAL EDUCATION requirements you are following.

Opt. A--LACCD 21 unit GE Plan  
 Opt. B--CSU GE Plan  
 Opt. C--IGETC (UC) GE Plan  
 Opt. D--IGETC (CSU) GE Plan  
 Opt. E--IGETC (UC&CSU) GE Plan

for UC GE Plan) or E (IGETC for UC & CSU), you will need to meet all the subject area  
 iciency in a language other than English (LOTE). Area 6 LOTE can be met in several ways, please  
 mark any options below that apply:

etwork (in the second semester of the second year) of foreign language in high school with a grade of C-

- i. For transfer degrees, you will be using either CSU GE, IGETC for UC, IGETC for CSU, or IGETC for UC/CSU. For AA or AS degrees, you can use the LACCD GE plan, or any of the GE plans listed above.
  - 1. If you are following IGETC for UC GE Plan or IGETC for UC & CSU GE Plan, you will need to meet the requirements for a language other than English (LOTE). You can mark any option below as to how you met the requirement.

**Graduation Requirements**

If you are applying for a degree, please choose the GENERAL EDUCATION requirements you are following.

Opt. C--IGETC (UC) GE Plan

If you are following Option C (IGETC for UC GE Plan) or E (IGETC for UC & CSU), you will need to meet all the subject area requirements including Area 6 Proficiency in a language other than English (LOTE). Area 6 LOTE can be met in several ways see [IGETC Standards 10.6.1](#). Please mark any options below that apply:

I passed the second level of coursework (in the second semester of the second year) of foreign language in high school or better.\*

I attended school outside of the United States through the sixth grade or higher where the language of instruction was not English.\*

I passed a course in a language other than English at a regionally accredited college

Other (AP, IB, Proficiency Exam, etc.):

\*You must submit official transcripts or test scores to your campus Admissions and Records Office.

- a. I passed the second level of coursework (in the second semester of the second year) of foreign language in high school with a grade of C- or better. \*
- b. I attended school outside of the United States through the sixth grade or higher where the language of instruction was not English. \*
- c. I passed a course in language other than English at a regionally accredited college.
- d. Other (AP, ID, Proficiency Exam) and list what exam you completed.

2. All official transcripts or test scores must be submitted to your campus Admission and Records Office.

b. List colleges/universities with coursework to be used for your degree/certificate.

List colleges/universities with coursework to be used for your degree/certificate.

If you have attended any colleges or universities outside the Los Angeles Community College District and will be using coursework toward a degree/certificate, we require official transcripts. Transcript and/or external exams must be mailed from the issuing school or agency directly to your home campus Admissions and Records office.

Please provide any other information that may help us review your petition.

i. This is where you list any colleges where you completed units or course that will be using for your degree. Please list all schools whose units you will be using.

List colleges/universities with coursework to be used for your degree/certificate.

CSU Long Beach, PCC, Glendale CC.

If you have attended any colleges or universities outside the Los Angeles Community College District and will be using coursework toward a degree/certificate, we require official transcripts. Transcript and/or external exams must be mailed from the issuing school or agency directly to your home campus Admissions and Records office.

ii. If you do not have any external coursework, you can leave this blank.

15. If you need to provide any other information, you can fill in the box at the bottom of the petition to leave a comment.

degree/certificate, we require official transcripts. Transcript and/or external exams must be mailed from the issuing school or agency directly to your home campus Admissions and Records office.

Please provide any other information that may help us review your petition.

a. Examples of comments:

If you have attended any colleges or universities outside the Los Angeles Community College District and will be using coursework toward a degree/certificate, we require official transcripts. Transcript and/or external exams must be mailed from the issuing school or agency directly to your home campus Admissions and Records office.

Please provide any other information that may help us review your petition.

Will complete last 3 units of degree in Summer term.

- i. Finishing your degree in Summer term but petitioning to participate in the Spring Commencement Ceremony
- ii. Unable to find the degree you want to receive and stating the specific degree below
  1. Please note, you still need to select a degree above to submit. Select a degree and make a note so we can change it for you in Admissions.
- iii. If you have multiple student ID numbers.
- iv. That your transcripts are under different names than what is on file.
- v. If you have any pending petitions such as:
  1. EW petitions
  2. Academic Renewals
  3. Grade Change requests

16. Please review the petition for any errors.

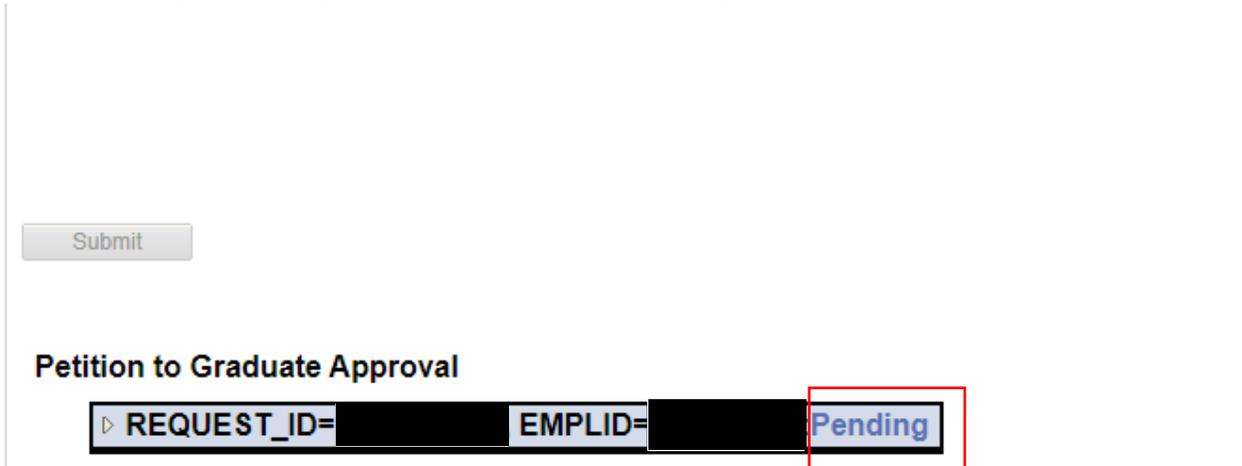
17. Once you are satisfied that everything has been entered correctly, click the submit button.

Please provide any other information that may help us review your petition.

Will complete last 3 units of degree in Summer term.

Submit

18. After submitted, the bottom of the petition will say Pending and you can now leave the Petition to Graduate page by clicking the Home button in the upper right corner of the screen.



19. When you return to the petition to graduate page, you can now see the status of your petition, along with the date your submitted. If you have any questions or concerns about your petition to graduate, please contact the Admissions and Records office. All petitions to graduate are reviewed at the end of the term, with degrees posted within 8 weeks after the end of the term.

**Petition to Graduate**

**Status for submitted Petition**

	Request ID	Student ID	Applied Date	Status
1			03/03/2021	Denied
2			11/30/2021	Accepted - Evaluation in Progress
3			11/30/2021	Accepted - Evaluation in Progress
4			11/30/2021	Accepted - Evaluation in Progress
5			01/25/2022	Accepted - Evaluation in Progress
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10			06/15/2022	Denied
11			11/14/2022	Denied
12			03/21/2023	Accepted - Evaluation in Progress
13			05/05/2023	Denied
14			05/05/2023	Denied
15			05/05/2023	Pending

Please select the following link to complete a Petition to Graduate.

[Petition to Graduate](#)