

Petition for Certificate of Achievement/Accomplishment

1. Please print your name exactly as you wish it to appear on your certificate.
2. Only one graduation ceremony is held per academic year. It takes place at the end of the spring semester. Information regarding the ceremony is mailed in May.
3. If you wish to receive college credit towards a course(s) taken at another institution, it is your responsibility to request that the official transcript be sent to the Admissions and Records Office at Diablo Valley College PRIOR to your request for a certificate evaluation. If you are currently enrolled in courses at another college, please attach a copy of your class schedule to this application. Be sure to send your transcripts which include this work to us at the end of the semester.
4. Sign the petition as indicated and submit it to the Admissions and Records Office by the deadline specified in the schedule of courses.

Coursework shall be completed as stated in the DVC College Catalog. Students must meet the minimum GPA requirements. Certificate requirements must be met *prior* or in progress during the current semester before submitting the form. If you are not sure that you have completed all the requirements, please consult your Department advisor. All residency requirements must be met according to the guidelines printed for the certificate in the catalog. If you are denied a certificate, you need to reapply in the semester that you are completing your coursework.

Name: _____
(Print name clearly as desired on the Certificate)

ID # _____

Date of Birth: _____ Male Female

Address during Semester:

Street: _____

City: _____

State: _____ Zip Code: _____

Home Phone: (____) _____

E-mail: _____

If you will be moving after the end of semester, please give us the address that your certificate should be mailed to approximately 3 months after the end of the semester:

Street: _____

City: _____

State: _____ Zip Code: _____ Country: _____

Move Date: _____

Please check one: Certificate of Achievement Certificate of Accomplishment

Title of Certificate: _____

I have completed or will complete my requirements at the end of the _____ Semester, 20____
Please list the first semester of attendance at DVC: _____

Check if any of the following applies:
 Other Colleges Attended with coursework that applies to your certificate: _____
 Substitution/Waiver of Graduation Requirement-Course _____

I authorize DVC to include my name and certificate in the graduation program. (Please see information on back of form relating to student record disclosure rights.)

Student's Signature

Date

Office Use Only:

1st Evaluation:
 Major: Met In Progress
 Units: Met In Progress
 GPA: Met
 Initial Notification (Date): _____

End of Semester Evaluation (if necessary):
 Major: Met Did Not Complete
 Units: Met Did Not Complete
 GPA: Met Did Not Meet
 Final Notification (Date): _____

Status: Complete In Progress Eligible Denied

Status: Complete Denied

Initials: _____ Date: _____

Certificate Mailed: _____

Certificate of Achievement/Accomplishment

Achievement

Addiction Counseling
Addiction Studies
Administration of Justice
Architecture Technology
Art Digital Media-Character Animation
Art Digital Media-Digital Audio
Art Digital Media-Digital Imaging
Art Digital Media-Motion Graphics
Art Digital Media-3D Modeling & Animation
Art Digital Media-Web Design
Broadcast Communication Arts
Business
 Accounting
 Business – Core Transfer
 General Accounting
 Management Studies
 Office Professional
 Real Estate
 Real Estate Broker's License
 Retailing
 Small Business Management
CSU General Education Breadth
Computer Information Systems-Core
Computer Information Systems-Database Management
Computer Information Systems-Project Management
Computer Information Systems-Web Graphics
Computer Information Systems-Web Technology
Computer Network Technology
 Microsoft Windows SQL Database Administration
 Microsoft Windows Systems Administration
Computer Science
 Computer & Information Science
 Microcomputer Software Support
Computer Technical Support
Construction and Building Inspection
Construction Management
Construction Supervision and Superintendency
Dental Assisting
Dental Hygiene
Dental Laboratory Technology
Early Childhood Education-Basic
Early Childhood Education-Family Day Care Provider/Foster
 Care Provider/ In-Home Child Care Provider
Early Childhood Education-Master Teacher
Early Childhood Education-Site Supervisor
Early Childhood Education-Teacher
Electrical/Electronics Technology
Electronics Technology
Energy Systems - Photovoltaics
Engineering Technology
 Civil Design Drafting Technology
 Civil Drafting, CAD
 Mechanical Design Drafting Technology
 Mechanical Drafting, CAD
Foreign Language
 French
 German
 Italian
 Japanese

Mandarin Chinese
Russian
Spanish
Geographic Information Systems/Global Positioning System
Horticulture
 Horticulture
 Landscape Construction
 Landscape Design
 Landscape Maintenance
Hotel and Restaurant Management
 Baking and Pastry
 Culinary Arts
 Restaurant Management
Intersegmental General Ed Transfer Curriculum-IGETC
Library Technology
Machine Technology
Multimedia-Advanced programs (names were changed to Art Digital Media)
Music Industry Studies
Physical Education
 Coaching
 Fitness Instruction/Personal Training
Special Education Paraeducator/Instructional Assistant
Technical Theater
Women's Services

Accomplishment

Administration of Justice-Community Relations Specialist
Administration of Justice-Correctional Specialist
Administration of Justice-Crime Scene Investigator
Administration of Justice-Criminal Law Specialist
Administration of Justice-Juvenile Counseling
Administration of Justice-Patrol Specialist
Art Digital Media-Foundation
Broadcast Communication Arts-Basic Digital Field Production
Broadcast Communication Arts-Basic Studio Production
Broadcast Communication Arts-Basic Writing for Digital Medium
Business
 Bookkeeping Essentials
 Business Essentials
 Office Professional Essentials
 Real Estate Salesperson's License
Computer Information Systems-Database Management
Computer Information Systems-Project Management
Computer Information Systems-Web Graphics
Computer Information Systems-Web Technology
Computer Network Technology
 Microsoft Windows Core Specialist
 Microsoft Windows Design Specialist
 Microsoft Windows SQL Database Specialist
 Network Technician Assistant
Computer Technical Support
Early Childhood Education-Associate Teacher
Early Childhood Education-Resource (Foster) Family Specialist
Engineering Technology
 Drafting with CAD
Geographic Information Systems/Global Positioning System
Multimedia-Foundation
Music Industry Studies-Commercial Music

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DVC, with certain exceptions to obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, DVC, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow DVC to include this type of information from your education records in certain school publications. Examples include:

- Graduation programs
- Sports activity sheets showing weight and height of team members

If you do not want your information included in one of these publications, please complete a Request for a Withdrawal of Directory Information form and submit it to the Admissions and Records Office.