Request for Department
Certificate of Achievement

PLEASE PRINT

Name: _____ Student I.D. No._____
          Last   First   MI

Address: _____
                      City   State   Zip Code

Contact Number _____ Email Address _____

Department/Discipline _____ (Select from the list of certificates on the reverse side.)

Certificate Requested _____ TOP/Major Code _____

Congratulations on your completion of an East Los Angeles College Certificate Program. In order to receive the actual certificate, you must complete this form and include the necessary items as stated in the Certificate Application Procedure on the back page of this form. **Verify you have completed all of the following general requirements before submitting your request.**

ALL GRADES MUST BE POSTED ON TRANSCRIPTS PRIOR TO SUBMISSION OF REQUEST.

GENERAL REQUIREMENTS

The following requirements must be fulfilled before certificate(s) can be granted by East Los Angeles College. These requirements are applicable for certificate programs requiring 15 or more units.

1.
2. All courses acceptable for credit must be approved by the Western Association of Universities and Colleges or by a comparable accrediting agency. Requirement shall be determined by the **Department Chair** for the discipline. Transcripts from institutions outside the Los Angeles Community College District **must be mailed directly to the Admissions and Records Office**. No hand delivered transcripts accepted.
3. At least sixty percent of the courses required for the certificate must be completed at East Los Angeles College, unless otherwise indicated by a specific accrediting agency. (Please provide documentation.)
4. The last twelve units required for the certificate must be completed at East Los Angeles College, unless otherwise indicated by a specific accrediting agency.

Please <u>read</u> certificate application procedure on the reverse side before continuing.

List all the required courses for the Certificate requested. Indicate the <u>college</u> and <u>when</u> the courses were completed. **OFFICIAL SEALED TRANSCRIPTS** from institutions outside of the Los Angeles Community College District must bt

				GPA (For Dept. Chair Use)
_____	_____	_____	_____	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative GPA:

Date _____

Certificate of Achievement Application Procedure

1. Check the college catalog to ensure you have taken all the necessary courses. Your calculated GPA will be in the computer as soon as instructors have turned in their grade sheet to the Office of Admissions.
2. Indicate which certificate you are applying for. Requests with incorrect titles shall be returned.
3. If you have taken courses for your certificate at another institution outside the Los Angeles Community College District, you must have official copies on file with the Admissions and Records Office. Hand delivered transcripts are not accepted.
4.   definition of from the business, agency or school that states the hours of your employment, volunteer work, or internship contributions.
5. When you have obtained and attached all the necessary items, please submit them to Admissions and Records Office (E1-105). The Admissions and Records Office will review and approve your request.
6. The **Office of Continuing Education & Workforce Development** will issue the approved certificate, have it signed and mail it to you. You will be notified if your request has been denied. This process takes approximately 8-10 weeks.

APPROVED LIST OF CERTIFICATES OF ACHIEVEMENT
2019-2020