## Request for Department Certificate of Achievement

PLEASE PRINT				
lame: Last	First	Student I.D. No MI		
Address:		City	State	Zip Code
Contact Number		Email Address		p
II of the following general req	uiremente hefore submitting	vour request		you have completed
		N TRANSCRIPTS PRIOR TO S	CLIDMISSION OF BEOLI	EST
ALL GRA			SUBMISSION OF REQU	ES1.
		IERAL REQUIREMENTS		
The following requirements mapplicable for certificate progra		ate(s) can be granted by East L ts.	os Angeles College. Th	nese re <b>quere</b> ts are
agency. Requirement Community College I 3. At least sixty percent a specific accrediting	shall be determined by the Depar District must be mailed directly of the courses required for the agency. (Please provide do	y the Western Association of Uartment Chair for the discipline to the Admissions and Records certificate must be completed ocumentation.)  ust be completed at EsaAngeles	. Transcrip <b>fs</b> om institutio Office. No hand delivere at East Los Angeles Co	ons outside the Los Angeles ed transcripts accepted. ollege, unless otherwise ind
F	Pleaseread certificate applicate	tion procedure on thereverse si	idebefore continuing.	
ist all the requied courses for the nstitutions outside of the Los Anguccepted.	eles Community College District	bllegeandwhenthe courses were co must be MAILED directly to the Ad	mplete@FFICIAL SEALED dmissions and RecoedsNorfi	TRANSCRIPTS from hand delivered transcripts
Course	Semester	College	Grade	GPA
	Completed	Where Completed	Received	(For Dept. Chair Use)
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Cumulative GPA:

## 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 matrix in haveturned in their grade sheet to the Office in the computer matrix in the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix in the computer matrix is a second of the computer matrix in the computer matrix in the computer matrix in the computer matrix is a second of the computer matrix in the computer m
- 2. Indicate whichcertificate you are applying for. Requests incorrect titles shall be returned.
- 3. If you have taken courses for your certificate at another institution outside the Los Angeles Community College District have official copies on file with the Admissions and Records Office. Hand deliverantscripts are not accepted.
- 4. 6RPH FHUWLILFDWHV UHTXLUH WKDW \RX KDYH 3H[SHULHQFH´ 3OHDBftwitthonForKHFN WKH 3H[SHULHQFH´ WKDW LV UHODWHG WR tinBinXtble Brutslinbetws, LatghenForDotWshchool thBitXstaffetxttw/e/MoutinsCoFyCouxtGH D OF employment, volunteer work, or internship contributions.
- 5. When you have obtained and attached all the necessary items, please submit them to Admissions and Records @fice \( \mathbb{E} \) Admissions and Records Office will review and approve your request.
- 6. The Office of Continuing Education & Workforce Development