

**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, and ensure your official transcripts are submitted by the end of the semester.
4. Sign the petition 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, 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. Residency requirements must be met according to the certificate guidelines in the catalog. If you are denied a certificate, reapply during your final semester.

Name: \_\_\_\_\_  
*(Print name clearly as desired on the Certificate)*

ID # \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female

**Current Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**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: \_\_\_\_\_

Which semester will you be completing your degree requirements? \_\_\_\_\_

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 of Graduation Requirement-Course: \_\_\_\_\_

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**Office Use Only:**

1<sup>st</sup> 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

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Status:  Complete  Denied

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# *Certificate of Achievement/Accomplishment*

## **Achievement**

Addiction Counseling  
Addiction Studies  
Administration of Justice  
Allied Health  
Allied Health Fundamentals  
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  
    Advanced Accounting  
    Bookkeeping  
    Business – Core Transfer  
    Business Marketing  
    General Accounting  
    General Business  
    Advanced General Business  
    Management Studies  
    Office Professional  
    Real Estate  
    Retailing  
    Small Business Management  
    Wealth Management  
CSU General Education Breadth  
Communication Studies  
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 Systems Administration  
Computer Science  
    Computer User Support  
    Computer & Information Science  
    Microcomputer Software Support  
Computer Technical Support  
Construction-Construction and Building Inspection  
Construction-Construction Management  
Construction-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  
Energy Systems - Photovoltaic  
Energy Systems – Solar Thermal  
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  
    Horticulture Foundations  
    Landscape Architecture and Design I  
    Landscape Construction  
    Landscape Construction and Management  
    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  
Medical Laboratory Technology  
Music Industry Studies  
Physical Education  
    Coaching  
    Fitness Instruction/Personal Training  
    Personal Training  
Plumbing  
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  
Computer Aided Drafting & Digital Media for Engineering and  
    Architecture  
Computer Information Systems-Database Management  
Computer Information Systems-Project Management  
Computer Information Systems-Web Graphics  
Computer Information Systems-Web Technology  
Computer Technical Support  
Early Childhood Education-Associate Teacher  
Early Childhood Education-Resource (Foster) Family Specialist  
Geographic Information Systems/Global Positioning System  
Music Industry Studies-Commercial Music  
Plumbing