



Graduation Petition Checklist

Name: _____

Student ID: _____

Degree(s) Petitioned: _____

Congratulations for applying for an associate degree from Napa Valley College. Please follow this checklist to make sure you complete all the necessary steps to receive your degree.

Graduation Dates and General Guidelines for Petition Submission

Petitions must be submitted no later than the dates outlined below:

Summer 2019- June 13

Fall 2019- October 18

Spring 2020 - March 13

Attend a Graduation Workshop or

Meet with a counselor to review your graduation eligibility. You will need to complete all remaining courses for your major and general education requirements. If you have coursework from other colleges, be sure NVC has official transcripts on file prior to the workshop or meeting with a counselor or bring a sealed copy to the appointment.

Complete the Petition to Graduate and the Checklist

Forward the completed petition to the A&R office. The form is online at the A&R website (www.napavalley.edu/admissions). Click on "A&R Forms" to see the "Graduation Petition and Checklist."

Counselor Verification

Counseling has identified that to qualify for graduation you must pass the following courses:

1. _____
2. _____
3. _____
4. _____

Transfer Students, please note:

To have your AA-T or AS-T degree electronically verified by Napa Valley College you must designate, on your CSU application, your intent to receive the degree. If you do not designate intent on your CSU application, you may still verify your intent by providing each CSU with the attached "Verification of Intent to Earn Associates of Arts/Science Degree Transfer."

Check your Email for a Response from the Admissions and Records Office on the Status of your Petition.

The Admissions and Records Office will be contacting you by email once they have reviewed your petition. This usually happens 8-12 weeks after the deadline to petition.

Student's Signature

Date

Submit a signed copy of this with your application and retain a copy for your records.

A&R Rev 12/5/19

Petition for the AA/AS/AA-T/AS-T Degrees

Semester & Year of Graduation: _____

1. Please submit one petition per AA/AS/AA-T/AS-T degree for which you are eligible.
2. Sign the petition as indicated and submit it to the Admissions and Records Office by the deadline specified for each semester.
3. Coursework shall be completed as stated in the NVC Catalog under which the student is graduating. At least 12 units must be completed at NVC.
4. Diplomas will be mailed to the address on file. If your address is new, an Information Change Form with the updated address must be submitted to Admissions and Records for processing.

(Please print clearly & check your Web Advisor account to make sure all personal information is current.)

Name: _____ Student ID # _____ GPA: _____
First Last MI

Date of Birth: _____ Email: _____

Catalog being used to determine degree requirements: _____

Are Course Substitution Petitions being used: Yes _____ No _____ (Please attach) Must

List the areas for which a course substitution petition is being used: _____ (Attach copy)

Title of Degree: AA Major _____
 AS Major _____
 * AS – T Major _____
 * AA – T Major _____

Verification of Intent to earn an Associate of Arts/Science degree for Transfer. Following completion of your AA-T/AS-T degree evaluation, submit a copy of this form to the admissions office at each CSU campus to which you have applied. Forms should be submitted Attn: Admissions. For CSU campus addresses, please visit www.calstate.edu/transfer.

*Please attach NVC IGETC or CSU for Transfer Major

REQUIRED CORE COURSES	TERM	GRADE

TOTAL NUMBER OF MAJOR UNITS COMPLETED: _____

I understand that in order to be awarded a degree from NVC, I must meet unit, general education, major and graduation requirements. If I fail to meet any requirements, I understand I must re-apply for graduation for the next term once all the requirements are met.

REQUIRED COURSE ELECTIVES	TERM	GRADE

TOTAL NUMBER OF UNITS COMPLETED: _____

I have reviewed the student's academic record and have determined that he/she will meet the entire unit, GPA, general education and graduation requirements, if completed as indicated on the petition. It appears that he/she has met the major requirements, but final approval rests with the Program Coordinator/A&R.

 Student's Signature Date

 Counselor's Signature Date

 Print Name

Your diploma will be mailed to the address currently on file in A&R approximately 12 weeks after the end of the semester.

Napa Valley College
General Education Pattern for AA and AS Degrees
Check-Sheet

Student's name _____ Student ID# _____

	Course Number	Term Taken/planned	Grade Received	College where course was completed	Units completed	<input checked="" type="checkbox"/>
A. Natural Sciences (Choose 3 units)						<input type="checkbox"/>
B. Social and Behavioral Sciences(Choose 3 units) (For Nursing Students—Any course from approved A.S. degree list--Except PSYC 125)						<input type="checkbox"/>
C. Humanities: (Chose 3 units)						<input type="checkbox"/>
D. Language and Rationality: English Composition (Choose 3 units and complete with a "C" or better)						<input type="checkbox"/>
D.2. Mathematics (Choose 3 units and complete with a "C" or better OR may demonstrate competency with a test)						<input type="checkbox"/>
D.3. Communication and Analytical Thinking (Choose 3 units and complete with a "C" or better)						<input type="checkbox"/>
E. Multicultural/Gender Studies						<input type="checkbox"/>
PE/Health Ed (Choose 3 units of PE and/or Dance courses OR complete HELH 106)						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
American History: (AA Degree Only)						<input type="checkbox"/>
American Institutions: (AA Degree Only)						<input type="checkbox"/>
Pre-Requisites for AS Degree in Nursing (ADN) and RT						
Human Anatomy						<input type="checkbox"/>
Human Physiology						<input type="checkbox"/>
Microbiology						<input type="checkbox"/>
(Human Growth and Development) - ADN only						<input type="checkbox"/>
Career Communication - ADN only						<input type="checkbox"/>
Introduction to Chemistry - RT only						<input type="checkbox"/>

For A&R Office Use Only

SPRO _____ SGRD _____ UACF _____ DH _____

Approved _____ Denied _____