

GRADUATION - GENERAL INFORMATION

(Application instructions on reverse side)

Read the general information/instructions and review the AA/AS Degree application before you begin. You are encouraged to schedule an appointment with a counselor to review your eligibility for graduation prior to your final term. Apply for your degree in the final term; please refer to the dates below:

Summer Session 2009: July 9, 2009 – *Deadline to Apply for Graduation and Certificates*

Fall Semester 2009: November 20, 2009 - *Deadline Date to Apply for Graduation and Certificates*

Spring Semester 2010: March 5, 2010 - *Deadline to Apply for Graduation and Certificates for CEREMONY Participants*
 April 16, 2010 - *Deadline to Apply for Graduation and Certificates for Non-ceremony Participants*

(Students may be granted permission to participate in the spring commencement ceremony if graduating in the summer term through a petition process. For more detailed information contact the Counseling Department.)

GRADUATION REQUIREMENTS

A student will receive an Associate Degree upon completion of the following:

1. Sixty (60) semester units in degree applicable courses.
2. A minimum grade point average (GPA) of 2.00 (C average) in degree applicable units attempted.
3. A minimum of 12 units earned at Chaffey College.
4. A minimum of 18 units or other unit requirements in a defined, approved major. (See below)
5. A minimum grade of "C" in all courses that constitute the major.
6. Fulfillment of specific requirements as noted in the Chaffey College catalog
7. Starting 2009-2010 catalog year: Minimum requirement for English & Math will be English-1A and Math-425.

Associate in Arts Degree (AA)			
Anthropology Art Emphasis: Ceramics Studio Drawing/Painting Studio New Media Art/Digital Media: Computer Graphic Design for Print Media Design for Multimedia Web Design	Art History Communication Studies Dance Economics English Fine Arts: Music Theatre Arts History Humanities	Modern Languages: French Spanish Music Philosophy: Religious Studies Photography Physical Education Political Science Psychology	Social Science Sociology Theatre Arts University Studies: Arts and Humanities Social and Behavioral Sciences Mathematics & Science Business & Technology
Associate in Science Degree (AS)			
Accounting Administration of Justice Aeronautics: Airframe Powerplant Art/Visual Comm. - Illustration Automotive Collision Repair Technology Automotive Technology: Master Automotive Technician Biology Broadcasting and Cinema Business Administration: Small Business Entrepreneur Business & Office Technologies: Office Management	Professional Admin. Assistant: Executive Executive-Bilingual Medical Chemistry Child Development and Education Computer Information Systems Consumer Services Representative Correctional Science Dental Assisting Dietetic Technician Drafting Technician: Architectural Mechanical Earth Science Education Paraprofessional Engineering	Fashion Design Costume Design Fashion Merchandising Fire Technology: Professional Firefighter Geography Geology: Basic Geology Pre-professional Geology Gerontology Hotel & Food Service Mgmt: Food Service Hotel Management Industrial Electrical Technology: Electromechanical Tech Industrial Electrical Tech Instrumentation Tech	Interior Design Management: Logistics Management Retail Management Supervision Mathematics Music, Commercial Nursing: ADN Nursing: VN to RN Nursing: Vocational Nutrition and Food Pharmacy Technician Physical Science Physics Radiologic Technology Real Estate

If major is not listed, please consult with a counselor.

All official transcripts from other colleges and universities are required and must be on file with Chaffey College. Transcripts must show courses to be used to fulfill graduation requirements. It is the **student's responsibility** to have these *official transcripts on file and complete a Unit Evaluation Form* in the Admissions Department. Transcripts must be sent to: **Chaffey College, Admissions & Records Office, 5885 Haven Ave., Rancho Cucamonga, CA 91737.**

INSTRUCTIONS TO APPLY FOR AN ASSOCIATE DEGREE/GRADUATION

1. If you are unsure about any requirements to earn an associate degree, schedule an appointment with a counselor at (909) 652-6200. Your application will be denied if any requirements are not met or in-progress.
2. Print legibly and complete each area of the application.
3. List the title of the degree program of study [major] for which you are applying as it appears on the *reverse side*. If not listed, consult with a counselor.
4. Indicate the appropriate catalog year if you are not using the current major pattern. Catalog year refers to the year the pattern of degree requirements you followed was printed in the Chaffey College catalog. You may apply for the degree using the major pattern (requirements) of the year you entered Chaffey College, or any subsequent year as long as you have maintained continuous enrollment. Schedule an appointment with a counselor if you are not clear about the catalog year.
 - a. "Continuous enrollment" is defined as "attendance in at least one semester or two quarters excluding summer sessions each calendar year – January 1 through December 31 – as indicated on a permanent record, at any accredited college".
5. You **must attach a copy** of your Major Sheet and General Education Sheet or Counselor's Worksheet to the Graduation Application.
6. **Any documentation of a requirement in your major for an associate degree such as an approved course waiver/substitution, typing certificate, or Advanced Placement test scores must be in your student file or attached to the application. Please consult with a counselor for more information.**
7. The Graduation Application and attachments are accepted by mail, fax (909) 652-6228, or submit in person to the Counseling Department at the Rancho Cucamonga campus.
8. **Your application and attachments will be reviewed for eligibility during the term you plan to graduate.**
 - a. You will receive a letter stating your eligibility from the Transcript Evaluators in the Counseling Department.
 - b. If your application is denied, it may be necessary to schedule an appointment with a counselor to discuss requirements. **You will need to re-apply when requirements are met or in-progress.**
 - c. If you are eligible to graduate, your application will then be forwarded to the Admissions and Records Office. **The application will be processed for final approval after the term has ended.** The diplomas will be mailed from the Admissions Office to the student by the first week of the following dates:

Summer Session – November	Fall Semester – April	Spring Semester – September
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If you change your mailing address or you do not receive your diploma, please notify the Admissions Office at (909) 652-6602 or (909) 652-6606.



COMMENCEMENT CEREMONY

Commencement Website: www.chaffey.edu/stuactiv/commence.shtml

All students who anticipate completing a degree within the academic year (summer, fall, or spring) are eligible to participate in the commencement ceremony on **Tuesday, May 25, 2010**. The deadline date to apply for graduation and participate in the commencement ceremony is **March 5, 2010**. If you do not receive a letter regarding the commencement ceremony by mid-April and you filled out a graduation application prior to the deadline date to participate in graduation, please contact the Student Activities Office at (909) 652-6589 for information. Diplomas will NOT be given out at the commencement ceremony.



Graduation Application

Please review the graduation requirements and procedures before completing application.

STUDENT INFORMATION

I plan to graduate (indicate year): SUMMER _____ FALL _____ SPRING _____
YEAR YEAR YEAR

List colleges attended (transcripts must show courses to be used to fulfill graduation requirements)

(If transcripts are not on file in Admissions Office and Unit Evaluation Form is not completed, do not continue, your application is incomplete.)

Do you have AP test scores, an approved waiver, certificate, or substitution for courses in your major? Yes _____ N/A _____
(If documentation is not attached nor on file, do not continue, your application is incomplete.)

Student ID Number: _____ E-Mail Address: _____

Clearly print your legal name as you want it to appear on your degree:
(If it is different than what appears on your Chaffey records, a Student Update form must be completed in the Admissions Office.)

First Name _____ Middle Name _____ Last Name _____
Birthdate: _____ Phone Number: (____) _____ Cell Phone Number: (____) _____
Mo Date Yr Area Code Number Area Code Number

Diploma Mailing Address (address to which diploma should be mailed):
Number _____ Street _____ Apt.# _____ City _____ State _____ Zip Code _____

Major for which you are applying: _____ Catalog year: _____
See General Information sheet for available majors

I authorize my name and honors to be published in the Commencement Program. Yes _____ No _____

I understand it is my responsibility that official documents are on file and/or attached to process this graduation application.

Student Signature Date

Note: This application will be reviewed for errors and/or omissions prior to final approval.

FOR COUNSELING DEPARTMENT USE ONLY

Scholarship Requirement for Graduation GPA: _____
Minimum 2.00 GPA in degree applicable units Yes No MAJOR CODE #: _____

Residence Requirements for Graduation *List Repeats to be Corrected: _____ None
Minimum of 12 units earned at Chaffey Yes No

Academic Renewal Waiver/Substitution

Completed: Transferred _____ Counselor: _____ Date: _____
At Chaffey _____ degree applicable Notes: _____
In Progress _____ *(minus IP repeats for D grades)

Need _____
Total (min. 60 units) _____ degree applicable
STATUS: IN-PROGRESS COMPLETE DENIED
Transcript Evaluator: _____ Date: _____

FOR ADMISSIONS & RECORDS OFFICE USE ONLY

FINAL status for graduation application: Approved Denied A & R Staff: _____

Reason(s) for denial: _____

Graduated with honors Posted on system _____ Date _____ Student picked up diploma _____ Date _____

Diploma mailed to student: _____ Date _____ A & R Staff: _____