Yuba College

Certificate Petition
Admissions and Records
2088 North Beale Road
Marysville, CA 95901
(530) 741-6720

Student ID: _____

Date: _____

Please print name **exactly** as you wish your name to appear on your certificate:

Name: _____ _____ _____
First Middle Last

Certificate Applying for: _____ ☐ Certificate of Training

Catalog Year Applying For: _____ ☐ Certificate of Achievement

YUBA COLLEGE USE ONLY

Date Certificate was:

Awarded: _____

Denied: _____

Certificate of Training Name: _____

Certificate of Achievement Name: _____

Dean/Executive Dean signature: _____

RECORDS OFFICE USE ONLY Posted to certificate file: _____

PROCEDURE TO PETITION FOR A CERTIFICATE:

1. AFTER completing ALL requirements for the certificate, student obtains this "Certificate Petition" card from the Admissions & Records Office.

2. Student completes the petition card and returns it to the Registration Office.

3. The Admissions & Records Office sends the petition card and a copy of the student's transcript to the appropriate Executive/Associate Dean.

4. Dean verifies eligibility, completes certificate, and mails certificate to student.

5. Dean completes petition card and returns it to the Records Office.

6. Admissions & Records Office technicians process "authorized" certificate.