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 use Chaffey View – Degree Audit and/or 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 2014:** July 10, 2014 – Deadline to Apply for Graduation and Certificates

**Fall Semester 2014:** November 14, 2014 - Deadline Date to Apply for Graduation and Certificates

**Spring Semester 2015:** February 27, 2015 - Deadline to Apply for Graduation and Certificates for CEREMONY Participants

**April 17, 2015 -** 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 to schedule an appointment with a counselor.)

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 2011-12 catalog year. Multicultural/Gender Studies and PE, Recreation and Wellness areas are not required for a degree.
8. The (**) denotes this major is offered as a Transferrable Associate Degree (AA-T or AS-T) to a four year institution for completion of the bachelor’s degree. These transferrable majors will be recognized beginning with the 2011-12 catalog year.

### Majors in Associate in Arts Degree (AA)

<table>
<thead>
<tr>
<th>Anthropology**</th>
<th>Art History**</th>
<th>Humanities</th>
<th>Sign Language</th>
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</thead>
<tbody>
<tr>
<td>Art:</td>
<td></td>
<td></td>
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<tr>
<td>- Art Emphasis</td>
<td>- Ceramics Studio Emphasis</td>
<td>- Drawing/Painting Studio Emphasis</td>
<td>- New Media Emphasis</td>
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<tr>
<td>Chinese</td>
<td>Journalism**</td>
<td>Music</td>
<td>Sociology**</td>
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<tr>
<td>Communication Studies**</td>
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<td>Performing Arts</td>
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<tr>
<td>Dance</td>
<td>Economics</td>
<td>Philosophy**</td>
<td>Theatre Arts**</td>
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<tr>
<td>Fine Arts:</td>
<td>English**</td>
<td>Philosophy:</td>
<td>Theatre Arts:</td>
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<tr>
<td>- Music</td>
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<td>- Religious Studies</td>
<td>- Performing Arts</td>
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<tr>
<td>- Theatre Arts</td>
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<tr>
<td>Geography**</td>
<td></td>
<td>Photography</td>
<td>University Studies:</td>
</tr>
<tr>
<td>History</td>
<td>Photography</td>
<td></td>
<td>- Arts &amp; Humanities</td>
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</tbody>
</table>

### Majors in Associate in Science Degree (AS)

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Business: Management</th>
<th>Drafting Technician:</th>
<th>Industrial Electrical Technology:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative of Justice**</td>
<td>- Logistics Management</td>
<td>- Professional Administrative Assistant</td>
<td>- Industrial Electrical Technology</td>
</tr>
<tr>
<td>Av/Visual Comm: Illustration</td>
<td>- Retail Management</td>
<td>- Professional Office Management</td>
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<tr>
<td>Automotive Technology:</td>
<td>- Supervision</td>
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<tr>
<td>- General Automotive Service Technician</td>
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<tr>
<td>- Master Automotive Technician</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Child Development &amp; Education</td>
<td>Early Childhood Education**</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Broadcasting and Cinema</td>
<td>Child Development &amp; Education</td>
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<tr>
<td>Business Administration**</td>
<td>Computer Information Systems</td>
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<td></td>
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<tr>
<td>Business Administration</td>
<td>Computer Science**</td>
<td>Hotel &amp; Food Service Mgmt:</td>
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<tr>
<td>Business Administration:</td>
<td>Correctional Science</td>
<td>- Food Service</td>
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<tr>
<td>- Small Business Entrepreneur</td>
<td>Dental Assisting</td>
<td>- Hotel Management</td>
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</tbody>
</table>

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 Avenue, 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, use Chaffey View – Degree Audit program and schedule an appointment with a counselor at (909) 652-6200. Your application will be denied if any requirements are not met or in-progress and you will need to re-apply.

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 & General Education Sheet, or Counselor’s Worksheet, or Degree Audit printout 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.
   d. The diplomas will be mailed from the Admissions & Records Office to the student by the first week of the following months:

   | Summer Session – November | Fall Semester – April | Spring Semester – September |

If you change your mailing address or you do not receive your diploma, please notify the Admissions Office at:

Last Name beginning with A-K: 909-652-6616
Last Name beginning with L-Z: 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 Thursday, May 21, 2015. The deadline date to apply for graduation and participate in the commencement ceremony is February 27, 2015. 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**  

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 or 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.)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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</table>

**Birthday:** ___________________________  
**Phone Number:** (___) Area Code Number  
**Cell Phone Number:** (___) Area Code Number

**Diploma Mailing Address** (address to which diploma should be mailed):

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Apt.#</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
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</table>

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

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.

#### Scholarship Requirement for Graduation

- Minimum 2.00 GPA in degree applicable units  
- GPA: ___________________________  
- **MAJOR CODE #:** ___________________________

#### Residence Requirements for Graduation

- Minimum of 12 units earned at Chaffey  
- **List Repeats to be Corrected:** None  
- **STATUS:**  
- **Completed:** ___________________________  
- **Academic Renewal**

- **Transferred**  
- **At Chaffey**  
- **In Progress**  
- **Need**  
- **Total (min. 60 units)**

- **Student Signature**  
- **Date**

#### Academic Renewal

- **Counselor:** ___________________________  
- **Notes:** ___________________________

#### Waiver/Substitution

- **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** ___________________________  
- **Student picked up diploma** ___________________________  
- **Diploma mailed to student:** ___________________________  
- A & R Staff: ___________________________