

**\*\* Point of Reference:**

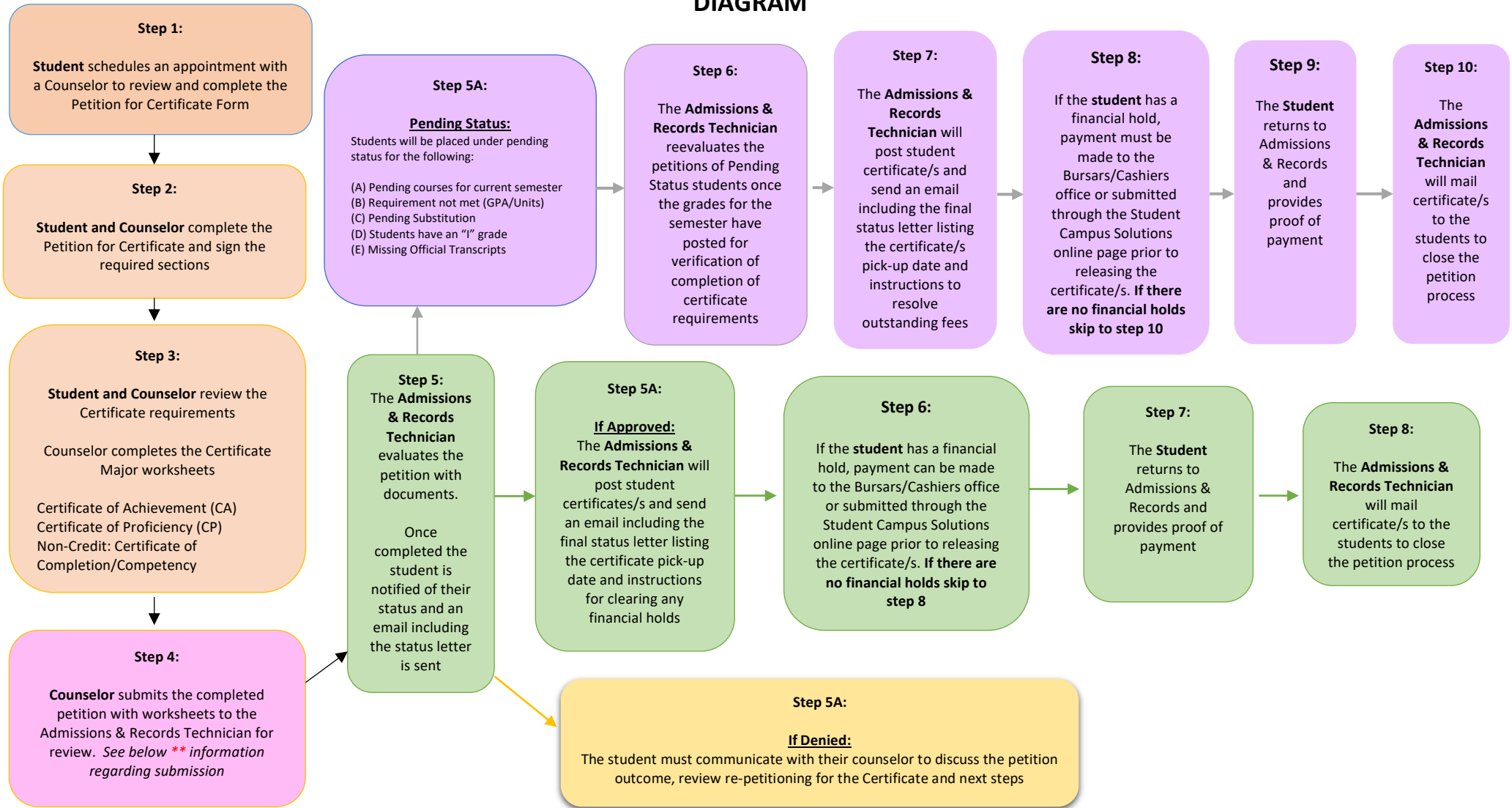
There are three possible paths denoted by colors to complete the Petition for Certificate/s:

- a. Green for Approved
- b. Lavender for Pending Status
- c. Light Yellow for Denied



Due to Covid-19 Merritt Admissions and Records Office will accept petitions year-round through the end of the Fall 2021 semester. Beginning Spring 2022 please refer to the Academic Calendar for deadlines.

## Petition for Certificate of Achievement/Proficiency/Completion/Competency DIAGRAM



The Petition for Certificate of Achievement/Proficiency/Completion/Competency is available on the Peralta Admissions & Records website  
<https://web.peralta.edu/admissions/files/2020/09/Petition-for-Certificates-2020-24-Final-2020.pdf>

**\*\* All Official transcripts from other colleges and universities must be on file at the District Admissions and Records Office**

**\*\*Due to Covid-19 the Counselor can submit the Petition for Graduation to the Admissions and Records Technician, once the Campus reopens it is the student's responsibility to submit their Petition to the Admissions and Records Office**

**\*\*Student names will be added to the graduation list until April 30, 2021; petitions submitted after this date will not be added to the graduation list. List will include students who petition during the Summer 2020, Fall 2020 and Spring 2021 semesters**

**\*\*Students enrolled in both, non-credit and credit programs must clear fees prior to picking up certificate/s**