

# STUDENT CANDIDACY FOR GRADUATION

Instructions: Please fill out all fields, including all in-progress and future courses. Print name clearly as you want it to appear on your award. Incomplete forms will not be accepted. Submit completed forms to the A&R office or email to [tcgradapps@taftcollege.edu](mailto:tcgradapps@taftcollege.edu). **Applications received after the deadline will be processed for the following semester.**

Applying to graduate:

- Summer 20\_\_ (June 1 - July 2)
- Fall 20\_\_ (Aug 26 - Oct 18)
- Spring 20\_\_ (Jan 21 - March 13)
- Summer Grad/ (April 13 - May 1)
- Spring Walker 20\_\_

STUDENT NAME: \_\_\_\_\_  
 First Middle Last Name as listed in Banner

STUDENT ID: \_\_\_\_\_ PHONE #: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**Read and Initial items 1 - 11 below before submitting the candidacy. Check for accuracy before submitting.**

1. \_\_\_\_\_ I have met with a Counselor to confirm completion of the degree requirements. Yes  No   
 If applicable, Counselor's name: \_\_\_\_\_ Counselor's signature: \_\_\_\_\_
2. \_\_\_\_\_ All of my graduation requirements were completed at Taft College? Yes  No
3. \_\_\_\_\_ I will be using transfer coursework to meet graduation requirements. Yes  No   
 If applicable, list ALL other colleges attended that will be used for requirements: \_\_\_\_\_
4. \_\_\_\_\_ I will be using Advanced Placement (AP) scores to meet graduation requirements. Yes  No
5. \_\_\_\_\_ I will be using military credit to meet graduation requirements. Yes  No
6. \_\_\_\_\_ I have petitioned to have courses waived or to substitute a course to meet graduation requirements. Yes  No
7. \_\_\_\_\_ I have submitted all relevant **official** transcripts/AP scores from other colleges/universities attended. Yes  No  N/A
8. \_\_\_\_\_ To be evaluated for graduation, I understand that it is my responsibility to have all relevant **official** transcripts and AP scores on file and that failure to provide official transcripts/scores will result in a denial of graduation. Yes  No
9. \_\_\_\_\_ I understand that all holds and fees must be cleared before my request will be completed. Yes  No
10. \_\_\_\_\_ I am planning on transferring to a four-year college. Yes  No  If yes, where? \_\_\_\_\_
11. \_\_\_\_\_ I am planning on participating in commencement. Yes  No

**Award Information:** Please choose **one** from the drop down list of major codes. **Each award will require a separate application.**

**APPLYING FOR:** Certificate:  
 OR  
 Degree:

**General Education met through (check one):** Local Requirements CSU Requirements IGETC Requirements

**Catalog Year being used to meet requirements:** \_\_\_\_\_

List all courses that are currently in progress, or that you plan to take in future terms: Please include both TC classes **AND** any classes you are taking at another school and transferring back to TC for graduation. Note that all courses that are needed for your degree **MUST** be completed by the last day of the term for which you are applying for graduation. All transfer work must be submitted on official transcripts when completed.

IN PROGRESS COURSES (current term)		FUTURE COURSES		
Course Number / Title	Units	Course Number / Title	Units	Term

By signing below, I understand all information about my graduation eligibility will be sent to my preferred email account on file with TC. By submitting your graduation petition you are hereby certifying that all information submitted above is accurate pertaining towards the completion of your degree at TC and any deviation from the original submission may affect the status of the application. You **MUST** notify the A&R office if any changes to your program occur that affect the completion of your degree after this application has been submitted.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>**** FOR ADMISSIONS AND RECORDS OFFICE USE ONLY ****</b>							
Catalog Year:		<input type="checkbox"/> 60 units <input type="checkbox"/> 12 units residency <input type="checkbox"/> 2.0 GPA <input type="checkbox"/> Major requirements			Gen Ed: <input type="checkbox"/> TC GE <input type="checkbox"/> CSU GE <input type="checkbox"/> IGETC GE		
<b>PRELIMINARY CHECK</b>				<b>FINAL CHECK</b>			
Earned Hours	GPA Hours	Grade Points	GPA	Earned Hours	GPA Hours	Grade Points	GPA
Honors: <input type="checkbox"/> Honors (3.0 - 3.49) <input type="checkbox"/> Highest Honors (3.5 - 4.0)				Degree: <input type="checkbox"/> Approved <input type="checkbox"/> Diploma Mailed			
<input type="checkbox"/> DENIED Reason Listed below: _____				<input type="checkbox"/> PENDING Date _____ Initial _____		<input type="checkbox"/> AWARDED <input type="checkbox"/> NA Date _____ Initial _____	

**2019-2020  
Majors and Codes**

<b>Degrees</b>	<b>Codes</b>	<b>Certificates</b>	<b>Codes</b>
<b>Associate in Arts</b>		<b>Local Certificates</b>	
Art	AA-ART	Administrative Services I	CC-ADM1
Business Administration	AA-BSAD	Adv Info Tech & Management	CC-IFM3
Liberal Arts: Allied Health	AA-LAAH	Child Develop Assist Teacher	CC-CHD1
Liberal Arts: Arts & Humanities	AA-LAHU	Gas Tungsten Arc Welding	CC-WTUN
Liberal Arts: Business Tech	AA-LABT	Gas Mtl Arc & Flux Core Weld	CC-WMET
Liberal Arts: Communication	AA-LACO	Management Customer Services	CC-MCSC
Liberal Arts: Health & PE	AA-LAHP	Master Teacher: Infant Develop	CC-EMTI
Liberal Arts: Math & Science	AA-LAMS	Master Teacher: School Age Care/Dev	CC-EMTC
Liberal Arts: Natural & Life Science	AA-LANL	Master Teacher: Special Needs	CC-EMTS
Liberal Arts: Natural & Phys Sciences	AA-LANP	Microsoft Office Applications	CC-MSOA
Mathematics	AA-MATH	OSH Basic Employee Safety in Gen Indus	CC-OSH
Multi-Media Journalism	AA-MULTI	Petroleum Tech Well Control & Drill I	CC-PTC1
Physical Education	AA-PHED	Petroleum Tech Well Control & Drill II	CC-PTC2
<b>Associate in Science</b>		Petroleum Tech Well Control & Drill III	CC-PTC3
Administrative Services	AS-ADMN	Petroleum Tech Well Control & Drill IV	CC-PTC4
CJA-Corrections	AS-CJAC	Petroleum Tech Well Control & Drill V	CC-PTC5
Court Reporting	AS-CTRP	Welding Assistant/Helper	CC-WAHE
Criminal Justice Administration	AS-CJA	<b>Certificate of Achievement</b>	
Dental Hygiene	AS-DNTL	Administrative Services	CA-ADMC
Direct Support Education	AS-DSE	Administrative Services II	CA-ADM2
Early Care, Edu & Family Studies	AS-ECEF	Child Development-Master Teacher	CA-EMAS
Energy Technology	AS-ENER	Child Development- Teacher	CA-ETEA
Engineering	AS-ENGR	Child Develop Assoc Teacher	CA-EASC
General Business	AS-BUSN	CJA - Corrections	CA-CCJC
Information Technology & Mgmt	AS-IFM2	Court Reporting	CA-CTRA
Life Science	AS-LIFS	Dental Hygiene	CA-DNTL
Management	AS-MANG	Direct Support Education	CA-DSEA
Occupational Safety and Health	AS-OSH	Early Care, Education & Family Studies	CA-ECEA
Physical Science	AS-PHSC	Early Intervention Assistant I	CA-EIA3
Welding Technology	AS-WELD	Early Intervention Assistant II	CA-EIA4
<b>Transfer – Associate in Arts</b>		Management	CA-MGMT
Art History for Transfer	AA-T ARTH	OSH Midlevel Cert of Achievement	CA-OSH
Economics for Transfer	AA-T ECO	Pipe Code Welding	CA-WPIP
English for Transfer	AA-T TENG	Structural Code Welding	CA-WSTR
History for Transfer	AA-T THIS		
Journalism for Transfer	AA-T JOURN		
Kinesiology for Transfer	AA-T TKIN		
Psychology for Transfer	AA-T PSYCH		
Sociology for Transfer	AA-T SOC		
Spanish for Transfer	AA-T SPANISH		
Studio Arts for Transfer	AA-T TSAR		
<b>Transfer – Associate in Science</b>			
Administration of Justice for Transfer	AS-T ADMJ		
Biology for Transfer	AS-T TBIO		
Business Administration for Transfer	AS-T TBSA		
Early Childhood Education for Transfer	AS-T ECE		
Mathematics for Transfer	AS-T TMTH		

**\*This list is specific to the 2019-2020 catalog. If the degree or certificate you are working on obtaining is no longer active, please schedule an appointment with a counselor to submit your graduation application.**