AA/AS

# APPLICATION FOR DEGREE

## Associate in Arts/Associate in Science

Admissions & Records Office, 3000 Mission College Blvd, Santa Clara, CA 95054-1897

Name: _____ Last Name, First Name

SID#: _____

**Name** _____ **Student ID:** _____

First Middle Last

*(Print your name as it is to appear on the degree)*

**Address** _____ **Home Phone:** _____

Street

_____ **Other Phone::** _____

City State Zip

**Courses required for the degree will be completed:** Year: ____ ☐ Fall ☐ Spring ☐ Summer

**AA Major:** _____

**AS Major:** _____

**GE Pattern:** ☐ AA/AS ☐ CSU GE-B ☐ IGETC

***NOTE:*** *Completion of either of the CSU GE-B or IGETC pattern qualifies you for a Certificate of Achievement. Complete the Application for Certificate.*

All Official Transcripts that apply to your degree must be on file in the Records Office or your Application for Degree will be DENIED

1. Have you taken a course(s) from another institution(s)?
   ☐ Yes ☐ No

2. In order to provide a prompt evaluation of your petition, list all colleges previously attended and the date you requested your transcript sent to Mission College

| PREVIOUS COLLEGE(S) ATTENDED | NAME USED WHILE ENROLLED | DATE TRANSCRIPT REQUESTED |
|---|---|---|
| | | |
| | | |
| | | |

3. List Course Substitution: approval must be obtained by Major Department Chair.

| COURSE | SCHOOL WHERE COURSE(S) WAS TAKEN | SUBSTITUTE FOR MISSION COLLEGE COURSE | DEPARTMENT CHAIR SIGNATURE |
|---|---|---|---|
| | | | |
| | | | |

4. How did you meet the Reading Proficiency Requirement?
   ☐ Reading 054 course ☐ Proficiency Exam ☐ Course from other college

5. How did you meet the Information Competency Requirement?
   ☐ LIB 010 ☐ Proficiency Exam ☐ Course from other college

6. **INTERNATIONAL STUDENTS:** This application must be signed by a Designated School Official (DSO)

   DSO Print: _____ Signature: _____ Date: _____

Student Signature: _____ Date: _____

**REQUIRED:** Complete the worksheet on Page 2

# AA/AS Degree Worksheet

List completed and current courses taken to satisfy each GE area. **NOTE: All GE areas must be complete in order to qualify for AA or AS.**

| AA/AS General Education Requirements | | | |
|---|---|---|---|
| Categories | Completed Courses | Current Courses | Institution |
| Area A – Language & Rationality ◆ 2 courses, 6 units minimum | | | |
| *EXAMPLE:* | *ENGL 001A* | | *MISSION* |
| A1. Written Communication | | | |
| A2. | | | |
| Area B – Natural Science ◆ 1 course, 3 units minimum | | | |
| | | | |
| Area C –Humanities ◆ 1 course, 3 units minimum | | | |
| | | | |
| Area D - Social & Behavioral Sciences ◆ 2 courses, 6 units minimum | | | |
| D1. HIST or POLIT | | | |
| D2. | | | |
| Area E - Lifelong Learning ◆ 1 course, 3 units minimum | | | |
| | | | |

| Major & Related Courses | | |
|---|---|---|
| Major: | | |
| Completed Courses | Current Courses | Institution |
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❒ See attached Curriculum Guide

| Graduation Proficiency Requirements | | | |
|---|---|---|---|
| Requirement | Completed Course | Current Course | Institution |
| Writing | | | |
| Reading | | | |
| Mathematics | | | |
| Communication | | | |
| Information Competency | | | |

Counselor Comments (optional):

_____

_____

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_____

Counselor Initials: _____

Date: _____

| FOR OFFICE USE ONLY | | | | | | |
|---|---|---|---|---|---|---|
| | UA | UC | PTS | GPA | APPROVED | |
| MC/WVC | | | | | DENIED | |
| Other Colleges | | | | | DIPLOMA SENT | |
| Military | | | | | Comments: | |
| Subtotal | | | | | | |
| Current | | | | | | |
| Overall Totals | | | | | | |

*Name:* _____

*Last Name, First Name*

*SID#:* _____

*SID#:* _____

## BELOW FOR RECORDS OFFICE USE ONLY

| General Education Courses | | | |
|---|---|---|---|
| Categories | Courses Completed | Current Courses | Institution |
| A. Language & Rationality | . | . | |
| English (SP05) | . | . | |
| Reading | . | . | |
| Math | . | . | |
| Comm (SP05) | . | . | |
| Info Comp (FA06) | . | . | |
| B. Natural Science | . | . | |
| | . | . | |
| C. Humanities | . | . | |
| | . | . | |
| D. Social Science | . | . | |
| Hist/Polit | . | . | |
| Other | . | . | |
| E. Lifelong Learning | . | . | |
| | . | . | |
| TOTAL: | . | . | |

| | Units Attempted | Units Completed | Grade Points | GPA |
|---|---|---|---|---|
| MC / WVC College | . | . | . | . |
| Other Colleges | . | . | . | . |
| Military (DD214) | | . | | . |
| Subtotal: | . | . | . | . |
| Current: | . | . | . | . |
| TOTAL: | . | . | . | . |

| Major & Related Courses | | |
|---|---|---|
| Catalog Year | | |
| | Units | |
| Courses | Completed | Current |
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| Final GPA: | |
|---|---|
| Final Approval: | |
| Diploma Sent: | |
| Denied: | |

Remarks: _____

MCAO 111816