** PETITION TO RECEIVE A CERTIFICATE**

Instructions: **1. Obtain a Degree Audit Report from Cougar Web.**

**2. Make an appointment with an advisor to review certificate
 requirements.**

**3. Return the completed petition to the Paralegal Studies Department**

**prior to the end of the semester in which you earn the certificate.**

**4. Certificates will be mailed as soon after the end of the semester as
possible. Please let us know if you must have it sooner. Call 614-287-2591.**

**A. To Be Completed By Student:**

|  |  |
| --- | --- |
| **Name (To Be Printed Exactly As You Want It On Your Certificate)** | **Cougar I.D.** |

|  |  |  |
| --- | --- | --- |
| **Name (If different) as it currently appears on CSCC Records** | **Home/Cell Phones** | **Work Phone** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **City** | **State** | **Zip** |

Certificate Catalog Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name of college where**

 **Bachelor degree earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

B. To Be Completed by Advisor:

 **Technical/Major Grade Point Average: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check One:**

**🞏 Student has successfully completed all requirements for the certificate described above.**

**🞏 Certificate Request approved pending successful completion of the following course(s).**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

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 **Advisor’s Comments:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Advisor’s Signature /Date Student Signature/Date**

|  |
| --- |
| **Petition Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed by/date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Revised 10-6-14