Request for Department Discipline Skills Certificate

| Department/Discipline | | | | | | Tr | PLEASE PRIN | |
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| Department/Discipline | | Zip Code | State | City | | | Address: | |
| Congratulations on your completion of an East Los Angeles College Certificate Program. In order to receive the actual certificate, you in this form and include the necessary items as stated in the Certificate Application Procedure on the back page of this form. Verify you had all of the following general requirements before submitting your request. ALL GRADES MUST BE POSTED ON TRANSCRIPTS PRIOR TO SUBMISSION OF REQUEST. GENERAL REQUIREMENTS The following requirements must be fulfilled before certificate(s) can be granted by East Los Angeles College. 1. Grade of "C" or better in all courses required for certificate. 2. All courses acceptable for credit must be approved by the Western Association of Universities and Colleges or by a comparable agency. Requirement shall be determined by the Department Chair for the discipline. Transcripts from institutions outside the Community College District must be mailed directly to the Admissions and Records Office. No hand delivered transcripts a 3. Course required for the Certificate must be completed at East Los Angeles College, unless otherwise approved. 4. All courses fulfilling the requirements for one certificate may be applied other certificates. Please read certificate application procedure on the reverse side before continuing. List all the required courses for the Certificate requested. Indicate when and the college the courses were completed. OFFICIAL SEALED TRANSCRI institutions outside of the Los Angeles Community College District must be MAILED directly to the Admissions and Records Office. No hand delivered transcripted. If you require additional space, please attach another request form. Course Semester College Grade GI (For I | | | | Email Address | | er | Contact Number | |
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