EVALUATIONS BUSINESS PROCESS

SAN DIEGO COMMUNITY COLLEGE DISTRICT 2022

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EVALUATOR INFORMATION

Evaluator	Letter Assignment
Christina Monaco	R,S,W,X
Daniel Borbon	B,C,D
Evelyn Escalante-Ruiz	O,Q
Helen Houillion	I,K,M,Y,Z
Hilda Osuna	J,LP,T,U
Maggie (Mary) Stone	E,F,G,N
Meilani Peleti	
Thu Nguyen	A,H,O,Q,V

EMAIL

District Evaluations Office   evaluators@sdccd.edu

WEBSITE

- District Evaluations Office website includes important links and information regarding transcript evaluation, Associate Degree, Certificate of Achievement and IGETC or CSU certification.

- URL: https://www.sdccd.edu/students/evaluations/index.aspx

ENROLLMENT

PROOF OF PREREQUISITES OR COREQUISITES

All prerequisites, corequisites, and limitations on enrollment stated in the course descriptions listed in the college catalog are strictly enforced at the time of registration. Students who do not meet the prerequisite, corequisite, or other limitation according to the college's records, will not be permitted to register for the course. Students are strongly advised to have all transcripts of prior college work and other documentation on file well in advance of registration. This will minimize registration delays.

Students may challenge a prerequisite, corequisite or limitation on enrollment. A student may obtain a *Petition to Challenge* form online via the mySDCCD Support Desk and then selecting the *Petition to Challenge* form:
https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/73/create/71

The completed petition with supporting documentation must be filed in the college Admissions Office at least 10 working days prior to the start of the primary term/semester.

The District Evaluators **are not** involved in this process. Students should be referred to the college Admissions Office for additional information.

TRANSCRIPTS EVALUATION AND ACADEMIC RECORDS

REQUEST FOR TRANSCRIPT EVALUATION (RECORD ADJUSTMENT)

1. Students will submit all *Request for Transcript Evaluations* and Petitions via JIRA at https://www.sdccd.edu/students/forms-and-documents.aspx

2. Counseling/Evaluations Department will verify the following conditions are met:
    a.   All transcripts have been received.

    b.   View *Person Comment Entry*, if student folder has been purged, inform the student that new transcripts must be filed.

3. College Evaluations Office records receipt of the form and General Education Pattern requested on *Person Comment Entry* and forwards the form to:

    a.   District Evaluations Office for transcripts (appropriate evaluator by assigned alpha).

    b.   District Prerequisite Evaluators for PFNs (course work prior to 1981).

4. *Request for Transcript Evaluation* form is forwarded in JIRA to District Records who will detail the transcripts before forwarding it to the appropriate Evaluator.

NOTE:

If transcripts have not been received or major and general education pattern are not indicated on the *Request for Transcript Evaluation* form, it will be Denied in JIRA and returned to the student and Counseling Office.

5. District Evaluations Office evaluates student transcripts based on the major and general education pattern indicated on the *Request for Transcript Evaluation* and records course equivalencies on *Course Credits-Automated*.

6. District Evaluations Office marks the form as [Complete] in JIRA and an email is generated letting the student know the form is complete and an appointment can be made with a counselor.

NOTE:

If student decides to change General Education pattern (eg.CSU to UC) a new transcript evaluation must be submitted.

TIMEFRAME FOR PROCESSING RECORD ADJUSTMENTS

1. Transcript Evaluations will be processed in a timely manner from the time of receipt at the District Evaluations Office. The timeframe is dependent on workload; College Counseling and Evaluations Office will be notified of "current" timeframe as it changes.

2. All transcripts must be on file at the District Student Services Office.

3. Request for Transcript Evaluation will be processed in order of receipt.

EXAMPLE:

Person Comment Detail Comment: Transcript Evaluation AA/AS or CSUGE or IGETC sent to District Evaluation Office.

NOTE:

All institutions with US regional accreditation are not considered "foreign coursework" including US territories:

- American Samoa
- Guam
- Puerto Rico
- U.S. Virgin Islands

● Northern Mariana Islands

FOREIGN TRANSCRIPT PROCESSING

STUDENTS WITH FOREIGN COLLEGE/UNIVERSITY CREDITS—GENERAL PROCESSING:

- External Education status will automatically be marked as [*Not Desired]*.
- All foreign college/university transcripts received by SDCCD will be annotated in *Person Comment Entry* and *External Education Comment* indicating if the transcript is/is not comprehensive with the country/college name. External Education status will NOT be changed.
- Received transcripts will be imaged in the document imaging system.

REQUEST FOR POSTING FOREIGN TRANSCRIPT CREDITS WITH A COMPREHENSIVE TRANSCRIPT EVALUATION REPORT

1. The counselor will assist the student in completing a *Request for Transcript Evaluation* form*.*

2. Counselor will assist the student in completing the *Request for Foreign Transcript Credits* form.

3. Both forms must be submitted via JIRA to be forwarded to the District for transcript totaling and course detail processing.

4. Student Services Assistant/Senior Student Services Assistant signs off on form after posting coursework and the External Education status will be changed to [*Received]* and forms will forward to the evaluator.

5. The *Request for Foreign Transcript Credits* form will be imaged in the document imaging system.

NOTE:

If a student has attended other colleges/universities, ALL transcripts must be received.

This process WILL NOT be reversed.

For evaluation of coursework, please see the business process for Request for Transcript Evaluation.

REMOVAL OF FOREIGN TRANSCRIPT CREDITS PREVIOUSLY EVALUATED

This process is only for those students that were previously required to submit foreign college/university coursework.

1. Student completes the **Request to Remove Transcript Credit** from Foreign Institution form.

2. The form must be submitted via the Jira automated system.

3. The College Evaluations Office will verify that an AA/AS degree or Certificate of Achievement from City, Mesa, or Miramar has NOT been earned.

4. If a degree or certificate has been earned, the request will be denied. College Evaluations Office will enter a comment on **Person Comment Entry** and notify the student.

5. If no degree or certificate has been earned, the form will be forwarded to the District Evaluations Office.

6. District Evaluations will remove all coursework entered in **Course Credits Automated** and External Education, write the country/college name on the form and forward to District Records Office.

7. District Records Office will reduce the unit values on **External Education** to zero and change the status to [Not Desired].

8. If the student earned a degree at the foreign institution, the District Records Office will enter the type of degree in the title on **External Education**.

9. District Records will enter a comment on **Person Comment Entry**: (Country/College Name) coursework removed (# units).

10. Example: Germany coursework removed, 47 units.

11. The **Request to Remove Transcript Credit from Foreign Institution** form will be imaged in the document imaging system.

LANGUAGE OTHER THAN ENGLISH (LOTE) CLEARANCE

DOMESTIC HIGH SCHOOL TRANSCRIPT

- Student will submit *Request for Transcript Evaluation* with a copy of their United States high school transcript via JIRA.

NOTE:

If the high school transcript is already saved to the imaging system, student does not need to attach a copy to the JIRA request.

FOREIGN HIGH SCHOOL EDUCATION

1. Students with a foreign transcript that has already been translated in English may submit the *Request for Transcript Evaluation* with the documentation via JIRA.
2. Students with foreign transcripts that do not have an English translation need to submit the *Language Other Than English (LOTE)* for out of country education form via JIRA with the original foreign transcript or diploma attached. For help with this process, students are advised to contact counseling.

ACADEMIC RENEWAL WITH COURSE REPETITION

1. Student sill submit the *Academic Renewal Petition* via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx.
2. College Evaluations Office staff will verify that official transcripts are on file for the institution where the student repeated the course, and forward the petition to the District Evaluations Office
3. District Evaluator will verify that the repeat course is equivalent, and that the request meets all criteria for alleviation. If criteria are not met, evaluator will indicate the reason that the petition cannot be processed in JIRA and will deny the petition. If criteria are met, evaluator will forward to District Office Records for coding.
4. District Office Records staff codes course and returns to evaluator for verification.
5. District Office evaluator enters comment in JIRA that the course has been coded and marks the ticket completed. Student will be notified via an email generated by JIRA.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

- Students will submit the *Academic Renewal* petition via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx. Student must meet with a counselor prior to submitting the form. At the time of submission, student must select the

college where the counselor they met with and enter thee counselor they worked with. Staff reviewing the petition may verify in SARS the counselor information if needed.

NOTE:

If the student did not meet with a counselor, the staff will enter a comment in JIRA that the student must meet with a counselor, and the petition will be returned to the student.

1. Counselor reviews the petition and "signs" the form confirming that the policies and procedures surrounding *Academic Renewal Without Course Repetition* were discussed with the student. Counselors may sign the form via JIRA.

2. Petition will be forwarded to the College Evaluations Office, where they will verify that official transcripts from all other institutions are on file. If any transcripts are missing, a comment will be entered in JIRA and the petition will be denied. If all transcripts are on file, the petition will be forwarded to the District Evaluations Office.

3. District Office Evaluator will confirm that all criteria are met. If any criteria are not met, the evaluator will enter a comment in JIRA and the petition will be denied. If all criteria are met, the petition will be forwarded to the District Office Records for coding of courses.

4. District Office Records will code courses appropriately, and return the petition to the evaluator to verify that the coding was entered properly.

5. District Office Evaluator will enter a comment in JIRA that the course/s have been coded and marks the ticket completed. Student will be notified via an email generated by JIRA.

NOTE:

Academic Renewal With our Without Repetition requires students to have official transcripts on file, but does not require a transcript evaluation to be processed.

REINSTATING COURSE

Courses from external transcript, including upper division, that were not included may be used in certain situations and is at the discretion of the Deans and Department Chairs over the major. Student must submit a *Petition for Modification of Graduation Requirements* to the department chair and dean. If the modification is approved, the process of reinstatement will move forward. If the modification is denied, the process will stop.

The process for a course to be reinstated includes the following:

1. Evaluator completes the ***Transmittal Notice*** form and submits the request in JIRA via an internal DES request. Evaluator enters a comment that the transcript is in the document imaging system.

2. District Office Records staff will adjust the credit totals and enter a comment on the transcript that the course(s) is being reinstated, as well as increase the unit totals and enter the course detail in ***External Education***, and will return the request back to the evaluator.

3. Evaluator will articulate the reinstated course(s) in ***Course Credits Automated***, and mark the DES ticket completed in JIRA.

CREDIT FOR PRIOR LEARNING

CREDIT FOR PRIOR LEARNING: CREDIT BY EXAM, INDUSTRY STANDARD CERTIFICATIONS, AND PORTFOLIO

The following types of Credit for Prior Learning (CPL) are submitted electronically via JIRA: Credit by Examination, Industry Standard Certifications, and Portfolios. Students must submit a separate request for each course they wish to apply for.

1. Student fills out the application for CPL online at [https://www.sdccd.edu/students/forms-and-documents.aspx.](https://www.sdccd.edu/students/forms-and-documents.aspx) and must enter the course they are applying for and the method of CPL.

2. Once submitted, the request will be routed to the College Evaluations office. The staff will verify the form is complete, official transcripts from all other institutions are on file, and that the course is on the eligible CPL list. College Evaluations will forward to District Office Evaluations— the system will send the request to the appropriate district evaluator.

3. The District Evaluator will review the request to assure all CPL eligibility criteria are met, that the correct method of CPL and the correct grading method have been selected, and will forward the request to the Student Services Analyst.

NOTE:

If the student is not eligible to receive CPL for the course, the evaluator will enter a comment into JIRA why the course is not eligible, and cancel the request. Student will be notified via an email generated by JIRA.

1. The Student Service Analyst will build the course, enroll the student, and assign the request to the appropriate instructor for the CPL class. The instructor and student will be notified via the

system that they can begin the CPL.

2. The instructor will review student documentation and/or administer an exam, and will issue a grade.

3. The student will be provided the grade and will be required to accept or deny the credit. If the student denies the credit, the process will stop and the request will be closed. If the student accepts the credit, the request will be forwarded to District Office Records.

4. District Office Records will enter the grade and add the course to the student's transcript with CPL and the method—Credit for Prior Learning: Exam, Credit for Prior Learning: Industry Certification or Credit by Exam: Portfolio. Request will be forwarded to the evaluation for verification of entry.

5. District evaluator will verify that the course(s) was transcribed with CPL and method appropriately, and will complete the JIRA ticket with a comment that the course has been added to the student's transcript. Student will be notified via an email generated by JIRA.

NOTE:

If the student denies the credit or if the instructor denies the CPL assessment the Student Services Analyst must be notified to remove the student from the course.

CREDIT FOR PRIOR LEARNING: ADVANCED PLACEMENT, CLEP, DANTES, AND INTERNATIONAL BACCALAUREATE

1. Student will submit a ***Request for Transcript Evaluation*** with their score report attached via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx

2. College Evaluations staff verifies that the score report is attached, the student is currently enrolled or has enrollment history, and official transcripts from all other institutions are received. If these are not met, the request will be returned to the student. If these are met, the request will be forwarded to District Evaluations.

3. District evaluator will complete the Evaluations Sheet for Advanced Placement, CLEP, DANTES, and International Baccalaureate for, and forward to District Office Records.

4. District Office Records will add the "institution" to the student's ***External Education*** with the unit total and return the request to the evaluator.

5. District evaluator will enter the course detail in *External Education*, and evaluate the courses in *Course Credits Automated*. The evaluator will mark the request completed in JIRA. Student will be notified via an email generated by JIRA.

NOTE:

The counselors will be able to see the "institution" marked as [Evaluated] in *External Education* when the process is complete.

CREDIT FOR PRIOR LEARNING: MILITARY (DD-214, JST, CC OF THE AIR FORCE)

1. All service school transcripts will be sent to the appropriate Prerequisite Evaluator at the District Office Records.

2. The prerequisite evaluator will review the transcripts for credit and enter the credits into *External Education*.

3. "Military Credits" will continue to be awarded automatically upon verification of at least 6 months of continuous active duty. The credits will meet the district requirements for Health Education and Exercise Science, as well as Area E for CSU Breadth. The credits awarded in *External Education* will be:
    a. Two (2) Physical activity courses at 1 unit each.
    b. One (1) Health Education course at 2 units.

4. "Service Schools" credits will continue to be awarded automatically for a maximum of 6 elective credits of verified Military Courses completed for the associate degree in *External Education*.

NOTE:

Service Schools credits will be recorded as total units, not individual courses.

- The prerequisite evaluator will "fetch" the coursework into Course Credits Automated, post the credits and mark the "institutions" as Evaluated in External Education.

NOTE:

We are currently working with faculty to determine which Military Courses will articulate to SDCCD courses via **MilMAP**. Once this process is completed, the student will be able to request Credit for Prior Learning via JIRA in the same way students can request credits for the methods of CBE, ISC and Port the process manual will be updated.

REMOVAL OR ADDITION OF MILITARY ELECTIVE UNITS (DD-214, JST, CC OF AIR FORCE)

1. Students who which to have the units reduced or increased for Service Schools may file a **Request for Military Credit Adjustment** form via JIRA at

https://www.sdccd.edu/students/forms-and-documents.aspx.

2. District Office Prerequisite Evaluator will reduce/increase the total units in External Education, "re-fetch" or remove the credits in *Course Credits Automated*.

3. District Office Prerequisite Evaluator will add a comment to the student's **Person Comment Entry**. The same comment will be entered into the JIRA ticket and complete the ticket. Student will be notified via an email generated by JIRA.

NOTE:

If the student earned a degree or certificate, the evaluator will review if the coursework was used to meet minimum qualifications. If so, the units will be adjust to the minimum allowable without affecting the validity of the degree or certificate.

AWARDS AND CERTIFICATIONS

PETITION FOR MODIFICATION OF GRADUATION REQUIREMENTS

JIRA ONLINE SYSTEM PROCESS:

1. Students will submit petitions via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx

2. College Evaluations Office records comment on *Person Comment Entry*

3. For modifications, recommendations/approval are as follows:
   a. Major Requirements (including ADTs) - Department Chair/Dean over the Major
      i. For ADTs, the college Articulation Officer will be added as a participant to provide recommendations/feedback in addition
      ii. Liberal Arts and Sciences Degrees (City/Mesa)—The Department Chair of the course that is being substituted
   b. District Requirements (including District GE)–College Committee (ASC/ARC/SAS)
   c. For DSPS related substitutions/waivers, requires review by DSPS faculty before being sent to designated College Committee

4. If the petition is denied by the Department Chair and Dean, the student will be notified via an email generated by JIRA.

5. If the petition is approved, it will be routed to the appropriate evaluator for processing.

6. Evaluator approves or denies petition:
   a. If denied, evaluator records comment on *Advising Notes* and marks the form in JIRA as [Denied]. An email is generated letting the student know the form was denied.
   b. If approved, evaluator records comment and enters the modification on *Advising Notes*, enters the modification in *Authorize Student Exceptions* page and marks the form as [Approved] in JIRA. An email is generated letting the student know the form was approved.

7. The modification will be applied to the student's advisement report/ed plan when graduation applications are being processed.

NOTE:

Transcripts need to be on file, but do not need to be evaluated before a modification of major may be approved; students do not have to complete the course before a modification of major may be approved.
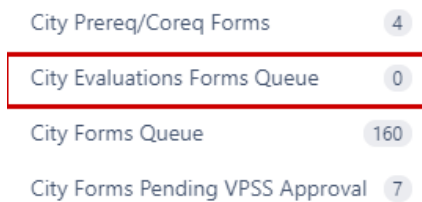
CERTIFICATE OF PERFORMANCE

(NOTE: THIS IS A COLLEGE ONLY PROCESS)

FORMS WILL BE PROCESSED IN THE FOLLOWING MANNER:

1) Students will fill out the online form and upload it to JIRA at
   https://www.sdccd.edu/students/forms-and-documents.aspx

2) Forms will come into the College Evaluations queue in JIRA

3) When opening the ticket in JIRA, first you should be able to start the review process and place it in "College EVAL Approval" step:
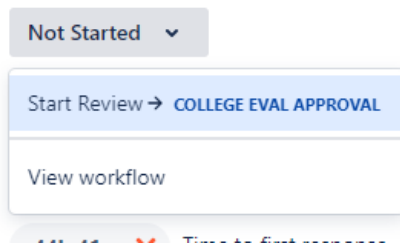

4) From here you have four options:

   a. Submit for Dept Review—This is needed if the major requires additional documentation (E.g. Rad Tech, Aviation)
   b. Submit for Mod of Major—This is needed if the student is requesting a modification of the major requirements for the Certificate of Performance. When you place it in this process, be sure to add the Department Chair and Dean as "Approvers" and then click on this step.
   c. Cancel/Withdraw—This step is if the student did not meet the requirements or if the student did not complete the form.

          d.   Approved/Entered in CS—This step is used if the student met the requirements, no further action is needed.

5) If approved add a comment indicating the award in *Person Comment Entry* in *Campus Solutions* and click on [Approved/Entered in CS.]

6) If the application is denied, be sure to enter a comment so the student is aware of the reason why. Additionally, add a comment indicating the denial in *Person Comment Entry* in *Campus Solutions*.

7) Students will be notified once the comment is entered in JIRA and the status is moved to [Denied -> Canceled.]
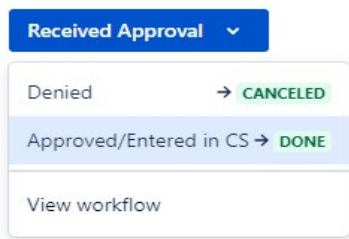
GRADUATION APPLICATION: CERTIFICATES AND DEGREES

Official transcripts from all other institutions attended must be on file and evaluated prior to submitting your graduation application.

1. Students file a Graduation Application online via their Student Portal. Students must have an active college application on file.

2. Students will receive an email confirmation letting them know the application was received.

   • If students applied for the wrong graduation term, students should email District Evaluations at evaluators@sdccd.edu

3. District Evaluators will process these applications and change the graduation status as applicable. Graduation Notes will be placed for students missing requirements.

NOTE

- If the student is applying for a Certificate of Achievement only, and all courses were completed in SDCCD official transcripts from all other institutions do not have to be on file. If courses from another institution are being used, then the official transcripts for those institutions must be on file and the evaluation must be requested for those institutions only.

- The evaluators will enter an ***Advising Note*** on the student's record letting the student know that transcript(s) are being waived for the Certificate of Achievement only. If the student decides to seek a degree or general education certification, they will need to submit official transcripts from all other institutions and request a transcript evaluation before applying for the degree or certification.

GRADUATION STATUS

Graduation Review Status	Description
APPL	Applied for Graduation
APPR	Approved for Graduation
AWRD	Degree Awarded
CNCL	Cancelled
PEND	Pending
PRNT	Diploma Printed
REVK	Revoked
RVEW	In Review

MAJOR ELECTIVES

This form is used to distinguish the minimum six-unit difference between multiple degrees as well as particular majors requesting for courses to be selected with the help of a counselor.

1. Student completes the ***Major Area Electives*** form with a counselor

    Exception: Business Management majors must obtain Department Chair and Dean signature

2. Student/counselor will submit the ***Major Area Electives*** form via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx

3. Evaluator

    If the form is filled out correctly with appropriate courses in the major:
    a. Records courses in ***Advising Notes*** and applies ***Authorized Student Exceptions*** to apply courses in the plan
    b. Marks form as [Complete] in JIRA and an email is generated letting the student know the form is complete.

IF THE FORM IS FILLED OUT INCORRECTLY WITH INAPPROPRIATE COURSES IN THE MAJOR:

The form is Denied in JIRA and returned to the student for corrections. An email is generated letting the student know corrections must be made by entering in comments in JIRA. Counselors will be notified if they are added as a participant.

APPLICATIONS, PETITIONS AND REQUESTS FOR TRANSCRIPT EVALUATION SUBMISSIONS

Students will submit graduation applications through their student portal in Campus Solutions.

Request for Transcript Evaluations, Petitions (e.g. Academic Renewal, e.g. Modification of Major, etc.) will be submitted to District Evaluations as follows:

1. Students will submit all Request for Transcript Evaluations and Petitions via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx.

2. The following petitions are available:

    a. Academic Renewal with Course Repetition
    b. Academic Renewal without Course Repetition

    c. Credit for Prior Learning (Credit by Exam, Industry Standard Certification, and Portfolio
    d. Major Electives Form
    e. Modification of Graduation Requirements
    f. Request for General Education Certification
    g. Request for Transcript Evaluation

UPDATED TRANSCRIPTS BUSINESS PROCESS

1. If the student has taken additional coursework at another institution after a transcript from that institution has already been evaluated:
    a. Course will be evaluated without the need for a new transcript evaluation request.

2. District Records Office will record new credits on an updated transcript in *External Education*, stamp [Updated] on transcript, and place transcript (in chronological order) in the *To be Detailed* basket.

Note:
Coursework will not be updated until the update has been completed in Campus Solutions.

Prerequisite Evaluators will record new coursework and forward an email with a screenshot of the coursework to the appropriate Evaluator (assigned alpha) with "Updated Transcript" typed in the subject line. The college of the updated transcript will be highlighted (click on the *Text Highlight Color* icon).

REQUEST FOR GENERAL EDUCATION CERTIFICATION

1. Students will submit a *Request for General Education Certification* form via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx, students must select full or partial certification.

2. If *Language Other Than English (LOTE)* has not been previously met, students should attach appropriate documentation to the general education certification request. For appropriate documentation see LOTE.

3. Evaluator generates GE pattern to determine if certification is complete. For partial certifications, no more than two (2) courses can be missing.

4. If the certification is complete, evaluator prepares certification and mails the copy to the university indicated on the form.   A comment is notated in *Advising Notes* specifying if it was a full or partial certification and the school it was sent to. The form is marked as [Complete] in JIRA and an email is generated letting the student know the form was sent.

    a. If a student requests to have the certification completed for a particular institution and then later decides to change to a different institution, the evaluator will send the certification. A comment in *Advising Notes* will be added by Evaluations.

REQUEST TO REISSUE A DIPLOMA

DIPLOMA ISSUED AFTER COLLEGE STARTED USING MICHAEL SUTTER

1. Student submits *Process Fees for Reissuing Diploma* to College Evaluations Office via JIRA online system at https://www.sdccd.edu/students/forms-and-documents.aspx.

2. College Evaluation Office:
   a. Verifies degree or certificate.

   b. Advises the student to pay the fee at the College Accounting Office.

   c. The College Accounting Office will process payment and write the receipt number on the form.

3. Form will be routed to the College Evaluations Office via JIRA.

5. College Evaluations Office will:
   a. Verify receipt number from College Accounting Office.

   b. Submit the order in *Diplomatic* for the duplicate diploma.

   c. Michael Sutter Company will send duplicate diploma or certificate directly to student.

6. If the student has a PFN on file, College Evaluations Office will contact the District Office – records staff (x6924) to print the PFN record to include with the reorder form.

DIPLOMA ISSUED BEFORE COLLEGE STARTED USING MICHAEL SUTTER

1. Follow the process above 1-5a.
2. *District Evaluations Office enters the award into **Diplomatic***
3. District Evaluations Office notifies College Evaluations Office the award is available in ***Diplomatic***.
4. Follow the process above 5b-6.

DIPLOMA REISSUED DUE TO NAME CHANGE

California law requires California community colleges to update the records of students who have legally change their names and/or gender.

1. Student submits a petition to request a diploma with their legally changed name as reflected in the institutions data system.
2. Follow the process above 1-5a.
3. College Evaluations Office verifies the award and notifies District Evaluations Office.
4. District Evaluations Office enters the legally changed name into ***Diplomatic***.
5. District Evaluations Office notifies College Evaluations Office that the updated name change to the award is available in ***Diplomatic***.
6. Follow the process above 5b-6.

Note:

Fees will be waived if the official name change is made within a year of the legal name change.

LETTERS OF COMPLETION

FOR DEGREES AND CERTIFICATES NOT YET POSTED:

1. Student requests a ***Letter of Completion*** at the College Evaluations Office.

2. College Evaluations Office

   a. Verifies that a student has applied for graduation in ***mySDCCD***.
   b. District Evaluator verifies completion and enters a [Graduation Note] in ***Graduation Tracking*** authorizing the ***Letter of Completion*** and notifies the college.

3. College Evaluations Office issues the letter of completion.

1. Student should order official transcripts

   OR

2. College Evaluations Office may prepare a letter of completion. Evaluator authorization not needed.

The **Letter of Completion** is prepared, signed and sealed, by the College Evaluations Office and mailed to the student.

DEADLINES FOR EVALUATIONS PROCESSES

District Evaluations Office will adhere to all recorded deadlines. Deadlines will be stressed on the Evaluations webpage.

*Exceptions to be processed through the Vice Chancellor of Educational Services

DEADLINE DATE TO FILE APPLICATION FOR GRADUATION

1. Spring Graduation: April 30
2. Summer Graduation: July 31
3. Fall Graduation: November 15

If the student files the *Application for Graduation* after the deadline, the petition will be processed for the next term.

- See letter of completion

DEADLINE DATES FOR GENERAL EDUCATION CERTIFICATION

1. **IGETC** – Request must be submitted by June 30, to be recorded and mailed by July 15 (No Exceptions)
    a. Deadline to meet UC Fall Admissions – (July 15)
    b. There may be exceptions for Spring admissions

2. **CSUGE** – Two-week processing time