



# REQUEST FOR CERTIFICATE OF ACCOMPLISHMENT

3000 Campus Hill Drive, Livermore CA 94551 Admissions & Records Office  
(925) 606-6437 Email: [ipc-evaluations@laspositascollege.edu](mailto:ipc-evaluations@laspositascollege.edu)

<b>Anticipated Completion:</b>	Spring	Summer	Fall	<b>Year:</b>
*Last Name, First Name, Middle Initial (Preferred or Legal Name)			Student ID Number	
Mailing Address			W	
City, State and Zip Code			Telephone	
			Email	

\*Your name and permanent address will be updated on the College's student information system to reflect the current information provided on this form. Your signature is confirmation that the above information is valid.

<p><b>Business</b></p> <ul style="list-style-type: none"> <li>Bookkeeping (0587)</li> <li>Business Workforce Proficiency (0588)</li> </ul> <p><b>Computer Information Systems</b></p> <ul style="list-style-type: none"> <li>Project Management (0784)</li> <li>Web Development (0785)</li> </ul> <p><b>Emergency Medical Services</b></p> <ul style="list-style-type: none"> <li>Emergency Medical Responder (1232)</li> </ul>	<p><b>Mass Communications</b></p> <ul style="list-style-type: none"> <li>Mass Communications: Radio Communications (0614)</li> </ul> <p><b>Occupational Safety and Health</b></p> <ul style="list-style-type: none"> <li>Occupational Safety (1090)</li> </ul>
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**My Preferred or Legal Name should appear as follows on my diploma/certificate:**

Preferred    Legal Name    Last Name, First Name, Middle Initial

**My Preferred or Legal name should appear in the commencement program:**

Preferred    Legal Name    Last Name, First Name, Middle Initial

**PLEASE READ CAREFULLY AND CHECK BEFORE SIGNING BELOW:**

I understand that I will be awarded the Certificate of Accomplishment upon successful completion of required courses with a grade point average of 2.00 or higher. Completion of the required program must be completed at least fifty percent (50%) at Las Positas College, including the last three (3) units.

I have submitted official transcripts from **ALL** other previously attended regionally accredited post-secondary institutions, Advanced Placement (AP)/International Baccalaureate (IB), and College-Level Examination Program (CLEP), if applicable.

The Certificate of Accomplishment will not appear on your transcript. It will be printed on an official College stationary by Admissions and Records Office. Honors designations will not be assigned on Certificate of Accomplishment. Students will not be invited to participate in the Commencement Ceremony.

If my previous major does not match with my requested certificate, I understand and allow LPC Admissions and Records Office to change my major and home campus.

If I do not complete my requirements in the current academic semester, I must reapply.

<p><b>Student signature:</b></p> <p>By signing above, I certify that my request form is complete and accurate to the best of my knowledge.</p>	<p><b>Date:</b></p>
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Submit this form either of the following:    Admissions and Records Office, Building 1600, 2nd Floor  
 Mailing address: Admissions and Records Office, Las Positas College, 3000 Campus Hill Drive, Livermore, CA 94551  
 Email: [ipc-evaluations@laspositascollege.edu](mailto:ipc-evaluations@laspositascollege.edu)    Fax: (925) 606-6437

STAFF USE ONLY			
Evaluator signature:	Date:	Approved	Denied