

Petition for Certificate of Academic Achievement



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Upon completion of your last course in an academic credit certificate program, this form must be completed and submitted to the College of Continuing Education. You may either fax the form to (916) 278-7776, submit it in Napa Hall, or mail to the College of Continuing Education, Sacramento State, Attn: Credit Registration Services, 3000 State University Drive, Sacramento, CA 95819.

Once completion of all classes has been verified, you will receive your certificate and your record will be updated to note the completion of an academic credit certificate program on your official Sacramento State transcript. A copy of your unofficial transcript may be downloaded on MySacState (<http://www.my.csus.edu/>).

Name (Last, First, Middle Initial)		Sac State ID	Date of Birth
Address		City	State Zip
Home Phone	Work Phone		E-mail

Name of Certificate Program: _____

Number of Courses Completed: _____ Date of Last Completion: _____

Name as you would like it to appear on certificate: _____

If you would like a letter of commendation regarding your certificate of academic achievement included with your certificate, please provide the following information:

Employer Name	Title	Company/Agency	
Address	City	State	Zip

Signature _____ Date _____

(By signing you are authorizing the release of personal academic information to the employer listed above.)

For Office Use Only		
Number of Academic Credits Awarded: _____ GPA (CABS Only): _____		
Month/Year of Completion: _____		
Program Name (as it is to appear on certificate)	Program Unit Signature	Date
Date Certificate Posted (CRS Staff Only): _____		