



**Petition for Certificate of Achievement**

**Multimedia Studies  
Graphic & Web Design  
(37 units)**

**Sample Course Sequence**

FIRST SEMESTER

COURSES	DESCRIPTION	UNITS	SEMESTER	GRADE
Art 201	Drawing 1	3		
Art 501	Beginning Two-Dimensional Design	3		
Photo 10 <sup>1</sup>	Beginning Photography	3		
Multimd 100 <sup>2</sup>	Intro to Computer Applications	3		
Multimd 500	Multimedia 500	1		

SECOND SEMESTER

COURSES	DESCRIPTION	UNITS	SEMESTER	GRADE
Multimd 110 <sup>1</sup>	Visual Communication	3		
Multimd 200 <sup>3</sup>	Digital Imaging	3		
Multimd 220	Illustration for Multimedia	3		
Multimd 240 <sup>3</sup>	Graphic Design for Multimedia	3		

THIRD SEMESTER

COURSES	DESCRIPTION	UNITS	SEMESTER	GRADE
Multimd 310 <sup>2/3</sup>	Interactive Multimedia	3		
Multimd 320 <sup>1</sup>	Web Design	3		
Multimd 340 <sup>1</sup>	Vector Graphics	3		
Multimd 350 <sup>4/1</sup>	Advanced Web Design	3		

*Advisory:* <sup>1</sup>Multimd 100 & 500; <sup>3</sup> Multimd 100

*Corequisite:* <sup>2</sup>Multimd 500

*Prerequisite:* <sup>4</sup>Multimd 320

*Required:* Art 201, Art 501, Photo 10, Multimd 100, Multimd 110, Multimd 200, Multimd 220, Multimd 240, Multimd 310, Multimd 320, Multimd 340, Multimd 350, Multimd 500

Name \_\_\_\_\_

ID #: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Discipline Review

Full-time faculty name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:



## Petition for Certificate of Achievement


### Los Angeles Mission College (LAMC)

#### INSTRUCTIONS FOR FILING A PETITION FOR CERTIFICATE OF ACHIEVEMENT

1. Students will print out a Worksheet along with an unofficial transcript and meet with the faculty/vice-chair/department chair to review and complete the Worksheet with faculty signature.
2. Students will submit a Petition for Certificate of Achievement to **Admissions & Records** Department for processing.

**Please Note:**

- a. If a course is being substituted, the student will need to set up an appointment with the Counseling Department and meet with a counselor to complete a Petition for Academic Exceptions. If the course was taken outside of the Los Angeles Community College District, **an official transcript from the institution will be required to be mailed to the LAMC Admissions & Records Department.**
  - b. The student will then submit the completed Petition for Exceptions to the Admissions & Records Department for review by the Exceptions Committee which meets monthly. The student will be notified of the Committee's decision via LACCD email.
3. Admissions and Records Department will process and issue the Certificate of Achievement and notify the student when it is ready to be picked up.

 <b>Los Angeles Mission College</b> 13356 Eldridge Avenue Sylmar, CA 91342	<b><i>Petition for Certificate of Achievement</i></b> <i>Admission &amp; Records Department</i>
<p><b>The following requirements must be fulfilled before certificate(s) can be granted by Los Angeles Mission College.</b></p> <ul style="list-style-type: none"> <li>All courses must be completed with "C" or better.</li> <li>If you have completed a course(s) for the certificate at another institution outside of the Los Angeles Community College District, an official transcript from the institution must be mailed to the LAMC Admissions &amp; Records Department (<b><i>hand delivery of official transcript is not acceptable</i></b>).</li> <li>Certificate petitions should be filed with Admissions &amp; Records after <b><i>all course requirements are completed and grades posted</i></b>.</li> <li>If you have a course substitution, you need to see a counselor to petition for an Academic Exception.</li> </ul>	
<p><b><u>Course(s) Substitution(s) - Name of Institution, Course Title and Course Description:</u></b>                  Please list the name of college/university and official course title below. Attach a copy of the course description as listed in the respective college/university course catalog.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<b>Student Name:</b>	Print name exactly as you wish it to appear on your certificate. (Name must match record.)
<b>First:</b>	<b>Last:</b>
<b>MI:</b>	<b>MI:</b>
<b>LACCD Email:</b>	<b>Student ID#: 88-</b>
<b>Birth Date:</b>	<b>Phone:</b>
<b>Name of Certificate of Achievement I am applying for:</b>	<b>Student's Signature:</b> _____ <b>Date:</b> _____
<b>Faculty Signature</b> _____ <b>Date</b> _____	
<b><i>Important:</i></b> If you have a course substitution you must set up an appointment with the Counseling Department before submitting the petition to Admissions and Records Office for processing.	

***ATTENTION STUDENTS: Do not write below this section - for Department/Office use only***

ACTION ON PETITION – Admissions & Records	
<b>Catalog Year as determined by Evaluator:</b> _____	<b>Date of Certificate:</b>
<b>Evaluator's Signature:</b> _____	Spring 20_____ Summer20_____ Fall 20_____
_____ Approved _____ Denied _____ No Action _____ Postponed	<b>Explanation for disapproved action:</b>   <b>Evaluator's Signature:</b> _____ <b>Date</b> _____  <b>Notified student via email on: Date</b> _____

