

CERTIFICATE OF COMPLETION PETITION

Return to Admissions & Records Office
Incomplete or illegible forms will not be processed
 Please visit the Admissions & Records portion of the MPC website for petition deadlines.

PART A: TO BE COMPLETED BY STUDENT

Print your name as you wish it to appear on your certificate:

Last First MI

Address for mailing certificate:

City State Zip

Expected month of completion:

Spring Summer Fall

MPC Student ID # _____ / _____ / _____

Phone (_____) _____

Email _____

Are you currently enrolled? Yes No

Are there any remaining courses you need to complete your certificate? Yes No

Select the certificate of completion you are petitioning for and then complete the appropriate area (B, C, or D):

- English Basic Skills (see Part B below)
- English as a Second Language Intermediate Level (see Part C on page 2)
- English as a Second Language Advanced Level (see Part D on page 2)

Student Signature

Date

PLEASE COMPLETE BOTH SIDES OF THIS FORM

PART B: ENGLISH BASIC SKILLS

Fill in the grade received for each course listed:

Department & Course Number	Title of Course	Units	Hours	Grade Received
ENGL 401	Introduction To Academic Writing Lab	0	34	
ENGL 402	Introduction To Academic Reading Lab	0	34	
ENGL 421	Fundamentals of Writing Lab	0	34	
ENGL 422	Fundamentals of Reading Lab	0	34	

PART C: ENGLISH AS A SECOND LANGUAGE INTERMEDIATE LEVEL

Fill in the grade received for each course listed:

Department & Course Number	Title of Course	Units	Hours	Grade Received
ENSL 412	Beginning English: Speaking and Listening	0	1-102	
ENSL 413	Beginning English: Writing, Reading, and Vocabulary	0	1-136	
ENSL 421	High-Beginning Writing	0	1-85	
ENSL 423	High-Beginning Speaking and Listening	0	1-51	
ENSL 425	High-Beginning Reading and Vocabulary	0	1-85	
ENSL 431	Low-Intermediate Writing	0	1-85	
ENSL 434	Low-Intermediate Speaking and Listening	0	1-51	
ENSL 435	Low-Intermediate Reading and Vocabulary	0	1-85	

PART D: ENGLISH AS A SECOND LANGUAGE ADVANCED LEVEL

Fill in the grade received for each course listed:

Department & Course Number	Title of Course	Units	Hours	Grade Received
ENSL 442	Intermediate Writing	0	1-85	
ENSL 443	Intermediate Reading and Vocabulary	0	1-85	
ENSL 445	Intermediate Speaking and Listening	0	1-51	
ENSL 446	High-Intermediate Writing: American Culture	0	1-85	
ENSL 448	High-Intermediate Speaking and Listening	0	1-51	
ENSL 455	High-Intermediate Reading: American Culture	0	1-85	