



# Application for Administration of Justice Medal

A summary of the Administration of Justice Medal requirements is printed on the next page. This application should be submitted approximately one month before graduation. This application is valid for this semester only.

Skyline College  
3300 College Drive  
San Bruno, CA 94066  
(650) 738-4100

## Student Information

Please Print Clearly

### Office Use Only

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

GPA:  
\_\_\_\_\_

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

Total hours of  
Community Service:  
\_\_\_\_\_

\_\_\_\_\_  
G#

\_\_\_\_\_  
Graduating Semester/Year

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Requirements

- I have completed all 27 units of the Administration of Justice Cert. Program.
- I have obtained a GPA of 3.3 in my Administration of Justice classes plus completed 30 hours of approved community service **OR**
- I have obtained a GPA of 3.5 in my Administration of Justice classes plus completed 15 hours of approved community service.
- I have met all requirements in accordance with receiving the Administration of Justice Medal.
- I have attached to this application verifiable documentation of AJ Program completion and GPA verification, and community service verification.

Approved

Denied

Date:  
\_\_\_\_\_

Advisor Signature:  
\_\_\_\_\_

Executive Signature:  
\_\_\_\_\_

AJ Medal #  
\_\_\_\_\_

I hereby certify that all of the given information furnished is true to my knowledge. I have completed all requirements for this medal, and have included evidence of my community service.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:



# Evidence of Community Service Hours for Administration of Justice Medal

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*Please Print Clearly*

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**Organization Name:** \_\_\_\_\_

| Date Worked | Hours | Total Hours | Supervisor's Name      |
|-------------|-------|-------------|------------------------|
| _____       | _____ | _____       | _____                  |
| _____       | _____ | _____       | Supervisor's Signature |
| _____       | _____ | _____       | _____                  |
| _____       | _____ | _____       | Contact Number         |
| _____       | _____ | _____       | _____                  |

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**Organization Name:** \_\_\_\_\_

| Date Worked | Hours | Total Hours | Supervisor's Name      |
|-------------|-------|-------------|------------------------|
| _____       | _____ | _____       | _____                  |
| _____       | _____ | _____       | Supervisor's Signature |
| _____       | _____ | _____       | _____                  |
| _____       | _____ | _____       | Contact Number         |
| _____       | _____ | _____       | _____                  |

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**Organization Name:** \_\_\_\_\_

| Date Worked | Hours | Total Hours | Supervisor's Name      |
|-------------|-------|-------------|------------------------|
| _____       | _____ | _____       | _____                  |
| _____       | _____ | _____       | Supervisor's Signature |
| _____       | _____ | _____       | _____                  |
| _____       | _____ | _____       | Contact Number         |
| _____       | _____ | _____       | _____                  |



## Summary of Administration of Justice Medal Requirements

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1. Administration of Justice Medals will be awarded to those who are graduating from the Administration of Justice Program, meet each requirement, and apply before the deadline.
2. Student does not need to be part of the Administration of Justice Club in order to receive the medal. (The club awards it to the student.)
3. Student must complete the above application and submit it for review approximately one month prior to graduation.
4. Student must successfully complete all 27 units of the Administration of Justice Program.
5. Student must have an overall GPA of 3.3 in their Administration of Justice classes plus completed 30 hours of approved community service, OR student must have an overall GPA of 3.5 in their Administration of Justice class plus completed 15 hours of approved community service.
6. Community service hours will be on a volunteer basis that does not benefit the student. (Example: Receiving Units for hours worked.)
7. Student must complete the evidence of community service hours page that is provided with the application.
8. Student must provide evidence that he/she completed the Administration of Justice Program by attaching a copy of their Unofficial Transcript to this application.

### **Instructions to obtain Unofficial Transcript**

(Log into WebSMART → Click on Student Records → Click on Request Unofficial Transcript → Enter your email address and click continue → Click Email Transcript → Check your email and print out a copy of the Unofficial Transcript → Attach a copy of the Unofficial Transcript of this application.)

