

Mills College - M Center – Academic Records Degree Completion Options Petition

Effective Fall 2011, undergraduate seniors who have no more than 2 credits outstanding to complete the degree may be eligible for two degree completion options: **Option 1 – Complete UG degree requirements “In Absentia” OR Option 2 – Complete UG degree requirements utilizing the Reduced Tuition Program.** See Eligibility Requirements for each option below and indicate your choice.

Commencement:

Students who have completed at least 32 credits toward their Bachelor of Arts or Bachelor of Science degree and who have no more than 2 credits remaining to fulfill all major and minor requirements are also eligible to participate in the Commencement ceremony. This same policy applies to nursing students who have no more than 1 credit remaining. Students who wish to participate must submit a graduation application.

OPTION 1: “In Absentia”	OPTION 2: Reduced Tuition Program
<ol style="list-style-type: none"> 1. Students must be within 2 credits of completing all degree requirements (1 credit for pre-nursing students) and have no remaining requirements in the major. 2. Students must submit this form to the M Center for review by the Academic Standing Committee. 3. Students must provide the M Center with an official transcript of the completed courses for evaluation of transfer credit. Under no circumstances will the degree be awarded unless the students’ degree requirements are fulfilled. 4. Students have a maximum of two years to complete the degree “In Absentia.” Students who do not complete the degree requirements within the stated time will become “Candidacy Lapsed” and must apply for readmission. 5. Upon approval, a charge of \$300 will post to the student’s account. A hold will be placed on the student’s record until the balance is paid in full. This fee is non refundable and subject to change. 	<ol style="list-style-type: none"> 1. To qualify, students must be within two credits of completing all requirements to graduate including major, general education, elective and 34-credit requirements. A maximum of two credits may be completed through the Reduced Tuition program at a reduced rate of \$1,500 per credit. Additional credits beyond the two credit limit will be charged the regular per course credit tuition rate. 2. Reduced Tuition Program is not applicable to summer courses. 3. Students will be charged the regular student fees at Mills including ASMC, AC Transit, Health Insurance and Campus Comprehensive fees. 4. Tuition and fees are subject to change. 5. Students submit this form to the M Center. Please allow 10 business days for processing. 6. Students who choose the Reduced Tuition option will not be eligible to receive institutional financial aid, i.e., Mills College scholarships, grants and/or loans. Students are advised to meet with a financial aid counselor regarding eligibility for federal and/or state aid. To be considered for federal and/or state aid students typically must be enrolled at least half-time and be making satisfactory academic progress for financial aid. Students also must not have exceeded the maximum number of semesters of financial aid eligibility.

SECTION I

Name: _____
Last
First
M.I.

Mills ID: _____ Major: _____

Current Address: _____

Phone: _____ Email: _____

New Expected Term/Year of Graduation: Fall/Yr _____ Spring/Yr _____ Summer/Yr _____

Over

