

Petition for Candidacy

INSTRUCTIONS

Fill out this application completely. Please print neatly in ink or type. Petitions completed in pencil must be returned. The petition for candidacy must be filed with the M Center no later than the deadline listed on the Academic Calendar. After filing this petition, any changes must be approved in writing by your advisor and filed with the M Center. This form must accurately reflect your plan for completing your degree requirements, including courses you plan to take in the future. Any discrepancies between this form and your transcript will necessitate filing a new petition. You may wish to complete this form while accessing your [myMills](#) account. You will need your Mills ID and your PIN (available from the M Center). Note: If you are receiving an Education Credential only, filing of a petition is optional.

DIPLOMA INFORMATION

The diploma includes your full name as it appears in myMILLS, your major(s) and official date of graduation. If you would like a different name to appear, you must file an official Change of Name form with the M Center no later than January 1 of the academic year in which you intend to graduate. The date of graduation on the diploma will be September 1 for summer graduates, January 2, for fall graduates, or Commencement Day for spring graduates. Honors are not recorded on the diploma. Diplomas are ordered in March for the commencement ceremony. Diplomas for students graduating after spring will be ordered in time for the *following* commencement. Diplomas not picked up at Commencement are mailed to your permanent address. Replacement diplomas may be purchased for \$100.

Section I.

Mills ID: _____ Name: _____
Last First M.I.

Email: _____ Telephone: _____

Candidate for:

- | | | |
|---|--|--|
| <input type="checkbox"/> Biochemistry and Molecular Biology Certificate | <input type="checkbox"/> Education Credential (optional) | <input type="checkbox"/> Master of Business Administration |
| <input type="checkbox"/> Computer Science Certificate | <input type="checkbox"/> Master of Arts | <input type="checkbox"/> Master of Fine Arts |
| <input type="checkbox"/> Doctorate of Education | <input type="checkbox"/> MA Option for EDD Students | <input type="checkbox"/> Pre-Medical Certificate |
| | | <input type="checkbox"/> Master of Public Policy |

Graduation Term: Fall/Yr _____ Spring/Yr _____ Summer/Yr _____

Department: _____ Major: _____

List the minimum number of credits required for your program: _____ (See Graduate Catalog.)

Section II.

Please indicate which requirements you must fulfill:

- | | | | |
|--------------------|------------------------------|-----------------------------|--|
| Comprehensive Exam | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Thesis | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If you are required to submit a thesis complete section III. |
| Dissertation | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If you are required to submit a dissertation complete section III. |

Section III: For Thesis and Dissertation Students Only

1. If you are required to submit a thesis you must register, one time, in the 250 thesis class associated with your department. (e.g., DNC 250, ENG 250, etc.)
2. If you are required to submit a dissertation you must register, each semester, in the EDUC 450 dissertation research course.
3. Guidelines for submitting the thesis/dissertation are available from the academic department or on line at:
http://www.mills.edu/academics/library/library_services/theses_guide.php.
4. Students who are required to submit a thesis/dissertation must also pay a \$45 thesis binding fee. Payment of the binding fee is due *at the time you submit your thesis* to the Provost's office. If you submit a thesis without payment of the binding fee, the fee will be charged to your student account and must be paid before your diploma or transcripts will be released.

Note: If you are unable to complete the degree requirements by the date listed above, notify the Academic Records office immediately and request that your status be changed to "In Progress."

Signed: _____
Student Date

Advisor and Department Chair: My signature below indicates that I have reviewed and approved the courses listed above as fulfilling the requirements for student's indicated program.

Advisor: _____
print sign Date

Department Head: _____
print sign Date

- List only those courses that are required for your degree, including future courses.
- All courses listed below must appear on your transcript.
- Any discrepancies between this form and your transcript will necessitate filing a new Petition.
- You may wish to complete this form while accessing your record via MyMills.
- Incomplete forms (i.e., no course number, no course title, etc.) will be returned to the student.

List courses in chronological order by term (including future courses):

Department	Course #	Title	Credit

Transfer Credit:

For students transferring in credit: Fill in the table below completely. If an official transcript is not on file in the M Center Registrar's Office, you must provide an official, sealed copy before credit may be applied to your degree.

Institution	Subj (ex. ENG)	Crs No. (ex. 101)	Title	Term/Yr.

Total : _____