

## 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 for summer and fall graduates will be mailed in February. Diplomas for spring graduates will be mailed in June. All diplomas are mailed to the permanent address. The College is not responsible for diplomas not received due to United States Post Office error or out-of-date addresses. 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](http://www.mills.edu/academics/library/library_services/theses_guide.php).
4. Students filing for candidacy in a degree requiring a thesis will have a \$45 thesis binding fee charged to their student account. This fee must be paid before graduation. Questions regarding this fee should be directed toward the Library.

**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

