

Mills College - M Center

Petition to Complete UG Degree Requirements "In Absentia"

Instructions:

- Students must be within 2 credits of completing all degree requirements and have no remaining requirements in the major.
- Students must submit this form to the M Center for review by the Academic Standing Committee.
- 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.
- 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.
- The fee for "In Absentia" is \$100 for the first semester with a \$100 increase for each subsequent semester (e.g. \$200, \$300, \$400.)
- Amount Due: \$100. Payment must be accompanied with the petition. This fee is subject to change.

Section I

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

Current Address: _____

Phone: _____ Email: _____

Expected Term/Year of Graduation: Fall/Yr _____ Spring/Yr _____ Major: _____

Section II

I intend to take this course(s) at:

_____ Fall/Yr _____ Spring/Yr _____
 Institution

_____ Fall/Yr _____ Spring/Yr _____
 Institution

Dept./Course #	Course Title	Units	Transferable		Gen Ed fulfilled
			Yes	No	

Semester Units	Mills Units	Quarter Units	Mills Units
3.5	1	5	1
3	.85	4	.80
2	.57	3	.60
1	.28	2	.40
.5	.14	1	.20

Any changes to information in Section II must be in writing or emailed to the M Center (records@mills.edu).

The signatures below indicate that the student has completed all but a maximum of 2 credits toward the fulfillment of the bachelor's degree and that the remaining courses required are not a part of the major sequence:

Student's Signature: _____ Date: _____

Advisor's Name: _____ Advisor's Signature: _____ Date: _____

M Center Use Only

Within 2 credits of completion of degree
 Remaining course(s) outside major
 Transfer credit available
 Approved Yes No IA Status Applied
 Graduation term updated
 Initials: _____ Date: _____