

## Mills College - Academic Records Degree Completion Options Petition

# MILLS

Undergraduate seniors who have no more than two courses for a maximum of 8.0 credits (For Pre-Nursing students, it is one course for a maximum of 4.0 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. Submit this form by the add deadline of the semester in question. Any transfer credit which will make you eligible for these options must also be received by the add deadline.

<b>OPTION 1: “In Absentia”</b>	<b>OPTION 2: Reduced Tuition Program</b>
<ol style="list-style-type: none"> <li>1. Students must be within 8.0 credits of completing all degree requirements (4.0 credits for pre-nursing students) and have no remaining requirements in the major or minor.</li> <li>2. <b>Students must submit this form to Academic Records for review.</b></li> <li>3. Students must provide Academic Records 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.</li> <li>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.</li> <li>5. Upon approval, the In Absentia fee is charged to the student’s account. See Tuition and Fees in the Mills Undergraduate Catalog for details. 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.</li> </ol>	<ol style="list-style-type: none"> <li>1. To qualify, students must be within 8.0 credits of completing all requirements (4.0 credits for pre-nursing students) to graduate including major, general education, elective and 120.0 credit requirements. A maximum of two courses for a maximum of 8.0 credits may be completed through the Reduced Tuition program. See Tuition and Fees in the Mills Undergraduate Catalog for details. Additional credits beyond the 8.0 credit limit will be charged the regular per course credit tuition rate.</li> <li>2. Reduced Tuition Program is not applicable to summer courses or special terms (i.e., January term).</li> <li>3. Students will be charged the regular student fees at Mills including ASMC, AC Transit, Health Insurance and Campus Comprehensive fees.</li> <li>4. Tuition and fees are subject to change.</li> <li>5. Students submit this form to Academic Records. Please allow 10 business days for processing.</li> <li>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.</li> </ol>

**Commencement:** Students who have completed at least 120.0 credits toward their Bachelor of Arts or Bachelor of Science degree and who have no more than two courses for a maximum of 8.0 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 one course for a maximum of 4.0 credits. Students who wish to participate must submit a graduation application.

### Section I

Name: \_\_\_\_\_  
*Last*
*First*
*M.I.*

Mills ID: \_\_\_\_\_ Major: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

New Expected Term/Year of Graduation:  Summer  Fall  Spring \_\_\_\_\_

**(Over)**

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## Section II

Indicate which degree completion option you are electing to pursue:

- Petition to Complete UG Degree Requirements "In Absentia."
- Reduced Tuition Program

## Section III

a. My remaining requirements are (select all that apply):

- Major requirement
- Elective(s) Outside the Major Field of Study
- Credit(s) needed to complete the 120.0 credit requirement (60.0 credits for Pre-Nursing)
- Minor requirement(s)
- General Education/ Core Curriculum requirement

b. I intend to take my remaining requirements at:  Mills College  Other (list school) \_\_\_\_\_

c. I intend to take my remaining requirements during the  Summer  Fall  Spring ("In Absentia" Only)

d. The courses I intend to take to fulfill my remaining requirements are (**shaded areas for office use only**):

Dept./ Course #	Course Title	Units	Transferable?		Advisor Approval (required for major course only)	Requirement fulfilled
			Yes	No		

Semester Units	Quarter Units
6.0	4.0
5.0	3.33
4.0	2.66
3.0	2.0
2.0	1.33
1.0	0.66

Any changes to information in Section III, including the term in which courses are to be completed, must be submitted in writing or emailed to Academic Records ([records@mills.edu](mailto:records@mills.edu)).

The signatures below indicate that the student has completed all but a maximum two courses for a maximum of 8.0 credits toward the fulfillment of the bachelor's degree or a maximum of one course for a maximum of 4.0 credits toward fulfillment of the pre-nursing certificate:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Printed Name: \_\_\_\_\_

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

### Academic Records Use Only

#### In Absentia

- Within 8.0 credits (4.0 for PNC) of completion of degree
- Remaining course(s) outside major
- Transfer credit available
- Approved:**  Yes  No    Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- IA Status Applied
- Graduation term updated
- Paid Fee \$ \_\_\_\_\_  Check  Cash

#### Reduced Tuition Program

- Within 8.0 credits (4.0 for PNC) of completion of degree
- Graduation term updated
- RTP Status Applied
- Approved:**  Yes  No    Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Copy submitted to Student Accounts