

# Mills College – Academic Records

## Eligibility to Walk in Commencement Form for Graduate Students

1. **This form is for graduate students that wish to walk in Commencement, but have not completed all requirements for the degree.**
2. Graduate students are eligible to walk in commencement only when they have completed all degree requirements, with the following exceptions:
  - Students with incomplete (I) grades in the final semester are eligible to walk without petition.
  - Students who are within 8 credits of completion who are registered to complete their course work at Mills during the subsequent summer term are eligible to walk without petition.
  - Students with a thesis or dissertation in progress during their final semester are eligible to walk if their department confirms that the thesis or dissertation is substantially complete.
3. Only under extenuating circumstances can students who are within two courses (8 credits) of completion **and do not meet the above criteria**, petition the Academic Standing Committee to request an exception.
4. Requests for exceptions must be submitted by the withdrawal deadline during the spring semester in which the student would like to walk.

### Section I: Identification

Mills ID: \_\_\_\_\_ Graduation Term: \_\_\_\_\_

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

Degree: (i.e. MA, MBA, etc.): \_\_\_\_\_ Major: \_\_\_\_\_

### Section II: Eligibility

Select the following box(es) that apply:

- I have incomplete grades in my final semester.
- I am within 8 credits of completion and am registered at Mills to complete the final courses required during the subsequent summer semester.
- I am in my final semester of In-Progress status and my advisor has confirmed that my thesis or dissertation is substantially complete.
- I am within 8 credits of completion, but do not meet the above criteria and will be petitioning the ASC for an exception to walk in Commencement. Petition must be submitted via the Mills Portal before the withdrawal deadline for the spring semester.

### Section III: Signatures

*My signature acknowledges that I have read and understand the policy and eligibility criteria outlined above. The advisor and Dean/Associate Dean or Department Head signature acknowledges the student meets the criteria checked above.*

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

Advisor Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Dept Head Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Dean (if applicable) Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Academic Records Use Only:  Eligible  Approved by ASC  SHADEGR updated      Processed by: \_\_\_\_\_