

Petition for Candidacy
For a Graduate Degree, Credential, or Certificate

MILLS

The DEADLINE for submission of this application for FALL graduates is May 15
The DEADLINE for submission of this application for SPRING and SUMMER graduates is December 1

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 Academic Records 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 Academic Records. This form must accurately reflect your plan for completing your degree/credential/certificate requirements, including courses you plan to take in the future. Any discrepancies between this form and your transcript will require a new petition to be filed. You may wish to complete this form while accessing your myMILLS account.

Section I: Candidate Information

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

Email: _____ Telephone: _____

Candidate for: Joint Degrees

- MPP, MBA Public Policy and Management
- MA, MBA Education Leadership and Management

Certificate/Teaching Credentials

- Certificate
 - Teaching Credential
- Doctorate**
- EDD, Doctor of Education
 - Interim MA, Master of Arts

Master's

- MA, Master of Arts
- MAE, Master of Applied Economics
- MBA, Master of Business Administration
- MFA, Master of Fine Arts
- MM, Master of Management
- MPP, Master of Public Policy

I am requesting candidacy for graduation in: Summer Fall Spring _____

Area of Study: _____ Number of credits required for completion of the program: _____

Section II: Completion Requirements

Please indicate which requirements you must fulfill:

- Comprehensive Exam Yes No
- Portfolio Yes No
- Thesis Yes No If you are required to submit a thesis see section III.
- Dissertation Yes No If you are required to submit a dissertation see section III.

Section III: For Thesis and Dissertation Students Only

- If you are required to submit a **dissertation** you must register, **each semester**, in the EDUC 450 dissertation research course.
- 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) Guidelines for submitting the thesis/dissertation are available from the academic department or on line at: <http://subjectguides.mills.edu/subjects/guide.php?subject=Thesis>. Students filing for candidacy in a degree requiring a thesis will have a **\$45.00** thesis binding fee charged to their student account. This fee must be paid before graduation. Questions regarding this fee should be directed to the Library.

Diploma and Commencement Information

The diploma includes your full legal name as it appears in myMILLS*. If you would like a different name to appear, you will need to submit legal name change documentation to Academic Records. The diploma also includes your major(s) and official date of graduation. Honors, minors, and major concentrations are not recorded on the diploma. The date of graduation on the diploma will be September 1 for Summer graduates; January 2 for Fall graduates, or the date of the commencement ceremony for Spring graduates. Diplomas will be mailed in February (Fall), July (Spring), and October (Summer). **All diplomas are mailed to the permanent address as it appears in your student portal.** Mills College is not responsible for diplomas not received due to out-of-date addresses. Replacement diplomas may be purchased for \$50.00.

- Check this box if your name contains special characters (e.g., ç, é, ñ, or ö).
- Check this box if you plan to attend Commencement in May, and please write a simplified phonetic representation of how you pronounce your name. For instance: The name "Karen" might be "Care-in" or "CAR-in" where the standard words care vs. car indicate how the vowel is pronounced, and the upper case letters signify where the emphasis should be placed.

Phonic name: _____

*To view your legal name, from your student portal, click on myMILLS: **Main Menu->Student Records->View Student Information (Over)**

