

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 3

Instructions:

1. In consultation with your advisor please complete each section of this form.
2. Sign the form and obtain your advisors signature.
3. Submit the form to Academic Records by the deadline listed above.

SECTION I: Student Information

ID: _____ Name: _____
Last First MI

Email: _____ Graduation Term: _____

I have formally declared the following majors/minors:

Major (1): _____

<i>If applicable:</i>	Major (2): _____
Concentration (1): _____	Concentration (2): _____
Minor (1): _____	Minor (2): _____
Minor Concentration (1): _____	Minor Concentration (2): _____

Check the applicable box:

I am requesting graduation in Summer Fall Spring _____

- All of my degree requirements will be completed by the end of this semester.
- I will be within 8.0 credits of completing my requirements and intend to complete these requirements either at Mills or elsewhere by petitioning for "In Absentia" status or the Reduced Tuition Program (see "In Absentia" and "Reduced Tuition Program" in catalog for more information).

Section II: Commencement

Yes No I intend to participate in this May's commencement exercises.

If yes, 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: _____

Section III: Diploma 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address as it appears in your student portal.** Mills College is not responsible for diplomas not received due to out-of-date addresses.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) and write your name below.

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

Section IV: Remaining Requirements

Please indicate the general education, major, minor or electives requirements you have remaining in the section below.
Important Note: If these proposed courses change, an email from the advisor to records@mills.edu indicating these changes is requested.

Term	Subject	No.	Title	Credits	Requirement

Section V: Degree Requirements Checklist

In consultation with your advisor use this section to review your degree requirements.

- 120.0 total credits for BA or BS, or 60.0 core curriculum credits for Nursing Certificate residency
- General Education/Core Curriculum Requirements
- Major requirements fulfilled
- Minor requirements (optional)
- Minimum 60.0 credits taken outside major (BA only)
- Minimum 31.0 credits taken outside major (BS only)
- Minimum 30.0 upper division credits (BA only)
- Minimum 40.0 Mills credits (30.0 for Nursing Certificate)
- No more than 4.0 credits of PE courses in the 120.0 total.
- No more than 8.0 credits taken pass/no pass outside of the major
- Enrolled for 2 semesters prior to graduation
- Cumulative GPA at least 2.00

Section VI: Signatures

I hereby make formal application to the Faculty of Mills College to receive a degree or certificate following the semester specified above. I understand that I will not be eligible to graduate until I have fulfilled all requirements for the degree or certificate as outlined. I further understand that receiving a failing or incomplete grade, or dropping courses in my final semester may affect my eligibility to graduate.

Candidate's Signature: _____ **Date:** _____

I have examined the application above and certify that the information is accurate. I further certify that the program of study of the applicant meets the major study requirements, the General Education/Core Curriculum Requirements, and other requirements of the College, as specified by Faculty legislation. I recommend that the degree with major study as indicated be conferred providing work as outlined is satisfactorily completed.

Advisor's Signature: _____ **Date:** _____

Candidates with a **second major**, obtain the second major Advisor's signature as well:

Advisor's Signature, 2nd Major: _____ **Date:** _____

Office Use Only: SHADEGR, SHADIPL

Processed by: _____ Date: _____ Initial Review Date _____ Final Review Completed _____

Notes: _____