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."
- The fee for "In Absentia" is $300 Payment must be accompanied with the petition. This fee is subject to change.
- Students who do not complete the degree requirements within the two year time limit will need to seek permission from the College for readmission into "In Absentia." For those students who are approved, a $1500 "In Absentia" Reinstatement Fee will be assessed to the student's account.

Section I

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

Current Address: _____

Phone: _____ Email: _____

Expected Term/Year of Graduation: ❑ Fall/Yr _____ ❑ Spring/Yr _____ ❑ Su/Yr _____

Section II

I intend to take this course(s) at:

_____ ❑ Fall/Yr _____ ❑ Spring/Yr _____ ❑ Su/Yr _____
Institution

_____ ❑ Fall/Yr _____ ❑ Spring/Yr _____ ❑ Su/Yr _____
Institution

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

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
		1	.20

Transfer credit total will be rounded to the nearest .25.

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: _____

For Office Use Only

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

Paid Fee $_____ ❑ Check ❑ Cash