

# Graduate Catalog 2013-14

## Academic Calendar 2013-14

Fall Semester 2013		
Thursday	August 1	Tuition and fees due (students whose payments are not received by this date may be assessed a \$250 late fee)
Saturday– Tuesday	August 24– 27	<ul style="list-style-type: none"> <li>• Orientation for new and readmitted undergraduate students</li> <li>• Residence halls open at 9:00 am for new and readmitted students</li> </ul>
Monday	August 26	Residence halls open at 9:00 am for continuing students
Tuesday	August 27	Orientation for new and readmitted graduate students
Tuesday– Friday	August 27– 30	Online registration for new and readmitted students (students registering after August 30 may be assessed a \$250 late registration fee)
Wednesday	August 28	Instruction begins
Monday	September 2	Labor Day Holiday
Wednesday	September 11	<ul style="list-style-type: none"> <li>• Last day to add a class</li> <li>• Last day to increase credit for a variable-credit course or undergraduate 1-credit course</li> <li>• Last day to register for a course with an audit grade option or to change an existing course from graded or pass/no pass to audit or from audit to graded or pass/no pass</li> </ul>
Friday	September 27	Convocation
Monday– Friday	October 14– 19	Online registration for January term 2014
Wednesday	October 23	<ul style="list-style-type: none"> <li>• Last day to drop a class</li> <li>• Last day to decrease credit for a variable-credit course or an undergraduate 1-credit course</li> <li>• Last day to change grade option from graded to pass/no pass or pass/no pass to graded</li> </ul>
Friday	November 1	Last day to declare a minor for senior students.
Wednesday	November 6	Last day to withdraw from a class
Monday– Wednesday	November 4–13	Online registration for continuing and returning students for spring 2014 (continuing and returning students not registered by November 13 may be assessed a \$250 late registration fee)
Tuesday	November 26	Master's theses and doctoral dissertations for degrees to be conferred January 2014 (fall 2013) due in the Library
Wednesday– Friday	November 27–29	Thanksgiving Holidays
Monday	December 2	<ul style="list-style-type: none"> <li>• Last day to file graduation application for undergraduate degrees to be conferred May (spring 2014) or September (summer 2014)</li> <li>• Last day to file graduate petitions for candidacy for master's or doctoral degrees to be conferred May 2014 (spring 2014)</li> </ul>
Monday	December 9	Instruction ends
Tuesday– Wednesday	December 10–11	Reading Days
Thursday– Tuesday	December 12–17	Final Exams
Wednesday	December 18	Residence halls close at noon
Sunday	December 22	Grades due electronically

<b>Spring Semester 2014</b>		
Thursday	January 2	Tuition and fees due (students whose payments are not received by this date may be assessed a \$250 late fee)
Monday	January 20	Martin Luther King Jr. Holiday
Tuesday	January 21	<ul style="list-style-type: none"> <li>• Orientation for new and readmitted students (undergraduate and graduate)</li> <li>• Residence Halls open for all students at 9:00 am</li> </ul>
Tuesday-Friday	January 21-24	Registration for new and readmitted students (students registering after January 24 may be assessed a \$250 late registration fee)
Wednesday	January 22	Instruction begins
Wednesday	February 5	<ul style="list-style-type: none"> <li>• Last day to add a class</li> <li>• Last day to increase credit for a variable-credit course or undergraduate 1-credit course</li> <li>• Last day to register for a course with an audit grade option or to change an existing course from graded or pass/no pass to audit or from audit to graded or pass/no pass</li> </ul>
Monday	February 17	President's Day Holiday
Wednesday	March 19	<ul style="list-style-type: none"> <li>• Last day to drop a class</li> <li>• Last day to decrease credit for a variable-credit course or an undergraduate 1-credit course</li> <li>• Last day to change grade option from graded to pass/no pass or pass/no pass to graded</li> </ul>
Monday-Friday	March 24-28	Spring Break
Wednesday-Tuesday	March 26-April 1	Online registration for summer 2014
Wednesday	April 2	Last day to withdraw from a class
Monday-Wednesday	April 7-16	Continuing and returning student registration for fall 2014 (continuing and returning students not registered by April 16 may be assessed a \$250 late fee)
Friday	April 18	Master's theses and doctoral dissertations for degrees to be conferred May 2014 due in the Library
Thursday	May 1	<ul style="list-style-type: none"> <li>• Last day to file graduation applications for undergraduate degrees to be conferred January (fall 2014) including students petitioning for "In Absentia" and only wishing to participate in the 2014 Commencement ceremony.</li> <li>• Last day to file graduate petitions for candidacy for master's or doctoral degrees to be conferred January (fall 2014)</li> </ul>
Wednesday	May 7	Instruction ends
Thursday-Friday	May 8-9	Reading Days
Saturday-Thursday	May 10-15	Final Exams
Friday	May 16	Residence halls close for non-graduating students at noon
Saturday	May 17	126th Commencement
Sunday	May 18	Residence halls close at noon for graduating students
Friday	May 23	Grades due for all students

# About Mills College

## Overview

Located in the foothills of Oakland, California, on the east shore of the San Francisco Bay, Mills College is an independent liberal arts college for undergraduate women with graduate programs for women and men. The College educates students to think critically and communicate responsibly and effectively, to accept the challenges of their creative visions, and to acquire the knowledge and skills necessary to effect thoughtful changes in a global, multicultural society. Founded in 1852 as an undergraduate college for women, Mills

introduced its first graduate programs in the 1920s. Since that time, Mills has earned a national and international reputation based on groundbreaking work in fields such as electronic music, studio art, and education.

Mills offers graduate degree and certificate programs to approximately 600 students on an intimate campus with a total student body of more than 1,500. Our graduate programs include: Studio Art, Computer Science, Dance, Education, English, Infant Mental Health, MBA, Music, Pre-Med, and Public Policy. In recent years, Mills has built on its tradition of innovation with the introduction of new joint graduate degrees, including the joint MBA/MA in educational leadership and the joint MPP/MBA degree.

Ranked fifth among top colleges in the West by U.S. News & World Report, Mills also has been named one of the top "Great Schools, Great Prices" for high academic quality relative to net cost of attendance. Mills was recognized as one of the Best 377 Colleges and one of the greenest colleges in the nation by The Princeton Review. The Washington Monthly also ranked Mills one of the top 10 master's universities in the United States.

The Mills advanced-degree candidates are accomplished students who are drawn by the outstanding reputation of our curriculum, faculty, and the intellectual environment of the campus itself. Graduate programs at Mills offer serious students an opportunity to delve intensely into their field of study, cross traditional disciplinary boundaries, and explore new ways of thinking.

At Mills, we value the diversity of people and ideas. Forty-three percent of our graduate population identify themselves as students of color, and Mills students and faculty bring a wide range of interests, experiences, and ideas to our graduate programs.

## Faculty

The Mills faculty is composed of an accomplished cadre of artists, educators, authors, business professionals, and scholars. At the heart of our graduate education is the interaction between these distinguished faculty members and talented students. In an intellectual environment dedicated to advanced study, graduate students work closely with accessible and engaged faculty to explore their field of study in the context of broader academic interests, a testament to our heritage as one of the top liberal arts colleges in the nation. Statistically, Mills faculty members are also unique. Seventy-two percent of our full-time faculty are women, while 30 percent are faculty of color. Ninety-one percent of the full-time faculty have their terminal degree.

## Academic Environment

Amid the green rolling hills and century-old eucalyptus trees of the 135-acre Mills campus, graduate students find inspiration both in their work and in their environment. Each graduate program forms a community of students and faculty focused intensely on academic pursuits. Ideas, opinions, and minds are challenged in an open environment of academic excellence and collaboration. As a vital part of the San Francisco Bay Area, Mills is intricately connected to the community. Professors and students work in the neighboring cities and bring their experience and knowledge into the classroom. Faculty encourage students to get involved with the local artistic and scholarly scenes so that students connect with a broader community and expand their opportunities for intellectual and professional growth.

Thanks to the extraordinary reputation of Mills and its faculty, we also attract an amazing array of world-class speakers and performers to the campus. Due to the intentionally small size of these events, Mills graduate students have access to these dignitaries and often engage with them one-on-one before, during, and after events. In addition, Mills' dedicated alumnae/i are an integral part of the life of the College, participating in activities and sharing their professional expertise. Since so many Mills graduates have gone on to success in their areas of study, this network and influence can be far reaching. It all adds up to a dynamic environment that is the signature of the Mills graduate experience.

## Campus Resources

Mills students enjoy an educational environment enriched by a wide variety of exhibits, concerts, performances, and lectures that support intellectual exploration and growth. The physical environment of the campus itself provides a source of inspiration with historic cultural resources such as the Littlefield Concert Hall, the Center for Contemporary Music, and the Mills College Art Museum.

Students can also experience one-of-a-kind resources such as the Eucalyptus Press, the imprint of the Book Art Program at Mills; or the Children's School, the first laboratory school founded west of the Mississippi. The Special Collections of the F. W. Olin Library contain more than 22,000 rare books and manuscripts, including a copy of Shakespeare's First Folio, a Mozart manuscript, and a leaf from a Gutenberg Bible. The Trefethen Aquatic Center and Haas Pavilion offer a wide variety of options for athletics, physical fitness, and recreation, while the campus Chapel provides a peaceful environment for spiritual reflection and renewal.

## Graduate Housing

Living on campus is a valuable part of the Mills experience. Students can take advantage of on-campus programs and services while enjoying the convenience of living on the beautiful, safe Mills College campus. To learn more about campus housing for graduate students, visit the Residential Options webpage.

## History

Founded in 1852 as the Young Ladies' Seminary in Benicia, California, Mills College boasts a rich history as a leader in women's education. Mills was founded two years after California was admitted to statehood and the same year the city of Oakland was

established. The University of California and Stanford had yet to exist, and newly prosperous miners, farmers, and merchants wanted to educate their daughters without sending them on the perilous journey to East Coast schools.

Missionaries Cyrus and Susan Mills bought the Seminary in 1865 for \$5,000, renamed it Mills College, and moved it in 1871 to its current 135-acre oasis. At the time, Oakland was a bustling metropolis of about 10,000.

The student body quickly grew, with students of diverse faiths and backgrounds enrolled from many states and countries. In 1920, Mills launched its Graduate Division, offering programs to both women and men.

Over the decades, Mills "firsts" have been numerous: the first women's college west of the Rockies (chartered 1885); the first laboratory school west of the Mississippi for aspiring teachers (1926); the first women's college to offer a computer science major (1974) and a bachelor's to master's 4+1 MBA degree program (2001); the first business school in the West for women (2005); and the first MFA program in book art and creative writing in the nation (2009).

Always a leader in the arts, Mills was among the first liberal arts colleges to offer a modern dance degree (1941), and it became the national center for modern dance outside New York City. The Center for Contemporary Music, dedicated in 1967, is a preeminent center for electronic music.

Many of the world's foremost artists, politicians, and scholars have taught, lectured, and performed at Mills, including Isabel Allende, John Cage, Don Ed Hardy, Dolores Huerta, Darius Milhaud, Joyce Carol Oates, Nancy Pelosi, Gertrude Stein, and Gloria Steinem.

Notable alumnae/i of the College include Jennifer Losch Bartlett, abstract artist; Renel Brooks-Moon, voice of the San Francisco Giants and the first African American woman to announce for a professional sports team; Trisha Brown, renowned dancer and one of the first female choreographers to be awarded a MacArthur Genius Award; Stephanie Mills, groundbreaking ecological activist and author; and Susan Perrine, developer of a revolutionary treatment for sickle cell anemia.

For over 160 years, Mills has continued to attract people interested in creativity, experimentation, leadership, and social justice—the hallmarks of a 21st-century Mills education.

## Admission

### Admission Requirements

Admission to graduate study at Mills is contingent upon the completion of a bachelor's degree from an accredited college or university. US institutions must be accredited by one of the six regional accreditation associations listed at the Council for Higher Education Accreditation website. The criteria used for admission decisions vary according to each program. They reflect an evaluation of the applicant's potential for graduate work.

Mills does not discriminate in its graduate admission policy on the basis of race, color, marital status, age, religious creed, national origin, ancestry, sex, sexual orientation, or disability, but reserves the right to refuse admission to anyone on the basis of previous academic record, letter of recommendation, or, in the case of the fine arts areas, auditions, portfolios, manuscripts, or other works submitted.

### Standardized Test Scores/Graduate Record Examination (GRE)

Most graduate programs at Mills do not require GRE or standardized test scores. Applicants should review the program-specific section(s) of this catalog, the website, and the program's supplemental application for program application requirements.

For those taking the GRE or SAT, Mills College's code is 004485 and a department does not need to be specified. For those taking the ACT, Mills College's code is 0332.

### Application Deadlines

Fall: Please refer to the Office of Graduate Admission website for application deadlines.

Spring: November 1 priority deadline for receipt of spring admission applications.

Studio Art, Dance, English, Post-baccalaureate Pre-Medical, and some School of Education Programs do not accept applications for spring admission. Please contact the Office of Graduate Admission for current information.

### Application Fees

Hard-copy applications require a \$50 nonrefundable application fee, payable to Mills College and drawn from a US bank as a personal check or money order. This fee must be included with the application. The Office of Graduate Admission cannot accept credit card payments for hard-copy application fees and cannot grant application fee waivers.

If applying online, applicants must pay by credit card or electronic check. Payment by electronic check, rather than credit card, may delay processing by seven to ten business days.

## **Special Status/Non-Degree Applicants**

Prospective students who possess a baccalaureate degree from an accredited college or university and who wish to enroll in graduate classes for credit but not a degree program must submit one official transcript confirming the baccalaureate degree and one letter of recommendation in addition to completing an abbreviated application for admission available through the Office of Graduate Admission. If approved, students can be considered non-matriculated for up to two semesters. At that time, students must apply for formal admission to a specific program, demonstrate the need for continued status as non-matriculated students, or withdraw. Special non-degree students are not eligible for Federal Stafford Loans. English and art graduate programs do not allow special non-degree students.

## **Application Forms and Materials**

A link to the online graduate admission application and a downloadable PDF application are available on each program's application webpage.

All programs also require program-specific supplemental applications which may be downloaded as PDF documents from the program's application webpage. Online applicants are not required to submit separate supplemental applications as they are already included within the online application.

All applications and supporting materials submitted to the Office of Graduate Admission are the property of Mills College and cannot be returned to the applicant for later use.

## **Transcripts**

One (1) copy of official transcript from each postsecondary institution attended must be sent in sealed envelopes directly from each institution. Transcripts for all credited course work toward receipt of bachelor's degree must be submitted. Please note: Applicants to the Post-baccalaureate Pre-Med Program and Joint MBA/MA in Educational Leadership Program are required to submit two (2) copies of each official transcript. Current Mills students and Mills alumnae/i should contact the Office of Graduate Admission for transcript requirements. Applicants may submit official transcripts with their hard-copy application as long as the original envelope from the institution retains its seal and signature.

Applicants who are still completing their degree should send official transcripts showing all completed and in-progress academic work. Upon completion of bachelor's degree, accepted applicants must also send one (1) official transcript confirming the awarded degree in order to be eligible for enrollment.

## **Recommendations**

One (1) copy of official transcript from each postsecondary institution attended must be sent in sealed envelopes directly from each institution. Transcripts for all credited course work toward receipt of bachelor's degree must be submitted. Please note: Applicants to the Post-baccalaureate Pre-Med Program and Joint MBA/MA in Educational Leadership Program are required to submit two (2) copies of each official transcript. Current Mills students and Mills alumnae/i should contact the Office of Graduate Admission for transcript requirements. Applicants may submit official transcripts with their hard-copy application as long as the original envelope from the institution retains its seal and signature.

Applicants who are still completing their degree should send official transcripts showing all completed and in-progress academic work. Upon completion of bachelor's degree, accepted applicants must also send one (1) official transcript confirming the awarded degree in order to be eligible for enrollment.

Three (3) letters of recommendation are required. If the applicant is a current Mills student or Mills alumna/us, she/he should contact the Office of Graduate Admission for program-specific recommendation requirements.

Recommendations should come from academic or professional contacts who can comment on the applicant's character and potential for graduate study. The Office of Graduate Admission strongly recommends applicants contact recommenders as early in the application process as possible.

The online application allows applicants to supply the email addresses of three recommenders. Once the application has been submitted and the application fee paid, recommenders are emailed links to an online recommendation form. Applicants may log back in to the online application system and send reminder emails to their recommenders through the Activity Log. Recommendation forms may also be downloaded as PDF documents from the program's application webpage.

## **Other Application Materials**

Applicants may mail applications with completed materials (such as writing samples or transcripts) enclosed, or submit parts of the application piecemeal with her/his full name and program of interest on each page of all supporting materials. Applications will not be

considered complete until all supporting materials (such as transcripts and recommendations) have arrived. Faxed and photocopied materials are not official and will not be accepted. Please note that during peak application times, it may take up to two weeks to process receipt of materials.

A completed graduate admission application, a supplemental application, and an application fee are required for all graduate applicants. Applicants should consult the program-specific section(s) on the Mills College website for program application requirements, such as art portfolios, writing samples, or standardized test scores.

Art portfolios, dance samples, music samples, and education enrollment materials should be sent directly to the respective department according to instructions on the program's supplemental application. All other application materials should be sent to the Office of Graduate Admission.

## **Application Process**

1. Upon completion of processing an online or hard-copy application and application fee, the applicant will receive an email from the Office of Graduate Admission confirming receipt of the application, with the applicant's Banner ID number. It may take up to two weeks during peak application periods for the applicant to receive an email that contains her/his Banner ID number.

Applicants may use their Banner ID number to access the Mills Resource Portal. The portal allows the applicant to view missing application materials and update her/his contact information. The portal is continually being updated during peak application periods.

2. Approximately two to three weeks after the priority deadlines, completed applications are sent to the program for review. Review times vary.

3. Departmental admission committees consider requests for admission and forward their recommendations to the Office of Graduate Admission for processing.

4. Applicants are notified of the admission decision as well as any financial aid or scholarship, if awarded. The notification letter will come from the Office of Graduate Admission.

5. In order to ensure a place in a program, admitted students must submit their deposit and Statement of Intent to the Office of Graduate Admission.

6. Deposited students receive an email confirming that the Office of Graduate Admission has received their deposit.

7. General orientation materials are sent from the Division of Student Life; orientation information is also available on their website.

## **Accepted Students**

### **Concurrent Enrollment Policy**

Concurrent enrollment in two graduate programs at Mills College may be possible only under some circumstances. A student interested in this option must apply to, and be accepted into, each of the graduate programs. Concurrent enrollment requires the consent of both graduate departments. It is the responsibility of the student to work with academic advisors in each program to develop an academic plan that allows for completion of the degrees. That academic plan should identify core courses that must be taken for completion of the degree in each program. The number of unduplicated courses in each field shall be determined by the departments. Rules concerning maximum course loads must be followed. Thus, completion of two programs will require longer than the time allowed for the completion of one program.

If accepted to two programs, students will only be offered one financial aid package.

### **Deposit Policy**

Mills College requires a \$300 nonrefundable tuition deposit for all programs except studio art. Mills College requires a \$500 nonrefundable tuition deposit for the studio art graduate program. This deposit is applied toward the new student's first-semester tuition.

The deposit may be paid online via credit card or electronic check. Deposits may also be made by money order or check and be sent to the Office of Graduate Admission.

Deposits are required to hold an applicant's space in a graduate program. A student's deferral deposit is applied against the first-semester's tuition. See Deferment Policy below.

An accepted and deposited graduate student who chooses not to attend Mills College forfeits her/his nonrefundable deposit. Refunds are not given.

### **Deferment Policy**

An applicant accepted into a Mills graduate program may request to delay her/his studies and defer admission for up to two semesters with written approval from the department. A deposit is required to hold the applicant's space in the program. After two semesters, the applicant must reapply to the academic program of her/his choice through the Office of Graduate Admission.

Please note that any financial aid funding offered does not carry over from the original semester it was awarded, if she/he chooses to defer. Deferred accepted students must reapply for any departmental assistantships, scholarships, and/or governmental financial aid.

### **Readmission Process**

If a student is enrolled in a graduate academic program at Mills College and then withdraws, she/he has up to two years to reactivate her/his status. Within that time frame, she/he is required to fill out the abbreviated Application for Readmission and submit it to the Office of Graduate Admission. After two years' time, a new application with supporting materials must be submitted.

### **Graduate Probationary Admission**

If a student applies for graduate work in a field different from her/his undergraduate concentration, or if the undergraduate GPA is below that recommended for admission, the applicant may be offered admission to graduate study on a probationary basis for one semester. This is a period during which the student must establish an academic record at Mills that qualifies her/him to advance to degree status. Some courses taken before admission to degree status may be accepted as fulfilling degree requirements by departmental approval only. Probationary students do not qualify for graduate-level student loan funding.

## **International Students**

### **Admission**

Mills College is authorized under federal law to enroll nonimmigrant students and encourages applications from graduates of colleges and universities abroad that have the equivalent of a regionally accredited four-year US bachelor's degree, and international students who have graduated from US universities. Admission of international students is highly competitive and is based on a close examination of a variety of credentials.

International applicants must submit the same application materials as American applicants. In addition, international applicants are required to submit additional supporting materials; see below.

### **Certification of Finances**

The Certificate of Finances form and official supporting bank documents must be submitted at the time of application. Per US government regulation, an international applicant should have sufficient funds for two years of tuition, fees, and living expenses in the United States. Faxed and photocopied materials are not official and will not be accepted.

International applicants should be aware that financial assistance is very limited. Even applicants who receive financial aid must be prepared to contribute significantly to the cost of their education. Failure to pay outstanding fees prevents students from registering for classes and endangers maintaining valid visa status.

US government regulations prohibit students with an F-1 student visa from off-campus employment. Mills College is, unfortunately, unable to offer on-campus jobs to international students except in situations where departmental assistantship opportunities are awarded upon acceptance. Mills financial aid is very limited, and the College cannot guarantee assistance to any graduate student.

### **Transcripts**

Mills College requires all applicants who hold a bachelor's degree outside the US to submit an official transcript from their institution. If the transcript is written in a language other than English it must be accompanied by a certified English translation. Applicants are required to have their official transcripts evaluated by the National Association of Credential Evaluation Services (NACES). There is no exception to this requirement. For more information, contact a member organization of NACES.

### **TOEFL/IELTS**

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required for all non-native speakers of English unless she/he holds the equivalent of a bachelor's degree from a regionally accredited university or college located in the US, Canada, or Great Britain.

For fall admission, these tests should be taken by the end of October of the preceding year. Generally, international students are only admitted for the fall semester due to visa processing timelines.

Graduate programs in English and computer science require minimum TOEFL scores of 600 on the paper-based test, 100 for the Internet-based exam, or an IELTS overall band-score of 7.0 or greater. All other programs require a minimum of 550 on the paper-based test, 80 for the internet-based exam, or an IELTS overall band-score of 6.0 or higher.

### **Recommendations**

Letters of recommendation should testify to the international applicant's English writing and speaking ability, as well as potential for success in graduate studies. If, after the accepted applicant arrives, it appears that further help in language is needed, a tutor's services may have to be obtained at the applicant's expense.

## I-20 Form

An I-20 form will be provided only after the admitted student has submitted her/his Statement of Intent with a \$300 nonrefundable tuition deposit (\$500 for studio art) to the Office of Graduate Admission. This deposit will be credited to the student's first-semester tuition.

The I-20 form will allow international applicants to apply for an F-1 student visa to come to the United States. Applicant students should take the I-20 form, their passport, proof of their financial ability, and copies of their educational records to the nearest US Consulate in their country. Upon consulate approval, an official at the consulate will stamp an F-1 visa inside the passport. Together with the I-20 form, this student visa will enable the student to enter the United States.

It is important for international students to follow US Citizenship and Immigration Services (USCIS) regulations. A prospective student may not obtain an I-20 from one institution and use it to attend another. International students must be in continuous full-time enrollment in order to maintain their valid student visa status.

The College advises international applicants to communicate clearly with the US Consulate or Embassy in their country to receive the most accurate information and guidance in seeking opportunities for study abroad.

## Housing

On-campus housing is available for graduate students. Please see the Housing section of the website for more information about on-campus housing.

If international students plan to live on campus, the College recommends they apply for on-campus housing early. If international students plan to live off campus, the Office of Graduate Admission advises them to research commuting options and neighborhoods.

# Expenses

## 2013–14 Graduate Tuition and Fees

Students must pay in full or arrange payment via a payment plan for all semester charges (minus applicable financial aid) by August 1, 2013, for the fall semester and January 2, 2014, for the spring semester. Students are responsible for monitoring their account balance and for verifying payments regardless of who is handling the finances.

Charges that are incurred after the term begins are added to the student account when the action occurs and are due immediately. The College reserves the right to change fees at the beginning of any semester.

### Full-Time Graduate Tuition and Fees

	Semester	Academic Year
Tuition <sup>1</sup> (see exceptions below)	\$14,930	\$29,860
Tuition <sup>1</sup> —Studio Art (MFA)	\$17,930	\$35,860
Tuition <sup>1</sup> —Doctorate in Education	\$16,042.50	\$32,085
Tuition <sup>1</sup> —MBA, Joint MBA/MA	\$15,007.50	\$30,015
Tuition <sup>1</sup> —Joint MPP/MBA	\$15,007.50	\$30,015
Tuition <sup>1</sup> —Post-bac Pre-Med	\$14,230	\$27,460
Campus Comprehensive Fee <sup>2</sup>	\$511	\$1,022
AC Transit Fee <sup>3</sup>	\$56	\$112
Student Health Plan <sup>4</sup>	\$1,800	\$3,600

### Part-Time Graduate Tuition and Fees

	Semester	Academic Year
Per Course Credit <sup>1</sup> (see exceptions below)	\$7,466	Varies
Per Course Credit <sup>1</sup> —Doctorate in Education	\$8,021.25	Varies
Per Course Credit <sup>1</sup> —Post-bac Pre-Med	\$7,115	Varies
English 3 year Program	\$8,280	\$16,560
English Book Arts MFA 5th Semester	\$7,465	N/A
Part-time Flat Rate <sup>1</sup> —MBA, Joint MBA/MA	\$8,280	\$16,560
Part-time Flat Rate <sup>1</sup> —MPP/MBA	\$8,280	\$16,560
Campus Comprehensive Fee <sup>2</sup>	\$511	\$1,022
AC Transit Fee <sup>3</sup>	\$56	\$112
Student Health Plan <sup>4</sup>	\$1,800	\$3,600

## Auditor Fees

Full-time students are not charged for auditing classes. Part-time Mills students are charged \$500 per audited course. Non-Mills students are charged \$750 per audited course.

## <sup>1</sup>Tuition

Students enrolled in 2 or more credits will be charged the full-time tuition rate (except MBA, joint MBA/MA, MPP, joint MPP/MBA and English). Students enrolled in fewer than 2 credits will be charged the per-course-credit rate (except MBA, joint MBA/MA, MPP and English). MBA, joint MBA/MA, MPP and English students enrolled in 3 or more credits will be charged the MBA, joint MBA/MA, MPP or English full-time tuition rate.

MBA, joint MBA/MA, MPP and English students who have applied for part-time enrollment (fewer than 3 credits) will be charged the MBA, joint MBA/MA, MPP, joint MPP/MBA or English part-time flat rate. MBA, joint MBA/MA, MPP and English students who have not applied for part-time enrollment will be charged the full-time per-credit rate regardless of being enrolled in fewer than 3 credits.

Students enrolled in dual degree programs that have different tuition rates will be charged the higher of the two rates.

## <sup>2</sup>Campus Comprehensive Fee

The Campus Comprehensive Fee supports basic medical services at the Mills Student Health Center, the technology infrastructure, graduate activities, and some public safety services such as the Mills shuttle and on-campus parking. Each Mills student is allowed one parking permit and the use of the Mills shuttle free of any additional charge. No portion of the Campus Comprehensive Fee can be waived or petitioned.

## <sup>3</sup>AC Transit Fee

The graduate students voted to participate in the Alameda-Contra Costa Transit EasyPass program, which allows all graduate students an unlimited bus pass. Students are charged this fee in exchange for the bus pass. This fee cannot be waived or petitioned.

## <sup>4</sup>Student Health Plan

The Student Health Plan consists of medical coverage provided by Kaiser Permanente and dental insurance provided by MetLife. Fall semester insurance coverage runs from August 15–January 14. Spring semester insurance coverage runs from January 15–August 14.

All enrolled graduate students are charged for the Student Health Plan. The health plan charge may be waived with proof of comparable insurance coverage and when a Student Health Plan Waiver is completed online at the StudentNet website during the open enrollment period, July 1–August 31 for the fall semester or December 1–January 31 for the spring semester. Student Health Plan Waivers may be accepted up to 10 days after the published deadline with a late health plan waiver fee of \$150, but no waivers will be accepted after the 10-day late period. International students are required to purchase the Student Health Plan.

Students in "In Progress" status are not charged for medical services nor may they opt to buy in.

All Mills students are required to waive or enroll in the Student Health Plan each fall term by going to the StudentNet website during open enrollment. Students returning from a leave of absence or who are readmitted or reinstated to Mills must waive or enroll in the Student Health Plan at the StudentNet website during open enrollment of the semester that they return to Mills. Students who are readmitted/reinstated after open enrollment closes must contact the Manager of Wellness and Community Outreach in the Division of Student Life. These students will be granted an extension of 10 days beyond the closure of open enrollment to waive or enroll in the plan through the director of wellness and community outreach. Students who fail to do so will be enrolled in the Student Health Plan and charged for the full semester. Students who are readmitted/reinstated beyond the 10-day grace period will be automatically enrolled in the Student Health Plan and their student accounts will be charged for the full semester. If a student's health insurance provider changes, she/he must submit new insurance information with her/his new health insurance provider's coverage information to the director of wellness and community outreach in the Division of Student Life within 30 days of the change.

Students who have a waiver on file and wish to reverse it due to loss of coverage may submit a Student Health Plan Enrollment/Change form to the director of wellness and community outreach in the Division of Student Life. The date of enrollment will be the day following the termination date from the prior plan. Students who enroll for coverage in the fall term after September 11 or in the spring term after February 15 will pay the appropriate semester health plan charge, which will be prorated. Waiver reversals may be submitted anytime throughout the year.

## Dependent Rates\*

The student must be enrolled in the student health plan to be eligible to add dependents or partner/spouse coverage.

	Semester	Annual
Partner/spouse	\$2,000.00	\$4,000.00
Child(ren)	\$1,667.50	\$3,335.00
Family	\$3,667.50	\$7,335.00

\*All rates are in addition to the Student Health Plan charge and will be assessed to the student's account. Dependent coverage includes medical through Kaiser only. Dental is not included.

### Summer Tuition and Fees

The MBA Program offers summer courses to continuing and new students enrolling for fall at a rate of \$2,000 per course.

The Leadership Program in Early Childhood (LPEC) offers summer courses to graduating and entering cohorts at a rate of one-quarter their respective academic year's full-time tuition rate. The School of Education offers summer education courses outside the LPEC Program at a rate of \$2,000 per course.

Mills offers a limited number of academic opportunities for other programs during the summer. The nonrefundable, administrative costs for these opportunities are:

- Course credit: \$2,000
- Independent Study: \$1,500
- Internship: \$1,500
- Directed Research: \$1,500

## Tuition and Fees Adjustment Policy

### Leave of Absence or Withdrawal

All students considering a leave of absence or withdrawal should refer to the Leave of Absence and Withdrawal sections in the Academic Regulations part of this catalog for the official procedure. All financial aid recipients considering a leave of absence or withdrawal should also review the Return of Federal, State, and Institutional Financial Aid Policy in the Financial Aid section of this catalog.

The leave of absence/withdrawal date is the date that students provide official notification to the M Center of their intent to take a leave of absence or withdraw from the College. Once a student has completed the procedure for a leave of absence or withdrawal from the College, a tuition adjustment will be applied to the student's account which, in turn, may or may not result in a refund to the student. A student will receive a refund only if there is a credit balance on the student's account after the tuition adjustment has been made and after federal, institutional, and/or state financial aid has been returned to the programs, according to the Return of Federal, State, and Institutional Financial Aid Policy.

As of the first day of instruction, all mandatory fees such as the campus comprehensive fee, AC Transit fee, and installment fees if enrolled in a payment plan will not be credited.

Tuition charges will be adjusted as follows:

Official Date of Notification	Adjustment
Before first day of instruction (Before August 27, 2013)	All tuition charges and fees credited 100% Enrollment deposit is forfeited.
First day of instruction through add deadline (August 27, 2013- September 11, 2013)	Credited 90% of tuition charges only. Mandatory fees will not be credited and the enrollment deposit is forfeited. The Kaiser Student Health Plan charge will be credited 100% only if neither the student nor their dependents (if dependent coverage is purchased) have used any health services.
After add deadline through drop deadline (September 12, 2013- October 23, 2013)	Credited 50% of tuition charges only. Mandatory fees and the Kaiser Student Health Plan charge will not be credited. Student and dependents (if dependent coverage is purchased) will remain insured until the end of the coverage period. The fall coverage period is August 15 – January 14. The enrollment deposit is forfeited.
After drop deadline (October 23, 2013)	No credit of any tuition or fees including the Kaiser Student Health Plan charge. Enrollment deposit is forfeited.

This policy is only for tuition and fees related to your registration. Residential students who take a leave of absence or withdraw from the College will be released from their obligation to pay housing charges only if they are released from their Residence Agreement prior to the commencement of the occupancy period (see Deposits and Refunds). Meal plan charges are adjusted based on the date of check-out from the assigned residence.

### Change in Enrollment Status

Full-time students who drop from full time to part time or part-time students who reduce credits or drop courses will have their tuition charges adjusted according to the below schedule. Financial Aid may also be adjusted to reflect a change in enrollment status. Students

should consult with a financial aid counselor before changing their enrollment status. This adjustment may or may not result in a refund to the student. The change in enrollment status may also impact the student's ability to meet the satisfactory academic progress requirements to maintain financial aid eligibility for future semesters.

The campus comprehensive fee, AC Transit and Student Health Insurance fees are not prorated for part-time status.

Official Date of Change	Adjustment
Before first day of instruction (Before August 27, 2013)	Credited 100% of tuition charges associated with the reduction of credits
First day of instruction through add deadline (August 27, 2013- September 11, 2013)	Credited 80% of tuition charges associated with the reduction of credits
After add deadline (After September 12, 2013)	No credit

## Billing and Statements

### Billing Statements

Registered students will receive an electronic bill one month prior to the payment deadline for each semester. New and continuing students who have not registered will receive an estimated bill based on their designated enrollment status.

Semester	Student Billed	Payment Deadline
Fall	Early July	August 1
Spring	Early December	January 2

eBilling enables students to view, print, and download their billing statements from the web. Students may authorize any third party to receive a copy of their eBill by creating an authorized user account, which permits Mills College to release information regarding their student account to parents, spouses, and other designated individuals.

Students and authorized users are notified by email when an eBill is available for viewing. Paper bills will no longer be sent unless special arrangements are made with Student Accounts. A written request will need to be made to [stuacct@mill.edu](mailto:stuacct@mill.edu). There will be a \$25 per semester per address charge for requesting paper bills. The charge will appear on the student's account.

Students who take a leave of absence from the College and who have an outstanding balance will be billed within 50 days of their official leave of absence. Students who have withdrawn from the College and who have an outstanding balance will be billed by Mills College Collections.

### Payments in Full

Students wishing to pay their tuition and fees in full can pay by cash, check, credit card, wire transfer, or electronically through a checking or savings account. Payments by credit card or electronic checking or savings accounts can be made online. All fees are payable in US dollars.

### Payments by Installment

Students who prefer to pay their balance in installments may set up a monthly payment plan online through the Mills Resource Portal. Each semester, students pay in five equal installments, plus an enrollment fee, by automatic bank withdrawal, check, cash, or credit card. All fees are payable in US dollars. Students who do not meet the installment payment deadlines may be assessed a late payment fee each month.

### Late Payments

Students who do not meet the payment deadlines will not be allowed to register for classes, or occupy on-campus housing. Accounts with past due balances are subject to late payment fees.

Mills College reserves the right to place a hold on a student's account for overdue balances. This hold will prevent students from accessing services such as registration, ordering transcripts, and receiving their diploma or certificate. Students' accounts must be paid in full before a diploma, transcript, or certificate can be issued.

Students on leave of absence who do not pay their outstanding balance by the due date on their first bill will be assessed a quarterly late fee that starts at \$25 and increases by \$25 increments, e.g., \$25, \$50, \$75, \$100, etc. All College services, including transcripts and readmission, will be withheld until the student account is paid in full.

## Special Course Fees and Additional Program Costs

### **Book Art**

Book art studio fees for individual courses range from \$100 to \$250. If a student drops a studio class by the add deadline the fee will be reversed; otherwise, the fee will remain on the student's account. Students in the Book Art and Creative Writing MFA Program pay an additional fee of \$450 per semester.

### **Dance**

Graduate students in dance should expect to incur additional expenses related to their graduate performances and thesis concert. Contact the department for additional information.

### **Education (Teacher Education)**

An additional program fee of \$250 per semester is required of all students enrolled in the teacher education credential program (multiple and single subject credential). If a student officially takes a leave of absence or withdraws from Mills by the add deadline, the fee will be reversed; otherwise, the fee will remain on the student's account.

### **Early Childhood Education MA**

An additional program fee of \$50 a semester is required of first year students enrolled in the early childhood education master's degree programs (including child life in hospitals and the early childhood special education credential). If a student officially takes a leave of absence or withdraws from Mills by the add deadline, the fee will be reversed; otherwise, the fee will remain on the student's account. Student fees may change due to insurance requirements for the college.

### **Infant Mental Health**

An additional program fee of \$25 a semester is required of students enrolled in the two-year infant mental health master's degree program. If a student officially takes a leave of absence or withdraws from Mills by the add deadline, the fee will be reversed; otherwise, the fee will remain on the student's account.

For those students enrolled in the Infant Mental Health 4+1 program, the program fee is \$25. Student fees may change due to insurance requirements for the college.

### **Education Leadership**

An additional program fee of \$100 is required of first year students enrolled in the educational leadership master's and doctoral degree programs. If a student officially takes a leave of absence or withdraws from Mills by the add deadline, the fee will be reversed; otherwise, the fee will remain on the student's account.

### **MBA Program**

Students who take prerequisite courses for the MBA Program when they are not yet officially admitted into that program are charged at the rate of \$3,500 per course credit.

### **MPP Program**

Students who take prerequisite courses for the MPP Program when they are not yet officially admitted into that program are charged at the rate of \$3,500 per course credit.

### **Music**

Individual instruction fees, which are in addition to the course credit fee, provide for 14 hours of lessons for voice and instruments, and 7 hours for composition lessons. Fees range from \$700 to \$2,000, depending on the instructor. A list of instructors and their fees is available from the Music Department. Practice rooms may be rented for \$60 per semester.

Graduate students in the Electronic Music and Recording Media MFA Program should budget for additional materials required for work in this medium. An average of \$600 per semester is required to cover the cost of recordable compact discs and DVDs, hard drives, software, and electronic supplies.

### **Physical Education**

Course fees are charged for classes that result in American Red Cross certification (\$45–\$100) which include textbooks, training materials, and ARC fees. The nutrition course has a materials fee of \$75. If a student drops a class by the add deadline, the fee will be reversed; otherwise, the fee will remain on the student's account.

Equestrian classes have a fee payable to the stables (\$450–\$500). Sailing classes have a fee payable to the boathouse on Lake Merritt (\$75–\$80). Fees payable to outside vendors are subject to the vendor's refund policy.

### **Studio Art**

Students in the Studio Art MFA Program are provided with on-campus studios and are charged a mandatory supplemental art studio fee of \$500 per semester. An additional materials fee is required for graduate studio art classes in ceramics, electronic arts, photography, video, ARTS 205 Concentrations in Ceramics, Painting, Photography, Sculpture/Intermedia, ARTS 287 Topics in Contemporary Art and ARTS 288 Contemporary Art and Critical Thinking. The fee varies for each area of concentration (\$100–\$300). If a student drops by the add deadline a class that has a course materials fee, the fee will be reversed; otherwise, the fee will remain on the student's account.

## Thesis Binding

All students submitting a thesis to the library are required to pay a \$45 Thesis Binding Fee. This nonrefundable fee will be charged to the student's account when a Petition for Candidacy form is submitted.

## Other Administrative Fees and Charges

<b>Late Fees<sup>1</sup></b>	
Late Add, Drop, or Withdrawal	up to \$250
Late Emergency Loan Repayment	\$25
Late Health Plan Waiver	\$150
Late Payment (Aug. 1/Jan. 2)	up to \$250
Late Payment Plan Payment	\$50
Late Registration	\$250
<b>Other Fees</b>	
Art Studio Fee	\$500/semester
Book Art and Creative Writing Studio Fee	\$450/semester
Housing Damage Charge	Variable
Payment Plan Enrollment Fee	Variable/semester
Reinstatement Processing Fee	\$150
Returned Payment Charge <sup>2</sup>	\$35
Returned eRefund	\$35
Reissued Refund Check	\$20
Teacher Education Program Fee	\$250/semester
In-Progress Fee (master's degree)	\$500/flat
In-Progress Fee (doctoral degree)	\$625/semester
Traffic Fine	Variable

### <sup>1</sup>Late Fees

Any late fees that are reversed due to a student's status changing from active to inactive may be reinstated if the student becomes active again.

### <sup>2</sup>Returned Payment Charge

There is a charge for each returned payment. After a payment is returned for insufficient funds, the College will only accept payment via guaranteed funds (cash, cashier's check, money order, or electronic transfer) for one calendar year.

## Financial Petitions

The Financial Petition Committee reviews all petitions that relate to the late payment fee, late registration fee, and tuition adjustments related to leave of absences or withdrawals. Petitions must be submitted to the M Center in writing during the semester in which the charge has been assessed or it will not be reviewed. Students may not re-petition the same charge once a decision has been made unless new information is presented. The financial petition form is available online.

Late health plan waiver fee petitions are available through the Health Programs Office in the Division of Student Life. If the Student Health Plan Waiver was not submitted by the published deadline, the Student Health Plan charge cannot be petitioned.

Traffic fines must be appealed directly to Public Safety.

## Refunds

If there is a credit balance on a student's account, a refund may be issued.

Credit balances resulting from financial aid disbursements will be refunded automatically without a request from the student.

Credit balances resulting from cash, check, or payroll/stipend overpayments will be refunded to students upon request to [stuacct@mills.edu](mailto:stuacct@mills.edu). The College reserves the right to hold a refund resulting from a check overpayment for 14 days. Credit balances resulting from credit card transactions will be credited back to the original card and are not refundable in the form of a check.

Students who would like their refund deposited directly into their bank account can enroll in eRefund in the portal. Paper checks are issued and mailed by the Finance Office. Electronic and paper refunds are issued weekly. A fee is charged to the student account for any refunds that are returned due to inaccurate bank account information or reissued due to non-receipt.

Tuition adjustments caused by an official leave of absence, withdrawal, or change in enrollment status may or may not result in a refund to the student. Please review the Tuition and Fees Adjustment Policy for detailed information.

# Financial Aid

## Federal and State Aid

### General Information

The M Center at Mills College awards Federal Direct Unsubsidized Stafford Loans to graduate students who qualify based on the results of their Free Application for Federal Student Aid (FAFSA). Departmental assistance is determined by each individual department in conjunction with the M Center. Recipients may accept or reject any portion of the offer.

In 2012–13, over 85 percent of Mills graduate students received some portion of their aid directly from the College. Eighty-nine percent of our graduate students received more than \$16.1 million in aid in 2012–13. An installment payment plan also is available to assist students in meeting educational expenses.

The academic program, in conjunction with the M Center, awards institutional aid each spring for those who are admitted for the upcoming fall semester. Financial aid decisions for the spring semester are made later in the year. Applications from continuing students are reviewed once spring grades have been submitted to ensure students have met the financial aid satisfactory academic progress standards.

Need-based financial aid is renewed on the basis of financial need and satisfactory academic progress. In rare cases, merit is also considered. A financial aid application must be filed each year in which renewal is requested. Merit-based financial aid is renewed on the basis of merit only.

Recipients of financial aid may be required to submit income tax forms or other documents that confirm income sources and amounts. The number of semesters of eligibility for entering graduate students is established by the initial graduation date defined by their program requirements upon entrance to Mills. Financial aid eligibility continues only to this expected date of graduation.

### Eligibility

Eligibility for need-based financial aid depends on a student's financial need, which is defined as the difference between estimated expenses and estimated resources. Financial need for each applicant is determined after a careful review of the information submitted as part of the financial aid application.

In establishing eligibility, expenses related to attendance are considered: tuition, fees, room, and board payable to the College, plus allowances for books, supplies, personal expenses, transportation, and/or loan fees. Living expenses are considered in determining financial need for commuters, but the Mills award will not cover the often higher costs of living off campus.

### Federal Direct Unsubsidized Stafford Loans

Federal Direct Unsubsidized Stafford Loans are low-interest loans available to college students. To be considered for a Federal Direct Stafford Loan, a student must be a US citizen or eligible noncitizen, must not be in default on a federal student loan or must have made satisfactory arrangements to repay it, and must not owe a refund on a federal student grant or must have made satisfactory arrangements to repay it. The student also must be enrolled at least half time in an eligible program and must maintain satisfactory academic progress for financial aid.

For graduate students enrolled in a master's or doctoral degree program, the annual borrowing limit is \$20,500. For independent students enrolled in an eligible certificate program, the annual borrowing limit is \$12,500. A student does not have to demonstrate financial need for a Federal Direct Unsubsidized Stafford Loan except to the extent that total financial aid, including the Federal Direct Unsubsidized Stafford Loan, cannot exceed the student's cost of attendance for the given academic year. The government does not pay the interest while the student is in school, and the borrower has the option to make regularly scheduled interest payments while in school or agree to have the interest added to the principal. No repayment of the principal is required while the student is in school at least half time at an eligible postsecondary institution or during grace or deferment periods. Regular monthly payments begin six months after the student graduates or is no longer enrolled at least half time at an eligible postsecondary institution. An origination fee is deducted proportionately from each loan disbursement.

Students who plan to borrow through the Federal Direct Unsubsidized Stafford Loan program must complete all Federal Direct Unsubsidized Stafford Loan requirements no later than November 15 for the fall semester and no later than April 15 for the spring semester.

### How to Apply

Applications filed after the published deadline will be accepted. However, priority for determining student loan eligibility will be given to students who meet the following deadlines.

Form Required:

- Free Application for Federal Student Aid (FAFSA)

Priority Financial Aid Application Deadlines:

- February 1 for fall admission
- November 1 for spring admission

Note: Students who will not be enrolled in a master's or doctoral degree program at Mills are considered to be fifth-year undergraduates for purposes of federal student aid and must complete their FAFSA accordingly. This requirement includes students in the following programs:

- Biochemistry and Molecular Biology Certificate Program
- Post-baccalaureate Certificate Program in Computer Science
- Post-baccalaureate Pre-Medical Certificate Program

### **Loan Eligibility Notification**

Once the FAFSA is received by the federal processor, the results will be forwarded to Mills, where loan eligibility can be determined by the M Center. An email notification will be sent to the student indicating that the financial aid award is ready to be viewed in myMILLS via the Mills Resource Portal.

First-time Federal Direct Stafford Loan borrowers at Mills College must complete Direct Loan Entrance Counseling and a Federal Direct Stafford Loan Master Promissory Note. Both requirements can be completed online at [www.studentloans.gov](http://www.studentloans.gov). Upon leaving Mills College, borrowers must complete online Exit Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov).

### **Federal Direct Graduate PLUS Loan**

A student enrolled in a master's or doctoral degree program may also apply for a Federal Direct Graduate PLUS Loan after accepting the maximum annual amounts for which the student qualifies in Federal Direct Stafford Loans. Students may borrow up to the total cost of attendance minus the amount of Federal Direct Stafford Loans and other aid received. To qualify, a student must be a US citizen or eligible noncitizen and must have a valid Social Security number. An origination fee is deducted proportionately from each loan disbursement. The interest rate is fixed at 7.9 percent, and interest begins to accrue immediately. Payment starts within 60 days of the last disbursement but can be deferred while the student is in school. The student will be given up to 10 years to repay the loan. Students are not awarded Federal Direct Graduate PLUS Loans in their initial award offer because students must also not have an adverse credit history, as determined by a credit check, to be eligible.

Students who plan to borrow through the Federal Direct Graduate PLUS Loan program must complete all Federal Direct Graduate PLUS Loan requirements no later than November 15 for the fall semester and no later than April 15 for the spring semester.

### **How to Apply**

Students must submit the Free Application for Federal Student Aid (FAFSA). Also, students must complete Direct Loan Entrance Counseling, a Graduate PLUS application, and a Master Promissory Note. These requirements can be completed online at [www.studentloans.gov](http://www.studentloans.gov). Students must also meet credit eligibility requirements.

### **State Loan Assumption Program**

#### **Assumption Program of Loans for Education (APLE)**

The APLE is a competitive teacher incentive program designed to encourage outstanding students, district interns, and out-of-state teachers to become California teachers in subject areas where a critical teacher shortage has been identified or in designated schools meeting specific criteria established by the superintendent of public instruction. In order to be eligible for this assumption program, the student must be approved to receive or have received an educational loan(s) and must not be in default on any educational loan(s). The student must also agree to teach in a designated California public school or in subject areas where a critical teacher shortage has been identified. Funding for this program is dependent on appropriations by the State. Therefore, new APLE allocations may or may not be made in any given year. Additional information and an application can be found on the California Student Aid Commission's website or by calling 916.526.7590.

#### **Cal Grant Teaching Credential Program Benefit**

Students who received Cal Grants as undergraduates within the final 15 months of enrollment may qualify for an additional year of funding while pursuing a teaching credential. Eligible students are required to submit both a Free Application for Federal Student Aid (FAFSA) for the academic year in which benefits are requested and the Request for Cal Grant Teaching Credential Program Benefits form available on the California Student Aid Commission's website. Both documents are also available at the M Center.

### **Work Study**

Because on-campus work eligibility is prioritized to undergraduate students, graduate students typically are not eligible for on-campus work-study positions. Graduate students seeking part-time or other employment opportunities are encouraged to utilize the off-campus job listing services of Career Services.

## Departmental Assistance

### General Information

Institutional financial aid policies and decisions regarding departmental aid vary from one academic program or department to another. Applicants should be aware that departmental assistantships and scholarships are limited. Second-year students who have had a chance to demonstrate their abilities to their department may be given preference for these awards in some programs. Students who have been awarded institutional financial aid are notified by email when the financial aid award is ready to be viewed in myMILLS via the Mills Resource Portal. Please note that there is no institutional financial assistance available for work toward the biochemistry and molecular biology certificate, nor for students who are taking the prerequisite courses for the MBA and the MPP Programs at the reduced course rate.

Students should contact the individual departments directly for information regarding departmental aid.

### Departmental Assistantships

Most graduate programs award a small number of assistantships to select students on a competitive basis. Graduate assistants typically serve their department for a minimum of 5 hours per week and normally not more than 20 hours per week for a full assistantship. The work each student performs depends on specific departmental needs, academic programs, and the student's areas of expertise. Assistants may help tutor or coach undergraduates and serve as assistants to faculty, as laboratory and audiovisual assistants, or as teachers in the Children's School. Some departments require a departmental assistantship application. Many graduate departments choose to select second-year graduate students with whose work and needs they are more familiar. However, the individual academic departments are under no obligation to award or guarantee an award to any student.

### Alumnae/ Tuition Scholarships

These graduate student scholarships were originally funded from donations by Mills alumnae. These scholarships are awarded based on criteria determined by each academic department.

### Art Department

In addition to the departmental assistantships, the Art Department offers the following named awards: the Hung Liu Endowed Fellowship, the Catherine Morgan Trefethen Fellowship, the Sara Lewis Graduate Fellowship, the Nell Sinton Scholarship, and the H. Middleton Fellowship. In addition, the Evelyn V. Staton Fellowship in Fine Arts may provide a scholarship for an African American student studying art or music.

### English Department

In addition to partial tuition departmental assistantships and alumnae scholarships, the English Department offers a small number of competitive fellowships in Writing and Community Engagement to applicants entering the MFA and MA programs in the Department. These fellowships cover full tuition for the two- and three-year programs. Under the mentorship of Mills' renowned faculty, recipients will have the unique experience of pursuing their graduate degree while designing and implementing a writing-related community project. Full descriptions and application instructions for these two assistantships, and others, can be found at on the English Department's graduate tuition and financial aid page.

### Music Department

In addition to departmental assistantships and merit-based scholarships, the Music Department offers music lesson scholarships for performers and composers to help defray the costs of lessons. The Evelyn V. Staton Fellowship in Fine Arts may provide a scholarship for an African American student studying music or art.

### Post-baccalaureate Pre-Medical Certificate Program

Students entering the program are not eligible to apply for teaching assistantships in biology, chemistry, or physics until they have completed a full academic year at Mills. A small amount of alumnae scholarship aid is available to students entering the program. Students completing the program and entering medical school are eligible to receive Scheffler Pre-Medical Science Scholarships. Scholarship recipients are selected on the basis of merit by a faculty committee.

### Lorry I. Lokey Graduate School of Business

The Lorry I. Lokey Graduate School of Business offers partial tuition alumnae scholarships, including the Barbara Wolfe MBA Fellowship, the Barbara Pinnell McClelland MBA Scholarship, and the Jean and Y.H. Kwong Fellowship. Limited Graduate Assistantships may also be offered. MBA students targeting the corporate sector may also be considered for a Forté Foundation Fellowship, specifically designed to advance women in business. Please contact the department to learn more.

### School of Education

Applicants to the School of Education may be eligible for numerous external sources of financial aid, described on the School of Education website.

# Federal and State Aid

## General Information

The M Center at Mills College awards Federal Direct Unsubsidized Stafford Loans to graduate students who qualify based on the results of their Free Application for Federal Student Aid (FAFSA). Departmental assistance is determined by each individual department in conjunction with the M Center. Recipients may accept or reject any portion of the offer.

In 2012–13, over 85 percent of Mills graduate students received some portion of their aid directly from the College. Eighty-nine percent of our graduate students received more than \$16.1 million in aid in 2012–13. An installment payment plan also is available to assist students in meeting educational expenses.

The academic program, in conjunction with the M Center, awards institutional aid each spring for those who are admitted for the upcoming fall semester. Financial aid decisions for the spring semester are made later in the year. Applications from continuing students are reviewed once spring grades have been submitted to ensure students have met the financial aid satisfactory academic progress standards.

Need-based financial aid is renewed on the basis of financial need and satisfactory academic progress. In rare cases, merit is also considered. A financial aid application must be filed each year in which renewal is requested. Merit-based financial aid is renewed on the basis of merit only.

Recipients of financial aid may be required to submit income tax forms or other documents that confirm income sources and amounts. The number of semesters of eligibility for entering graduate students is established by the initial graduation date defined by their program requirements upon entrance to Mills. Financial aid eligibility continues only to this expected date of graduation.

## Eligibility

Eligibility for need-based financial aid depends on a student's financial need, which is defined as the difference between estimated expenses and estimated resources. Financial need for each applicant is determined after a careful review of the information submitted as part of the financial aid application.

In establishing eligibility, expenses related to attendance are considered: tuition, fees, room, and board payable to the College, plus allowances for books, supplies, personal expenses, transportation, and/or loan fees. Living expenses are considered in determining financial need for commuters, but the Mills award will not cover the often higher costs of living off campus.

## Federal Direct Subsidized Stafford Loan

Federal Direct Subsidized Stafford Loans are low-interest loans available to college students with demonstrated financial need. The annual borrowing limit is \$8,500 for graduate students enrolled in a master's degree or doctoral degree program. For students enrolled in an eligible certificate program, the annual borrowing limit is \$7,500 for dependent students and \$12,500 for independent students.

This loan program has a deferment provision so that no repayment of the loan is required while the student is enrolled at least half time at an eligible postsecondary institution. The federal government will pay the in-school interest which accrues on the Federal Direct Subsidized Stafford Loan as long as the borrower is enrolled at least half time in an eligible degree or certificate program.

Repayment begins six months after the borrower graduates or is no longer enrolled at least half time at an eligible postsecondary institution. For all Federal Direct Subsidized Stafford Loans first disbursed on or after July 1, 2010, the loan origination fee is 1 percent.

## Federal Direct Unsubsidized Stafford Loan

Federal Direct Unsubsidized Stafford Loans are low-interest loans available to college students. To be considered for a Federal Direct Stafford Loan, a student must be a US citizen or eligible noncitizen, must not be in default on a federal student loan or must have made satisfactory arrangements to repay it, and must not owe a refund on a federal student grant or must have made satisfactory arrangements to repay it. The student also must be enrolled at least half time in an eligible program and must maintain satisfactory academic progress for financial aid.

For graduate students enrolled in a master's or doctoral degree program, the annual borrowing limit is \$20,500. For independent students enrolled in an eligible certificate program, the annual borrowing limit is \$12,500. A student does not have to demonstrate financial need for a Federal Direct Unsubsidized Stafford Loan except to the extent that total financial aid, including the Federal Direct Unsubsidized Stafford Loan, cannot exceed the student's cost of attendance for the given academic year. The government does not pay the interest while the student is in school, and the borrower has the option to make regularly scheduled interest payments while in school or agree to have the interest added to the principal. No repayment of the principal is required while the student is in school at least half time at an eligible postsecondary institution or during grace or deferment periods. Regular monthly payments begin six months after the student graduates or is no longer enrolled at least half time at an eligible postsecondary institution. An origination fee is deducted proportionately from each loan disbursement.

Students who plan to borrow through the Federal Direct Unsubsidized Stafford Loan program must complete all Federal Direct Unsubsidized Stafford Loan requirements no later than November 15 for the fall semester and no later than April 15 for the spring semester.

### **How to Apply**

Applications filed after the published deadline will be accepted. However, priority for determining student loan eligibility will be given to students who meet the following deadlines.

Form Required:

- Free Application for Federal Student Aid (FAFSA)

Priority Financial Aid Application Deadlines:

- February 1 for fall admission
- November 1 for spring admission

Note: Students who will not be enrolled in a master's or doctoral degree program at Mills are considered to be fifth-year undergraduates for purposes of federal student aid and must complete their FAFSA accordingly. This requirement includes students in the following programs:

- Biochemistry and Molecular Biology Certificate Program
- Post-baccalaureate Certificate Program in Computer Science
- Post-baccalaureate Pre-Medical Certificate Program

### **Loan Eligibility Notification**

Once the FAFSA is received by the federal processor, the results will be forwarded to Mills, where loan eligibility can be determined by the M Center. An email notification will be sent to the student indicating that the financial aid award is ready to be viewed in myMILLS via the Mills Resource Portal.

First-time Federal Direct Stafford Loan borrowers at Mills College must complete Direct Loan Entrance Counseling and a Federal Direct Stafford Loan Master Promissory Note. Both requirements can be completed online at [www.studentloans.gov](http://www.studentloans.gov). Upon leaving Mills College, borrowers must complete online Exit Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov).

### **Federal Direct Graduate PLUS Loan**

A student enrolled in a master's or doctoral degree program may also apply for a Federal Direct Graduate PLUS Loan after accepting the maximum annual amounts for which the student qualifies in Federal Direct Stafford Loans. Students may borrow up to the total cost of attendance minus the amount of Federal Direct Stafford Loans and other aid received. To qualify, a student must be a US citizen or eligible noncitizen and must have a valid Social Security number. An origination fee is deducted proportionately from each loan disbursement. The interest rate is fixed at 7.9 percent, and interest begins to accrue immediately. Payment starts within 60 days of the last disbursement but can be deferred while the student is in school. The student will be given up to 10 years to repay the loan. Students are not awarded Federal Direct Graduate PLUS Loans in their initial award offer because students must also not have an adverse credit history, as determined by a credit check, to be eligible.

Students who plan to borrow through the Federal Direct Graduate PLUS Loan program must complete all Federal Direct Graduate PLUS Loan requirements no later than November 15 for the fall semester and no later than April 15 for the spring semester.

### **How to Apply**

Students must submit the Free Application for Federal Student Aid (FAFSA). Also, students must complete Direct Loan Entrance Counseling, a Graduate PLUS application, and a Master Promissory Note. These requirements can be completed online at [www.studentloans.gov](http://www.studentloans.gov). Students must also meet credit eligibility requirements.

### **State Loan Assumption Program**

#### **Assumption Program of Loans for Education (APLE)**

The APLE is a competitive teacher incentive program designed to encourage outstanding students, district interns, and out-of-state teachers to become California teachers in subject areas where a critical teacher shortage has been identified or in designated schools meeting specific criteria established by the superintendent of public instruction. In order to be eligible for this assumption program, the student must be approved to receive or have received an educational loan(s) and must not be in default on any educational loan(s). The student must also agree to teach in a designated California public school or in subject areas where a critical teacher shortage has been identified. Funding for this program is dependent on appropriations by the State. Therefore, new APLE allocations may or may not be made in any given year. Additional information and an application can be found on the California Student Aid Commission's website or by calling 916.526.7590.

#### **Cal Grant Teaching Credential Program Benefit**

Students who received Cal Grants as undergraduates within the final 15 months of enrollment may qualify for an additional year of funding while pursuing a teaching credential. Eligible students are required to submit both a Free Application for Federal Student Aid (FAFSA) for the academic year in which benefits are requested and the Request for Cal Grant Teaching Credential Program Benefits form available on the California Student Aid Commission's website. Both documents are also available at the M Center.

### **Work-Study**

Because on-campus work eligibility is prioritized to undergraduate students, graduate students typically are not eligible for on-campus work-study positions. Graduate students seeking part-time or other employment opportunities are encouraged to utilize the off-campus job listing services of Career Services.

### **Rules and Regulations**

#### **Return of Federal, State, and Institutional Financial Aid (for financial aid recipients only)**

If a student withdraws before 60 percent of the enrollment period (semester) has passed, federal regulations require that Title IV funds be returned to the programs according to a prorated schedule. Title IV funds include Direct Stafford Loans, Direct PLUS Loans, Perkins Loans, and TEACH Grants. The withdrawal date used to determine the return of federal funds is the date the student notifies the M Center of her/his intent to take a leave of absence or withdraw from the College. However, if a student leaves without beginning the Mills official withdrawal process or providing notification of her/his intent to withdraw, the withdrawal date will be the 50 percent point in the semester unless Mills determines the last date of an academically related activity of the student.

The percentage of Title IV funds to be returned is calculated by the number of calendar days not completed within a semester, as defined by the withdrawal dates above, divided by the total number of calendar days in the semester (from the first day of classes for the semester to the last day of finals). For example, if there are 100 calendar days in a semester and the student withdraws on the 25th day, 75 days have not been completed. This may result in the return of 75 percent of Title IV funds received by the student. However, if a student withdraws after 60 percent of the enrollment period has passed, no Title IV funds need to be returned.

Both Mills and the student may be responsible for returning federal funds to their source. Mills will return the lesser of the institutional charges times the percentage of unearned Title IV aid or the total of Title IV aid disbursed minus the amount of Title IV aid earned by the student. The student is responsible for returning the difference between the amount of Title IV aid returned by Mills and the total amount of unearned Title IV aid. In each case, funds must be repaid to the following sources, in order, up to the amount received from each source:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal TEACH Grant
6. Other Title IV programs

Although Mills will return loan amounts directly to the lender, amounts to be returned by the student are repaid in accordance with the terms of the promissory note, i.e., a student would begin making payments on her/his student loan after the grace period, if applicable, has expired. Students must repay only 50 percent of any federal grant amounts scheduled for return by the student.

The percentage of Mills College scholarship/grant funds returned to the Mills College Scholarship/Grant Program will reflect, at a minimum, the same percentage used to determine the tuition adjustment for which a student may be eligible. However, up to 100 percent of a student's Mills College scholarship/grant funds may be returned to the Mills College Scholarship/Grant Program if a student takes a leave of absence or withdraws from the College during the first two weeks of the semester, or if the student has a credit balance after the adjustment for tuition and/or room and board is made and the amount of unearned Title IV aid due from Mills is returned to the Title IV aid programs. If there is a credit balance on the student's account, any institutional or state funds received by the student will be returned to the aid programs in the order listed below, up to the amounts received for each source and for as long as there is an amount to refund:

1. Mills College Loan
2. Institutional scholarships/grants and/or state grants

If there is a credit balance remaining on the student's account after institutional and state funds have been returned, a refund for the remaining credit balance will be issued to the student.

If there is a balance remaining on the student's account after all aid is returned, a billing statement will be issued. Payment is due upon receipt.

The federal formula for the return of Title IV funds is available upon request from the M Center.

#### **Financial Aid Satisfactory Academic Progress Policy**

In keeping with government regulations and Mills policy, financial aid recipients must make satisfactory academic progress toward a degree or certificate in order to receive institutional, federal, and/or state aid. Progress is monitored each semester in accordance with the policy outlined below.

## **Satisfactory Academic Progress Requirements**

### **Credit and GPA Requirements**

Full-time graduate degree students are expected to complete a minimum of 2 credits per semester and maintain a minimum 3.0 semester and cumulative grade point average (GPA). Part-time graduate students are expected to complete all credits for which they are enrolled and maintain a minimum 3.0 semester and cumulative GPA.

Post-baccalaureate certificate students are expected to complete a minimum of 2 credits per semester and maintain a minimum 3.0 (2.75 in their first semester) semester and cumulative GPA.

Dropped, failed, and incomplete courses cannot be counted when determining the total number of credits completed. A repeated course may be counted when determining the total number of credits completed as long as it is not the result of more than one repetition of a previously passed course or the result of any repetition of a previously passed course due to the student failing other coursework.

Students who are planning to take a reduced course load due to disability will need to submit an academic plan (forms are available in the Division of Student Life) to the M Center before the end of the second week of classes for the semester, complete the number of credits indicated in the academic plan, and maintain the appropriate minimum semester and cumulative GPA to be making satisfactory academic progress for financial aid. Any changes to the academic plan for a given semester should be submitted before the end of the second week of classes, as changes made to the academic plan after the second week of classes will not be considered in determining the number of credits which must be completed by the end of that semester.

Other issues, such as leaves of absence during a semester, will be reviewed by the Financial Aid Appeals Committee upon receipt of a petition from the student.

### **Duration of Student Aid Eligibility**

Master's and doctoral degree candidates and certificate students are eligible for financial aid through their original anticipated degree date, which is established by the M Center upon entrance to Mills. Full-time students enrolled in a master's degree program or the Post-baccalaureate Pre-Medical Certificate Program may receive federal financial aid for a maximum of four semesters. Full-time students enrolled in other eligible certificate programs may receive federal financial aid for a maximum of two semesters. Students pursuing a doctorate in education may receive federal financial aid for a maximum of six semesters.

### **Financial Aid Warning, Probation, and Disqualification**

Aid recipients who are placed on academic probation by the College or who fail to meet the financial aid credit and/or GPA benchmarks during a given semester will be placed on "Financial Aid Warning" status for the upcoming semester. Students may continue to receive financial aid during the semester in which they are placed on "Financial Aid Warning" status but will lose their eligibility for financial aid if they have not restored themselves to the financial aid credit and GPA benchmarks by the end of that semester. Exception: Students who fail to complete a given semester and/or fail to receive at least one passing grade in a given semester will be disqualified from financial aid eligibility for subsequent semesters without first being placed on "Financial Aid Warning" status.

Students who fail to meet the credit and/or GPA benchmarks at the end of a semester in which they have been placed on "Financial Aid Warning" status are subject to "Financial Aid Disqualification." Students who have been disqualified for financial aid purposes are no longer eligible to receive federal, state, or institutional financial aid.

Students denied financial aid due to lack of satisfactory academic progress will not be considered for reinstatement of financial aid eligibility until minimum GPA and credit completion standards have been met. Students also must meet satisfactory academic progress standards during semesters in which they do not receive aid.

Students requesting reinstatement of financial aid eligibility after a period of ineligibility must submit to the M Center a written request for a review of their progress in meeting the financial aid satisfactory academic progress standards. Students should include in this request the total number of credits completed, their semester GPA, and their cumulative GPA to demonstrate that they have restored themselves to the credit and GPA benchmarks. Students must outline any extenuating circumstances which affected their ability to meet the credit and/or GPA benchmarks in the previous semester(s). They must also explain how the circumstances have changed and indicate how the current circumstances will enable them to meet satisfactory academic progress standards in the upcoming semester.

Appeals regarding decisions made according to the Financial Aid Satisfactory Academic Progress Policy should be addressed to the Financial Aid Appeals Committee and submitted to the M Center. Circumstances which may warrant an exception to the satisfactory academic progress standards include serious illness, injury, or death of a family member. The appeal must include a written statement from the student outlining the extenuating circumstances which affected the student's ability to meet the credit and/or GPA benchmarks and documentation in support of the appeal, i.e., a letter from a medical professional for medical circumstances. The appeal must also include an explanation of how the circumstances have changed and how the current circumstances will enable the student to meet the satisfactory academic progress standards in the upcoming semester. The deadline to appeal decisions made according to the Financial Aid Satisfactory Academic Progress Policy is the end of the second week of the semester.

Students for whom an appeal has been approved will be placed on "Financial Aid Probation" status. Students may continue to receive financial aid during the semester in which they are placed on "Financial Aid Probation" status but will lose their eligibility for financial

aid if they have not restored themselves by the end of that semester to the financial aid credit and GPA benchmarks outlined in the terms of their probation.

# Advising and Registration

## Academic Advising

The advisor is the student's principal connection to the academic programs of the College and is the first person to whom the student should turn for advice on academic questions. The primary responsibility of the advisor is to offer appropriate suggestions for a sound and balanced academic program and to guide the student toward meeting the degree requirements. The advisor should also assist the student in defining educational goals; provide direction, criticism, and praise as needed to help the student achieve those goals; and help the student see the relationship between educational goals and longer-range personal and career goals.

Upon enrolling, a student is assigned a departmental advisor. The advisor will help plan the student's program, choose courses, and offer support and suggestions in career goal decisions.

Each student shares in the responsibility for ensuring that their academic needs are met. To this end, students are expected to read the College catalog, keep track of their own academic program, and be well prepared with relevant notes, plans, or questions when seeking the help of their advisor.

### Student Records on the Web

The Mills Resource Portal, accessed from the Mills website, provides a link to myMILLS where students can confirm their semester attendance, register, and access their general student information, schedule of classes, academic transcript, transfer credit report, grades, student account, financial aid information, and graduation status. Students can also update their mailing and email addresses and other personal information through myMILLS.

## Confirmation of Semester Attendance

### New Students

All students entering Mills for the first time are required to confirm their semester attendance on or before Orientation. Students must pay or arrange payment for their semester charges before confirming their semester attendance. An email notification will be sent to students when they are eligible to confirm their semester attendance.

Once eligible, students must log in to the Mills Resource Portal, update their personal information as necessary, and confirm their semester attendance online.

Confirming attendance enables students to obtain a student ID card, move into their campus residence, and apply for a parking permit (if needed). All enrolled students who will be on campus are required to confirm their attendance at Mills each semester by the published deadline (see the Academic Calendar).

Once students confirm their semester attendance, the Tuition and Fees Adjustment Policy goes into effect.

Students who confirm their semester attendance after the published deadline may be assessed a \$250 late fee. Students who do not confirm their semester attendance by the add deadline, including those who have made payments and/or registered for classes, will be considered as having withdrawn from the College.

See the Academic Calendar for exact dates.

### Continuing Students

All enrolled students who will be on campus are required to confirm their semester attendance at Mills each semester by the published deadline (see the Academic Calendar). Students must pay or arrange payment for their semester charges before confirming their semester attendance. An email notification will be sent to students when they are eligible to confirm their semester attendance.

Note: Students in "In Progress" status are not required to confirm their semester attendance.

Once eligible, students must log in to the Mills Resource Portal, update their personal information as necessary, and confirm their semester attendance online.

Confirming attendance enables students to validate their student ID card, move into their campus residence, and apply for a parking permit (if needed).

Once students confirm their semester attendance, the Tuition and Fees Adjustment Policy goes into effect.

Students who confirm their semester attendance after the published deadline may be assessed a \$250 late fee. Students who do not confirm their semester attendance by the add deadline, including those who have made payments or registered for classes, will be considered as having withdrawn from the College.

See the Academic Calendar for exact dates.

## Registration

### General Information

All students may register online through myMILLS via the Mills Resource Portal. All new and readmitted students will have access to online registration during pre-registration days and during Final Registration, which takes place at the beginning of each term. Prior to registering, all students must consult with their advisors regarding their course selection. The advisor must approve the student's course selection before the student will be allowed to register.

Registering online requires that the advisor release the registration hold that has been placed on the student's record. Therefore, only students who have made arrangements for their advisor to release this hold will be able to register online. Students who wish to register in the M Center must have a registration form signed by their advisor.

Refer to the Academic Calendar for registration dates and deadlines.

### Continuing Student Registration

Continuing students will have access to online registration on the days designated for their class level during Continuing Student Registration, which takes place in mid-April for the following summer (not all programs have summer courses) and fall semesters and in mid-November for the subsequent spring semester. Exact dates for registration are included on the Academic Calendar. Continuing students, including those studying off campus or on a leave of absence, must register by the end of Continuing Student Registration or incur a \$250 late registration fee.

### Entering and Readmitted Student Registration

Entering and readmitted students register during Final Registration at the beginning of the term. Exact dates are available on the Academic Calendar.

### Late Registration

Students who register after the published registration deadline may be assessed a \$250 late registration fee. Late registration does not excuse a student from the regular assigned work of a course. Students wishing to register after the add deadline must petition the Academic Standing Committee (ASC). Students who do not register by the add deadline, even if they have confirmed their semester attendance, will be considered as having withdrawn without notifying the College.

### Course Selection

The spring course schedule is available on the Mills website beginning in early November; the fall course schedule is available beginning in late March. The online course schedule reflects any changes in course offerings approved after the publication of the catalog.

Before students can register online, they must consult with their assigned advisor to finalize their schedule and obtain approval of their course selection. Students may access Student Records/View Student Information in their myMILLS account via the Mills Resource Portal to confirm their advising assignment.

### Course Levels

Graduate students should enroll for classes at the appropriate level for their degree program:

- 100 level: Advanced undergraduate courses (restrictions apply)
- 200 level: Master's
- 300 level: Credential
- 400 level: Doctorate

### Class Meeting Times

Classes that meet three days per week are scheduled for 50 minutes, or a total of 150 minutes of instruction per week. Classes that meet two days per week are scheduled for 75 minutes, for a total of 150 minutes of instruction per week. Seminars are scheduled for one class meeting per week for 150 minutes. Evening classes are generally scheduled for one meeting per week for 150 minutes, although occasionally a class may meet for 75 minutes, two evenings per week.

### Adding a Course

During the period of time that they have access, students may add courses online. Students who wish to add a course to their schedule after registration may do so without penalty up to the add deadline, which is the end of the first two weeks of classes. Exact dates are available on the Academic Calendar. Students wishing to add a class after their online access has expired must complete an Add/Drop form and secure the signature of the advisor and, if the course is closed, the signature of the instructor. After the add deadline, students may add a course only with the approval of the Academic Standing Committee. If the petition is approved, the course will be added to

the student's schedule and a late add fee of \$150 will be charged to the student's account. Add/Drop forms are available in the M Center and online.

### **Dropping a Course**

During the period of time that they have access, students may drop courses online. Once their access has expired, students who wish to drop a course must complete an Add/Drop form and secure the signature of their advisor, and, beginning the third week of classes, the signature of the instructor. Students may drop courses at any time during the first eight weeks of the semester and these courses will not appear on their transcript. Exact dates are available on the Academic Calendar. Students are advised to refer to the Tuition and Fees Adjustment Policy if the drop will change their enrollment status to part time. Part-time students and auditors who reduce credits or drop courses after the first day of the term should also refer to the Tuition and Fees Adjustment Policy.

After the first eight weeks of the semester, students may drop a course only with the approval of the Academic Standing Committee. If the petition is approved, the course will be dropped from the student's schedule and a late drop fee of \$150 will be charged to the student's account. Add/Drop forms are available in the M Center and online.

### **Withdrawing from a Course**

During the ninth and tenth weeks of the semester, students may withdraw from a course by completing an Add/Drop form, securing the signatures of the advisor and instructor, and submitting the form to the M Center. Courses from which a student has withdrawn will appear on the transcript with a "W" grade, which is not calculated in the student's GPA. After the first 10 weeks of the semester but not beyond the final day of instruction, students may withdraw from a course only with the approval of the Academic Standing Committee. If the petition is approved, a late withdrawal fee of \$150 will be charged to the student's account. Add/Drop forms are available in the M Center and online.

Students should refer to the Academic Calendar for the exact add, drop, and withdrawal deadlines.

### **Unofficial Withdrawal**

Students who do not formally drop a course and who have not attended the course may receive either an "F" grade or a "UW" ("Unofficial Withdrawal") at the discretion of the instructor.

### **Changing Grade Options**

Students who wish to change the grading option of a course may do so online during the period of time they have access or by completing an Add/Drop form and securing the signatures of the advisor and instructor. The course with the original grading option is listed as a drop and the same course with the new grading option is listed as an add. Beginning the ninth week of the term, students may change the grading option of a course only with the approval of the Academic Standing Committee. Students should refer to the Academic Calendar for the exact deadline.

### **Pass/No Pass (P/NP) Grading Option**

Graduate students may elect to register for a course on a "Pass/No Pass" basis, but no course graded in this manner may be applied toward the degree (with the exception of EdD students who take their Directed Reading for Dissertation (EDUC 497) and Dissertation Research (EDUC 450) courses for "P/NP"). Students select this option when they register or may change to or from this grading option within the first eight weeks of the semester. Beginning the ninth week of the term, students may change the grading option of a course only with the approval of the Academic Standing Committee. Students should refer to the Academic Calendar for the exact deadline.

### **Auditing a Course**

Students may formally audit a course with permission from the instructor and faculty advisor. Auditors do not participate in class work, take examinations, or receive credit, and they may not subsequently request to receive credit by examination. Full-time students are not charged for auditing classes. Part-time Mills students are charged \$500 per audited course. Non-Mills students are charged \$750 per audited course. Students who audit a course cannot take the course later for credit.

Students who choose to audit a course after registration but before the add deadline may register for the course or change the grading option of a course online during the period of time they have access or by completing an Add/Drop form, securing the appropriate signatures, and submitting it to the M Center no later than the add deadline. Under no circumstances will a student be allowed to enroll to audit a course after the add deadline. In addition, students will not be allowed to change a grading option to or from "Audit" after the add deadline. Students who drop all course work except an audited course must complete an Application for Auditor Status, available online and in the M Center (see Auditors).

### **Auditors**

Individuals who are not regular degree-seeking Mills students are welcome to audit Mills courses. An Application for Auditor Status is available online and in the M Center and requires the signatures of the student, the instructor, and the head of the applicable department. Once these signatures are obtained, the form is submitted to the M Center and the student will be enrolled in the course(s). The auditor may attend the class only after the form is submitted and the fee has been paid. Refer to the Tuition and Fees section of this catalog for information regarding the costs associated with auditing courses. Mills does not provide transcripts for auditors.

### **Variable Credit**

Courses that are listed in the catalog with a range of credit give the student the option to choose the amount of credit they wish when registering. Changing the amount of credit after registration is done through the Add/Drop process. Requests for adding credit for these

courses must be done by the add deadline; requests for reducing credit must be done by the drop deadline. Refer to the Academic Calendar for exact dates.

### **Cancelled Courses**

Courses may be cancelled at the College's discretion. In the case of a course cancellation, students will be dropped from the class and notified by email.

### **Special Courses**

#### **Advanced Teaching Practica**

These courses cover a variety of directed and supervised experiences in classroom teaching. They are restricted to students who have appropriate background and proven ability, as determined by the faculty supervisor, and require approval of the head of the department in which they are undertaken. Students enrolled in advanced teaching practica are not permitted course overloads. Advanced teaching practica are numbered 277 in the department concerned. Students must submit an Advanced Teaching Practicum Enrollment form, available in their graduate department. These courses are "P/NP" only.

#### **Directed Research**

Some graduate programs offer an opportunity for students in the program to assist a faculty member with advanced research. Directed research is offered for 1 credit and may be taken twice. Directed research may be undertaken only upon the recommendation of the faculty research supervisor and the head of the department after departmental discussion. Courses are numbered 279 in the department concerned. Directed Research Application forms are available in the M Center and online. These courses are "P/NP" only.

#### **Individual Music Instruction**

These courses, open to all students, are available for individual instruction in composition, voice, and a number of instruments. Placement in these courses requires an audition with the Music Department. The generic course is numbered MUS 225 and is graded for students in the Music Program or "P/NP" for others.

Students who wish to enroll in individual instrument or voice instruction should register for the generic course as listed in the Course Schedule. The student must then contact the Music Department for an audition in order to be placed with an instructor. Once placements are confirmed by the Music Department, the specific course and instructor will be added to the student's schedule and the generic course removed. Since auditions are a part of the process, students should not assume that they will be enrolled in the class.

Students who have registered for the generic music instruction course and are not placed with an instructor will be responsible for dropping the course.

#### **Independent Study**

Students with proven ability and sufficient background in a given subject may apply for an independent study course in that subject area. Independent study courses are offered for a maximum of 1 credit and are officially numbered 295, 395, and 495 on the graduate level. Independent study may be undertaken only upon the recommendation of the head of the department concerned after departmental discussion. Independent Study forms are available online and in the M Center. These courses can be taken for a letter grade or as "P/NP."

#### **Internships**

Graduate students typically do not enroll for internships. Field practica and field-based experience for credit is under the guidance of the department in which the student is receiving a graduate degree. Such practica are usually directly related to the student's career goals and academic program, are arranged by the faculty in the department, and are awarded credit and taken for a letter grade. Before arranging an internship through Career Services, students should check with their advisor about department policy regarding community work or field experience. Internships must be approved in advance by a faculty supervisor, the faculty advisor, and the Academic Standing Committee; therefore, retroactive approval is not permitted.

#### **Cross-Registration**

Students who wish to participate in Mills' cross-registration program must complete the Cross-Registration Permit, which requires approval of each institution's registrar, the student's advisor, and the instructor of the course. The student attends the first class session at the host institution to secure the instructor's signature. (See the cross-registration program webpage for eligibility requirements, participating schools, deadlines, and procedures for enrolling.)

## **Academic Regulations**

### **Academic Credit**

#### **Definition of Mills Semester Course Credit**

A typical academic course at Mills is offered for 1 semester course credit. These courses usually meet for 150 minutes per week for 14 weeks, and require a minimum of 12 hours of outside work per week. A Mills graduate semester course credit is equivalent to 4 semester units, or 6 quarter units.

## Attendance Requirements

### Degree Requirements

To earn a degree, each student must meet the minimum course requirements as specified by the department concerned. A student's degree requirements, including sequence requirements, are those stated in the catalog in the year in which she/he is admitted to Mills. Master's degree candidates must take a minimum of 4 course credits at the 200 level toward the total required for the degree. For these students, some advanced upper-division work (100 level) may be accepted by the department. Candidates for the credential enroll in courses at the 300 level; doctoral degree candidates enroll in courses at the 400 level. Post-baccalaureate certificate students enroll in courses at the undergraduate level.

All graduate students should consult the departmental or program listing for information regarding appropriate course levels and complete degree requirements.

### Thesis/Dissertation and Comprehensive Examinations

Most departments offering an advanced degree require a final project or examination. For MA candidates, it may take the form of a comprehensive examination of at least six hours and may be written, oral, or a combination of both, at the discretion of the department. For MFA candidates, it may be a substantial essay relating to their project or performance, to be approved by the department.

Master's candidates in certain departments are required to complete a thesis with 1 or 2 graduate course credits (refer to specific degree requirements for details). The thesis may be a critical written exposition (type A) or a creative work in the fine arts, interdisciplinary computer science, or creative writing (type B).

The bibliographical format of the thesis must be approved by the reference librarian. Certain programs of study require a thesis or formal paper in conjunction with a performance or compilation of an artistic work. Students must enroll in the appropriate thesis class by their last semester of regular enrollment. Students may take up to three additional years to complete their thesis, but must maintain "In Progress" status during this period (see In Progress Status). Thesis guidelines are available from the academic department.

A nonrefundable \$45 Thesis Binding Fee will be charged to the student's account.

Doctoral candidates are required to complete 20 credits toward the EdD as well as the dissertation. Upon completing 20 credits, students who need additional time to complete the dissertation must petition for "In Progress" status (see In Progress Status).

Dissertation in-progress status (dissertation only) for doctoral students signifies that you have completed the required 20 credits toward the doctoral degree and have successfully completed the proposal hearing for the dissertation. Students will remain on in-progress status every semester after completion of course work until completion of the dissertation. The maximum time allowable to complete the EdD, including the time for "In Progress" status is eight years. Extensions may be granted, under exceptional circumstances, with permission from the dean of the School of Education. The fee for registering for in-progress status is \$635 per semester.

### Courses Outside Degree Field

As a liberal arts college, Mills encourages students, even at the graduate level, to take some courses in a related discipline but outside the degree field. These courses count toward the degree only with department approval.

### Residency Requirement

A graduate degree at Mills, with the exception of the MBA and MPP, requires full-time enrollment for a minimum of four semesters. The MBA and MPP require full-time enrollment for a minimum of two semesters. Degree candidates must be enrolled in course work leading to the degree, or enrolled as a continuing candidate "In Progress" in the semester in which the degree is awarded.

Part-time graduate study is considered on a case-by-case basis and must be approved in writing by the department. Students who are in attendance part time in any semester must enroll for five or more semesters before completing the degree with the exception of the MBA and MPP. If part-time study is approved, all policies and stipulations must be followed. Note: The MFA program in studio art and teacher credential programs do not permit part-time studies. No exceptions will be made.

A student may not receive a degree in a semester in which she/he is officially on a leave of absence.

### Program Limits

The maximum period of time allowable to complete programs on the master's level, with the exception of the master's in teaching, is five years; for the doctoral level, three years following completion of course work and the qualifying exam, generally eight years total. The Master's in Education with Emphasis in Teaching (MEET) Program allows for eight years maximum for the completion of the degree. Students in this program complete their credential course work first and then have up to five years in which to teach and gain experience before returning to complete the master's degree.

### Concurrent Enrollment in Two Graduate Programs at Mills

Concurrent enrollment in two graduate programs at Mills is possible only under some circumstances. A student interested in this option must apply to and be accepted into each of the graduate programs. Concurrent enrollment requires the consent of both graduate departments. It is the responsibility of the student to work with academic advisors in each program to develop an academic plan that allows for completion of the degrees. That academic plan should identify core courses that must be taken for completion of the degree in

each program. The number of unduplicated courses in each field shall be determined by the departments. Rules concerning maximum course loads must be followed. Thus, completion of two programs will require longer than the time allowed for the completion of one program.

### Transfer Credit Policy

Students who have attended another college or university as graduate students and have not applied the work done there to an advanced degree may have, with department approval, up to 1.5 semester course credits (6 semester units) transferred toward a master’s degree at Mills. Up to 6 semester course credits (24 semester units) of course work done at another college or university toward a master’s degree may be used toward the doctoral degree at Mills. An official transcript of such credits must be submitted at the time of admission. Transcripts are reviewed by the student’s department, which then authorizes the M Center to place the credits on the student’s record.

Credit earned at other institutions through the cross-registration program is treated as transfer credit.

### Transfer Credit Equivalents

Mills College follows the semester course credit (SCC) system, as opposed to the semester or quarter unit systems commonly used by other colleges and universities. As such, transfer credit from institutions not on the semester course credit system must be converted upon transfer to Mills.

Semester and quarter units will be converted to Mills semester course credits using the following equivalents:

- 4 semester units equal 1 Mills credit
- 6 quarter units equal 1 Mills credit

The sum of the converted credit for a given institution is rounded to the nearest .25 semester course credit.

### Cross-Registration

Graduate students must be enrolled at least part time at Mills to cross-register at another campus. One cross-registration course may be taken per semester. Information regarding cross-registration is available online and in the M Center.

## Student Status

<b>Full-time Status</b>	<b>Credits per Semester</b>
MBA students	3 credits per semester
Non-MBA students	2 credits per semester

### Course Load

Degree Program	Maximum Course Load
MFA in Studio Art or MFA in Dance	5.0 semester course credits
MBA, MPP, Joint MBA/MA in Ed Leadership, Joint MPP/MBA	5.5 semester course credits
Teaching credentials/certification programs	6.5 semester course credits
All other graduate programs	5.0 semester course credits

### Overload

Students seeking to enroll in an overload in excess of the specified program maximum course loads may petition the Academic Standing Committee (ASC). See Tuition and Fees for related overload charges.)

### In Progress Status

Graduate students who are not enrolled in courses but who are working on their thesis, dissertation or comprehensive exam must file for "In Progress" status.

Students must submit a Petition for Candidacy to the M Center the semester before their anticipated semester of graduation.

### Master's Degree Students

The one time fee for "In Progress" status for master's degree students is \$500 (subject to change without notice).

Students that are “In-Progress” may not register for courses nor take a leave of absence.

Students have a maximum of three years to complete the thesis or the comprehensive exam. Students who do not complete the thesis or comprehensive exam within the required time will become “Candidacy Lapsed” and must apply for readmission through Graduate Admission. The IP reinstatement fee is \$700.

Master's degree students with In-Progress status are not considered enrolled students at Mills and are reported as such to the National Student Clearinghouse.

**International MEET students:**

- are allowed up to five years (10 semesters) of IP status; and,
- are registered in a “Continued Practical Training” course (0 credit, “P/NP”) each semester. This course, used by the advisor to track the student’s progress, requires a “Pass” (“P”) each semester to remain in the program.

**Doctoral Degree Students**

The fee for "In Progress" status for doctoral students is \$635 per semester (subject to change without notice).

Doctoral candidates are required to complete 20 credits toward the EdD as well as the dissertation. Upon completing 20 credits, students who need additional time to complete the dissertation must petition for "In Progress" status.

Dissertation in-progress status (dissertation only) for doctoral students signifies that you have completed the required 20 credits toward the doctoral degree and that you have successfully completed the proposal hearing for the dissertation. Students will remain on in-progress status every semester after completion of coursework until completion of the dissertation. The maximum time allowable to complete the EdD, including the time for "In Progress" status is eight years.

Students who do not complete the dissertation within the required time will become “Candidacy Lapsed” and must apply for readmission through Graduate Admission. The IP reinstatement fee is \$700.

Students must submit a Petition for Candidacy to the M Center the semester before their anticipated semester of graduation.

Students that are “In-Progress” are considered enrolled half-time and reported as such to the National Student Clearinghouse.

**Continued Practical Training**

Candidates for the master's in education with an emphasis in teaching (MEET) are allowed up to five years between the completion of the credential component of the program and readmission to the master's component of the program.

During this period of non-enrollment, international students must apply for “In Progress” status and are registered in a Continued Practical Training course (0 credit, "P/NP"). This course, used by the College to confirm that the training is continuing, requires a “Pass” (“P”) each semester in order for the student to remain in the program. The fee for "In Progress" status for International MEET students is \$500 (subject to change). For more information, contact the international student advisor in the Division of Student Life.

**Special Non-Degree Student Status**

Students can be considered non-matriculated for up to two semesters; at that time, students must apply for formal admission to a specific program. Contact the Office of Graduate Admission for additional information.

**Leave of Absence**

Students in good standing may take a leave of absence from the College for a maximum of four semesters. A student wishing to take a leave of absence should contact the M Center to complete the required paperwork. Enrolled students who wish to apply for a leave of absence or a withdrawal effective for the term in which they are currently enrolled must file the petition by the last day of instruction.

Students should contact the M Center to learn the financial ramifications of taking a leave of absence. (See Tuition and Fees Adjustment Policy and Return of Federal, State, and Institutional Financial Aid.)

Students who wish to complete college work elsewhere while on leave from Mills are advised to discuss this with their department, as limited transfer credit is available to graduate students. Upon completion of the courses, the student should request official transcripts to be mailed to the M Center. These transcripts must be received by the end of the student's first semester of return to Mills.

Students who wish to extend a leave of absence or return early from a leave of absence must contact the M Center.

If, after two years, the student does not return to Mills, a formal withdrawal must be filed with the M Center or the student will be considered as terminated enrollment without notifying the College (see Withdrawal).

International students are not permitted to take a leave of absence and should consult with the international student advisor in the Division of Student Life regarding any breaks in attendance.

Leaves of absence are generally not granted in the Studio Art Program. In addition, students who have filed for “In Progress” status are not permitted to take a leave of absence.

**Withdrawal**

Students wishing to terminate their enrollment in the College should contact the M Center to complete the required paperwork. Students should contact the M Center to explore the financial ramifications of withdrawing from the College. (See Tuition and Fees Adjustment Policy and Return of Federal, State, and Institutional Financial Aid.)

Students who fail to register for courses without petitioning for a leave of absence or withdrawal are considered to have terminated their enrollment without notifying the College. A \$150 processing fee will be charged to all students who are reinstated.

### Candidacy Lapsed

Students who have not completed their thesis, comprehensive exam or dissertation at the end of their eligibility for "In Progress" status, will be considered as "Candidacy Lapsed" and will have a student status of "Candidacy Lapsed" ("CL") recorded. A grade of "NC" ("No Credit") will be entered for the thesis. If the student wishes to be reinstated in the program and finish the thesis, a readmission application and current readmission fee must be submitted to the Office of Graduate Admission. If readmitted, the student must then submit a Request for In Progress Status form to the M Center along with the \$700 "In Progress" fee for the reinstatement of the "In Progress" status. The student will have an additional three semesters to complete the thesis.

### Readmission

A student who has withdrawn, with or without notifying Mills, has been disqualified, or whose candidacy has lapsed and who wishes to return must contact the Office of Graduate Admission to request an application for readmission. A \$50 readmission application fee must accompany the application. Contact the department concerned for information about readmission deadlines.

Students who initially enrolled in the master's in education with an emphasis in teaching (MEET) may leave the College for up to five years after completing their credential and then return to the College to complete the master's portion of their program in one additional year. MEET students must contact the Education Department about their plans to return and complete an Education-Returning MEET Application. There is no fee for students returning within five years. MEET students who do not return within five years and who then wish to complete the master's portion of the program must apply for readmission through the Office of Graduate Admission, pay the \$50 readmission fee, and will be required to complete the full two years for the master's degree.

Students who have completed the formal course work for the master's degree may need additional time to complete their thesis or comprehensive exams. These students may petition for "In Progress" (IP) status. Master's degree students must have already enrolled in the specific thesis course in their department (usually numbered 250) prior to the beginning of the "In Progress" period. Students file for "In Progress" status by submitting the Request for "In Progress" form to the M Center. The fee for "In Progress" status for master's degree candidates is \$500 (subject to change).

## Grading

### General Information

Graduate courses intended to count toward the degree must be taken for letter grades (A–F) only, with the exception of dissertation preparation courses for doctoral students, which may be graded "Pass/No Pass" ("P/NP"). Letter grades are recorded as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. Although all grades will be calculated in the GPA, only courses with a "C" grade or better will fulfill degree requirements (see Repeating a Course). Credits are not earned for grades of "C-" or lower. Graduate students may take PE courses for "Audit" ("AU") only.

Equivalents of letter grades are as follows:

Grade	Description	Points
A	Excellent	4.0
A-		3.67
B+		3.33
B	Good	3.0
B-		2.67
C+		2.33
C	Satisfactory	2.0
C-		1.67
D+		1.33
D	Passing, but unsatisfactory	1.0
D-		.67
F	Failure	0

Other grades used to report student progress are:

AU	Audit	0 (Not computed into GPA)
AW	Audit Withdrawal (registered as auditor, but failed to attend)	0 (Not computed into GPA)

I	Incomplete	0 (Not computed into GPA)
IE	Incomplete Extended	0 (Not computed into GPA)
NC	No Credit	0 (Not computed into GPA)
NP	No Pass	0 (Not computed into GPA)
P	Pass (minimum of C- work required)	0 (Not computed into GPA)
PR	In Progress (thesis and special courses only)	0 (Not computed into GPA)
RD	Report Delayed (faculty has not submitted a grade)	0 (Not computed into GPA)
UW	Unofficial Withdrawal (registered, but failed to attend)	0 (Not computed into GPA)
W	Official Withdrawal (after eighth week of term)	0 (Not computed into GPA)

Final grades are not subject to change by reason of a revision of judgment on the instructor's part or on the basis of a second trial, e.g., a new examination or additional work undertaken or completed after the date of the semester report.

The grade point average (GPA) of each student is obtained by dividing the number of grade points earned by the number of semester course credits carried. Master's and doctoral degree candidates and teaching credential candidates must achieve and maintain a cumulative GPA of 3.0 or higher. Students in the post-baccalaureate certificate programs, and special, non-degree graduate students must maintain a GPA of 2.75 or higher. Grades for transferred courses are not calculated into the GPA, with the exception of grades for courses taken through cross-registration.

### **In Progress Grades**

The temporary notation of "PR" ("In Progress") indicates a course in progress. The "PR" grade is used only for thesis courses and other specifically designated courses in the School of Education that, by the nature of the course work involved, cannot be graded at the end of a given term. In the case of a "PR" grade for the thesis, students who do not complete their thesis during their period of candidacy will have the "PR" grade changed to an "NC" ("No Credit").

A student enrolled in the Master's Degree in Education with an Emphasis in Teaching (MEET) Program may receive a notation of "PR" in two instances related to completion of student teaching fieldwork required for a teaching credential and completion of the final research paper required for the master's degree. In the case of a "PR" grade for student teaching, students who do not make adequate progress each term or complete their student teaching fieldwork assignment within three years of their initial enrollment in any of the School of Education's teacher credential programs will have the "PR" grade changed to an "NC" ("No Credit"). In the case of a "PR" grade for the final MEET research paper, students who do not complete their final MEET research paper within three years of beginning their post-teaching credential work will have the "PR" grade changed to an "NC" ("No Credit").

### **Class Attendance**

Students are expected to attend all classes for which they are registered. Academic work proceeds up to the date and hour of the beginning of holidays and semester breaks and resumes promptly at the end of such breaks at the time specified in the Academic Calendar. Students are accountable for any work missed by absence from classes.

### **Instructor Drops**

Instructors may, at their discretion, drop a student from a class due to non-attendance at the first class meeting.

### **Examinations and Assignments**

Faculty members establish the requirements and the nature of academic exercises and examinations. Examinations must be turned in at the scheduled completion time, and it is expected that all examinations and manuscripts represent the student's individual work.

An examination period occurs at the end of each semester. The faculty member concerned decides whether an examination is to be given in a particular course. The final examination, if given, may be one of two types:

- a take-home examination with time and regulations determined by the faculty member
- a scheduled examination—the class meeting time determines the time at which the examination is scheduled (see Final Examination Schedule)

Final examinations must be completed during the days designated as the final examination period on the Academic Calendar.

Graduate students registered in undergraduate courses submit to the same examinations required of undergraduates.

All assignments, projects, term papers, and course assignments are due no later than 5:00 pm on the last day of instruction. No examinations may be given by instructors during the last five teaching days of each semester.

Failure to take the final examination, or submit a paper or report that has been substituted for it, is counted as a failure in the examination. Exceptions are made for reasons beyond the student's control, at the discretion of the instructor. In such cases, students may submit an Incomplete Grade Request/Report form for the course. The course will be graded "I" until the examination has been taken, which must occur by the end of the next semester (see Incomplete Work).

## **Incomplete Work**

When, for reasons beyond her/his control, a student is unable to complete the final portion of her/his work in a course, she/he may request to receive the temporary grade of "Incomplete" ("I"). When the outstanding work is submitted, the instructor will grade the work and the final grade will be recorded by the registrar with a notation of "Inc Grade Removed," which will appear on the student's transcript.

For a student to receive an "Incomplete," she/he must obtain an Incomplete Grade Request/Report form and file it with the appropriate information and signatures. The form documents the percentage of work completed, the grade for this work, the work remaining to be completed, and the date by which the remaining work is due. This form must be filed by the last day of instruction, or, in the case of a student's inability to take the final examination, by the end of the final examination period. Without this form filed in the M Center, the instructor is required to assign a letter grade. A student applying for an "Incomplete" should refer to the Academic Standing section of this catalog to determine how the "Incomplete" will affect her/his academic standing.

Faculty members may not assign an "Incomplete" at will; nor may students simply elect to take an "Incomplete" without sufficient cause. An "Incomplete" is not intended to permit a student more time for the work of a course than is normally allowed, and will not be approved unless the student has already completed a minimum of two-thirds of the course work.

The student must complete the remaining work no later than the last day of instruction of the following semester, or the date agreed upon with the instructor, whichever is earlier, whether or not she/he is enrolled at Mills. If the remaining course work is not completed within the required time, the "Incomplete" will become an "F."

In extraordinary circumstances, a student may petition the Academic Standing Committee for an extension of the "Incomplete" deadline. If approved, the existing "I" grade will be replaced by an "IE" grade indicating that an extension was granted. Students may petition for only one extension. Further extensions will not be granted.

The same policy applies to graduate students enrolled in undergraduate courses.

## **Grade Reports**

Students may access their semester grades online in myMILLS via the Mills Resource Portal. Grade reports are mailed upon written request of the student. Grade reports are not sent to the parents of students. Students who have not fulfilled their financial or other obligations to the College will not be able to access their grades until the obligations are met.

## **Grade Appeal Procedure**

Any appeal of a grade must be undertaken before the end of the following semester or, in the case of graduating students, before graduation. Reasons for appeal are to correct an actual error in computation or an error in entering the grade, or to address cases where some part of the student's work has been unintentionally overlooked. The first step in the procedure is an informal consultation between the instructor and student. If the matter remains unresolved, the next steps involve an appeal to the department head and to the academic dean of the division. If the matter still remains unresolved, an appeal may be made to the provost and dean of the faculty, who will make a final disposition of the appeal.

## **Repeating a Course**

Students may repeat any course in which they receive a grade of "C-" or lower one time. Although the first grade remains on the record, the second grade is also recorded and calculated into the GPA. Credits are not earned for grades of "C-" or lower although the grade is calculated into the GPA. Students who have received a grade of "C" or higher in a course are not allowed a reexamination therein, nor may they repeat the course. (Certain graduate-level courses may be repeated for credit, as noted in the course description in the catalog.)

## **Unsatisfactory Performance**

If a student's work is unsatisfactory, an early academic warning may be sent to the student via email by the instructor during the semester. A copy of this early academic warning is sent to the Division of Student Life and to the student's advisor, who confers with the student regarding improvement of her/his studies.

# **Academic Standing**

## **General Information**

Students' academic progress is reviewed by the Academic Standing Committee (ASC) each semester to determine their academic standing as defined below. The ASC will examine students' academic records based solely on Mills academic work and cross-registration courses. Consideration does not include transfer course work.

Individual graduate programs may establish and administer more stringent requirements governing probation and dismissal in a specific program. Failure to achieve the required level of academic proficiency within the specified time period will lead to automatic dismissal.

## **Satisfactory Academic Standing**

Satisfactory academic progress is defined as:

- minimum cumulative GPA of 3.0 (2.75 for post-baccalaureate certificate students and MPP students in their first semester)

- minimum term GPA of 3.0 except MPP students

### **Warning**

Students in all programs except MPP and post-baccalaureate certificate are issued a warning letter if their cumulative GPA is at least 3.0 but term GPA is below 3.0 and show normal progress toward the degree.

Post-baccalaureate certificate students are issued a warning letter if their cumulative GPA is at least 3.0 (2.75 in their first semester) but term GPA is below 3.0 (2.75 in their first semester) and show normal progress toward the degree.

### **Probation**

Students in all programs except post-baccalaureate certificate may be placed on probation if:

- their cumulative GPA is lower than 3.0; or
- their cumulative GPA is at least 3.0 but their term GPA is lower than 3.0; or
- normal progress toward the degree is not present.

Post-baccalaureate certificate students may be placed on probation if:

- their cumulative GPA is lower than 3.0 (2.75 in their first semester); or
- after their first semester, their cumulative GPA is at least 3.0 but their term GPA is lower than 3.0; or
- normal progress toward the degree is not present.

Students who are placed on probation will have the permanent notation of "Probation" placed on their transcript for the specific semester in which their academic standing was not satisfactory.

### **Removal from Probation**

Students placed on probation are required to achieve a term and cumulative GPA of 3.0 or higher for the subsequent semester to be removed from probation.

Students on probation who take a leave of absence will be considered as on continued probation.

### **Disqualification**

All students who have been placed on probation, either on entry or after their first semester in attendance, and whose progress for the following term meets the definition of probation (above) are subject to disqualification (dismissal). Individual graduate programs may establish and administer more stringent requirements governing probation and disqualification in a specific program. Failure to achieve the required level of academic proficiency within the specified time period will lead to automatic dismissal.

### **Appeal of Disqualification**

Students who are disqualified (dismissed) will have this notation on their transcript unless they successfully appeal the disqualification, in which case a notation of "Probation" will replace the notation of "Disqualification." In either case, the notation is permanent. To appeal the disqualification, students may write to the Academic Standing Committee (ASC) with an explanation of the circumstances which led to their poor academic performance. Letters of support from two faculty members who have worked with the student are also required. Appeals must be received no later than the deadline for the first ASC meeting of the semester immediately following the disqualification.

### **Academic Standing Committee (ASC)**

Students who wish to request an exception to academic policy or procedure must petition the ASC, which meets each week during the term. Completed petitions, supporting documentation, etc., must be delivered to the M Center two business days before the next scheduled meeting. Students should not petition a member of the ASC directly. Students should not assume that an exception will be approved and are advised to continue with their current program in the meantime. Students wishing to appeal a grade should not petition the ASC (see Grade Appeal Procedure).

For more information, including the ASC meeting schedule, contact the M Center. Petitions to the ASC are available online and in the M Center.

### **Student Misconduct and Expulsion**

The College may suspend or expel any student for any of the following reasons:

- lack of cooperation in maintaining the ideals and standards of the College or failure to profit by its purposes and policies
- conduct contrary to the standards, rules, and regulations applicable to students which are established from time to time by the College, student government, and faculty
- conduct of any nature that endangers the health or safety of the student or any other person

Cases involving misconduct are customarily heard by the student Judicial Board established by the Associated Students of Mills College (ASMC) Constitution. Such cases are subject to the specific procedures established from time to time by the ASMC Constitution, unless the College exercises its right to decide the case as described below.

The College reserves its right at all times to suspend or expel a student, whether or not the Judicial Board has acted in the matter, provided that the student be given:

- written notice explaining the nature of the charge;
- an opportunity to respond in person to the official or committee making the recommendation to suspend or expel; and
- a written decision explaining the reasons for any action taken.

In addition, the College may suspend any student on an interim basis of no more than 10 class days without notice of any other procedure in the event of conduct involving an imminent threat to the health or safety of the student or any other person. The president of the College may delegate the investigation or hearing of any disciplinary case to a committee appointed by the president to provide the procedural rights noted above.

The College is not obligated to afford any procedural rights or remedies to students in cases involving misconduct that result in a decision to suspend or expel, except the procedures outlined above, including the Tuition and Fees Adjustment Policy and the Return of Federal, State, and Institutional Financial Aid.

## **Graduation**

### **Petition for Candidacy**

All degree candidates must submit a Petition for Candidacy to the M Center. The petition must be approved and filed before the candidate's final semester at Mills (see Academic Calendar for deadlines). The Petition for Candidacy form is available online and in the M Center.

### **Comprehensive Examination**

Comprehensive examinations must be completed and grades submitted before a student will be allowed to graduate.

### **Thesis or Dissertation**

Dissertations for education and theses for dance are now electronically submitted. Once the dissertation or the thesis has been approved and signed by the dissertation chair or the thesis director and the committee members, please make an appointment with a reference librarian to electronically upload them. Reference librarians can be reached at 510.430.2385 or mbeller@mills.edu. The provost will sign dissertations and theses at the library.

For all other theses, two copies of the approved thesis must be filed with the library approximately one week prior to the end of instruction for the term in which the student intends to graduate. Refer to the Academic Calendar for deadlines. These approved copies must be signed by the thesis director or dissertation chair and the committee members. The provost will sign theses at the library.

A nonrefundable \$45 Thesis Binding Fee will be charged to the students' Banner records.

If the type B thesis (a creative work in the fine arts, interdisciplinary computer science, or creative writing) is of such a nature that it cannot be duplicated, the original work will become the property of the College and will be deposited in the library. If the creator of a type B thesis intends to copyright the thesis, the College retains a nonexclusive copyright interest.

No student will be permitted to graduate until the thesis or dissertation is turned in and a passing grade for the thesis submitted. Doctoral dissertations must be successfully defended in order for doctoral candidates to be eligible to participate in the Commencement ceremony.

### **Dates for Conferral of Degree**

Mills College confers degrees three times per year. Students who complete all requirements for the degree in the fall will have an official graduation date of January 2 of the following year. Students who complete all requirements at the end of the spring semester will have an official graduation date that corresponds to the date of Commencement. Students who complete all requirements in the summer will have a graduation date of September 1.

Master's degree candidates who have completed all of their course work except the thesis must apply for "In Progress" status and pay any associated "In Progress" fees (see In Progress Status).

### **Commencement**

The Commencement ceremony, which takes place each May, includes the formal conferral of the degree for students who have completed all requirements in the previous summer term, fall semester, or spring semester. For MA, MFA, MBA, and MPP candidates, this includes completion of all formal course work including the thesis, graduate research project, or comprehensive examination. For doctoral candidates, this includes completion of all formal course work, the defense of their dissertation, and the Diploma Release Form from the School of Education. For certificate candidates, this includes the completion of all course work. The conferral of the degree is signified by the awarding of the doctoral or master's hood, if applicable, and the symbolic presentation of the diploma or certificate.

Formal academic regalia are required of all students participating in the graduation ceremonies.

### **Diplomas**

Diplomas for students who have completed their requirements in the summer are mailed in October. Diplomas for students who have completed their requirements in the fall are mailed in February. Diplomas for spring graduates are mailed in June. The diploma bears the degree, the area of study, and the date of the student's actual graduation.

Diplomas will not be released under certain conditions:

- If a student is in financial default, the College may withhold her/his diploma until all financial obligations are met.
- If a student has received any "Incomplete" or "In Progress" grades for the spring or has any missing grades, the diploma will be held until the incomplete courses are completed and graded or the missing grades have been submitted.
- If a student attended another institution through cross-registration during the final spring semester, the diploma will be held until an official transcript from the institution is received and reviewed and credit is granted.
- Diplomas for doctoral students will be released only upon receipt of a Diploma Release form in the M Center from the School of Education.

## **Transcripts and Enrollment Verification**

### **Transcripts**

The official Mills College transcript includes all levels of academic work completed at Mills, including undergraduate and graduate. All transcripts come in individually sealed envelopes, unless otherwise specified. Transcript requests are not processed if the student has an outstanding obligation to the College, financial or otherwise. We cannot accept phone or email requests.

For the fastest service, Mills College has authorized National Student Clearinghouse to provide online transcript ordering. The service allows payment with any major credit card or debit card with a credit card logo.

Transcripts may be ordered online via the Mills Resource Portal or by going directly to the National Student Clearinghouse secure site.

If you do not have a credit card, please submit a completed Transcript Request form or a written request with payment in the form of check, cash, or money order to the M Center. Checks are made payable to Mills College.

We cannot accept faxed Transcript Request forms and the requests cannot be processed without payment.

Written requests are submitted to the M Center and should include the following information:

- Your current name
- Name used while in attendance
- Social Security Number or Mills student ID number
- Dates of attendance
- Date of birth
- Number of copies
- Contact name and complete address of recipient(s)
- Your current mailing address and phone number
- Check or money order made payable to Mills College
- Your signature

### **Fees**

- Transcript fee is \$10 per copy.
- Rush delivery fee is an additional \$25 per recipient.

### **Service**

- Standard service—please allow five business days upon receipt for processing.
- Rush and rush international service requests are processed within 24 hours upon receipt and sent via overnight mail. Rush service may also be requested in person at the M Center.

Current students may print an unofficial transcript at any time through myMILLS via the Mills Resource Portal.

## **Degree and Enrollment Verification**

### **Online Enrollment Verification**

Students may request enrollment verification (with or without the GPA) online in myMILLS via the Mills Resource Portal. The enrollment verification can be mailed, faxed, or held for pick up at the M Center. Students may also print enrollment verification without the GPA directly from myMILLS via the National Student Clearinghouse (NSC) by clicking on the "Enrollment Verifications and Loan Information" link in the main menu.

Enrollment verification certifies past and current semesters. For enrollment verification for a future semester, the student must be registered in classes and the following disclaimer will be printed on the verification: "The verification of any future term noted here is based solely on the student's registration and cannot be verified officially until instruction has begun."

Requests with GPA submitted via myMILLS will be processed within two business days. There is no fee to obtain enrollment verification.

Enrollment verification includes the following:

- Current enrollment status: full time or part time
- Explanation of full-time status, including Mills semester course credits to semester credits conversion
- Current and past terms attended, including term beginning and end dates
- Number of credits enrolled for current and past terms
- Degree(s) awarded or pending
- Expected graduation date and term
- Field of study
- GPA (when requested)

Students may view the status of an enrollment verification request by logging in to their myMILLS account and clicking on the "Enrollment Verifications and Loan Information" link.

#### **In-Person Enrollment Verification**

Students who have a supplemental form(s) to be completed as part of the enrollment verification may bring the form(s) to the M Center and submit a request in person by completing the Enrollment Verification Request form, available in the M Center. Enrollment verification that does not require additional forms can be requested online via myMILLS.

#### **Third Party Requests**

Mills College has authorized the NSC to provide degree and enrollment verification for its students. Students who receive requests from a third party for degree or enrollment verification may refer them to:

National Student Clearinghouse  
www.studentclearinghouse.org  
Phone: 703.742.4200 Fax: 703.742.4239  
Email: service@studentclearinghouse.org  
Mail: 2300 Dulles Station Boulevard, Suite 300  
Herndon, VA 20171

Contact the M Center for more information.  
Carnegie Hall Room 101  
510.430.2000  
mcenter@mills.edu