

# Undergraduate Catalog 2013-14

## 2013–2014 Academic Calendar

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

Nestled in the heart of the urban San Francisco Bay Area, Mills College is a hidden gem. It's an idyllic setting that might—at first glance—belie the pulse of activity that beats within the gates. As many have discovered, Mills is home to one of the most dynamic liberal arts educations available to women today.

For over 160 years, Mills College has enjoyed a reputation as a vibrant center of academic excellence. Historically a college for women only, Mills continues that proud tradition today at the undergraduate level. To provide enhanced professional opportunities for all students, Mills also offers renowned graduate programs open to both women and men.

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 the 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.

With more than one-half of the undergraduates identifying as women of color, Mills brings together students with a wide range of ethnicities, interests, backgrounds, and ages.

## **Mission**

Mills is an independent liberal arts college for 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.

## **Academic Environment**

Inspired by a teaching philosophy that grows out of a long-standing dedication to women's education, Mills provides a creative learning environment that encourages intellectual exploration. The faculty of nationally and internationally respected scholars and artists is dedicated to developing the strengths of every student, preparing them for lifelong intellectual, personal, and professional growth.

With an impressive student-to-faculty ratio of 10:1, Mills women are assured access to and support from their inspiring and committed professors. The cornerstone of a Mills education is the collaboration between dedicated students and distinguished faculty that goes beyond the classroom and into meaningful work and innovative research.

Mills encourages openness to experimentation in the context of established academic disciplines. The curriculum combines traditional liberal arts with new educational initiatives that value cultural, racial, and ethnic diversity. Academic programs are designed to reflect the importance of global issues, provide an understanding of the natural world, and enhance opportunities for women throughout society.

## **Academic Programs**

Mills offers more than 40 majors, including the bachelor of arts degree in more than 35 majors and the bachelor of science degree in biochemistry and molecular biology, biology, biopsychology, chemistry, environmental science, and mathematics. In addition, the College offers seven unique programs that enable students to earn a bachelor's and a master's degree in just five years. At the foundation of these academic programs is the belief that an education in the liberal arts and sciences should offer the opportunity to explore and master a varied set of skills, perspectives, and disciplinary experiences.

The Mills General Education (GE) Program is guided by a set of learning outcomes rather than a strict list of courses. Each student designs her own general education with the guidance of her faculty advisor, tailored to her unique needs and interests. The program places the student's work in her major in a larger context, and allows her to explore and appreciate knowledge beyond her field. GE requirements fall into three outcome categories: skills (written communication, quantitative and computational reasoning, and information literacy/information technology); perspectives (women and gender, and multicultural); and disciplines (the arts, historical perspectives, natural sciences, and human institutions and behavior).

Students are not required to select a major until the end of their sophomore year, and they are encouraged to add non-major subjects to their programs even after deciding on an area of concentration. Students may also choose to pursue a subject as an independent study project with the supervision of a Mills professor.

Sophomores, juniors, seniors, and in some circumstances, first-year students, may cross-register for one course per semester at UC Berkeley, California College of the Arts, or one of several other Bay Area colleges. Mills has exchange or visiting programs with many American colleges and universities and affiliations with study abroad programs in more than 60 countries. These relationships offer additional avenues to experience different teaching styles and learning environments.

Mills offers preprofessional programs in nursing, medicine and health sciences, and law. Off-campus internships connect academic studies and career plans with on-the-job experience. Students learn from and work with faculty who are community, national, and international leaders in science, economics, mathematics, the arts, literature, education, government, and many other fields.

## **Campus Life**

Located in the foothills of Oakland, California, on the east shore of the San Francisco Bay, Mills offers students access to the diverse metropolitan centers that make up the greater Bay Area. Amid the green rolling hills and the century-old eucalyptus trees of the Mills campus, students find haven—a great place to live and learn—with new friends and new ideas at every turn. The campus is heavily accented with Mediterranean-style buildings, many designed by architectural innovator Julia Morgan. Paths and streams wind their way through tree groves and meadows, adding to the lush feeling that pervades the 135-acre campus. Mills students also enjoy an educational environment enriched by historic cultural resources such as the Mills College Art Museum, the Littlefield Concert Hall, and the Center for Contemporary Music.

Residential and commuting students alike participate in a variety of eclectic events that enhance learning and provide inspiration beyond the classroom. Typical offerings might include a contemporary art exhibit, a lecture on socially responsible business, a creek clean-up event, a spoken word performance, or an evening of experimental music. Mills also offers a variety of student clubs and organizations that run the gamut from the Mills Leadership Action of Tomorrow to the International Student Association.

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.

Outside the campus gates, students have access to the urban Bay Area with Berkeley, San Francisco, Napa, and Silicon Valley nearby. Students can enjoy educational and professional opportunities afforded through stimulating cultural, artistic, and political events or simply reap the benefit of the social and recreational activities and climate of the beautiful Bay Area.

## **Diversity and Social Justice Statement**

Mills College embraces diversity and social justice as key components of academic, cocurricular, and residential life. The College encourages every member of our community to embrace this vision and to work to attract, support, and retain students, faculty, and staff who reflect the diversity and social justice values of Mills.

Diversity refers to the variety of personal experiences, values, and world views that arise from race, ethnicity, gender/gender identity, religious and spiritual beliefs, class, age, color, sexual orientation, disability, immigrant status, and national origin. Social justice refers to a commitment to challenging social, cultural, and economic inequalities imposed on individuals arising from any differential distribution of power, resources, and privilege at Mills and in the larger society.

Since its founding, Mills has remained committed to empowering women to overcome the social barriers that have excluded them from educational and career opportunities. In the 20th century, Mills recognized the importance of extending this access to women from diverse backgrounds, including resumer women, parenting students, and first-generation college students. In addition, Mills' graduate and professional programs are designed to provide a coeducational environment that values women's leadership and promotes gender equality. Because the College aims to educate all students to acquire the knowledge and skills to effect thoughtful changes in a global, multicultural society, we seek to create opportunities for engagement in activities that promote equity and justice.

Mills honors freedom of expression and respectful discourse as fundamental educational cornerstones. We recognize that students learn best in an environment that is safe for disagreement, recognizes and addresses diverse learning styles, and values holistic growth and wellness.

Mills recognizes that diversity and social justice are inextricably linked to academic excellence and innovation. Critical thinking, intellectual curiosity, creativity, and collaboration are all enhanced when a diverse faculty and student body interact and learn from one another. By offering a traditional liberal arts curriculum while engaging new pedagogies and diverse perspectives, Mills provides a transformative educational experience that prepares students for excellence and effective leadership in their careers, professions, and in graduate education.

## **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.

The Young Ladies' Seminary was established by nine citizens in what became the state capital, and it gained a strong reputation under the direction of Oberlin graduate Mary Atkins. With a vision of equal education and opportunity for women, 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. Among the first institutions for the higher education of women, Mills is the oldest women's college west of the Rockies.

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 of the College include Jennifer Losch Bartlett, abstract artist; Renel Brooks-Moon, voice of the 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; Barbara Lee, US Congresswoman; 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.

# Academic Requirements

## Bachelor of Arts (BA) Degree Requirements

A student's degree requirements, including the major and minor sequence requirements, are those stated in the catalog in the year in which she is admitted to Mills. To be eligible for graduation with a BA degree, students must complete all the requirements listed below:

- 1. Total Semester Course Credits (34 credits)**  
Each student must complete a minimum of 34 semester course credits including transfer credits and/or Advanced Placement (AP) credits.
- 2. General Education (GE) Requirement (10 courses; 9.25 credits)**  
The 10-course (9.25-credit) GE requirement can be fulfilled through numerous courses throughout the curriculum which reflect our general education outcomes; students can also gain GE credit through AP credit or prior college-level course work. Courses required for the major may also count toward the GE requirement. A single course may count for up to two GE requirements. COLL 005 (0 credit) is required of all entering undergraduates. ENG 001 is required of all entering undergraduates unless they have equivalent transfer credit (AP credit does not fulfill ENG 001). Both ENG 001 and COLL 005 must be taken during the first year of the student's attendance. (See General Education Requirements for the Bachelor's Degree.)
- 3. Major (10 to 16 credits)**  
Majors confined to a single discipline will require 10 to 13 semester course credits; a divisional or interdivisional major requires 13 to 16 semester course credits within the combined fields of concentration. Students may major in no more than two fields, each field requiring at least 10 unduplicated semester course credits. Refer to the Departments and Programs section of the catalog for specific major requirements. (See Declaring a Major.)
- 4. Minor (Optional) (5 to 6.25 credits)**  
A minor consists of 5 to 6.25 semester course credits. Students may minor in no more than two fields. No courses taken for the minor may be counted in the major or in a second minor. Refer to the Departments and Programs section of the catalog for specific minor requirements. (See Declaring a Minor.)
- 5. Electives Outside the Major Field (17 credits)**  
Students must complete 17 semester course credits in subject areas outside their first major field (e.g., students majoring in English may not count any English courses as electives) and may include transfer or AP credits, but may not include physical education courses. Elective credits may also include courses taken to fulfill the GE requirements or, if applicable, courses taken to fulfill a minor and/or a second major.
- 6. Upper-Division Credits (9 credits)**  
Each student must complete a minimum of 9 100-level semester course credits.
- 7. Letter Grades in the Major and Minor**  
All courses in the major and minor sequences must be completed with letter grades. "Pass/No Pass" ("P/NP") grades are not permitted in the major or minor unless specifically required (e.g., internships).
- 8. Residency Requirement (12 credits)**  
Students must be in attendance at Mills during the last two semesters immediately prior to graduation and must complete a minimum of 12 semester course credits at Mills, which requires a minimum of three semesters of study. Courses taken through international study, domestic exchange/visit, cross-registration, or concurrent enrollment do not count toward the residency requirement.
- 9. Minimum 2.0 Cumulative GPA**  
No student may graduate with a cumulative Mills GPA of lower than 2.0.
- 10. Credit Restrictions**  
*Physical Education (PE) Courses*

A maximum of 1 semester course credit (four courses) in physical education activities, including competitive sports, is allowed toward the degree. Students wishing to enroll in additional PE courses must register for these courses as "Audit" ("AU") and will receive no credit for them. A student may receive credit for no more than two .25-credit activity or competitive sport participation classes in any one semester. (Activity courses are numbered PE 001–049; competitive sports courses are numbered in the 100s.)

#### ***Dance Technique Courses***

Students who do not major in dance may apply no more than 2 semester course credits (eight courses) of dance technique toward the degree.

#### ***Music Performance Courses***

Students who do not major in music may apply no more than 2.5 semester course credits (10 courses) in individual instrument instruction, individual voice instruction, or performance and composition toward the degree.

## **Bachelor of Science (BS) Degree Requirements**

A student's degree requirements, including the major and minor sequence requirements, are those stated in the catalog in the year in which she is admitted to Mills. To be eligible for graduation with a BS degree, students must complete all of the requirements listed below:

### **1. Total Semester Course Credits (34 credits)**

Each student must complete a minimum of 34 semester course credits including transfer credits and/or Advanced Placement (AP) credits.

### **2. General Education (GE) Requirement (10 courses; 9.25 credits)**

The 10-course (9.25-credit) GE requirement can be fulfilled through numerous courses throughout the curriculum which reflect our general education outcomes; students can also gain GE credit through AP credit or prior college-level course work. Courses required for the major or natural science and mathematics core, or courses taken to fulfill the liberal arts requirement, may also count toward the GE requirement. A single course may count for up to two requirements. COLL 005 (0 credit) is required of all entering undergraduates. ENG 001 is required of all entering undergraduates unless they have equivalent transfer credit (AP credit does not fulfill ENG 001). Both ENG 001 and COLL 005 must be taken the first year of the student's attendance.

### **3. Natural Science and Mathematics Core**

(10.75 credits)

To be eligible for graduation with a BS degree, students must complete a natural science and mathematics core which includes:

BIO 001 General Biology I with Lab (1.25)

CHEM 017–018 General Chemistry I and II with Lab (1.25; 1.25)

CS 063 Introduction to Computer Science (1)

MATH 047–048 Calculus I and II with Workshop (1.25; 1.25)

PHYS 061–062 General Physics I and II with Lab (1.25; 1.25)

And one course chosen from the following (majors may recommend or require specific courses):

CS 064 Computer Concepts and Intermediate Programming (1)

ECON 081 Introduction to Statistics (1)

MATH 004 Discrete Mathematics I (1)

MATH 049 Multivariable Calculus (1)

MATH 050 Linear Algebra (1)

MATH 102 Probability and Statistics (1)

MATH 104 Differential Equations (1)

MATH 141 Real Analysis I (1)

PSYC 146 Statistics for the Behavioral Sciences (1)

### **4. Major (9 to 13 credits)**

Students may major in no more than two fields, with 10 unduplicated semester course credits required in each field. BS degrees are offered in biology, chemistry, biochemistry and molecular biology, biopsychology, environmental science, and mathematics. These majors offer both a BA and BS track; to be eligible for the BS degree, students must complete the requirements for the BS major. Refer to the Departments and Programs section of the catalog for specific major requirements. (See Declaring a Major.)

### **5. Independent Experience (1 credit)**

Students must complete 1 course credit of independent work related to the major, which can be in the form of directed research or an academic internship, as agreed upon by the student and her advisor. This is not part of the major sequence.

**6. Liberal Arts Electives (10 credits)**

Students must complete 10 course credits outside of natural science and mathematics (biology, chemistry, computer science, environmental science, mathematics, or physics), not including physical education courses. This will include all appropriate GE courses (including ENG 001). For majors that require courses outside of natural science and mathematics, such as environmental science and biopsychology, students may count up to two courses in the major toward the liberal arts requirement.

**7. Minor (Optional) (5 to 6.25 credits)**

Students are encouraged to consider a minor in a humanities, social science, or fine arts field. A minor consists of 5 to 6.25 semester course credits, and is not required for the BS degree. Students may minor in no more than two fields. No courses in the minor may be counted in the major or in a second minor, but courses counted in the liberal arts and natural science and mathematics core may also count toward a minor. Refer to the Departments and Programs section of the catalog for specific minor requirements. (See Declaring a Minor.)

**8. Letter Grades in the Major, Minor, and Core**

All courses completed in the major and minor sequences and in the natural science and mathematics core must be completed with letter grades. "Pass/No Pass" ("P/NP") grades are not permitted in these areas.

**9. Residency Requirement (12 credits)**

Students must be in attendance at Mills during the last two semesters immediately prior to graduation and must complete a minimum of 12 semester course credits at Mills, which requires a minimum of three semesters of study. Courses taken through international study, domestic exchange/visit, cross-registration, or concurrent enrollment do not count toward the residency requirement.

**10. Minimum 2.0 Cumulative GPA**

No student may graduate with a cumulative Mills GPA of lower than 2.0.

**11. Credit Restrictions**

***Physical Education (PE) Courses***

A maximum of 1 semester course credit (four courses) in physical education activities, including competitive sports, is allowed toward the degree. Students wishing to enroll in additional PE courses must register for these courses as "Audit" ("AU") and will receive no credit for them. A student may receive credit for no more than two .25-credit activity or competitive sport participation classes in any one semester. (Activity courses are numbered PE 001–049; competitive sports courses are numbered in the 100s.)

***Dance Technique Courses***

Students who do not major in dance may apply no more than 2 semester course credits (eight courses) of dance technique toward the degree.

***Music Performance Courses***

Students who do not major in music may apply no more than 2.5 semester course credits (10 courses in individual instrument instruction, individual voice instruction, or performance and composition toward the degree).

## **Nursing Certificate**

### **Requirements**

A student's nursing certificate requirements are those stated in the catalog in the year in which she is admitted to Mills. To be eligible for graduation, students must complete all the requirements listed below and should refer to the departmental listing for specific course requirements:

**1. Completion of All Clinical Prerequisite Course Work (max. 17 credits)**

Each student must complete all prerequisite course work required for transfer to Samuel Merritt University which may include transfer courses and/or Advanced Placement (AP) credits. These credits are to be completed over two years of study. A maximum of 8.5 credits may be transferred into the program.

**2. General Education (GE) Requirement (5 courses; 4.25 credits)**

The five-course (4-credit) general education requirement can be fulfilled through a selection of courses which reflect Mills' general education outcomes; students can also earn GE credit through AP credit or prior college-level course work. COLL 005 (0 credit) is required of all entering undergraduates. ENG 001 is required of all entering undergraduates unless they have equivalent transfer credit (AP credit does not fulfill ENG 001). Both ENG 001 and COLL 005 must be taken during the student's first year of attendance.

**3. Science Core (5 credits)**

Nursing students must complete four 1.25-credit science core courses as part of the major. At least two of these courses must be completed at Mills.

**4. Remaining Major Requirements (8 credits)**

Students must also complete the eight additional courses specified by the department as part of the major.

**5. Residency Requirement (8.5 credits)**

Students must be in attendance at Mills during the last two semesters immediately prior to completion of the certificate and must complete a minimum of 8.5 semester course credits at Mills.

**6. Minimum GPA of 2.85**

The Mills cumulative GPA must be at least 2.0 to advance to the second year of the program. However, students must maintain a prerequisite course work GPA of 3.0, which includes all prerequisite course work taken prior to entering Mills and while a student at Mills, to transfer to Samuel Merritt University for their final two years of study.

**7. Credit Restrictions**

***Physical Education (PE) Courses***

A maximum of .5 semester course credits (two courses) in physical education activities, including competitive sports, may be taken by students while enrolled in the Nursing Program. Course credits for PE courses do not count toward the nursing certificate. Students wishing to enroll in additional PE courses must register for these courses as "Audit" ("AU").

***Nursing Leadership Seminar Courses***

Nursing Leadership Seminar courses NASC 051N and NASC 052N may be taken for credit toward residency requirements only for a maximum of 1 credit. Students may enroll in either course only two times.

Additional Requirements for Acceptance into Samuel Merritt University

Before transferring, nursing students are advised to check the Samuel Merritt University catalog that is valid for the year they will enter clinical studies for any additional requirements for acceptance.

## The Mills College Philosophy of General Education

Done well, a liberal arts education is a gymnasium for the mind—opposed to a narrowly focused training program for a single sport. Fitness for citizenship, one might say, is the goal. It produces ... citizens who value knowledge beyond their specialties, and who want to learn all the things there isn't enough time to learn, rather than asking, Why do I need to know that?

—Dan Ryan, Associate Professor of Sociology

General education is the hallmark of a true liberal arts education, distinguishing it from an education focused solely on a specialized field. At Mills, we understand the importance of a student's major for developing focused skills and knowledge in a specific field; however, we also know that our students come to us to gain a breadth of experiences, ideas, and skills. At the foundation of this program is our belief that a liberal arts education should offer the opportunity to explore and master a varied set of skills, perspectives, and disciplinary experiences. The General Education (GE) Program ensures that each Mills student will graduate with confidence in their intellectual abilities, a broad awareness of diverse ideas and perspectives, and an appreciation of and capacity for lifelong learning.

Our GE Program is guided by a set of learning outcomes, rather than a strict list of courses or a single generic curriculum. Students design their general education plan in consultation with their faculty advisor, ensuring that they achieve a specific set of learning outcomes; and tailor a program suited to their own unique needs and interests. To this end, some of the courses students take to fulfill their GE requirements may be in the major. The program also places the work students do in the major in a larger context by permitting the opportunity to explore realms of learning that fall outside a specific discipline.

Infused with the principles of the College's mission, the GE Program emphasizes that all Mills College graduates should be able to write clearly, think across disciplines, work in productive collaboration with others, and offer critical analysis and logical reasoning in a variety of contexts; be technically competent in a computerized world, artistically sensitive, and adept in scientific and historical thinking; and be educated about the multicultural dimensions of our world, the influence of social institutions, and crucial issues facing women in contemporary society. The Mills Electronic Collaborative Learning Center offers students and faculty opportunities for innovative teaching that emphasizes technology and computer literacy while the ENG 001 program has been developed as an intensive first-year writing course introducing students to college-level writing.

Numerous other courses throughout the curriculum reflect our general education outcomes; students can also gain GE credit through AP credit or prior college-level course work.

## General Education Requirements for the Bachelor's Degree

Each of the requirements listed below can be fulfilled in a number of ways, including Mills courses, transfer credit, and/or relevant AP courses. The advisor will help the student set up a general education plan tailored to her specific academic needs and interests.

The GE requirements fall into three outcome categories: skills, perspectives, and disciplines. Each outcome is listed below with a descriptive rationale and how it can be fulfilled. A list of courses meeting these requirements is available online under General Education Courses. A given course may meet no more than two GE requirements.

## 1. Skills

### Written Communication (2.25 credits)

Graduates of a liberal arts institution should be able to write papers in a variety of contexts, using generally accepted grammar and forms to convey ideas, research findings, and arguments.

All entering first-year students, undergraduate international students, and entering transfer students who have not completed an acceptable college-level English composition course are required to take Critical Reading and Expository Writing (ENG 001 for 1.25 credits). ENG 001 must be completed by the end of the first year at Mills.

ENG 001 (or equivalent) and a second writing-intensive course fulfill this requirement.

### Quantitative and Computational Reasoning (1 credit)

Facility with quantitative and computational methods of reasoning and analysis is an important skill for all citizens in our society. It also prepares students for a broader spectrum of career options in a rapidly changing world. In addition to understanding and developing cogent logical arguments, students should be able to translate problems into the language of mathematics and computer science, and to use mathematical and computational tools to organize and analyze information.

### Information Literacy/Information Technology Skills (0 credit)

In a society of rapid technological change and proliferating information resources, individuals are confronted with an abundance of information in a variety of formats. Students should have the skills needed to evaluate the authenticity, validity, and reliability of information. Being information-literate is a critical component in establishing a pattern of lifelong learning, and the ability to effectively communicate information using computers is an essential aspect of a well-rounded liberal arts education. Information literacy requires basic knowledge of the nature of computers and information systems; ability to apply information technology in written communication and in conducting research; understanding the capabilities and limitations of technology; and understanding strategies and standards in the evaluation of information sources.

COLL 005 Information Literacy/Information Technology Skills fulfills this requirement. This course is taken online through Blackboard. This course is graded "P/NP" only. Please see the self-enrollment instructions to begin your course work for COLL 005.

## 2. Perspectives

### Women and Gender (1 credit)

Students graduating from a women's college should demonstrate the ability to think clearly and constructively about the most crucial issues that relate to women in contemporary society. They should also have an understanding of current and past ideas about women and gender.

### Multicultural Perspectives (1 credit)

Globalization, migration patterns, and changing demographics in the United States and around the world have highlighted the political, social, and cultural contributions of people of color. At the same time, social movements based on racial, ethnic, and national identities have made a significant impact at both the national and international levels. An understanding of multiculturalism, racial formation and stratification, and exposure to challenges to dominant discourses will enable students to comprehend and analyze these processes.

## 3. Disciplinary Experiences

### Creation and Criticism in the Arts (1 credit)

Creation in the arts is an intuitive process that combines personal vision with specific knowledge of different media and genres, specific skills in construction and presentation, and an awareness of the history of the medium. Criticism in the arts attributes meaning to creative works through interpretation, which combines an understanding of the creative act with analyses of its historical, political, and cultural contexts. Because the creation and critique of art are central to a liberal arts education, students should have a critical or creative relationship to art in at least one medium (including painting, photography, sculpture, and literature).

### Historical Perspectives (1 credit)

The past matters. It informs the present and shapes current affairs in complex and often obscure ways. Memories of the past are continually contested both in public discourse and within the academy. Learning to analyze critically and participate in these conversations is a core element of a liberal arts education.

### Natural Sciences (1 credit)

Study of the natural sciences and their methods is critical for many reasons; among them are: gaining knowledge about how the natural world is structured and how it behaves; evaluating the role knowledge of the natural world plays in the development of technologies; understanding the role scientific knowledge plays in setting many governmental policies and in dealing with health and environmental issues; and appreciating the design and value of scientific methods.

Human Institutions and Behavior (1 credit)

The realm of human behavior manifests patterns that can be studied, understood, and predicted, similar to those found in nature as a whole. Both responsible citizenship and wise leadership depend on an understanding of how individuals behave and interact within social institutions. The findings, logical paradigms, and techniques of the social sciences provide essential insights into understanding these interactions.

# Majors and Minors

## Major Field of Study

Mills believes that studying one field in depth gives shape and purpose to a student's educational program. As soon as a major is chosen, the student is encouraged to plan a course of study for the full program to graduation. A few disciplines require a sequence of courses that begins in the first year. Many majors also require that the student select a particular emphasis within the major which will determine the exact course requirements for that major. Courses in the major must be completed with letter grades.

A major field of study most often lies within a single department, but divisional and interdivisional majors bring together related materials from several disciplines. A single-discipline major will typically require 10 to 13 semester course credits within the discipline. In some cases, related courses in other disciplines will be required and elective courses outside the major field may be suggested. A divisional or interdivisional major requires 13 to 16 semester course credits within the combined fields of concentration. In addition, most departments plan for their seniors a capstone experience that provides a synthesis of the material in the major field. This experience might be a comprehensive examination, a senior seminar, a thesis, a performance, a project, or a combination of exercises. (See Declaring a Major.)

Students may also create their own college major. (See College Major section below.)

## Minor Field of Study

Minor programs, consisting of 5 to 6.25 semester course credits, are authorized in certain fields or disciplines. Courses in the minor sequence may not be duplicated in the student's major sequence. A student may not major and minor in the same discipline. Courses in the minor must be completed with letter grades. (See Declaring a Minor.)

# Departments and Programs

## Majors and Minors

American Studies major, minor  
Anthropology major, minor  
Art History major, minor  
Art (Studio) major, minor  
Asian Studies minor  
Biochemistry and Molecular Biology major (BA and BS)  
Biology major (BA and BS), minor  
Biopsychology major (BA and BS)  
Book Art minor  
Business Economics major  
Chemistry major (BA and BS), minor  
Child Development major, minor  
College Major major  
Computer Science major, minor  
Dance major, minor  
Economics major, minor  
English with Emphasis in Creative Writing major  
English with Emphasis in Literature major, minor  
Environmental Science major (BA and BS)  
Environmental Studies major, minor  
Ethnic Studies major, minor  
French and Francophone Studies major, minor  
Government major, minor  
History major, minor  
Intermedia Arts major, minor  
International Relations major  
Journalism minor  
Latin American Studies major, minor  
Literary and Cultural Studies major, minor

Mathematics major (BA and BS), minor  
Music major, minor  
Philosophy major, minor  
Physics minor  
Political, Legal, and Economic Analysis major  
Psychology major, minor  
Public Policy major, minor  
Queer Studies minor  
Sociology major, minor  
Spanish and Spanish American Studies major, minor  
Women's, Gender and Sexuality Studies major  
Women's Studies minor

### **Partner Programs**

Engineering  
Nursing

### **Bachelor's to Master's Five-Year Degree Programs**

Mills offers six unique programs that enable students to earn a bachelor's and a master's degree in just five years:

4+1 BA/MBA Business Administration  
4+1 BA/MA Infant Mental Health  
4+1 BA/MA Interdisciplinary Computer Science  
4+1 BA/MA Mathematics  
4+1 BA/MPP Public Policy  
4+1 BA/MA/Credential Teacher Education

### **Preparation for Professional Graduate School**

Mills offers students in any major additional guidance in shaping their curriculum to conform to entrance requirements for professional graduate schools in:

Law  
Medicine  
Professional Health Sciences

### **College Major**

Students who want to undertake a major not stated in the catalog may select an advisory committee of three tenured or tenure-track faculty members in relevant disciplines and with them plan a course of study that will usually take an interdisciplinary approach to either a single period or a specific topic. A minimum of 10 semester course credits within the field of concentration, plus a senior seminar or project with the value of 1 to 2 semester course credits, are to be selected with the approval of the advisory committee and the Academic Standing Committee (ASC). A student must have a minimum GPA of 3.0 at the time of petition, and may not declare a second major. Some recent college majors include Cultural Studies and Narrative Forms; Civic Leadership and Social Analysis; and Social Justice in Education. Samples of college major proposals are available in the M Center. Students must submit a petition to the ASC for approval of college majors. Due to the length of time required for approval of a college major, students should begin the process of declaring a college major well before the end of their sophomore year.

## **Special Courses**

### **COLL 005 Information Literacy-Information Technology Skills**

This non-credit course is required of all entering undergraduate students. Students must self-enroll and complete the online course during their first year at Mills. Passing the course fulfills the General Education Program requirement for Information Literacy and Technology Skills.

The course explores aspects of information technology as they relate to liberal arts education. Students develop an understanding of the basic operations of computers and computer networks; an ability to search databases and the Internet as sources for reliable information; skill in evaluating resources; and an appreciation of ethical and legal issues related to the use of these technologies. Skills for incorporating information into documents (facility with word processing, spreadsheet, and presentation software) will be assessed. The course is also open to graduate students, and is offered fall and spring each year.

### **Independent Study**

Students with proven ability and sufficient background in a given subject may apply for an independent study course in that subject. Independent study courses are offered for a maximum of 1 credit and are officially numbered 095 for sophomores and 195 for juniors

and seniors. First-year students are not eligible to enroll in an independent study. An independent study may be undertaken only upon the recommendation of the head of the department after departmental discussion, and may not be used to fulfill GE requirements. Independent study forms can be obtained online. These courses can be taken for a letter grade or as "P/NP."

### **Directed Research**

Advanced students of proven ability and sufficient background in a given subject may apply to assist a faculty member to do advanced research. Directed research is offered to students in the major for a maximum of 1 credit which may not count toward the major. Directed research may be undertaken only upon the recommendation of the faculty research supervisor and the head of the department after departmental discussion. Directed research courses are numbered 179 in the department concerned. No more than two credits of directed research will count toward graduation credits for the Mills degree. Directed Research forms are available online. These courses are "P/NP" only.

### **Internships**

Continuing juniors and seniors who have been at Mills for at least one semester and who have a semester and cumulative grade point average of 2.0 or higher are eligible for internships for academic credit. Internships are offered for 1 credit and may not count in the major, unless required. No more than two internships will count toward graduation credits for the Mills degree, and all internships require an active academic encounter that includes some aspect of research, learning, and intellectual growth. Clerical duties may never comprise the majority of the experience. All credit internships may be completed on or off campus; on campus internships must be unpaid; off-campus internships may be paid or unpaid. Internships must be approved in advance by a faculty supervisor, the faculty advisor, and the Academic Standing Committee; therefore, retroactive approval is not permitted.

Students enrolled in internships are not permitted course overload. Internships are numbered 197 in the department concerned. All required forms and guidelines are available from Career Services. These courses are "P/NP" only.

### **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 teaching practica are not permitted course overloads. No more than 2 credits of teaching practica will count toward graduation credits for the Mills degree. Students may not enroll in the same course for which they are doing a teaching practicum. Teaching practica are numbered 177 in the department concerned. Students must submit a Teaching Practicum Registration form, available online. These courses are "P/NP" only.

### **Individual Music Instruction**

These courses, open to all undergraduate students, are available for individual instruction in voice and on any of a number of instruments.

A student who wishes to enroll in individual instrument or voice instruction should register for the course as listed in the course schedule at the appropriate level, determined in consultation with her advisor. The student must contact the Music Department to be placed with an instructor. Placement in these courses requires an audition with the Music Department. If placed with an instructor, charges for the individual instruction will appear on the student's account. Individual instruction courses are numbered MUS 007, 009, 057, 059, 107, and 109. These courses can be taken for a letter grade or as "P/NP."

### **Service Learning**

Mills offers some courses with an optional .25 credit for service learning. This .25 credit is earned for volunteer work related to the subject matter of the course and may require additional assignments or meetings at the discretion of the instructor. Service learning credit must be associated with an academic course. Students may take one service learning course per semester.

## **Academic Opportunities Off Campus**

### **Cross-Registration**

Mills sophomores, juniors, and seniors in satisfactory academic standing are eligible to enroll in courses at the following institutions through cross-registration:

- Berkeley City College
- California College of the Arts
- California State University, East Bay
- Chabot College
- City College of San Francisco
- College of Alameda
- College of Marin
- Contra Costa College
- Diablo Valley College
- Graduate Theological Union
- Holy Names University
- Laney College
- Merritt College

Napa Valley College  
Saint Mary's College  
Skyline College  
Sonoma State University  
University of California, Berkeley (excluding UC Extension)

The following limitations apply to cross-registration:

1. The course must not be offered at Mills during the semester the student intends to cross-register.
2. Only one course may be taken per semester.
3. No more than 4 semester course credits may be applied toward the degree; however, exceptions to this policy may be granted by the Academic Standing Committee in cases where it is beneficial to the student's program.
4. Students may not enroll in independent study, tutorial, or individual instruction courses.
5. Acceptance in any course depends upon space availability, the instructor's approval, and compliance with the deadlines of both schools.
6. A 3-semester unit or 4-quarter unit course, while calculated as .85 Mills credit, will be rounded to the nearest .25, making the course equivalent to .75 Mills credit.
7. A cross-registration course does not count toward the residency requirement of 12 credits at Mills; however, students who have reached the transfer credit limit will still receive credit for the course.
8. Cross-registration is not available during the summer term.
9. While students may cross-register during their final semester at Mills, it is not recommended because the time required to receive and review the student's transcript will delay the posting of the student's degree and release of the diploma.

Cross-Registration Permits are available online. Students are required to obtain the signature of their advisor, the Mills registrar or assistant registrar, the course instructor, and the registrar of the host institution, in that order.

### **Concurrent Enrollment**

Sophomores, juniors, and first-semester seniors may, under exceptional circumstances, enroll at Mills and another institution not under a cross-registration agreement. A maximum of 1 semester course credit equivalent may be taken per semester. Concurrent enrollment must be approved by the Academic Standing Committee before the student registers at the other institution if the credit earned elsewhere is to be applied toward the Mills degree. Concurrent enrollment will not be approved for a student's final semester at Mills, nor will approval be granted retroactively. Concurrent enrollment is not included in the student's enrollment status at Mills for the purposes of financial aid.

### **Domestic Exchange/Visit**

Continuing undergraduate students seeking a Mills degree who have a GPA of 3.0 or higher and who have no "Incomplete" grades on their record may participate in a Mills domestic exchange or domestic visit program during their junior year. In some cases, sophomores and seniors may receive permission to participate in a domestic exchange or domestic visit program, with the approval of the Academic Standing Committee. These programs provide an opportunity for students to study at participating institutions within the United States (see the list below). Students participating in the domestic exchange program pay the Mills full-time tuition, room and board, and incidental fees to Mills while attending the exchange institution. Students participating in the domestic visit program pay the host institution's tuition, room and board, and incidental fees through Mills. Students must be enrolled in classes at Mills the semester prior to participation in domestic study.

Exchange programs are available with:

Agnes Scott College  
Howard University  
Manhattanville College  
Mount Holyoke College  
Simmons College  
Spelman College  
Swarthmore College  
Wheaton College

Visiting programs are available with:

Barnard College  
American University, Washington DC  
Wellesley College

For further information, visit Domestic Exchange Opportunities online or contact the M Center at 510.430.2000 or records@mills.edu.

### **International Study**

Degree-seeking, continuing undergraduate students who have a minimum GPA of 3.0 at the time of application, and who have no "Incomplete" grades on their record, may arrange to spend part or all of their junior year in a study abroad or international exchange

program. In some cases, students may receive permission to study abroad as a second-semester sophomores or a first-semester senior, with the approval of the Academic Standing Committee. Students must be enrolled in classes at Mills the semester prior to participation in international study.

All deposits required by the study abroad program are the responsibility of the student and should be paid directly to the program.

Students participating in the Mills international exchange program pay regular Mills tuition, room and board, and incidental fees to Mills while attending the exchange institution.

Students who wish to participate in an international study program not approved by Mills may take a leave of absence from Mills to do so.

For further information, contact the M Center at 510.430.2000 or records@mills.edu.

### **Study Abroad**

Worldwide opportunities currently exist for students to study abroad through one of many programs approved by Mills. Programs currently approved by Mills are:

Academic Programs Abroad: Paris  
American University Center of Provence  
Arcadia University  
The Beijing Institute of Asian Studies  
Boston University International Programs, except International Honors Program  
Butler University Institute for Study Abroad  
Center for Cross-Cultural Study  
Central College–Mérida, Mexico only  
Council on International Educational Exchange (CIEE)  
Denmark's International Study Program, Denmark  
Foundation for International Education (FIE)  
Institute for American Universities  
Konstanz University Program in Germany through Rutgers University  
Lewis and Clark College (Munich program only)  
Marymount College, London; drama only  
Middlebury College Language Program  
New York University  
Sarah Lawrence College  
School for Field Studies  
School for International Training  
St. Olaf's College: Budapest Semester in Mathematics  
Siena Art Institute  
University of Minnesota International Development Programs in Ecuador, India, Kenya, and Senegal; Montpellier

Students do not need to major in a language to qualify for study abroad. However, those intending to study in either French or Spanish speaking countries must have at least two years of college-level study in that language or its equivalent.

Students should plan to start the application process at least one full semester prior to the desired term of participation. Because the application process requires detailed information regarding the student's chosen program, costs, and courses, students are advised to obtain information about courses and course descriptions, as well as associated costs, before completing the application. Applications can be found online.

The Mills study abroad application procedure is as follows:

1. Research the programs to decide on the program provider and location for the study.
2. Complete the Mills College International Study Application; fill out the first part; and complete the Statement of Purpose.
3. Contact the appropriate study abroad advisor to review the Statement of Purpose and discuss the selected program.
4. Meet with the academic advisor to finalize course selection.
5. Obtain the appropriate signatures in the order they appear on the application.
6. Submit the completed Mills application to the M Center.
7. Receive the Mills College notification of eligibility via email.

Once the Mills College International Study Application is submitted to the M Center and the student receives an official approval email for international study, the student may begin the application process for the particular program in which they hope to participate. Students may obtain the program application from the program itself. Program applications often include forms that need to be completed by Mills College faculty or administrators. Students are advised to start the application process early and to allow ample time

for the faculty or administrator to complete and return the forms to the student. Students are responsible for submitting their program applications by the deadline published by the program.

### **International Exchange**

Additional opportunities for international study exist through Mills international exchange programs. These programs allow students to study at participating institutions in Hong Kong and Korea without satisfying a college-level language requirement, as intensive language instruction is available at each institution.

Academic year and semester exchange programs are available at:

Ewha Womans University, Seoul, Korea  
Lingnan University, Hong Kong

To apply to participate in the international exchange program, students complete the International Study Application and a supplemental International Exchange Application.

Mills has agreements with these schools and is guaranteed a set number of spaces for those students selected and recommended by Mills. Students are selected for participation in the program by the International Study Committee in November for the spring semester and in February for the following fall semester or academic year.

Students participating in academic year or semester exchange pay regular Mills tuition, room and board, and incidental fees to Mills while attending the exchange institution.

## **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 nine hours of outside work per week. A Mills semester course credit is equivalent to 3.5 semester units, or 5 quarter units.

### **Advanced Academic Standing on Entrance**

Advanced Placement (AP)

The College participates in the Advanced Placement Program of the College Entrance Examination Board. Any student who has taken college-level work at an official secondary school may take AP examinations and submit the test results for consideration to the dean of undergraduate admission. A maximum of 8 Mills course credits of combined AP, international baccalaureate, and high school-credited college course credits will be accepted toward the Mills bachelor's degree. Advanced Placement courses do not usually count toward major course requirements but a student may be exempt from certain lower-division requirements upon the approval of the academic department involved.

Students who need to request AP scores should contact the College Board or visit [www.collegeboard.com](http://www.collegeboard.com).

Advanced Placement credit is awarded as follows:

Subject	AP Score	Credit
Art History	4, 5	1
Art (Studio)	4, 5	1
Biology	5 4	1.25 1
Chemistry	5 4	1.25 1
Computer Science A AB	4, 5 4, 5	1 1
<b>Economics</b> Macro/Micro	4, 5	1

<b>English*</b> Language & Composition (does not satisfy English 001) OR Literature & Composition (does not satisfy English 001)	4, 5  4, 5	1  1
Environmental Science	4, 5	1
Foreign Languages French, Spanish	5 4	2 1
<b>Government &amp; Politics</b> American, Comparative	4, 5	1
<b>History</b> American, European  World History	5 4  5 4	2 1  2 1
<b>Mathematics</b> Calculus AB or AB sub-score of BC Calculus BC Statistics	4, 5 4, 5 4, 5	1 2 1
<b>Music</b> Listening & Literature Theory	4, 5 4, 5	1 1
Physics B  C	5 4 4, 5	1.25 1 1
Psychology	4, 5	1

\*Advanced Placement credit is not awarded for both English courses. Credit is awarded for either Language & Composition or Literature & Composition.

### International Baccalaureate (IB)

Mills College awards credit for the higher level of the IB. Up to 1 course credit is granted for a score of 5 and 2 course credits for scores of 6 and 7. The student must have taken the examination and must submit official documentation to qualify for credit.

### College-Level Examination Program (CLEP)

The College-Level Examination Program is administered by the College Board. It was designed to test the knowledge of resuming or reentry students to award credit for "life learning." Thus, Mills accepts CLEP credit only for resuming students.

Mills does not award credit for the general examinations, but only for the subject examinations with departmental approval, and uses the American Council on Education (ACE) guidelines for awarding credit. A maximum of 4 credits through CLEP examinations will be applied toward the Mills bachelor's degree. CLEP examinations taken while a student is at Mills will not be accepted for college credit.

### Credit by Examination

A regularly enrolled Mills student who is prepared, subsequent to graduation from high school, in the subject matter of a course listed in this catalog may petition the Academic Standing Committee (ASC) to take a special examination covering that material without having attended the Mills course. Certain restrictions apply to courses for which students can attain credit by examination.

Courses for which credit by examination is NOT permitted include:

- any course that the student has previously audited;
- courses for which AP credit has been granted;
- courses from which the student is exempted on the basis of a placement examination;
- courses that can be repeated for credit; and
- laboratory, fieldwork, or skills courses (e.g., workshops, foreign language, and creative writing) in which participation and skill improvement are primary objectives, as opposed to the acquisition of a specified and measurable body of knowledge.

In addition, petitions for credit by examination must have the approval of the academic advisor, the instructor who regularly teaches the course and who will administer the examination, the department concerned, and the ASC. The examination fee is \$300 for each semester course credit for all students. The total number of semester course credits earned in any semester, either in class or by examination, may not exceed 5 without the approval of the ASC. A maximum of 3 credits earned by examination may be included among the courses required for the degree.

### **Placement Exams**

Go to the Office of the Provost's information page on placement exams.

# **Attendance Requirements**

## **Residency Requirements**

### **Bachelor of Arts (BA) and Bachelor of Science (BS)**

To satisfy the residency requirement at Mills, degree-seeking students must:

- be in attendance at Mills for a minimum of three semesters;
- be in attendance at Mills during the last two semesters before they graduate; and
- complete at least 12 semester course credits in attendance at Mills, not including cross-registration courses.

Courses taken through cross-registration, concurrent enrollment, domestic exchange/visit, or international study do not count toward the residency requirement.

With the approval of the Academic Standing Committee (ASC), students may be allowed to spend the second semester of their sophomore year or their first semester of their senior year on exchange or study abroad when their academic program justifies an absence. In these cases, the requirement of a minimum of 12 semester course credits in attendance at Mills still applies.

In exceptional circumstances, a student may petition the ASC to complete up to 2 final semester course credits of work outside the major at another institution, provided the student has completed a total of at least 32 credits before leaving Mills, has no more than 2 credits remaining to fulfill the degree, and has met the residency requirement of 12 semester course credits in attendance at Mills (see Graduation In Absentia).

### **Nursing Certificate**

To satisfy the residency requirement at Mills, students enrolled in the Nursing Certificate Program must:

- be in attendance at Mills for a minimum of two semesters;
- be in attendance at Mills during the last two semesters before they graduate; and
- complete at least 8.5 semester course credits of required course work for the certificate in attendance at Mills, not including cross-registration courses, at least two of which are core science courses, or more if needed to complete the requirements for the certificate.

Courses taken through cross-registration or concurrent enrollment do not count toward the residency requirement.

## **Student Status**

### **Course Load**

A regular full-time course load consists of 4.25 semester course credits per semester or a total of 8.5 semester course credits each year. Students receiving financial assistance must be enrolled in a minimum of 3.5 semester course credits, and are typically expected to earn a minimum of 8.5 semester course credits per year. The maximum course load for first-year students in their first semester is 4.75 semester course credits. The maximum course load for all other undergraduates is 5 semester course credits. Thirty-four semester course credits are required for the BA and BS degrees and 17 semester course credits are required for the Nursing Certificate.

### **Overload**

Any semester course schedule with more than 5 semester course credits constitutes an overload. Overloads must be approved by the Academic Standing Committee (ASC) and are generally granted only to students with a Mills College cumulative GPA of 3.5 or higher. First-year students in their first semester at Mills are not eligible to take an overload. Students enrolled in teaching practica or academic

internships are not permitted course overloads. The maximum overload credit allowed is 5.75 semester course credits in any semester. There are no exceptions. (See Tuition and Fees for information on overload fees.)

Course Load	Credits	ASC Petition Required	Fee Incurred
Full time	3.5–5	No	No
Part time	Fewer than 3.5	No	No
Overload	5.25–5.75	Yes	Yes

### **Class Standing**

Students who are candidates for the bachelor’s degree are classified as first years, sophomores, juniors, or seniors. The following chart indicates the credit range for each classification:

Class Standing	Completed Credits
First year	Fewer than 8.5 credits
Sophomore	8.5–16.75 credits
Junior	17–25.25 credits
Senior	25.5 credits or more

### **Leave of Absence**

Students may take a leave of absence from the College for a period not exceeding two consecutive semesters or a total of four semesters. A student wishing to take a leave of absence should contact the Division of Student Life to complete the required paperwork. An enrolled student who wishes to apply for a leave of absence or a withdrawal effective for the term in which the student is currently enrolled must file paperwork 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 Policy.)

Students who wish to enroll in classes elsewhere while on leave from Mills are advised to submit a Transfer Credit Verification form to the M Center to confirm that the course(s) will transfer to Mills. 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.

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.

### **Withdrawal**

A student wishing to withdraw from the College should contact the Division of Student Life to complete the required paperwork. Students should contact the M Center to learn the financial ramifications of withdrawing from the College. (See Tuition and Fees Adjustment Policy and Return of Federal, State, and Institutional Financial Aid Policy.)

Failure to register for courses without petitioning for a leave of absence or withdrawal will result in termination of enrollment and withdrawn without notice status. A \$150 processing fee will be charged to all students who are reinstated.

### **Readmission**

Withdrawn and disqualified students who wish to return to Mills must submit an Undergraduate Application for Readmission, to the M Center.

Completed applications submitted by the last day of the semester (see Academic Calendar for dates) will be reviewed in early June. Applications submitted after the last day of the term will be reviewed within four weeks. Applicants will be notified of the readmission decision in writing.

A student who wishes to be readmitted following academic disqualification must submit the readmission application and fee with an official transcript of at least one full-time semester of transferable course work from a regionally accredited college or university.

A student who has been away from Mills for more than five years must reapply for admission through the Office of Undergraduate Admission.

Readmission applications for students who have been away from Mills for five or fewer years are reviewed by the Academic Standing Committee (ASC). The student’s prior Mills record and, in the case of disqualified students, subsequent course work will be considered by the ASC in making its decision regarding readmission.

Transcripts for any course work completed while away from Mills must be submitted with the application.

# Grading

Letter grades are recorded by the registrar as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. Students must complete all of the requirements in their major sequence with letter grades, with the exception of internships or fieldwork required within the major, which are graded "Pass/No Pass," to be eligible to graduate. 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

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. To qualify for the bachelor's degree or nursing certificate, the student must have obtained a minimum cumulative GPA of 2.0. Grades for transferred courses are not calculated into the GPA, with the exception of grades for courses taken through cross-registration.

Other grades used to report student progress are:

P	Pass (minimum of C- work required)	0 (Not computed into GPA)
NP	No Pass	0 (Not computed into GPA)
W	Official Withdrawal (after eighth week of term)	0 (Not computed into GPA)
I	Incomplete	0 (Not computed into GPA)
IE	Incomplete Extended	0 (Not computed into GPA)
AU	Audit	0 (Not computed into GPA)
NC	No Credit	0 (Not computed into GPA)
AW	Audit Withdrawal (registered as auditor, but failed to attend)	0 (Not computed into GPA)
UW	Unofficial Withdrawal (registered, but failed to attend)	0 (Not computed into GPA)
PR	In Progress	0 (Not computed into GPA)
RD	Report Delayed (grade not reported)	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 attempt, e.g., a new examination or additional work undertaken or completed after grades have been submitted.

## Pass/No Pass (P/NP) Limit

Students pursuing their bachelor's degree may elect to take 2 semester course credits outside their major or minor using the "P/NP" option in courses that are normally graded. Nursing certificate students may elect to take one general education (GE) course outside the major as a "P/NP." Grades are then reported in terms of a "P" ("Pass") or "NP" ("No Pass"); a standard of "C-" work is required for a passing grade. Course credit earned is included in the total required for the degree, but a "P/NP" grade is not included in the calculation of the grade point average. Courses normally offered for "P/NP" are not counted in these limits.

Students select the "P/NP" option when registering. See Changing Grade Options for procedures on changing the grading option from a letter grade to "P/NP" and vice versa.

Note: Because all courses in the major and minor sequence are to be taken for a letter grade, any student who has not yet declared a major or minor should avoid electing the "P/NP" option for any course in a major or minor field that the student may likely choose.

Students are reminded that a grade of "P" is considered to be "C-" level, at best, by most graduate schools. If a student is seriously considering graduate work, it would be better to enroll in a course for a letter grade rather than a "P/NP."

## **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 for non-attendance at the first class meeting. In this instance, the student will no longer be registered in the course, and the course will not appear on the student's schedule.

## **Early Academic Warning**

If a student's work and/or attendance is unsatisfactory, an Early Academic Warning is filed by the instructor with the M Center and sent to the student via email. Early warning of academic concern is designed to allow the student to work closely with both the instructor and the faculty advisor so that academic success can be achieved by the student. A copy of this Early Academic Warning is sent to the student, the dean of students, and the student's faculty advisor, who confer with the student regarding improvement of her studies.

## **Final Examinations**

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.

No undergraduate student may be excused from final examinations. Graduate students registered in undergraduate courses submit to the same examinations required of undergraduates.

All assignments, projects, and term papers 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 the 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, and with instructor confirmation, the course will be graded "I" until the examination has been taken, which must occur by the end of the following semester (see Incomplete Work).

## **Incomplete Work**

When, for exceptional reasons, a student is unable to complete the final portion of coursework for a course, a request to receive the temporary grade of "Incomplete" ("I") must be submitted. Once 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.

To receive an "Incomplete," the student must obtain an Incomplete Grade Request/Report form and submit it to the M Center 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 (see Final Examinations). 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 academic standing and to the Financial Aid section of this catalog to determine how the "Incomplete" will affect financial aid eligibility.

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. No student may have more than 4 incompletes at any given time. Students may petition the ASC for an exception in unusual circumstances.

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 the student 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.

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. Students who have not fulfilled their financial or other obligations to the College may 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 seniors, 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/dean of the faculty, who will make a final disposition of the appeal.

## Repeating a Course

Students who have received a passing grade in a course are not allowed a reexamination therein, nor may they repeat the course. (Certain courses may be repeated for credit. This will be noted in the course description in the catalog.) Students may repeat any course in which they receive an "F." Although the "F" remains on the record, the second grade is also recorded and calculated into the GPA.

# Academic Standing

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' records based on Mills academic work, including courses completed through cross-registration. All other transfer courses including domestic exchange/visit and international study courses are not considered in determining academic standing.

### Satisfactory Academic Standing

Satisfactory academic progress is defined as:

- Minimum cumulative and term GPA of 2.0
- Full-time students: completion of at least 3.5 semester course credits attempted
- Part-time students: completion of all credits attempted

### Warning

Students whose term GPA is at least a 2.0 are issued a warning letter if they fall into one of the following categories:

- Full-time students with a cumulative GPA of 2.5 or higher and completion of fewer than 3.5 semester course credits attempted
- Part-time students with a cumulative GPA of 2.5 or higher and not completing all courses attempted

"Warning" is not a notation on the transcript.

### Probation

Conditions under which a student may be placed on probation include:

- Cumulative or term GPA is lower than 2.0
- Full-time students with a cumulative GPA of lower than 2.5 and completion of fewer than 3.5 semester course credits attempted
- Part-time students with a cumulative GPA of lower than 2.5 and not completing all courses attempted

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 progress was not satisfactory.

### Removal from Probation

Undergraduate students placed on probation are required to earn a semester and cumulative GPA of 2.0 or higher and to complete at least 3.5 credits if full time and all course work attempted if part time to be considered in good academic standing the following semester. Normally, the student has one semester in which to bring the GPA to the required level to avoid disqualification.

## **Disqualification**

All students who were admitted on probation or placed on probation after their first semester in attendance and whose progress for the following term meets the definition of probation (see above) are subject to disqualification (dismissal). Nursing certificate students who do not have a minimum 2.85 cumulative GPA at the end of their first year in the program will be disqualified.

Any undergraduate student who fails to complete at least 1 course credit of work can be dismissed automatically without first being placed on probation. Furthermore, students whose GPA is so low that there is little or no prospect of meeting the terms of satisfactory academic progress the next semester may be dismissed by the ASC without first being placed on probation.

Students who are disqualified will have the permanent notation of "Disqualified" on their transcript.

## **Appeal of Disqualification**

To appeal a disqualification (dismissal), students must write to the Academic Standing Committee (ASC) with an explanation of the circumstances that led to their 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. Nursing students who are disqualified from the Nursing Program must accompany their appeal with a completed Declaration of Major form showing their intent to enter either the BA or BS program.

Students who successfully appeal the disqualification (dismissal) will have the notation of "Disqualified" replaced by the notation of "Probation" on their transcript. This notation is permanent, except in the case of nursing students who transfer out of the Nursing Program into either the BA or BS program and have a minimum cumulative GPA of 2.0.

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

Students who wish to request an exception to academic policy or procedure must petition the ASC, which meets each week class is in session. Completed petitions, supporting documentation, etc., must be delivered to the M Center three 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 may not petition the ASC (see Grade Appeal Procedure).

For more information, including the ASC meeting schedule, contact the M Center. The petition to the ASC is 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; and
- 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 results in a decision to suspend or expel, except the procedures outlined above including the tuition adjustment schedule and the return of Title IV aid.

# **Recognition of Academic Achievement**

Mills College encourages students to work toward their full intellectual potential in many ways including recognizing students' outstanding achievements through honors, awards, and nominations for national recognition. The following awards are open to all students regardless of major. Awards are also given at the departmental level. It is a Mills tradition that recognition of academic

achievement in the form of special awards is not disclosed until the public announcement at Convocation or Commencement. See Student Awards on the Mills website for a complete listing.

### **Honors at Entrance**

The award of Honors at Entrance is made to a small number of entering first-year students each year to give recognition to students of exceptional ability and promise. The award carries no monetary grant, and no application is made for it; all candidates for admission are considered.

### **Academic Honors**

Full-time students completing all Mills work formally attempted with at least 3.5 regularly graded semester course credits and a semester GPA of 3.75 or above (3.55 or above for first-year students) are awarded academic honors at the end of each semester as a recognition of achievement.

### **Phi Beta Kappa Society**

Seniors are elected as members of the Phi Beta Kappa Society in acknowledgment of their high scholarly achievements, breadth of liberal learning, and intellectual integrity and curiosity. Selection for membership takes place each spring, and courses taken during that spring semester are not taken into consideration. The charter for the Mills College chapter was granted on September 12, 1928, and our chapter—the Zeta Chapter—was installed soon after, on March 16, 1929.

### **Honors in the Major**

The degree of bachelor of arts or bachelor of science with honors in the major field is awarded to students who demonstrate unusual ability in the major sequence. Each spring departments nominate outstanding students to the Academic Standing Committee for consideration. The minimum criteria for eligibility include a 3.7 GPA in the major courses, completion of at least half the courses in the major at Mills, and formal nomination by the major department. Departments may also impose additional requirements. Students should contact their major department to determine additional requirements.

### **Aurelia Henry Reinhardt Faculty Purse**

This award, established in 1949 and announced at Commencement, provides a monetary award to an outstanding graduate to support graduate study abroad or in the US. No application is made; all members of the senior class are considered for the award, decided by the faculty as a whole.

### **Elizabeth Mudd Senior Prize**

This monetary award was established in 1927 for excellence in scholarship and is announced at Commencement. No application is made; all members of the senior class are considered for the award, decided by the faculty as a whole.

### **Staff Scholarship Prize for First-Year Achievement**

Announced at Convocation, this monetary award recognizes the returning sophomore who achieved the highest cumulative GPA during her first year. No application is made; all returning sophomores are considered for the award, decided by the faculty as a whole.

### **Mary Wetmore Prize for Sophomore Achievement**

Established in 1926 and announced at Convocation, this monetary prize is awarded to the returning junior who achieved the highest cumulative GPA during her sophomore year. No application is made; all returning juniors are considered for the award, decided by the faculty as a whole.

### **Faculty Scholarship Prize for Junior Achievement**

Established in 2006 and announced at Convocation, this monetary prize is awarded to the returning senior who achieved the highest cumulative GPA during her junior year. No application is made; all returning seniors are considered for the award, decided by the faculty as a whole.

### **Mary Atkins Merit Scholarship**

This scholarship, announced at Convocation, was established in 1987 to recognize the academic achievement of a continuing resumer student. No application is made; all returning resumer students are considered for the award, decided by the faculty as a whole.

## **Transfer Credit**

### **Transfer Credit Policy**

Credit for work completed at accredited institutions before enrollment at Mills College must be submitted during the admission process and is subject to evaluations and approval by the College. The criteria for credit to transfer include, but are not limited to, the following:

1. A grade of “C-” or better is earned for the course.
2. The course is from an institution of higher education accredited by the regional accrediting board for the area (Western Association of Schools and Colleges, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, etc.) or by the Ministry of Education for a foreign university.

- Online courses which are considered as regular courses in a degree program at a regionally accredited institution are acceptable at Mills College. Regular courses are those which are numbered according to that institution's official numbering system for courses which satisfy degree requirements.

Grades associated with transfer credits are not calculated in the student's Mills grade point average (GPA). Specific limitations on transfer credit are listed below.

### Transfer Credit Equivalents

Mills College is on the semester course credit (SCC) system, as opposed to the semester or quarter unit systems commonly used by other colleges and universities. Therefore, transfer credit from institutions not on the semester course credit system must be converted upon transfer to Mills. Student work transferred from other institutions may not always equate to the standard 1 Mills course credit, but a transfer course which is equivalent to at least .75 Mills credit will satisfy a general education (GE), major, or minor requirement, without having to make up the difference in credit.

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

Semester Units	=	Mills SCC	or	Quarter Units	=	Mills SCC
3.5		1.0		5		1.0
3		.857		4		.80
2		.571		3		.60
1		.285		2		.40
				1		.20

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

### Transfer Credit Limitations

The maximum transfer credit the College will accept for degree-seeking undergraduates is 22 semester course credits. Within this maximum, no more than 19 semester course credits may be from a community or junior college. No more than 3 semester course credits of extension or correspondence work will be accepted for transfer. Credits obtained through international study or domestic exchange/visit are included in the 22-credit maximum. Credit for courses taken through cross-registration is not included in the 22-credit maximum. A maximum of 8 Mills course credits of combined AP, international baccalaureate, and high school-credited college course credits will be accepted toward the Mills bachelor's degree.

The maximum transfer credit the College will accept for students enrolling in the Nursing Certificate Program is 8.5. This limit also applies to students who entered the Mills BA or BS programs as transfer students and later enter the Nursing Program. Only 2 credits of the nursing science core courses may be accepted on transfer.

Students who are interested in transferring to Mills with a major in science should refer to the Guidelines for Junior Transfer Students Interested in Science Majors on the Mills website.

### Transfer Credit for Current Students

Credit for work completed elsewhere while a student is enrolled at Mills is subject to approval by the College. Students are encouraged to submit a Transfer Credit Verification form (available online and in the M Center) to the M Center prior to enrolling in the course. The verification includes whether or not the course(s) will transfer and the equivalent amount of Mills credit that will be earned. Students who plan to take courses outside of Mills, not through cross-registration, during a regular term of enrollment at Mills (referred to as concurrent enrollment) must petition the Academic Standing Committee (ASC). (See Transfer Credit for Concurrent Enrollment.) Students who plan to take courses elsewhere during the summer need not petition the ASC but are encouraged to submit a Transfer Credit Verification form to the M Center prior to enrolling in the course.

The student must provide the M Center with an official transcript from the outside institution immediately upon completing any course to be evaluated for transfer credit. Transcripts will be accepted only until the end of the term immediately following the term in which the work was completed. The same transfer equivalencies apply to these credits as to any transfer credit, and these credits are included in the transfer limits stated above.

### Transfer Credit for Concurrent Enrollment

Under exceptional circumstances and with the approval of the Academic Standing Committee (ASC), sophomores, juniors, and first-semester seniors may enroll concurrently at Mills and another institution not under a cross-registration agreement. A maximum of 1 semester course credit equivalent may be taken per semester. Concurrent enrollment must be approved by the ASC before the student registers at the other institution if the credit earned elsewhere is to be applied toward the Mills degree. Approval is not granted retroactively.

Students must promptly arrange to have an official transcript sent from the other institution directly to the M Center. Transcripts for concurrent enrollment will be accepted only until the end of the semester following the term in which the course was taken. The same transfer equivalencies apply to these credits as to any transfer credit, and these credits are included in the transfer limits stated above. Concurrent enrollment will not be included as a part of the student's enrollment status for the purpose of financial aid. Concurrent enrollment is not permitted during a student's final semester of enrollment.

### **Transfer Credit for Domestic Exchange/Visit, International Study**

Students who participate in Mills domestic exchange/visit or international study programs will have their transfer credit evaluated upon receipt of the official transcript provided by the program or institution. The same transfer policies, equivalents, and limitations apply to these credits as to any transfer credit. These credits are included in the transfer limits stated above.

### **Transfer Credit for Cross-Registration**

Students who participate in the Mills cross-registration program will have their transfer credit evaluated upon receipt of the official transcript provided by the program or institution. Any course taken through cross-registration will appear on the Mills transcript regardless of the grade received and the grade will be calculated into the student's GPA. Cross-registration courses are not included in the transfer credit limit; however, the student must still complete the residency requirement of a minimum of 12 Mills credits, which does not include cross-registration courses.

## **Graduation and Commencement**

### **Graduation**

Students must complete all requirements and at least 34 credits to receive their bachelor of arts (BA) or bachelor of science (BS) degree, or 17 credits to receive their nursing certificate. Mills College confers degrees three times per year.

Requirements Completed	Graduation Date
Summer Term	September 1
Fall Semester	January 2
Spring Semester	Date of Commencement

Students completing their degree or certificate requirements "In Absentia" must provide the M Center with an official transcript of their completed remaining requirements. The graduation date will be that which most closely corresponds to the term in which the work was completed.

### **Degree Completion Options**

Undergraduate seniors who have no more than 2 credits outstanding to complete the degree may be eligible for two degree completion options. Students may choose to complete the degree requirements "In Absentia" (see Graduation "In Absentia" below) or may choose to utilize the Reduced Tuition Program (see Reduced Tuition Program below).

### **Graduation "In Absentia"**

In exceptional circumstances, bachelor's degree candidates may complete up to their final 2 semester course credits of work at another institution, provided they have completed at least 32 credits before leaving Mills, have not reached the transfer credit limit, and have no more than 2 credits outside the major remaining to fulfill the degree. The same policy applies to nursing students with no more than 1 remaining credit.

Students must petition for "In Absentia" status by completing and submitting a Degree Completion Options Petition, which specifies when and where the credits will be completed. Payment of the "In Absentia" fee (\$300) can be submitted with the petition or charged to the student's account. This non-refundable fee for "In Absentia" status will only be charged if the petition is approved. This fee is subject to change. The petition is reviewed by the Academic Standing Committee (ASC). If approved, the student's status will be changed to "In Absentia." Students may be "In Absentia" for a maximum of two years. A student who does not complete the degree or certificate within two years must apply for readmission to the College. In no case will the degree or certificate be granted unless the student has completed all requirements. "In Absentia" students are eligible to participate in Commencement.

Financial obligations to the College must be satisfied for the student to be eligible to apply for in absentia status.

### **Reduced Tuition Program**

Seniors needing no more than 2 credits to fulfill all remaining requirements (1 credit for nursing students) may be eligible for the Reduced Tuition Program. The credits may fulfill any requirement such as elective, major, minor, general education or overall credits.

To qualify, students must be no more than 2 credits from fulfilling all requirements to graduate including major, general education, elective and 34-credit requirements. A maximum of 2 credits may be completed through the Reduced Tuition Program. Students who have utilized the Reduced Tuition Program who wish to take additional credits beyond the 2 credit limit will be charged the regular tuition rate.

Students petition for the Reduced Tuition Program by completing the Degree Completions Options Petition. Mark the “Reduced Tuition Program” checkbox and submit the form to M Center. Please allow 10 business days for processing. The reduced tuition is \$1500 per credit (maximum of 2 credits). The same policy applies to nursing students with no more than 1 remaining credit.

Students utilizing the Reduced Tuition Program will be charged regular student fees including ASMC, AC Transit, health insurance (as applicable) and Campus Comprehensive.

Students who choose the Reduced Tuition option will not be eligible to receive institutional financial aid, i.e., Mills College scholarships, grants and/or loans. Students are advised to meet with a financial aid counselor regarding eligibility for federal and/or state aid. To be considered for federal and/or state aid students typically must be enrolled at least half time and be making satisfactory academic progress for financial aid. Students also must not have exceeded the maximum number of semesters of financial aid eligibility.

Students utilizing the Reduced Tuition Program are eligible to participate in Commencement. In no case will the degree or certificate be granted unless the student has completed all requirements.

Financial obligations to the College must be satisfied for the student to be eligible to apply for Reduced Tuition Program.

### Graduation Application

An Undergraduate Application for Graduation is required of all undergraduate students who anticipate completing their requirements, or who will be within 1 (nursing certificate) or 2 (BA or BS) credits of completing their requirements and wish to participate in the Commencement ceremony. The application must be submitted to the M Center by the deadline listed in the table below. For the 2013–14 academic year, including summer 2014, the deadlines are below. The application, available online, requires the student's and advisor's signatures. Incomplete or late graduation applications may result in the student not being included in Commencement. For further information, contact records@mills.edu.

Expected Term of Graduation	Graduation Application Due Date
Fall 2013	September 13, 2013
Spring 2014	December 2, 2013
Summer 2014	December 2, 2013
Fall 2014 (for students petitioning for "In Absentia" and only wishing to participate in the 2014 Commencement ceremony)	May 1, 2014

### Commencement

The Commencement ceremony, which takes place each May, includes formal conferral of the degree for students who have completed all requirements either in the summer, fall, or spring. Conferral of the degree is symbolized by the awarding of the bachelor of arts or bachelor of science hood and presentation of the diploma.

Students who have completed at least 32 credits toward their bachelor of arts or bachelor of science degree and who have no more than 2 credits remaining to fulfill all major and minor requirements are also eligible to participate in the Commencement ceremony. This same policy applies to nursing students who have no more than 1 credit remaining. Students who wish to participate must submit a graduation application. It is expected that these students will complete their remaining requirements at Mills, either during summer or fall immediately following Commencement, or petition the ASC to complete their degree “In Absentia” provided the remaining credits are not major requirements, and the student has not already reached the transfer credit maximum.

Students enrolled in the 3+2 Engineering program are eligible to walk in Commencement if all the requirements for the Mills degree are met.

Seniors who are not eligible to participate in Commencement are encouraged to join other activities planned during the Commencement weekend. Contact the Division of Student Life for additional information.

Formal academic regalia are required of all students participating in the Commencement ceremony.

### Diplomas

Diplomas for students who have completed their requirements in the summer are mailed at the end of September. Diplomas for students who have completed their requirements in the fall are mailed at the end of February. Diplomas for spring graduates are mailed at the end of June. The diploma bears the student's full name as it appears in myMILLS, major, and the actual date of graduation. Minors and major concentrations are not recorded on the diploma. Latin Honors, if applicable, are noted on the Mills College diploma.

The student must notify Academic Records of non-receipt of the diploma by:

- November 15 if degree requirements are completed by September 1;
- April 15 if degree requirements are completed by January 2, and;
- August 15 if degree requirements are completed by the last day of the spring term.

The student will need to order a replacement diploma and pay the replacement fee if notification is received later.

Diplomas are mailed to the mailing address on file. If there is no mailing address on file, the diploma is mailed to the permanent address on file. To ensure the diploma is sent to the correct address, the student must update their mailing address via the Mills Portal prior to their graduation date.

Diplomas will not be released under the following conditions:

- If a student is in financial default, the College may withhold the diploma until the financial obligations are met.
- If a student has any outstanding grades, the diploma will be held until all grades are received and recorded.
- 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 the School of Education Diploma Release Form.

## 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 transcript orders.

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

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 should be submitted to the M Center and 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 requests are processed within 5 business days upon receipt and sent via Standard First Class mail.
- Rush and Rush International service requests are processed within 24 hours upon receipt and sent via overnight mail.

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. Enrollment verification that does not require additional forms can be requested online via myMILLS.

#### **Third-Party Requests**

Mills College has authorized the National Student Clearinghouse 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 Blvd., Suite 300  
Herndon, VA 20171

Contact the M Center for more information.

## **Declaring a Major or Minor**

### **Declaring a Major**

All students are required to formally declare a major whether or not they specified a probable major on the admission application. The Declaration of Major form must be submitted before the end of a student's sophomore year or, if the student entered as a junior, before the end of the student's first semester of enrollment. A declaration or change of major after the beginning of the junior year may require some work beyond four years to complete the bachelor's degree. Changes in anticipated degree date do not automatically extend a student's financial aid eligibility.

A student may choose to major in a maximum of two fields provided the major requirements in both areas are fulfilled. Students must take at least 10 unduplicated courses in each field. Only students with a minimum cumulative GPA of 3.0 may declare a second major.

Students fulfill the requirements for the major as listed in the catalog for the year in which the student was admitted.

Declaration of Major forms are available online and in the M Center. Each student and the proposed advisor must complete the form and return it to the M Center. Many majors have more than one possible concentration; students must declare their intended concentration on the form. Note the concentration will not appear on the diploma. Students who plan to pursue a double major may declare both majors and both advisors on the same form. Any transfer credit to be placed in the major must be included on the Declaration of Major form and approved by the major advisor. The major advisor must be from the major department.

Students who wish to change their major may do so by completing another Declaration of Major form. Students who are changing the concentration of their major must follow the same procedure. Students who are changing their major or their major concentration may

find that they need additional time beyond the four years to complete all of their major requirements. Changes in anticipated degree date do not automatically extend a student's financial aid eligibility. Students have until the graduation application deadline of the year in which they graduate to change their major (See Academic Calendar for deadlines).

Students may view information regarding their major in myMILLS via the Mills Resource Portal.

### **Declaring a Minor**

Students have the option of declaring a minor. Minors are listed on a student's transcript but do not appear on the diploma. A student may choose to minor in a maximum of two fields provided she fulfills the minor requirements in both areas. All minor requirements must be unduplicated either between the minors or between the major(s) and the minor(s).

To declare a minor, students must complete and submit a Declaration of Minor form, available online, no later than November 1 of their senior year. Minor requirements are listed under the appropriate department. The minor advisor must be from the minor department.

Students may view information regarding their minor in myMILLS via the Mills Resource Portal.

## **FERPA Statement Student Privacy Rights**

Mills complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA). FERPA assures students attending a postsecondary educational institution that they have the right to inspect and review certain of their educational records and to seek corrections of inaccurate or misleading data through informal or formal procedures. FERPA also protects student privacy rights by setting strict limits on disclosure of their educational records without their consent. Students can seek enforcement of their FERPA rights by filing complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington DC 20202-5920. Information about this office is available on the Internet at <http://www.ed.gov/offices/OM/fpco>.

Copies of federal regulations governing student privacy rights are available from the website named above or the Division of Student Life (DSL) at Mills. A statement on procedural steps for seeking to correct inaccurate or misleading data in student records is also available from DSL on request at 510.430.2130.

Mills considers name, address, phone number, email address, dates of attendance, degree(s) awarded, enrollment status, date and place of birth, and major field of study to be directory information under FERPA and, as such, may be disclosed, without consent, to a third party upon request.

# **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.

Entering first-year students are assigned to a Living Learning Community with a pre-major (first-year) faculty advisors who will assist them in planning their courses of study, counsel them about College regulations and procedures, and provide information about campus resources that support the academic program. Entering transfer students are assigned to advisors in their area of interest who, in addition to general advising, will help students plan their majors. Students are encouraged to consult with other faculty members as they weigh their interests and academic goals. Once a student has selected her major, she will choose a faculty advisor in her major department (see Declaring a Major). Ordinarily, she will have the same major advisor throughout the remainder of her college career, although she may later change her major and/or advisor if such a change better meets her needs. Students may change advisors by submitting a Change of Advisor form, available in the M Center and online.

Students share in the responsibility for ensuring that their academic needs are met. To this end, each student is expected to read the College catalog, keep track of her academic program, and be well prepared with relevant notes, plans, or questions when seeking the help of her 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

### Confirmation of Semester Attendance Policy Change

Prior to fall 2013 students became responsible for tuition and fees at the point confirmation of semester attendance was completed. Effective fall 2013 the completion of "Confirmation of Semester Attendance" will not be required. At the point students have registered for classes and financially cleared their Student Account they are considered officially enrolled and are responsible for tuition and fees. If any changes to course registration are made after they are officially enrolled students they are subject to the Tuition and Fees Adjustment Policy. Students will only be administratively withdrawn from the college if they have not registered and financially cleared their Student Account.

Check the Academic Calendar for other important dates and deadlines.

## 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 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 fall semester; mid-October for the following January term; mid-November for the following spring semester; and late-March for the following summer term. 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. Please note that registration is not required for the January or summer terms.

### 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 will be considered as having withdrawn without notifying the College.

### Course Selection

Students may choose undergraduate courses from any academic department as long as prerequisites have been met, if applicable. The fall course schedule is available beginning in late March; the winter course schedule is available in early October; the spring course schedule is available in early November; and the summer course schedule is available in early 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.

### 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.

## **Special Courses**

In addition to courses listed in the course schedule, students may register for independent study, directed research, teaching practica, and internship course credits. For a description of these opportunities, see the Special Courses section of this catalog. Registering for these courses requires a separate form, available in the M Center and online, or, in the case of internships, at Career Services. Forms must be submitted to the M Center by the add deadline, which is the end of the first two weeks of classes. Internship petitions are reviewed by the Academic Standing Committee, which meets each week during the academic year excluding holidays. Students may not register for special courses online.

## **Individual Music Instruction**

Students who wish to enroll in individual instrument or voice instruction should register for the course as listed in the course schedule at the appropriate level, determined in consultation with their advisor. Students must then contact the Music Department to schedule an audition to be placed with an instructor. Since auditions are a part of the process, students should not assume that they will be enrolled in the class. Once placements are confirmed by the Music Department, the specific course and instructor will be added to the student's schedule. Students who are not placed or who no longer wish to take individual instruction must formally drop the course by the drop deadline.

## **Service Learning**

Mills offers some courses with an optional .25 credit for service learning. These courses are listed in the schedule as a separate section of the regular course for 1.25 credits. This additional .25 credit is earned for volunteer work related to the subject matter of the course, and may require additional assignments or meetings at the discretion of the instructor. Service learning credit must be associated with an academic course. Students may take one service learning course per semester.

## **Cross-Registration**

Students who wish to participate in the 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 Cross-Registration under Academic Opportunities Off Campus.)

## **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 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**

Most Mills academic courses are offered with two grading options: graded or "Pass/No Pass." Other courses are offered for "Pass/No Pass" only. In the case of courses that have both grade options, students should select the option when they register. 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 signature of their advisor. Beginning the third week of the term, the signature of the instructor is required as well. 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.

Changing a grade option to or from "Audit" must be done within the first two weeks of the term (see Auditing a Course) by completing an Add/Drop form and securing the signature of the advisor. 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.

### **Credit Value Changes**

Most Mills undergraduate academic courses are offered for 1 semester course credit. However, students may elect to enroll in one of these courses for between .25 and 1.25 semester course credits. In these cases, students need to complete and submit a Credit Value Change form, available in the M Center and online.

This form requires a description of the additional work that will be completed, in the case of an increase in credit; or the reduced course work that the student will complete, in the case of a decrease in credit. Credit Value Change forms require the signature of the instructor and must be submitted by the add deadline for a credit increase and by the drop deadline for a credit decrease. The credit value change option is applicable only to courses that are listed in the catalog as 1 semester course credit. After the first eight weeks, no change in credit value may be made, except with the approval of the Academic Standing Committee.

### **Variable Credit**

Variable-credit courses are offered for a range of credit. Students have the option of choosing the amount of credit they wish when registering. Students may increase credit for variable-credit courses by the add deadline and may decrease credit by the drop deadline.

During the time they have access, students may change the credit for variable-credit courses online. Once their access has expired, students wishing to change credit for these courses must complete an Add/Drop form and secure the signature of their advisors, and, beginning the third week of courses, the signature of the instructor. The course with the original credit amount is listed as a drop and the same course with the new credit amount is listed as an add. Refer to the Academic Calendar for exact dates.

### **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 do not pay an additional fee to audit a course; part-time students may refer to the Tuition and Fees section of this catalog for information regarding the costs associated with auditing courses.

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 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.

### **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.

## **Graduate Degree and Certificate Programs**

Mills offers graduate degrees and certificates in the programs listed below; it also recommends qualified students for teaching credentials in California. Contact Graduate Admission for detailed information on admission requirements, fees, application deadlines, and specific courses.

### **Residence Facilities for Graduate Students**

Graduate women have the option of living in any upper-class residence hall, Ross House, or the Courtyard Townhouses. Graduate men will only be assigned to the Courtyard Townhouses and Ege Hall. Graduate students with children may apply for the Underwood Apartments.

## **Degree Programs**

### **Master of Arts**

Dance: with emphasis in dance history and criticism

Education: with Master's programs in Teacher Education, Early Childhood Education, and Educational Leadership, and an EdD program in Educational Leadership.

English and American Literature

Infant Mental Health

Integrated BA/MA Program in Mathematics

Interdisciplinary Computer Science: with emphasis in a chosen liberal arts discipline—linguistics, music, etc. (See Mathematics and Computer Science)

Music: with emphasis in composition

### **Master of Business Administration**

#### **MBA/MA in Educational Leadership**

#### **MBA/MPP joint Master's in Business Administration and Public Policy**

#### **Master of Public Policy**

#### **Master of Fine Arts**

Art(Studio): with emphasis in ceramics, painting, photography, sculpture (includes installation), or intermedia (electronic arts and video arts)

Book Art and Creative Writing

Creative Writing: poetry

Creative Writing: fiction or creative non-fiction

Dance: choreography

Dance: performance

Music: performance and literature

Music: electronic music and recording media

#### **Master of Public Policy**

#### **Doctor of Education in Educational Leadership**

## **Certificate Programs**

Biochemistry and Molecular Biology Certificate

Post-baccalaureate in computer science offers courses of study tailored to individual needs and prepare students to enter careers in the computing field or to gain admission to, and succeed in, strong graduate schools of computer science.

Post-baccalaureate Pre-Medical Program offers undergraduate courses in an encouraging and supportive setting to women and men with the BA or BS degree who lack the science background needed to pursue graduate studies and careers in the health sciences.

Second baccalaureate degrees: Students who hold the bachelor of arts degree and wish to enroll for additional undergraduate courses may be admitted either as candidates for a second bachelor's degree or as special graduate students (see below). Individuals pursuing a second undergraduate degree are not eligible for scholarship/grant assistance, but they may apply for Federal Stafford Loans. Information and application forms are available at the M Center or by calling 510.430.2000.

Special graduate students may take Mills courses in the graduate or undergraduate curriculum on a space-available basis, with departmental approval, and must complete the application process outlined in the Graduate Catalog. Students can be considered non-matriculated "special" graduate students for up to two semesters. Special graduate students are not eligible for Federal Stafford Loans.

## Teaching Credentials, Permits, and Specializations

Mills College prepares and recommends qualified students for a variety of California teaching credentials. Information regarding these programs and the process of applying for admission can be obtained from the School of Education at 510.430.3170.

Administrative Services Credential (ASC)

Early Childhood Special Education Specialist Credential for working with high-risk infants and preschool-aged children in early intervention and preschool special education.

Multiple Subjects and/or Single Subject Teaching Credentials for teaching in California elementary schools and single subject teaching credentials for teaching art, English, foreign language (Spanish or French), mathematics, or science in California middle and high schools.

Specialization of Competence for Child Life in Hospitals including child life worker and child life specialist, leading to certification with the Child Life Council.

## Student Life

### Division of Student Life (DSL)

Mission Driven—Student Centered

Retention, Respect, Resources

#### Division of Student Life Vision

We strive to create an environment that supports our students to graduate from Mills College as empowered agents of social change and critical thinking in their local and global communities.

#### Division of Student Life Mission

The mission of the Division of Student Life is to educate the whole student by providing learning experiences and opportunities grounded in social justice designed to prepare students to be engaged citizens in our global communities.

#### Goal Statement

Our goal is to model a leadership practice that embodies self-awareness, personal responsibility and integrity.

Division of Student Life:

Administrative Support

Aquatics

Athletics, Physical Education & Recreation

Counseling and Psychological Services

Diversity and Social Justice Resource Center

Grievances

International Student Advising

Office of Residential Life

Office of Student Activities

Retention and Assessment

Services for Students with Disabilities

Spiritual and Religious Life

Undergraduate and Graduate Student Support

Wellness and Community Outreach

Offices are located in the Cowell Building, Haas Pavilion, Rothwell Center, in various locations in the residential buildings, and in the Chapel. For more information call 510.430.2130.

## Community Standards

Individual integrity and mutual respect are a foundation of the Mills College learning community. Students are expected to participate responsibly and actively in making Mills the best learning environment it can be and to recognize that the honor and well-being of the entire community are affected by their actions. Mills College expects that every Mills student will behave with respect and integrity at all times, comply with state and federal laws, adhere to Mills College policies as published in the Mills College Undergraduate and Graduate Catalogs, the Student Handbook, and other College documents, and respect the rights and property of all.

Mills College community members share responsibility for maintaining an environment in which the rights of each individual are respected. The personal and academic integrity of every person strengthens and improves the quality of life for the entire community. This is vital in striving toward a welcoming and supportive climate in which all people are respected and free to express differing ideas and opinions. At Mills we are committed to care, respect, and empathy toward all others in our community.

## **Code of Conduct**

Students are encouraged to use Mills computing systems for academic work as well as communication on and off campus. Such open access is a privilege, and it requires that individual users act responsibly in using Mills computing facilities, following electronic copyright laws, and respecting the intellectual property rights of others. Consult the Student Handbook for complete information on the Mills Computing Agreement.

## **Campus Computing Policy**

Students are encouraged to use Mills computing systems for academic work as well as communication on and off campus. Such open access is a privilege, and it requires that individual users act responsibly in using Mills computing facilities, following electronic copyright laws, and respecting the intellectual property rights of others. Consult the Student Handbook for complete information on the Mills Computing Agreement.

## **Drug-Free Campus Policy**

Each student at Mills is considered an adult who assumes personal responsibility for their own conduct. Mills students are expected to comply with all state and federal laws as well as College policies regarding alcoholic beverages and other drugs, prescription or illicit.

The Student Handbook provides a complete description of the drug and alcohol policies and regulations, guidelines, and procedures for student-sponsored events that may include alcohol, as well as the sanctions regarding alcohol or illegal drugs on campus.

# **Athletics and Recreation**

## **Intercollegiate Athletics**

Mills athletics provides student-athletes with intercollegiate competitive experience that places highest priority on development on the whole student-athlete. Six intercollegiate sports are offered at Mills: cross country, rowing, soccer, swimming, tennis, and volleyball.

Mills College Cyclones come from a range of diverse backgrounds and share a commitment to their teams and personal growth. They excel in their sports, as well as in the classroom and in the community; they are nationally recognized for their academics and their community service and outreach.

Student-athletes are challenged and supported to engage in athletics as part of their transformative learning experiences while at Mills. Student-athletes can be found as leaders in every facet of campus life.

Mills College is affiliated with the NCAA Division III and does not offer athletic scholarships.

For more information, check Athletics, Physical Education, and Recreation (APER) online, visit the APER Department in Haas Pavilion, or call 510.430.2172. To get involved, be sure to attend the APER introductory session and the Work Study fair during Orientation.

## **Recreation**

The recreation program at Mills offers something for everybody. Students are encouraged to use the recreational facilities, including a well-equipped fitness center, six outdoor tennis courts, aquatic center, multipurpose gymnasium, soccer field, and walk/run trail.

Lockers are available at the fitness center and at the aquatic center. Entrance keys for the tennis courts can be purchased at Haas 103 for a nominal fee to students, staff, and faculty.

The recreation program also offers a wide variety of recreational activities, outdoor adventures, and fitness programs, such as Mills Got Talent, kayaking and ice skating trips, the Cyclone Century Club, and dodgeball and de-stressor games.

For more information about recreational opportunities and facilities, check online, visit the APER Department in Haas Pavilion, or call 510.430.2172.

## **Trefethen Aquatic Center**

The Mills swimming pool has ten deep lanes suitable for competitive swimming, water polo and lap swim. The large attached shallow area provides a place for classes and recreational usage. The facility also includes a therapy spa, locker rooms, an aquatic staff office and a classroom. The aquatic center provides many employment opportunities for students throughout the academic year and the summer. Schedules and program offerings are available by phone at 510.430.2170, or online.

# **Career Services**

The Career Services Office (CSO) is located in Sage Hall Room 118 and is dedicated to providing an open, comfortable and welcoming environment where students are able to explore career options, set goals, and realize their potential.

A common complaint of graduates who have not adequately gained experience while in school is, "It takes experience to get a job, but it takes a job to get experience."

Don't be unprepared for the world of work; put your education to work while you are still at Mills. Whether you are a first year, transfer, continuing undergraduate, or graduate student, come to Career Services early and often.

For more information about CSO click [here](#), stop by Sage Hall 118, or call 510.430.3142.

Follow us: [Facebook](#), [Twitter](#), [LinkedIn](#)

## Residential Life

The best way to experience the vibrant Mills community is to live on campus. Because our students represent a wide range of ethnicities, backgrounds, ages, and interests, living together and drawing from that breadth of experience becomes part of the learning process. Of course, it is also the ideal way to make lifelong friends. Mills provides students with multiple housing options, from traditional residence halls to apartments and cooperative housing. Regardless of which community students reside in, all are guaranteed to provide an increased understanding of self and community.

In addition, our Residential Life program is developed using a framework that supports the diverse and inclusive Mills campus environment. By choosing to live on campus, students immerse themselves in learning and experience a valuable part of Mills' educational heritage. Students experience living on campus through learning communities that provide many opportunities to enhance and complement their classroom experience. As members of a residential community, all are welcome and invited to share ideas, experiences, and dialogue in the true spirit of collegiality.

A cornerstone of residential living is a commitment to self-expression, respect for human rights, the pursuit of intellectual growth, and the establishment of lasting relationships. The nature of residential living and its positive impact on our students support the mission and vision of the College.

One of the most influential components of our Residential Life program lies with our dedicated and passionate student affairs staff. Each living community is supported by a full-time live-in professional residence director (RD) and a dedicated group of resident assistants (RA). Paraprofessional RAs are knowledgeable and involved members of the Mills community, and they are well trained and charged with the most important task of our department's mission: the creation, development, and support of our residential communities.

Our Residential Life staff serves as a resource around academic, social, and cultural topics and as a catalyst for networking with other members of the Mills community. The philosophy of the Residential Life program is based upon concepts of personal responsibility, respect for others, and the processes of personal and social development. We strive to provide the greatest opportunity for success as students engage in their living learning environment.

For more information about the Residential Life program, call 510.430.2130.

## Commuting Life

Mills actively encourages commuting students to become full participants in campus life and take advantage of numerous opportunities to enrich their college experience. Mills provides a variety of special services and opportunities to students who commute to campus. Commuters can make full use of the Commuter Lounge and consider it their "living room" on campus.

### Commuter Lounge

The Commuter Lounge, located in Rothwell Center adjacent to Adams Plaza, provides a great space for the Mills community to come together. The lounge has areas for studying, meeting friends, or holding small gatherings. It also has a pool table, television, and a bulletin board with information about campus events.

Conveniently located nearby are a kitchen, computer room, and lockers designated for commuting students. Commuters may obtain a key to these spaces from Housing Management and Dining Services (HMDS) in Sage Hall, room 138. Proof of current registration is required. Students wishing to use the lockers can make arrangements with the Student Activities office.

Commuting students can purchase Mills Points from HMDS in Sage Hall, room 138. Points may be used at Founders Commons and the Tea Shop.

Commuters may arrange to stay overnight in a guest room for a fee, if space is available. This is particularly useful during midterms and finals, or simply to stay on campus until late in the evening for special events and studying. Guest rooms should be reserved one week in advance through HMDS or by calling 510.430.2127.

For more information, call 510.430.2130.

## Health Programs and Services

### Wellness and Community Outreach (WCO)

Student health and wellness is a primary concern of the College, and Mills continually looks for ways to improve upon and provide convenient and comprehensive medical care, education, and medical services and resources to assure students' well-being.

The Office of Wellness and Community Outreach provides educational programs on campus and individual support to students, including referrals to community providers and resources. The Manager of Wellness and Community Outreach advises the Community Health Resource Center (CHRC), is the liaison for the Student Health Center and serves as the administrator for the student health insurance carrier.

Assistance and referrals are offered for many aspects of physical, emotional, mental, social, environmental, and spiritual health such as: legal issues, substance use, housing instability, chronic illness, allergies, nutrition and dietary concerns, sexual and reproductive health, sleeplessness, and stress.

Support is provided in navigating healthcare, including: claims/billing; financial assistance applications; understanding benefits that are covered; selecting a physician, dentist, counselor, or alternative health provider; or applying for public benefits including food stamps, WIC, cash assistance, and health insurance (Medi-Cal, Medicare, Healthy Families, County Indigent Medical Program).

Mills requires that all students have current health insurance. Uninsured students may enroll in the Student Health Plan and receive comprehensive medical coverage through Kaiser Permanente and dental coverage through MetLife. The Student Health Center on campus provides students with access to a physician and a nurse five days a week, with free office visits for all students. Additionally, students enrolled in the Student Health Plan can avail themselves of extensive medical care at the Oakland Kaiser Permanente facility (accessible via the Mills shuttle), as well as at all other Kaiser Permanente facilities. Students may add their dependents including: spouse, registered domestic partner, and children (additional fee required) to the Student Health Plan. However, dependent coverage is for medical insurance only and does not include the dental plan. The Student Health Center serves Mills College students only, and dependents of covered students can receive care at a Kaiser Permanente facility.

Check the Mills College website online for additional information about the Wellness and Community Outreach office in the Division of Student Life and Student Health Plan.

Visit Wellness and Community Outreach and Counseling and Psychological Services in the Cowell Building or call 510.430.2130 for more information.

### **Counseling and Psychological Services (CPS)**

College life poses numerous challenges to students inside and outside the classroom. These include the need to develop and sustain friendships and intimate relationships, to balance academic, work, and social commitments with self-care, to navigate changing relationships with family of origin, to adjust to group life in the residence halls, or to cope with the pressures of a daily commute.

Students may be at a point in their lives when they are exploring aspects of personal identity, core values, sexuality, career interests, and social roles. Resuming and graduate students may experience both similar and different pressures, as they balance personal and family needs and return to an academic environment after a period of absence.

When concerns such as these interfere with students' academic achievement and sense of well-being, the staff at CPS is here to help. CPS offers short-term counseling and crisis intervention and provides psycho-educational workshops and discussion groups on a periodic basis. CPS also provides referrals to off-campus resources for ongoing psychotherapy and/or psychiatric medication.

For more information or to make an appointment, visit the Cowell Building or call 510.430.2130.

## **Resuming Student Life**

The Mills student body is a richly diverse population including many resuming students. Undergraduate commuting and residential students who are 23 years of age or older are considered "resumers" and are members of the Mary Atkins community. These are often students who are returning to college after a break in their formal education.

Many resuming students are very involved in campus activities and participate in ASMC government boards and committees, as well as social events and educational programs.

### **Mary Atkins Lounge**

The Mary Atkins Lounge, located in Rothwell Center, serves many of the functions of a residence hall for commuting resuming students and provides a community center for commuting and residential resuming students. The lounge provides an area to study quietly and for social activities. It also has a bulletin board with information about campus events, computers, lockers, showers, and a kitchen.

Resuming students may obtain a key to these spaces from Housing Management and Dining Services (HMDS) in Sage Hall, room 138. Proof of current registration is required. For more information, visit the Student Activities office in Rothwell or call 510.430.2130.

## **International Students**

Mills College welcomes international students and is proud to have students from around the world as part of our global learning environment. While all students experience new challenges when they enter college, international students often face additional adjustments when they first come to the United States.

The international student advisor (ISA) is available to help students make this transition, offering a variety of services including immigration advising and compliance, work permission, personal support and advocacy, and workshops. International students are encouraged to work closely with the ISA throughout their time at Mills.

The ISA also works closely with all members of the Mills community to ensure quality programming that fosters global awareness, promotes respect, and facilitates understanding of the many cultures represented at Mills.

For more information, check online, visit the Cowell Building, or call 510.430.2130.

## **Student Activities**

### **Events and Programs**

Mills offers students a wide array of cocurricular activities. One can enjoy a movie night, dance under the stars in Adams Plaza, or take a study break at Finals Snacks. Students have the opportunity to organize and attend inspiring lectures, music and film festivals, and community building activities such as Second Saturday and Final Fridays held each month.

Student Activities collaborates with the ASMC to recognize and support more than 50 student organizations that reflect student interests in various political, social, and academic themes.

For more information about Student Activities, check online, visit the Student Activities office in Rothwell Center, or call 510.430.2130.

## **Services for Students with Disabilities (SSD)**

Mills College is committed to ensuring that all students thrive and are able to achieve their highest potential and goals, both academic and personal.

Services for Students with Disabilities (SSD) provides a wide range of support services including: notetakers, readers, extended time on exams, distraction-reduced test environments, reduced course loads, and class relocations.

Mills College does not discriminate against qualified individuals with disabilities (in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and regulations thereunder) and provides reasonable accommodation(s), as required by law, in all education programs, activities, services, employment, and practices, including application procedures, admissions, student assignments, course assignments, the awarding of degrees, and discipline.

Students are asked to make an appointment in order to register with SSD and set up necessary accommodations before their first semester at Mills, or in the first few weeks at the latest, to ensure proper and timely accommodations.

For more information about Services for Students with Disabilities, check online or call 510.430.2130.

## **Spiritual and Religious Life (SRL)**

The Office of Spiritual and Religious Life (SRL) seeks to empower individuals to identify, explore, and critically reflect upon the ways they, and others, make meaning of their life and world. Students, staff, and faculty members are encouraged to recognize and strengthen their own personal spiritual resources to sustain their lives and communities, and create a more just world.

SRL helps nurture spiritual and religious life at Mills through regular programming, annual events, supporting student leaders and faith-based student groups, connecting with community-based faith organizations, facilitating one-on-one and small group conversations, and providing ritual functions.

The SRL office is located in the Mills Chapel, which is a beautiful building set amidst the eucalyptus groves. The main Chapel and Chapel Lounge are both open for use seven days a week, from 7:00 am until 10:00 pm. There is also a labyrinth pattern, inlaid in the courtyard between the Chapel and the music building, that is available for walking at all times. All members of the Mills community, regardless of their particular religions or spiritual perspectives, are warmly invited to drop by anytime for a quiet and peaceful place to rest, study, reflect, pray, or meditate.

For more information, please check our website or Facebook, email [SRL@mills.edu](mailto:SRL@mills.edu) or call 510.430.3123.

## **Diversity and Social Justice Resource Center**

The Diversity and Social Justice Resource Center (DSJRC) provides leadership, resources, and social justice educational opportunities for personal and systemic transformation in order to move our communities beyond awareness to institutional and cultural change.

We are committed to interweaving social justice through all that we do in a manner that is intentional, strategic, and sustainable; doing so from a strength-based and liberatory framework, grounded in intersectionality, practicing wellness, and nurturing affinity, ally, and solidarity spaces.

The DSJRC provides social justice workshops, student and group advocacy and support, cross-campus partnerships, community building opportunities, a social justice resource library, and a place to just be.

For more information about the Diversity and Social Justice Resource Center, check online, email [socialjustice@mills.edu](mailto:socialjustice@mills.edu), or visit Rothwell Center, offices C and D.

### **Solidarity Lounge**

The Solidarity Lounge (S-Lounge) is an inclusive space for students of color and their allies. Used both formally and informally as a gathering space, the S-Lounge is the home-away-from-home of many students. The S-Lounge frequently hosts student group meetings, discussions, films, receptions, and events. The S-Lounge also houses two computers and is used between meetings as a study space. The Solidarity Lounge is open daily from 8:00 am until midnight, and the computer room is open by request from Public Safety. To suggest S-Lounge programs or ideas or for more information, visit us online, on our Facebook group, or in Rothwell Center, offices C and D.

The Solidarity Lounge was created after a year of intensive activism and broad-based alliances. The Solidarity Lounge opened in September 2003 as an empowering space for Women of Color and their allies. Today it remains a space where different groups and individuals can come together to build community.

For more information about the Solidarity Lounge, email [socialjustice@mills.edu](mailto:socialjustice@mills.edu), or visit the DSJRC in Rothwell Center, offices C and D.

### **Student Government**

In 1915, the College delegated to students the power to establish their own government and the ability to participate in the process of setting regulations that govern their cocurricular lives. The Associated Students of Mills College (ASMC) was formed, and all undergraduate students are members.

The ASMC provides a variety of leadership opportunities on the Executive Board and in the Senate. In addition, ASMC sponsors more than 50 student organizations that offer ample leadership opportunities and serve a range of student interests and passions. The ASMC plays a key role in student life both outside and inside the classroom. They represent students at Board of Trustees meetings and on campus-wide planning and faculty committees. The ASMC represents the voice of the student body to the administration.

Active participation in the ASMC develops personal and professional skills that are useful in life at Mills and after graduation. The Division of Student Life works closely with the ASMC, providing advising at meetings and assistance with programming and activities.

## **Admission**

### **Applying For Admission**

Mills College is looking for students with potential and desire to succeed in a rigorous academic environment. We seek a diverse group of individuals who exhibit intellectual potential, strength of character, and a love of learning. Entrance is determined by a student's overall record. While the greatest weight is placed on academic records, we also consider leadership skills, character, and special talents.

The purpose of our personalized application and admission process is to find students who will gain the most from the programs and opportunities offered at Mills. We look for students who want a college that will empower them and expand their horizons. We seek students who are ready to work hard to achieve their goals, women who will bring a wide variety of interests and backgrounds to the Mills community so that they can learn from each other. As a women's college, Mills only considers female applicants for undergraduate admission. Once admitted, any student who completes the College's graduation requirements will be awarded a degree. (Each year we also welcome a few male students, who may be participants in our cross-registration programs with local colleges and universities or our own graduate students, into some undergraduate classes.)

We have found that a student's high school or college record is generally the most reliable predictor of her academic success. The application, writing sample, test scores, recommendations, and an optional (but strongly encouraged) interview give further evidence of scholastic ability and personal promise. It is the combination of these factors that determines admission to the College.

We are most interested in understanding the prospective student as she is—as an individual—so we can determine whether Mills can meet her needs and goals. Therefore, all credentials submitted by the student should present her background, strengths, thoughts, and interests in the clearest possible manner.

While our subject requirements are flexible, we strongly recommend a full college preparatory course which includes: four years of English; two or more years of social sciences; two or more years of foreign languages; three or more years of mathematics; and two or more years of science. We strongly encourage students to challenge themselves by taking rigorous course work. Secondary school alternative study programs of an academic nature, such as independent study and pass/no-pass courses, are given positive consideration if evidence is presented that confirms their value in preparation for college.

Application Deadlines, First-Year Students

November 15 for fall early action  
January 15 for fall regular decision  
November 1 for spring

#### Application Deadlines, Transfer Students

March 1 for fall priority scholarship consideration  
April 1 for fall regular decision  
November 1 for spring

## First-Year Students

Admission to Mills is selective. If you have completed a college preparatory curriculum and you believe you could benefit from a Mills education, we invite you to apply. Positive consideration is given to students who have prepared for the college experience by taking challenging courses.

Admission decisions will be mailed beginning in December to fall applicants and in November to spring applicants.

All offers of admission are contingent upon maintenance of the standard of performance upon which admission was based for the balance of the applicant's academic year.

If you are applying for financial aid, you must submit your aid application and your admission application by the appropriate respective deadlines.

In addition to the application for admission, the following credentials are required:

### Secondary School Record

Candidates must submit an official high school transcript that includes courses in progress. All candidates must have a secondary school diploma or be eligible for one from an approved high school. Students with a General Educational Development (GED) diploma or a state-approved high school equivalency are also eligible for admission and must submit official evidence of successful completion, in addition to the official high school transcript from the last school attended.

### Secondary School Report

All candidates applying from secondary school should submit a secondary school report form to their guidance counselor, college advisor, or principal.

### Recommendations

Recommendation forms are provided with the application for a recommendation from at least one teacher of an academic subject.

### Entrance Examinations

The College Board SAT Reasoning Test or the ACT is required for first-year applicants. Mills requires that applicants submit all scores from all test dates. The Admission Committee will consider the student's highest test scores from all test dates. A student's overall record may be enhanced by the presentation of SAT Subject Tests. Exceptions may be made on a case-by-case basis for resumer students. Homeschooled students must submit the SAT Reasoning Test and two Subject Tests or submit the ACT Test. Institution codes are 4485 for SAT and 0332 for ACT.

### Activities

A student's extracurricular activities, including community service and/or work experiences, are considered as additional information. We particularly note students who have assumed leadership roles, or who have made positive contributions to their school or community.

### Interviews

An on-campus interview with an admission counselor is recommended as an opportunity for the College to become acquainted with the applicant and to acquaint the applicant as thoroughly as possible with Mills.

Students living 50 miles or more from campus may request an interview with an Alumna Admission Representative (AAR) in her area.

Students considering Mills are always welcome to visit the campus. Arrangements for an interview, tour, class visits, and, if desired, overnight accommodation in a residence hall, can be made by writing or calling the Office of Undergraduate Admission. Overnight visits are arranged Monday through Thursday when classes are in session. Special visiting programs are held throughout the academic year. Contact the Office of Undergraduate Admission for dates and times.

Office hours are 8:30 am to 5:00 pm weekdays. Phone hours are 9:00 am to 5:00 pm weekdays.

Interviews are offered between 9:00 am and 3:30 pm, Monday through Friday.

To contact the Office of Undergraduate Admission:

800.87.MILLS  
510.430.2135 (for international or local students)  
510.430.3298 (fax)  
admission@mills.edu

## First-Year Application Plans

### Early Action Program

A nonbinding Early Action Plan is available to first-year candidates. Applications and all required credentials are due November 15. Applicants will be notified of admission decisions by mid-December and have until May 1 to respond. Early action applicants will be considered for merit scholarships, music, or science scholarships. See Merit-Based Scholarships for Entering Students for additional details.

### Regular Decision

First-year students who wish to be considered for merit scholarships, music, or science scholarships must apply and submit all required credentials by January 15. See Merit-Based Mills Scholarships for Entering Students for additional details.

### Early Admission Option

An early admission option is offered to students who have exhausted the course offerings at the high school level and wish to enter Mills after completing three years of secondary school. Early admission candidates should follow the regular fall first-year admission procedure. In addition, a letter from the principal of the secondary school indicating course acceptance and agreeing to award the high school diploma upon successful completion of the first year at Mills must accompany the student's application. Please note that federal and state financial aid is not available to students who have not completed high school graduation requirements.

## International Student Admission

International students and US citizens applying from schools abroad must submit the following credentials in addition to the items noted in the section titled Applying for Admission.

Mills College is authorized under federal law to enroll non-immigrant students.

### School Records

A candidate must be eligible for a diploma from an approved secondary school and should be recommended for admission by her school. Students should submit certified copies of secondary school records and of all internal and external test results, college records, if any, and school certificates or matriculation examination scores. For records in other languages, we require the original and a certified translation. The secondary school transcript should include courses in progress.

### Entrance Examinations

Required entrance examinations are the SAT Reasoning Test, or ACT examination and the Test of English as a Foreign Language (TOEFL). The SAT or ACT is required of all international first-year and transfer applicants.

The TOEFL or IELTS is required of all students who are non-native speakers of English or any student who has been in a non-English speaking culture for the previous three or more years. A minimum TOEFL score of 550 (213 CBT or 80 IBT) or an IELTS score of 6.5 is necessary to be considered for regular admission. The requirement is waived for students who present a 600 or above on the SAT Critical Reading Test. SAT Subject Tests are optional.

The College makes every effort to determine if a candidate is able to do successful college-level work in English. If, after the student arrives, it appears that she needs additional help in English, she may have to obtain the services of a tutor at her own expense.

### Financial Statement

A Certification of Finances form and supporting bank documentation are required for admission; it should document that the applicant is able to meet the costs of tuition, fees, room, board, and expenses in the United States for all years of attendance. US citizens are not required to submit this form.

## Transfer Students

### Transferring from Other Colleges

Priority admission and scholarship consideration is given to applicants who submit required materials by the March 1 Regular Decision deadline for fall entry and November 1 for spring entry. For financial aid purposes, California residents applying for a Cal Grant must file the FAFSA and GPA Verification form by the March 2 deadline. Applications received after the regular decision deadlines will be considered on a rolling basis. Financial aid and scholarships may still be available. Please call the Office of Undergraduate Admission for additional information.

In addition to the Application for Undergraduate Admission, the following are required:

### Secondary School Record

Applicants must submit an official secondary school transcript with proof of high school graduation only if the student has fewer than 24 transferable units. The General Education Development (GED) diploma or state-approved high school graduation equivalency may be

substituted for the high school diploma. Applicants with an AA degree, but without a secondary school diploma or equivalent, may also be considered for admission.

### **College Record**

Students currently enrolled in college should present a transcript that includes all subjects completed and courses in progress. An official transcript must be sent from each college attended.

Up to two years of a normal course load at an accredited community or four-year college is acceptable for transfer and usually will result in junior standing if all work is in the liberal arts curriculum. Not all course work taken at other colleges may be counted toward fulfillment of the Mills major or degree requirements; this will be determined by the M Center in consultation with relevant Mills academic departments. A preliminary evaluation of transferable credit is provided upon admission.

### **Entrance Examinations**

Transfer applicants must present the official results of the SAT Reasoning Test or ACT taken during the high school or college years if they have fewer than 24 transferable semester units. Students presenting 24 or more transferable semester units may omit this requirement. Exceptions to the standardized test requirement will be considered on a case-by-case basis. Institution codes are 4485 for SAT and 0332 for ACT.

### **Recommendations**

Students are required to submit one recommendation from a college instructor. The appropriate recommendation form is included with the application.

### **Interviews**

An on-campus interview with an admission counselor is recommended as an opportunity for the College to become acquainted with the applicant and to acquaint the applicant as thoroughly as possible with Mills. Students living 50 miles or more from campus may request an interview with an Alumna Admission Representative (AAR) in her area.

Students considering Mills are always welcome to visit the campus. Arrangements for an interview, tour, class visits, and, if desired, overnight accommodations in a residence hall, can be made by writing or calling the Office of Undergraduate Admission. Overnight visits are arranged Monday through Thursday when classes are in session. Special visiting programs are held throughout the academic year. Contact the Office of Undergraduate Admission for dates and times.

Office hours are 8:30 am to 5:00 pm weekdays. Phone hours are 9:00 am to 5:00 pm weekdays.

Interviews are offered between 9:00 am and 4:00 pm, Monday through Friday.

To contact the Office of Undergraduate Admission:

800.87.MILLS

510.430.2135 (for international or local students)

510.430.3298 (fax)

admission@mills.edu

### **Nontraditional/Resuming Students**

Resuming students are women aged 23 and older and comprise one-quarter of our undergraduate students. Resuming students apply for admission as transfer students if they have taken college classes or as first-year students if they have not. Resuming students who experience difficulty in obtaining the required letters of recommendation are encouraged to call the Office of Undergraduate Admission to discuss possible alternatives.

### **Visiting Students**

A student may, by mutual institutional agreement, take courses at Mills as a visiting student to complete the course work necessary to obtain a degree from her home institution. A visiting student completes the admission application and submits all required credentials by the fall or spring semester deadlines for transfer admission. She must also submit confirmation from her home institution that credit earned at Mills will transfer to her home institution. A visiting student does not receive financial aid or merit scholarship from Mills. Students from institutions that participate in exchange or visiting programs with Mills are exempt from the undergraduate application process. Students can contact the M Center at 510.430.2000 or records@mills.edu for more information.

### **Auditors**

Non-matriculated persons may be accepted as auditors in a course during any academic term. Auditors must obtain the consent of the department head and the instructor involved and pay the audited course fee. The student is under the authority of the instructor, but no grade or credit for the course is given and no record kept. Inquiries regarding auditor status should be addressed to the M Center.

### **Second Bachelor Degree Candidates**

Students who have already completed a bachelor's degree (BA or BS) may apply to Mills as second bachelor degree candidates through the Office of Undergraduate Admission. The second BA or BS must be in a field that is unrelated to the first degree. Students will be required to spend a minimum of three semesters at Mills and complete at least 12 semester course credits, or more if needed to complete the new major. Students are not required to complete the Mills general education requirements or other degree requirements, but are

required to complete requirements pertaining to the major.

## Due Before Enrollment

### Enrollment Deposit

An enrollment deposit of \$300 is required of all entering students by the date stated in the letter of admission. The fee will be applied toward the first payment of tuition and fees, and is nonrefundable.

### Final Transcript

The student's final secondary school or college transcript must be submitted to the Office of Undergraduate Admission. Transcripts of summer session work should be forwarded to the M Center as soon as they are available. Students who are studying abroad must submit official results of all final and leaving examinations. Students should request that these documents be sent to Mills prior to leaving their country of study. These results must be received before a student will be allowed to enroll or before financial aid funds will be disbursed. All offers of admission are contingent upon maintenance of the standard of performance on which admission was based. Final official transcripts must be received by July 1 (earlier if possible) for students enrolling in the fall and by January 10 for students enrolling in the spring. Students may not be allowed to enroll if their final documents are not on file at Mills.

### Deferrals

An admitted student may request, in writing, to delay entrance for up to one year provided she does not take any courses elsewhere. A \$600 nonrefundable enrollment deposit is required to hold a place in the class. If a student defers, financial aid and/or merit scholarships are not guaranteed in subsequent semesters of entry. The student must inform the Office of Undergraduate Admission of her intent to enroll at least three months before the semester of entrance.

### Room and Board Agreement

Students who will live in campus housing are also required to submit a security/reservation deposit to the College in May for priority housing for fall admission and December 21 for spring admission. The security/reservation deposit may be refunded in accordance with the provisions stated in the College Expenses section.

### College Credit for Work Completed Prior to College

Up to one year of credit may be awarded upon completion of the courses and the national examination for advanced high school work, the equivalent of the 13th year of school. A final evaluation of credit is subject to receipt of official documents and information about the courses of study completed. Credit may be given upon approval by the M Center. Please refer to Academic Regulations for policies.

### College Course Work Previously Completed

Please refer to Academic Regulations for policies regarding course credit for work completed prior to enrollment, including Advanced Placement (AP), International Baccalaureate (IB), national examinations, and the College-Level Examination Program (CLEP). A maximum of eight (8) Mills course credits of combined AP, IB and high school-credited college course credits will be accepted toward the Mills bachelor's degree. Official score reports or examination results are required for college credit.

## College Expenses

### 2013–14 Undergraduate 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 Undergraduate Tuition and Fees

	Semester	Academic Year
Tuition <sup>1</sup>	\$20,105	\$40,210
ASMC Fee <sup>2</sup>	\$75	\$150
AC Transit Fee <sup>3</sup>	\$56	\$112
Campus Comprehensive Fee <sup>4</sup>	\$511	\$1,022
Student Health Plan <sup>5</sup>	\$1,800	\$3,600

### Part-Time Undergraduate Tuition and Fees

	Semester	Academic Year
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Per Course Credit <sup>1</sup>	\$6,702	Varies
ASMC Fee <sup>2</sup>	\$75	\$150
AC Transit Fee <sup>3</sup>	\$56	\$112
Campus Comprehensive Fee <sup>4</sup>	\$511	\$1,022
Student Health Plan <sup>5</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 3 or more credits will be charged the full-time tuition rate. Students enrolled in fewer than 3 credits will be charged the per-course-credit rate.

#### <sup>2</sup>ASMC Fee

The Associated Students of Mills College (ASMC) collects this fee to support student activities. This fee cannot be waived or petitioned.

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

The ASMC voted to participate in the Alameda-Contra Costa Transit EasyPass program, which allows all undergraduate 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>Campus Comprehensive Fee

The Campus Comprehensive Fee supports basic medical services at the Mills Student Health Center, the technology infrastructure, 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>5</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 undergraduate 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.

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 study abroad, 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 must submit new insurance information with her 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
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\*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.

### Reduced Tuition Program

Seniors needing no more than 2 credits to fulfill all remaining graduation requirements may be eligible for reduced tuition. Eligibility requirements are outlined in the Graduation section of this catalog. The reduced tuition is \$1,500 per credit (maximum of 2 credits). Only 2 credits may be completed through the Reduced Tuition Program. Students will be charged mandatory fees including ASMC, AC Transit, Student Health Plan and Campus Comprehensive.

### Summer Tuition and Fees

Mills offers a limited number of academic opportunities 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

### Residence and Meal Plan Rates

The two-month summer "rollover" period is required for residents of the Underwood Apartments who plan to stay for the following academic year. Summer housing is not covered by financial aid.

Information on security/reservation deposits, and on refunds of deposits, housing fees, and meal plan fees, can be found online.

#### Residential Rates for the 2013–14 Residence Agreement

Option	Semester Rate	Rate for Academic Year
Single Room	\$3,247.50	\$6,495.00
Double Room (two occupants, per person)	\$2,860.00	\$5,720.00
Super Single Room (double room with only one occupant)	\$4,012.50	\$8,025.00
Single Room in Two-Bedroom Suite	\$4,080.00	\$8,160.00
Larsen House	\$4,290.00	\$8,580.00
Ross House	\$4,290.00	\$8,580.00
Prospect Hill Apartments	\$4,290.00	\$8,580.00
Courtyard Townhouses - Joan Danforth House - Vivian Stephenson House - Clare Springs House (nine-month agreement)	\$4,457.50	\$8,915.00
Courtyard Townhouses (three-month summer agreement) Summer agreement is not covered by financial aid.	\$2,972.00	n/a
Underwood Apartments (ten-month agreement)	\$8,335.00	\$16,670.00
Underwood Apartments (two-month summer agreement) Summer agreement is not covered by financial aid.	\$3,334.00	n/a

#### Meal Plan Rates for the 2013–14 Residence Agreement

Plan	Semester Rate	Rate for Academic Year
19-Plus Plan	\$3,065.00	\$6,130.00
10-Plus Plan	\$2,947.50	\$5,895.00

15-Plus Plan	\$2,840.00	\$5,680.00
12-Meal Plan	\$2,685.00	\$5,370.00

Meal plans are required for residents living in Ethel Moore, Hettie Belle Ege, Lynn Townsend White, Mary Morse, Orchard Meadow, and Warren Olney Halls.

#### 19-Plus Plan

- 19 meals per week, to be used at the Founders Commons Dining Room.
- \$150 in Points per semester, which must be used by the check-out day of each semester.
- Points can be used at any of the campus dining facilities.
- Weekly meal counts reset every Wednesday at 2:00 am.

#### 10-Plus Plan

- 10 meals per week, to be used at the Founders Commons Dining Room.
- \$500 in Points per semester, which must be used by the check-out day of each semester.
- Points can be used at any of the campus dining facilities.
- Weekly meal counts reset every Wednesday at 2:00 am.

#### 15-Plus Plan

- 15 meals per week, to be used at the Founders Commons Dining Room.
- \$250 in Points per semester, which must be used by the check-out day of each semester.
- Points can be used at any of the campus dining facilities.
- Weekly meal counts reset every Wednesday at 2:00 am.

#### 12-Meal Plan

- 12 meals per week, to be used at the Founders Commons Dining Room.
- No Points associated with this plan.
- Weekly meal counts reset every Wednesday at 2:00 am.

#### Important Notes

- The 10-, 15-, and 19-Plus Plans are designed for students who want to eat meals in the traditional all-you-can-eat dining room, but also want flexibility with Points. With these plans students can use their Points at any time in the Tea Shop or the Founders Commons Dining Room.
- Each semester, students may revise their meal plan choices up to one week (seven days) after the start of classes. After this date students may buy "up" to a higher plan, but not "down" from any plan.
- Mills Points, which can be used at any time in any of the campus dining facilities, can be added to any plan. Points may be purchased at the HMDS office using cash, check, money order, or credit card.
- Block Plans, purchased at the HMDS office, allow individuals to purchase a set amount of meals at affordable prices. They are ideal for staff, faculty, commuters, and those in independent living, who are interested in dining on campus more frequently. Block Plans can be used at Founders Commons. As an added bonus, each Block Plan comes with 50 Points that work just like cash at Founders Commons or the Tea Shop. Block Plans may not replace a traditional meal plan for students in the dormitory-style residence halls.

## 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 the student provides official notification to the Division of Student Life of her 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 her student 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, ASMC 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
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Prior to first day of instruction	<ul style="list-style-type: none"> <li>All tuition charges and fees credited 100%</li> <li>Enrollment deposit is forfeited.</li> </ul>
First day of instruction through add deadline	<ul style="list-style-type: none"> <li>Credited 90% of tuition charges only.</li> <li>Mandatory fees will not be credited and the enrollment deposit is forfeited.</li> <li>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.</li> </ul>
After add deadline through drop deadline	<ul style="list-style-type: none"> <li>Credited 50% of tuition charges only.</li> <li>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.</li> <li>The enrollment deposit is forfeited.</li> </ul>
After drop deadline	<ul style="list-style-type: none"> <li>No credit of any tuition or fees including the Kaiser Student Health Plan charge.</li> <li>Enrollment deposit is forfeited.</li> </ul>

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, ASMC 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	Credited 100% of tuition charges associated with the reduction of credits
First day of instruction through add deadline	Credited 80% of tuition charges associated with the reduction of credits
After add deadline	No credit

## Billing and Payments

### 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 are only mailed if 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 date. 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 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 Portal. Each semester, students pay an enrollment fee and then equal monthly installments, 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 an incremental late fee that starts at \$25 and increases by \$25 increments, e.g., \$25. All College services, including transcripts and readmission, will be withheld until the student account is paid in full.

## **Billing for Academic Opportunities Off Campus**

### **Domestic Exchange**

Mills students participating in the domestic exchange program pay Mills' full-time tuition, fees, room, and board. Students must pay or arrange payment by the regular payment deadline of August 1, for fall or January 2 for spring.

Students participating in the domestic exchange program from another institution pay their home institution's full-time tuition, fees, room, and board. These students should contact their home institution for payment deadlines.

### **Domestic Visit**

Mills students participating in the domestic visit program will have the invoice for tuition and housing sent by the domestic visit program to the M Center. The M Center will pay the program directly. The amount billed by the program is posted to the student's account and a bill with the payment deadline will be sent to the student. If the student does not end up participating in the program, and Mills has already paid the program, the charge will remain on the student's account. In this case, the student should contact her specific program to determine if she is eligible for any adjustment to her program charges. Students going on domestic visit are not required to meet the August 1, for fall or January 2, for spring, payment deadlines. However, students who typically pay their charges through installments are encouraged to set up a monthly payment plan online and begin making payments based on the estimated costs provided by the program. Once the bill is received, the student's payment plan budget can be adjusted to reflect the actual program costs.

Students attending Mills under the domestic visit program will be billed by their home institution for Mills tuition, fees, room and board. These students should contact their home institution for payment deadlines.

### **International Exchange**

Mills students participating in the international exchange program pay Mills' full-time tuition, fees, room, and in some cases, board. Students must pay or arrange payment by the regular payment deadline of August 1, for fall or January 2, for spring.

Students attending Mills under the international exchange program will be billed by their home institution for Mills tuition, fees, room and board. These students should contact their home institution for payment deadlines.

### **Study Abroad**

Mills students participating in study abroad can expect the invoice for tuition and housing to be sent by the study abroad program to the M Center. The M Center will pay the program directly. The amount billed by the program is posted to the student's account and a bill with the payment deadline will be sent to the student. If the student does not end up participating in the program and Mills has already paid the program, the charge will remain on the student's account. In this case, the student should contact her specific program to determine if she is eligible for any adjustment to her program charges. Students going on study abroad are not required to meet the August 1 or January 2 payment deadlines. However, students who typically pay their charges through installments are encouraged to set up a monthly payment plan online and begin making payments based on the estimated costs provided by the program. Once the bill is received, the student's payment plan budget can be adjusted to reflect the actual program costs.

## **Special Course Fees and Additional Program Costs**

### **Art (Studio)**

An additional materials fee is required for each studio art class. The fee varies for each area of concentration (\$125–\$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.

### **Book Art**

Book art studio fees range from \$100–\$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.

## Dance

Dance majors should expect to incur additional costs related to performances and their senior recital. Contact the department for additional information.

## 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–\$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.

## 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.

## Other Administrative Fees and Charges

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

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

### Other Fees

Credit by Examination Fee	\$300
Housing Damage Charge	Variable
"In Absentia" Fee	\$300
Overload Fee	\$375/.25 credit
Payment Plan Enrollment Fee	Variable/semester
Reinstatement Processing Fee	\$150
Returned Payment Charge <sup>2</sup>	\$35
Returned eRefund	\$35
Reissued Refund Check	\$20
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, 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. Refunds generated by a Federal Direct Parent PLUS Loan will be issued as a paper check to the parent borrower unless the parent specifies that the refund should be issued to the student.

Credit balances resulting from cash, check, or payroll/stipend overpayments will be refunded to students upon written 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.

Financial aid for students participating in a Mills-approved international visit, domestic visit, international exchange, or domestic exchange program is disbursed upon receipt of enrollment verification from the program. Refunds resulting from the disbursement of financial aid will be issued at this time.

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

## General Information

Mills College offers a comprehensive financial aid program of scholarships, grants, loans, and part-time employment to achieve several goals: to assist excellent scholars who could not otherwise afford to attend Mills, to enhance the existing cultural and economic diversity of the College, and to increase the opportunities for higher education available to low-income students.

In 2012–13 the College awarded over \$17 million in scholarships from its own funds. Over 90 percent of Mills students receive assistance directly from the College. In addition, many students also receive assistance from federal and state aid programs, civic groups, private foundations, and other charitable organizations. While most grants and scholarships are awarded based on demonstrated financial need, others are based solely on academic achievement, ability, and promise. From all sources, 95 percent of our undergraduate students received more than \$32 million in aid in 2012–13. An installment payment plan and a federal parent loan program are also available to assist students in meeting educational expenses.

The M Center makes financial aid decisions each spring for first-year and transfer applicants who are admitted for the upcoming fall semester. Financial aid decisions for the spring semester are made later in the year. Applications from continuing undergraduates are reviewed once spring grades have been submitted to ensure that students have met the financial aid satisfactory academic progress standards. Appeals of financial aid decisions can be made to the Financial Aid Appeals Committee in the M Center.

### How to Apply for Need-Based Financial Aid

To be considered for all financial aid programs administered by Mills, including institutional scholarships, students must file the applicable forms listed by the deadlines shown.

These forms may be obtained from high schools and colleges, online, or directly from the M Center.

### Aid Application Forms and Deadlines

#### Fall Applicants

Type of Applicant	Application Form	When to Apply
First-year	Free Application for Federal Student Aid (FAFSA)	Feb. 15
	Mills College Financial Aid Form	Feb. 15
	Cal Grant GPA Verification Form (CA residents only)	Mar. 2
Transfer	Free Application for Federal Student Aid (FAFSA)	Mar. 2
	Mills College Financial Aid Form	Mar. 2
	Cal Grant GPA Verification Form (CA residents only who do not currently have a Cal Grant) <i>Note: Submit form to most recently attended college, not to Mills</i>	Mar. 2

#### Spring Applicants

Type of Applicant	Application Form	When to Apply
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First-year	Free Application for Federal Student Aid (FAFSA)	Nov. 1 (CA residents applying for a Cal Grant must file FAFSA by Mar. 2)
	Mills College Financial Aid Form	Nov. 1
	Cal Grant GPA Verification Form (CA residents only)	Mar. 2 of the year preceding spring term
Transfer	Free Application for Federal Student Aid (FAFSA)	Nov. 1 (CA residents applying for a Cal Grant must file FAFSA by Mar. 2)
	Mills College Financial Aid Form	Nov. 1
	Cal Grant GPA Verification Form (CA residents) Note: Submit form to most recently attended college, not to Mills	Mar. 2 of the year preceding spring term

### Continuing and Returning Students

Forms Required	When to Apply
Free Application for Federal Student Aid (FAFSA)	Mar. 2
Cal Grant GPA Verification Form (CA residents only)	Mar. 2
Verification Worksheet and IRS Tax Return Transcript(s)	May 15
<p>Students selected for verification after filing the FAFSA must submit to the M Center a Verification Worksheet. In most instances, students selected for verification must also submit IRS Tax Return Transcripts for the student and/or parent(s) unless the IRS Data Retrieval Tool on the FAFSA is used to transfer tax data from the IRS to the FAFSA after federal tax returns have been filed. Copies of federal tax returns do not meet this federal government documentation requirement.</p> <p>Dependent students selected for verification must submit IRS Tax Return Transcripts for the student and parent(s).</p> <p>Independent students selected for verification must submit IRS Tax Return Transcripts for the student (and spouse, if applicable).</p>	

Application forms and deadlines (subject to annual change) for continuing undergraduates may be obtained online or directly from the M Center each January for aid consideration for the next academic year.

## Merit-Based Mills Scholarships for Entering Students

### General Information

Financial aid based solely on merit is awarded upon entrance to Mills. Awards are renewed on the basis of satisfactory academic progress and, in the case of some scholarships, contingent on continued studies in music or science. There is no requirement to file a financial aid application for renewal of merit-based financial aid. Scholarship aid is applied to College fees in two equal installments—one-half at the beginning of each semester. The College reserves the right to remove or adjust financial aid at any time if the recipient's personal or academic record is unsatisfactory, if her financial resources change, or if she fails to complete all requirements for disbursement of her aid in a timely manner.

Financial aid recipients who withdraw for any reason are subject to the College's Tuition and Fees Adjustment Policy and Return of Federal, State, and Institutional Financial Aid Policy.

### Trustee Janet L. Holmgren Presidential Scholarships

The Janet L. Holmgren Presidential Scholarship recognizes undergraduate and graduate students selected for academic merit and promise as leaders, while honoring President Emerita Janet L. Holmgren's 20 years of leadership of Mills College. Five awards are made each year to entering first-year, transfer, and graduate students, with the awards ranging from \$4,000–\$10,000 each (\$2,000–\$5,000 per semester), depending on financial need. These scholarships are renewable annually as long as the recipient has documented financial need, maintains full-time enrollment, and continues to satisfy the financial aid academic progress standards. Students must submit a FAFSA to be considered for this scholarship.

A California resident who is also awarded a Cal Grant may have a portion of her merit scholarship reduced to remain in compliance with government student aid regulations.

### Presidential, Provost, Faculty, and Eucalyptus Scholarships

These scholarship programs recognize entering fall-term first-year students who have demonstrated scholastic achievement. These scholarships are awarded in the amount of \$15,000–\$20,000 each (\$7,500–\$10,000 per semester) to contribute toward tuition charges of full-time first-year students. These awards, based on merit, are renewable annually as long as the recipient maintains full-time enrollment

and satisfactory academic progress for financial aid. Eligibility is limited to a maximum of eight semesters. To qualify for consideration, a student must apply for admission by February 1. There are no special applications for these scholarships.

A California resident who is also awarded a Cal Grant may have a portion of her merit scholarship reduced to remain in compliance with government student aid regulations.

### **Dean's Scholarships**

The Dean's Scholarship Program recognizes entering transfer students who have demonstrated outstanding scholastic achievement, leadership ability, and/or significant contributions to their previous educational institutions or community. Dean's Scholarships of \$9,000–\$15,000 each (\$4,500–\$7,500 per semester) are awarded to contribute toward the tuition charges of full-time transfer students entering in the fall semester. Dean's Scholarships are supported in part by the Dawn Marie Simms Scholarship Fund. These awards, based on merit, are renewable annually as long as the recipient maintains full-time enrollment and satisfactory academic progress for financial aid. The number of semesters of eligibility for transfer students is established by the initial graduation date defined by the M Center upon entrance to Mills. There is no special application for this scholarship.

A California resident who is also awarded a Cal Grant may have a portion of her merit scholarship reduced to remain in compliance with government student aid regulations.

### **Osher Scholarships**

The Osher Scholarship Program recognizes entering transfer resuming students who have demonstrated financial need and academic promise. Four to eight Osher awards of \$2,000–\$10,000 each (\$1,000–\$5,000 per semester) are awarded to entering transfer resuming students each year to contribute toward full-time tuition charges. These scholarships are renewable annually as long as the recipient has documented financial need, maintains full-time enrollment, and continues to meet the financial aid satisfactory academic progress standards. The number of semesters of eligibility for transfer students is established by the initial graduation date defined by the M Center upon entrance to Mills. Students must submit a FAFSA to be considered for this scholarship.

A California resident who is also awarded a Cal Grant may have a portion of her merit scholarship reduced to remain in compliance with government student aid regulations.

### **Phi Theta Kappa Scholarships**

The Phi Theta Kappa Scholarship Program recognizes an entering transfer student who has been inducted into the Phi Theta Kappa Honor Society, an international two-year college honor society that recognizes both outstanding academic achievement and community service. Recipients should have a minimum cumulative 3.5 GPA. Priority consideration will be given to students who were enrolled full time. One scholarship in the amount of \$5,000 is awarded each fall for the academic year. This merit award is renewable annually as long as the recipient maintains full-time enrollment and satisfactory academic progress for financial aid. The number of semesters of eligibility for transfer students is established by the initial graduation date defined by the M Center upon entrance to Mills. There is no special application for this scholarship, but students must submit a complete application for admission and provide proof of Phi Theta Kappa membership by March 1.

### **Alpha Gamma Sigma Scholarship**

The Alpha Gamma Sigma Scholarship Program recognizes an entering transfer student who has been inducted into the Alpha Gamma Sigma Honor Society, the California Community College Scholastic Honor Society that recognizes outstanding scholarship. Recipients should have a minimum cumulative 3.5 GPA. Priority consideration will be given to students who were enrolled full time. One scholarship in the amount of \$5,000 is awarded each fall for the academic year. This merit award is renewable annually as long as the recipient maintains full-time enrollment and satisfactory academic progress for financial aid. The number of semesters of eligibility for a transfer student is established by the initial graduation date defined by the M Center upon entrance to Mills. There is no special application for this scholarship, but students must submit a complete application for admission and provide proof of Alpha Gamma Sigma membership by March 1.

### **Science Awards**

#### **Arthur Vining Davis Science Scholarships**

These scholarships recognize entering students who have demonstrated strong ability and interest in science, mathematics, and/or computer science. Up to two scholarships of up to \$10,000 (up to \$5,000 per semester) are awarded to contribute toward the tuition charges of full-time students entering in the fall semester. This award, based on merit, is renewable annually, providing the student continues her study in science, mathematics, and/or computer science; maintains full-time enrollment; and continues to satisfy the financial aid academic progress standards. The number of semesters of eligibility for entering first-year students is limited to eight semesters, while eligibility for transfer students is established by the initial graduation date defined by the M Center upon entrance to Mills. To qualify for consideration for the Arthur Vining Davis Science Scholarship, a student must apply and submit all required credentials by February 1. There is no special application for this scholarship.

#### **Scheffler Pre-Medical Science Scholarships**

The Scheffler Pre-Medical Science Scholarship Program recognizes entering students based on academic achievement and demonstrated interest in pre-medical science. Up to five Scheffler Scholarships of up to \$5,000 each (up to \$2,500 per semester) are awarded to contribute toward the tuition charges of full-time students entering in the fall semester. This award, based on merit, is renewable annually, providing the student continues her study in pre-medical science, maintains full-time enrollment, and continues to meet the

financial aid satisfactory academic progress standards. The number of semesters of eligibility for entering first-year students is limited to eight semesters, while eligibility for transfer students is established by the initial graduation date defined by the M Center upon entrance to Mills. To qualify for consideration for the Scheffler Scholarship, a student must apply and submit all required credentials by February 1 and indicate her pre-medical interest on her admission application. There is no special application for this scholarship.

#### **Vera M. Long Scholarship for Women in Science**

The Vera M. Long Scholarship recognizes entering or continuing undergraduate women studying or majoring in chemistry, environmental science, or biochemistry/molecular biology who have demonstrated outstanding scholastic achievement. Students selected for this award must also have demonstrated leadership and collaboration abilities and/or have made meaningful contributions to their previous educational institutions or community. A number of scholarships are awarded to contribute toward the tuition charges of full-time students. This award, based on merit and need, is renewable annually, providing the student continues her study in chemistry, environmental science, or biochemistry/molecular biology; maintains full-time enrollment; and continues to meet the financial aid satisfactory academic progress standards.

This scholarship honors the memory of Vera M. Long, a Mills alumna from the Class of 1935 and beloved Lifetime Trustee of the College, who cared deeply about the education of women at Mills.

### **Music Awards**

#### **Carroll Donner Commemorative Scholarships in Music**

The Carroll Donner Commemorative Scholarships in Music recognize a limited number of entering students who have demonstrated superior musical talent and prospect for achievement as well as scholastic ability. The merit scholarship of up to \$8,000 (up to \$4,000 per semester) is awarded to a limited number of full-time students entering each fall, based upon auditions and a review of the applicants' admission files.

The scholarship is renewable annually if the student continues her music study with satisfactory academic progress, has Music Department faculty recommendation, has declared a major in music by the end of her sophomore year, maintains full-time enrollment, and continues to meet the financial aid satisfactory academic progress standards.

To qualify for consideration for the Carroll Donner Commemorative Scholarship in Music, a student must apply and submit all required credentials by February 1. The candidate must also submit a continuous tape recording, free from any splicing, and is required to perform three representative compositions pertaining to her particular instrument. The repertoire must be chosen from three different periods, including one work in contemporary idiom, each work totaling at least 15 minutes in length. Singers must include at least two languages in their repertoire. Candidates in composition are required to submit three examples of their work in score or tape form.

A student submitting a recording in fulfillment of the audition requirement must send her recording directly to the Office of Undergraduate Admission, postmarked no later than February 1. Live auditions are preferred; auditions are held in February. Students should contact the Office of Undergraduate Admission by January 15 to reserve an audition time.

#### **Barbara Hazelton Floyd Scholarships in Music**

The Barbara Hazelton Floyd Scholarships in Music recognize a limited number of entering students of good, sound character who have demonstrated superior musical talent and prospect for achievement as well as scholastic ability. Preference is given to first-year students and students of piano. The scholarship, of up to \$10,000 (up to \$5,000 per semester), is based on merit and awarded to a limited number of full-time entering students. It is renewable annually, subject to certain conditions set forth below, for up to four years throughout the pursuit of musical studies leading to the bachelor's degree. Selection is made based upon auditions and a review of the applicants' admission files.

The scholarship is renewable annually if the student continues her music study with satisfactory academic progress, has Music Department faculty recommendation, has declared a major or minor in music by the end of her sophomore year, maintains full-time enrollment, and continues to meet the financial aid satisfactory academic progress standards.

To qualify for consideration for the Barbara Hazelton Floyd Scholarship in Music, a student must apply and submit all required credentials by February 1. The candidate must also submit a continuous tape recording, free from any splicing, and is required to perform three representative compositions from three different periods, including one work in contemporary idiom, each work totaling at least 15 minutes in length.

A student submitting a recording in fulfillment of the audition requirement must send her recording directly to the Office of Undergraduate Admission, postmarked no later than February 1. Live auditions are preferred; auditions are held in February. Students should contact the Office of Undergraduate Admission by January 15 to reserve an audition time.

#### **International Students**

Financial aid for international students is available only in the form of a Mills College merit-based scholarship. The scholarship awards are based on academic performance in school, school examination results, and the results of standardized tests. Unfortunately, these scholarships do not meet the total cost of tuition, fees, books, and living expenses. International students are expected to meet these costs with their own funds. There is no separate application form for scholarships. All students who submit admission applications and all required credentials by the published deadlines are considered for scholarships.

For the 2013–14 academic year, we estimate the international student educational and living expenses to be \$66,000. To indicate the amount of funds available, students should submit the Certification of Finances form, available on the Mills College website, and bank statement(s) with the application for admission.