

[Home](#) > [Academics](#) > [Graduate](#) >

[Undergraduate Catalog](#)

» [Graduate Catalog](#)

[Course Descriptions](#)

[Academic Calendar](#)

[Directions](#)

[Contacts](#)

## Graduate Catalog

### About Mills College

[Overview](#) | [Faculty](#) | [Academic Environment](#)  
[Campus Resources](#) | [Graduate Housing](#) | [History](#)

#### Overview

Located in the foothills of Oakland, California, on the east shore of the San Francisco Bay, Mills College is an independent liberal arts college for undergraduate women with graduate programs for women and men. The College educates students to think critically and communicate responsibly and effectively, to accept the challenges of their creative visions, and to acquire the knowledge and skills necessary to effect thoughtful changes in a global, multicultural society. Founded in 1852 as an undergraduate college for women, Mills introduced its first graduate programs in the 1920s. Since that time, Mills has earned a national and international reputation based on groundbreaking work in fields such as electronic music, studio art, and education.

Mills offers graduate degree and certificate programs to approximately 500 students on an intimate campus with a total student body of about 1,400. Our graduate programs include: Applied Economics, Studio Art, Computer Science, Dance, Education, English, Infant Mental Health, MBA, Music, Pre-Med, and Public Policy. In recent years, Mills has built on its tradition of innovation with the introduction of new joint graduate degrees, including the joint MBA/MA in educational leadership and the joint MPP/MBA degree.

Ranked fifth among top colleges in the West by U.S. News & World Report, Mills also has been named one of the top "Great Schools, Great Prices" for high academic quality relative to net cost of attendance. Mills was recognized as one of The Best 380 Colleges and one of the 50 greenest colleges in the nation by The Princeton Review. The Washington Monthly also ranked Mills one of the top 15 master's universities in the United States.

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

At Mills, we value the diversity of people and ideas. About 40 percent of our graduate population identify themselves as students of color, and Mills students and faculty bring a wide range of interests, experiences, and ideas to our graduate programs.

[back to top](#)

#### Faculty

The Mills faculty is composed of an accomplished cadre of artists, educators, authors, business professionals, and scholars. At the

[Graduate Catalog](#)  
[Table of Contents](#)

[About Mills](#)

[Admission](#)

[Expenses](#)

[Financial Aid](#)

[Advising and Registration](#)

[Academic Regulations](#)

heart of our graduate education is the interaction between these distinguished faculty members and talented students. In an intellectual environment dedicated to advanced study, graduate students work closely with accessible and engaged faculty to explore their field of study in the context of broader academic interests, a testament to our heritage as one of the top liberal arts colleges in the nation. Statistically, Mills faculty members are also unique. Sixty-eight percent of our full-time faculty are women, while 33 percent are faculty of color. Ninety-four percent of the full-time faculty have their terminal degree.

[back to top](#)

### Academic Environment

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

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

[back to top](#)

### Campus Resources

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

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

[back to top](#)

### Graduate Housing

Living on campus in the heart of the Bay Area is a valuable part

of the Mills experience. Students can take advantage of on-campus programs and services while enjoying the convenience of living on the beautiful, safe Mills College campus. To learn more about campus housing for graduate students, visit the [Residential Options](#) webpage.

[back to top](#)

### History

Founded in 1852 as the Young Ladies' Seminary in Benicia, California, Mills College boasts a rich history as a leader in women's education. Mills was founded two years after California was admitted to statehood and the same year the city of Oakland was established. The University of California and Stanford had yet to exist, and newly prosperous miners, farmers, and merchants wanted to educate their daughters without sending them on the perilous journey to East Coast schools.

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

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

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

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

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

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

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

[back to top](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Admission

[Applying for Admission](#)[Admission Requirements](#)[Standardized Test Scores/ Graduate Record Exam \(GRE\)](#)[Application Deadlines](#)[Application Fees](#)[Application Forms and Materials](#)[Application Process](#)[Accepted Students](#)[Concurrent Enrollment Policy](#)[Deposit Policy](#)[Deferment Policy](#)[Readmission Process](#)[Graduate Probationary Admission](#)[International Applicants](#)[International Students](#)

### Applying for Admission

#### Admission Requirements

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

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

#### Standardized Test Scores

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

[Graduate Catalog](#)[Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

For those taking the GRE or SAT, Mills College's code is 004485 and a department does not need to be specified. For those taking the ACT, Mills College's code is 0332. For those taking the GMAT, Mills College's code is 4485.

#### Application Deadlines

Fall: Please refer to the [Office of Graduate Admissions](#) website for application deadline details.

Spring: October 15 priority deadline for receipt of spring admission applications.

Many of our programs do not accept applications for spring admission. Please contact the Office of Graduate Admissions for current information.

[back to top](#)

#### Application Fees

Applicants are required to pay a \$50 nonrefundable application fee via credit card, personal check, or money order. Cash is accepted if submitted in person to the Office of Graduate Admissions.

#### Special Status/ Non-Degree Applicants

Prospective students who possess a baccalaureate degree from an accredited college or university and who wish to enroll in graduate classes for credit but not a degree program must submit one official transcript confirming the baccalaureate degree and one letter of recommendation in addition to completing an abbreviated application for admission available through the Office of Graduate Admissions. If approved, students can be considered non-matriculated for up to two terms. At that time, students must apply for formal admission to a specific program, demonstrate the need for continued status as non-matriculated students, audit courses for no credit, or withdraw. Special non-degree students are not eligible for Federal Stafford Loans.

[back to top](#)

#### Application Forms and Materials

A link to the [online graduate admission application](#) are available on each program's application webpage as well as the Office of Graduate Admissions webpage.

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

#### Transcripts

Transcripts from each postsecondary institution attended must be sent in sealed envelopes directly from each institution, or sent electronically directly from the institution or through a verified e-transcript service. One (1) official transcript from a student's bachelor's degree receiving institution is required, and official or unofficial transcripts for all credited course work toward receipt of bachelor's degree, including courses taken at community college, must be submitted.

Students should also submit transcripts from any relevant graduate level work they have completed.

Applicants may submit official transcripts directly to Mills as long as the original envelope from the institution retains its seal and signature.

Please note: Current Mills students and Mills alumnae/i may submit unofficial copies of their transcripts and transfer of credit

reports (if applicable) from the Mills student portal in lieu of an official transcript.

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

Applicants who hold a bachelor's degree from outside the US should reference the [International transcript guidelines](#) in this catalog.

#### Recommendations

Letters of recommendation are required for all programs. Please see the program webpage for specific recommendation requirements. The Office of Graduate Admissions strongly recommends applicants contact recommenders as early in the application process as possible.

Applicants should supply the email addresses of their recommenders via the online application. By doing this, recommenders are emailed links to an online recommendation form for electronic submission. [Recommendation forms](#) may also be downloaded as PDF documents from the program's application webpage and sent directly to the Office of Graduate Admissions via postal mail or e-mail. If sent via email, the recommender must use a professional email address.

#### Other Application Materials

Applicants may submit the online application prior to other materials (such as transcripts or recommendations) being received by Mills. Applications will not be considered complete until all supporting materials have arrived. Faxed and photocopied materials are not official and will not be accepted. Please note that during peak application times, it may take 3-5 business days to process receipt of materials.

Applicants should consult the program-specific section(s) on the Mills College website for program application requirements, such as art portfolios, writing samples, or standardized test scores.

[back to top](#)

#### Application Process

1. Upon submitting an application, the applicant will receive an email from the Office of Graduate Admissions confirming receipt of the application and confirming submitted and missing materials.

Applicants may check the status of their application materials using their application [status page](#). This page allows the applicant to view missing application materials and upload certain documents for their application.

2. Once an application is complete, it is forwarded to the program for review.

3. Departmental admission committees vary in length of time for review. Some programs invite applicants to interview as part of the review process. Applicants will be notified of any additional materials or meetings required for an admission decision.

4. Applicants are notified of the admission decision via an email instructing them to login to their status page to receive their decision. Graduate aid information is included in this decision letter, if awarded. To be considered for federal financial aid, applicants should submit the FAFSA.

5. In order to ensure a place in a program, admitted students must submit a \$300 nonrefundable enrollment deposit.
6. Deposited students receive an email confirming that the Office of Graduate Admissions has received their deposit.
7. General orientation materials are sent from the Division of Student Life; orientation information is also available online at [mills.edu/orientation](https://mills.edu/orientation).

#### Financial Aid

Please see the [Financial Aid](#) section for more information.

[back to top](#)

#### Accepted Students

##### Concurrent Enrollment Policy

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

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

##### Deposit Policy

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

The deposit may be paid via credit card, money order, or check be sent to the Office of Graduate Admissions. Cash deposits are accepted if paid in person at the Office of Graduate Admissions.

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

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

[back to top](#)

##### Deferment Policy

An applicant accepted into a Mills graduate program may request to delay her/his studies and defer admission for up to two semesters with written approval from the department. In addition to the enrollment deposit referenced above, an additional \$150 deposit is required to hold the applicant's space in the program for a future term. After two semesters, the applicant must reapply to the academic program of her/his choice through the Office of Graduate Admissions.

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

#### Readmission Process

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

#### Graduate Probationary Admission

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

[back to top](#)



[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### International Students

[Admission](#) | [Certification of Finances](#) | [Transcripts](#)  
[Proof of English Language Proficiency](#)  
[Recommendations](#) | [I-20 Form](#) | [Housing](#)

[Graduate Catalog](#)  
[Table of Contents](#)

[About Mills](#)

[Admission](#)

[Expenses](#)

[Financial Aid](#)

[Advising and Registration](#)

[Academic Regulations](#)

#### Admission

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

International applicants must submit the same application materials as American applicants as well as the following supporting materials.

#### Certification of Finances

The [Certificate of Finances](#) form and official supporting bank documents must be submitted prior to enrollment. Per US government regulations, an international applicant should have sufficient funds for two years of tuition, fees, and living expenses in the United States. Original documents may be mailed or emailed to Mills College's Office of Graduate Admissions as scanned copies. Faxes are not accepted. International applicants should be aware that financial assistance is very limited. Even applicants who receive financial aid must be prepared to contribute significantly to the cost of their education. Failure to pay outstanding fees prevents students from registering for classes and endangers their valid nonimmigrant student status.

US government regulations prohibit students with an F-1 student visa from off-campus employment, unless 1) the student receives advanced approval from United States Citizenship and Immigration Services (USCIS) for Optional Practical Training (OPT), or 2) employment is an integral part of the established curriculum, which would qualify students for Curricular Practical Training (CPT). Some academic departments are also able to offer graduate assistantships to international students, and there are also opportunities for on-campus employment, though limited. However, international students should not rely on employment, either on or off campus, as the primary means of financing their graduate education.

#### Transcripts

Mills College requires all applicants who hold a bachelor's degree from outside of the US to submit an official transcript evaluation from a member organization of the National Association of Credential Evaluation Services ([NACES](#)). The official transcript

evaluation should be a course-by-course evaluation, which assesses whether a student's undergraduate degree is equivalent to a US bachelor's degree, the student's undergraduate grade point average (GPA), and the grades the student received in all courses taken towards completion of the bachelor's degree. Students also have the option of sending us a general transcript evaluation, which only assesses equivalency to a US bachelor's degree, as long as the evaluation is also accompanied by an official transcript sent to us directly from their institution and a certified translation of the official transcript if it is not originally in English. The Office of Graduate Admissions advises students to request transcript evaluations as early as possible in the application process.

[back to top](#)

#### Proof of English Language Proficiency

All non-native speakers of English are required to show proof of English language proficiency unless they hold a bachelor's degree from a university or college located in the US, Canada, Australia, New Zealand, or Great Britain, completed their degree at a university or college at which the primary instruction is English, or attended at least one year of university or college in the U.S. Mills College accepts the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the Duolingo English Test (DET), or the English Language School (ELS) Level 112 Certificate. We are also accepting the Education First (EF) level C21 completion certificate as a pilot for proof of English Language Proficiency for graduate study at Mills.

Most programs require a minimum of 550 on the paper-based test, 80 for the internet-based exam, an IELTS overall band-score of 6.5 or higher, or a 60% on the DET. Graduate programs in English require minimum TOEFL scores of 600 on the paper-based test, 100 for the Internet-based exam, an IELTS overall band-score of 7.0 or greater, or a 70% on the DET. It is the expectation of Mills College that all students meet the minimum English proficiency requirements for their program. For applicants who receive a score is just below the required minimum on the TOEFL or IELTS, they may retake either of those tests, enroll in ELS, or take the DET and receive a passing score.

If, after the accepted applicant arrives, it appears that further help in language is needed, a tutor's services may have to be obtained through our multi-lingual services department or externally at the applicant's expense.

More information about the exams are available online at [the ETS website](#), [the IELTS website](#), [the DET website](#), and [the ELS website](#).

#### Conditional Admission

Conditional admission may be granted to students who have met the program academic requirements but have not yet satisfied the English language proficiency requirement. Students admitted under conditional admission must enroll in an English for Academic Programs course at an ELS Language Center and complete the ELS Level 112 Certificate, or meet the minimum TOEFL, IELTS, or DET requirements for their program prior to enrolling at Mills. Conditional admission is valid for up to one year. Students who do not complete the language requirement in that time are required to re-apply.

To learn more, please visit the [ELS Language Center](#).

#### Recommendations

Letters of recommendation should testify to the international applicant's English writing and speaking abilities, as well as potential for success in graduate studies.

#### I-20 Form

An I-20 form will be provided only after the admitted student has submitted her/his \$300 nonrefundable tuition deposit to the Office of Graduate Admissions. This deposit will be credited to the student's first-semester tuition.

The I-20 form will allow international applicants to apply for an F-1 student visa to study in the United States. Students should make an appointment at the nearest US consulate in their country and take the I-20 form, their passport, proof of their financial ability, proof of payment of the SEVIS fee, English proficiency test score reports, and their Mills College acceptance letter to their appointment. Upon consulate approval, an official at the consulate will affix an F-1 visa inside the passport. Together with the I-20 form, this student visa will enable the student to enter the United States.

If the student has attended another US university or college just prior to enrolling at Mills, their SEVIS record will be transferred to Mills. The student must request their previous institution to complete the I-20 Transfer Request form (please refer to the [International Applicant Packet](#)), to be mailed or emailed to Mills College's Office of Graduate Admissions.

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

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

#### Housing

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

If international students plan to live on campus, the College recommends they apply for on-campus housing as early as possible. If international students plan to live off campus, students may contact the Office of Graduate Admissions for additional information and should conduct personal research on commuting and neighborhood options.

[back to top](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### College Expenses

[Tuition and Fees](#)[Residence and Meal Plan Rates](#)[Tuition and Fees Adjustment Policy](#)[Billing and Payments](#)[Special Course Fees and Additional Program Costs](#)[Other Administrative Fees and Charges](#)[Financial Petitions](#)[Refunds](#)

#### 2017–18 Graduate Tuition

Students must pay in full or arrange payment via a payment plan for all semester charges (minus applicable financial aid) by August 1, 2017, for the fall semester and January 2, 2018, 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.

#### Flat Rate Graduate Tuition Programs

Program	Semester	Academic Year
MFA and MA programs in Book Art*, Dance, Music, and Studio Art	\$16,740	\$33,480
Book Art 5th non-resident semester	\$8,370	N/A
MFA in Translation	\$9,500	\$19,000

\* Book Art refers to the Book Art/Creative WRiting MFA program.

#### Per Credit Graduate Tuition Programs

Program	Semester	Academic Year
MFA in Creative Writing* and MA in English Language and Literatures	\$1,000/per credit	Varies
School of Education (all programs)	\$1,100/per credit	Varies
Lokey School of Business and Public Policy (all programs)	\$1,285/per credit	Varies
MA and Certificate Programs in Applied		

[Graduate Catalog](#)[Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

Economics, Computer Science, and Post-Bac Pre-Medical	\$1,285/per credit	Varies
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\*Student in the Book Art and Creative Writing Program should see the Book Art tuition information above.

Students enrolling in courses outside of their degree program will be charged the per credit tuition rate for the program they are enrolled in. Students enrolled in two degree programs concurrently will be charged the higher of the two rates, if different.

Graduate Fees

	Semester	Academic Year
Campus Comprehensive Fee <sup>1</sup>	\$571	\$1,142
AC Transit Fee <sup>2</sup>	\$64.50	\$129
Student Health Plan <sup>3</sup>	\$1,117.50	\$2,235

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, including alumnae auditors.

<sup>1</sup>Campus Comprehensive Fee

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

<sup>2</sup>AC Transit Fee

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

<sup>3</sup>Student Health Plan

Fall semester insurance coverage runs from August 15–January 14. Spring semester insurance coverage runs from January 15–August 14.

The Mills Student Health Plan consists of medical coverage provided by Aetna and dental insurance provided by MetLife.

All Mills students are required to waive or enroll in a the Student Health Plan each fall term during open enrollment, July 1–August 31 for the fall semester or December 1–January 31 for the spring semester. Any student who does not waive or enroll in the Student Health Plan will be charged a \$150 late fee.

Students returning from study abroad, a leave of absence or who are readmitted or reinstated to Mills must waive or enroll during open enrollment of the semester 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.

If a student's health insurance provider changes, they must submit new insurance information with their 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 prorated 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	\$1,117.50	\$2,235
Child/each	\$1,117.50	\$2,235

\*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 Aetna only. Dental is not included.

#### Summer Tuition and Fees

Mills offers a limited number of courses and academic opportunities for programs during the summer. Tuition rates and administrative fees for summer terms can be found in the [Summer Tuition](#) page.

### 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.

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@mills.edu](mailto:stuacct@mills.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.

#### Payment Policy

Students must pay in full or make satisfactory payment arrangements by August 1, 2017, for the fall semester and

January 2, 2018, for the spring semester. Satisfactory payment arrangements means that a student has made and documented arrangements to pay a remaining balance. This may include payment in full, an approved and current monthly payment plan, awarded and accepted grants and scholarships, accepted student loans for which all requirements have been completed, approved and certified private or PLUS loans, and/or documented outside scholarships or other outside monetary benefits. 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 prior to the start of instruction of any semester.

#### 2017-2018 Payment Deadlines & Other Important Dates

	Fall Semester	Spring Semester
Bills are sent to students	June 30, 2017	November 20, 2017
Payment or Satisfactory Payment Arrangements due	August 1, 2017	January 2, 2018
Second Bill sent with late fee charged	August 2, 2017	January 3, 2018
Students with unpaid accounts are dropped from their courses	August 9, 2017	January 10, 2018
Dropped students can clear accounts with guarantee of maintaining original course schedule	August 10, 2017 through August 17, 2017	January 11, 2018 through January 12, 2017
Last day to clear accounts	September 13, 2017	January 31, 2018

#### Payments in Full

Students wishing to pay their tuition and fees in full can pay by cash, check, foreign currency bank transfer, **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 Resource 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

Accounts with past due balances are subject to late payment fees of up to \$250 per term. Students are provided with a grace period following the payment deadline. Students who have not

made satisfactory payment arrangements by the end of the grace period will be dropped from their classes and will not be allowed to occupy on-campus housing.

A hold may be placed 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 or with In-Absentia Thesis In-Progress, or Dissertation In-Progress status who do not pay their outstanding balance by the due date on their first bill will be assessed a semester late fee that starts at \$25 and increases by \$25 increments, e.g., \$25, \$50, \$75, etc. All College services, including transcripts and readmission, will be withheld until the student account is paid in full.

#### Recovering from Late Payment

Students who were dropped from their courses due to unpaid balances still have the opportunity to resolve their student account and be cleared to re-register prior to the add/drop deadline. Students must pay in full or make satisfactory payment arrangements in order to clear their student account. Once the account is resolved, the related hold(s) will be removed and the student will be cleared to register in classes.

#### Administrative Withdrawal

All students not registered, including those who were dropped from their classes due to unpaid balances, are subject to the Administrative Withdrawal policy, available [here](#).

[back to top](#)

### 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 notification to the Division of Student Life of their intent to take a leave of absence or withdraw from the College. Once a student has completed the procedure for a leave of absence or withdrawal from the College, a tuition adjustment will be applied to their 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.

No mandatory fees, such as the campus comprehensive fee, ASMC fee, AC Transit fee, and installment fees if enrolled in a payment plan, will be credited as of the first day of instruction.

Tuition charges will be adjusted as follows:

Official Date of Notification	Adjustment
Before first	



## Mills College - Graduate Catalog Expenses

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/drop 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 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/drop deadline	<ul style="list-style-type: none"> <li>No credit of any tuition or fees including the 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 housing agreement once their leave is filed, they have moved out of housing and turned in all their keys. Their costs will be prorated based on the night all keys have been returned and move out confirmed (see [Deposits and Refunds](#)). A credit for housing and dining will be calculated for the remainder of the semester based on a nightly rate

## Change in Enrollment Status

Full-time students who drop from full-time to part time, part-time students who reduce credits or drop courses, or students taking overload credits who drop credits 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	<ul style="list-style-type: none"> <li>Credited 100% of tuition charges associated with the reduction of credits</li> </ul>
First day of instruction through add/drop deadline	<ul style="list-style-type: none"> <li>Credited 80% of tuition charges associated with the reduction of credits</li> </ul>
After add/drop deadline	<ul style="list-style-type: none"> <li>No credit</li> </ul>

## Special Course Fees and Additional Program Costs

## Book Art

Book art studio fees for individual courses range from \$100 to

\$250. If a student drops a studio class by the add deadline the fee will be reversed; otherwise, the fee will remain on the student's account.

#### Dance

Graduate students in dance should expect to incur additional expenses related to their graduate performances and thesis concert. All graduate dance students are charged a \$150 a semester Wellness fee. Contact the department for additional information.

#### Education (Teacher Education)

An additional program fee of \$250 per semester is required of all students enrolled in the teacher education credential program (multiple and single subject credential) during their first year.

#### Early Childhood Education MA

An additional program fee of \$150 is required of first year students enrolled in the early childhood education master's degree programs (including child life in hospitals, the BA in Child Development/MA in ECE Accelerated Degree Program and the early childhood special education credential). If a student officially takes a leave of absence or withdraws from Mills by the add deadline, the fee will be reversed; otherwise, the fee will remain on the student's account. Students should anticipate additional fees for CPR preparation, fingerprinting and liability insurance associated with internships and student teaching in the Laboratory School, local schools and hospitals.

#### Infant Mental Health

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

For those students enrolled in the Infant Mental Health 4+1 program, the program fee is \$100. Student fees may change due to insurance requirements for the college.

#### Education Leadership

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

#### Music

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

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

#### Physical Education

PE Course fees charged upon registration: Healthy Eating \$40, Intro to Sports Medicine \$10. If a student drops a class by the add deadline, Mills will reverse the fee; otherwise, the fee will remain on the student's account.

Fees paid to outside vendors: Sailing class has a fee payable to City of Oakland \$35. American Red Cross charges fees ranging from \$50 to \$150 for courses such as First Aid/ CPR-AED, Lifeguard Training, and Water Safety Instructor. Equestrian classes have a fee payable to the stables (Historically, fees have been around \$450, future fees to be determined by new stables). Fees payable to outside vendors are subject to the vendor's refund policy.

#### Studio Art

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

#### Thesis Processing

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

[back to top](#)

### 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. 6)	up to \$250
Late Payment Plan Payment	\$50
Other Fees	
Housing Damage Charge	Variable
Payment Plan Enrollment Fee	3% of balance up to \$300/semester
Reinstatement Processing Fee	\$150
Returned Payment Charge <sup>2</sup>	\$35
Returned eRefund	\$35
Reissued Refund Check	\$20
Teacher Education Program Fee	\$250/semester
In-Progress Fee (master's degree)	\$500/flat
In-Progress Fee (doctoral degree)	\$625/semester
Traffic Fine	Variable

<sup>1</sup>Late Fees

Any late fees that are reversed due to a student's status

changing from active to inactive may be reinstated if the student becomes active again.

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

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

[back to top](#)

### 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.

[back to top](#)

### Refunds

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

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

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

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

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

[back to top](#)

- Art Museum
- Athletics & Recreation
- Center for Contemporary Music
- Chapel
- Children's School
- Commuting
- Diversity Programs
- Fine Arts Events
- » **Housing**
- Student Activities & Clubs
- Student Government
- Student Publications

[Home > Campus Life >](#)

## Housing

### Residence and Meal Plan Rates

**Residential Rates for 2017-18**  
**Meal Plan Rates for 2017-18**

For Information regarding the Housing Fee, click [here](#).

#### Residential Rates for the 2017-18 Residence Agreement

Option	Semester Rate	Rate for Academic Year
Single Room	\$3,463	\$6,926
Double Room (two occupants, per person)	\$3,050	\$6,100
Super Single Room (double room with only one occupant)	\$4,284	\$8,568
Single Room in Two-Bedroom Suite	\$4,355	\$8,710
Larsen House (participation in shared Community Supported Agriculture Box program is required)	\$4,574 + \$62 fee for CSA Box	\$9,148 + \$124 fee for CSA Box
Ross House	\$4,574	\$9,148
Prospect Hill Apartments	\$4,574	\$9,148
Courtyard Townhouses - Joan Danforth House - Vivian Stephenson House - Clare Springs House (nine-month agreement)	\$4,753	\$9,506
Underwood Apartments (ten-month agreement)	\$8,889	\$17,778

Residential rates for 2017-18 include the use of laundry equipment.

#### Meal Plan Rates for the 2017-18 Residence Agreement

Plan	Semester Rate	Rate for Academic Year
10-Plus Plan	\$3,215	\$6,429
15-Plus Plan	\$3,099	\$6,198
12-Meal Plan	\$2,933	\$5,865

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

[Overview](#)

[Living at Mills](#)

[Residential Options](#)

[Themed Housing Communities](#)

[Rates](#)

[Dining Dollars](#)

[Application Fees and Refunds](#)

[Occupancy Periods](#)

[Move In](#)

[Room Draw](#)

[Move Out](#)

[Residential Life](#)

[Staff](#)

[FAQs](#)

[Contact Information](#)

Housing Management & Dining Services (HMDS)  
Sage Hall, Room 138

P: 510.430.2127

F: 510.430.2155

E: [housing@mills.edu](mailto:housing@mills.edu)

## Residential Rates for Summer 2017

Options	Rate for Full Summer*
Courtyard Townhouses (three-month summer agreement)	\$3,172
Underwood Apartments (two-month summer agreement)	\$3,560

\* Summer 2017 rates may be prorated for partial-summer stays. Summer 2017 rates include the use of laundry equipment.

Summer housing is only available to students who will live in summer housing for at least 21 consecutive nights. At least 21 nights' notice must be given by students planning to move out mid-summer. Priority is given to full-summer applicants. Summer residents must meet at least one of the following criteria:

- Enrolled in summer class(es)
- Working on campus over the summer (must have a faculty or staff sponsor)
- Lived in the Courtyard Townhouses or the Underwood Apartments in spring 2017 and will once again live in one of these spaces in fall 2017

The two-month summer "rollover" agreement 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.

## Meal Plans

## 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-, and 15-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.

#### Meal Accommodations for Religious Observance

Dining Services strives to design menus and meal offerings that meet the diverse needs of our students, staff, and faculty. For individuals on the meal plan whose religious observance requires a special diet during holidays, please contact Housing Management and Dining Services at [dining@mills.edu](mailto:dining@mills.edu) so we can best accommodate your needs. It is our regular practice to label the dishes we serve so individuals can make informed choices about their selections. While we are currently unable to provide Halal meats or Kosher kitchen facilities, we aim to offer a variety of foods that might satisfy your needs as you observe your spiritual and religious practices.

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Departmental Assistance

#### General Information

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

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

#### Departmental Assistantships

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

#### Graduate Tuition Scholarships

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

#### Art Department

In addition to departmental assistantships, the Art Department offers the Hung Liu Endowed Fellowship.

#### English Department

In addition to partial tuition departmental assistantships and scholarships, the English Department offers a small number of competitive fellowships in Writing and Community Engagement to applicants entering the MFA and MA programs in the Department. These fellowships cover full tuition for the two- and three-year programs. Under the mentorship of Mills' renowned faculty, recipients will have the unique experience of pursuing their

[Graduate Catalog](#)[Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)



graduate degree while designing and implementing a writing-related community project. Full descriptions and application instructions for these two assistantships, and others, can be found at on the English Department's graduate [tuition and financial aid](#) page.

#### Music Department

In addition to departmental assistantships and merit-based scholarships, the Music Department offers music lesson scholarships for performers and composers to help defray the costs of lessons.

#### Post-baccalaureate Pre-Medical Certificate Program

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

#### Lorry I. Lokey Graduate School of Business

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

#### School of Education

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

[back to top](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Financial Aid

[Departmental Assistance](#) | [Federal and State Aid](#)  
[Rules and Regulations](#)

#### Federal and State Aid

[General Information](#)[Student Loans](#)[Other Graduate Funding](#)[Work-Study](#)

#### General Information

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

In 2015–16, 88 percent of Mills graduate students received some portion of their aid directly from the College. Ninety-one percent of our graduate students received more than \$14.1 million in aid in 2015–16. An installment payment plan also is available to assist students in meeting educational expenses.

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

Need-based financial aid is renewed on the basis of financial need and [satisfactory academic progress](#). A financial aid application must be filed each year in which renewal is requested. Merit-based financial aid is renewed on the basis of merit only.

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

#### Eligibility

Eligibility for need-based financial aid depends on a student's

[Graduate Catalog](#)  
[Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

financial need, which is defined as the difference between estimated expenses and estimated resources. Financial need for each applicant is determined after a careful review of the information submitted as part of the financial aid application.

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

#### Federal Direct Unsubsidized Stafford Loans

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

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

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

#### How to Apply

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

#### Form Required:

- [Free Application for Federal Student Aid \(FAFSA\)](#)

#### Priority Financial Aid Application Deadlines:

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

Note: Students who will not be enrolled in a master's or doctoral degree program at Mills are considered to be fifth-year undergraduates for purposes of federal student aid and must

complete their FAFSA accordingly. This requirement includes students in the following programs:

- [Biochemistry and Molecular Biology Certificate Program](#)
- [Post-baccalaureate Certificate Program in Computer Science](#)
- [Post-baccalaureate Pre-Medical Certificate Program](#)

#### Loan Eligibility Notification

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

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

[back to top](#)

#### Federal Direct Graduate PLUS Loan

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

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

#### How to Apply

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

[back to top](#)

#### Other Graduate Funding

##### Cal Grant Teaching Credential Program Benefit

Students who received Cal Grants as undergraduates within the final 15 months of enrollment may qualify for an additional year of funding while pursuing a teaching credential. Eligible students are required to submit both a [Free Application for Federal Student Aid \(FAFSA\)](#) for the academic year in which benefits are requested and the Request for Cal Grant Teaching

Credential Program Benefits form available on the [California Student Aid Commission's website](#).

#### AmeriCorps Matching Grant

Mills College offers an AmeriCorps Matching Grant to qualified AmeriCorps alumni. This award matches AmeriCorps funds the student requests for graduate educational costs on a dollar-for-dollar basis up to \$5,500 or tuition whichever is less. To qualify, students must be enrolled full-time at Mills and must submit a copy of their voucher to the Financial Aid Office in the M Center. Please note that any institutional funds previously awarded are considered part of the institutional match.

#### Work-Study

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

[back to top](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Financial Aid

[Departmental Assistance](#) | [Federal and State Aid Rules and Regulations](#)

#### Rules and Regulations

[Return of Federal, State, and Institutional Financial Aid \(for financial aid recipients only\)](#)  
[Financial Aid Satisfactory Academic Progress Policy](#)

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

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

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

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

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal TEACH Grant

[Graduate Catalog Table of Contents](#)

[About Mills](#)

[Admission](#)

[Expenses](#)

[Financial Aid](#)

[Advising and Registration](#)

[Academic Regulations](#)

## 6. Other Title IV programs

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

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

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

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

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

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

[back to top](#)

## Financial Aid Satisfactory Academic Progress Policy

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

### Satisfactory Academic Progress Requirements

#### A. Qualitative Standards

Undergraduate students must maintain a minimum cumulative grade-point average (GPA) of 2.0.

Graduate, credential, and certificate students must maintain a minimum cumulative GPA of 3.0 and cannot receive an F (Failing) grade for any course.

#### B. Quantitative Standards

All Undergraduate and Graduate students must complete at least 67% of all attempted credits.

#### C. Attempted & Completed Credits

Attempted credits are enrolled credits as of the end of day on the add deadline for a term. Courses dropped after this date

count as attempted.

Completed credits are enrolled credits for which credit is received. Courses in which a student receives a grade of "F", "I", "IE", "NP", "UW" or "W", will be counted as attempted credits but will not be counted as completed credits for SAP purposes.

#### D. Transfer Credits

Transfer credits are counted as attempted and completed for the term in which the student was enrolled in those courses.

Transfer credits can only be counted after Mills has received official transcripts documenting those credits.

#### E. Grades

Courses for which a grade of "F", "I", "IE", "NP", "UW" or "W" is received are counted as attempted but not completed. Ungraded courses dropped after the add deadline but before the withdrawal deadline are counted as attempted but not completed. Course repeats are counted as attempted and completed if a satisfactory grade is received.

Courses for which a grade of "I" is received are counted as attempted but not completed, but a student may petition the Financial Aid Office to perform a second review if the "I" grade contributed to a student failing to meet SAP requirements, if a letter grade is given before the end of the term following the term in which the course in question was enrolled, and if the new letter grade may result in the student meeting SAP requirements.

#### F. Maximum Time Frames

No student may exceed attempted credit hours above 150% of their required degree plan, to include all credits transferred in, registered, earned or attempted. In addition, any course withdrawn, dropped after the add deadline, duplicated or never completed are counted as attempted. For example, if a student is enrolled in a degree program requiring 120 credits, the student cannot exceed 180 credits attempted throughout the course of their enrollment. Further restrictions follow.

Students in the Nursing Program are eligible for financial aid for a maximum of four semesters while attending Mills College. For transfer students, the number of semesters of eligibility is established by the initial expected completion date defined by the M Center upon entrance to Mills.

Financial aid eligibility for all undergraduate students continues only to the original expected date of graduation for a first baccalaureate degree. For example, a request to extend a graduation date in order to complete a second major or to participate in an international visit (study abroad), domestic visit, international exchange, or domestic exchange program is not a basis for extending financial aid eligibility an additional semester(s).

#### G. Review Period

The Mills College Financial Aid Office reviews SAP following the end of each standard academic year (following the end of each Spring semester).

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

The Financial Aid Office reviews SAP annually after the end of the Spring semester. If a student is found to have met SAP requirements no further action will be taken and the student may remain eligible to receive financial aid.



#### Failure to meet SAP requirements

Students who do not meet the qualitative or quantitative requirements at the end of the academic year are no longer eligible to receive financial aid. Disqualified students may appeal and, if the appeal is approved, be placed on financial aid SAP probation.

#### Failure to Complete Degree

Students who do not complete their degree within the maximum time frame are not eligible to receive financial aid.

#### Probation

Students who appeal and are placed on financial aid SAP probation are eligible to receive financial aid during the probation period. Probation may last for up to two semesters. No additional semesters of probation are available. Students on financial aid SAP probation are eligible to receive aid funds during probationary terms.

#### Failure to Comply

Failure to meet the qualitative and quantitative requirements or standards set in an academic plan approved by the Financial Aid Office (see the "Appeals Process" section below) during a probationary term will result in final financial aid disqualification. Students who are in final financial aid disqualification are ineligible to receive financial aid and may not appeal for subsequent terms of probation. Students on financial aid SAP probation are strongly encouraged by the Financial Aid Office to meet with the Division of Student life in order to plan for academic recovery. Graduates students who are placed on a probationary term are encouraged to meet with their academic advisor. The Financial Aid Office sends the notice of financial aid SAP disqualification to students.

#### Appeals Option & Process

Students who become ineligible for financial aid due to SAP and have experienced extenuating circumstances that have had a direct effect on performance may submit an appeal to request continued financial aid eligibility through a period of probation. The deadline to submit an appeal is the end of the first week of the fall semester following disqualification. For example, if you are disqualified after the Spring 2017 semester, your deadline to appeal is the end of the first week of the Fall 2017 semester.

##### A. Basis for Appeal

Appeals for re-establishing eligibility may be based on extenuating circumstances that have prohibited the student from meeting SAP standards during the probationary period. Extenuating circumstances must be supported by official documents. Examples of extenuating circumstances are:

- Death of an immediate family member.
- Documented illness.
- Major accident or injury (self, child, or parent).
- Victim of a crime or unexpected disaster.

##### B. How to Appeal

Students must complete and submit a Mills College Academic Progress Appeal Request Form, along with official supporting documentation, the student's statement, and a current educational plan. Incomplete forms will be returned to the student.

### C. Appeal Review

The Financial Aid Appeals Committee is made up of representatives from Financial Aid and the Division of Student Life. The Committee will review requests and take one of four actions:

- Approve reinstatement on probation.
- Approve reinstatement on probation with an academic plan.
- Request that the student provide additional information.
- Deny the appeal.

### D. Notification of Appeal Decision

The Financial Aid Office will notify the student in writing of the decision on the appeal.

### E. Academic Plan

An academic plan may be offered by the committee if the committee both agrees to reinstate the student and believes that the student cannot realistically make SAP within one standard academic year. The academic plan will provide alternative milestones and may require more frequent review of the student's academic progress.

[back to top](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Academic Advising

[Advising](#) | [Accessing Student Records](#)

#### Academic Advising

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

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

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

#### Student Records on the Web

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

[back to top](#)[Graduate Catalog  
Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Registration

[General Information](#)[Courses](#)[Add/ Drop/ Withdraw/ Change](#)[Auditing](#)[Special Courses](#)[Cross-Registration](#)

#### General Information

All students may register online through myMILLS via the [Mills Resource Portal](#) during the designated registration periods.

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.

#### Priority Registration

Continuing students will have access to online registration during the Priority Registration period. Class level will determine when access to Priority Registration will begin. Exact Date for registration are included on the Academic Calendar. Please note, not all programs have summer courses. Exact dates for registration are included on the [Academic Calendar](#).

#### New Student Registration

Entering and readmitted graduate students register during the New Student Registration. Exact dates are available on the Academic Calendar. New graduate students will be contacted by their department about the registration process.

#### Final Registration

Students that did not register during the designated Priority Registration or New Student Registration periods will be able to do so without penalty during Final Registration.

#### Late Registration

Students wishing to register after the Add Deadline must petition the Academic Standing Committee (ASC). Late registration does not excuse a student from the regular assigned work of a

[Graduate Catalog  
Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

course. Students who do not register for any course by the Add Deadline will be administratively withdrawn from the College.

[back to top](#)

## Courses

### Course Selection

The fall and summer course schedule is available on in late March; the winter and spring course schedule is available in early November.

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

### Course Levels

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

100 level: Advanced undergraduate courses (restrictions apply)

200 level: Master's

300 level: Credential

400 level: Doctorate

### Class Meeting Times

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

### Canceled Courses

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

[back to top](#)

## Changes

### Adding or Dropping a Course

Students may make changes to their registration as needed by adding or dropping courses online during their designated Priority Registration or New Student Registration periods, or during Final Registration.

During the Add/Drop Period, students who wish to add or drop a course may do so online without penalty up to the Add Deadline. If adding a course that was closed for registration, the signature of the instructor is also required.

After the Add Deadline, students may add a course only with the approval of the Academic Standing Committee (ASC). If the petition is approved, the course will be added to the student's schedule and an ASC petition fee of \$150 will be charged to the student's account as well any associated tuition fees. Add/Drop forms are available [online](#).

During the Late Drop Period, the two weeks between the Add Deadline and Drop Deadline, students may drop a course by completing an Add/Drop form and securing the signature of the

advisor. Courses that are dropped prior to the Drop deadline will not appear on transcripts. Exact dates are available on the [Academic Calendar](#).

Students making changes to their registration must refer to the Tuition and Fees Adjustment Policy and Satisfactory Academic Progress Policy.

Students may not drop all courses in a term via online registration. Dropping all courses requires taking a Leave of Absence or Withdrawal from the College, which is handled through a different process. Students wishing to drop all courses should refer to the Attendance Requirements section of the catalog for information about Withdrawal or Leave of Absence.

#### Withdrawing from a Course

Between the Drop Deadline and last day to withdraw from a class, students may withdraw from a course by completing a Registration Withdrawal 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 used in calculating the student's GPA. Students should refer to the [Academic Calendar](#) for the exact Drop and withdrawal deadlines.

Registration Withdrawal forms are available [online](#).

#### 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.

[back to top](#)

### Changes

#### Grade Options

Students who wish to change the grading option of a course may do so online during their designated Priority Registration or New Student Registration periods, or during Final Registration. Changes to grading options may be made online during the Add/Drop period or by completing an [Add/Drop form](#) during the Late Drop period and securing the signatures of the advisor and instructor. After the Drop Deadline students may change the grading option of a course only with the approval of the Academic Standing Committee. Students should refer to the [Academic Calendar](#) for the exact deadline.

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

Graduate students may elect to register for a course on a "Pass/No Pass" basis, but no course graded in this manner may be applied toward the degree (with the exception of EdD students who take their Directed Reading for Dissertation (EDUC 497) and Dissertation Research (EDUC 450) courses for "P/NP").

#### Variable Credit

Courses that are listed in the catalog with a range of credit give the student the option to choose the amount of credit they wish when registering. Students wishing to change credit value for these courses may do so online during the time they have access to online registration, prior to the Add Deadline. Students should list the course with the original credit amount as a drop and the same course with the new credit amount as an add. Refer to the [Academic Calendar](#) for exact dates.

### Auditing a Course

Matriculated 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.

Matriculated students who choose to audit a course may register for the course or change the grading option during the time they have access to online registration. Under no circumstances will a student be allowed to register to audit a course after the Add Deadline. In addition, students will not be allowed to change a grading option to or from 'Audit' after the Add Deadline.

Students who drop all course work except an audited course must complete an [Application for Auditor Status](#), available online and in the M Center (see [Auditors](#)).

#### Auditors

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

[back to top](#)

#### Special Courses

##### Advanced Teaching Practica

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

##### Directed Research

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

##### Individual Music Instruction

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

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

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

#### Independent Study

Students with proven ability and sufficient background in a given subject may apply for an independent study course in that subject area. Independent study courses are offered for a maximum of 3 semester credits and are officially numbered 295, 395, and 495 on the graduate level. Independent study may be undertaken only upon the recommendation of the head of the department concerned after departmental discussion. Independent Study forms are available [online](#) and in the M Center. These courses can be taken for a letter grade or as "P/NP."

#### Internships

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

#### Cross-Registration

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

[back to top](#)



[Home](#) > [Academics](#) > [Graduate](#) >[Undergraduate Catalog](#)» [Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Academic Credit

#### Definition of Mills Semester Course Credit

A typical academic course at Mills is offered for 3 or 4 semester course credits. These courses usually meet for 150 minutes per week for 14 weeks, and require a minimum of 12 hours of outside work per week.

[Graduate Catalog](#)[Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)[Connect](#)

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)» [Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Degree Requirements

[Residency Requirement](#)  
[Program Limits](#) | [Concurrent Enrollment](#)  
[Transfer Credit](#) | [Student Status](#)

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

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

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

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

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

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

Doctoral candidates are required to complete 80 semester course credits toward the EdD as well as the dissertation. Upon completing 80 semester course credits, students who need additional time to complete the dissertation must petition for "Dissertation In Progress" status (see [In Progress Status](#)).

[Graduate Catalog Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

Dissertation in-progress status (dissertation only) for doctoral students signifies that you have completed the required 80 semester course credits toward the doctoral degree and have successfully completed the proposal hearing for the dissertation. Students will remain on in-progress status every semester after completion of course work until completion of the dissertation. The maximum time allowable to complete the EdD, including the time for "In Progress" status is eight years. Extensions may be granted, under exceptional circumstances, with permission from the dean of the School of Education. The fee for registering for in-progress status is \$625 per semester.

#### Courses Outside Degree Field

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

[back to top](#)

#### Residency Requirement

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

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

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

#### Program Limits

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

#### Concurrent Enrollment in Two Graduate Programs at Mills

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

programs will require longer than the time allowed for the completion of one program.

### Transfer Credit Policy

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

Credit earned at other institutions through the [cross-registration program](#) is treated as transfer credit.

#### Transfer Credit Equivalents

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

#### Cross-Registration

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

#### Transfer Credit and Cross-Registration for Graduate Programs

Departmental approval of all graduate transfer credit and graduate cross-registration credit is required.

The Studio Art graduate program does not accept either transfer credit or cross-registration credit. The Dance graduate program only in rare cases accepts transfer credit and it accepts up to 2.0 semester course cross-registration credits. The graduate programs in Music, Book Art, Creative Writing, and Public Policy accept up to 2.0 semester course credits either as transfer credit or as cross-registration credit. The ICS, MBA and the joint MPP/MBA programs accept up to 3.0 semester course credits either as transfer credit or as cross-registration credit. The MA programs in Education accept up to 2.0 semester course credits either as transfer credit or as cross-registration credit; the EdD program accepts up to 6.0 semester course credits either as transfer credit or cross-registration credit. The Pre-Med Post Bac program accepts up to 5.0 semester course credits or up to 2 of the science courses with labs as transfer credit.

[back to top](#)

### Student Status

#### Full-time Status

Graduate students must be enrolled in 9 semester course credits for full time status.

#### Overload

Students seeking to enroll in an overload in excess of 18 semester course credits may petition the Academic Standing Committee (ASC). (See [Tuition and Fees](#) for related overload charges.)

#### In Progress Status

Graduate students who are not enrolled in courses but who are

working on their thesis, dissertation or comprehensive exam must file for "In Progress" status.

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

#### Master's Degree Students

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

Students who are "In-Progress" may not register for courses nor take a leave of absence.

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

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

#### International MEET students

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

#### Doctoral Degree Students

The fee for "In Progress" status for doctoral students is \$625 per semester (subject to change without notice).

Doctoral candidates are required to complete 80 semester course credits toward the EdD as well as the dissertation. Upon completing 80 semester course credits, students who need additional time to complete the dissertation must petition for "Dissertation In Progress" status.

Dissertation in-progress status (dissertation only) for doctoral students signifies that you have completed the required 80 semester course credits toward the doctoral degree and that you have successfully completed the proposal hearing for the dissertation. Students will remain on in-progress status every semester after completion of coursework until completion of the dissertation. The maximum time allowable to complete the EdD, including the time for "In Progress" status is eight years.

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

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

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

#### Continued Practical Training

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

During this period of non-enrollment, international students must apply for "In Progress" status and are registered in a Continued Practical Training course (0 credit, "P/NP"). This course, used by

the College to confirm - that the training is continuing, requires a "Pass" ("P") each semester in order for the student to remain in the program. The fee for "In Progress" status for International MEET students is \$500 (subject to change). For more information, contact the international student advisor in the Division of Student Life.

#### Special Non-Degree Student Status

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

#### Leave of Absence

Students in good standing may take a leave of absence from the College for a 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 by emailing [leaves@mills.edu](mailto:leaves@mills.edu) The leave of absence date is the date the student provides notification to the Division of Student Life of their intent to take a leave of absence from the College. 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.](#))

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

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

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

International Students are not permitted to take a leave of absence and must consult with the International Student Advisor in the Division of Student Life regarding any breaks in attendance.

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

#### Withdrawal

A student wishing to withdraw from the College should contact the Division of Student Life by emailing [withdraw@mills.edu](mailto:withdraw@mills.edu) and are also encouraged to speak with an academic advisor. Students should contact the M Center to explore the financial ramifications of withdrawing from the College. (See [Tuition and Fees Adjustment Policy](#) and [Return of Federal, State, and Institutional Financial Aid.](#))

#### Administrative Withdrawal

Students not registered for courses by the Add Deadline, and who have not initiated a leave of absence or withdrawal with the Division of Student Life will be administratively withdrawn from the College. Those that have been administratively withdrawn

are no longer considered - students of the College. For two weeks after being administratively withdrawn, they will be allowed access to the Mills Portal (including myMills Resources), G Suite (including Mills email and drive), the Mills wireless network, and will be able to use Mills computers in the library. Access to Mills G Suite will continue for 45 days beyond that. Those that have been administratively withdrawn should contact Housing Management and Dining Services to learn how access to on-campus housing and meals are impacted.

They may petition the Academic Standing Committee to be reinstated as a student of the College. A \$150.00 ASC processing fee will be charged to all students who are reinstated.

#### Candidacy Lapsed

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

#### Readmission

A student who has withdrawn, with or without notifying Mills, has been disqualified, or whose candidacy has lapsed and who wishes to return must contact the Office of Graduate Admission to request an application for readmission. A \$50 readmission application fee must accompany the application. Students must contact the department in which they wish to re-enroll.

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

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

[Home > Academics > Graduate >](#)[Undergraduate Catalog](#)[» Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)

## Graduate Catalog

### Grading

[General Information](#) | [In Progress Grades](#)  
[Class Attendance](#) | [Instructor Drops](#)  
[Examinations and Assignments](#) | [Incomplete Work](#)  
[Grade Reports](#) | [Grade Appeal Procedure](#)  
[Repeating a Course](#) | [Unsatisfactory Performance](#)

[Graduate Catalog  
Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

#### General Information

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

Equivalents of letter grades are as follows:

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

Other grades used to report student progress are:

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



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

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

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

#### In Progress Grades

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

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

beginning their post-teaching credential work will have the "PR" grade changed to an "NC" ("No Credit").

### Class Attendance

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

### Instructor Drops

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

[back to top](#)

### Examinations and Assignments

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

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

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

Final examinations must be completed during the days designated as the final examination period on the [Academic Calendar](#).

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

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

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

### Incomplete Work

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

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

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

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

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

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

[back to top](#)

### Grade Reports

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

### Grade Appeal Procedure

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

### Repeating a Course

Students may repeat any course in which they receive a grade of "C-" or lower one time. Although the first grade remains on the record, the second grade is also recorded and calculated into

the GPA. Credits are not earned for grades of "C-" or lower although the grade is calculated into the GPA. Students who have received a grade of "C" or higher in a course are not allowed a reexamination therein, nor may they repeat the course. (Certain graduate-level courses may be repeated for credit, as noted in the course description in the catalog.)

#### Unsatisfactory Performance

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

[back to top](#)

[Undergraduate Catalog](#)» [Graduate Catalog](#)[Course Descriptions](#)[Academic Calendar](#)[Directions](#)[Contacts](#)[Home > Academics > Graduate >](#)

## Graduate Catalog

### Academic Standing

[General Information](#) | [Satisfactory Academic Standing](#)  
[Warning](#) | [Probation](#) | [Disqualification](#)  
[Academic Standing Committee](#)  
[Student Misconduct and Expulsion](#)

[Graduate Catalog](#)  
[Table of Contents](#)[About Mills](#)[Admission](#)[Expenses](#)[Financial Aid](#)[Advising and Registration](#)[Academic Regulations](#)

#### General Information

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

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

#### Satisfactory Academic Standing

Satisfactory academic progress is defined as:

- minimum cumulative GPA of 3.0 (2.75 for post-baccalaureate certificate students, and special, non-degree graduate students)
- minimum term GPA of 3.0

#### Warning

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

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

Students with "Incomplete" grades will be issued a warning until the "Incomplete" grades are resolved and a true GPA can be known. A student's academic standing may change as a result of the the incomplete work being graded.

#### Probation

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

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

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

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

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

#### Removal from Probation

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

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

#### Disqualification

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

#### Appeal of Disqualification

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

[back to top](#)

#### Academic Standing Committee (ASC)

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

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

[back to top](#)

#### Student Misconduct and Expulsion

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

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

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

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

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

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

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

[back to top](#)

[Home](#) > [Academics](#) > [Graduate](#) >

[Undergraduate Catalog](#)

» [Graduate Catalog](#)

[Course Descriptions](#)

[Academic Calendar](#)

[Directions](#)

[Contacts](#)

## Graduate Catalog

### Graduation

[Petition for Candidacy](#) | [Comprehensive Examination Thesis or Dissertation](#) | [Dates for Conferral of Degree Commencement](#) | [Diplomas](#)

[Graduate Catalog Table of Contents](#)

[About Mills](#)

[Admission](#)

[Expenses](#)

[Financial Aid](#)

[Advising and Registration](#)

[Academic Regulations](#)

#### Petition for Candidacy

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

#### Comprehensive Examination

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

#### Thesis or Dissertation

Dissertations and these are now electronically submitted. Once the dissertation or thesis has been approved and signed by the dissertation chair or the thesis director and the committee members, please make an appointment with a reference librarian or attend an upload group session to electronically upload them. Reference librarians can be reached at 510.430.2385 or [lwornek@mills.edu](mailto:lwornek@mills.edu). Please bring your fully signed (except by the Provost) coversheets. The Provost will sign dissertations and theses at the library.

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

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

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

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

#### Dates for Conferral of Degree



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

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

[back to top](#)

### Commencement

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

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

### Diplomas

Diplomas for students who have completed their requirements in the summer are mailed October 1st. Diplomas for students who have completed their requirements in the fall are mailed February 1st. Diplomas for spring graduates are mailed in late June. The diploma bears the degree, the area of study, and the date of the student's actual graduation.

Diplomas will not be released under certain conditions:

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

[back to top](#)

[Home](#) > [Academics](#) > [Graduate](#) >

[Undergraduate Catalog](#)

» [Graduate Catalog](#)

[Course Descriptions](#)

[Academic Calendar](#)

[Directions](#)

[Contacts](#)

## Graduate Catalog

### 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. Mills does not currently submit official transcripts electronically (escripts). Transcript requests are not processed if the student has an outstanding obligation to the College, financial or otherwise. We cannot accept phone or email requests.

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

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

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

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

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

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

#### Fees

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

#### Service

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

[Graduate Catalog](#)

[Table of Contents](#)

[About Mills](#)

[Admission](#)

[Expenses](#)

[Financial Aid](#)

[Advising and Registration](#)

[Academic Regulations](#)

Current students may print an unofficial transcript at any time through myMILLS via the [Mills Resource Portal](#).

[back to top](#)

## Degree and Enrollment Verification

### Online Enrollment Verification

There are two ways to obtain enrollment verification:

1. By submitting a request online through the portal or by paper for verifications to be mailed, picked up, or faxed;
2. By printing on demand via self-service through the student portal.

Requests can be made to include GPA.

Enrollment verification requests can be mailed, faxed, or held for pick up at the M Center. Students may request enrollment verification, at no charge, through the portal, myMILLS Resources, by clicking on the "Enrollment Verifications and Loan Information" link in the main menu. Enrollment verification includes the following information:

- Current enrollment status: full time or part time
- Explanation of full-time status, including Mills semester course credits to semester units conversion
- Term beginning and end dates by term(s) requested
- Number of credits enrolled for term(s) requested
- Degree(s) status (awarded or pending)
- Expected graduation date and term
- Field of study (major)
- GPA (upon request)

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 paper request in person by completing the Enrollment Verification Request form, available in the M Center. Enrollment verification that does not require additional forms can be requested on line via myMILLS.

Student Self-Service enables Mills College students, via the National Student Clearinghouse, to print official enrollment verification certifications on demand via our secure student portal, myMILLS resources, at no charge. Mills College has authorized the National Student Clearinghouse to provide this service for its students. Enrollment verification certifications through the National Student Clearinghouse include the following information:

- Current and past enrollment status: full time or part time
- Current and past terms attended, including term beginning and end dates
- Expected graduation date and term

### Degree Verification

Mills College has authorized the National Student Clearinghouse to provide degree verification at [www.degreeverify.org](http://www.degreeverify.org). A nominal fee applies when degree verification can be confirmed.

Degree verification certifications include the following information:

- Name on school's records
- Date awarded
- Degree title
- Official name of school: Mills College
- Major course(s) of study

### Third Party Requests

Students who receive requests from a third party for degree or enrollment verification may refer them to:

National Student Clearinghouse

[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

Phone: 703.742.4200 Fax: 703.742.4239

Email: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)

Mail: 2300 Dulles Station Boulevard, Suite 300  
Herndon, VA 20171

Contact the M Center for more information.

Carnegie Hall Room 101

510.430.2000

[mcenter@mills.edu](mailto:mcenter@mills.edu)

[Back to top](#)

Directory of Offices

## 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 <https://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.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
<https://www.bppe.ca.gov>  
Phone: 916.431.6924  
Fax: 916.263.1897

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.

If a student does not wish the directory information to be released she/he can inform the Registrar by submitting a signed and dated letter requesting the directory information not to be released, or by sending an email to that effect to [records@mills.edu](mailto:records@mills.edu) from the student's own Mills email account.

The student should be aware that restricting the release of directory information has other consequences. For instance, a restriction makes it difficult or impossible for potential employers to verify the student's enrollment, or to verify a degree earned from Mills. At any time after restricting the release of directory information a student may change their mind and choose, through a written statement, to re-authorize the college to release the information.

### Health and Safety Exemption Requirement

Mills will only disclose Personally Identifiable Information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.