

ATTENDANCE REQUIREMENTS

Residency Requirements

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

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

- be in attendance at Mills for a minimum of three semesters;
- be in attendance at Mills during the last two semesters before they graduate; and
- complete at least 40 semester course credits in attendance at Mills, not including cross-registration courses.

Courses taken through cross-registration, concurrent enrollment (with the exception of the San Francisco Semester theater program), domestic exchange/visit, or international study do not count toward the residency requirement.

Students can study abroad their second to last semester at Mills. In these cases, the requirement of a minimum of 40 semester course credits in attendance at Mills still applies.

In exceptional circumstances, a student complete up to 8 final semester course credits of work outside the major at another institution, provided the student has completed a total of at least 112 credits before leaving Mills, has no more than 8 credits remaining to fulfill the degree, and has met the residency requirement of 40 semester course credits in attendance at Mills (see Graduation In Absentia).

Nursing Certificate

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

- be in attendance at Mills for a minimum of two semesters;
- be in attendance at Mills during the last two semesters before they graduate; and
- complete at least 30 semester course credits of required course work for the certificate in attendance at Mills, not including cross-registration courses, at least two of which are core science courses, or more if needed to complete the requirements for the certificate.

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

Student Status

Course Load

A regular full-time course load consists of 15 semester course credits per semester or a total of 30 semester course credits each year. Students receiving financial assistance must be enrolled in a minimum of 12 semester course credits, and are typically expected to earn a minimum of 30 semester course credits per year. The maximum course load 18 semester course credits. 120 semester course credits are required for the BA and BS degrees and 60 semester course credits are required for the Nursing Certificate.

Overload

Any semester course schedule with more than 18 semester course credits constitutes an overload.

Overloads are general granted only to students with a Mills College cumulative GPA of 3.5 or higher. First-year students in their first semester at Mills are not eligible to take an overload. Students enrolled in teaching practica or academic internships are not permitted course overloads. The maximum overload credit allowed in any semester is 21 semester course credits. There are no exceptions.

Students wishing to enroll in a course overload for a semester should submit a petition electronically via the Portal for review by the Academic Standing Committee. There are no exceptions. (See Tuition and Fees (<https://inside.mills.edu/financial-aid-accounts-records/student-accounts/tuition-fees/>) for information on overload fees.)

Course Load	Credits	ASC Petition Required	Fee Incurred
Full Time	12-18	No	No
Part-time	Fewer than 6	No	No
Overload	19-21	Yes	Yes

Class Standing

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

Class Standing	Completed Credits
First Year	Fewer than 30 credits
Sophomore	30-59.5 credits
Junior	60-89.5 credits
Senior	90 credits or more

Leave of Absence

Students may take a leave of absence from the College for a period not exceeding two consecutive semesters or a total of four semesters. A student wishing to take a leave of absence should contact the Division of Student Life by emailing: 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 Student Financial Services to learn the financial ramifications of taking a leave of absence. (See Tuition and Fees Adjustment Policy (<https://catalog.mills.edu/undergraduate/college-expenses/>) and Return of Federal, State, and Institutional Financial Aid Policy (<https://catalog.mills.edu/undergraduate/financial-aid/>)).

Students who wish to enroll in classes elsewhere while on leave from Mills are advised to submit a Transfer Credit Verification form (https://inside.mills.edu/financial-aid-accounts-records/registrar-records/docs/transfer_credit_verification_form.pdf) to the Office of the Registrar to confirm that the course(s) will transfer to Mills. Upon completion of the courses, the student should request official transcripts to be mailed to the Office of the Registrar. These transcripts must be received by the end of the student's first semester of return to Mills.

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

Withdrawal

A student wishing to withdraw from the College should contact the Division of Student Life by emailing: leaves@mills.edu. The withdrawal date is the date the student provides notification to the Division of Student Life of their intent to withdraw from the College. Students should contact Student Financial Services to learn the financial ramifications of withdrawing from the College. (See Tuition and Fees Adjustment Policy (<https://catalog.mills.edu/undergraduate/college-expenses/>) and Return of Federal, State, and Institutional Financial Aid Policy (<https://catalog.mills.edu/undergraduate/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 Resource Portal (<https://portal.mills.edu/>) (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 processing fee will be charged to all students who are reinstated.

Readmission

Withdrawn and disqualified students who wish to return to Mills must submit an Application for Readmission (https://inside.mills.edu/financial-aid-accounts-records/registrar-records/docs/application_for_readmission.pdf) to the Office of the Registrar by the add deadline for the term in which they are applying for readmission.

Applicants will be notified via email of the readmission decision.

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

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

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