

TRANSFER CREDIT

Transfer Credit Policy

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

1. A grade of "C-" or better is earned for the course.
2. The course is from an institution of higher education accredited by the regional accrediting board for the area (Western Association of Schools and Colleges, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, etc.) or by the Ministry of Education for a foreign university.
3. Online courses which are considered as regular courses in a degree program at a regionally accredited institution are acceptable at Mills College. Regular courses are those which are numbered according to that institution's official numbering system for courses which satisfy degree requirements.

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

Transfer Credit Limitations

The maximum transfer credit the College will accept for degree-seeking undergraduates is 80 semester course credits. Within this maximum, no more than 66 semester course credits may be from a community or junior college; and no more than 10 semester course credits of extension or correspondence work will be accepted for transfer. Credits obtained through international study or domestic exchange/visit are included in the 80-credit maximum. Credit for courses taken through cross-registration is not included in the 80-credit maximum. A maximum of 24 course credits of combined AP, international baccalaureate, and high school-credited college course credits will be accepted toward the Mills bachelor's degree; this credit will be included in the 66-credit limit.

The maximum transfer credit the College will accept for students enrolling in the Nursing Certificate Program is 30. This limit also applies to students who entered the Mills BA or BS programs as transfer students and later enter the Nursing Program. Only 6 credits of the nursing science core courses may be accepted on transfer.

Students who are interested in transferring to Mills with a major in science should refer to the Guidelines for Junior Transfer Students Interested in Science Majors (https://inside.mills.edu/academics/undergraduate/chem/transfer_guidelines_science_majors.pdf) on the Mills website.

Transfer Credit for Current Students

Credit for work completed elsewhere while a student is enrolled at Mills is subject to approval by the College. Students are encouraged to submit a Transfer Credit Verification form (https://inside.mills.edu/student_services/registrar_and_records/forms.php) (available online and in the M Center) to the M Center prior to enrolling in the course. The verification includes whether or not the course(s) will transfer and the equivalent amount of Mills credit that will be earned. Students who

plan to take courses outside of Mills, not through cross-registration, during a regular term of enrollment at Mills (referred to as concurrent enrollment) must petition the Academic Standing Committee (ASC). (See Transfer Credit for Concurrent Enrollment.) Students who plan to take courses elsewhere during the summer need not petition the ASC but are encouraged to submit a Transfer Credit Verification form (https://inside.mills.edu/student_services/registrar_and_records/forms.php) to the M Center prior to enrolling in the course.

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

Transfer Credit for Concurrent Enrollment

Under exceptional circumstances and with the approval of the Academic Standing Committee (ASC), sophomores, juniors, and first-semester seniors may enroll concurrently at Mills and another institution not under a cross-registration agreement. A maximum of 3 semester course credits equivalent may be taken per semester. Concurrent enrollment must be approved by the ASC before the student registers at the other institution if the credit earned elsewhere is to be applied toward the Mills degree. Approval is not granted retroactively.

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

Transfer Credit for Domestic Exchange/Visit, International Study

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

Transfer Credit for Cross-Registration

Students who participate in the Mills cross-registration program (https://inside.mills.edu/student_services/registrar_and_records/cross_reg.php) will have their transfer credit evaluated upon receipt of the official transcript provided by the program or institution. Any course taken through cross-registration will appear on the Mills transcript regardless of the grade received and the grade will be calculated into the student's GPA. Cross-registration courses are not included in the transfer credit limit; however, the student must still complete the

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residency requirement of a minimum of 43 Mills credits, which does not include cross-registration courses.