

Mills College Instructions for Petitioning the Academic Standing Committee

A completed petition includes:

- Student petition form to Academic Standing Committee (ASC) signed by advisor
- Advisor's comment form or comments emailed to the registrar
- Instructor's comment form (if applicable) or comments emailed to the registrar
- Add/Drop form if petitioning to add/drop/withdraw
- Medical or SSD documentation if referenced in petition (these records are strictly confidential and are destroyed after being reviewed by the ASC)
- Any other supporting documentation (If you are petitioning to count course(s) toward your General Education requirement, you **MUST** provide the full course description and syllabus.)

Submit your completed petition to the M Center by noon on Thursday. Advisor and/or instructor comments and/or supporting statements may be emailed directly to Alice Knudsen, Registrar (aknudsen@mills.edu) by noon on Thursday. The ASC will only review complete petitions.

The ASC reviews requests by students to make exceptions to academic policies or procedures. While the ASC will make decisions on petitions of an academic nature, the decisions have no bearing upon requests for tuition refunds. Such policy is governed by the College refund policy, stipulated in the catalog.

Incomplete petitions will be returned to the student after 30 days. Advisor and instructor comment forms (if applicable) will not be returned and will need to be completed again for resubmitted petitions.

- The ASC meets every Monday.
- **The fee for late adds, drops and withdrawals is \$150.**
- Maximum Overloads (please refer to the most current Undergraduate and Graduate Catalogs):
- Graduate students with a course load of 4.5 credits or greater may not petition for an overload.

<u>Undergraduate</u>	<u>Graduate</u>
5.75 credits	4.50 credits
- Students may not petition for a grade change. Please follow the grade appeal procedure outlined in the undergraduate and graduate catalogs.
- **All petitions must be completed within 30 days to be reviewed by ASC.**

Petitioning for academic credit for an internship:

- Internship petitions are available at the Career Center, Cowell Building, and online at www.mills.edu/CCTR. The Internship Petition includes:
 - ◆ Internship Petition Form
 - ◆ Internship Job Description
 - ◆ Faculty Credit Support Statement

Note: Students may not receive retroactive approval for academic credit for internships.