

Mills College

M Center - Academic Records

Transfer Credit Verification Form

Transfer Credit Limitations

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

The maximum transfer credit the College will accept for students enrolling in the Pre-Nursing Certificate Program is 8.5. This limit also applies to students who entered the Mills BA or BS programs as transfer students and later enter the Pre-Nursing Program.

Transfer Credit Opportunities

Cross-Registration

Sophomores, juniors and seniors, who are full-time students with a 2.0 GPA may be eligible to participate in the Cross-Registration program with the colleges listed below. Students in their last semester may participate in cross-registration; however, the time required to receive and review the student's transcript will delay the posting of the student's degree and release of the transcript. (See the catalog for additional information regarding eligibility requirements and restrictions.)

- California College of the Arts
- CSU, East Bay
- CSU, Sonoma
- College of Alameda
- Chabot College
- City College of San Francisco
- Contra Costa College
- Diablo Valley College
- Graduate Theological Union
- Holy Names University
- Laney College
- Merritt College
- Saint Mary's College
- UC, Berkeley
- Vista College

Concurrent Enrollment

Students seeking to simultaneously enroll (during the fall or spring semesters) at Mills and another institution that does not fall under a cross-registration agreement, must petition the Academic Standing Committee (ASC) for approval. Concurrent enrollment must be approved by the ASC before the student registers at the other institution if the credit earned is to be applied toward the Mills degree. Concurrent enrollment is not allowed during a student's last semester and may not be petitioned to the ASC. Approval is not granted retroactively. Students are responsible for tuition charges at the other institution. (See the catalog for additional information.)

Instructions and Notes

1. Complete sections I and II of this form (non-shaded portions only). All requested information must be provided.
2. a. Major Course Approval – If you would like this course to fulfill a major requirement, submit this form to your major advisor for approval. After the form is signed by your major advisor it must then be submitted to the M Center for approval.
b. Non-Major Course Approval - Submit the completed form to the M Center for approval.
3. Please allow two business days for processing. In Section II indicate if you will pick up the form or if it should be mailed to you.
4. Upon completion of your transfer coursework you must request that the transfer institution send a transcript to the M Center-Academic Records. Upon receipt of your transcript your coursework will be evaluated and your record adjusted accordingly.
5. You are responsible for tracking your transfer credit limitations. Please refer to the catalog for transfer credit limitations and restrictions. A grade of "C-" or higher is required for courses to transfer to Mills.
6. Total transferred credit will be rounded to the nearest 0.25 credit. A transfer course must be equivalent to at least 0.75 Mills credit to satisfy a GE or major requirement.
7. The Information Literacy/Technology Skills (COLL 005) and College 60 requirements, if applicable, must be fulfilled at Mills College.

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SECTION I.

Student: _____ Mills ID: _____
 Last First M.I.

Email: _____ Telephone No.: _____

School: _____

Credit System: Semester Term/Year: _____
 Quarter
 Other: _____

SECTION II.

SHADED AREAS FOR OFFICE USE ONLY:

Dept./Course #	Course Title	Units	Transferable		Advisor. Approval (required for major course only)	Gen Ed fulfilled*
			Yes	No		

*(This column will state specifically which general education is fulfilled by your course. An "X" or the word "none" indicates that no General Education requirement will be fulfilled by this course.

_____ Staff Initials

*Key to General Education Abbreviations

ELEC	Elective	GMC	Multicultural Perspectives
ENG1	English 1 equivalent	GNS	Natural Sciences
GCA	Creating & Critiquing Arts	GQR	Quantitative & Computational Reasoning
GHI	Human Institutions & Behaviors	GWC	Women & Gender
GHP	Historical Perspectives	GWR	Written Communication

Semester Units	Mills Units	Quarter Units	Mills Units
5.0	1.428	7.0	1.50
4.0	1.142	6.0	1.25
3.5	1.000	5.0	1.00
3.0	0.857	4.0	0.80
2.0	0.571	3.0	0.60
1.0	0.285	2.0	0.40
-	-	1.0	0.20

Total transfer credit will be rounded to the nearest .25.

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Pick Up Mail To:

Name: _____

Address: _____
