

# MILLS COLLEGE STUDENT HANDBOOK FOR UNDERGRADUATE AND GRADUATE STUDENTS 2016-2017

This web-based *Student Handbook* provides an overview of Mills policies, procedures, departments, and services relevant to both undergraduate and graduate students as well as other individuals enrolled in classes in College academic programs.

The *Student Handbook* is current as of August 2016. The College reserves the right to make changes affecting policies, fees, curricula, or any other matters in the *Student Handbook* at any time. For the most current information, visit the Mills website at [www.mills.edu](http://www.mills.edu) or contact individual departments.

The *Student Handbook* will be updated in January and August for the spring and fall semesters. Suggestions and updates may be sent to [deanofstudents@mills.edu](mailto:deanofstudents@mills.edu) for consideration in the next update cycle.

In addition to information available in the Student Handbook, students can view ***A Student's Guide to Mills*** at [www.mills.edu/studentguide.php](http://www.mills.edu/studentguide.php).

The *Student Handbook* is produced by  
Division of Student Life (DSL)  
Mills College  
5000 MacArthur Boulevard  
Oakland, CA 94613

DSL thanks everyone who contributed to this publication.

Mills College  
Founded in 1852 in Benicia, California  
Established in 1871 in Oakland, California

Please note that all residential policies are subject to change. Housing Management and Dining Services and/or the Division of Student Life will notify residents by email prior to the beginning of each semester or as changes are adopted.

UPDATED AUGUST 1, 2016

# TABLE OF CONTENTS

TABLE OF CONTENTS	2
ACADEMIC CALENDAR	5
COLLEGE ADMINISTRATION	9
CAMPUS DEPARTMENTS AND SERVICES	10
OFFICE OF THE PRESIDENT .....	10
OFFICE OF THE PROVOST .....	11
OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT .....	15
OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT .....	17
ALUMNAE ASSOCIATION .....	18
OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION .....	18
OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS.....	22
GETTING STARTED	28
A. THE BOOKSTORE .....	28
B. CAMPUS SAFETY AND SECURITY .....	28
C. COMPUTERS ON CAMPUS .....	32
D. DINING ON CAMPUS .....	34
E. DISABILITY ACCOMODATIONS AND SERVICES.....	34
F. ENROLLMENT .....	36
STUDENT ACCOUNTS	36
TUITION AND FEES ADJUSTMENT POLICY	37
LEAVE OF ABSENCE OR WITHDRAWAL	37
CHANGE IN ENROLLMENT STATUS	38
G. FINANCIAL MATTERS .....	38
H. HEALTH COVERAGE AND CARE.....	38
I. ID CARDS .....	39
J. ORIENTATION.....	40
K. POLICY STATEMENTS AND COMMUNITY STANDARDS (REFERENCES).....	40
L. TRANSPORTATION ON AND OFF CAMPUS.....	40
M. VEHICLES ON CAMPUS.....	41
N. WORKING ON CAMPUS .....	42
CREATING COMMUNITY ON CAMPUS	44
A. MILLS COLLEGE TRADITIONS.....	44
B. STUDENT COMMUNITY SPACES .....	45
C. STUDENT CLUBS AND ORGANIZATIONS .....	45
COMMUNITY STANDARDS	48
INTRODUCTION.....	48
HONOR CODE .....	48
I. COMMUNITY STANDARDS POLICIES	48
A. HUMAN RIGHTS POLICIES.....	48
1. NON-DISCRIMINATION	48
2. TITLE IX	49

3. SEXUAL MISCONDUCT POLICY	51
4. BIAS-RELATED INCIDENTS	51
5. STUDENT FREEDOM OF EXPRESSION & CIVIC ENGAGEMENT POLICY	52
6. STUDENT SOCIAL MEDIA POLICY	52
B. ALCOHOL AND DRUG POLICIES .....	53
C. COMPUTER ETHICS, COPYRIGHTS, AND INTELLECTUAL PROPERTY .....	55
D. STUDENT RIGHT-TO-KNOW STATISTICS (CLERY ACT).....	56
E. STUDENT PRIVACY RIGHTS.....	56
F. OTHER POLICY STATEMENTS .....	57
ATHLETES	57
CAMPING AND CAMPFIRE	57
CAMPUS GROUNDS USE	57
COMPLIANCE WITH STAFF	58
DINING HALL GENERAL POLICY STATEMENT	58
EVACUATION OF BUILDINGS POLICY	58
IDENTIFICATION CARDS (SEE KEYS AND IDS)	58
ADMINISTRATIVE WITHDRAWAL POLICY	59
KEYS AND ID CARDS	59
LETTER OF CONSIDERATION TO FACULTY	59
MISSING PERSONS POLICY AND PROCEDURES	60
NUDITY/NAKEDNESS POLICY	60
PARENTAL NOTIFICATION POLICY	60
PEDESTRIAN GATE ACCESS	61
SUNBATHING POLICY	61
G: STUDENT ACTIVITIES POLICIES AND PROCEDURES.....	62
II. STUDENT CONDUCT CODE AND PROCESS.....	633
III. ACADEMIC INTEGRITY CODE AND PROCESS.....	70
IV. RESIDENTIAL LIFE AND HOUSING POLICIES, REGULATIONS, AND PROCEDURES.....	755
1. ABANDONED ITEMS .....	75
2. ALCOHOL POLICY IN RESIDENTIAL COMMUNITIES .....	75
3. ANIMAL POLICY.....	75
4. APPLIANCES.....	76
5. BICYCLES .....	76
6. CANDLES (SEE OPEN FLAME).....	77
7. CATALOGS, GUIDES, AND HANDBOOKS .....	77
8. COMBUSTIBLE MATERIALS STORAGE.....	77
9. COMMON AREAS .....	77
10. COMMUNITY LIVING .....	77
11. DECORATIONS.....	77
12. DISORDERLY CONDUCT .....	78
13. ELIGIBILITY FOR CAMPUS HOUSING .....	78
14. EMERGENCY PREPAREDNESS .....	78
15. EVICTION .....	78
16. FIRE ALARM/DRILL .....	79

17. FIRE SAFETY EQUIPMENT.....	79
18. GUEST AND ESCORT POLICY.....	79
19. HEALTH AND SAFETY POLICY.....	79
20. HOUSEKEEPING.....	80
21. ID CARDS FOR UNDERWOOD RESIDENTS.....	80
23. LAUNDRY.....	80
24. LIABILITY FOR LOSS.....	80
25. LICENSE AGREEMENT FOR ON-CAMPUS HOUSING: TERMS AND CONDITIONS.....	80
26. MOVE-IN AND CHECK-OUT.....	80
27. NOISE.....	81
28. OPEN FLAME.....	81
29. PARTIES/GATHERINGS.....	81
30. POSTING/OFFENSIVE MATERIALS.....	82
31. PRIVACY AND THE RIGHT OF ENTRY AND SEARCH.....	82
32. PUBLIC HEALTH AND COMMUNICABLE DISEASES.....	82
33. QUIET HOURS.....	82
34. REPAIRS, MAINTENANCE AND ALTERATIONS.....	83
35. RESIDENCE ASSIGNMENTS.....	83
36. RESIDENTIAL ONE-ON-ONE ADVANCEMENT DISCUSSIONS (ROADS).....	84
37. ROOFS.....	84
38. ROOM CAPACITY POLICY.....	84
39. ROOM CHANGES (SEE RESIDENCE ASSIGNMENTS).....	84
40. ROOMMATE/NEIGHBOR/PORCH MATE AGREEMENT POLICY.....	84
41. ROOM CONDITION AND FURNITURE.....	85
42. SCREENS.....	85
43. SHOWER/TUB/TOILET STALL USAGE.....	85
44. SICK MEALS.....	85
45. SQUATTING.....	86
46. STORAGE.....	86
47. SUBLETTING.....	86
48. TELEPHONES.....	86
49. TRASH AND RECYCLING.....	86
50. UNAUTHORIZED PRESENCE.....	86
51. WINDOWS/BUILDING LEDGES/PORCHES.....	87
APPENDICES	888
APPENDIX 1: EVENT PLANNING AND REGULATIONS.....	89
APPENDIX 2: MILLS COLLEGE GRIEVANCE POLICY AND PROCEDURES.....	96
APPENDIX 3: SEXUAL ASSAULT MISCONDUCT POLICY.....	102
APPENDIX 4: THE DRUG-FREE SCHOOLS AND CAMPUSES ACT AMENDMENTS OF 1989.....	120
APPENDIX 5: ADMINISTRATIVE WITHDRAWAL POLICY.....	130
APPENDIX 6: NUDITY AND SUNBATHING POLICY.....	133
APPENDIX 7: LICENSE AGREEMENT FOR ON-CAMPUS HOUSING TERMS AND CONDITIONS.....	134
CAMPUS TELEPHONE NUMBERS	1388

# ACADEMIC CALENDAR

[http://www.mills.edu/academics/calendars/academic\\_calendar.php](http://www.mills.edu/academics/calendars/academic_calendar.php)

(Dates and information are subject to change. Please visit the academic calendar online for the most updated information.)

## FALL 2016

Monday, August 1

- Tuition and fees due (students whose payments are not received by this date may be assessed a \$250 late fee)

Saturday–Tuesday, August 20–23

- New Student Orientation
- Residential communities open at 9:00 am for new and readmitted students

Monday, August 22

- Residential communities open at 9:00 am for continuing students

Tuesday, August 23

- Graduate Student Orientation

Tuesday–Friday, August 23–26

- Registration for new students (students registering after this date may be assessed a \$250 late registration fee)

Wednesday, August 24

- First day of instruction

Monday, September 5

- Labor Day Holiday

Wednesday, September 7

- Last day to add a class
- Last day to increase credit value
- Last day to select change to or from audit option

Friday, September 23

- Convocation

Monday - Wednesday, October 10-19

- Priority registration for January term 2016. **See the “[January Term Course Info](#)” link for important registration dates.**

Wednesday, October 19

- Last day to **drop without a “W”**
- Last day to decrease credit value

- Last day to change from graded to P/NP or from P/NP to graded

Friday, October 28

- Last day for graduating seniors to declare a minor

Wednesday, November 2

- **Last day to withdraw from an individual class. A “W” will appear on the transcript**

Monday–Wednesday, November 7–16

- Priority registration for continuing and returning students for spring 2016 (continuing and returning students not registered by November 11 may be assessed a \$250 late registration fee)

Tuesday, November 22

- **Master’s theses and** doctoral dissertations for degrees to be conferred January 2016 (fall 2015) due in the Library

Wednesday–Friday, November 23–25

- Thanksgiving Holiday

Thursday, December 1

- Last day to file graduation application for undergraduate degrees to be conferred May (spring 2016) or September (summer 2016)

Monday, December 5

- Last day of instruction
- Last day to take a Leave of Absence or Withdraw for the current semester
- Last day to file an Incomplete Grade Request without documentation

Tuesday–Wednesday, December 6–7

- Reading days

Thursday–Tuesday, December 8–13

- Final Exams

Tuesday, December 13

- Last day to file an Incomplete Grade Request with documentation

Wednesday, December 14

- Residential communities close at noon

Monday, December 19

- Grades due by faculty

## SPRING 2017

Saturday, January 2

- Tuition and fees due (students whose payments are not received by this date may be assessed a \$250 late payment fee)

Monday, January 16

- Martin Luther King, Jr. Holiday

Tuesday, January 17

- New Student Orientation
- Residential communities open at 9:00 am for new and readmitted students

Tuesday–Friday, January 17–20

- Registration for new students (students registering after January 22 may be assessed a \$250 late registration fee)

Wednesday, January 18

- First day of instruction

Wednesday, February 1

- Last day to add
- Last day to increase credit value
- Last day to select change to or from audit option

Monday, February 20

- Presidents' Day Holiday

Monday–Friday February 28–June 9

- Registration for **summer session 2015**. See the "[Summer Session 2015](#)" link for important registration dates.

Wednesday, March 15

- Last day to drop **without a "W"**
- Last day to decrease credit value
- Last day to change from graded to P/NP or from P/NP to graded

Monday–Friday, March 20–24

- Spring Break

Wednesday, March 29

- Last day to withdraw from an **individual class**. A **"W"** will appear on the transcript

Monday–Wednesday, April 3–12

- Priority registration for continuing and returning students for fall 2016 (continuing and returning students not registered by April 13 may be assessed a \$250 late fee)

Friday, April 14

- **Master's theses and doctoral dissertations for degrees to be conferred May 2016** due in the Library

Monday, May 1

- Last day to file graduation application for degrees to be conferred January (fall 2016)

Wednesday, May 3

- Last day of instruction
- Last day to take a Leave of Absence or Withdraw for the current semester
- Last day to file an Incomplete Grade Request without documentation

Thursday–Friday, May 4–5

- Reading Days

Saturday–Thursday, May 6–11

- Final Exams

Thursday, May 11

- Last day to file an Incomplete Grade Request with documentation

Friday, May 12

- Residential communities close for non-graduating students at noon

Saturday, May 13

- 129<sup>th</sup> Commencement

Sunday, May 14

- Residential communities close at noon for graduating students

Friday, May 18

- Grades due by faculty

# COLLEGE ADMINISTRATION

[www.mills.edu/administration/presidents\\_office/college\\_officers.php](http://www.mills.edu/administration/presidents_office/college_officers.php)

## PRESIDENT OF THE COLLEGE

Dr. Elizabeth L. Hillman  
Mills Hall, Room 109  
510.430.2094  
[president@mills.edu](mailto:president@mills.edu)

The President administers the College through authority vested in that office by the Board of Trustees of the College and through officers to whom the President delegates authority.

## INTERIM PROVOST AND DEAN OF THE FACULTY

Dr. Sharon J. Washington  
Mills Hall, Room 204  
510.430.2096  
[swashington@mills.edu](mailto:swashington@mills.edu)

The Provost is the Dean of the Faculty and the ranking educational officer of the College. The Provost administers academic programs, including all faculty and curricular matters.

## CHIEF OF STAFF AND VICE PRESIDENT FOR COMMUNICATIONS AND EXTERNAL RELATIONS

Renée Jadushlever  
Mills Hall, Room 109  
510.430.2033  
[reenejad@mills.edu](mailto:reenejad@mills.edu)

The Chief of Staff and Vice President for Communications and External Relations is responsible for overseeing and **providing leadership and strategic direction for the College's marketing**, media relations, and communications departments, as well web publishing. In addition, this position serves as the point of contact and the advocate for government and external relations for the College.

## VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND TREASURER

Maria Cammarata  
Sage Hall, Room 135  
510.430.3322  
[mcammarata@mills.edu](mailto:mcammarata@mills.edu)

The Vice President for Finance and Administration and Treasurer is responsible for overseeing campus facilities and information technology services and for management of all financial matters, including operating and capital budgets, investments, and endowments. Additional responsibilities include overseeing annual audits and ensuring local, state, and federal financial reporting compliance.

## VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Jeff Jankanicz  
Mills Hall, Room 113  
510.430.2380

The Vice President for Institutional Advancement provides leadership and direction to the staff of the Office of Institutional **Advancement; focuses on the College's strategic objectives related to** fundraising; strengthens philanthropic partnerships with alumnae/i and friends of the College; develops and implements strategies to reach and exceed fundraising goals; and researches, builds and maintains a portfolio of major and principal gift-level prospects and develops solicitation and stewardship strategies for the College.

## VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Vacant  
Contact: Heidi Geis, Executive Assistant for Enrollment Management & Admissions Office Manager  
Mills Hall, Room 236  
510.430.3296

The Vice President for Enrollment Management is responsible for the oversight of Undergraduate and Graduate Admissions as well as Financial Aid and Student Accounts to maintain appropriate enrollment student services in the context of the **College's Strategic Plan**.

## VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS

Dr. Chicora Martin  
Cowell Building, Room 101  
510.430.3189  
[chicora@mills.edu](mailto:chicora@mills.edu)

The Vice President for Student Life and Dean of Students provides leadership to and management of programs and **activities that complement academic instruction and support students' overall personal and educational development**.

# CAMPUS DEPARTMENTS AND SERVICES

## **PRESIDENT'S OFFICE**

OFFICE OF THE PRESIDENT  
Dr. Elizabeth L. Hillman, President  
Mills Hall 109  
Phone: 510.430.2094  
Fax: 510.430.2256  
Email: [president@mills.edu](mailto:president@mills.edu)  
Website: [http://www.mills.edu/administration/presidents\\_office](http://www.mills.edu/administration/presidents_office)

## CHIEF OF STAFF AND VICE PRESIDENT FOR COMMUNICATIONS AND EXTERNAL RELATIONS

Renée Jadushlever, Chief of Staff and Vice President for Communications and External Relations  
Mills Hall 109  
Phone: 510.430.2033

Email: [reneejad@mills.edu](mailto:reneejad@mills.edu)

## MARKETING

The Marketing Department is responsible for communicating with various public audiences to promote Mills College. The department oversees print publications, advertising, website design, and copy.

## PUBLIC RELATIONS AND COMMUNICATION

The Media Relations Department is responsible outreach and response to external media venues and works with the appropriate campus constituents to address media requests. The Department is also responsible for creating press releases and other communications to feature the College.

## COLLEGE EVENTS

The Web Publishing Department is responsible for content management, user administration, and user training related to Mills College's website and subdomains.

# ACADEMIC AFFAIRS

## OFFICE OF THE PROVOST

Dr. Sharon J. Washington, Interim Provost and Dean of the Faculty  
Mills Hall 204  
Phone: 510.430.2096  
Fax: 510.430.3119  
Email: [provost@mills.edu](mailto:provost@mills.edu)  
Website: [http://www.mills.edu/administration/provosts\\_office/](http://www.mills.edu/administration/provosts_office/)

## ART CENTER

Aron Art Center  
Phone: 510.430.2117  
Email: [studio\\_art@mills.edu](mailto:studio_art@mills.edu)  
Website: [www.mills.edu/academics/undergraduate/arts](http://www.mills.edu/academics/undergraduate/arts)  
[www.mills.edu/academics/graduate/arts](http://www.mills.edu/academics/graduate/arts)

The Jane B. Aron Art Center, located between Warren Olney Hall and Reinhardt Alumnae House, contains the Art Museum and office, Art Department office, studios, and the gallery, Slide Space 123. For more information, please call, email, or view online.

The Art Department office provides information about the Art department facilities such as the Danforth Lecture Hall; the Ceramics, Sculpture, Photography, and Painting studios; and curriculum for Art History and Studio Art. For more information call 510.430.2117.

## ART MUSEUM

Dr. Stephanie Hanor, Director  
Aron Art Center  
Phone: 510.430.2164  
Email: [museum@mills.edu](mailto:museum@mills.edu)  
Website: <http://mcam.mills.edu/>

The Art Museum, located at the northeast end of Kapiolani Road, is a forum for exploring art and ideas and a laboratory for contemporary art practices. Through innovative public programs, collections, and exhibitions—including the annual

Mills College Senior and Master of Fine Arts Thesis Exhibitions—the museum engages and inspires the intellectual and creative life of the Mills community as well as the diverse audiences of the Bay Area and beyond. All exhibitions are free and open to the public.

## CAREER SERVICES OFFICE

Sage Hall, Room 118

Phone: 510.430.3142

Email: [career@mills.edu](mailto:career@mills.edu)

Website: [www.mills.edu/student\\_services/career\\_center](http://www.mills.edu/student_services/career_center)

The Career Services Office (CSO) offers a vast array of resources and services that include individual career counseling and coaching, career assessment, job search workshops, work study job assistance, internship opportunities for all majors, graduate school application support, mock interviews, internet and print resources for career research, and access to networking. Whether you are a first-year, transfer student, or a graduate student, early and continued use of Career Services is highly encouraged and a critical component of future career success.

Career Services believes that the varied skills and interests of Mills College students will be assets in the workplace of **the future. Consistent utilization of the resources available in Career Services will help to identify students' unique talents and skills and determine how and where to best use them. In the Career Services Office, the student's** future is always the focus. Please view the Career Services web pages for continually updated career advice and job posting links, office hours, event postings, and other helpful information. Please call 510.430.3142 or email [career@mills.edu](mailto:career@mills.edu) to schedule an appointment with a Career Advisor.

## CHILDREN'S SCHOOL

Whitney Walker, Admissions Director

Phone: 510.430.2118

Email: [children@mills.edu](mailto:children@mills.edu)

Website: <http://www.mills.edu/childrenschool/>

[www.facebook.com/chidrensschool](http://www.facebook.com/chidrensschool)

Mills College **Children's School** (MCCS), is a laboratory school serving children in the first decade of life, from 5 months old through 5<sup>th</sup> grade, with Infant/Toddler, Preschool, and Elementary School programs. An integral part of the School of **Education, MCCS's mission is three-fold:** to provide high-quality, developmentally-appropriate education programs for children; to provide a clinical setting for students preparing for careers working with children; and to facilitate educational research opportunities. Both students and teachers are challenged to pursue learning independently and engage collaboratively, think critically and creatively, and share their learning with peers and the wider community. MCCS gives **priority to the children of Mills faculty, staff, and students, which typically make up about 20% of the school's** environment. Group tours are given in the fall and winter and priority applications are due in January of each year, but are accepted all year round. MCCS does not maintain a waiting list, but fills any openings on the basis of maintaining balanced and diverse classroom populations. For applications and further information, please call, email, or view online.

## CENTER FOR ACADEMIC EXCELLENCE

Margaret Seelie, Coordinator

Phone: 510.430.3360

Email: [cae@mills.edu](mailto:cae@mills.edu)

Website: [www.mills.edu/cae](http://www.mills.edu/cae)

The Center for Academic Excellence (CAE) provides high-quality academic assistance for students to enhance their success while studying at Mills. It has three departments: the Peer Tutoring Center, Writing Center, and Test Administrative Center (TAC). It is located in the Aurelia Reinhardt Henry (AHR) Hall, B wing, on the hill next to Founders

Common Dining Hall. Students wanting more information on services should call, email, or view online. Please also see Peer Tutoring Center and the Writing Center or visit the Cowell Building.

#### Test Administration Center (TAC)

Phone: 510.430.3360

Email: [cae@mills.edu](mailto:cae@mills.edu)

Website: [www.mills.edu/student\\_services/disability\\_services](http://www.mills.edu/student_services/disability_services)

The Test Administration Center administers tests for students who are registered and receive exam accommodations through Student Access and Support Services (SASS). Students registered with SASS whose disability impacts their mobility and access to Reinhardt Hall can have their tests administered in the Cowell Building. All exam accommodations must be arranged in advance online and through SASS. If you are a student with a disability who would like to discuss registering with SASS please call 510.430.2130. You may also find more information about SASS at [www.mills.edu/student\\_services/disability\\_services](http://www.mills.edu/student_services/disability_services).

#### F.W. OLIN LIBRARY

Contact Information:

Janice Braun, Associate Library Director and Special Collections Curator

Milhaud Archivist, and Director, Center for the Book

Phone: 510.430.2047 (Janie Braun); 510.430.2385 (Reference Desk); 510-430-2196 (Circulation Desk)

Email: [library@mills.edu](mailto:library@mills.edu)

Website: [www.mills.edu/academics/library](http://www.mills.edu/academics/library)

The inviting F.W. Olin library houses a collection of 250,000 volumes and other media supporting the curricular needs of the **College, with special emphases on literature, history, women's studies, art, and music.**

The library interior, designed for comfort and accessibility, includes 280 study and workstations of appealing variety, fully equipped audiovisual stations, a seminar room, four group study rooms, and a student lounge. Computer workstations are available throughout the library to access library databases, the Internet, email, or word processing. Library facilities are fully wheelchair-accessible, and special services for students with disabilities are available.

The library is open 88 hours a week during the semester. Reference librarians are available until 9:00 pm most weekdays and until 6:00 pm on Sundays to help students organize research efforts and make the best use of library resources. Library staff members also teach students how to find and use bibliographic and electronic resources pertinent to specific needs or assignments.

**The library's web-based catalog, MINERVA,** is accessible throughout the library or via the Internet at <http://library.mills.edu>. The library offers more than 50 databases, including Academic Search Premier, Lexis-Nexis, PsycINFO, Sociological Abstracts, MEDLINE, ERIC, MLA International **Bibliography, Contemporary Women's Issues,** Britannica Online, Biography In Context, and Science Direct, among others. All databases are available 24 hours a day, 7 days a week via the **library's website (from on or off campus)**. If the library does not have an article or book needed, some items can be obtained by interlibrary loan from other institutions.

The **College's collection of audio** (CDs, records, and tapes) and visual (VHS tapes and DVDs) material is located in the F.W. Olin library and is available for listening and viewing by Mills community members. Some materials are for use in the Library only. Other materials may be taken out under library checkout policies. For more information, please visit [www.mills.edu/academics/library/index.php](http://www.mills.edu/academics/library/index.php). For more information on specific Library services, please visit [http://www.mills.edu/academics/library/library\\_services/index.php](http://www.mills.edu/academics/library/library_services/index.php).

### The Elinor Raas Heller Rare Book Room

The Elinor Raas Heller Rare Book Room houses rare books and manuscripts and is used extensively by individual students and classes for research purposes. Special collections includes a wide variety of books, manuscripts, and archives including early printed books starting in the 15<sup>th</sup> century, contemporary fine **press and artists' books, and the Mills College Archive**. Students are encouraged to make use of this resource.

### PEER TUTORING CENTER

Margaret Seelie, Coordinator

Phone: 510.430.3360

Email: [cae@mills.edu](mailto:cae@mills.edu)

Website: [www.mills.edu/peertutoring](http://www.mills.edu/peertutoring)

Peer tutoring seeks to promote student success through active learning and motivation. Free tutoring is provided in many subjects, which are chosen semester-by-semester, focusing on the mastery of material while encouraging creativity and independent thinking. Students are eligible for up to three hours of one-on-one tutoring per subject each week and other drop in options might be available during the semester during open hours. Please confirm this with a tutoring center staff member. Students may also make appointments up to three weeks in advance if they prefer to set up a more formal schedule. Students with the appropriate academic background and proven ability may be eligible to apply for positions as Peer Tutors. Peer Tutors are selected by faculty, approved by the Center for Academic Excellence Coordinator (CAE), and paid on a sliding scale based on experience. Students interested in becoming a Peer Tutor should call, email, or view online.

### PRIETO MULTIMEDIA LAB

Shanna Sordahl

Fine Arts Annex, Room 101

Phone: 510.430.3197

Email: [ssordahl@mills.edu](mailto:ssordahl@mills.edu)

Website: <http://www.mills.edu/academics/undergraduate/iart/prieto.php>

The Prieto Multimedia Lab is a fine arts studio for interdisciplinary work in electronic media. Activities in the lab focus on the development of aesthetic and conceptual practices using emerging technologies and traditional art media. Specific areas of interest include interactive electronics, video, sound, DVD authoring, installations, and performance. The lab is equipped with Macintosh computers, an inkjet printer, flatbed scanners, an electronic circuit lab, and video and sound support equipment. All computers are networked to provide access to the Internet and campus computing resources.

### THE TRIO PROGRAMS (UPWARD BOUND AND EDUCATIONAL TALENT SEARCH)

Mills College TRIO Programs

Reinhardt Hall, C Wing

Phone: 510.430.2177

Email: [trio@mills.edu](mailto:trio@mills.edu)

Website: [www.mills.edu/trio](http://www.mills.edu/trio)

Home to Upward Bound and Mills Educational Talent Search (METS), the TRIO Programs provides outreach and academic support services to low-income, first-generation college-bound students with the goal that participants will graduate from high school and pursue a post-secondary education. TRIO provides academic advising, tutoring, information on college admissions and financial aid, college campus tours, accommodations for students with disabilities, and other college resources. TRIO also offers Mills students work-study opportunities as tutors, mentors, peer advisors, and program and teaching assistants. The TRIO Programs are federally funded by the US Department of Education.

## THE WRITING CENTER

Margaret Seelie, Supervisor

Phone: 510.430.3360

Email: [writing\\_ctr@mills.edu](mailto:writing_ctr@mills.edu)

Website: [www.mills.edu/student\\_services/writing\\_center](http://www.mills.edu/student_services/writing_center)

The Writing Center is free for all Mills students seeking assistance with writing projects. Qualified graduate and undergraduate student staff from various departments assist with one-on-one tutorials and writing workshops throughout the academic year. For more information call, email, or view online.

NOTE: ACADEMIC DEPARTMENTS ARE DESCRIBED IN THE COURSE CATALOG.

## ENROLLMENT MANAGEMENT

OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Contact Information: Vacant

Mills Hall 235

Phone: 510.430.2133

OFFICE OF UNDERGRADUATE ADMISSION

Mills Hall 222

Robynne Royster, Associate Director of Undergraduate Admission

Phone: 800.87.MILLS or 510.430.2135

Fax: 510.430.3298

Email: [admission@mills.edu](mailto:admission@mills.edu)

Website: <http://www.mills.edu/admission/undergraduate>

GRADUATE ADMISSION

Shrim Bathey, Director of Graduate Admission

Mills Hall 249

Phone: 510.430.3309

Fax: 510.430.2159

Email: [grad-admission@mills.edu](mailto:grad-admission@mills.edu)

Website: <http://www.mills.edu/grad>

INTERNATIONAL STUDENT ADMISSIONS

Rebecca Williams, International Student Admissions

Mills Hall

510.430.2135

Email: [rwilliam@mills.edu](mailto:rwilliam@mills.edu)

STUDENT ADMINISTRATIVE SERVICES

Jeff Hardie, Assistant Vice President for Student Financial Services

Carnegie Hall

510.430.2000

Email: [sas@mills.edu](mailto:sas@mills.edu)

Website: <http://www.mills.edu/mcenter>

Student Administrative Services hours: Monday 9:00 am–4:00 pm; Tuesday–Thursday 9:00–5:00pm; Friday 10:00–5:00pm

## ACADEMIC RECORDS

Karen Siverson, Registrar

Carnegie Hall

Phone: 510.430.2000

Email: [records@mills.edu](mailto:records@mills.edu)

Website: [www.mills.edu/student\\_services/registrar\\_and\\_records](http://www.mills.edu/student_services/registrar_and_records)

Students can register for classes, request enrollment verifications, inquire about cross-registration, find out about transferring credit to Mills, change graduation date, update student records including name and address, and apply for graduation.

## FINANCIAL AID

Larry Blair, Director of Financial Aid

Carnegie Hall

Phone: 510.430.2000

Email: [finaid@mills.edu](mailto:finaid@mills.edu)

Website: <http://www.mills.edu/financialaid>

[http://www.mills.edu/student\\_services/financial\\_aid/](http://www.mills.edu/student_services/financial_aid/)

Students can request information regarding grants, scholarships, work-study, loans, loan repayment and loan forgiveness programs, return-of-aid policy for leave of absence or withdrawal, federal tax benefits for tuition and fees, and GRE fee waivers. Students may also make an appointment with a financial aid counselor, inquire about outside scholarships and private loans, pick up a student employment agreement, receive debt counseling, and submit financial aid documents.

## STUDENT ACCOUNTS

Marylola Diaz-Alvarez, Student Accounts Manager

Carnegie Hall

Phone: 510.430.2000

Email: [stuacct@mills.edu](mailto:stuacct@mills.edu)

Website: [www.mills.edu/student\\_services/student\\_accounts](http://www.mills.edu/student_services/student_accounts)

Student Accounts in Student Administrative Services is responsible for student billing, payment options, and the implementation of policies regarding tuition, fees, and refunds. Students can view an electronic bill before each **semester's payment deadline. eBills are available for viewing in the Portal and include charges for tuition and fees, as well as charges from other departments which might include housing, meal plans, music lessons, the Student Health Plan, traffic fines, and class materials.** Credits for scholarships, grants, and loans from a financial aid award, enrollment deposits, and direct payments are also included on the eBill. 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.

As part of Student Administrative Services, Student Accounts has drop in hours and appointment slots if students would like to talk to a specialist, obtain an account summary or inquire about the tuition adjustment policy. General information about the tuition adjustment policy and how to set up an installment plan for their student account can be found in the Enrollment section of the Student Handbook under Getting Started. More information about student accounts can be found [online](#).

## INSTITUTIONAL ADVANCEMENT

### OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Jeff Jankanicz, Vice President for Institutional Advancement

Mills Hall 113

Phone: 510.430.2380

Email: [donors@mills.edu](mailto:donors@mills.edu)

Website: [www.mills.edu/giving](http://www.mills.edu/giving)

Office of Institutional Advancement Vision Statement: The Office of Institutional Advancement (OIA) creates a culture of engagement with alumnae, parents, friends of the College, and the campus community. We cultivate relationships with these constituents and inspire their support of the College through our strategic efforts in communications, events, volunteer management, fundraising, and stewardship. Our team strives to achieve excellence and efficiency in a work environment characterized by mutual respect, collaboration, professional development, creativity, and optimism.

### ALUMNAE RELATIONS AND ANNUAL FUND

Nikole Adams

Phone: 510.430.2123

Email: [alumnae@mills.edu](mailto:alumnae@mills.edu)

Website: [www.mills.edu/alumnae/index.php](http://www.mills.edu/alumnae/index.php)

As a branch of the Office of Institutional Advancement, the Office of Alumnae Relations and Annual Fund cultivates lifelong engagement for alumnae, parents, students, and friends of the College through activities that foster affinity and participation. In partnership with the Alumnae Association of Mills College and the campus community, we provide meaningful volunteering opportunities and sponsor a wide variety of events both locally, including Reunion weekend on campus, and in regions throughout the world. **We also advance Mills' mission by raising money for the Mills College Annual Fund (MCAF) through our support of student philanthropy, affinity group, and peer to peer solicitation programs.**

### DONOR ENGAGEMENT AND STEWARDSHIP

Melanie Reilly, Assistant Director

Phone: 510.430.2097

Email: [donors@mills.edu](mailto:donors@mills.edu)

Website: [www.mills.edu/giving](http://www.mills.edu/giving)

The Individual Philanthropy Team **exists to support and enhance the financial foundation of the College's educational mission.** We engage in activities to cultivate meaningful relationships with individual donors and prospects, solicit their philanthropic support, and steward their gifts with due diligence and integrity. In addition, we strive to build and nurture of culture of philanthropy within the student community.

### ADVANCEMENT

Jennifer Gibbs, Senior Advancement Director

Phone: 510.430.2098

Email: [donors@mills.edu](mailto:donors@mills.edu)  
Website: [www.mills.edu/giving](http://www.mills.edu/giving)

Within the Office of Institutional Advancement (OIA), Advancement provides expertise and leadership in:

- Development, implementation, and evaluation of annual fund mass appeal strategies, timely preparation, and mailing of a gift receipt to all donors who require a receipt, and delivering appropriate supporting gift documentation to the Finance Office throughout the year and as part of the audit process.

## ALUMNAE ASSOCIATION

Viji Nakka-Cammauf '82, President  
Chelsea Ekholm '13, Administrative Assistant (OIA)  
Reinhardt Alumnae House  
Phone: 510.430.2110  
Email: [aamc@mills.edu](mailto:aamc@mills.edu)  
Website: [www.mills.edu/alumnae](http://www.mills.edu/alumnae)

The Alumnae Association of Mills College (AAMC) is an independent, nonprofit organization governed by members of the Board of Governors. AAMC volunteers, in collaboration with Alumnae Relations, sponsor a wide range of activities and services including a travel program and a variety of alumnae and student programs. The Reinhardt Alumnae House also serves as a place for meetings and social events.

## FINANCE AND ADMINISTRATION

### OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Maria Cammarata, Vice President for Finance and Administration/Treasurer  
Sage Hall 135  
Phone: 510.430.3322  
Email: [mcammarata@mills.edu](mailto:mcammarata@mills.edu)

### CASHIER

Karen Ly  
Sage Hall, Room #109 (Cashier Window)  
Phone: 510.430.3205  
Email: [cashier@mills.edu](mailto:cashier@mills.edu)

**The Cashier's window is located near the west entrance of Sage Hall** and is open 9:30 am–1:00 pm and 2:00 pm–3:30pm Monday–Friday during the fall and spring semesters. The Cashier receives Mills College payments, distributes Mills College student payroll checks, sells Mills guest shuttle tickets, and cashes checks for Mills College students, staff and faculty.

First party checks only can be cashed up to a limit of \$100 per day. All checks returned as not sufficient funds (NSF) checks will result in the loss of check cashing privileges for twelve months.

A \$35 fee will be assessed for all returned checks, returned Automated Clearing House (ACH) transactions, or returned eRefunds. A \$15 fee will be assessed for any domestic payment made by bank wire and a \$20 fee will be assessed for any international payment made by bank wire. Incoming wire fees will be waived for incoming wires over \$10,000. Payer will be responsible for any fees incurred from their financial institution.

## INFORMATION TECHNOLOGY SERVICES

Bruce McCreary, Senior Director

Lucie Stern Hall

Phone (Help desk): 510.430.2005

Email: [helpdesk@mills.edu](mailto:helpdesk@mills.edu)

Website: [www.mills.edu/student\\_services/technology](http://www.mills.edu/student_services/technology)

Maintaining connectivity for the campus, Information Technology Services (ITS) provides for round-the-clock computing availability. Assistance on College computing resources is available to students weekdays during the fall and spring semesters in the Stern 10 computing lab from User Assistants (see the schedule on the door of Stern 10 or at: [https://intranet.mills.edu/campus/technology/labs/stern10\\_schedule.php](https://intranet.mills.edu/campus/technology/labs/stern10_schedule.php).)

When a User Assistant is not on duty, or to report problems with campus computing equipment, contact the Helpdesk at 510.430.2005 or [helpdesk@mills.edu](mailto:helpdesk@mills.edu). Personally owned computers are not supported by the College, but the Helpdesk can provide limited assistance with connecting to the Mills network and with installation of the Mills virus protection software.

## HOUSING MANAGEMENT

Dorothy Calimeris, Director of Auxiliary Services

Sage Hall 138

Phone: 510.430.2127

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

Housing Management and Dining Services (HMDS) staff assist students with housing agreements, room assignments, Mills College ID cards, keys, and meal and points plans. Visit the HMDS office, call, email, or check out the housing pages online at [www.mills.edu/campus\\_life/housing/index.php](http://www.mills.edu/campus_life/housing/index.php).

Mills ID (Photo ID / Keycard / Meal Card)

[http://www.mills.edu/administration/administrative\\_offices/hmds/id\\_cards.php](http://www.mills.edu/administration/administrative_offices/hmds/id_cards.php)

A Mills College ID is issued to each Mills student after account clearance and arrival on campus. Students are encouraged to email ID photos (in a JPEG format) to [housing@mills.edu](mailto:housing@mills.edu) prior to their arrival. The photo identification card is also a keycard and a meal and Points Plan card, if **applicable**. **This card is valid for a student's entire stay at Mills College** and must be presented for use at the dining hall or by other departments on campus. An ID card without a current validated sticker will not be accepted in the dining hall or by other departments on campus. A valid Mills College ID is required to receive services at the Student Health Center in CPM. A Mills ID is for the exclusive use of the student to whom it is issued. Treat the card gently! Do not punch holes in your card. Keep it flat and **don't bend** it or the computer chips inside will break.

Misuse of the Mills College ID may result in conduct action and/or a fine of \$20. A replacement fee of \$20 will be charged for lost or damaged cards. If you lose or damage a temporary key card it will result in a \$25 fine.

## DINING SERVICES – BON APPÉTIT

Crystal Chun Wong, General Manager

Phone: 510.430.2042

Roselia Zendejas, Director of Operations

Phone: 510.430.3339

Arianna Contreras, Catering Manager  
Phone: 510.430.2062

Andrew Tescher, Executive Chef  
Phone: 510.430.2352

Email: [bonappetit-catering@mills.edu](mailto:bonappetit-catering@mills.edu)  
Website: <http://catering.cafebonappetit.com/mills/splash.htm>

Bon Appétit Management Company is an on-site custom restaurant company that provides café and catering services to many corporations, colleges and universities, and specialty venues. Bon Appétit is known for culinary expertise, commitment to socially responsible food sourcing and business practices, and strong partnerships with respected conservation organizations.

## MAIL AND COPY CENTER

Vern McKenzie, Office Manager  
Rothwell Center  
Phone: 510.430.2149  
Email: [mail\\_and\\_copy@mills.edu](mailto:mail_and_copy@mills.edu)  
Website: [www.mills.edu/student\\_services/mail\\_and\\_copy\\_center](http://www.mills.edu/student_services/mail_and_copy_center)

The Mail and Copy Center, located at Rothwell Center adjacent to the Tea Shop, provides services including shipping and receiving through the United States Postal Service (USPS), UPS, and Federal Express, including a daily pick-up; Private Mail Box (PMB) rental; shipping supplies and postage stamps for purchase; and premium printing, copying, finishing and fax services. The Mail and Copy Center is open Monday through Friday, 9:00 am–4:30 pm.

Each residential student is assigned a PMB for the duration of their yearly Residence Agreement. Students must register for a PMB in person at the Mail and Copy Center by submitting the appropriate paperwork in order to activate the box assignment and receive a PMB combination or key. **At the end of each year's residency at Mills College**, students must complete and submit either a Re-mail Form or a Hold Mail Form with the Mail and Copy Center. Mail will be re-mailed or held only for the period of time set forth on the respective form. At check-in each fall, students PMBs will be reactivated.

## PUBLIC SAFETY DEPARTMENT

Niviece Robinson, Director  
CPM Building  
Phone: 510.430.2139  
Sgt. Dennis Bernardo, Administrative Sergeant  
Phone: 510.430.3103  
Email: [safety@mills.edu](mailto:safety@mills.edu)  
Website: [www.mills.edu/student\\_services/safety\\_and\\_transportation](http://www.mills.edu/student_services/safety_and_transportation)

The Department of Public Safety is a non-sworn proprietary security organization that provides 24-hour security on Mills campus. The department advises all community members to report all suspicious and criminal activity. The Department of Public Safety will contact the appropriate law enforcement agency for further investigation and follow-up on criminal matters as appropriate. In addition to contacting Public Safety, community members are encouraged to also contact the Oakland Police Departments for any criminal matter.

In the event of an emergency (i.e., medical, fire, police) dial 911 and immediately contact the Department of Public Safety to report any campus related incidents. Oakland cell phone users may call 510.777.3211, then call 510.430.5555

to alert a public safety officer. Everyone is encouraged to maintain a list of community and emergency phone numbers in your phone.

Services provided by the Department of Public Safety and Transportation include:

• Campus Escorts	• Gate Security (Visitor Screening)
• Crime Prevention	• Campus Patrols (Vehicle and Foot)
• Parking Permits & Enforcement	• CCTV Surveillance
• Lost and Found	• Fire and Burglary Alarm Response
• Vehicle Assists (Jumps and Towing)	• Medical Response and First Aid
• Incident Response and Investigations	• K-9 Permits
• AC Transit Easy-Pass/Cab Voucher Distribution	• Shuttle Bus
• Access Requests (Unlocks)	• Emergency Call Box Checks
• Overnight Visitor Check-Ins	• Emergency Preparedness Training

### TREFETHEN AQUATIC CENTER

Contact Information:

Liz Elliott, Aquatics Director

Trefethen Aquatic Center

Phone: 510.430.3351

Email: [pool@mills.edu](mailto:pool@mills.edu)

Website: <http://www.millscyclones.com/facilities/pool>

Come enjoy all the recreational facilities Mills has to offer. Our 25-yard by 25-meter pool has 10 lap lanes, complete with a deep water area suitable for water polo, deep-water aerobics, and competitive swimming. The attached 40-foot by 60-foot shallow end provides a spacious teaching area and a place for recreational activities, water exercise classes, and **children's play. Also included are a therapy spa** and locker rooms. **We have a Master's Swimming team that is** discounted for Mills students, faculty, and staff, as well as water aerobics, group and private swim classes, and lap and recreation swim for all ages. Lap and recreation swim are free to Mills students. For schedules, programs, and other information, check out our website at [https://www.mills.edu/campus\\_life/athletics\\_and\\_recreationaquatics\\_pool\\_schedule.php](https://www.mills.edu/campus_life/athletics_and_recreationaquatics_pool_schedule.php), email us at [pool@mills.edu](mailto:pool@mills.edu), or call 510.430.2170.

### AUDIO VISUAL TECHNICAL SERVICES

Fine Arts Annex 113

Phone: 510.430.2211

Email: [av-requests@mills.edu](mailto:av-requests@mills.edu)

Website: [www.mills.edu/student\\_services/technology/audio\\_visual\\_learning\\_center.php](http://www.mills.edu/student_services/technology/audio_visual_learning_center.php)

Audio-Visual Technical Services (AVTS) provides equipment for classroom presentations, events, and audio/video recording. The office is open for equipment pickup and reservations Monday through Thursday from 9:00 am–4:30 pm, and Friday 9:00 am–3:00 pm during the school year. Reservations are highly recommended for most equipment, and checkouts are limited to 48 hours in most cases. Late fees are assessed for equipment not returned on time.

Many classrooms and other facilities have built-in audiovisual equipment. Contact AVTS for more information about which rooms are already equipped or to schedule a demonstration of a particular system. Staff is available to discuss the needs of a particular project or event and to arrange for the availability of equipment. If you are planning an event that

will require audiovisual technology we ask that you contact us early in the process so that we can accommodate you as best as possible.

Audio and video duplication and conversion services are available for a fee and are subject to applicable copyright laws. AVTS may be able to provide limited editing services. Please view our [website](#) for more information.

## STUDENT LIFE

### OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS

Dr. Chicora Martin, Vice President for Student Life and Dean of Students

Cowell Building

Phone: 510.430.3178

Email: [deanofstudents@mills.edu](mailto:deanofstudents@mills.edu)

Website: [www.mills.edu/administration/administrative\\_offices/office\\_of\\_student\\_life](http://www.mills.edu/administration/administrative_offices/office_of_student_life)

Division of Student Life (DSL) Offices are located in the Cowell Building, the Chapel, Haas Pavilion, the Rothwell Center, and at various locations in the residential community.

### ATHLETICS, PHYSICAL EDUCATION AND RECREATION (APER)

APER Office: Haas Pavilion, 103

Phone: 510.430.2172

Email: [athletics@mills.edu](mailto:athletics@mills.edu)

Website: <http://www.millscyclones.com>

Themy Adachi, Assistant Dean of Students, Athletic Director

Nic Van Dyke, APER Assistant Director

Haas Pavilion, 109

Direct Line: 510.430.2172

Email: [athletics@mills.edu](mailto:athletics@mills.edu)

The Athletics, Physical Education, and Recreation (APER) department offers intercollegiate athletics, physical education classes, and recreation facilities and activities.

#### Intercollegiate Athletics

[www.millscyclones.com](http://www.millscyclones.com)

Joining an intercollegiate athletic team is one of the best ways to learn about yourself and make lifelong friends in a challenging and supportive environment. If you are willing to make the commitment to the team, there is a place for you on one of our teams. Competition is offered in six intercollegiate sports: cross country, rowing, soccer, swimming, tennis, and volleyball. Novices are welcome in rowing and cross country. Check with individual coaches for participation requirements prior to meetings. Team organizational meetings are held during fall Orientation.

For more information, see [www.MillsCyclones.com](http://www.MillsCyclones.com), visit Haas Pavilion, or contact the coaches of specific sports:

Cross Country Coach – Ivory Veale, 510.430.3282, [running@mills.edu](mailto:running@mills.edu)

Rowing Coach - Sara Nevin, 510.430.3256, [rowing@mills.edu](mailto:rowing@mills.edu)

Soccer Coach – Lilia Dosalmas, 510.430.2395, [soccer@mills.edu](mailto:soccer@mills.edu)

Swim Coach - Neil Virtue, 510.430.3284, [swimming@mills.edu](mailto:swimming@mills.edu)

Tennis Coach – Tony Candeo, 510.430.3257, [tennis@mills.edu](mailto:tennis@mills.edu)

Volleyball Head Coach – Jack Cowden, 510.430.3283, [volleyball@mills.edu](mailto:volleyball@mills.edu)

## Physical Education

[http://www.mills.edu/academics/undergraduate/pe/course\\_schedule.php](http://www.mills.edu/academics/undergraduate/pe/course_schedule.php)

Students may choose from over 25 courses each semester ranging from classes like cardio hip hop, Pilates, massage, Capoeira, fencing, sailing, Zumba, yoga, and strength training to more traditional sports. Instructional classes for academic credit are described in the Physical Education section of the [Undergraduate Catalog](#).

## Recreation and Special Events

<http://www.millscyclones.com/recreation/index>

Everyone is encouraged to take advantage of the fun activities and getaways offered by the Recreation program. All ability levels are welcome. For more information about facility use, contact Nic Van Dyke, [nvandyke@mills.edu](mailto:nvandyke@mills.edu), 510.430.2172. For more information about the APER Softball Club, contact Natalie Spangler, [nspangle@mills.edu](mailto:nspangle@mills.edu), 510.430.3323. For more information about intramural sports and other APER special events, contact Lilia Dosalmas, [ldosalmas@mills.edu](mailto:ldosalmas@mills.edu), 510.430.2395.

## Athletic Facilities

<http://www.millscyclones.com/facilities/index>

The gymnasium, fitness center, tennis courts, running trail, aquatic center, and grass fields may be used by members of the Mills community on a space available basis. Open recreational hours are posted online each semester and at the facility entrance. For more information call Nic Van Dyke at 510.430.2172, email [athletics@mills.edu](mailto:athletics@mills.edu), or view online.

## Haas Pavilion

<http://www.millscyclones.com/facilities/gymnasium>

Haas Pavilion houses the Department of Athletics, Physical Education, and Recreation, fitness center, physical education activities room, gymnasium, locker rooms, dance studios, and classrooms. Please contact Nic Van Dyke if you need access to a private changing area with a shower (510.430.2172, [athletics@mills.edu](mailto:athletics@mills.edu)) or visit Haas 103.

## Fitness Center

[http://www.millscyclones.com/facilities/fitness\\_center](http://www.millscyclones.com/facilities/fitness_center)

Come check out the new fitness center equipment! Students with a current Mills ID may utilize the Haas Pavilion Fitness Center, which includes a comprehensive line of strength training stations, free weights, and cardio fitness machines. Students may ask the Fitness Center student-worker for an orientation or take a strength training PE course to learn to use the equipment. Physical Education classes, intercollegiate athletics, and recreational sports events have priority use.

## Meyer Tennis Courts

[http://www.millscyclones.com/facilities/tennis\\_courts](http://www.millscyclones.com/facilities/tennis_courts)

Six tennis courts, newly resurfaced and equipped with lights, are located behind Haas Pavilion. Students can purchase tennis court keys for a minimal cost at Haas Pavilion room 103. Current Mills ID or court permits are required to use the tennis courts. Tennis rackets and balls may be checked out with a Mills ID at the Fitness Center. For information about tennis activities, visit [www.millstenniscenter.com](http://www.millstenniscenter.com).

## THE CENTER FOR STUDENT LEADERSHIP, EQUITY, AND EXCELLENCE

Sabrina Kwist, Assistant Dean of Students

Remi Harada, Director of Center for Student Leadership, Equity, and Excellence

Rothwell Center

Phone: 510.430.2054

Email: [thecenter@mills.edu](mailto:thecenter@mills.edu)

Website: [www.mills.edu/campus\\_life/student\\_activities\\_and\\_clubs](http://www.mills.edu/campus_life/student_activities_and_clubs)

The Center for Student Leadership, Equity, and Excellence (the Center) assists undergraduate and graduate students

with planning campus programs and events, advises student organizations, leads social justice conversations, and assists students in taking full advantage of the co-curricular opportunities offered at Mills College. The Center is also responsible for coordinating New Student Orientation, traditional College events, lounge communities, and other activities for undergraduate and graduate students. For more information visit the Center in Rothwell or online.

## COUNSELING AND PSYCHOLOGICAL SERVICES

Dr. Aviva Wilcox, Director of Counseling and Psychological Services (CAPS)

Cowell Building

Phone: 510.430.2130

Website: [www.mills.edu/student\\_services/health\\_and\\_counseling](http://www.mills.edu/student_services/health_and_counseling)

Counseling and Psychological Services (CAPS) offers brief, individual counseling and crisis intervention for students who wish to discuss personal matters in a confidential setting. CAPS also provides periodic workshops and support groups, wellness resources, and referrals for off-campus mental health services, including psychiatric medication. CAPS is staffed by professional counselors and counselors-in-training who are diverse in background, identity and clinical expertise. Services are free. CAPS is typically open weekdays 9 am–5 pm. Appointments are made in person at the Cowell Building reception desk.

## SOCIAL JUSTICE RESOURCES, The Center for Student Leadership, Equity, and Excellence

Alfredo del Cid, Assistant Director

Rowell Center

Phone: 510.430.3165

Email: [adelcid@mills.edu](mailto:adelcid@mills.edu)

Website: [www.mills.edu/campus\\_life/diversity\\_programs](http://www.mills.edu/campus_life/diversity_programs)

Through its Diversity and Social Justice Resources, the Center provides leadership, resources, and social justice educational opportunities for personal and systemic transformation. We believe that through these resources we can move our communities beyond awareness to institutional and cultural change.

As part of our ongoing efforts to engage the campus and surrounding community in seeking equity and justice, we offer a variety of spaces and formats for engagement. Just a few of the past events include:

- Social justice retreats and summits
- Film screenings and discussions
- Experiential workshops
- Healing circles
- Self-care spaces
- Panels with academic, activists, artists, etc.
- Conferences

We are committed to interweaving social justice through all that we do in a manner that intentional, strategic, and sustainable. The Social Justice resources and programs are rooted in a strength-based framework with the ultimate goal of liberation, which is grounded in intersectionality, practicing wellness, and nurturing affinity, ally, and solidarity spaces.

Through our programs you can get involved with issues including but limited to:

- LGBTQIA community
- Disability and access
- Gender equity
- Environmental sustainability
- Undocumented and mixed family students
- Students of color

- Sizeism, body image, and health
- First-generation college students

For more information, email [socialjustice@mills.edu](mailto:socialjustice@mills.edu).

### INTERNATIONAL STUDENT ADVISING

Remi Harada, Director, Center for Student Leadership, Equity, and Excellence  
 Rothwell Center  
 510.430.2322  
 Email: [international@mills.edu](mailto:international@mills.edu)

While all students experience new challenges during college, international students often have unique concerns and face additional adjustments. International students at Mills receive personal and academic support, cross-cultural advising, and assistance in maintaining their immigration status. International students must work closely with their advisor regarding travel, visa status, academic standing, work opportunities, and optional post-completion training.

### RESIDENTIAL LIFE

Cassie Eskridge, Director of Residential Life and Community Standards  
 Cowell Building  
 Phone: 510.430.2130  
 Email: [ceskridge@mills.edu](mailto:ceskridge@mills.edu), [reslife@mills.edu](mailto:reslife@mills.edu)  
 Website: [http://www.mills.edu/campus\\_life/residential\\_life](http://www.mills.edu/campus_life/residential_life)

Residential Life fosters a safe, inclusive, and supportive community in which residents develop interpersonal skills and respect for self and others. Professional Area Coordinators and student Resident Assistants are committed to providing opportunities for connection among residents and to resources on campus.

### STUDENT ACCESS AND SUPPORT SERVICES

Gabriella Tempestoso, Associate Dean of Students  
 Cowell Building  
 Phone: 510.430.3241  
 Email: [sass@mills.edu](mailto:sass@mills.edu)  
 Website: [www.mills.edu/student\\_services/disability\\_services](http://www.mills.edu/student_services/disability_services)

Student Access and Support Services (SASS), formerly Services for Students with Disabilities, is a resource for the Mills community, providing support, advocacy, services, and accommodations for students with a variety of disabilities. SASS is committed to ensuring access for students with disabilities and fostering a learning environment at Mills that is aware, inclusive, usable, and transformative for all students. Students with documentation or a concern regarding disability issues are encouraged to contact SASS early in the semester to ensure needs can be accommodated in areas such as, but not limited to, housing, class scheduling, and course load modification. For more information call or view online.

### SPIRITUAL AND RELIGIOUS LIFE

Rev. Dara Olandt  
 Chapel  
 Phone: 510.430.2130  
 Email: [srl@mills.edu](mailto:srl@mills.edu)  
 Website: [www.mills.edu/campus\\_life/spiritual\\_religious](http://www.mills.edu/campus_life/spiritual_religious)

Spiritual and Religious Life (SRL) supports the religious and spiritual lives of the Mills College community and seeks to encourage persons to identify, explore, and critically reflect upon the ways they, and others, make meaning of their life

and world. The Main Chapel and Chapel Lounge are both open for use seven days a week, from 7:00 am until 10:00 pm. A labyrinth is located on the gravel courtyard between the Chapel and Music building and is available for walking as a way to quiet the mind, find balance and healing, and encourage prayer, meditation, and reflection.

## WELLNESS AND COMMUNITY OUTREACH

Judi Pierce, Wellness Manager

Cowell Building

Phone: 510.430.2260

Email: [jpierce@mills.edu](mailto:jpierce@mills.edu)

Website: [www.mills.edu/student\\_services/health\\_and\\_counseling](http://www.mills.edu/student_services/health_and_counseling)

Mills provides a variety of health and wellness services and programs that encourage students to maintain optimal wellness and a healthy campus environment. The Manager of Wellness and Community Outreach (WCO) offers coaching, assistance, education, and information related to health and wellness, including topics such as sexual and reproductive health, health promotion, prevention and management of illness or chronic disease, nutrition, fitness, healthy lifestyle, stress management, prevention of sexual assault and intimate partner violence, navigating the health system, family and social support, and issues of tobacco, alcohol and drug dependence, and prevention. Information and referrals to campus and community resources are available.

The Manager works with Kaiser Permanente to help students enroll in or waive health coverage provided by one of the Student Health Plans and to access the campus Student Health Center run by Kaiser Permanente staff and providers. All students must enroll in or waive coverage once a year during Summer Open Enrollment. Late enrollments or waivers may not be accommodated and are subject to late fees. All students can contact the office for support with any health plan under which the student is covered—including selecting a physician, dentist, or alternative health provider—for medical claims and billing questions.

## MILLS COLLEGE KAISER PERMANENTE STUDENT HEALTH CENTER

CPM 117

Appointment Line: 1.877.MILLSKP (1.877.645.5757) TOLL FREE 24/7

Website: [http://www.mills.edu/student\\_services/health\\_and\\_counseling/student\\_health\\_center.php](http://www.mills.edu/student_services/health_and_counseling/student_health_center.php)

All Mills students—whether or not they are members of Kaiser Permanente (KP) are welcome to use the Mills Student Health Center on campus. Students are encouraged to schedule an appointment by calling 877.645.5757 from 6:00 am–6:00 pm. Before and after those hours and on weekends, the appointment line is a nurse advice line. Walk-in appointments are possible, but students may need to wait. Students must bring their Mills student ID to receive services. KP Members should bring their KP card or know their KP Member ID Number. Before being seen or using the after-hours nurse advice line, non-KP members must first obtain a temporary KP Medical Record Number by calling 877.645.5757.

### Hours of Operation:

Monday–Friday, 9:00 am–5:00 pm, Closed 1:00 pm–2:00 pm daily for lunch, Closed for winter, spring, and summer breaks

### Staff:

Erica Hansen, MD

Emlyn Jones, MD

Melissa Lucey, MD

Fereen Bi, LVN

Mark Thompson, Cashier/Receptionist

Kay Blair, RN, Nurse Manager

Services are available to all students regardless of insurance include primary care, urgent appointments, sexual and reproductive health care (including contraception and pregnancy tests), immunizations, TB screening, evaluation of acute injuries, and self-care management support for chronic illness.

Kaiser Permanente offers additional services for its members through one of two KP Student Health Plans. Students may purchase health insurance for themselves or their dependents during Open Enrollment periods twice a year. For those who waive the Kaiser Health Plan, the Student Health Center and the Wellness and Community Outreach Manager will work with you to coordinate needed services such as x-ray, labs, prescription drugs, or specialty care.

International students are automatically enrolled in and must purchase a special international student health plan. See here for more information: [http://www.mills.edu/student\\_services/health\\_and\\_counseling/international\\_students.php](http://www.mills.edu/student_services/health_and_counseling/international_students.php)

For more information about Student Health Plans, please visit:

[http://www.mills.edu/student\\_services/health\\_and\\_counseling/shp.php](http://www.mills.edu/student_services/health_and_counseling/shp.php) or <http://www.filice.com/benefits/mills-shp>.

#### MILLS STUDENT HEALTH PLANS

Wellness Manager, Cowell 123

Phone: 510.430.2260

Email: [health@mills.edu](mailto:health@mills.edu)

Filice Insurance: Amber Burson

Phone: 925.962.1981

Email: [aburson@filice.com](mailto:aburson@filice.com)

Websites: [http://www.mills.edu/student\\_services/health\\_and\\_counseling/shp.php](http://www.mills.edu/student_services/health_and_counseling/shp.php)  
<http://www.filice.com/benefits/mills-shp/>

All Mills students must carry medical insurance through a private or public coverage program. Students may waive coverage following [waiver guidelines](#) or purchase a health insurance plan through Mills College.

International students are automatically enrolled in and must purchase a special [international student health plan](#). The benefits meet or exceed requirements for J1 visa holders and their dependents. Students enrolled in our International Student Health Plan can access an array of medical and mental health care services through a global Anthem Blue Cross provider network. International students may purchase additional coverage for dependents or purchase other international student health or travel insurance for dependents.

Eligible students who are not international students may purchase one of two Kaiser Permanente health plans, an HMO or Deductible Plan (DHMO), during Open Enrollment sessions twice a year (July 1–August 31 and December 1–January 31). Coverage periods for all Mills health plans start on August 15 and end on August 14 of the following year. Students who would like only one semester of coverage due to graduation or changes in health insurance coverage should know that the fall term coverage period is from August 15–January 14 while the spring term coverage period is from January 15–August 14. All students must complete the enrollment or waiver process during Summer Open Enrollment (July 1–August 31) every year. Requests for late enrollment or waivers are subject to late fees and may not be accommodated after the Add Deadline for each semester.

Students enrolled in one of our Kaiser Permanente plans can access a comprehensive array of educational, medical, mental health, and vision services at any Kaiser Permanente facility in Northern California as well as some online services. Mills College also includes a minimal chiropractic benefit and, for those who purchase the HMO only, a basic dental plan through MetLife Dental. Students may also access services in other Kaiser Permanente regions as a visiting member and emergency care anywhere in the world. Students may purchase additional coverage for dependents including spouse, domestic partner, and children. Dependent benefits include medical insurance covering medical, mental health and vision care, and chiropractic benefit only (no dental plan is offered to dependents).

# GETTING STARTED

## A. THE BOOKSTORE

Mills uses an online bookstore. The Mills-specific site can be found at <http://mills.ecampus.com>

Phone: 877.284.6744

Email: [bookstore@ecampus.com](mailto:bookstore@ecampus.com)

At the online bookstore you can purchase textbooks, school supplies, Mills clothing, and memorabilia.

## B. CAMPUS SAFETY AND SECURITY

[www.mills.edu/student\\_services/safety\\_and\\_transportation](http://www.mills.edu/student_services/safety_and_transportation)

Mills College views campus safety and security as an important responsibility shared by the College and every member of the student body, faculty, and staff. The College and members of the Mills campus community are partners in creating an environment that is safe and conducive to learning. While no campus is isolated from crime, the likelihood of campus crime can be reduced by cooperatively working together.

The College commits a range of resources designed to promote campus safety and security, including an around-the-clock Department of Public Safety (DPS), safety and crime awareness programs, and security-related services and maintenance programs. These services and programs help to maintain an environment that enhances the campus learning experience. Listed below are personal safety precautions, as well as emergency response procedures for a variety of potential emergencies.

The Department of Public Safety strives to maintain a close working relationship with the Oakland Police Department (OPD). The DPS occasionally works with other law enforcement agencies and communicates periodically through the year with OPD liaisons about incidents that occur in and around the campus area. There is no written memorandum of understanding between the DPS and the OPD or any other law enforcement agency. The OPD is the primary responding agency for off-campus incidents. The DPS has no jurisdiction off Mills campus property.

### PERSONAL SAFETY PRECAUTIONS AND PROCEDURES

The Department of Public Safety supervisors and staff have received training in basic CPR, First Aid, AED, Incident Command System (ICS), and incident response on campus. When an emergency incident occurs that causes a potential threat to campus, the first responders on location are usually Public Safety staff. Depending on the nature of the incident/emergency, the Oakland Police Department, Fire Department, or Paramedics Plus may also respond.

General information about emergency procedures and response is available at the Public Safety Office, and is published each year as part of the annual Public Safety, Security, and Fire Report. When the department confirms information of a continuing threat, dangerous situation, or health hazard on campus grounds, the Mills Emergency Operations Team will be activated and emergency communications initiated. The College has various alert systems in place to ensure timely and accurate dissemination of emergency information.

For the safety of our campus community, Mills College has employed a mass emergency communication system that can send messages to all community members via: cell phone, text message, work phone, email, voicemail, PDA/pagers, and computers utilizing the Mills network (Internet).

Emergency signage may be placed in residential communities, academic buildings, and distributed by safety coordinators to alert the Mills community of emergencies and safety concerns.

Additional resources for up-to-date emergency information are on the DPS web page and Twitter feed (@DPSMills): [http://www.mills.edu/student\\_services/safety\\_and\\_transportation/emergency\\_information.php](http://www.mills.edu/student_services/safety_and_transportation/emergency_information.php).

Mills community members may also call the toll free Campus Emergency Information number to check the status of the campus (e.g., fire, earthquake, campus closure, etc.) 1.877.336.4557.

## EARTHQUAKE

As most injuries during earthquakes are caused by falling objects, study and living environments should be organized in a quake-safe manner: Heavy objects should be removed from shelves above beds or desks and be placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to the wall. If these items cannot be secured, they should be placed where they are not likely to fall and cause injury. Desks, chairs, or beds should not be placed directly next to or under a window. If this is not possible, sit and sleep with heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break the windowpane.

Students should learn and practice quake-safe action for protection. At first indication of an earthquake, it is important to move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner). Move away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris.

If inside, students should not rush outside as there may be hazards from falling debris.

If outdoors, students should stay there. If possible, move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. It is important to stay low to the ground and look for hazards that may require moving to a safer area.

If in a car, students should pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. A car is usually well insulated and will usually provide protection against electricity.

All students and other community members should develop a personal emergency plan. Having a well-rehearsed plan will provide the necessary training and resources to address community needs both and during and in the aftermath of a quake. Most importantly, it will help to put family and friends at ease by increasing personal safety. Courses in First Aid and CPR, emergency supplies and the identification of means to reach loved ones are advised. Individuals with medical conditions are encouraged to wear medical alert bracelets and spare copies of prescriptions and emergency contacts.

## FIRE DRILLS

Residential fire drills are conducted a minimum of twice per year. The first drill is an announced exercise, scheduled early in the fall semester. The second drill will be conducted during the spring semester with no advanced announcement. All drills are coordinated with the Office of Residential Life.

Kirsch Education Center drills are conducted on a regular basis by **Children's Schools staff**. **Drills may be requested for** other specified, non-residential buildings at the request of department directors.

At the sound of a fire alarm, evacuate the premises immediately and contact your Building Safety Coordinator (BSC). If no BSC is available, stand by and await clearance from First Responders before re-entering the building.

## FIRE

At any indication of smoke, flames, or suspicion of fire, students should take the following actions immediately:

- Pull the nearest fire alarm, yell "FIRE," and quickly evacuate the building in a calm and orderly manner. Close all doors behind you as you proceed outdoors. If possible, grab a towel to cover faces while exiting. *Do not stop to collecting personal belongings.*
- Assist mobility impaired persons in exiting the building. When exiting, touch all doors along the top frame to feel for heat before opening. If a door is hot to the touch, try to find an alternative exit route.

- Once outside the building, locate a phone and DIAL 911 (cell phone users dial, 510.777.3211) and the Department of Public Safety at x5555 from any campus phone or 510.430.5555 from a cell phone.

Proceed to the Emergency Assembly Area (EAA) for the building to be accounted for and to assist in accounting for others. For a list of EAAs for each campus building, speak with a Building Safety Coordinator, Resident Assistant, Residential Life staff, or view [www.mills.edu/student\\_services/safety\\_and\\_transportation](http://www.mills.edu/student_services/safety_and_transportation).

#### LOCK DOWN/SHELTER IN-PLACE

For the protection of campus residents, situations may require the campus community to shelter inside of building. Incidents such as civil disturbance, hazardous material release, active threats or intruders may initiate Lock Down and/or In-Place Shelter procedure. Information concerning event will be sent via campus alert notification systems (See PERSONAL SAFETY PRECAUTIONS AND PROCEDURES for alert systems).

#### MEDICAL EMERGENCIES

In any medical emergency occurs, immediately call the paramedics/ambulance services at 911 (cell phone users dial, 510.777.3211). Callers should give the emergency dispatcher their name, a description of the medical emergency, the condition of the injured party, and the exact campus location of the injured party. Callers should answer any questions the emergency dispatcher asks and not hang up until requested to do so.

Next, contact the Department of Public Safety at x5555 from any campus phone, or 510.430.5555 from a cell phone so that they can assist and direct emergency personnel upon arrival. Again, callers should give their name, a brief description of the medical emergency, condition of the injured party, and the exact campus location of the injured party. If possible, the caller should designate someone to meet the Public Safety Officers and to direct them to the location of the injured party. One or more Public Safety Officers will respond immediately to the injured party's location and direct emergency personnel and services to the location. If possible, a Resident Assistant, or Area Coordinator (or, during the day, the Division of Student Life) should be contacted by the caller or a designated person.

Until emergency medical help arrives, the injured party should be kept still and comfortable. An injured person should not be moved or treated by untrained persons unless their life is in immediate danger. Under most circumstances, emergency medical help will arrive in a matter of minutes. When help arrives, involved persons should be ready to provide any relevant information about the condition of the injured person.

In conditions requiring major surgery, anesthesia, or other unusual or exceptional medical circumstances, a reasonable attempt will be made to reach parents or another person designated for notification in case of emergency. However, under California law, students 18 years of age or older will have treatment undertaken accordingly. In the event a student under 18 requires emergency treatment, a reasonable attempt will be made to reach parents or another person designated for notification in case of an emergency for consent. If this person is unavailable, treatment will be undertaken at the discretion of the attending physician.

#### RESIDENTIAL HOUSING

For the safety of residential halls, students should not allow anyone into the residential community that is not an immediate guest. Report all unattended guests immediately. Individuals are advised to close and lock all windows and doors when leaving residence hall rooms, homes, or apartments. Students should close any propped doors or open, unattended windows and report the incident to Resident Life staff.

If a possible theft has occurred in a residential space, immediately report it to the Residential Life staff and the Department of Public Safety. Individuals are urged to engrave, insure, and photograph personal items (engraving services are available, free of charge, in the Department of Public Safety at CPM 113). Do not leave personal items such as laptops, cell phones, and books unattended in public access areas.

## REPORTING CRIMINAL INCIDENTS

Public Safety officers are available 24 hours a day, seven days a week, including holidays and semester breaks. The department advises all community members to report suspicious and/or criminal activity, no matter how insignificant it may seem. Public Safety will contact the appropriate law enforcement agency for further investigation and follow-up on criminal matters as appropriate. In addition to contacting Public Safety, community members are encouraged to also contact the Oakland Police Department for any criminal matter. In some instances, community members may choose to report an incident to a Campus Security Authority. A list of contacts is also available on the Public Safety [REPORT IT](#) page.

Any incident occurring off campus may be reported to the local agency having jurisdiction.

Contact the Oakland Police Department by calling 911 (cell phone users, dial 510.777.3211) or 510.777.3333 (non-emergency).

California Highway Patrol: Oakland (Branch Office, 370) 510.450.3821

Alameda County Sheriff/AC Transit Police Services 510.268.7905

Blue light emergency phones are installed at various locations across campus. These lines are connected to the Department of Public Safety radio system and should be used to report emergencies, suspicious activity, and crimes. See [emergency map](#) for blue light phone locations.

## SUSPICIOUS PERSONS

Community members should immediately report any suspicious persons or activities to the Department of Public Safety. The person reporting should provide their name, the nature of the incident, a description of the suspicious person(s) and property involved, and the suspect's location. The reporting person should not hang up the telephone until requested to do so.

Key descriptive information includes:

• Gender	• Facial hair
• Race	• Clothing type (e.g., hat, pants, skirt, gloves)
• Approximate age	• Scars or tattoos
• Build (i.e., heavy-set, thin, medium)	• Glasses or jewelry
• Hair color	• Weapon, tools, or unusual items

If a vehicle is involved, reporting person should provide: make, model, color, license plate, and notable damage or characteristics (decals, modifications, scratches, dents, etc.)

Publications on various security topics are available at the Department of Public Safety Office, CPM 113.

## ACCESS CONTROL

Guests wishing to enter the Mills College campus between the hours of 10:00 pm and 6:00 am, will need to show one of the following valid forms of identification:

- Passport or card
- **Driver's** license
- Government-issued ID card
- Military ID card
- Credit or debit card with a photo
- Office, school, college, or university-produced identification card
- Any other form of ID with name, photograph, and the name(s) of issuing authority

Forms of identification that will not be accepted include, but are not limited to:

- Photocopied IDs
- Expired IDs
- Documents with no name on it
- Debit or credit cards without a photo
- Library cards
- Gift cards and/or miscellaneous membership cards

### CLOSED CIRCUIT TELEVISION (CCTV) MONITORING AND RECORDING

The Mills College campus utilizes CCTV to monitor selected public areas of campus. Information attained through CCTV is for the exclusive purpose of safety, security, and law enforcement.

## C. COMPUTERS ON CAMPUS

Computing plays a critical role in the academic life of students at Mills. Each student is automatically issued a Mills College username and password upon enrollment to the College. The username and password are required for access to the Mills College network. Students must complete a self-guided online computer orientation tutorial in order to **activate their username and password. For complete instructions, see the “New Student Computer Orientation” section of the Information Technology Services website:**

[http://www.mills.edu/student\\_services/technology/computer\\_orientation.php](http://www.mills.edu/student_services/technology/computer_orientation.php)

The Mills homepage (<http://www.mills.edu>) allows students to access general information about the College, including academic calendars, schedules of classes, examination schedules, and events calendars. The Mills Portal (<http://portal.mills.edu>) offers students the ability to register for courses; view class schedule, grades, transcripts, financial aid and student account information; look up and update contact information online, and submit requests for accommodation for students with disabilities. The Portal also provides gateways to other web services such as email; online course resources; housing application; and course evaluations.

### Mills College Computers

Students are encouraged to use College computing systems for academic work as well as for communication on and off campus. There are no fees for use of College computing systems. Food and drink are prohibited in all computing labs at all times. Damage caused to Mills computing equipment by food or drink or any other type of misuse will be charged to the responsible party. Campus computers are located in:

- Stern 10 computer lab
- CPM 207 computer lab
- Electronic Collaborative Learning Center (ECLC) in Stern 14; available for student use when not being used for scheduled classroom sessions
- Parsons computer classroom (Stern 35); available for student use when not being used for scheduled classroom sessions
- F.W. Olin Library
- Rothwell Center
- Some academic departments with computing systems available for students taking classes in those departments

ITS computing labs are open during fall and spring semesters while classes are in session. Computers in the F.W. Olin Library are available when the library is open. A detailed list of student computing facilities is available at:

[http://www.mills.edu/student\\_services/technology/lab\\_locations.php](http://www.mills.edu/student_services/technology/lab_locations.php).

## Borrowing College Computers

Students may borrow/check out computers from the Audio Visual department for temporary academic use. The borrower and an AV staff member will visually and carefully check all equipment before the student leaves the AV office and upon return of the equipment borrowed. Language appears at the top of the AV contract that states this requirement and identifies which party or parties will be held responsible for any damaged equipment.

## Printing Your Documents

500 free pages are provided for black and white laser printing in student computing labs twice a year, once for summer and fall terms and once for winter and spring terms. Students may purchase additional pages at any time. Color printing and copying is available in the Mail and Copy Center for a fee. Color printing for non-academic use is available through local commercial vendors such as the UPS Store (i.e., Mail Boxes, etc.). For more information on printing at Mills, please see: [https://intranet.mills.edu/campus/technology/labs/goprint\\_faq.php](https://intranet.mills.edu/campus/technology/labs/goprint_faq.php)

TIPS: You can reduce the environmental impact of printing documents by following some simple tips for conserving resources, such as:

- **Don't print e-reserve** or other web source material unless truly necessary. Instead of printing an entire document, take notes while reading it to help remember important points.
- Always use double-sided. This is the default setting in the campus student computing labs.
- **Use 'Print Preview' to see how a document looks before printing.**
- When printing a draft, print multiple pages on one sheet.
- Print only one copy of a document and use copy machines to generate additional copies, if needed.

## ITS Quarterly Student Newsletter

To help students stay up-to-date on Mills technology news, Mills ITS issues a quarterly newsletter. Information ranges from how to use special features on Mills email to how to download free antivirus software.

The Technology newsletter is accessible through the [Mills Portal](#), under the 'Other Quick Links' area, or please see: <https://intranet.mills.edu/campus/technology/newsletter/news.php>

## Personal Computers

All student-accessible academic computing locations have access to the Mills College network and Internet via wireless connectivity. The wireless network encompasses all residential living areas and labs, the F.W. Olin Library, and academic classrooms, as well as many student gathering places such as the Tea Shop and Founders Commons. Virus protection software is required on personal computers to use the Mills network. For more information about our free virus protection software, please see: [http://www.mills.edu/student\\_services/technology/virus\\_information.php](http://www.mills.edu/student_services/technology/virus_information.php).

Eight residential living areas—Warren Olney and Mary Morse Halls; Prospect Hill Apartments, Ross and Larsen Houses; and Danforth, Stephenson, and Springs Townhouses—also have Ethernet jacks for Internet/network connections. Computers must have an Ethernet network card installed to connect to the campus network and the Internet via an Ethernet cable.

## Student Discounts on Computing Purchases

Mills uses the Microsoft Office Suite of applications (Word, Excel, and PowerPoint) for word processing, spreadsheet, and presentation software. All students are eligible to use Office 365 ProPlus Student Advantage for free from personal devices. An Office 365 subscription includes online Word, Excel, and PowerPoint; use of the mobile apps for iOS, Android, and Windows; as well as up to five free downloads of the entire Office Suite for both Mac and Windows computers. More information on Office 365 ProPlus Student Advantage is available here:

[http://www.mills.edu/student\\_services/technology/office\\_365.php](http://www.mills.edu/student_services/technology/office_365.php). Please note that to qualify for Office 365 and to keep any Office downloads active, you must be a current student for the current semester.

Links to student discounts and other software, computers (Mac and PC), and related equipment are located here: [www.mills.edu/student\\_services/technology/computing\\_resources.php](http://www.mills.edu/student_services/technology/computing_resources.php).

#### Standards Governing the Use of Computers

Please see the policies governing the use of technology in the Community Standards section of this Handbook, “Computer Ethics, Copyrights, and Intellectual Property.”

### D. DINING ON CAMPUS

[www.mills.edu/student\\_services/dining](http://www.mills.edu/student_services/dining)

Bon Appetit Management Company provides café and catering services to campuses across the country. Known for their culinary expertise, commitment to socially responsible food sourcing and business practices, and strong partnerships with respected conservation organizations, Bon Appetit provides students with an extensive menu highlighting fresh, sustainably farmed and locally sourced ingredients. Vegetarian entrees, vegan entrees, and gluten free entrees, organic produce, and fair-trade coffee are among the many options to be found in the dining facilities. Bon Appetit accepts meal cards, Mills points, ATM, MasterCard, Visa and American Express cards, and cash. For more information on Bon Appetit, visit [www.bamco.com](http://www.bamco.com). For more information on individual facilities, visit in person, call, email [dining@mills.edu](mailto:dining@mills.edu), or view online.

#### Staff

Crystal Chun Wong, General Manager	510.430.2042
Roselia Zendejas, Operations Manager	510.430.3339
Arianna Contreras, Catering Manager	510.430.2062
Andrew Tescher, Executive Chef	510.430.2352

Founders Commons 510.430.2390

Founders Commons is the main facility providing meals to students with meal plans as well as the campus **community at large. Founders Commons offers “all-you-can-eat” dining seven days a week.** With pristine views that overlook the campus as well as indoor and outdoor seating, it is the ideal place to dine.

#### The Tea Shop

Located in the Rothwell Center, the Tea Shop provides food service to the campus community. Offering a grill, soup and salad bar, freshly prepared and packaged cold foods, an extensive beverage selection, and indoor and outdoor patio seating, this is a great place to gather and connect with friends or a study group.

#### Meal Plans and Points

The Housing Management and Dining Services Office (HMDS), located in Sage Hall manages Student Meal Plans and can assist students who wish to add Points to Mills ID cards for use in dining facilities across campus.

### E. DISABILITY ACCOMODATIONS AND SERVICES

#### Documentation

Mills College honors requests for reasonable accommodations of documented disabilities. Assessment documentation must be submitted to Student Access and Support Services (SASS) in the Office of the Dean of Students providing data that supports the request for any academic adjustment or accommodation. If a student does not have documentation or

requests academic adjustments that are not supported by current documentation, accommodations may be provided on a provisional basis for a reasonable amount of time while more detailed or timely documentation is being sought. If at the end of the specified time period documentation is still not available, accommodations will not be extended, therefore it will be critical for students to obtain the appropriate documentation as soon as possible.

#### Physical Disabilities

Documentation must reflect the **student's present level of functioning** in regard to the disability and its impact on the need for accommodations.

#### Psychological Disabilities

Documentation from a psychologist or medical doctor must detail the effect of the disability (or any medication) on the **student's academic performance**.

#### Learning Disabilities

Documentation must be from a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist. It must include the testing procedures followed, the instruments used, the test results, and a written interpretation of the test results by the professional. The documentation **must reflect the student's present level of processing information and achievement level** in the areas of reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, mathematics/nonverbal reasoning, and spelling.

#### Reasonable Accommodations

Mills is committed to serving the needs of its students with disabilities and makes every effort to provide reasonable accommodations for students unless doing so would be an undue hardship or cause a fundamental alteration to a program.

Reasonable accommodations may include, but are not limited to, course load modifications, exam accommodations, note takers, taped lectures, use of computer for assignments including in-class note taking, clearance for additional time for completion of assignments, and classroom, laboratory, and housing accommodations. Decisions regarding accommodations will be made by SASS on the basis of the documentation provided and requirements of the particular academic or College program. Accommodations will not be considered reasonable if they fundamentally alter the nature of any academic program or course.

#### Requesting Accommodations

Students requesting accommodations must first register with the SASS office, providing appropriate documentation as noted above. Once SASS and the student have decided on accommodations, the student will request them online through [MyMills Portal](#). The accommodations are then approved online and accepted by the professor of each class. Continuing students may request accommodations without meeting with SASS, provided their accommodations have not changed. Accommodations must be requested by students each semester they are in attendance at Mills through the student portal. **Professors will receive electronic notification of students' approved accommodations and must accept this notification** for accommodations to be officially in place for each class. To schedule an appointment with visit the Cowell Building reception desk or call 510.430.2130 or email [sass@mills.edu](mailto:sass@mills.edu).

Accommodations will be implemented as quickly as possible; however, students are strongly advised to make accommodation requests before the semester begins or at the latest the first week of the semester to allow professors and SASS to plan for their needs. Notetaker services may take up to two weeks to arrange, and not every class for which a note taker is requested can coverage be guaranteed. Notetaker and reader requests must be made within the first three weeks of the semester.

#### Test Administration Requests

Upon meeting specific qualifications, students may take in-class exams through the Test Administration Center located in the Center for Academic Excellence (CAE) in Reinhardt Hall. Students whose disability impacts their mobility to access the Center must contact SASS at 510.430.3241 or [sass@mills.edu](mailto:sass@mills.edu) to be approved to take their exams in the Cowell Building well in advance.

Students must make exam reservations online through the student portal for each exam they need to take. Faculty approves the day, time, and length of time the class receives for the test; then the reservation is in place. If any of the information is incorrect, the student must resubmit the request. If a student needs to take an exam at a time other than the rest of the class, the student needs to make arrangements with the faculty before submitting the formal request online.

#### Exam Requests

Students must submit Exam Reservations online through the student portal at least one week in advance of any required testing accommodation to allow time to work out appropriate arrangements. Students making arrangements to take exams in the Cowell Building will be accommodated on a first come, first served basis, and private testing spaces cannot always be guaranteed. Students who have not made arrangements for reduced-distraction testing at least one week in advance may be denied space, if none is available.

#### Housing and Dietary Accommodations

Students with specific housing needs must work with SASS to make arrangements for specialized equipment or dietary accommodations. SASS will coordinate requests with Housing Management and Dining Services (HMDS) as needed.

Mills College is in compliance with federal and state law and will ensure that no individual with a qualified disability be excluded from participation in or be denied the benefit of services or activities. In addition to providing disability-related accommodations, SASS will serve as a resource for the campus community as a whole, assisting students, staff, and faculty with questions regarding disability awareness and issues.

#### Emotional Support Animals

Students with emotional support animals must submit documentation of need for accommodations to SASS as early as possible to make plans for any housing or classroom arrangements. The animals must be registered with the Department of Public Safety and following all campus policies governing emotional support animals on campus.

## F. ENROLLMENT

### STUDENT ACCOUNTS

Multiple payment options are available including cash, check, credit card, wire transfer, international funds transfer, and electronic withdrawal from a checking or savings account. An installment plan for making monthly payments is also available for an additional fee. Students are responsible for meeting payment deadlines, fulfilling loan or grant requirements, and addressing outstanding account balances, even if someone else is making the payments on their account. For this reason, all communication will be directed to the student rather than the parent or guardian. Students must pay or arrange payment for all semester charges (minus financial aid) by August 1 for the fall semester and January 2 for the spring semester. Students who do not meet these deadlines will not be allowed to register for classes or occupy on-campus housing and are subject to a late payment fee. Refunds are processed weekly for credits balances resulting from financial aid disbursements. Credit balances resulting from cash, check, or payroll/stipend overpayments are refunded upon request.

## TUITION AND FEES ADJUSTMENT POLICY

As of the first day of instruction, all mandatory fees such as the campus comprehensive fee, ASMC fee, AC Transit fee, and installment fees (if enrolled in a payment plan) will not be credited. Please see the next page for more information on tuition charges and adjustments.

Tuition charges will be adjusted as follows:

Official Date of Notification of Leave of Absence or Withdrawal	Adjustment
Before first 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 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 Kaiser 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 deadline through drop deadline	<ul style="list-style-type: none"> <li>• Credited 50% of tuition charges only.</li> <li>• Mandatory fees and the Kaiser Student Health Plan charge will not be credited. Student and dependents (if dependent coverage is purchased) will remain insured until the end of the coverage period. The fall coverage period is August 15–January 14.</li> <li>• The enrollment deposit is forfeited.</li> </ul>
After drop deadline	<ul style="list-style-type: none"> <li>• No credit of any tuition or fees, including the Kaiser 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 obligation to pay housing charges only if they are released from their Residence Agreement prior to the commencement of the occupancy period (see [Application Fees and Refunds](#)). Meal plan charges are adjusted based on the date of check-out from the assigned residence.

## 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 the 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 the catalog.

The leave of absence/withdrawal date is the date the student provides official notification to the Division of Student Life (DSL) of their intent to take a leave of absence or withdraw from the College. All undergraduates must go to DSL before

notifying the Student Administrative Services of the intent to take a Leave or Withdraw. 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](#).

## CHANGE IN ENROLLMENT STATUS

Full-time students who drop from full time to part time or part-time students who reduce credits or drop courses 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 data-bbox="760 871 1369 934">Credited 100% of tuition charges associated with the reduction of credits</li> </ul>
First day of instruction through add deadline	<ul style="list-style-type: none"> <li data-bbox="760 972 1352 1035">Credited 80% of tuition charges associated with the reduction of credits</li> </ul>
After add deadline	<ul style="list-style-type: none"> <li data-bbox="760 1073 906 1104">No credit</li> </ul>

## G. FINANCIAL MATTERS

Student Administrative Services Center

Phone: 510.430.2000

Email: [sas@mills.edu](mailto:sas@mills.edu)

Website: [www.mills.edu/administration/administrative\\_offices/m\\_center/index.php](http://www.mills.edu/administration/administrative_offices/m_center/index.php)

Student Administrative Services, located in Carnegie Hall, assists students with a number of services including financial aid, student accounts, and work-study. For more information, please refer to [Working On Campus](#) in this handbook, email, call, visit Student Administrative Services in Carnegie Hall, or view online.

## H. HEALTH COVERAGE AND CARE

Phone: 510.430.2260

Email: [health@mills.edu](mailto:health@mills.edu)

Website: [www.mills.edu/student\\_services/health\\_and\\_counseling/shp.php](http://www.mills.edu/student_services/health_and_counseling/shp.php)

For Student Health Center appointments or Advice Nurse 24/7 for All Mills Students: 1.877.MILLSKP (1.877.645.5757)

Student health and wellness is a primary concern of the College, and Mills continually looks for ways to enhance its medical, educational, and support services to enhance students' wellbeing. All Mills students must carry medical insurance through a private or public coverage program. Students may waive coverage following [waiver guidelines](#) or purchase a health insurance plan through Mills College.

International students are automatically enrolled in and must purchase a special [international student health plan](#). The benefits meet or exceed requirements for J1 visa holders and their dependents. Students enrolled in our International Student Health Plan can access an array of medical and mental health care services through a global Geo Blue provider network. International students may purchase additional coverage for dependents or purchase other international student health or travel insurance for dependents.

Eligible students who are not international students may purchase one of two Kaiser Permanente health plans, an HMO or Deductible Plan (DHMO) during Open Enrollment sessions twice a year: July 1– August 31 and December 1– January 31. Coverage periods for all Mills health plans start on August 15 and end on August 14 of the following year. Students who would like only one semester of coverage due to graduation or changes in health insurance coverage should know that the fall term coverage period is from August 15– January 14 while the spring term coverage period is from January 15– August 14. All students must complete the enrollment or waiver process during Summer Open Enrollment (July 1– August 31) every year. Requests for late enrollment or waivers are subject to late fees and may not be accommodated after the Add Deadline for each semester.

Students enrolled in one of our Kaiser Permanente plans can access a comprehensive array of educational, medical, mental health and vision services at any Kaiser Permanente facility in Northern California as well as some online services. Mills College also includes a small chiropractic benefit and, for those who purchase the HMO only, a basic dental plan through MetLife Dental. Students may also access services in other Kaiser Permanente regions as a visiting member and emergency care anywhere in the world. Students may purchase additional coverage for dependents including spouse, domestic partner and children. Dependent benefits include medical insurance covering medical, mental health and vision care and chiropractic benefit only (no dental plan is offered to dependents). Find out how to enroll or waive [here](#).

[The Student Health Center](#) on campus is operated by Kaiser Permanente and provides primary care, urgent care, and preventive care for students, who may see a physician or nurse, depending upon the service. All Mills students—whether or not they are Members of Kaiser Permanente (KP)—are welcome to use the Mills campus Student Health Center. Students are encouraged to schedule an appointment by calling 877.645.5757 from 6:00 am–6:00 pm. Before and after those hours and on weekends, the appointment line is a nurse advice line. Walk-in appointments are possible, but students may need to wait. Students must bring their Mills student ID to receive services. KP Members should bring their KP card or know their KP Member ID Number. Before being seen or using the after-hours nurse advice line, non-KP members must first obtain a temporary KP Medical Record Number by calling 877.645.5757.

**Students are not eligible for a Student Health Plan if they are “in progress” status or for semesters they are studying abroad or taking a leave of absence. They must enroll in or re-waive coverage upon returning to Mills.**

Check the Mills College website: [Health and Counseling](#) section for additional information about the Student Health Plan or contact the Wellness and Community Outreach Office in the Division of Student Life at [health@mills.edu](mailto:health@mills.edu) or 510.430.2260, or call 510.430.2130 for the reception desk at the Division of Student Life.

## I. ID CARDS

[www.mills.edu/administration/administrative\\_offices/hmds/id\\_cards.php](http://www.mills.edu/administration/administrative_offices/hmds/id_cards.php)

After clearing their student account each semester, students may pick up residential keys and obtain/validate their Mills IDs. These multipurpose cards allow entry to on-campus residences and computer labs, can be loaded with a meal plan

or points, and provide access to many Mills facilities and events. Students must update Mills IDs in person at Housing Management and Dining Services (HMDS), in Sage Hall, at the beginning of each semester. Mills ID cards must be carried at all times and presented to Mills employees upon request. For policies governing Mills IDs, visit the HMDS office, call 510.430.2127, or view online: [http://www.mills.edu/administration/administrative\\_offices/hmids/id\\_cards.php](http://www.mills.edu/administration/administrative_offices/hmids/id_cards.php). A valid Mills ID Card is required for students to receive services at the Student Health Center on campus.

## J. ORIENTATION

Orientation, which includes academic and co-curricular activities, prepares students for academic success by connecting them with faculty, staff, and fellow students; introducing them to key resources on campus; and providing them with the tools necessary to make a smooth transition to Mills College.

## K. POLICY STATEMENTS AND COMMUNITY STANDARDS (REFERENCES)

All enrolled students agree to comply with (a) the laws of the State of California; (b) the federal laws governed by the United States of America, and (c) Mills College policies as published in the Mills College Undergraduate Catalog and Graduate Catalog, the Student Handbook, under the section entitled “Community Standards”, the Employee Handbook, and other College documents as applicable to their role.

### Undergraduate Students

Undergraduate Catalog: [www.mills.edu/academics/undergraduate/catalog](http://www.mills.edu/academics/undergraduate/catalog)

Undergraduate Academic Regulations: [www.mills.edu/academics/undergraduate/catalog/academic\\_regulations.php](http://www.mills.edu/academics/undergraduate/catalog/academic_regulations.php)

Student Handbook (undergraduate and graduate students): <http://www.mills.edu/handbook.pdf>

IT computing agreement: [www.mills.edu/student\\_services/technology/computing\\_agreement.php](http://www.mills.edu/student_services/technology/computing_agreement.php)

Public Safety Policies and Regulations: [www.mills.edu/student\\_services/safety\\_and\\_transportation/policies.php](http://www.mills.edu/student_services/safety_and_transportation/policies.php)

### Graduate Students

Graduate Catalog: [www.mills.edu/academics/graduate/catalog](http://www.mills.edu/academics/graduate/catalog)

Graduate Academic Regulations: [http://www.mills.edu/academics/graduate/catalog/academic\\_regulations.php](http://www.mills.edu/academics/graduate/catalog/academic_regulations.php)

Student Handbook- for Undergraduate and Graduate students: [www.mills.edu/handbook.pdf](http://www.mills.edu/handbook.pdf)

IT computing agreement: [www.mills.edu/student\\_services/technology/computing\\_agreement.php](http://www.mills.edu/student_services/technology/computing_agreement.php)

Public Safety Policies and Regulations: [www.mills.edu/student\\_services/safety\\_and\\_transportation/policies.php](http://www.mills.edu/student_services/safety_and_transportation/policies.php)

## L. TRANSPORTATION ON AND OFF CAMPUS

For more information, please contact Public Safety 510.430.5555 or visit [www.mills.edu/student\\_services/safety\\_and\\_transportation](http://www.mills.edu/student_services/safety_and_transportation)

### 1. Escort Service

Public Safety provides transportation, or a walking escort service from dusk to dawn. Community members may call 510.430.5555 to request an escort. Staff is not allowed to transport community members off campus.

### 2. Shuttle Service

The Mills shuttle service runs seven days a week during the academic year with suspended service during breaks and summer months. Mills faculty, staff, and students must show valid campus ID to board shuttle buses. For the most current Shuttle schedule and information, visit our Student Services page at:

[http://www.mills.edu/student\\_services/safety\\_andtransportation/shuttle\\_schedule.php](http://www.mills.edu/student_services/safety_andtransportation/shuttle_schedule.php)

### 3. AC Transit Easy Passes for Mills Students

AC Transit Easy Passes are distributed during fall and spring Orientation and student check-in. To claim an EasyPass, students must submit a photo ID and complete the Pass Acceptance Form (Mills Portal) by the Office of

**Admission's published deadline.** Passes for students submitted photos after this deadline will become available as received by the Department of Public Safety in CPM, Room 113. Students must bring a valid Mills ID to pick up an AC Transit Easy Pass.

For assistance with lost, damaged or defective cards, call Clipper Customer Support at 1-877-878-8883.

#### 4. Taxi Cab Vouchers

Mills College taxi cab voucher system temporarily assists students who do not have the means, financial or otherwise, to provide their own transportation outside of scheduled shuttle runs, or to medical or other appointments off campus. Public Safety will issue taxi vouchers for use with the **"Friendly Cab Company" (510.536.3000)** at a **student's request**.

Students will be billed by the College for the cost of the taxi fare. Only Friendly Cab vouchers can be charged to **students' accounts**. All other taxi fares must be paid by the student at the time of the service and will not be reimbursed by the College.

#### 5. Other Ground Transportation Resources

- AC Transit Bus: [www.actransit.org](http://www.actransit.org)
- Amtrak Train: [www.amtrak.com](http://www.amtrak.com)
- BART (Bay Area Rapid Transit): [www.bart.gov](http://www.bart.gov)
- CalTrain: [www.caltrain.com](http://www.caltrain.com)
- Public transit trip planners, costs, ridesharing program, traffic conditions and driving times, bicycle maps, and more: [www.511.org](http://www.511.org)

## M. VEHICLES ON CAMPUS

[http://www.mills.edu/student\\_services/safety\\_and\\_transportation/parking\\_rules\\_regs.pdf](http://www.mills.edu/student_services/safety_and_transportation/parking_rules_regs.pdf)

All vehicles on Mills campus must display a valid parking permit. Permits are available for purchase in the Department of Public Safety Office at CPM 113. Students will need to register their vehicle(s) in the Mills Portal before coming to pick up a permit. Each registered Mills student is allowed one Parking Sticker for a fee of \$50. New parking stickers must be picked up each fall for the following academic year. Proof of valid automobile registration is required to obtain a parking sticker.

Motor vehicles must be parked and operated in accordance with the rules and regulations of Mills College. Motorcycles and other gasoline-powered vehicles may not be parked or stored inside or within 100 feet of any Mills residence.

**Vehicles found in unauthorized areas will be towed at the owner's expense. Students may not park or store vehicles on campus during the summer or winter break if not living on campus at these times.**

For the safety of personal belongings, all vehicles should be kept locked at all times while parked, or unattended. Mills College is not responsible for any theft or damage to vehicles parked on campus. On campus maintenance or repair of inoperable vehicles is limited to minor repairs (i.e. flat tires, jump starts, battery changes, etc.). All other repair work will require the removal of a disabled vehicle(s) from campus. Vehicles parked on campus must be operational at all times.

**Single use day passes and sponsored, overnight guest passes are available for guests' vehicles on campus. Day and overnight passes may be obtained from the Security Gatehouse on a one-time basis and must be displayed to avoid citation and/or towing. Regular guests may purchase Annual Visitors Permits from the Department of Public Safety.**

## N. WORKING ON CAMPUS

[http://www.mills.edu/student\\_services/career\\_center/work\\_study.php](http://www.mills.edu/student_services/career_center/work_study.php)

### Undergraduate Students

Undergraduate students who have been offered work-study as part of their financial aid award are eligible to work on-campus. A work-study award does not guarantee employment but enables students to apply for an on-campus job(s) via listings available through the Career Services Office and posted on Handshake, the Career Management System for students. Students who have been offered work-study as part of their financial aid package will be invited to our on-campus employment orientation session(s), which will be held within a few weeks of classes beginning for the term. At this event you will learn how to apply to on-campus opportunities, complete your employment paperwork and pick up your Student Employment Agreements. A financial aid authorization form is required to work on campus and must be completed by the student and the supervisor and filed with Career Services before the student begins working.

### Graduate Students

Work-study is prioritized to undergraduate students living on campus. If the position requires specific criteria that can only be met by a graduate student, the hiring supervisor can request that an exception be made by emailing [workstudy@mills.edu](mailto:workstudy@mills.edu). Work-study is considered financial aid and must be incorporated into the financial aid award. If the **student's financial aid (scholarships and loans) meets the cost of attendance, then another aid source must be reduced** before work-study can be awarded.

### Multiple Work-Study Positions

[www.mills.edu/student\\_services/financial\\_aid/info\\_undergraduate.php](http://www.mills.edu/student_services/financial_aid/info_undergraduate.php)

Work-study eligible students may be employed in more than one position, providing total earnings of all work-study positions do not exceed the amount awarded. Work hours cannot exceed 20 hours per week. For more information about financial aid, visit Student Administrative Services, call [510.430.2000](tel:510.430.2000), email [workstudy@mills.edu](mailto:workstudy@mills.edu), or view online. Student must manage and track their hours carefully to ensure they do not exceed their hours. They should review any concerns with their supervisor.

### Finding Work-Study Positions

[www.mills.edu/student\\_services/career\\_center/work\\_study.php](http://www.mills.edu/student_services/career_center/work_study.php)

To find work study positions, attend an On-Campus Student Employment Orientation, visit Handshake - your one-stop-shop for finding on-campus employment opportunities and launching your career! Handshake offers you the following

- Relevant feed of work study, job and internship opportunities
- Appointment scheduling with Career Services staff
- News feed containing the latest information from Career Services and your favorite employers
- Resources specifically matching your interests

Claim or create your profile to begin searching for on-campus opportunities.

### Employment Process during the Academic Year

Students who have been awarded work-study as part of their financial aid package and who are interested in obtaining an on-campus job should:

1. Attend an On-Campus Employment Orientation session, held within the first few weeks of the academic term.
2. Have your identification ready and complete and turn in your I9 and W4; complete the required sections on the first half of the I9 form and confirm that the name on the form and legal name as it appears on the **student's Social Security card are the same; the student must sign and date the forms**
  - a. W-4: This form documents student federal income tax to be withheld. Legal name should agree **with student's Social Security card. Annual (calendar year) W-2 forms will be sent to student's** permanent address by January 31. **A new form must be submitted to reflect a student's change of** name or federal income tax status.
  - b. I-9: This form documents authorization to work in the U.S. U.S. citizens, work authorized immigrants, and international students attending Mills must provide original documentation that has not expired (listed on I-9 form) in person to Career Services. International students seeking information about right-to-work clearance should contact the International Student Advisor, or visit the UCIS website ([www.ucis.gov](http://www.ucis.gov)) and search for I-9 information. A new form must be submitted when there is a change of name, citizenship or immigration status.
3. Obtain a Student Employment Agreement from Student Administrative Services; this form is required for all on-campus positions, regardless of the funding source, and should be obtained prior to the application for an on-campus job; a separate form is required for each position for which the student is employed.
4. Claim or create a profile on Handshake at [Handshake@Mills.JoinHandshake.com](mailto:Handshake@Mills.JoinHandshake.com)
5. Apply to position on Handshake; interview with supervisors; and once selected for a position have the supervisor sign the Student Employment Agreement. Submit that form to Career Services.

Employment Process during the Summer (TBD in the Spring 2017)

As a new process is in place for the Fall Semester of 2016, the process will be reviewed and updated for summer 2017. For an appointment with Career Services, call [510.430.3142](tel:510.430.3142), or email [career@mills.edu](mailto:career@mills.edu).

#### Receiving Payment

Students must complete timesheets correctly, have them signed by an authorized supervisor or manager, and deliver them into the basket by Human Resources Room 141 and Payroll Services Room 143 in Sage Hall by the stated deadline for each payroll period.

Students may choose to have their earnings deposited directly to personal bank accounts or applied directly to their student account. Students also may opt to have their paychecks printed and held for pick up at the Cashier's window. Direct deposit information is available at Payroll Services, Sage Hall Room #143. Students receiving printed checks may submit self-addressed envelopes to the Cashier to have paychecks mailed for pay dates that fall outside of the semester.

# CREATING COMMUNITY ON CAMPUS

## A. MILLS COLLEGE TRADITIONS

Alumnae Senior Dinner (Pearl M Dinner) is a celebratory event in April, when the Alumnae Association and the College honor the outgoing senior class with a formal dinner. A senior class member is honored for service to the Alumnae Association and given a Pearl M pin.

Baccalaureate acknowledges all graduating students. The Director of Spiritual and Religious Life invites all graduating students, families, and friends to participate in this traditional commencement weekend event. Baccalaureate, which **dates back to medieval Europe, is a custom in which candidates for the Bachelor's (bacca) degree are presented with the laurels (lauri) of sermonic oration.** At Mills, both undergraduate and graduate students receiving degrees are honored.

Class Colors for undergraduate students are green, blue, purple and red. The incoming class takes the color of the previously graduated class and keeps that color for four years. The class of 2017 is red, 2018 is green, 2019 is blue, and 2020 is purple.

Club and Community Action Fair (Block Party), held early in the fall and spring semesters, and sponsored by the Center for Student Leadership, Equity, and Excellence, introduces students to the student organizations on campus and shows them ways to become involved in the co-curricular life of the College and Bay Area community.

Commencement takes place May. Featuring student and guest speakers, the ceremony signifies formal conferral of the degree by awarding the degrees and hoods. A College reception follows the ceremony. Students completing degree work in December are recognized at a celebration before finals in December, and they are welcome to participate in the May ceremony.

Convocation, which takes place in September, is an old academic tradition that calls together the entire Mills College community, including family members and alumnae/alumni, to celebrate the beginning of the new academic year, and to honor exceptional students and faculty members. While everyone is invited to help celebrate and enjoy this wonderful occasion, students who are scheduled to complete their degree requirements in December and in May, may don academic regalia and process along with the faculty, members of the College leadership, the President, and members of the Board of Trustees. All students are encouraged to attend the Convocation ceremony; and undergraduate students are encouraged to wear their class colors.

The Junior/Senior Celebration is hosted by the junior class and honors the senior class. It is held toward the end of the spring semester.

Orientation, which includes academic and co-curricular activities, is designed to help new students make a smooth transition to Mills College.

The Pearl M Pin has been the equivalent of a College ring for Mills seniors since its original design for the class of 1902.

The New Student Tea, held during Orientation, is an old, but evolving Mills Tradition. The Tea is **held at the President's House** and provides the first opportunity for entering undergraduate students to meet with the President of Mills College.

Prospective Student Programs, hosted by the Office of Undergraduate Admission, include spring visiting day for high school students, programs for transfer and resumer students, and preview days for admitted students. Prospective students attend overnight programs, visit classes, and participate in campus events.

The Senior Class Gift is a commemorative gift purchased by the senior class for the College with money raised at the Senior Auction and other senior events. The gift is announced by the Senior Class president at Commencement.

Senior Paint Wall is a special place set aside during the spring semester for the graduating undergraduate class to paint a wall in the Rothwell Center with their class color, as directed by the following guidelines:

- Paint only on the designated wall. Do not paint on any other surface (natural or otherwise). Please try to keep paint drops to a minimum and on the drop cloths, as we would like to avoid creating additional work for Facilities and Grounds.
- In addition to the wall, please (re)paint the one class chair in the Center for Student Leadership, Equity, and Excellence and the wooden boxes set around campus for distributing The Campanil. There are approximately 6 boxes.
- Only use the paint provided by Campus Facilities.
- Offer contributions that honor and celebrate your experiences at Mills and that are also respectful of the greater community. Do not use language or images involving profanity, violence or malicious intent toward yourself or others.
- Any costs associated with damage will be billed to the senior class and to ASMC if the class does not have funds to cover the expense. Should the content of any contributions to the wall raise concerns (e.g., profanity), they will be reviewed by the Senior Class Council and Senior Class Advisor in consultation with campus administration.

## B. STUDENT COMMUNITY SPACES

### Adams Plaza

Located on the site of the original swimming pool, Adams Plaza is a smoke-free gathering place for the Mills community. Rimmed by the Tea Shop, the Mail and Copy Center, and student lounge space with a view of campus meadow, Adams Plaza is a good place to share meals, conversations, and academic pursuits.

### Student Lounges

Community lounges, located in the Rothwell Center, serve as spaces to connect with other students on campus. The lounges serve as means to connect and build community, host relevant events, and post and share information appropriate to the needs of each community.

NB: The standards governing the use of the lounges are described under [Community Standards, Section IV, Student Activities Policies and Procedures](#).

## C. STUDENT CLUBS AND ORGANIZATIONS

### Student Clubs and Organizations Management

The Center for Student Leadership, Equity, and Excellence

Rothwell

Phone: 510.430.2054

Email: [thecenter@mills.edu](mailto:thecenter@mills.edu)

Website: [www.mills.edu/campus\\_life/student\\_activities\\_and\\_clubs/clubs.php](http://www.mills.edu/campus_life/student_activities_and_clubs/clubs.php)

Mills College students are encouraged to organize and join clubs to promote their common interests. The direction and success of student organizations at Mills depends on the commitment of the students involved. Each organization evolves out of student interest, and active participation by new members is critical to the success and continuation of any club or organization. To start a club or organization, or for information about officers or advisors of student organizations, contact the Coordinator of Student Activities at [clubs@mills.edu](mailto:clubs@mills.edu).

While involvement in a campus organization requires commitment of time and energy, students find that the personal growth experienced through contact with others who share the same interests is well worth the effort. Students should attend the Mills Club and Community Action Fair (held each semester) to learn more about co-curricular life at Mills and in the neighboring community.

#### Student Government

[www.mills.edu/campus\\_life/student\\_government](http://www.mills.edu/campus_life/student_government)

The Associated Students of Mills College (ASMC) is composed of degree seeking undergraduate and graduate students. Through active participation in the ASMC Executive Board, ASMC Senate, and Class Councils, the student representatives serve on a number of committees with the faculty and administration. The ASMC also develops and supports programs that provide educational and social opportunities for all students.

#### ASMC Constitution

The ASMC Constitution outlines the student government system of Mills College and designates responsibilities of the various offices and committees. Copies of the Constitution are available in the reserved book area of the Mills Library, The Center for Student Leadership, Equity, and Excellence, the ASMC Executive Office, and on the Mills website.

#### Election Criteria

A cumulative grade point average of 2.5 is required for students applying for election or appointment to ASMC leadership positions. Students may not continue serving in positions if their cumulative grade point average falls below a 2.5 or if placed on academic probation.

#### Academic Affairs Committee

The Academic Affairs Committee attends to academic interests, policies, and activities of the ASMC. It communicates information and policies from faculty and administration to the student body and relates student concerns back to faculty and administration. The Academic Affairs Committee represents student interests to the Board of Trustees Educational Policy Committee.

#### Board of Presidents

The Board of Presidents provides a forum for learning the policies and procedures the Center for Student Leadership, Equity, and Excellence and ASMC, leadership development, the exchange of ideas, and opportunities for collaboration among the leaders of student organizations. Led by the Center for Student Leadership, Equity, and Excellence's Clubs and Organizations Peer Advisors, members include the presidents, coordinators, and managers of student clubs and organizations and class councils.

#### Executive Board

The Executive Board is composed of the ASMC President, Vice President and Diversity Chair, Finance Chair, Academic Chair, Judicial Chair, Public Relations Chair, Internal Affairs Chair, Student Services Chair, and Historian. The Board coordinates Senate committees and considers issues of importance to Mills students.

#### Senate

The Senate oversees ASMC Executive Board spending and policies and acts as a legislative body for students. Senators represent student constituents in biweekly Senate meetings and in committees.

## Student Publications

[www.mills.edu/campus\\_life/student\\_publications](http://www.mills.edu/campus_life/student_publications)

*The Campanil* is the campus newspaper and publishes news and information, providing an important channel of communication within the Mills community. Although funded by the ASMC, *The Campanil* is editorially independent from both the ASMC and the College. All students are encouraged to contribute and/or join the staff. Previous experience, while desirable, is not required.

*The Crest* is the undergraduate student Mills yearbook. Students are welcome to join the staff in the following areas: photography, writing, layout and advertising. Time spent working on *The Crest*, as well as on other student publications, develops critical communication skills.

*The Mills Academic Journal* (MARJ) is an undergraduate online research journal of the students of Mills College, managed by the Academic Affairs Committee (AAC) recognizing undergraduate research work completed by Mills students.

*The Walrus* is an annual literary publication featuring short stories, poetry, and art work of Mills students. *The Walrus* sponsors open readings of fiction and poetry by students. Students with interests in writing, editing, publishing, graphic design, and periodicals are encouraged to get involved.

*The Womanist*, *A Women of Color Journal*, started in 1992, is a literary and art journal that showcases poetry to photography, and essays to paintings. *The Womanist* gives voice to the experiences of Mills students of color and Alumnae and women of color in the Oakland community.

# COMMUNITY STANDARDS

## INTRODUCTION

The goal of a Mills College undergraduate and graduate education is to prepare students to become responsible individuals who will contribute fully to society. The College upholds values and standards that support that mission and holds high expectations regarding the conduct of students, faculty, staff, and administrators. Above all, we respect one another and behave in ways that advance the free association of people and ideas. We cherish the diverse perspectives and backgrounds represented by our community, and their disparate values and ideas. At the same time, we expect each student to value and uphold the community standards essential to the pursuit of academic excellence and social responsibility. Such is the spirit in which our social and academic standards of conduct have been articulated and herein promulgated. Mills College expects students to recognize the strength of personal differences while respecting institutional values. Students are encouraged to think and act for themselves; however, they must do so in a manner consistent with the Community Standards and the following Honor Code. Every effort has been made to make the material presented in the *Student Handbook* timely and accurate. However, the College reserves the right to periodically update and otherwise change any material, including policies and procedures, without amending the *Student Handbook*, except regularly in the fall and spring of each year. Students will be notified of any such changes and they will be posted on online.

## HONOR CODE

- I take responsibility for my learning opportunities and experiences at Mills College.
- I commit to honor myself and our learning community by upholding the standards of respect and integrity inside and outside of the classroom.
- I abide by the following policies/standards.

The purpose of the Community Standards and the Honor Code is to promote an environment conducive to learning, work, recreation, and study. Thus, Mills College expects that every student will behave with maturity and integrity at all times, comply with state, local and federal laws, adhere to Mills College policies as published in the Mills College [Undergraduate Catalog](#) and [Graduate Catalog](#), the *Student Handbook*, and other College documents, and respect the rights and property of all.

The following sections summarize the standards governing students' general and academic conduct.

[www.mills.edu/administration/administrative\\_offices/policies](http://www.mills.edu/administration/administrative_offices/policies)

## I. COMMUNITY STANDARDS POLICIES

### A. HUMAN RIGHTS POLICIES

Allegations of the following Human Rights Policies may be adjudicated through the procedures of the College's Grievance Policy described in [Appendix 2](#).

#### 1. NON-DISCRIMINATION

Mills College does not discriminate on the basis of race, ethnicity, color, marital status, age, religious creed, national origin, ancestry, sex, sexual orientation, gender/gender identity, gender expression, class, political affiliation, or disability (in accordance with the Americans with Disabilities Act, 1973 Rehabilitation Act Section 504, and implementing regulations) in its admission policies, scholarship and loan programs, or in the educational programs or activities which it operates. Nor does Mills discriminate on the basis of sex in its graduate programs. Mills enforces unlawful discrimination

through its Campus Policy and Procedure on Discrimination, which is available upon request from the Department of Human Resources, Sage Building, phone: 510.430.2282.

Mills is an equal opportunity employer and complies with all applicable state and federal laws and local ordinances prohibiting employment discrimination. All aspects of employment are based on merit, qualifications, and job competence. Mills does not discriminate against anyone regarding employment practices, compensation, or promotional or educational opportunities on the basis of race, color, marital status, age, religious creed, national origin, ancestry, sex, sexual orientation, disability, veteran status, pregnancy, or medical conditions. It is Mills policy to provide reasonable job accommodations to employees with disabilities who can perform essential functions of jobs for which they are otherwise qualified. Inquiries regarding compliance with various employment laws and regulations should be directed to: Department of Human Resources, Sage Hall: 510.430.2282.  
[http://www.mills.edu/administration/administrative\\_offices/policies/nondiscrimination.php](http://www.mills.edu/administration/administrative_offices/policies/nondiscrimination.php)

## 2. TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools.

All students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

Sex-based discrimination in public schools also implicates legal rights under Title IV of the Civil Rights Act, which is enforced by the U.S. Department of Justice.

### Title IX Rights of Students at Mills College

Mills College is committed to creating and maintaining a safe and healthy campus culture for its entire community. Mills College works to ensure that its policies and practices meet all regulatory requirements, including those related to Title IX. The rights of students under Title IX as they pertain to sexual violence on campus are summarized here:

- Mills College will respond promptly and effectively to sexual violence.
- Mills College will provide interim measures as necessary.
- Mills College publishes information online informing students where they can obtain confidential support services and other help and resources.
- When incidents require an investigation, Mills College conducts adequate, reliable, and impartial investigations.
- Mills College will provide remedies as necessary.

For more information:

<https://www.notalone.gov/assets/know-your-rights.pdf>  
<http://knowyourix.org/>

## BYSTANDER INTERVENTION AND EDUCATION

Mandatory Prevention Education and Awareness: Mills College offers an online educational program that addresses critical issues for the health, safety and well-being of students. **Campus Clarity's "Think About It" and one to two follow-up/ post-test modules are mandatory for all entering first-year and transfer students.** The course is designed to inform, educate and support good decisions in order to raise awareness about and prevent substance abuse and sexual violence in college. **The course was created by students for students. It supports Mills' goals for student health and wellness and meets legal requirements for prevention education and awareness regarding sexual violence on college campuses.** An invite will go only to your **Mills email from "Mills College."** Students who do not complete the course will have holds placed on their student records, which will prevent them from registering for classes in the future.

### Obligations, Education, Training and Campus Climate

Students, staff and faculty at Mills College are obligated to be aware of and comply with its policies regarding sexual harassment, sexual violence and sexual misconduct. Mills College provides education, information and resources related to the prevention of sexual violence and misconduct. Students, faculty and staff are urged to take advantage of prevention education, training and resources and to show active leadership and participation in education, prevention and risk reduction efforts.

All incoming students and new employees are required to complete an online course and brief follow-up module and post-test dealing with consent, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, bystander intervention, alcohol and other drugs. A variety of resources, information and support for students are available in the Division of Student Life.

Current key employees, including faculty, are required to complete specialized training related to sexual violence and misconduct. All employees may contact Human Resources to access information, education and training related to campus safety, Title IX, discrimination, sexual harassment, sexual misconduct and sexual assault. In collaboration with other campus units, the Division of Student Life and HR coordinate in-service training programs for key campus officials, other staff and student leaders who are in a position to prevent or respond to incidents of sexual violence and misconduct.

The College sponsors awareness and educational campaigns that involve students, faculty, staff, alumnae and community members. Mills College conducts an bi-annual Health & Wellness survey of students that includes questions about campus safety, sexual violence and harassment. These and other results related to health, wellness and safety are used to develop or improve programs and services to ensure the safest and healthiest environment for all students, staff and faculty.

### Bystander Intervention

Bystander Intervention is an important strategy that you can use to prevent or respond effectively to a risky situation that might otherwise lead to more harm.

#### CONSENT IS VOICE:

- Voluntary (freely given)
- Only Active (not passive)
- Informed
- Clear
- Engaged Permission

#### STEPS FOR BYSTANDER INTERVENTION:

- Notice the event
- Identify it as an emergency
- Take responsibility

- Decide how to help
- Act to intervene

### 3. SEXUAL MISCONDUCT POLICY

Mills College is firmly committed to providing a community in which students, faculty and staff are not subjected to discrimination, harassment, exploitation, or intimidation. This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, stalking, dating violence and domestic violence.

Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. Sexual violence (sexual misconduct and sexual assault) is a severe form of sexual harassment and will not be tolerated at Mills College. Every member of the Mills community should be aware that the College prohibits sexual harassment and sexual violence, and that such behavior violates both law and College Policy. The College encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College and to local law enforcement or to civil rights enforcement agencies. The College will take appropriate action to correct and discipline behavior that is found to violate campus Policy proscribing any form of sexual assault.

For more information about the Sexual Misconduct Policy, please refer to [Appendix 3](#) in the Student Handbook.

#### **SEXUAL VIOLENCE HELP AND RESOURCES**

Getting Help: People have a variety of needs and emotional reactions after experiencing the trauma of sexual violence. For many, getting help is a critical first step towards healing. Mills College is committed to responding promptly and effectively to reports of sexual violence, including stalking, dating violence, domestic violence or sexual assault. Mills provides information, support and resources to ensure your safety and well-being; to assist you in healing from trauma; to support you in continuing your studies; and to inform you of your rights. For additional information on sexual violence help and resources, please refer to [https://www.mills.edu/student\\_services/health\\_and\\_counseling/sexual-assault-awareness.php](https://www.mills.edu/student_services/health_and_counseling/sexual-assault-awareness.php) on the Mills College website.

### 4. BIAS-RELATED INCIDENTS

These are incidents that are expressions of hostility against another individual (or group) because of race, color, religion, ancestry, national origin, disability, gender identity or expression ability, and/or sexual orientation, or because the perpetrator perceives that the other person (or group) has one or more of these characteristics. Bias-related incidents need to be addressed because they harm individuals and/or groups, undermine civility and understanding in the Mills community, as well as impede the educational process. While instances of speech may be protected as free speech, individuals also retain responsibility for that speech that may generate harm requiring intervention. Students can refer to the Student Freedom of Expression and Civil Engagement policy provided later in this document for more information.

#### Hate Crimes

A hate crime is a criminal act that is committed against the person or property of another because of the other person's actual or perceived race, color, religion, ancestry, national origin, disability, gender identity or expression and/or sexual orientation. Hate crimes also include any such crimes committed against the property of a public agency or private institution - including educational facilities and advocacy groups - because the property of the agency or institution is identified or associated with a person or group of an identifiable race, color, religion, ancestry, national origin, disability, gender or sexual orientation.

## Procedures for Bias Related Incidents

The College believes it is important to respond to a hate crime or bias-related incident with concern for the student or group of students targeted and the community as a whole. If a particular group or individual is targeted they should report the incident to the appropriate campus official/office. More information about the reporting options are available in the reference guide A Student Guide to Concerns, Complaints, and Grievance. Criminal acts should be reported to public safety immediately.

Students can always meet with the Student Support Coordinator in the Office of the Dean of Students to discuss options for responding to an incident of bias. The SSC will assist the student(s) in documenting the event and will explain the options for addressing what has occurred. If the incident is a crime, the student(s) will be assisted in contacting the police. If the incident involves the violation of a College policy, the procedures for investigation and resolution under that policy will be undertaken.

A wide range of assistance is available to individuals who are targets of bias. The SSC will assist with referrals to the various resources on and off campus. The Dean of Students (or delegate), in collaboration with Housing and Dining Services (HMDS) and the Residential Life will try to ensure that affected students feels safe in their residential environment and will, if appropriate, adjust campus housing, and change course schedules.

When hate crimes and bias-related incidents occur on campus, they can strain the fabric of the community. If needed, the Dean of Students will convene a team in collaboration with Public Safety to consider what sort of communication and/or intervention about the incident is appropriate, taking into account various interests such as personal safety and privacy.

In some cases, public discussion about the incident can serve to educate the community and promote awareness of prejudice and intolerance. Programs that address bias-related incidents can change a hateful incident into an opportunity for increased understanding, dialogue and personal growth. The targeted student (or group) may elect to participate in College-sponsored discussion of the incident. Programs may include one or more of the following: residence hall discussions, open forums, panels, films, speakers and other educational programming.

Among other things, these events may serve to help the community understand and address what has occurred. In addition, the professional staff within the residential community will also be prepared to provide leadership in responding to such an event.

## 5. STUDENT FREEDOM OF EXPRESSION & CIVIC ENGAGEMENT POLICY

Freedom of expression and civic engagement are important to Mills College as it supports the acquisition of knowledge and skills necessary to effect thoughtful changes in a global, multicultural society. Communicating responsibly and effectively can lead to a spirited exchange of ideas, allows for multiple voices and perspectives to be heard, and is essential to our mission. The College deems inappropriate any actions that infringe upon the rights of other members of the community, including reasonable expectations of peace and privacy. Behaviors that are violations of the Student Conduct Code **including but not limited to coercion, intimidation, or harassment will be handled according to the College's conduct process.**

## 6. STUDENT SOCIAL MEDIA POLICY

All official Mills College social media platforms must publish and consistently enforce the following Terms of Use and **Deletion Policy as a condition of the site's continued official affiliation with the College.**

## Terms of Use and Deletion

Mills College managed online communities are intended to inform users of Mills College related news and events as well as we foster Mills College related discussion and a sense of community and sharing among users. We encourage you to share your opinions and exercise your right to freedom of speech with responsibility and civility. Individual integrity and mutual respect are the basis of the Mills College learning environment. However, if activity on Mills College social media sites is not congruent with Mills College Community standards as outlined in the Student Handbook, the activity will be reviewed and handled according to the college conduct process. Mills College reserves the right to remove material that does not abide by these guidelines.

## B. ALCOHOL AND DRUG POLICIES

All students at Mills College are expected to assume personal responsibility for their own conduct, and comply with all laws and College policies regarding alcoholic beverages and other drugs.

### 1. DEFINITIONS

Alcohol: Any beverage containing not less than 0.5% alcohol by weight.

Illicit Drug: Controlled substances and analogs as defined by federal and state law. This also includes substances with psychoactive properties.

Possession: Determined by control over a substance or object with or without regard to ownership.

Property: Any space or facility owned, leased or controlled by Mills College.

Student: Any individual enrolled in any credit-bearing courses at Mills College.

### 2. STATE AND LOCAL LAWS PERTAINING TO ALCOHOL AND DRUG USE

California law prohibits any person under the age of 21 from buying, possessing, consuming, or distributing alcoholic beverages. There is no exemption from this law. Therefore, the Mills College campus is subject to this prohibition even though it is private property patrolled by its own security force. College policy requires students 21 and over to refrain from abusive practices in consumption of alcoholic beverages. As an educational institution, Mills College cannot tolerate inappropriate or excessive consumption that disrupts the educational process or abuses the rights of others. Mills College has adopted regulations designed to harmonize consumption of alcohol on campus with College educational goals and purposes.

California law makes it a misdemeanor for any person under 21 years of age to obtain or try to obtain alcoholic beverages by **presenting or offering a false identification, which is defined as any "written, printed or Photostat evidence of age or identity which is false, fraudulent, or not actually her/his own."** It is also a misdemeanor for minors to be found in possession of false identification intended for use in obtaining or trying to obtain alcoholic beverages. Persons found guilty of these misdemeanors are subject to state fines and other penalties as well as sanctions under [Mills College Conduct Code](#).

### 3. MILLS COLLEGE REGULATIONS PERTAINING TO THE USE OF ALCOHOL

In addition to complying with state and local law, individuals and groups serving alcoholic beverages on the campus must comply with alcohol regulations established by the College. Failure to comply with these regulations — generally known as the Alcohol Policy — is a violation of the [Mills College Student Conduct Code](#), and may lead to immediate disciplinary action, including suspension or expulsion. The alcohol policy further specifies where and how alcohol may be served. Alcohol cannot be consumed on Mills College campus except at sanctioned Mills College events that are approved to serve alcohol. A student or students who are 21 years of age or older may consume alcohol in their personal room or shared apartment/house within the residential halls. Purchasing alcohol on-campus: Students who are 21 and over and can provide a government issued ID (Mills College IDs do not qualify) can purchase a maximum of two alcoholic drinks from Bon Appetit. **Alcoholic drinks can only be consumed in the Tea Shop or Suzie's and cannot be taken out of the retail locations.**

Any College staff or faculty member who witnesses someone purchasing alcohol for a minor, or sharing a drink with a minor, should contact Public Safety at 510.430.5555.

#### 4. MILLS COLLEGE REGULATIONS PERTAINING TO THE USE OF DRUGS

In accordance with California and federal law, Mills College strictly prohibits the unlawful possession, use or distribution of illicit drugs by students. A commitment to vigorous enforcement against drug use means that the College will not tolerate even recreational use of illicit drugs, including marijuana, or the gratuitous distribution of drugs on campus. Enforcement steps may include unannounced room or apartment searches, private investigations and coordination with law enforcement officials. The College will deal compassionately with students who have drug problems but it reserves the right to take disciplinary action, including suspension or expulsion, for drug violations that threaten the health and safety of members of the College community. In addition, please note the following:

- a. Any use, possession or distribution of illicit drugs is a violation of the Residence Agreement and Mills College policy. Mills College upholds the federal and state laws prohibiting the possession, use, or distribution of illegal drugs or narcotics, including marijuana. Mills College, specifically the Division of Student Life, the Office of Residential Life, Housing Management and Dining Services, and the Department of Public Safety reserve the right to enter and search student rooms, apartments, or houses whenever there is reason to believe that the terms and conditions of the Residence Agreement are being violated, including reasonable suspicion of use, possession or distribution of illegal drugs.
- b. **Medical Marijuana Policy**  
As of August 2013, in accordance with federal law, Mills College does not permit the use of marijuana for any purpose on College property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215. Therefore, students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on College-owned or controlled property, including but not limited to residential communities, academic buildings, athletic facilities, and parking lots, or during a College-sanctioned activity regardless of the location.
- c. The illegal possession, use or sharing of prescription drugs, including medical marijuana, is a violation of the Mills College Student Code of Conduct. Students who violate the College drug policy are in violation of the Student Code of Conduct and are subject to disciplinary action.
- d. In all instances, any drug(s) or drug paraphernalia confiscated from individuals or found on campus will be turned over to the Oakland Police Department for destruction. Mills College will not store any confiscated items. Each individual incident will be evaluated for disciplinary action on a case-by-case basis. **“Drug paraphernalia” is broadly defined as all equipment, products, and materials of any kind which are intended for use or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.**

#### 5. THE USE OF ALCOHOL OR OTHER DRUGS & THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under amendments made to the Family Educational Rights and Privacy Act (FERPA), colleges and universities are encouraged to inform parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol and/or other drugs. In most cases, Mills College does utilize this option, not as punishment but rather to involve the **student's family in harm reduction. Students are urged to notify their family prior to the College's notification. See also [Student Privacy Rights](#).**

## 6. THE DRUG-FREE SCHOOLS AND CAMPUSES ACT AMENDMENTS OF 1989

Students are referred to [Appendix 4](#), which details important information about federal, state, and local laws regarding the **use of alcohol and other drugs, as well as the negative effects on one's health and safety of substance use and abuse.**

## 7. MILLS COLLEGE SMOKING POLICY

Smoking is NOT allowed in any campus building, including the residential communities, or within 30 feet of building entrances, doors or windows. Smoking medical marijuana is not permitted on College grounds or in its buildings. For the purposes of this section, **“smoking” or “smoking of tobacco products,” includes use of electronic cigarettes.** Additionally, individuals must comply with the California law and be 21 years or older to possess these products. However, active duty military are still able to possess and use tobacco products if they are over the age of 18 per California State law.

## C. COMPUTER ETHICS, COPYRIGHTS, AND INTELLECTUAL PROPERTY

### 1. ACCESS

Computers and networks provide access to resources on and off campus. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, contractual obligations, and College policies. Every member of the Mills College community who receives accounts to use College computing systems agrees to protect their own work and respect the work and privacy of other members of the community.

Access to computing resources is contingent upon degree of affiliation with Mills College. Students graduating, withdrawing, or being academically disqualified will cease to have full access to their computing resources at Mills College. Likewise, individuals whose employment is severed for any reason will cease to have access to computing resources.

### 2. PERSONAL CONTENT

Each individual is responsible for the content of files in their personal accounts. When publishing personal web pages, each user is responsible for obtaining permission from and giving proper credit to the owner of all copyrighted materials used. Personal web pages are not routinely monitored by College staff nor do they necessarily represent College viewpoints or policies.

### 3. COPYRIGHTED WORKS

**The U.S. Congress has passed “The Higher Education Opportunity Act (H.R. 4137)” which requires U.S. colleges to prevent** uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. In order for Mills College to stay in compliance with the law, all inbound and outbound P2P traffic is now blocked at Mills College’s **network’s edge. Please note** however as the legislation does not pertain to legal music downloading, services such as iTunes, Rhapsody or Napster are still allowed on our network.

Any file residing on Mills College-owned equipment may be subject to search under court order. In addition, system administrators may access user files or monitor network traffic as required to protect the integrity of computer systems and to enforce current policy.

### 4. MISUSE OF COMPUTING AND NETWORK RESOURCES

Examples of misuse include, but are not limited to, the following activities:

- a. Using Mills College computing resources in support of commercial activities (violation of the College's nonprofit status).
- b. Using copyrighted electronic materials without proper credit to and/or permission from the owner.
- c. Use of computer accounts, computer systems or the network to violate any College rule, or state or federal laws.
- d. Installing routers/hubs/switches/wireless access points or any other network devices without consultation with Mills College ITS staff.

- e. Installing servers/appliances that provide DNS, DHCP or proxy services without consultation with Mills College ITS staff.
- f. Violating the terms of applicable software licensing agreements or copyright laws.
- g. Harassing others by sending unsolicited mail.
- h. Using a personal email account or alias (class or group) to create a public forum for communications that are essentially private in nature.
- i. Reading, copying, changing, or deleting another user's files or software without the owner's explicit agreement.
- j. Masking the identity of an account, machine or electronic communication such as an email address or web pages.
- k. Using any Mills College computing system or the campus network to gain unauthorized access to any computer systems.
- l. Revealing confidential information obtained from administrative data systems to unauthorized people or groups.
- m. Attempting to circumvent data protection schemes or uncover security loopholes.
- n. Knowingly performing an act that interferes with the normal operation of computers, peripherals, or networks.
- o. Using a computer account or obtaining a password for a computer account that the user is not authorized to use.
- p. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to programs known as computer viruses, Trojan horses, and worms.

## 5. USE OF COMPUTING RESOURCES IMPLIES THE FOLLOWING AGREEMENT

I understand that I am responsible for my conduct when using Mills College equipment and services to access electronic files and resources. Misuse of computing, networking, or electronic information resources is not condoned and I understand that I will be held accountable for my conduct under applicable College policy, legal contractual agreement, and under both state and federal law. I understand that my login name is permanently assigned to me. I agree to use it for as long as I have access to Mills College systems. I also agree to set a password of my own choosing on all my Mills College accounts as soon as they are opened to assure that my accounts are always protected with a password known only to me, and I agree to change my password immediately if I discover that anyone has learned my password or has used my accounts in any way. Violation of any of the above policies may result in temporary to permanent loss of any or all computing privileges and services provided by Mills College.

## D. STUDENT RIGHT-TO-KNOW STATISTICS (CLERY ACT)

The Student Right to Know Act requires that institutions receiving Title IV funding disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. Specific guidelines exist as to the method and timing for reporting and disclosure to potential students, current students and employees. Current statistics are available via our website here [http://www.mills.edu/administration/administrative\\_offices/policies/](http://www.mills.edu/administration/administrative_offices/policies/) or by contacting the Office of the Dean of Students, Cowell Building, 510.430.2130

## E. STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their educational records. They are:

1. Mills College students have the right to inspect and review their education records within 45 days of the day Mills College receives a request for access. **Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where they records may be inspected. If the records are not maintained by the Registrar's Office, the student shall be advised of the correct official to whom the request should be addressed.**
2. Students have the right to request an amendment of their education records if they believe it is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is

inaccurate. If Mills College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure to school officials with legitimate educational interests. A school official is a person employed by Mills College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Mills College has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work-study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks; consultants, volunteers or other outside parties to whom Mills College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. As allowed within FERPA guidelines, Mills College may disclose education records without consent to officials of another school, upon request, in which a student intends to enroll or is enrolled.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mills College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4605.
5. At its discretion, Mills College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The College considers name, address, phone number, email address, dates of attendance, degree(s) awarded, enrollment status, 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.

NB: Students may withhold Directory Information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filling such a request. The initial request must be filed during the first two weeks of the enrollment period, will be honored by the College for no more than one academic year. **Re-authorization to withhold Directory Information must be filed annually in the Registrar's Office** within the first two weeks of the fall semester.

## F. OTHER POLICY STATEMENTS

### ATHLETES

As with all students, student-athletes' conduct is subject to Mills College Community Standards of behavior, APER standards, and the Honor Code. In addition, their conduct is also subject to NCAA rules and regulations. Student-athletes are expected to know and abide by the College and NCAA standards of behavior. For more information, see the Director of Athletics, Physical Education, and Recreation (APER).

### CAMPING AND CAMPFIRE

Permission must be obtained from the Vice President for Student Life and Dean of Students and the Director of Campus Facilities before a fire may be set on campus. Unauthorized camping on the campus is prohibited. Camping, sleeping outdoors or in vehicles, on the campus is prohibited.

### CAMPUS GROUNDS USE

The campus grounds are reserved for students, faculty, staff, and guests of the College for formal and informal

events. Non-College groups may use campus grounds only by arrangement with College Events. The following regulations apply to all users:

- a. Items may not be nailed, stapled or wired to trees. No holes may be dug nor plants cut. Paths, roads, turf, ground cover beds, trees and parking areas may not be painted or damaged.
- b. Permitted vehicle use is limited to designated asphalt walks and drives only. Brick or stone paving may not be used for loading or unloading.
- c. Stakes and posts may not be driven into the ground without approval from the Campus Facilities department. Temporary structures, including tents, will be allowed under special circumstances and for prescribed periods of time. Temporary structures require written approval of authorized campus facilities personnel as well as the Dean of Students or their designee. All charges for clean-up and repairs resulting from an event are the responsibility of the sponsoring organization or department.

## COMPLIANCE WITH STAFF

In support of upholding the Mills College Community Standards students are expected to respond to all reasonable requests from staff members to reduce any interference with the performance of any staff member's duties. **This includes directions** being given by on-duty student staff. Any verbal abuse, harassment, or intimidation toward, or failure to cooperate with, staff members may result in conduct action. During an emergency, Mills College respects the privacy of all residents, but also reserves the right to enter and take possession of rooms, apartments, or house space upon breach of the Residence Agreement. Authorized Mills College **personnel may enter a resident's room, apartment, or house with 24 hours' notice**, when appropriate. **In case of emergencies, it may not be feasible to give notice before entering residents' rooms, apartments, or houses.**

## DINING HALL GENERAL POLICY STATEMENT

In an effort to maintain an all you can eat option in the dining hall students and/or patrons may enjoy as much food as they like in the dining hall but may not remove any food, dishes, glasses or silverware from the dining room. Removal of food or beverages other than an ice cream cone or a piece of fruit from Founders is not allowed. Also, to uphold food safety standards, shirts and shoes are required in all dining facilities and food areas. The Mills College Community Standards are also upheld in the dining hall, thus disturbances in the dining areas, including but not limited to throwing food or destruction of property are prohibited.

## EVACUATION OF BUILDINGS POLICY

Community members and guests must evacuate all campus buildings immediately when a fire alarm sounds or when instructed to evacuate by Mills College staff. Those who do not evacuate are in violation of College policy and state fire codes.

### Building Evacuation for Students with Disabilities

Each semester staff in the Office of the Dean of Students collaborates with Housing Management and Dining Services (HMDS), the Department of Public Safety (DPS) and Residential Life (ORL) to evaluate the effectiveness of policies and procedures related to emergency and safety issues for students with disabilities.

Residential Life, the Department of Public Safety (DPS), and the Dean of Students staff are available to confer with all students regarding their responsibility for getting themselves safely out of a building in case of an emergency.

## IDENTIFICATION CARDS (SEE [KEYS AND IDS](#))

## ADMINISTRATIVE WITHDRAWAL POLICY

Mills College is committed to the academic success and personal growth of its students. The College provides a wide range of services to support and address the mental and/or physical health needs of students including assessment, short-term care as appropriate, and referrals. Our first concern is for the health and welfare of each individual in our community in order to provide a safe learning and working environment. Our goal is to enable all students to participate fully as members of the Mills College **community**. **However, if a student's condition causes** them to pose a threat to any community member, or causes significant disruption of the educational activities of the College community, they may be required to take a leave of absence from Mills College. Under these circumstances, students will be given the opportunity to take a voluntary leave. **Should a student decline to take a voluntary leave, the College may determine that the student's health and welfare, and/or the needs of the community, require a period of involuntary withdrawal.** The Policy establishes the protocol under which an involuntary withdrawal may occur and the process for return from leave (see [Appendix 6](#)).

Whether the student takes a voluntarily or involuntary leave for medical or psychological reasons, the Dean of Students may require documentation from a physician or therapist attesting to their belief that the student is ready to return to academic work, participate in the College's programs, will not endanger others or impede the workings of the College. The Dean may also require that the student consult with CPS or Health Services, and sign an authorization for release of information to the Dean of Students.

This Policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat.

## KEYS AND ID CARDS

Keys and keycards issued to a student, faculty or staff member are their responsibility and must not be loaned or copied. Losing, loaning, or copying keys or keycards jeopardize the security of the room and others in the building. Keys and ID **cards must be under a student's control at all times, and may not be loaned to others** or left in public spaces. Duplicating or loaning keys or keycards or changing locks **will result in a lock change at the user's expense, and may result in judicial action** (for students). All lost or stolen keys and keycards must be reported immediately to the Housing Management and Dining Services staff and the Department of Public Safety for appropriate security action. Students who lose or fail to return their keys or keycards during the check-out process or any other official separation from Mills College (graduation, withdrawal, leave of absence, etc.) will be charged the cost to replace them and/or change the lock(s). The fees associated with replacement are as follows:

Mills College ID: \$20.00

Temporary Key Card (non-picture): \$25.00

Lost Key: \$25-\$100

Lock Change per Key: \$100.00

More information can be found online:

[http://www.mills.edu/student\\_services/safety\\_and\\_transportation/KeyPolicies.pdf](http://www.mills.edu/student_services/safety_and_transportation/KeyPolicies.pdf)

## LETTER OF CONSIDERATION TO FACULTY

In extreme situations where students are unable to contact faculty members, or when students may not feel comfortable disclosing personal information to their faculty members, the Division of Student Life (DSL) may send a brief email to faculty members notifying them that the student has contacted DSL and is requesting consideration regarding academic work. The email will not provide the specifics of the situation, although the student is free to provide faculty with details. To have an email sent to faculty, students should complete a Request for Letter of Consideration form available in the Cowell Building. In extenuating circumstances, these emails can be requested by telephone or email if the student is unable to come to the office in person. Extreme situations might include serious illness or hospitalization, or a serious illness or death in the family. Extreme situations do not **include brief absences due to colds, flu, ill children, or family members, doctor's**

appointments, travel or other similar situations. Students should discuss such issues directly with faculty members as a follow up to mutually agree upon the method in which the student will catch up on missed classwork, assignment, and/or exams.

Students are responsible for informing faculty if they will miss classes or assignments, and will be held responsible for all work assigned in classes or due during their absence and must contact faculty as quickly as possible to discuss completion of any academic work missed during their absence. Please note that an email from the Division of Student Life requesting **consideration of a student's circumstances** does not constitute an excused absence.

## MISSING PERSONS POLICY AND PROCEDURES

If there is reason to believe that a student may be missing, whether or not the student resides on campus, the College will make all possible efforts to locate the student and determine state of health and well-being through the efforts of the **Division of Student Life (DSL) with collaboration from Public Safety (DPS), the missing student's family or friends, and law enforcement agencies.**

An individual will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and **information available regarding the missing person's** daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if the absence has occurred under circumstances that are suspicious or that cause safety concerns. Ordinarily, an investigation will be initiated immediately after notification. If the student lives on campus, **Residential Life staff may conduct a wellness check into the student's room.** Mills College officials will endeavor to determine **the student's whereabouts through** all means possible on campus and will utilize law enforcement where necessary.

If the student is not located, the Division of Student Life (DSL) will notify the emergency contact if on file. If the missing student lives off-campus, family members or associates are encouraged to make an official missing person report to local police. Mills College will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. It is essential that all students provide complete Emergency Contact information online each semester, or when the information changes. The investigation of a missing student can be a long and arduous process. Students can avoid being the point of an investigation and having phone calls made to local police and family, by communicating plans with people on campus, such as friends, neighbors, Resident Assistants, faculty, staff or the Division of Student Life.

## NUDITY/NAKEDNESS POLICY

Mills College requires that all persons, including students, employees, and visitors (except for babies and young children) refrain from any form of nudity/nakedness on campus which includes all public areas of the campus including offices, classrooms, grassy areas, bandstand, concert halls, art studios (except as active posing models), and all residential common areas (such as halls and common walk ways, recreations rooms, residential lounges, etc.), with the exception for **specifically designated "clothing optional areas" of campus such as locker rooms/changing rooms/dressing rooms.**

Any person found violating this policy might also be considered in violation of the Campus Code of Conduct and in violation of California Penal Code, Section 314, Indecent Exposure. Students should refer to [Appendix 6](#) for the Mills College Nudity/Nakedness policy.

## PARENTAL NOTIFICATION POLICY

Under federal law and the Family Educational Rights and Privacy Act (FERPA) of 1974, Mills College is subject to a general **rule prohibiting disclosure of educational records without a student's permission.** This general rule has a number of exemptions responsive to practical, safety, business and legal considerations. One of the exemptions allows but does not require Mills College to notify parents/guardians related to specific student concerns. Many colleges and universities now rely on the exemption to engage in candid communications with parents/guardians about student problems (e.g. alcohol or drug violations or mental health concerns) that are endangering the health of a student or others, exposing a student to

disciplinary sanctions or legal liability, or interfering with a student's ability to pursue an education. In acknowledgement of current practices favoring notice to parents/guardians over privacy rights when a student's health or safety concern is implicated, Mills College will exercise professional discretion when disclosing information necessary to promote parents/guardians efforts to help their student.

#### PEDESTRIAN GATE ACCESS

For safety and security reasons, the "loaning out" or distribution of pedestrian back gate keys to any person not affiliated with Mills College is strictly prohibited. Individuals should immediately report unauthorized use of the Seminary pedestrian gate and lost gate keys to HMDS and the Department of Public Safety. The Seminary gate is restricted for the use of Mills College students, staff, and faculty.

#### SUNBATHING POLICY

Students may sunbathe on the college grounds; however, students may not sunbathe topless or nude. No sunbathing is allowed on the roof of any campus building. During special events on campus (commencement, convocation, orientation, admissions and preview days, family week-end), sunbathing is not allowed on any common lawn areas, with the exception of residential communities. Students should refer to [Appendix 6](#) for the Mills College Sunbathing policy.

#### OFF CAMPUS CONDUCT

The College reserves the right to regulate conduct which affects its particular interests as an academic community. Ordinarily, the College will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the College community. Violation that occur at college-sponsored activities may be adjudicated through the conduct process regardless of location.

## G: STUDENT ACTIVITIES POLICIES AND PROCEDURES

### A. Student Activities Participation Eligibility Policy

Mills College routinely provides numerous opportunities for currently registered students to serve on College committees and boards, serve in student governance organizations, and participate in programs where they represent the College before the campus community or the larger public. To take advantage of these opportunities, students must minimally be:

1. In good academic standing with the College (i.e., not be on academic probation) or, in the case of Intercollegiate Athletes, NCAA-eligible, at the time of election or appointment and maintain this standing throughout the term; and
2. In good behavioral standing with the College (i.e., not have received a sanction that limits, restricts, or excludes participants in designated privileges or co-curricular activities) at the time of election or appointment and maintain this standard throughout the term.

Applying for any of these opportunities gives the Division of Student Life (DSL) or Athletics, Physical Education and Recreation (APER) permission to check the appropriate Mills College records to establish and verify eligibility. Nothing in the above shall prohibit any department, division, or student organization in the College from setting higher standards.

### B. Solicitation Policy

Solicitation at Mills College includes, but is not limited to, sales, charitable fundraising activities, and advertising for goods or services. Students, alumnae, and other members of the Mills community must make arrangements with the Center for Student Leadership, Equity, and Excellence to provide goods and services useful to the Mills community (e.g. vending) and to conduct charitable fundraising activities. All sales or charitable fundraising activities by non-campus individuals and groups must be registered and approved by the Center for Student Leadership, Equity, and Excellence and will be charged a daily fee. Vendors must contact the Center for Student Leadership, Equity, and Excellence ([thecenter@mills.edu](mailto:thecenter@mills.edu)) at least one week in advance to verify availability of the space at the base of the Tea Shop steps for preferred vending date(s) and to receive a contract. Commercial solicitation, door-to-door selling, or the running of any business enterprise is not

permitted in any Mills residence. Credit card solicitation is not permitted at Mills even when offered as part of a banking package. (See Space Reservation Policy)

#### C. Space Reservation Policy and Procedures for Student Clubs and Organizations

**Student organizations must submit an online “Room Reservation/Set Up Request” form** five (5) business days in advance to arrange for the appropriate number of tables and chairs; reservation must include date, location, and hours needed. Recruiters for graduate education programs, jobs, or internships should contact Career Services at least one week in advance to reserve space. Outside vendors will not be permitted to set up on campus without prior authorization from the Center for Student Leadership, Equity, and Excellence ([thecenter@mills.edu](mailto:thecenter@mills.edu)) and may not use Mills College tables, including but not limited to round wooden lunch tables and six-foot tables set up for student organizations. (See Solicitation Policy)

#### D. Use of Student Lounges

1. All Community Standards of Code of Conduct are to be upheld in the lounges.\*
2. The lounges should be clean and neat at all times. All items in the lounge have been donated and are available for use by members of the lounge community. All items are for use in the space, and may not be removed from the lounge without approval by the Community Assistant.
3. All Lounges fall under the Mills College Honor Code. Any damages to the space or its contents are the ultimate responsibility of lounge community members. Any abuse of the space may result in the loss of privileges for all, and possible closure of the space.
4. Alcohol use is prohibited in the lounges with the exception of events hosted by the college.
5. The lounges will be regularly visited by the Department of Public Safety during rounds.
6. The lounges are not residences. No overnight periods of stay are permitted, and with the exception of occasional naps, students should not sleep in any lounge.
7. The kitchens, appliances and dishes must be cleaned after each use. Bon Appétit dishes and silverware should be returned to the Tea Shop and Founders respectively. All food must be labeled and dated, and will be thrown away on the first of each month.
8. Events scheduled and approved using the Room Reservation Form take precedence over all other activities in the Lounge.
9. Please be advised that the Commuter Lounge and lockers may be reserved for campus events. Notice will be given via the commuter lounge list-serve and signs will be posted at least two days before the scheduled event.
10. The Commuter Locker Room and Kitchen, Mary Atkins Lounge, Parenting Lounge and Graduate Lounge are locked spaces; therefore doors should remain closed and locked at all times. Students may acquire a key at HMDS after signing a Lounge Policy Agreement. To obtain a locker, please contact the Center for Student Leadership, Equity, and Excellence Office of Student Activities at [thecenter@mills.edu](mailto:thecenter@mills.edu) or visit Rothwell 158.
11. The Commuter Lounge and Solidarity Lounge are open from 7am-midnight daily. There are no keys necessary for these spaces.
12. Students must adhere to and abide by all guidelines, codes and policies stipulated by Public Safety, the Division of Student Life and that of Mills College. Mills students using any campus lounge are expected to respect all requests and direction given by the Community Peer Advisor and the Center for Student Leadership, Equity, and Excellence staff. Abuse of the lounge, or disregard for its policies, as determined by a Community Life staff member, will result in a conduct meeting and/or loss of lounge privileges. DSL reserves the right to add additional policies as deemed necessary.

\*Failing to adhere to the aforementioned policies and procedures will result in appropriate consequences as deemed by the conduct process.

#### E. Event Planning Regulations

Note: The standards and regulations governing event planning are described in [Appendix 1](#).

## II. STUDENT CONDUCT CODE AND PROCESS

The following applies to individual student complaints as well as complaints against student organizations. Please note that while residential students must abide by Mills College community standards of behavior, they must also abide by the specific residence hall policies and regulations noted in [Section III](#). The adjudication of alleged violations on the part of residential students are handled by the Residential Life staff, except when off-campus students are also involved or in cases when alleged violations are considered grave. The latter are generally adjudicated by the Vice President for Student Life and Dean of Students (or designee). All conduct processes use a preponderance standard of evidence, which is defined as more likely than not. The process operates using a fundamental fairness standard and all individuals are entitled to the same elements of fundamental fairness, including the opportunities to have others present during these processes.

### A. PROCEDURES

#### 1. Preliminary Processing

- a. Once a complaint is received that falls within the student code of conduct, it will be treated in as confidential a manner as possible.
- b. The student who has allegedly violated the code of conduct (respondent) will receive a notice of the complaint in a timely manner, including a statement of the alleged violation and brief summary of the incident, as well as the date, time, and location of any scheduled meeting.
- c. Should the student fail to act as directed in the allegation letter or fail to appear at a scheduled meeting without prior approval, the appropriate decision maker(s) will make a determination on the case based upon information available to them at that time.

#### 2. Adjudication by the Conduct Officer

- a. Complaints regarding alleged violations of the Code of Conduct will be investigated by the Conduct Officer. (See Academic Integrity Procedures for academic integrity allegations).
- b. Should the Conduct Officer believe that a more formal process is appropriate, they may refer the case to the Student Conduct Hearing Board.
- c. Hearings conducted by the Conduct Officer follow an informal process, which allows for the student to present their view of the facts and for witnesses or other credible sources to present information pertinent to the complaint.
- d. The respondent will be informed about any information utilized in the fact-finding process decision. Witness information and other relevant supporting information may be submitted by all parties involved. The Conduct Officer makes the final decision regarding what material may be allowed during the hearing and is responsible for controlling the proceedings and ensuring a fair process.
- e. If the student accepts responsibility for the action in question, the Conduct Officer will review the situation and determine an appropriate sanction.
- f. The Conduct Officer will determine responsibility, assign appropriate sanctions as applicable, and notify the student in writing.

#### 3. Adjudication by the Student Conduct Hearing Board

The Conduct Hearing Board hears cases that are referred by the Conduct Officer or are appealed from cases heard originally by a College Conduct Officer.

- a. For cases deemed appropriate by the Conduct Officer, a complaint may be reviewed by the Conduct Hearing Board.
- b. The Conduct Hearing Board is authorized to make decisions of responsibility in cases of alleged violation of College policy and standards of behavior, except for cases deemed Title IX-related conduct matters.

- c. The Conduct Hearing Board will follow a general process, which allows for the student to present their view of the facts and for witnesses or other credible sources to present information pertinent to the complaint. The respondent will be informed about any information utilized in making a fact-finding decision.
- d. Witness information and relevant supporting information may be submitted. The Board Chair makes the final decision regarding what material, witnesses, and information may be presented during the hearing, if appropriate.
- e. The Hearing Board will make decisions of responsibility and sanction in a closed deliberation process.
- f. The Board Chair is responsible for maintaining sufficient order and flow of the proceedings, striving for all parties involved to feel they are heard in a fair manner.
- g. The Student Conduct Hearing Board will be advised by the Dean of Students or their designee to ensure all process and policies are followed.

#### 4. General Procedures

The Conduct Hearing Board will be convened as necessary. It is the responsibility of the respondent, complainant, and witnesses to be available at the time of the hearing. Hearing times may be rescheduled upon specific request at the discretion of the Hearing Board Chair.

All hearings shall be heard during the academic school year and within a reasonable timeframe of receiving a complaint unless agreed to by all parties involved.

- a. If a student member of the Hearing Board is involved in a disciplinary case as a complainant, respondent, or witness, they are ineligible to serve as a board member for that case and an alternate will be chosen.
- b. If a non-student member of the Hearing Board is involved in the case in any way, they must recuse themselves and an alternate will be appointed.
- c. Witness lists supplied by the student respondent must be provided to the Board Chair or Conduct Officer at least three (3) business days prior to the hearing. The student respondent will receive a list of additional witnesses and be allowed to see written information that will be presented during the case at least 24 hours prior to the hearing.
- d. The Conduct Hearing Board will hear the allegation and examine facts of the case. Facts can be presented by witnesses, from staff or faculty, in writing, by phone, through other electronic means, or in person. A majority of those considering the case will determine whether or not the respondent is responsible for the alleged behavior using a preponderance of evidence standard and what disciplinary action, if any, are appropriate.
- e. The Board, in collaboration with the Conduct Officer, will issue a Decision Letter within five (5) business days after the decision has been reached. A copy shall be given to the respondent and, in Title IX-related cases, the complainant and a copy will be filed in the **student's conduct record in the Office** of the Vice President for Student Life and Dean of Students.
- f. If the hearing goes longer than one day, it will be reconvened the next viable day.
- g. The Board may adopt other operating procedures, provided that the complainant and respondent are notified of these rules 24 hours prior to the hearing.
- h. Hearings are considered private and any individual who attends a hearing should not disclose any facts learned in the hearing.
- i. Students are expected to represent their own perspective in the College conduct process. Attorneys are not **permitted to participate in the College's internal process.**

#### B. Conduct Code Violations

- a. Behavior Disruptive to Another
  - i. Physical assault, intimidation, and/or restriction
  - ii. Verbal assault or intimidation
  - iii. Harassment, including sexual harassment

- iv. Acts of sexual violence or intimidation, including date or acquaintance sexual assault, stalking, or partner violence.
  - v. Any deliberate action which causes or might cause injury to another person or behavior deemed dangerous to others.
- b. Behavior Disruptive to the Public Order
- i. Participation in or encouragement of any effort to disrupt a class, a College event, or the normal functioning of the College.
  - ii. Creating a public inconvenience, annoyance, or alarm.
  - iii. Fighting
  - iv. Unreasonable noise.
  - v. Commercial solicitation, door-to-door selling, or the running of any business enterprise on Mills property without prior approval.
  - vi. Irresponsible or disruptive use of skateboards, rollerblades, bicycles, hoverboards, drones, etc. Please note: the use of these modes are not allowed in any College building.
- c. Behavior Adverse to Health and Safety Regulations
- i. Tampering with or misusing fire alarms and other fire safety equipment.
  - ii. Refusal to observe safety regulations or procedures.
  - iii. Reckless driving on Mills College grounds.
- d. Dangerous Conditions, Weapons, and Explosives
- i. Creating a condition that unnecessarily endangers or threatens the safety or well-being of any person.
  - ii. Lighting or attempting to light a fire.
  - iii. Fireworks, firearms, ammunition, other weapons, or materials that endanger health or safety are strictly prohibited. Possession/use of such on College property is cause for disciplinary action. Unauthorized persons shall not carry any rifle, gun, knife, weapon, or ammunition of any kind on Mills College property. Exceptions apply to law enforcement personnel who are duly authorized to wear, carry, or transport a handgun when they are on active assignment engaged in law enforcement. Possessing a concealed weapon or automatic weapon of any kind is illegal on campus grounds. The items this policy prohibits bringing on campus includes but is not limited to explosives, air guns, BB guns, cross-bows and arrows, spring-type guns, slingshots, firecrackers, fireworks, cherry bombs, switchblades, dirks, daggers, stun guns, metal knuckles, nunchaku, or knives with blades longer than 2 ½ inches. Anyone in possession or using said weapons can and will be subject to disciplinary action or arrest. If any member of the College community sees a firearm or other weapon on College property, please alert the Department of Public Safety immediately at 510.430.5555, and provide location and a description of the weapon and/or the individual carrying it. If you believe that the weapon is being used or is about to be used, immediately call 911. See Kitchen Knife Use and Storage in the Residence Hall Policy section.
- e. Failure to Comply
- i. Failure to comply with the instructions of College personnel acting within the scope of their duties.
  - ii. Failure to present valid College identification when requested to do so by College officials.
- f. False Information
- i. Providing false statements or evidence in matters related to the conduct process.
  - ii. Furnishing information to the College with intent to deceive.

- iii. Representing oneself as another person, in person or electronically.
    - iv. Embezzlement.
    - v. Fraud.
  - g. Gambling
    - i. Gambling is illegal anywhere on the College premises or at any official affair sponsored or sanctioned by the College or any of its groups or organizations. This includes online gambling.
  - h. Hazing
    - i. The participation in or encouragement of any action or situation which endangers the mental or physical health of another person. This includes forcing the consumption of food, water, alcohol, and/or other drugs for the purpose of initiation into or affiliation with any organization. Hazing is illegal and is punishable by law.
  - i. Misuse of Documents and Computers (See Computer Ethics Section)
    - i. Damaging or altering records or programs.
    - ii. Furnishing false information.
    - iii. Invading the privacy of another user by using files, programs, or data without permission.
    - iv. Engaging in disruptive behavior in computer labs or through use of computer technology.
    - v. Illegal duplication of copyrighted or licensed software, accounts, passwords, or keywords.
    - vi. Downloading copyrighted material without permission.
    - vii. **Stealing another person's identity.**
    - viii. Harassment or bullying of another through electronic means.
  - j. Theft, Willful Property Damage, and Unauthorized Entry
    - i. Theft of property or services.
    - ii. Defacement, damage, destruction, **or other misuses of property not one's own.**
    - iii. Unauthorized use of keys to any College room or facility.
    - iv. Forcible entry into any College room or facility or restricted areas, including roofs.
    - v. Stealing, including sequestering or defacing, library materials.
    - vi. Vandalism, any damage to community property, demarcation or defacing of any College property, or defacing the property of any student or guest of the College.
  - k. Violations of Federal, State, and Local Laws
    - i. The College does not condone violations of law, and clearly recognizes that the laws of the land operate in full force on its campus. If a violation of law occurs on the Mills College campus, which is also a violation of College regulations, the College may initiate proceedings against the offenders. Such action by the College is independent of, and may proceed in parallel with, civil or criminal action.
- C. CONDUCT SANCTIONS
1. Emergency Action: In such cases where the continued presence of the respondent creates undue distress or threat to the campus community, the Vice President for Student Life and Dean of Students (or designee) may take some emergency action. Such action could restrict the **respondent's access or remove** them from campus or campus facilities. In the event emergency action is instituted, it is ideal that a conduct hearing be held at the soonest reasonable date, but a conduct hearing is not required before such action is implemented.
  2. No Contact Order: Individuals who have been the target of unwanted contact from another student can request a no contact order or the College can issue a no contact order if it is in the best interest of the College

community. A no contact order requires that the student have no further contact with the identified parties in any form (physical, verbal, electronic, or otherwise) or that they do not request another party to have contact on their behalf. Violation of a no contact order can result in violations of the conduct code and the associated sanction(s).

3. Letter of Warning: A student may receive a formal warning regarding behaviors as the outcome of a conduct matter. Students should consider this an opportunity be education themselves around appropriate behavioral expectations. Sanctions following a warning for behavior may result in more significant sanctions if there is a further violation.
4. Limitations on College Activities and Access: **A student's access to College facilities, services,** and members of the College community, and participation in College programs, may be restricted or suspended if it is determined that such restrictions or suspensions are in the best interest of the student and/or College. Limitations on College activities and access are imposed for a specified period of time and may include but are not limited to: (a) ineligibility for service as an officer or member of any College organization or committee; (b) restricted participation in any intercollegiate activity; (c) ineligibility to receive or maintain any award from the College; (d) prohibition from attendance at social events; (e) restricted entrance into various College buildings; and (f) restricted contact or total disassociation from members of the Mills College community.
5. Disciplinary Probation: **Although disciplinary probation does not affect a student's academic status, it does** place the student in a marginal relationship to the College. Disciplinary probation requires that the student demonstrate during the probation period that they are capable of functioning in a way that does not violate the College's policies and procedures. This action could make the student ineligible to hold office in any organization or represent the College in any official capacity. In some cases, co-curricular activities and/or access to campus grounds and facilities may be curtailed. It is further understood that any further violation, even of a minor nature, could warrant immediate suspension or dismissal from the College.
6. Suspension: Suspension from the College involves the temporary removal of the student from the College for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Suspension from the College involves the following: (a) the action of suspension will be noted on the student's disciplinary record; (b) the student will be withdrawn from all enrolled courses; (c) the student shall forfeit fees; (d) the student must refrain from visiting the College premises except when engaged in official business with approval in writing from the Vice President for Student Life and Dean of Students (or designee) prior to returning to campus property. At the discretion of the Vice President for Student Life/Dean of Students, persons notified may include College officers, guardian on record with the College, academic deans, security, or other appropriate personnel. Reinstatement: When a student has concluded the suspension period and completed any conditions accompanying the suspension, the student must submit a letter to the Vice President for Student Life/Dean of Students to request reinstatement with evidence that they have satisfied the terms of suspension. The student may return to the **College only after the Vice President for Student Life/Dean of Students or the Dean's designee has made an** affirmative decision.
7. Expulsion: Expulsion is the most serious College disciplinary action and involves the permanent exclusion of the student from the College. Expulsion involves the following: (a) forfeiture of all rights and degrees not actually conferred at the time of expulsion; (b) notification of the expulsion provided to the student, the student's department, and their parents or guardian (if the student is a dependent); (c) permanent notation of the expulsion on the student's academic and disciplinary records; (d) withdrawal from all courses; (e) forfeiture of tuition and fees; (f) the student must refrain from visiting the College premises except when engaged in official business with approval in writing by the Vice President for Student Life and Dean of Students or their designee prior to returning to campus property.

8. **Educational Assignment:** An educational sanction is a required activity intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational assignments allow students to reflect upon inappropriate behavior, to understand why the behavior was inappropriate, and to educate other students so they do not find themselves in similar circumstances. This type of sanction may include but is not limited to: (a) engaging in a campus or community service project; (b) attending or presenting a program related to the implications of the student's conduct; (c) writing a paper; (d) interviewing someone; and (e) engaging in some type of personal assessment.
9. **Behavioral Agreement:** A behavioral agreement is usually a document that outlines a reciprocal agreement between the student and the College. The behavioral agreement may include any number of the above sanctions or other specific requirements with clear expectations for students to follow. There is no requirement that a conduct hearing precede the issuance of a behavior contract. However, when possible, the student will meet with the Vice President for Student Life/**Dean of Students or the Dean's designee to review the contract.**
10. **Restitution:** Restitution is compensation required of students who engaged in theft or misuse, damage, or destruction of institutional, group, or private property. The Conduct Hearing Officer or the Conduct Hearing Board will determine the amount, form, and method of payment for restitution.

#### RESIDENTIAL LIFE AND HOUSING SANCTIONS

In addition to the sanctions listed above, residential students may be subject to the following sanctions regarding their residential life and housing privileges:

1. **Restriction/Revocation of Guest Privileges:** This action restricts or removes guest privileges in campus housing, in campus facilities, or on campus grounds for a specified period of time.
2. **Residential Life Probation:** Residential Life Probation is a formal notice to the student that their behavior is unacceptable in the residential communities and continued misconduct could result in further disciplinary action. Residential Life Probation is for a specified period of time, which normally will include not less than one semester or its equivalent up until graduation. During the probationary period, the student must demonstrate that they are willing and able to act in accordance with acceptable standards of Residential Life. The student may be required to resign any residential committee appointment or may be subject to restricted participation in Residential Life programs.
3. **Administrative Move:** A residential student can be required to move to another room or space within the housing system. This sanction may also have financial implications for the student because costs of residential spaces vary.
4. **Suspension from On-Campus Living:** The student will be required to vacate their residential room or space for a given time with the understanding that the student may move back in at the conclusion of that period if that space is still available. The student must follow all checkout procedures and surrender their key for the time of the suspension of residency. The student is not permitted to enter any residence hall during the suspension.
5. **Termination of Housing Agreement:** Serious disruption of the residence hall community can lead to the removal of the student from the residence hall. Termination of the housing agreement will result in the immediate removal of the student from on-campus living. In addition, this action could affect a student's future housing agreement status with Housing Management and Dining Services. A signed agreement for future terms could be rescinded or a refusal to accept any future housing agreement for a designated time period

could be imposed. There is no refund of any fees upon termination of an agreement. Students are responsible for paying the full term of the agreement.

#### IMPLEMENTATION OF SANCTIONS

Sanctions take effect at the time they are determined, unless otherwise specifically noted. If a student indicates an intention to appeal, the implementation of sanctions may be delayed until the appeal decision is made. Appeals must be filed within five (5) business days of the receipt of the sanction. In the event a student does not follow through with an educational or assessment sanction, a higher level sanction may be imposed, and/or the student may be required to complete a comparable activity with an off-campus provider at their own expense.

#### D. APPEAL PROCESS

Students have the right to appeal as follows:

- All cases will be heard initially by the Conduct Officer or their designee.
- The decisions of the Conduct Officer maybe be appealed either to the Vice President for Student Life/Dean of Students or designee or the Conduct Hearing Board.
- Appeals to the Vice President for Student Life/Dean of Students are considered final.
- Appeals to the Conduct Hearing Board can be reviewed by the Vice President for Student Life/Dean of Students to ensure principles of fundamental fairness are followed.

The appeal must be received by the appeals Hearing Officer within five (5) business days of receipt of the sanction.

The appeal must be upon one or more of the following key issues:

1. Did the hearing officer conduct themselves in such a way that both parties (the respondent and the complainant) had an adequate opportunity to prepare their case?
2. Was there a procedural error that unfairly and/or materially affected the outcome of the case?
3. Is there new, relevant evidence that was unobtainable at the time of the original hearing?

The Vice President for Student Life/Dean of Students or the Student Conduct Board may (a) dismiss the charges, (b) reduce or modify the sanction, (c) return the case to the Hearing Officer for further directed consideration, or (d) uphold the sanction. Student Conduct Boards may not increase the sanction.

#### E. RECORD KEEPING

1. The Conduct Hearing Officer will ensure that all sanctions are completed by the specified date and will submit aggregate data regarding infractions and sanctions to the Vice President for Student Life/Dean of Students for compilation in an annual report to the community.
2. **A record of disciplinary procedures and findings will be kept in the student's educational files in the Division of Student Life for the state specified time limit but may be confidentially destroyed after that time.**

## II. ACADEMIC INTEGRITY CODE AND PROCESS

Individual integrity and mutual respect are a foundation of the Mills College learning community. Students are expected to participate responsibly and actively in making Mills College the best learning environment it can be and to recognize that the honor and well-being of the entire community are affected by their actions.

Mills College expects that every Mills student will behave with maturity and integrity at all times, comply with state and federal laws, adhere to Mills College policies as published in the Mills College [Undergraduate Catalog](#) and [Graduate Catalog](#), the *Student Handbook*, and other College documents, and respect the rights and property of all.

It is the responsibility of every Mills College student to know and abide by the standards set forth in the Mills College Honor Code. The code also obliges students to report violations of any of its standards.

### HONOR CODE

- I take responsibility for my learning opportunities and experiences at Mills College.
- I commit to honor myself and our learning community by upholding the standards of respect and integrity inside and outside of the classroom.
- I will abide by the Conduct Code and the following Academic Integrity Code.

### A. PROCEDURES

#### 1. Preliminary Processing

- a. When an alleged violation of the Academic Integrity Code by a student or student group occurs, it must be treated in as confidential a manner as possible.
- b. The student will be told of the alleged violations and followed by written notice in a timely manner. The notice should include a statement of the alleged Academic Integrity Code violation, and the date, time and location of any scheduled meeting.
- c. Should the student fail to act as directed in the allegation letter, or fail to appear at a scheduled meeting **without prior approval, a determination will be made in the student's absence and upon** information available at that time.

#### 2. Adjudication by the Faculty Member

An alleged Academic Integrity Code violation may be adjudicated directly by the faculty member (faculty resolved), referred to the Provost/Dean of the Faculty or their designee or referred to the Vice President/Dean of Students or their designee. Cases referred to the Vice President/Dean of Students or their designee will be adjudicated in a manner consistent with general conduct procedures.

##### A. Procedures for the Resolution of Academic Integrity Cases by Faculty (Faculty Resolved)

1. The faculty member should contact the student immediately upon the allegation of a violation of the academic honor code. However, in the case of allegations of cheating during an exam or other testing situation the student should be allowed to complete the exam period unless it is disruptive to the educational environment.
2. The faculty member should provide to the student in writing the allegations or academic misconduct as well as a scheduled date and time to meet to so the student can respond. An effort should be made to do this as timely as possible. Official Mills College email is the most appropriate method of communication.
3. At the initial meeting the faculty member should review the student conduct process for academic integrity cases, ensure the student understands the process and then review the allegations with the student. The

student should have the opportunity to present their perspective. Student may choose to accept responsibility during this meeting or in response to the initial email. If so, the faculty member can move to the sanction phase of the process. If the student does not accept responsibility the faculty member should continue with the fact finding process.

4. If the faculty member feels at any time they cannot provide a fair opportunity for the student to address this matter or they feel they are not best suited to hear the matter they should refer the case to the Provost/Dean of the Faculty or their designee. If the student contests the ability of the faculty member to adjudicate the case the faculty member should consult with the Provost/Dean of the faculty or their designee before proceeding.
- B. If the faculty member determines that the student violated the Academic Integrity Code, they may impose the following sanctions:
1. Ask the student to repeat the assignment;
  2. Impose a lower or failing grade for the particular assignment; or
  3. Assign a lower or failing grade for the course.
- C. In addition to a sanction, the faculty member must report the incident to the Dean of Students who will record the **incident in the student's** conduct file. More than one reported incident to the Dean of Students **during a student's** program of study at Mills College may result in more significant conduct charges from the Conduct Officer and a possible outcome of dismissal from College.

## B. ACADEMIC INTEGRITY CODE VIOLATIONS

Faculty members establish the structure and content of academic exercises and examinations, and the manner in which students are assessed. In general, course instructors outline their policies for sanctioning violations of academic integrity standards on course syllabi.

Students are expected to know, understand and abide by the following academic integrity standards. Furthermore, students must be prepared to accept the consequences if they choose to violate those standards, which include, but not limited to:

1. Cheating: Students shall honestly prepare assignments and take examinations and submit them at the time and in the manner specified by the instructor. The content of all submitted examinations and assignments is assumed to **represent the student's own work unless otherwise specified by the assigning instructor (e.g., group projects)**. It is the responsibility of the student to seek clarification on whether or not the use of specific materials or collaboration are allowed. A student shall not use unauthorized materials. Unauthorized materials shall include but not limited to:
  - a. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.
  - b. Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.
  - c. Using any materials or resources which the faculty member has notified the student, or the class are prohibited.
  - d. Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.
  - e. Prohibited collaboration or consultation with another person on any academic activity unless the students has the express authorization from the faculty member. This includes collaborations on any take home

**materials or course work when not authorized to do so, looking at another student's examination during** the time of the exam or test. This includes any form of communication through text messaging, telephone, email, verbally, or in writing.

2. Plagiarism is a serious breach of academic trust. For purposes of the Mills College academic standards, plagiarism **is defined as representing as the student's own work all or any portion of the work of another. Plagiarism includes** but it not limited to
  - a. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
  - b. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.
  - c. Proper forms of citation for an assignment are determined by the assigning course instructor. When the definition of plagiarism in a particular field or course differs from the above, the instructor will provide a definition to be used in the context of that class on the syllabus.
3. Providing False or Misleading Information- In maintaining the Honor Code, students shall not intentionally or in bad faith make a false or misleading statement. During the course of an investigation of an Honor Code violation students shall not at any time make a false or misleading statement to any person charged with investigation or deciding the outcome of an academic integrity matter.
4. Interference with an Academic Activity
  - a. Students shall not remove, conceal, destroy, damage, or remove materials that are necessary to complete an academic activity.
  - b. **Students shall not tamper with another student's work**
  - c. Student shall not make recordings of any academic activity without the express authorization from the faculty member, and if required by law, from the other participants. This includes any class, co-curricular meeting, organizational meeting, or meeting with a faculty member.
5. Purchase/Acquiring of Academic Work
  - a. Students shall not offer, give, receive, or solicit a bribe of money, materials, goods or services or anything of values for the purpose of receiving an academic advantage regardless if an advantage was actually enabled.
  - b. Students shall not submit as their own work a paper or other academic work purchases or otherwise obtained from an outside source.
  - c. Students shall not acquire previous or current copies of exams or other test materials without permission of the faculty member.

Note: The following pledge must be written and signed by each student upon completion of every assignment and **examination, except when group work has been assigned by the faculty member: "I have neither given nor received aid on this assignment and I have completed it as specified."**

The classroom space is at the heart of a learning community. Therefore, students are expected to conduct themselves in the classroom in a manner that supports the learning and safety of all members of the community. This includes engaging in civil discourse, following the guidelines of the instructor, and abiding by the Community Standards as outlined in the Student Conduct Code section, especially those standards prohibiting disruptive behavior in the classroom. Faculty members should refer violations of the Student Conduct Code to the Vice President for Student Life and Dean of Students who will deal with the matter through the Student Conduct System.

The following fact-finding, hearing, decision-making and appeal procedures are based upon the assumption that reason will prevail, that fundamental fairness will be honored, that confidentiality for both complainants and respondents will be honored to the maximum possible extent, and that timely resolution of cases will be sought.

The Provost/Dean of the Faculty bears primary responsibility for oversight of the academic integrity procedures. Changes in these procedures may be adopted following approval by the usual administrative procedures used by the College.

### C. Sanctions

Whether an allegation is brought before the board for repeated violations or as an initial allegation, if the student is found responsible for the violation, the Board may impose the following sanctions:

- a. Grade sanctions, including the assignment of a lower or failing grade in the course;
- b. Dismissal from the course in question;
- c. Recommend suspension from the College to the Provost and Dean of Faculty; and
- d. Recommend dismissal from the College to the Provost and Dean of Faculty.

**SUSPENSION:** Suspension from the College involves the temporary removal of the student from the College for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Suspension from the College involves the following: the action of suspension will be noted on the student's disciplinary record; the student will be withdrawn from all enrolled courses; the student shall forfeit fees; the student must refrain from visiting the College premises except when engaged in official business approved in writing from the Provost/Dean of Faculty or designee. The persons notified may include College officers, guardian on record with the College, academic deans, security, or other appropriate personnel at the discretion of the Provost/Dean of Faculty.

**Reinstatement:** When a student has concluded the suspension period and completed any conditions accompanying the suspension, the student must submit a letter to the Provost/Dean of Faculty requesting reinstatement and provide evidence that the student has satisfied the terms of the suspension. The student may return to the College only after the Provost/Dean of Faculty or designee has made an affirmative decision.

**EXPULSION:** Expulsion is the most serious College disciplinary action and involves the permanent exclusion of the student from the College. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of expulsion; provided to the student, the student's department, and their parents or guardian if the student is a dependent; permanent notation of the expulsion on the student's academic and disciplinary records; withdrawal from all courses; and forfeiture of tuition notification of the expulsion and fees. Any student expelled from the College must refrain from visiting the College premises except when engaged in official business approved in writing by the Provost/Dean of Faculty or designee.

#### Implementations of Sanctions

Sanctions take effect at the time they are determined, unless otherwise specifically noted. If a student indicates an intention to appeal, the implementation of sanctions may be delayed until the appeal decision is made; or if the student fails to submit an appeal in a timely fashion.

### D. Appeals Process

Students have the right to appeal decisions in one of the follow ways. Students can appeal any case heard by the faculty to the Provost/Dean of the Faculty or their designee or to an Academic Integrity Board. The decisions of the Academic Integrity Board may be reviewed by the Provost and Dean of Faculty or their designee, whose decision is final.

#### 1. Criteria for Appeals

- a. The appeal must be received by the Provost/Dean of the Faculty or their designee within five (5) business days of receipt of the sanction. The appeal must address upon one or more of the following key issues:

- i. Did the faculty member/Provost designee, or Academic Integrity Board conduct the hearing in such a way that the parties involved had an adequate opportunity to prepare their case?
    - ii. Is there evidence that procedural error occurred that unfairly and/or materially affected the outcome of the case?
    - iii. Was the evidence presented at the hearing substantial enough to justify a decision?
    - iv. Is there new, relevant evidence that was unobtainable at the time of the original hearing?
  2. Adjudication by the Academic Integrity Board
    - a. Hearings conducted but the Hearings Board will follow the same process as outlined in the Student Code of Conduct process related to general misconduct.
  3. Composition of the Academic Integrity Board
    - b. The Academic Integrity the Board will consist of a chairperson, two (2) students, two (2) faculty members and one (1) staff member selected from a pool of trained conduct hearing board members. The chairperson will be appointed by the Provost and Dean of the Faculty. The Chairperson, in collaboration with the Vice President/Dean of Students or their designee will solicit members of the pool to participate on the Board.
    - c. The student pool consists of no fewer than three (3) students selected by Dean of Students in consultation with the Associated Students of Mills College (ASMC), and approved by the Provost and Dean of Faculty (or designee). The faculty pool consists of no fewer than three (3) faculty members. Faculty members are selected by the Provost and Dean of Faculty, in consultation with the Faculty Executive Committee. The staff pool should consist of no fewer than 2 staff appointed in consultation with the Vice President of Student Life. All members of the pool will be convened early each academic year for training.

## E. Record Keeping

- a. The Student Conduct Officer will ensure that all sanctions are completed by the specified date and will submit aggregate data regarding infractions and sanctions to the Provost and Dean of the Faculty for compilation in an annual report to the community. A record of disciplinary procedures and findings will be **kept in the students' conduct file in the Office of the Dean of Students. Conduct files do not become part of the students' transcript, but they are considered part of the College's educational record for the student.**

### III. RESIDENTIAL LIFE AND HOUSING POLICIES, REGULATIONS, AND PROCEDURES

In addition to the Community Standards of Conduct as well as Student Activities policies and procedures, residential students must also be aware of and abide by the following residential life and housing policies, regulations and procedures.

NOTE: Students may obtain a copy of the conduct procedures to adjudicate alleged violations from the Residential Life.

#### 1. Abandoned Items

**Items left on College property after a resident's termination of occupancy will be considered abandoned, and will be** discarded or donated to charity. No storage of personal property is available. Requests from students who are experiencing difficult situations and need special arrangements will be reviewed by College personnel on a case-by-case basis and addressed accordingly. Students who have abandoned items will be contacted via their official mills.edu email address and given up to 5 days to collect their items, after which the items will be discarded or donated. If a moving company is **requested by the student, roommates/apartment mates will need to be given 24 hours' notice to approve the time of the** move. If the roommates cannot accommodate the scheduled moving time, another time must be scheduled.

**Personal belongings placed outside of a resident's assigned living space will be considered abandoned and will be removed** and discarded. College-owned furniture moved outside of its designated room will be removed, and students whose rooms are missing furniture when vacated will be charged the full replacement cost of the furniture. Fees may be assessed for removal, disposal, and/or storage of abandoned items. This policy does not apply to items turned in to the Department of **Public Safety (DPS) as "lost and found."**

#### 2. Alcohol Policy in Residential Communities

Any person (student or non-student) under the age of 21 may not be in the presence of alcoholic beverages and/or alcohol paraphernalia within the Mills College residential communities. This policy does not apply to dependents, under the age of 21, of parents/guardians, who are 21 and over, living within the Underwood Family Housing Community.

#### 3. Animal Policy

Pets or other animals, other than service and emotional support animals, are not permitted in or around the residential communities with the exception of fish in a 10-gallon or smaller aquarium, or in a fish bowl, or properly registered pets of a live-in professional staff member. Sanctions for violating this policy range from daily fines to losing residency privileges.

All animal owners using Mills College facilities are required to abide by this policy, in addition to all Mills College Policies, all local statutes, ordinances, and regulations pertaining to their animals.

Animals required as aides for service or emotional support for students with disabilities must be registered with Student Access and Support Services (SASS) and the Department of Public Safety (DPS). Registration must be completed before the service or emotional support animal, of a residential student, enters any residential building. DPS requires all canines on campus to have a current city canine license. The city license and all information regarding vaccinations must be presented to DPS for a Mills College canine license to be issued to the canine owner. Questions regarding service and emotional support animals should be addressed to Student Access and Support Services (SASS) at 510.430.2130, Cowell Building or [sass@mills.edu](mailto:sass@mills.edu).

No animals are allowed in any Mills College building, with the following exceptions:

- a. Pets registered with the Mills College Department of Public Safety, as outlined above.
- b. Service dogs and emotional support animals, as defined above.
- c. Pets of residential faculty and staff living in Faculty Village or in a residence hall and who have properly registered their pet with the College.

The following rules also apply:

- a. Violations of the Animal Policy may result in the revocation of animal access privileges on the Mills College campus.
- b. Animal owners are liable for any and all injuries and/or damages caused by their animals to persons and/or property.
- c. Animal owners **MUST** clean up after their animals. Animal owners are expected to carry suitable containers for the removal and proper disposal of animal feces.

### Guests with Service Animals

According to Mills College policy, all Guests of students who have service or emotional support animals must register the animal with public safety upon arrival to campus, either at the front gate or at the Office of Public Safety in CPM. If a guest is planning on staying overnight with the animal on campus, Residential Life's **policy requires that if the guest has not yet registered the animal with DPS, the guest must notify public safety immediately.** Prior to the arrival of their guest and the **guest's service animal, the Mills College residential student must also inform their corresponding RA and AC so that any concerns about community impact (i.e. allergies, etc.) can be addressed.**

Service/emotional support animals are only allowed to stay for the same duration of time as a guest (four (4) days in a row, and no more than ten (10) days per month, see [Guest Policy](#) section f.). If at any time the service animal presents a disruption to the community, the service animal may need to be removed from campus.

[http://www.mills.edu/student\\_services/safety\\_and\\_transportation/animal.php](http://www.mills.edu/student_services/safety_and_transportation/animal.php)

## 4. Appliances

To promote safety and prevent the overloading of electrical circuits, all residents must limit electrical equipment in rooms to study lamps, clocks, small refrigerators, fans, stereos, coffee makers, and other small appliances. Microwaves, hot plates, heating coils, and air conditioners are prohibited in residential communities. The use of surge protectors is recommended with computers, stereos, and other approved electrical equipment. Halogen lamps are NOT permitted, due to fire safety concerns. Cooking appliances in all residences must be used in designated kitchens, not in bedrooms or common area spaces. In addition, use of portable heaters is discouraged, as all residential rooms are equipped with heaters that are operational during the colder months. **Students who choose to bring portable electric heaters are required to bring "fail-safe" types, which are equipped with an automatic tip-over safety shut-off switch.** Portable heaters should not be placed near flammable items (paper, curtains, furniture, clothing, bedding, or anything else that can burn), and should never be left running when residents leave their rooms or go to sleep. Use of electrical equipment and appliances which have been modified or damaged, is prohibited due to risk of electrical shock and fire safety concerns. For further details see [Suggested Items for Living on Campus](#).

## 5. Bicycles

Bicycles must be secured to bicycle racks and not locked to any traffic poles, ramps, or other grounds or building fixtures. Bicycles found secured in unauthorized places may be seized and their owners fined. Bicycle racks are provided throughout campus. If you need additional rack locations please submit a work order to facilities. Bicycles must be stored in student rooms or designated bike rooms only. Students must take their bikes with them at the end of the academic year. Any bike found on campus post-graduation will be removed and donated. If you are a summer resident you must register your bike with DPS to keep it on campus.

## 6. Candles (See [Open Flame](#))

## 7. Catalogs, Guides, and Handbooks

By entering into a License Agreement, residents agree to abide by the rules and regulations set forth by Mills College in all printed and electronic publications. The resident further agrees to abide by the rules and regulations established for residential options that may be updated from time to time. All Mills College students must also abide by any new policies or revisions added to the Student Handbook at the beginning of the spring semester. In the event that policies are added or revised during the academic year, students will be notified of updates via their official Mills College email accounts.

## 8. Combustible Materials Storage

The storage of combustible materials (gasoline, paint thinner, etc.) within any residential facility, including resident rooms, is not permitted.

## 9. Common Areas

Residents are required to keep common areas clear of personal property, including but not limited to boxes, bicycles, mattresses, bed frames, and personal trash. Common areas include hallways, walkways, stairways, libraries, studies, bathrooms, and living rooms.

Damage to common areas of the residence hall during occupancy periods, other than damage caused by natural forces, may be the joint financial responsibility of all occupants of a residence hall or floor.

Bulletin boards and the outside of **residents' doors are considered common space. Doormats are not allowed, as they may** be a tripping hazard during an emergency evacuation. If Mills College staff members are required to remove items left in common areas, residents will be charged for removal. Repeated violations will result in escalating charges and possible judicial action.

## 10. Community Living

Any resident who demonstrates an inability to live in a group setting will be asked modify their behavior, and commit to a behavior contract prescribed by Residential Life professional staff, or will have their License Agreement terminated. When a conflict arises between community members, residents may be required to attend a mediation session facilitated by a staff member. Mills College reserves the right to remove from housing and/or terminate the License Agreement of any individual exhibiting behavior deemed by Mills College staff to be a threat to the community.

## 11. Decorations

Residents may decorate their rooms with the following conditions; violation may result in sanctions.

- a. No wall-hangings or fabric are permitted on the ceiling or over plugs, lights, or doorways, or heaters, for safety reasons.
- b. Multiple outlet power strips equipped with an internal circuit breaker should be used for computer and valuable **electronic equipment. Extension cords should be avoided for other uses and should never be “daisy chained”** together.
- c. Products that leave adhesive damage or stains on paint, ceilings, walls, floors, doors, windows, or Mills College furniture—such as glow-in-the-dark stars and colored adhesive putty—may not be used. Excessive use of pins is forbidden, as is use of screws and large nails. Residents will be charged for excessive damage done to walls, floors, doors, windows, or Mills College furniture.
- d. **Only drafting or painter's tape, removable** mounting strips, push pins, or small picture hangers may be used to hang pictures, posters or other items. Bulletin boards should be hung to display small or multiple items.

- e. Painting of residence space is not permitted.
- f. Decorations deemed by Mills College to be unsafe or damaging College property will not be permitted. Excessive paper and/or combustible decorations are not allowed in common area spaces.
- g. Lights must bear the Underwriters Laboratory (UL) seal of approval.
- h. All holiday decorations must be removed prior to Winter Break.
- i. Christmas trees must have a tag showing that they have been treated with flame retardant.

## 12. Disorderly Conduct

Any conduct that disrupts the normal order of the community is considered disorderly, is prohibited, and could result in the termination of the License Agreement. See also the [Mills College Honor Code](#).

## 13. Eligibility for Campus Housing

If a student becomes ineligible for campus housing due to dropping below 0.25 enrolled credits they will be required to vacate their room, complete the official check-out process, and return their keys within five (5) calendar days of falling below the 0.25 credit minimum.

If a student is disqualified by the Academic Standing Committee and wishes to file an appeal, they must file an appeal no later than the deadline for the first Academic Standing Committee meeting of the semester. If their appeal is denied, the student must vacate their residence, complete the official check-out process, and return their keys within five (5) days. If the student chooses not to file an appeal they must complete the move-out process within five (5) days of academic disqualification.

If a student becomes ineligible for campus housing (due to a leave of absence, a withdrawal, being categorized as withdrawn without notice, failure to enroll in at least 0.25 credits by the add deadline, dropping courses to less than .25 credits, or academic disqualification), and fails to return their keys within five (5) calendar days, locks will be changed at the **student's expense and** their belongings will be considered abandoned (see [Abandoned Items](#)).

## 14. Emergency Preparedness

Residents are responsible for familiarizing themselves with the location of fire alarms, fire-fighting equipment, and emergency procedures for their residence. Emergency procedures are detailed in the Mills College Annual Public Safety, Security and Fire Report located on the Mills College Public Safety website. Each resident is responsible for maintaining their own personal safety supplies, such as water, flashlight, and batteries.

In the event of an emergency, to report services for fire, police, and ambulance services, please contact:

Oakland Police Department Emergency Line:

911 (from an on-campus phone)

510.777.3211 (from cell phones)

AND Department of Public Safety:  
510.430.5555

Public Safety should be contacted after any calls to other emergency personnel are placed, so they can appropriately direct emergency personnel.

## 15. Eviction

The following is a partial list of violations for which exclusion or eviction from campus housing is likely to result. This list is not all-inclusive, but rather is intended to give some examples of serious violations:

- a. Physical abuse of others or self, including assault and sexual assault.
- b. Threats of violence to others or self, including physical threats or sexual harassment.
- c. Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- d. Possession, use or sale of illegal drugs.
- e. Failure to maintain safe and sanitary conditions in living space.
- f. Repeated violation of policies or regulations.

## 16. Fire Alarm/Drill

All residents and guests must evacuate a residential facility immediately when the fire alarm sounds or when instructed to evacuate by Residential Life/College staff. Those who do not evacuate are in violation of Mills College policy and California state fire codes.

## 17. Fire Safety Equipment

It is a criminal offense to tamper with fire alarms and safety equipment, including smoke detectors within student rooms and apartments.

## 18. Guest and Escort Policy

- a. Guests from other halls, apartments/houses, and off-campus are welcome to visit; however, they must be escorted by a resident at all times.
- b. Unescorted guests are not permitted in any residential space (i.e. building, floor, hall, bathroom, etc.)
  - i. Only residents of a Mills College residence hall, co-op, apartment, or house may enter their building and move about unescorted.
  - ii. All guests are required to be escorted by a resident (whom is authorized to live in the residential space within which they are ) at all times.
- c. Guests are the responsibility of their hosts, and must abide by all rules and regulations of Mills College. No resident may have more than five (5) guests at any given time.
- d. Overnight guests are permitted to stay in a student room, apartment, or house only with the permission of all occupants.
- e. Guests are not permitted to stay overnight in common areas of the residential communities.
- f. Regardless of host, a guest may not stay overnight in a room, apartment, house, or anywhere on campus for more than four (4) consecutive nights or longer than a total of ten (10) nights each calendar month.
- g. Exceptions to these limits require the prior permission of an Residential Life professional staff member. Permission cannot be given by a Resident Assistant.
- h. Guests are prohibited from using any Mills College residence as a primary residence.
- i. Capacity is six (6) people in traditional residence hall rooms (single, super single, double rooms) and 20 people in apartments and/or houses. Porches are considered extensions of student rooms. Maximum capacity for rooms with porches is six (6) people.
- j. The host is expected to adhere to the Honor Code, California State Laws, and all Mills College residential policies.
- k. Guests with animals (see [Animal Policy](#))

Mills College reserves the right to deny guest privileges to any resident who abuses this policy.

## 19. Health and Safety Policy

Behavior that endangers the health and/or safety of residents or others may result in conduct action, including, but not limited to, a behavior contract, referrals to appropriate resources, reassignment, and/or termination of License Agreement. Residential Life and/or HMDS staff may conduct a walk-through of any residential space with 24 hours advanced notice, to

look for health and safety hazards, policy violations, and maintenance concerns. Walk-throughs may be conducted during the semester with 24 hours' advance notice. After closing the residential communities for winter break, staff will walk through all of the traditional halls to assess the safety and security of the building.

Residential Life professional staff is permitted to conduct a Mental Health and Welfare Check of a residential student, at the recommendation of Counseling and Psychological Services, Public Safety, or HMDS, without 24 hours' prior notice.

## 20. Housekeeping

Failure to properly care for residential units, and to leave them in good, clean condition upon termination of occupancy, will result in charges **to a student's account**. Charges assessed for damage or cleaning costs in spaces not within the confines of individual student rooms will be divided among all occupants of the unit.

## 21. ID Cards for Underwood Residents

All Underwood residents—students, partners, and children—are required to have photo ID cards issued by the College. ID cards can be obtained at the HMDS Office.

## 22. Kitchen Knife Use and Storage

Students living in the traditional residence halls (Ethel Moore, Mary Morse, Lynn Townsend White, Orchard Meadow, and Warren Olney Halls) are permitted to possess one knife in their residential space for the purpose of food preparation/consumption; the blade length may not exceed four inches. Residents of the Courtyard Townhouses, Larsen House, Prospect Hill, Ross House, and Underwood Family Housing are permitted kitchen knives and utensils intended for the purpose of food preparation; blade length restrictions do not apply. When not in use, these utensils must be properly stored to mitigate the possibility of injury or harm.

## 23. Laundry

Laundry facilities are located in each residential building and may be used free of charge by building residents. Misuse of this privilege and intentional damage to any laundry machine are grounds for termination of the agreement.

## 24. Liability for Loss

Mills College assumes no responsibility, and does not provide insurance or any other financial protection, for residents, family member occupants, their guests, or their respective property. Residents are advised to obtain their own insurance protection against loss, theft, or damage of personal property (such as computers, stereos, cell phones, jewelry, cameras, etc.).

## 25. License Agreement for On-Campus Housing: Terms and Conditions

Please see [Appendix 7](#).

## 26. Move-In and Check-Out

Residents must check in to their campus residences during designated move-in dates and times only, and must remove their possessions and check out by the date assigned by Mills College. Before checking out of their campus residence, student residents must schedule an appointment at least 48 hours in advance with a Residential Life staff member to review the condition of their space (or complete Express Check-Out when available). Residents are considered to be checked out only after they have vacated their residence, held a check-out inspection with the appropriate Residential Life staff member (or completed Express Check-Out), and returned all residence keys to HMDS. Fines will be imposed for failure to complete these procedures.

Items left in student housing after a student's official move-out date will be considered abandoned and fees may be assessed.

## 27. Noise

Every resident is entitled to reasonable study and considerate rest conditions in all campus housing. Any resident may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest or quietly enjoy the community. When a reasonable request is made in one of these situations, a resident must comply or face possible conduct action. (See [Quiet Hours](#))

## 28. Open Flame

Open flames are not permitted in any Mills College residential facility. This includes, but is not limited to, candles, incense, smoking, and the burning of any materials or other flame-emitting articles. **For the purposes of this section, "smoking," or "smoking of tobacco products," includes use of electronic cigarettes.** If candles or incense are discovered they will be confiscated. Residents will be billed for any damage caused by their use of candles or incenses. See list of [Damage Charges](#).

## 29. Parties/Gatherings

All parties/gatherings must be registered with Residential Life. Online Party Registration Forms are available by contacting any Pro Staff member in Residential Life. Parties/gatherings are defined as ten (10) or more people in an apartment, a house, or a common space (recreation rooms, libraries and living rooms) in a traditional residence hall. Residents hosting parties must abide by the Guest Policy and the Room Capacity Policy.

Since capacity for a traditional residence hall room is limited to six (6) people; parties/gatherings, as defined by Mills College, can only be held in common spaces (rec. rooms, libraries and living rooms) within the traditional residential communities. Parties/gatherings as defined by Mills College may be held in individual apartments or houses within the Independent Living community.

The following conditions for a registered party within the residential communities must be met by the host of the party:

- a. Guests must be personally invited by the party host; no advertising is permitted, including public advertising on social networks.
- b. The party host(s) must meet with a professional Residential Life staff member for approval at least five (5) days in advance of the event with a completed Party Registration Form.
- c. **The party host is responsible for guests' behavior and any damage or disturbance.**
- d. The party host must be able to think clearly and act responsibly throughout the duration of the party.
- e. In the event of an unexpected situation, it is the **party host's responsibility to contact the Resident Assistant (RA) on duty, Public Safety or other emergency personnel as needed.**
- f. The party host must outline their escort plan for the coming and going of guests, list what other residents will also be hosting any guests, and outline their escort plans as well.
- g. As a courtesy to others, the party host should inform their neighbors located by the party/gathering location of the date and time of the party within 48 hours of the party/gathering if in an apartment or house. If the party gathering location is in a common area of a traditional hall, the party host must post a sign with the date and time of the party/gathering within 48 hours of the event. The sign should be placed on the door of the common area and/or the door of the apartment or house in which the event is taking place.
- h. Party times must adhere to campus and/or hall/floor/community quiet and courtesy hours.
- i. The party host is expected to adhere to the Honor Code, California State Laws, and all Mills College residential policies.
- j. If alcohol is to be served, the party host is expected to be familiar with and adhere to the College Alcohol Policy explained in the Policy Section of this Handbook.

### 30. Posting/Offensive Materials

Any materials posted in common/public areas, including the outsides of room/apartment doors and windows, are subject to approval by Residential Life staff. The outsides of resident doors are considered common/public space. Residents who are concerned by materials posted in common areas should consult with a Residential Life staff member immediately. Residential Life staff will investigate and if necessary, conduct meetings to address the situation.

### 31. Privacy and the Right of Entry and Search

- a. Mills College respects the privacy of all residents, but also reserves the right to enter and take possession of rooms, apartments, or house space upon breach of this License Agreement.
- b. Authorized Mills College personnel may enter a **resident's room, apartment, or house with 24 hours' notice (where practicable)** during reasonable hours when necessary to provide service, repairs, improvements or maintenance, or to perform health and safety checks.
- c. Authorized Mills College personnel may enter without notice in emergencies when deemed necessary to protect the safety of the resident or other occupants, to provide emergency service or conduct safety inspections, or whenever there is reason to believe that the terms and conditions of this agreement are being violated or laws are being broken.
- d. Students can expect Facilities **to enter their rooms or apartments without notice within 72 hours of a roommate's move-out**, to prepare the vacated space for future occupants.
- e. Any use, possession or distribution of illicit drugs is a violation of this Agreement. Mills College reserves the right to enter and search a **resident's room, apartment, or house space without notice on reasonable suspicion of a resident's involvement in unlawful activities**, including use, possession or distribution of illicit drugs.
- f. Any search without notice of a **resident's room, apartment, or house (as distinguished from an emergency service or safety inspection)** will be carried out only with adequate cause, and with the explicit authorization of the Vice President for Student Life and Dean of Students or other College Officer. For such a search, every effort will be made to have the resident present at the time of the search. If this is not possible, the resident will be notified as soon as possible after the search.

### 32. Public Health and Communicable Diseases

Residents and Underwood family occupants should have up-to-date immunizations before arriving on campus. Routine immunizations include tetanus-diphtheria, measles, mumps, rubella, polio, hepatitis B, and chicken pox. Influenza and meningococcal immunizations are also recommended.

In the event of an outbreak of a communicable disease, the infected resident will be asked to secure housing off-campus until medical clearance is received. If off-campus options are not available, Mills College will work with County Public Health guidelines, and may need to relocate the infected resident to a quarantine area on campus.

### 33. Quiet Hours

Quiet hours are 11:00 pm to 8:00 am Sunday through Thursday, and 1:00 am on Friday and Saturday nights to 9:00 am on Saturday and Sunday mornings. Due to the presence of small children, Underwood Apartment quiet hours are 7:00 pm to 7:00 am Sunday through Thursday, and 9:00 pm to 9:00 am Friday and Saturday.

During these hours residents are expected to refrain from excessive noise and other disruptive activities. Hall or apartment governments may set quiet hours that are more restrictive than the campus-wide quiet hours. Non-designated quiet times **are to be considered "courtesy hours," during which residents and guests must be respectful** of a request for more quiet. During finals week, quiet hours may be extended. Residents needing more quiet time may apply for the 24-Hour Quiet Floor or the 12-Hour Quiet Wing. (See [Noise](#))

### 34. Repairs, Maintenance and Alterations

- a. All maintenance and repair must be performed under the direction of Mills College, through the Housing Management and Dining Services Office (HMDS). Repairs should be requested by logging on to <http://intranet.mills.edu/workorders/main> and submitting a Work Order.
- b. **Submission of a Work Order grants permission to enter a student's residence without notice (unless it is specified on the Work Order that the student would like to be present or to be contacted before entry).** Authorized Mills College **personnel will enter a resident's room, apartment, or house with notice during reasonable hours when necessary to provide service, repairs, improvements, or maintenance.** Mills College reserves the right to enter a room for emergency service and safety inspections.
- c. If repairs or maintenance are needed due to negligence or improper use by the resident or by their guests, the **resident will be charged for any costs. Room damages will be applied to the resident's student account after a room check is completed by a staff member.** In the event that a major repair to a room or apartment is necessary, Mills College reserves the right to relocate the resident(s) to an alternate space. Should repairs be necessary over and above normal wear and tear, damage charges will be assessed to the resident. See list of [Damage Charges](#).
- d. Any questions regarding charges should be directed to Housing Management and Dining Services in Sage Hall.
- e. Residents (and family member occupants in the case of Underwood Apartments) may not make alterations or modifications (e.g. adding structures, changing the configuration, etc.) or undertake any redecorating of their residence without the prior written consent of Mills College. Residents and family member occupants may not remove any Mills College property from their residences, or from Mills College grounds or buildings.

### 35. Residence Assignments

Residence assignments are made either for the academic year or year-round. Students returning to on campus housing in the fall may select their rooms during Room Draw the previous spring. Assignments are made for entering students during the summer.

- a. Changes in residence assignments require the permission of the Housing Management and Dining Services Office and the Residential Life staff. No changes in residence will occur before the third week of classes of any semester. Requests for room changes will only be granted the fourth and fifth weeks of classes of any semester. Before or after this two-week block of time, requests for room changes will ONLY be granted in the event of an emergency or verified medical need. Students requesting a room change for the beginning of the Spring Semester must turn in a room change form no later than November 10. Students may only switch rooms once per academic year.
- b. Mills College reserves the right to assign roommates to rooms or apartments. In some cases, residence hall students living in double rooms without a roommate may have the opportunity to temporarily convert their room to a **"super single" room for an additional fee.** Mills College will notify residents when this option is available.
- c. If students choose not to convert their rooms to super singles when offered the opportunity they may request their own roommates/porch mates, or they may indicate that they are willing to have Mills College assign another student to their rooms, remaining in their rooms at no additional cost.
- d. A roommate can be assigned at any time during the academic year, so students living in double rooms without a roommate must keep the other side of the room clean and free of their belongings.
- e. Mills College reserves the right to change room assignments based on College need. Under certain circumstances, residents may be assigned to a residence for a temporary period of time, to be determined by Mills College. In such cases, residents must move to a permanent (annual) assignment at the request of Mills College. Billing will reflect both temporary and permanent assignments.\
- f. Residence assignments are informed by various information and documentation provided by the resident including but not limited to; class year, the gender identity by which the student identifies, and requested accommodations like a registered emotional support animal and/or food allergies.

### 36. Residential One-on-One Advancement Discussions (ROADs)

Any new undergraduate student living in the residential communities at Mills College must complete four (4) ROAD meetings during the academic year, two meetings per semester, with their Resident Assistant (RA). Failure to complete ROADs meetings could result in administrative sanction.

ROADs are the official way that RAs communicate with first-time residents, in order to support them in a successful living experience on campus. ROADs help retain students and proactively provide them with financial, academic, professional, and personal resources, based on the need of the student.

Any Underwood resident is required to complete 4 ROAD meetings with an RA or an Area Coordinator (AC) during the academic year, with two meetings per semester.

### 37. Roofs

No one is permitted on the roof of any facility.

### 38. Room Capacity Policy

Traditional residence hall rooms (single, super single, and double) have a capacity of six (6) people. Apartments and/or houses have a capacity of twenty (20) people. Porches are considered extensions of student rooms. Maximum capacity for porches is six (6) people.

### 39. Room Changes (See [Residence Assignments](#))

### 40. Roommate/Neighbor/Porch Mate Agreement Policy

Any resident living with a roommate, apartment mate(s) or housemate(s) is required to complete a roommate agreement and attend a roommate agreement meeting with the Resident Assistant (RA) within the first two weeks of occupancy. Failure to complete the roommate agreement and/or attend the roommate agreement meeting could result in an administrative sanction.

The roommate agreement is the official way that community standards are set for a shared living space in the residential communities, apartments and houses at Mills College. Failure to live within the expectations set out in the roommate agreement may result in judicial proceedings, an administrative move, a behavioral contract, or a cancellation of the License Agreement. Roommates have the right to renegotiate the roommate contract agreement based upon changing needs within the living space. A new roommate contract agreement meeting will be conducted and a new agreement signed within two weeks in the event that any new roommate is added to the living space.

Any Underwood resident is required to complete a neighbor agreement and attend a neighbor agreement meeting with the Resident Assistant (RA) or Area Coordinator (AC) within the first two weeks of occupancy. Failure to complete the neighbor agreement and/or attend the neighbor agreement meeting could result in an administrative sanction.

The neighbor agreement is the official way that community standards are set for the Underwood community and the shared spaces within the Underwood community. Failure to live within the expectations set out in the neighbor agreement may result in judicial proceedings, an administrative move, a behavioral contract, or a cancellation of the License Agreement. Neighbors have the right to renegotiate the neighbor agreement based upon changing needs within the Underwood community. A new neighbor agreement meeting will be conducted and a new neighbor agreement signed within two weeks in the event that any new neighbor is added to the Underwood community.

Any resident is required to complete a porch mate agreement and attend a porch mate agreement meeting with the Resident Assistant (RA) within the first two weeks of occupancy. Failure to complete the porch mate agreement and/or attend the porch mate agreement meeting could result in an administrative sanction.

The porch mate agreement is the official way that community standards are set for a shared space (porch) in the residential communities. Failure to live within the expectations set out in the porch mate agreement may result in judicial proceedings, an administrative move, a behavioral contract, or a cancellation of the License Agreement. Porch mates have the right to renegotiate the porch mate agreement based upon changing needs within the shared space. A new porch mate agreement meeting will be conducted and a new porch mate agreement signed within two weeks in the event that any new porch mate moves in.

#### 41. Room Condition and Furniture

Upon moving into a room or apartment, residents are issued a Room Condition Form (RCF). This must be completed in detail and returned to the Housing Management and Dining Services (HMDS) Office (Sage Hall) within three (3) calendar days of move-in. Accurate and complete information on this form will prevent residents from being charged for damage or loss of items that occurred prior to their occupancy.

The cost of any damaged or missing furniture that is not indicated on the RCF form will be assessed to the resident. Residents are responsible for any damage that occurs in their room or apartment. Mills College furniture (including bed frames and beds) may not be removed from its assigned room. Exceptions may be made for mattresses only in case of medical need. Mills College mattresses are extra firm and of standard twin size. A letter from a doctor must be submitted to Services for Students with Disabilities, who will then authorize the mattress storage and contact Housing Management and Dining Services (HMDS) for removal.

Residents are expected to give reasonable care to their room and its furnishings, maintaining sanitary conditions acceptable **to Mills College. It is the resident's responsibility to keep** their living space free from food and debris, which could attract rodents and other pests.

Underwood residents may place a modest amount of furniture intended for outdoor use outside of their residences, at their own risk.

#### 42. Screens

Residents who remove and/or tamper with room or common area screens are in violation of College policy, and are responsible for damage/replacement charges.

#### 43. Shower/Tub/Toilet Stall Usage

Showers, tubs, and toilet stalls are to be used by one person at a time. It is prohibited to have more than one person in a stall at any given time.

#### 44. Sick Meals

If a student cannot go to Founders Commons due to illness, a student can have a student peer deliver a sick meal to them, with the approval of the Area Coordinator on Duty (ACOD). No sick meals will be delivered unless another student is available to pick up the meal from Founders.

To request a sick meal during regular business hours, the student should call the Cowell building. The Area Coordinator on Duty will then call the student to document the name and student identification number of both the resident who is sick and the peer who will pick up the meal.

Outside of regular business hours, the resident should call the Resident Assistant on Duty (RAOD). The RAOD will then document the name and student identification number of both the resident who is sick and the peer who will pick up the meal.

Sick meals cannot be obtained from the Tea Shop. For each sick meal, one meal will be deducted from the student's meal plan. Due to billing processes, no sick meals will be provided on Tuesdays.

Residential Life and Bon Appetit will track all sick meals. If there is a concern that this option is being abused sick meals privileges can be revoked.

#### 45. Squatting

Individuals occupying Mills College facilities without an approved License Agreement will be considered trespassers, and will be asked to leave. Exceptions are outlined in the [Guest Policy](#).

#### 46. Storage

**Storage is limited to the closets located in the resident's room/apartment. The storage of any materials (boxes, furniture, etc.) in common areas or unoccupied spaces of the residential facilities is not permitted and will be removed.**

#### 47. Subletting

Subletting of Mills College housing or facilities is prohibited.

#### 48. Telephones

There are common area telephones in or outside of all residential communities and independent living spaces on campus. The phone can be used to call on-campus numbers and 911.

#### 49. Trash and Recycling

Residents and their guests must use the proper facilities for trash and/or recycling. If a residents fail to remove items outside of their residence they will be considered trash and will be removed by Housing Management staff. Student residents of that space will be charged a removal fee for these items. Residents may not place their own trash or recycling containers in public space. Items placed in indoor recycling containers must be properly washed and separated. The following electronic items can be brought to Lucie Stern 21 during regular business hours (Monday through Friday from 9:00 am to 4:00 pm) for recycling:

Computers	Power strips	VCRs	Toner/Laser cartridges
Computer parts	Floppy disks and CDs	Fax machines	
Power supplies	CPUs and Servers	Stereo equipment	
Phones (cell phones)	TVs, MP3, and DVDs	CD jewel cases	
Monitors	CD players	Printers and copiers	

The following items are hazardous waste and may NOT be disposed of or left for donation pick-ups anywhere on campus: Blenders, Coffee makers, Microwaves, Refrigerators, and Batteries.

#### 50. Unauthorized Presence

Residents are not permitted in areas and rooms that are locked and/or for which they have not been assigned access (e.g., empty rooms, food services areas, storage, mechanical rooms, etc.).

## 51. Windows/Building Ledges/Porches

Residents are not allowed to sit on window, building, or porch ledges. Storage of any materials on window ledges/porches is not permitted. Residents who permit any item to fall, drop or be thrown from any residence window or porch will be in violation of policy. Residents are not allowed to exit or enter a room via a window or porch except in the event of a life safety.

# APPENDICES

APPENDIX 1 EVENT PLANNING AND REGULATIONS

APPENDIX 2 MILLS COLLEGE GRIEVANCE POLICY AND PROCEDURES

APPENDIX 3 MILLS COLLEGE SEXUAL MISCONDUCT POLICY

APPENDIX 4 THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

APPENDIX 5 ADMINISTRATIVE WITHDRAWAL POLICY

APPENDIX 6 NUDITY AND SUNBATHING POLICY

APPENDIX 7 LICENSE AGREEMENT FOR ON-CAMPUS HOUSING TERMS AND CONDITIONS

CAMPUS PHONE NUMBERS

## APPENDIX 1: EVENT PLANNING AND REGULATIONS

1. All student events must be approved by the Center for Student Leadership, Equity, and Excellence. Residence Hall events must be approved by the Office of Residential Life and meet Residential **Life's** planning requirements.
2. **A student from a club and or an organization must submit an online "Room Reservation/Set Up Request" form at least five (5) business days prior to the event.**
  - a. **The "Room Reservation/Set-up Request" form** is automatically forwarded to the Center for Student Leadership, Equity, and Excellence to approve the nature of the event.
  - b. The student may be asked to email additional information regarding the nature of the event or program to the Coordinator of Student Activities.
  - c. If the event is a Level Three or Four Event (see Event Levels below) or when deemed necessary by the Center for Student Leadership, Equity, and Excellence, a meeting will be requested with at least two members of the Club or Organization hosting the event and Coordinator of Student Activities. (Please note that if more than one club is planning an event, at least one representative from each club will need to meet with the Office of Student Activities).
  - d. The student will be notified via e-mail or in person regarding the approval status of the event.
3. Individual Student Event Sponsorship  
If an individual student wishes to host an event, the student should meet with the Coordinator of Student Activities or their designee.
4. Levels for Student Activities Events  
Student events will be categorized in the following way:
  - a. Level One: organization meeting or small gathering for an internal Mills College audience.
  - b. Level Two: guest speaker or presentation for an internal Mills College audience and possibly for external audiences; less than 50 people expected to attend.
  - c. Level Three: passive event, such as film screening, play or show where body contact is unlikely; larger-scale event with more than 50 people expected to attend, advertised to internal and possibly external audience, or any event where alcohol is served.
  - d. Level Four: active event, such as a dance or party where body contact likely; larger-scale event with more than 50 people expected to attend, advertised to internal and possibly external audience, alcohol may not be served.

### Event Approval Process

1. Student Organization Sponsorship  
Events that meet the above criteria must be sponsored by a recognized student organization and are required to have two (2) Mills College student event coordinators who are responsible for overall planning and management of the event. If alcohol will be served, one of the coordinators must be at least 21 years of age and a faculty or staff member must be present for the entire event.
2. Approval  
A student will be notified via email regarding the approval status of Level One and Level Two events by College Events. For Level Three or Level Four events, organizations must consult with the Center for Student Leadership, Equity, and Excellence at least four (4) weeks in advance of the event. Approval status of Level Three and Level Four events will be emailed to the student after the consultation meeting with the Center for Student Leadership, Equity, and Excellence

3. Determine Event Date  
Refer to the [Master Calendar](#) and class schedule for room and time availability. The Master Calendar is the official campus document used to maintain information on all campus events. Advance planning (preferably a semester in advance for major events) is advised to avoid scheduling conflicts.
4. Schedule Event  
Students must schedule events through College Events using the [Room Reservation Request Form](#). For information on how to schedule events please email the Center for Student Leadership, Equity, and Excellence at <mailto:thecenter@mills.edu> or call 510.430.2054.
5. Event Location Approval  
The student will be notified of event and location approval by email. If the event is approved, it will be posted on the Master Calendar. It is advisable to visually check the reserved space in advance of the event. Broken fixtures **and light bulbs can be fixed with two weeks' notice by completing a [Work Order](#) form.**
6. Event Cancellation  
If the event must be cancelled, notify College Events at [events@mills.edu](mailto:events@mills.edu) and the Center for Leadership, Equity, and Excellence, indicating name of event, confirmation number, and event date. A cancellation acknowledgement by College Events will be sent to you and other departments as needed once the event has been removed from the Master Calendar. Other departments must be notified as needed (i.e., Technical Services, Campus Facilities).
7. Event Restrictions  
All events held Sunday through Thursday must close by 12 midnight; and alcohol service must end at 11PM. All events held on Friday or Saturday must close by 1 AM and alcohol service must end at 12 midnight.
  - a. Events During Orientation, Finals, Reading Days  
Events during Orientation must be approved through the Center for Leadership, Equity, and Excellence. Events are not permitted during final exam periods and are only permitted during Reading Days with special permission from the Center for Leadership, Equity, and Excellence.
  - b. Commencement Weekend  
Outdoor private parties on campus on Commencement weekend require advance location reservation through College Events. Reservations are taken beginning in late March. More information can be found at [www.mills.edu/commencement](http://www.mills.edu/commencement).

### Event Guidelines

1. Capacity
  - a. It is important to note the capacity in the spaces that you are considering to host your event. Exceeding space capacity can result in events being cancelled or moved.
  - b. Please see College Events or room signage for capacity.
2. Admittance Policy for Student Sponsored Events
  - a. For College Level Three or Four events where alcohol is served, guests must be 18 years of age and older, and must **have valid I.D. to show proof of age. Valid I.D. includes one of the following: a photo driver's license, a State or Government issued I.D., college or university I.D., or a passport.**
  - b. For College Level Three or Four events where alcohol is not served, guests must be 16 years of age and older, and must have a valid I.D. (listed above). Guests who are 16 or 17 years of age must be personally invited, and members of the host organization must sponsor them throughout the event.

- c. I.D. cards will be checked at all events by the host organization or Public Safety.
3. Public Safety Staffing
    - a. Public Safety Staffing is required for all Level 4 events and may be required at Level 3 events. The Center for Leadership, Equity, and Excellence will determine the necessity of Public Safety Staffing.
    - b. Officers must be secured for the event at least three (3) weeks in advance.
    - c. Security costs are the responsibility of the host organization.
    - d. The number of officers and professional staff members required will be determined by the Center for Leadership, Equity, and Excellence or in consultation with Public Safety.
  4. Films
    - a. Please refer to [http://www.mills.edu/campus\\_life/student\\_activities\\_and\\_clubs/club\\_movie\\_guidelines.pdf](http://www.mills.edu/campus_life/student_activities_and_clubs/club_movie_guidelines.pdf) or call the Center for Leadership, Equity, and Excellence at 510.430.2054 for information regarding film use and licenses.
  5. Club Fundraising
    - a. Fundraising at events is inclusive of and not limited to any sales of baked or cooked goods, craft items, or any material goods being sold. Clubs must share with the Center for Leadership, Equity, and Excellence how the money raised will be allocated. All fundraisers are subject to event approval policies and oversight by the Coordinator of Student Activities.
    - b. All fundraising proceeds at an event must be verified by at least two club leaders and The Center for Student Leadership, Equity and Excellence's **Budget and Logistics Coordinator** and deposited in the night deposit box outside of Sage Hall (entrance closest to the Oval) with the Revenue Deposit Form obtained from the Coordinator of Student Activities (activities@mills.edu).
  6. Sound Restrictions
    - a. Amplified sound on Janet L. Holmgren Meadow, Adams Plaza, and in the Student Union, should be done with the consideration of the offices and classes that are in session.
  7. Catering
    - a. Events requiring catering services and held in areas managed by Dining Services: (Adams Plaza, the Tea Shop, and Faculty/Staff Dining Room), must be catered by Bon Appetit if the event is scheduled during business hours of the Tea Shop. Details are available at [Catering Policies](#).
    - b. Outside caterers are permitted as long as they are able to present in advance to College Events proof of health clearance, business license and insurance (\$1,000,000.00). Please note if you decide to use an outside caterer, Mills College cannot provide linen, skirts, dishes, small appliances or a kitchen, etc.

LEVEL FOUR EVENTS (Such as, but not limited to, Dances, Concerts, etc.)

Venue Limitations & Access

- a) The sponsoring organization must adhere to the posted capacity limits for the venue. Student volunteers are required to maintain an accurate count of attendance and share this information with Public Safety throughout the event.
- b) Entrance/Exit to the Student Union venue will be the door to Rothwell off Adams Plaza, where the restrooms are located. This allows for better security and a more accurate capacity count. If an admittance fee is collected, the Center for Leadership, Equity, and Excellence staff will supply a stamp or wristband to indicate someone who has paid for entrance.
- c) Ticket prices will be set by the student organization, and will allow Mills College undergraduate students to receive at least a 20% discount from guests and Mills College graduate students.

- d) Guest policy is that all attendees must be 18+ with a college or government issued ID (see above description of what is allowed). Event organizers are allowed to reach out to local colleges and sister/brother organizations to invite them to participate. All Mills College students under 18 years old are allowed to attend.
- e) In & Out access is not allowed. If the venue is the Student Union, this access is out the door of Rothwell off Adams Plaza. This will be clearly explained on all advertising materials and at the entrance to the dance.
- f) Doors will close at midnight and no one will be allowed to enter the dance after that time. This will be clearly explained on all advertising materials and at the entrance to the dance.
- g) The Strike Patio will be the designated smoking area, and will be cordoned off by the orange barriers by the student organization during set-up. A Public Safety officer will be stationed at the door to verify those entering have stamps.
- h) The Commuter Lounge is not available for use for dances.
- i) Bags are allowed in, but all bags may be examined by Public Safety for prohibited items or alcohol.
- j) Water bottle and other beverage containers are not allowed into the dance venue.
- k) The sponsoring organization will not have coat checks due to liability issues. The College and/or event organizers are not responsible for coats or other personal items left unattended.

#### Community Notification of Event Guidelines

- a) Guidelines for the event will be distributed to Mills College students via student-news@lists.mills.edu in advance of the event and clearly indicated on any print or web materials.
- b) Signs at the front gate, at the entrance to the dance, and all advertising will explain the guest policy, in & out policy, and doors closing at midnight.
- c) Publicity must be approved according to the Posting Policy and removed by the removal date.

#### Alcohol & Other Drugs

- a) A sponsoring organization can request alcohol be served through Bon Appetit. If this request is granted, Bon Appetit will card all purchasers and will give them a three-tab wristband so that no one is served more than three drinks. Alcohol will automatically require an additional Public Safety officer.
- b) Student organizers, Mills College approved staff and/or faculty, and Public Safety officers reserve the right to refuse entry to any person or persons who arrive at the event exhibiting inappropriate behavior due to suspected alcohol and/or drug use. Likewise, any participant exhibiting such behavior at any time during the event may be asked to leave.
- c) Alcoholic beverages—wine or beer only—may be served at student-sponsored events where attendance is limited to the Mills College community and their guests.
- d) At all events, safeguards must be taken to ensure order and civility to protect the rights of other members of the community against undue interference, noise, or other disturbances.
- e) All College policies and state and federal laws regarding serving alcoholic beverages must be followed.
- f) The Center for Leadership, Equity, and Excellence reserves the right to impose additional conditions deemed necessary to monitor the serving of beer or wine at student sponsored events. Any violation of the College Alcohol Policy may result in disciplinary action.
- g) The Center for Leadership, Equity, and Excellence must be notified of the event and the intent to serve beer or wine at least four (4) weeks prior to the event. The Center for Leadership, Equity, and Excellence will approve or deny the request to serve alcohol.
- h) Advertising alcoholic beverages in connection with an event is prohibited. All event publicity must be approved by the Center for Leadership, Equity, and Excellence prior to distribution and posting.
- i) Beer or wine furnished at an event shall be consumed only in an approved area. Open containers or glasses of beer or wine may not be carried into or taken from the approved area.
- j) The amount of beer and wine available should be appropriate for the number of guests attending. Mills College reserves the right to limit the quantity of beer or wine served at any event.
- k) Non-alcoholic beverages, equally appealing (i.e. soda, mineral water, juice) and in amounts equal to beer and wine, must be provided.

- l) Food, specifically non-salty types, must be available in adequate amounts.
- m) Off-campus general promotion of an event where alcohol is being served is prohibited. Invitations may be sent to specific groups off campus with approval from the Center for Leadership, Equity, and Excellence.

#### Staff & Volunteer

- a) Public Safety Officers will be requested by the Center for Leadership, Equity, and Excellence, and the number of officers is determined at the discretion of the Center for Leadership, Equity, and Excellence and Public Safety. Events in the Student Union will generally require three officers.
- b) Public Safety Officers will provide security and be the primary responders to emergency situations.
- c) A club advisor or staff/faculty staff member will be designated as a contact person for the event and may be physically present or on call.
- d) The sponsoring organization must have a list of volunteers for the Center for Leadership, Equity, and Excellence at least one day prior to the event, and they must have student staff to support set-up, working the door (at least two per shift), and clean-up.
- e) A set-up time must be communicated to the Center for Leadership, Equity, and Excellence at least one day prior to the event. An email request must be made a week before the event if access to the Center for Leadership, Equity, and Excellence office is needed during set-up and/or clean-up.
- f) Sponsoring organization treasurer will count the cash with designated club advisor or DSL staff member at midnight. Treasurer will complete a deposit slip with organization account number, and will go with Public Safety to make the night deposit at Sage Hall.
- g) Clean-up and pick-up of rented items, including DJ equipment, must be planned for and coordinated with College Events and Public Safety to ensure this will not require overtime for staff.
- h) Consistent with standard practice and procedures, club advisors, DSL approved staff, and Public Safety officers reserve the right to refuse entrance to anyone and may request or effect the removal of any participant for any reason at any time.
- i) Participants who do not adhere to the ascribed parameters will be required to leave the event and the Rothwell Center premises immediately. Mills College students could face conduct charges.
- j) Mills College supports the informed judgment **and conduct of the College's professional staff and faculty.**

#### GUIDELINES FOR EVENTS WITH SEX-POSITIVE CONTENT, such as the Fetish Ball

- a) **Publicity will include, "Please be advised that this event will contain sexually explicit material and content."**
- b) All participants must be a Mills College student or 18 years of age or older to enter.
- c) Publicity for sex-positive events will be limited to Mills College channels only.
- d) Attendance to Level Four sex-positive events will be limited to Mills College undergraduates and graduate students, each of whom is allowed to bring one guest.
- e) Bare breasts and/or genital exposure are not permitted at any time, and touching of any genital area is not permitted, even if consensual.
- f) For the protection of all participants, permissible touching of any person in any way must be done through mutual and verbally expressed consent. Keep all contact safe, sane, and consensual.
- g) No cameras of any type (including camera phones) are permitted in the event.

#### GUIDELINES FOR PUBLICITY AND POSTING OF FLYERS

The guidelines listed below have been established to help students publicize effectively, while maintaining an attractive campus environment. Publicity includes, but is not limited to, any printed or electronic materials created, duplicated, posted and distributed. Examples of these materials include flyers, banners, posters, mass email marketing campaigns, and any disseminated handouts. These materials must be approved for posting by the Center for Leadership, Equity, and Excellence and posted only in designated areas of the campus.

All questions regarding publicity and posting should be directed to Student Activities at 510.430.2184 or [thecenter@mills.edu](mailto:thecenter@mills.edu). Sponsoring individuals, departments, or student organizations are responsible for posting according to these guidelines and removing all publicity materials within 48 hours after the event or activity advertised.

## Posting Flyers or Banners

All campus flyers, posters, banners, or other decorations must have an Approval Stamp, with the noted removal date. This Approval Stamp is available through the Center for Leadership, Equity, and Excellence in Rothwell Center Room 158, or at the front desk of the Cowell Building. It is suggested that the original flyer or poster be stamped prior to duplication.

All flyers or banners must include the following:

1. Name of event and brief description
2. Date, time, and location
3. Sponsor information (name of the organization or department and co-sponsors)
4. Contact information (email, phone number, or website for more information)
5. All content is consistent with the Community Standards
6. Accessibility Statement/contact

A flyer will be removed if:

1. It does not have the above information
2. It does not have a stamp of approval
3. **Tape other than "blue" painters tape is used**
4. Stamp does not have an expiration date

## Additional Requirements for Marketing Your Event

1. No more than 40 flyers can be posted in non-residential areas on campus.
2. No more than three flyers can be posted in Adams Plaza.
3. **Only blue "painters tape" should be used for posting flyers or banners.**
4. Posting is not allowed on painted surfaces, windows, trees, plants, buildings, artwork, or on the **College's street banners**. Banners are NOT permitted on the Tea Shop windows facing Janet L. Holmgren Meadow.
5. Posters and flyers should not harm the surface they are posted on in any way. Please be careful to choose paints and/or decorations that will not run or drip in case of rain. Any damage resulting will be the responsibility of the sponsoring organization.
6. Do not post over existing flyers or signs.
7. Banners are permitted on the railings on Adams Plaza, on the College Events and Information bulletin boards, and other areas designated by the Center for Leadership, Equity, and Excellence. There is a limit of one banner per event in the plaza.
8. For posting in the residential communities, drop flyers off at Cowell and they will be distributed to residential staff on Monday afternoons and will be posted by Wednesday afternoon. Flyers should be pre-counted for delivery. The minimum number of flyers is 25 and the maximum number of flyers that will be allowed in the residential communities is 45. If more than the maximum number is needed or a breakdown of numbers per residential community is requested, contact the Office of Residential Life at [reslife@mills.edu](mailto:reslife@mills.edu).
9. Table tents may be displayed in dining locations with prior approval of the manager of that area. To display table tents in the library, contact library staff for information. For all other locations, contact [activities@mills.edu](mailto:activities@mills.edu).
10. **Chalking," defined as writing with chalk on sidewalks, the ground, or buildings, is prohibited on campus.**
11. Writing on classroom whiteboards or chalkboards is permitted if the information is limited to a small portion of the board and is for the purpose of advertising an approved Mills College event. This privilege may be limited based on the needs of instructors using the classrooms.
12. Advertising of alcoholic beverage availability is prohibited for all events.
13. All posting materials must be removed during Commencement week. Any publicity left up at this time will be removed.
14. Failure to comply with any aspects of the Publicity and Posting Policy may result in the immediate removal of all posting materials, suspension of rights to post on campus and/or a conduct investigation.
15. Lawn signs or other campus decorations not mentioned in this policy may be permitted for special events or occasions **where appropriate. Submit the "Room Reservation/Set up Request" form and indicate the dates you wish to post your signs.** College Events automatically receives this form. Final approval for lawn signs and/or campus decorations must be

given by College Events in conjunction with Campus Facilities. Lawn signs and other campus decorations must be removed immediately upon the agreed upon date, which should also be stamped on the sign or decoration. Lawn signs may be purchased from the College Events Office.

APPENDIX 2: MILLS COLLEGE GRIEVANCE POLICY AND PROCEDURES  
THE POLICY

MILLS COLLEGE	Administration Policy Manual
---------------	------------------------------

**Grievance Policy and Procedures**  
Policy Number 3730

**Effective Date: May 15, 2008**

**Revised: August 1, 2013**

**I. Introduction and Purpose**

Mills College is committed to creating and maintaining a community where all individuals are treated with equality of opportunity, free from discrimination and harassment.

Mills College desires to promote healthy and respectful discourse and inquiry, and a living, learning, and working environment that is free of unlawful harassment, discrimination, exploitation or intimidation; welcoming and valuing the full richness of our diversity, while working towards social justice.

Decisions and behavior that a member of the community believes may violate this commitment may be addressed by using this Grievance Policy.

Mills College will take prompt and effective corrective action when it concludes that there has been unlawful discrimination or harassment, or where its officers decide that it is important to take action to prevent a future such instance.

The College is committed to taking the following steps towards these goals:

- strengthening institutional policies to help make them accessible to those individuals who find themselves placed in what they believe to be discriminatory or harassing circumstances;
- encouraging additional and continual education among students, faculty, and staff to counteract hate-based, harassing, or discriminatory behavior;
- enforcing consistent disciplinary action and/or sanctions that apply to students, faculty, and staff who are found to violate the codes of conduct currently articulated in the faculty, student, and employee handbooks;
- considering other ways that promote the development of a culture of acceptance and civil discourse among different Mills College constituency groups.

## **II. Definition**

### **Grievance**

A grievance under this Policy is accusation within the College, of a non-academic nature about a decision or behavior on the part of a student, faculty member, staff or other employee, or other individual associated with Mills College that the Grievant perceives to create a harmful, living learning working environment, including, but not limited to, claims of discriminatory treatment or discriminatory impact, or bias-related incidents, in both cases where the Grievant believes that the decision or behavior resulted from perceived or actual hostility against the Grievant or a group because of race, color, sex, gender identity, gender presentation, disability, sexual orientation, age, ancestry, ethnicity, national origin, family status and/or spiritual/religious beliefs.

### **Bias-Related Incidents**

These are incidents that are expressions of hostility against another individual (or group) because of race, color, sex, gender identity, gender presentation, disability, sexual orientation, age, ancestry, ethnicity, national origin, family status and/or spiritual/religious beliefs and/, or because the perpetrator perceives that the other person (or group) has one or more of these characteristics. It also envisions instances of protected (but hateful or intolerant) speech that may generate harm, and thus may warrant College intervention. Bias-related incidents need to be addressed because they harm individuals and/or groups, undermine civility and understanding in the Mills community, as well as impede the educational process.

### **Hate Crimes**

A hate crime, as the College considers it, is a criminal act that is committed against the person or property of another because of the other person's actual or perceived race, color, sex, gender identity, gender presentation, disability, sexual orientation, age, ancestry, ethnicity, national origin, family status and/or spiritual/religious beliefs.

Hate crimes also include any such crimes committed against the property of a public agency or private institution - including educational facilities and advocacy groups - because the property of the agency or institution is identified or associated with a person or group of an identifiable race, color, sex, gender identity, gender presentation, disability, sexual orientation, age, ancestry, ethnicity, national origin, family status and/or spiritual/religious beliefs.

### **Retaliation**

This Policy also prohibits retaliation against a person who makes a grievance under this Policy or who participates in any manner in this procedure or any government inquiry into a matter that would be proper to be a grievance under this Policy. Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or adverse actions related to employment or education.

## **III. Procedures**

Three College Grievance Officers, one each for faculty, staff, and students, are appointed to assist community members in addressing and resolving disputes and grievances of the kind defined this Policy. Grievance Officers are responsible for early resolution efforts, investigation procedures, and overall implementation of the procedures in this Policy.

Any of the three Grievance Officers can be a point of first contact, responsible for intake of grievances, coordination of early resolution efforts and formal investigations, data gathering, and analysis.

The Faculty Grievance Officer will be appointed by the Provost; the Staff Grievance Officer will be appointed

from Human Resources by the Vice President for Finance and Administration/Treasurer. The Vice President for Student Life and Dean of Students will appoint the Student Grievance Officer and will be responsible for coordinating the Grievance Process.

A **person with a grievance (“Grievant”)** can file a grievance by contacting a Grievance Officer in various ways such as by telephone, email, in writing, or in person.

The grievance process will be overseen by the Office of Human Resources. The Legal, Benefits & Insurance Coordinator, under the Office of Human Resources, will maintain records and coordinate grievance efforts of proactive/preventative College policies. Any Cabinet Member, manager, supervisor, or Human Resources employee can accept grievances of unlawful harassment or discrimination in employment. Such reports will then be coordinated through the Grievance Process.

## **1. Early Resolution**

The goal of Early Resolution is to resolve grievances at the earliest stage possible, with the cooperation of all parties involved. A grievant may elect to bypass the early resolution option and proceed directly to a formal investigation, unless the College Grievance Officer determines that the College wishes to take more prompt action prior to completion of formal investigation.

In all cases, with or without a grievance, and with or without the conclusion of the formal grievance process, the College retains the authority to take whatever action it determines to be proper to obtain prompt and effective corrective action when it already believes that there is a problem that it wishes to resolve in a more expeditious fashion.

Early Resolution may include an inquiry into the facts, but typically does not include all of the processes of a Formal Investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediation, counseling, negotiated disciplinary action, targeted educational and training programs, and other remedies for the individual harmed. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively.

## **Sexual Assault/Sexual Harassment**

Certain types of grievances such as sexual assault or sexual harassment often are not appropriate for early resolution. If a student needs to file a sexual assault/sexual harassment grievance, they should refer to the Sexual Assault Misconduct Policy found in [Appendix 3](#) of the Student Handbook. Faculty and staff filing a sexual harassment/assault grievance should follow the process outlined in the Employee Handbook.

## **2. Formal Investigation**

In cases where, in the judgment of the Grievance Officer, Early Resolution is not appropriate (including some of the instances when the facts are in dispute, there are physically dangerous situations, or when reports involve individuals with prior behaviors of concern such as stalking, sexual or physical assault, or harassment) or in cases where Early Resolution is unsuccessful, the College may conduct a Formal Investigation. In such cases, the individual making the report shall be encouraged, but not required, to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation. A Grievance Officer may also

initiate an investigation upon learning of a potential grievance and/or make a preliminary inquiry into the facts under this Policy.

A grievance should include the names of the Grievant(s) and the respondent party(ies). It will also include a specific description of the objectionable behavior or circumstances. When relevant, a statement of the College rule or policy violated by the objectionable behavior or circumstances is helpful. (The relevant rules and policies are to be found in the Faculty Handbook, the Student Handbook, and the Staff Handbook.) Finally, the grievance should include a statement of the reason(s) the respondent is believed to be responsible for that behavior. A community member respondent under this Policy will have an opportunity to present a response to asserted allegations.

The reply may state defenses citing rights, rules or policies of the College. The reply may also include counter-allegations, when appropriate. If the respondent chooses not to submit a written reply, the case will proceed without it.

The investigation shall be completed as promptly as possible and in most cases within thirty (30) calendar days of the date the request for formal investigation was filed. Under extenuating circumstances this deadline may be extended by the Grievance Officer, but not longer than an additional thirty (30) days.

Generally, an investigation should result in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether College policy has been violated. The report shall be submitted to a designated Cabinet Member with authority to implement the actions necessary to resolve the grievance.

A grievance against a Grievance Officer may be presented to one of the other Grievance Officers, or to Employee Services.

**A grievance against the College President is to be resolved by the Executive Committee of the College's Board of Trustees, or an entity or person so designated by the Committee.**

In the opinion of the Grievance Officer, s/he may recommend to the cognizant College Officer that the respondent or Grievant be placed on administrative leave until the investigation is completed.

#### **IV. Procedures for Alleged Bias-Related Incidents**

The College believes it is important to respond to a hate crime or a bias-related incident with concern for the student or group of students who has been targeted and the community as a whole.

Likewise, the College believes it is also important to not pre-judge allegations and to consider any legitimate free speech interests in the situation.

If a particular group has been targeted, public safety, along with a representative from the Incident Response Team (IRT) and/or the Dean of Students, will assist the student(s) in documenting the event and will explain the options for addressing what has occurred. If the incident is a crime, the student(s) will be assisted in contacting the police. If the incident involves the violation of a College policy, the procedures for investigation and resolution under that policy will be undertaken.

A wide range of assistance is available to students who are targeted. An IRT member will assist with referrals to the various resources on and off campus. The Dean of Students (or delegate), in collaboration with

**Housing and Dining Services (HMDS) , the Provost's Office and the Office of Residential Life (ORL), will try to ensure that affected students feels safe in their residential environment and will, if appropriate, adjust campus housing, and/or change course schedules, if possible.**

When hate crimes and bias-related incidents occur on campus, they can strain the fabric of the community. If needed, IRT will convene in collaboration with Public Safety, and will consider what sort of communication and/or intervention about the incident is appropriate, taking into account various interests such as personal safety and confidentiality.

In some cases, public discussion about the incident can serve to educate the community and promote awareness of prejudice and intolerance. Programs that address bias-related incidents can change a hateful incident into an opportunity for increased understanding, dialogue and personal growth. The targeted student (or group) may elect to participate in College-sponsored discussion of the incident. Programs may include one or more of the following: residence hall discussions, open forums, panels, films, speakers and other educational programming.

Among other things, these events may serve to help the community understand and address what has occurred. In addition, the professional staff within the residential community will also be prepared to provide leadership in responding to such an event.

#### **Incident Response Team (IRT)**

The team will assemble as needed and will address issues relating to hate crimes and bias-related incidents. IRT will be composed of the Dean of Students, and one or two staff members in the Division of Student Life (DSL), one or two members of the faculty, a representative from Public Safety, a representative from Human Resources and two student representatives chosen from the campus community and/or ASMC. The goal is to have a diverse group of representatives from across the campus.

### **IV. Procedures for Alleged Bias-Related Incidents**

If disciplinary action is warranted under this Policy, a respondent may request an appeal regarding irregularities in the investigative process or the disciplinary action imposed (respondent only) before an Appeals Officer. An appeal may not be filed by a grievant to address a disciplinary sanction imposed upon the respondent. The party bringing the appeal has the burden of proving that procedures were not followed. The Appeal Officer's decision is final.

In most cases, the Vice President of Student Life will act as the Appeals Officer for students, the Provost and Dean of Faculty for faculty, and the Vice President for Finance and Administration/Treasurer for staff.

An appeal must be filed in writing with the Appeals Officer within thirty (30) calendar days of receipt of the original grievance or administrative decision.

### **V. Confidentiality of Reports**

The College will make efforts to consider the privacy of individuals involved in making a report under this Policy. An investigation may result in the gathering of extremely sensitive information about individuals in the College community. While such information is treated with measures of confidentiality, personal information inevitably is discussed and, to effectuate the Policy, assurances of complete confidentiality cannot be made. In most cases, copies of reports will be retained for seven (7) years.

Certain College employees, such as the Cabinet Members, managers, supervisors, and other designated

employees have an obligation to report to the Grievance Officers certain kinds of conduct, even if the individual affected by the conduct requests that no action be taken. Failure of these individuals to report **such conduct after learning of it may be grounds for disciplinary action. An individual's requests regarding the confidentiality of reports of this nature will be considered in determining an appropriate response.**

## **VI. Reporting and Education**

The Legal, Benefits & Insurance Coordinator will be the office of record for all grievances. An annual report to the community regarding aggregated grievance information, reporting, and findings will be issued by that office.

As part of the **College's commitment to providing an inclusive and harassment-free** working and learning environment, this Policy shall be disseminated widely to the College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 (<http://www.bppe.ca.gov>) (phone 916-431-6924; fax 916-263-1897)

## APPENDIX 3: SEXUAL ASSAULT MISCONDUCT POLICY

MILLS COLLEGE

Administration Policy Manual

### **Sexual Misconduct Policy**

Policy Number 2040

**Effective Date: October 15, 2015**

#### **I. General**

Mills College is firmly committed to providing a community in which students, faculty and staff are not subjected to discrimination, harassment, exploitation, or intimidation. This Policy prohibits all forms of sexual or gender-based misconduct, including sexual violence, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. Sexual violence (including sexual assault, domestic violence, dating violence and stalking) is a severe form of sexual harassment and will not be tolerated at Mills College. Every member of the Mills community should be aware that the College prohibits all forms of sexual misconduct and that such behavior violates both law and College Policy. The College encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College and to local law enforcement or to civil rights enforcement agencies. The College will take appropriate action to correct and discipline behavior that is found to violate campus Policy proscribing any form of sexual misconduct.

This Policy has been developed to reaffirm the College's institutional values, to define community expectations, to provide resources for those individuals whose rights have been violated, and to provide for fair and equitable procedures for determining when this Policy has been violated. All members of the Mills community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College will not tolerate sexual misconduct in any form. Any individual who is found to have violated this Policy may face disciplinary sanctions up to and including expulsion or termination of employment.

#### **II. Definitions**

**1. Sexual Harassment** is defined as unwelcome sexual conduct of any nature that creates an offensive or hostile work or educational environment or that constitutes unwelcome sexual conduct that is made a condition of working or studying at the College. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

Verbal harassment (e.g., sexual requests, comments, jokes, slurs);

Physical harassment (e.g., unwanted touching, kissing, blocking normal movement or interfering with studies or work) and;

Visual harassment (e.g., leering, making sexual gestures, displaying posters, cartoons or drawings of a sexual nature).

Written conduct (e.g., letters, notes, or electronic communications, including by email, text or social media, that contain comments, words or images of a sexual nature.)

Sexual harassment may include incidents between any members of the College community, including faculty and other academic appointees, staff, student employees, students, coaches, residents, interns, independent contractors, and non-student or non-employee participants in College programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Sexual harassment is not limited to conduct motivated by sexual attraction or desire. Conduct that is sufficiently severe, persistent and/or pervasive such that it interferes with, denies, or limits a student or employee's ability to participate in or benefit from the College's activities or programs, constitutes harassment.

2. **Sexual Violence** is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.
3. **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
4. **Dating Violence:** Violence committed by a person –
  - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (i) The length of the relationship.
    - (ii) The type of relationship.
    - (iii) The frequency of interaction between the persons involved in the relationship.
5. **Sexual Assault:** Having or attempting to have sexual intercourse with another person:
  - By force or threat of force;
  - Without effective consent; or
  - Where the person is incapacitated.

*Sexual Assault* includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these.

*Sexual intercourse* includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

**6. Non-Consensual Sexual Contact** (or attempts to commit the same): Having or attempting to have sexual contact with another person:

- By force or threat of force;
- Without effective consent; or
- Where the person is incapacitated.

*Sexual contact* includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

**7. Sexual Exploitation:** Occurs when one person takes non-consensual or abusive sexual advantage of another person for one's own advantage or benefit, or to the benefit or advantage of another person. Examples of sexual exploitation include:

- Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior;
- Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent;
- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.);
- Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals;
- Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge; or
- Sexually-based stalking and/or bullying.

**8. Stalking:** A course of physical or verbal contact directed at another person that would cause a reasonable person to-

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

**9. Consent:** under California law, is an affirmative, unambiguous, conscious, and voluntary decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

*Consent is revocable.* Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in

sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is *incapacitated*. A person cannot consent if they are asleep, unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. A person cannot consent if he/she is under the age of 18. A person cannot consent if they are incapacitated due to the influence of alcohol or drugs or medication, such that they are not able to understand the fact, nature or extent of the sexual activity.

For purposes of this Policy, the age of consent is consistent with California Penal Code Section 261.5.

It is the responsibility of each person to ensure that they have the affirmative consent of the other or others to engage in the sexual activity.

**10. Incapacitation** is a state where a person cannot make an informed and rational decision to engage in sexual activity because the person lacks the ability to do so.. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the Complainant was incapacitated.

**11. Complainant** refers to the individual who may identify as having experienced or being a victim or survivor of sexual misconduct and who makes a report of sexual misconduct under this Policy. A Complainant can also be a person who reports self-knowledge of an incident of possible sexual misconduct but who is not a victim, such as a Mills student, staff member, faculty member or administrator.

**12. Respondent** refers to the individual who has been accused of prohibited conduct under this Policy. A Respondent may be a current or former student, staff member, faculty, teacher, administrator, visitor, alumni, contractor of Mills College or any other person. A Respondent may be a stranger or a non-stranger person.

**13. Third party** refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

**14. Advisor or Support Person:** is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a Mills faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. [Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.]

### **III. Policy**

The College prohibits sexual or gender-based misconduct. Such behavior violates both law and College Policy. The College will respond promptly and effectively to reports of sexual or gender-based misconduct and will take appropriate action to correct, and when necessary, to discipline behavior that violates this Policy. Upon receipt of a report, the College will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this Policy (referred to as the “Complainant”); conducting a review of the conduct under Title IX of the Education Amendments of 1972; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures or formal disciplinary action against the accused individual (referred to in this Policy as the “Respondent”). The Policy provides specific procedures for investigation and resolution based on the role of Respondent (student, staff or faculty).

All Mills College community members are required to follow College policies and local, state, and federal law. This Policy applies to conduct occurring on Mills College property or at College-sanctioned events or programs that take place off campus. This Policy will apply regardless of the location of the incident. In particular, off-campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the Mills College community or Mills College is covered under this Policy. A Complainant is encouraged to report misconduct regardless of where the incident occurred or who committed it. Even if the College does not have jurisdiction over the Respondent, the College will still take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

#### **A. Prohibited Acts**

This Policy prohibits all forms of sexual misconduct as defined in Section II. Conduct by an employee that is sexual harassment or sexual violence in violation of this Policy is considered to be outside the course and scope of employment.

#### **B. Consensual Relationships**

This Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the College community are subject to other College policies. For example, policies governing faculty-student relationships are detailed in The Faculty Handbook.

#### **C. Gender Identity, Gender Expression, or Sexual Orientation Discrimination**

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation is also prohibited by the College if it denies or limits a person’s ability to participate in or benefit from the College’s educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the College may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation.

Please note, incidents of discrimination or harassment that involve gender, gender-identity, gender expression, sex or gender stereotyping and/or sexual orientation, that do not involve sexual misconduct as defined in section II above, shall be handled under the applicable policies and procedures outlined in the student handbooks or faculty/staff handbooks.

**D. Retaliation Prohibited**

No individual shall be penalized in any way for reporting or threatening to report sexual harassment, sexual misconduct, or sexual violence nor for cooperating or participating in an investigation of a complaint. Retaliation against any member of the Mills College community who makes a complaint of sexual harassment, sexual misconduct, or sexual violence, or otherwise participates in an investigation or proceeding, is prohibited and may result in disciplinary action that includes termination of employment or expulsion from the College. Intentionally making a false complaint, claim or report or providing false information, however, is grounds for discipline including suspension, expulsion or termination.

**E. Dissemination of the Policy, Educational Programs, and Employee Training**

As part of the College's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this Policy shall be disseminated widely to the College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. The College shall make preventive educational programs and materials available to all members of the College community to promote compliance with this Policy. Education programs and materials shall promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent sexual misconduct from occurring, to empower victims, to identify safe and positive options for bystander interventions, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

The Title IX Coordinator and any designated employees responsible for receiving reports of sexual misconduct under this policy, will receive annual training for the intake and handling of reports of sexual misconduct, including those that are victim-centered and trauma informed. Mills College will provide all other supervisory employees with online training every two years. In addition, the College will provide training to investigators and hearing officers as appropriate.

**F. Role of the Title IX Officer**

Mills College has appointed the Chief Human Resources Officer to serve as the College's Title IX Officer. The Title IX Officer oversees the College's investigation and resolution of reports of sexual harassment or sexual violence. The Title IX Officer also oversees the College's overall compliance with Title IX. Deputy Title IX Coordinators, which may be designated by the Title IX Coordinator on a case-by-case basis, have a shared responsibility for supporting the Title IX Officer and are accessible to any member of the community for consultation and guidance.

Inquiries or complaints concerning the application of Title IX may be referred to the College's Title IX Officer, Deputy Title IX Coordinators and/or to the U.S. Department of Education's Office for Civil Rights:

**Mills College Chief Human Resources Officer/Title IX Officer**  
Sage Hall 126  
510.430.2333

**U.S. Office for Civil Rights**  
Beale Street, Suite 7200  
San Francisco, CA  
415.486.5555  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr50>

#### **G. Reporting Sexual Misconduct at Mills College**

Any member of the College community may report conduct that may constitute sexual misconduct to any supervisor, manager, or the Title IX Officer. Supervisors, managers, other designated employees, anyone who has the authority to take actions to redress sexual violence or harassment, or anyone else a student could reasonably believe has the authority to report sexual harassment and sexual violence are responsible for promptly forwarding such reports to the Title IX Coordinator. Employees should make every effort to ensure that the Complainant understands: (i) the employee's obligation to report the names of the alleged perpetrator and student involved in the alleged sexual misconduct, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX Officer and/or other appropriate school officials; and (ii) the student's option to request that the school maintain his or her confidentiality, which the Title IX Officer will consider.

Note: Any manager, supervisor, designated employee, or other employees named above who are responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action. The College shall provide confidential resources with whom members of the College community can consult for advice and information regarding making a report of sexual harassment or sexual violence.

#### **H. Privacy vs. Confidentiality**

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All College employees who are involved in the College's Title IX response, including the Title IX Officer, investigators, and hearing panel members, will respect and safeguard private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. The Title IX Officer will conduct an initial assessment of the conduct, the Complainant's expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community. If there is a request that names remain confidential, the College will take steps to investigate and respond to the report in a manner that is consistent with that request. However, the College's ability to fully respond to the incident may be limited and so that the College can meet its desire to protect students and the Mills community, the College cannot guarantee complete confidentiality, except as described below.

The only campus and community professionals who can offer legally protected confidentiality are mental health providers, ordained clergy, and attorneys, acting in their capacity as such. Requests regarding the confidentiality of reports of sexual misconduct will be considered by the Title IX Officer in determining an appropriate response. The Title IX Officer will honor such requests to the extent they do not impede the College's obligation to ensure a working and

learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. The information will only be shared with individuals who are responsible for handling the College's response to incidents of sexual violence.

Mills College is also required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Neither names, nor other identifying details of the incident, will be made public in the annual crime report.

Mills College is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault, to law enforcement. However, it is up to the Complainant on whether or not to separately file a report with the local police department.

**I. Response to Reports of Sexual Misconduct**

The College shall provide prompt and effective response to reports of sexual misconduct, which may include an investigation, and/or targeted prevention training or educational programs. When sexual misconduct has been reported to the College, an investigation will take place. An individual shall be provided with a written explanation of the individual's options with counseling references, and with nearby hospital contact information if appropriate, by the Title IX Officer or by deputies designated by the Title IX Officer.

Any member of the College community who is found to have engaged in sexual misconduct is subject to disciplinary action up to and including dismissal in accordance with the applicable College disciplinary Policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs. If the accused is a student, they will be subject to disciplinary action, up to and including expulsion.

**J. Timely Warning**

If a report of misconduct discloses a serious or continuing threat to the Mills community, the College may issue a campus-wide timely warning (which can take the form of an email to campus) to protect the health or safety of the community. The timely warning will not include any identifying information about the Complainant. Even where there is no imminent threat, the College may send campus-wide e-mail notifications on all reported sexual misconduct.

At no time will the College release the name of the Complainant to the general public without the express consent of the Complainant. The release of the Respondent's name to the general public is guided by state and federal law.F

All College proceedings are conducted in compliance with the requirements of J, state and federal law, including the Family Educational Rights and Privacy Act (FERPA). No information shall be released from such proceedings except as required or permitted by law and College Policy.

**K. Additional Enforcement Information**

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education

Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC, DFEH or OCR.

#### **IV. PROCEDURES FOR REPORTING AND RESPONDING TO SEXUAL MISCONDUCT**

The College encourages all individuals to make a report to the College and to local law enforcement. Reporting options are not mutually exclusive. Both internal and criminal reports may be pursued simultaneously.

##### **A. External Reporting Options**

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigation and remedial response. The College will help any Mills community member to get to a safe place and coordinate with law enforcement about on- and off-campus resources and options for reporting.

It is up to the individual on whether they wish to make a report to law enforcement authorities and an individual may choose to decline to notify law enforcement authorities; however, Mills College is required by law to report incidents that involve violence, hate violence and/or sexual assault to law enforcement authorities, including those incidents that occur on-campus and off-campus. Except if required by governmental agencies, CCA will not disclose a victims' identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

In any case, under state and federal law, a victim has: (1) the right to a Sexual Assault Forensic Examination at no cost to the victim/patient; and (2) the right to participate or not participate with the local law enforcement agency or the criminal justice system, either prior to the examination, or at any other time. Additionally, a victim may agree to engage with local law enforcement and participate in the investigation and prosecution using a pseudonym (i.e., Jane or John Doe) instead of his or her true name.

- **Oakland Police Department**

For Emergencies: call 911

Call 911 from any campus extension or from a cell phone call 510.777.3211

Be prepared to advise the dispatcher where the emergency is located. If time permits, call the Mills campus front gate (extension 5555 from any campus phone) so they may be alerted that emergency services are responding and they can be ready to assist in giving directions to your location.

- **Oakland Police Department non-emergency numbers:**

510.238.3227 or for cell phone users 510.777.3333

- **Alameda County Highland Hospital Sexual Assault Center**

1411 E. 31st Street, Oakland

Sexual Assault Hotline: 510.534.9290 or 510.534.9291

**Additional Resources for Advocacy & Support Programs & Services:**

- **Alameda County Family Justice Center**  
470 27th St, Oakland,  
510.267.8800  
<http://www.acfjc.org>
- **CUAV (Community United Against Violence) - LGBTQ**  
427 South Van Ness Ave., San Francisco  
415.777.5500  
415.333.4357 Safety Line  
<http://www.cuav.org>
- **Kaiser Permanente Family Violence Prevention Program**  
Oakland Medical Center  
510.987.4493  
<http://kp.org/domesticviolence>
- **Asian Pacific Islander (API) Legal Outreach**  
Legal advocacy, cultural and linguistic support for API families undergoing domestic violence  
510.251.2846 Oakland  
415.567.6255 San Francisco  
<http://www.apilegaloutreach.org>
- **Asian Women's Shelter**  
Shelter program, language advocacy program, crisis line, case management, and programs in support of underserved communities such as queer Asian survivors and trafficked survivors.  
877.751.0880  
<http://www.sfaws.org>
- **La Clínica de la Raza**  
East Bay-based assessment and safety planning services for domestic violence and child abuse, support groups, treatment groups, violence evaluations and referral services.  
Multiple sites.  
510.535.4000 Oakland  
<http://www.laclinica.org/>
- **Narika**  
Advocacy, support, information, and referrals for survivors of domestic violence in the South Asian community- Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and diasporic communities.  
800.215.7308  
510.444.6068 Oakland and Richmond sites.  
<http://www.narika.org>

- **Native American Health Center**  
Medical and family services in Oakland and San Francisco, groups in San Francisco for Native American families dealing with abuse  
510.535.4400 Oakland  
415.621.8051 San Francisco
- **Shimtu**  
Referrals for shelter, legal services, counseling, translation services, citizenship/legal residency for Korean- community survivors of domestic violence and their families.  
510.547.3258 – Domestic Violence Program  
510.547.2662 - Other Services  
<http://kcceb.org/our-work/interpersonal-violence-prevention/>

### **24-Hour hotlines**

- **Alameda County Highland Hospital Sexual Assault Center**  
510.534.9290 or 510.534.9291
- **A Safe Place** Oakland hotline, shelter, crisis referral, advocacy, counseling, emergency food, clothing and transportation.  
510.536.SAFE (7233) 24-hr. crisis line
- **BAWAR** (Bay Area Women Against Rape) A 24-hr hotline staffed by trained counselors. Accompanies survivors to police department hospitals and courts. Offers short term counseling and support groups, and referrals for long-term counseling. Special outreach to Latina survivors.  
470 27th Street, Oakland  
510.845.RAPE (7273) 24-hr. crisis line
- **FVLC** (Family Violence Law Center)  
Offers legal help and advocacy, community and support.  
470 27th Street, Oakland  
510.208.0255 24-hr. crisis line:
- **Tri-Valley Haven** Serves adults and children who have experienced domestic violence, sexual assault, homelessness.  
Livermore, CA  
800.884.8119  
925.449.5842

### **B. Internal Reporting Options**

*All members* of the College community are encouraged to contact the Title IX Officer if they observe or encounter conduct that may be subject to this Policy. This includes conduct by employees, students, or third parties. The College cannot take appropriate action unless an incident of sexual harassment or sexual violence is reported to a “responsible employee” of the College. Reports of sexual harassment or sexual violence may be brought to the Title IX Officer, or to any manager, supervisor, other designated employee responsible for responding to reports of sexual harassment or sexual violence, anyone who has the authority to take actions to

redress sexual violence or harassment, or anyone else a student could reasonably believe has the authority to report sexual harassment and sexual violence. If the person to whom harassment normally would be reported to is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the College to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede the College's ability to conduct an investigation and/or to take appropriate remedial actions.

### **On-Campus Resources**

- **Mills College Chief Human Resources Officer/Title IX Officer**  
Sage Hall 126  
510.430.2333
- **Office of Public Safety**  
Available as a first option to report an incident of sexual violence. Also provides an escort service on campus to any student and can reach the Dean on Duty at any time. Available 24 hours a day, 7 days a week.  
Mills Public Safety, 510.430.5555
- **Dean of Students/Dean on Duty**  
The Dean of Students can provide support, referrals and reasonable accommodations for housing, academic flexibility and No Contact letters for students. This is available on weekdays during regular office hours by contacting the Dean of Student Office at [510.430.2130](tel:510.430.2130) or stopping into the front desk in the Cowell Building Monday through Friday from 9-5. For afterhours and on weekends you can access the Dean of Students or their designee by calling the Office of Public Safety at [510.430.5555](tel:510.430.5555).

### **Other Campus Security Authority Contacts:**

- **Division of Student Life**  
Cowell Building, 510.430.2130  
[student\\_life@mills.edu](mailto:student_life@mills.edu)
- **Residential Life**  
Cowell Building, 510.430.2130  
[reslife@mills.edu](mailto:reslife@mills.edu)
- **Counseling and Psychological Services**  
Cowell Building, 510.430.2130  
[counseling@mills.edu](mailto:counseling@mills.edu)

**C. Anonymous Reporting**

Anonymous reports or reporting without disclosing one's name can be made, however, anonymous reporting is not the preferred way. Depending on the extent of information available about the incident or the individuals involved, the College's ability to respond to an anonymous report may be limited.

The Title IX Officer will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate, and in consultation with the Director of Campus Safety, compliance with all Clery Act obligations.

To make an anonymous report concerning an act of sexual misconduct or campus safety that is not an emergency, please go to <https://secure.ethicspoint.com/domain/media/en/gui/21232/index.html> or call 888-399-0351. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response.

To make an anonymous report concerning an act of sexual misconduct or campus safety that is an emergency, please call the Office of Public Safety at 510.430.5555 or dial 911.

**D. Required Notifications For Reports of Sexual Violence**

The College will provide a written explanation of available rights and options, including procedures to follow, when the College receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any College program.

The written information shall include:

1. To whom the alleged offense should be reported;
2. Options for reporting to law enforcement and campus authorities, including the option to notify Public Safety or local law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the Complainant so chooses and the right to decline to notify such authorities;
3. Existing campus and community services available for survivors including counseling, health, mental health, victim advocacy, legal assistance, and other services;
4. Any applicable procedures for institutional disciplinary action, i.e., such as a Student Conduct Hearing.

**E. Interim Measures**

Upon receipt of a report of sexual misconduct, the College may impose reasonable and appropriate interim measures to protect the parties involved. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the College. A Complainant or Respondent may request a Stay-Away Letter or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all parties. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure.

Interim measures will be implemented at the discretion of the College. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus;
- Imposition of campus “Stay-Away Letter”;
- Rescheduling of exams and assignments (in conjunction with appropriate faculty);
- Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty);
- Change in work schedule or job assignment;
- Change in on-campus housing;
- Voluntary leave of absence;
- Provision of academic support services, such as tutoring;
- Interim suspension or College-imposed leave;
- Limitation or denial of access to College property, programs or activities; and
- Other measures as deemed appropriate by the College.

#### **F. Investigation Procedures**

In cases where a Complainant states he or she does not want to pursue an investigation, the Title IX Officer should inform the Complainant that the ability to investigate may be limited. In all cases of sexual misconduct, when determining whether to go forward with an investigation, the Title IX Officer may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the Complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a Complainant does not want to pursue an investigation, under some circumstances, the Title IX Officer may have an obligation to investigate a complaint, such as when sexual violence, sexual assault, dating violence, domestic violence and/or stalking may have occurred, or where there is a risk to the campus community if the accused remains on campus. The Complainant should be made aware of this independent obligation to investigate the complaint.

In order to provide a prompt, fair, and impartial investigation and resolution, any investigation of reports of sexual misconduct shall incorporate the following standards:

1. The individual(s) accused of conduct violating the Policy shall be provided a copy of the written request for investigation or otherwise be informed of the allegations against him or her, and a copy of the Policy; and
2. The individual(s) conducting the investigation shall be familiar with the Policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, academic appointees, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the

safety of the complainants and promotes equity and accountability. The individual(s) conducting the investigation may be an employee of the College or an external investigator engaged to assist the College in fact gathering. Mills College retains the right to designate and select an external investigator of its choice at all times.

3. If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. Mills will conduct its own independent investigation unless the police request that Mills stop investigating for fact-finding reasons. If this occurs, Mills' investigation should resume as soon as the police state it may continue. The College must promptly resume and complete its fact-finding investigation. Involved individuals will be notified of any delays in the process.
4. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
5. The investigation will be adequate, equitable, reliable, impartial, and prompt and include the opportunity for both parties to present witnesses and other evidence. Parties to a complaint of sexual misconduct may have an advisor of their choice present at all meetings. The advisor can accompany the party but cannot participate in proceedings.
6. The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this Policy. Preponderance of the evidence means that the evidence must show that it was "more likely than not" (or greater than 50% likelihood) that a violation occurred or that the victim did not consent.
7. At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. The Complainant or Respondent may also request these accommodations at any time during the process. **Failure to comply with the terms of interim protections may be considered a separate violation of this Policy.**
8. The investigation shall be completed as promptly as possible and in most cases within sixty (60) working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated College official for legitimate reasons. If there is a delay, involved individuals will be notified.
9. Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this Policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the Complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to the appropriate Vice President for a decision in the matter (for faculty, this

would be the Provost; for staff, this would be the Vice President for Finance and Administration; for students, this would be the Dean of Students). If it is a Vice President against whom a complaint has been made, the Title IX Officer will make a determination as to the most appropriate College official to have responsibility for making a decision about the case. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

## **V. OPTIONS FOR RESOLUTION**

Upon receipt of a report of sexual misconduct, the College's Title IX Officer will conduct an initial assessment to consider the nature of the report, the safety of the individual and of the campus community, and the Complainant's expressed preference for resolution. The Title IX Officer may recommend interim protective measures to provide for the safety of the individual and the campus community.

### **A. Informal Resolution**

At the conclusion of the assessment, the College will decide whether to pursue informal resolution through a remedies-based approach that is appropriate under the circumstances. Where the Title IX assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational and extracurricular activities at the College and to eliminate a hostile environment. Examples of protective remedies are provided in Section IV (E). Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent, and/or indirect action by the Title IX Coordinator or the College. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The College will not compel a Complainant to engage in informal resolution, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation will not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Officer will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

### **B. Formal Resolution**

The College may decide that an investigation is needed. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to refer the matter to formal disciplinary action using the College's formal resolution procedures for student, faculty or staff respondents.

Disciplinary action against a Respondent may only be taken through the College's formal resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this Policy.

The specific procedures for Formal Resolution will vary based upon the role of the Respondent:

- For a *complaint against a student*, disciplinary action may be taken by the Dean of Students or their designee following a finding of responsibility by an Administrative Conference.
- For a *complaint against an employee*, disciplinary action may be taken by the Vice President for Finance and Administration or his/her designee at the conclusion of the investigation.
- For a *complaint against a faculty member*, disciplinary action may be taken by the Provost at the conclusion of the investigation.

The Title IX Officer will decide which proceedings are appropriate and will inform the Complainant and Respondent in writing if the matter will be referred for further investigation and/or to an administrative or hearing panel.

All sexual misconduct reports will result in an Outcome Letter. Within ten (10) business days of the decision, both the Complainant and the Respondent will be notified in the Outcome Letter of the results of the investigation, including any sanctions or remedies imposed.

The College seeks to resolve all reported incidents of sexual misconduct within sixty (60) days of the initial report. All time frames expressed in this policy are meant to be guidelines and depending on the complexity of the matter, additional time may be needed.

- C. Advisors, Support Persons, Advisor:** The Complainant and Respondent may choose to be assisted or supported by an advisor or support person as defined in Section II above. The advisor or support person may accompany the student to any College investigative, administrative or adjudicative meeting, including the panel hearing. The advisor may not speak to the panel during the hearing and cannot be a witness in the proceedings. This person is not to address the hearing panel, Administrator, or interviewer, except to ask for a short recess if one of the parties requires some time to compose him or herself or collect his or her thoughts. The hearing panel coordinator, Administrator, or interviewer has the right at all times to determine what constitutes appropriate behavior on the part of a support person and whether the person may remain at the proceedings or meetings. While the support person may be present to hear testimony, no written materials are to be shared with support people.

Absent extenuating circumstances, witnesses and others involved in an investigation, administrative meeting, or hearing are not entitled to have a support person present.

## **VI. Retention of Records Regarding Reports of Sexual Misconduct**

The Title IX Officer is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College records policies. (See Policy 7710, Document Retention and Destruction Policy.) All

records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

## **VII. Arbitration**

If either the Complainant or the Respondent is not satisfied with the decision as stated in the Outcome Letter, they may request review by an impartial arbitrator under the Rules of the American Arbitration Association by submitting a request in writing to the Title IX Coordinator, no later than forty-five (45) calendar days after issuance of the decision.

The request shall consist of a plain, concise and complete written statement outlining the grounds for disagreement with the outcome and all relevant information to substantiate the basis for doing so.

The Title IX Coordinator, in consultation with the appropriate College officials, will then decide whether the case is suitable for arbitration; if so, under written agreement between Mills College and the party seeking arbitration review, providing as a final and binding alternative to civil litigation, an arbitrator will be mutually selected between the parties, and the costs of the arbitrator's fees shall be agreed to in writing by an authorized representative of the parties.

Any matter submitted to binding arbitration under this Policy shall be submitted in accordance with the Rules of the American Arbitration Association. Attorneys or advisors of the party's choice may be present at and participate in the binding arbitration review process. This binding arbitration review process is the exclusive method of external review and is final and binding on both Mills College and the party seeking arbitration review, and the arbitrators' award shall be final, binding and conclusive upon the parties and may be entered in any state or federal court having jurisdiction.

For more information, please see:

- Student Rights and Obligations Regarding Title IX
- Student Orientation Handout 2014
- Mills College Help & Resources: Sexual Violence

## APPENDIX 4: THE DRUG-FREE SCHOOLS AND CAMPUSES ACT AMENDMENTS OF 1989

### A. INTRODUCTION

The Drug-Free Schools and Campuses Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. As part of its drug prevention program for students and employees, Mills College annually distributes in writing to each student and employee the following information, which is contained in this Appendix:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- Description of applicable local, state, and federal legal sanctions pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol;
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- Description of available drug and alcohol counseling, treatment, rehabilitation, and re-entry programs;
- Clear statement of the disciplinary sanctions that the college will impose on students and employees who violate the standards of conduct.

### B. STANDARDS OF CONDUCT

Mills College has adopted standards of conduct concerning the use and abuse of illicit drugs and alcohol, the relevant College policy and regulations are provided to all current students and employees. The policies and procedures detailed in the Student Handbook, Section I Community Standards, Alcohol and other Drug Use apply to all members of the College, and to all College-sponsored events and activities that occur on and off campus. Please note the following:

1. The unlawful manufacture, possession, use, dispensation, or distribution of illicit drugs and alcohol by students or employees on Mills College property or as part of any College activity is prohibited. Students and employees must comply with this policy as a condition of enrollment or employment.
2. Employees as well as students are reminded that the College considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.
3. Empty alcoholic beverage containers (liquor, wine, or beer bottles, cans, kegs, etc., even for a decorative nature) are not permitted anywhere on College property.
4. The use of alcohol does not excuse misconduct.

### C. STATUTES AND SANCTIONS PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

#### City of Oakland, California

Alcoholic Beverages and Other Drugs: Code of Ordinances

The City of Oakland uses the California penal code to enforce the statutes relating to both drug and alcohol laws.

## California State Statutes

The statutes and sanctions pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol.

647 (f) Found in a public place, anyone under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of the above and this person is unable to care for them self or the safety of others, or if they are obstructs or prevents other from the use of the street or sidewalk or other public way. They are considered drunk in public and subject to arrest.

Drugs: A controlled substance is any Prescription drugs, per scripted by a Doctor or Pharmacist.

11350 H&S Controlled substance.

Possession of a designated controlled substance, drug, narcotic drug without a prescription.

11351 H&S Possession or the purchase for sale of a controlled substance, narcotic drug.

11352.1 H&S Possession of cocaine base for sale, i.e. rock/crack cocaine.

11352 H&S Transportation, sales, give away of, any designated controlled substance.

11357 H&S Unauthorized possession of Marijuana.

11357.5 H&S unauthorized dispensing, distributing or administering, possession for sale of any synthetic cannabinoid compound or derivative.

11358 H&S Unauthorized cultivation, harvesting or processing of marijuana.

11359 H&S Possession for sales of marijuana.

1136.0 H&S Transportation for sales, import or gave away mariJuana.

11362.7 H&S (Definition) describes the use of the medical marijuana cards. (An attending physician certified by The  
Medical Board of California can prescribe medical marijuana to their patient.)

11362.71-11362.9 H&S Describes the issued fees for the medical marijuana card, all forms of transportation of the marijuana, cost of the card and the penalties for the misuse of the card and so forth.

11364 H&S Opium pipes or other instruments for injecting or smoking a controlled substance, (Heroin, Hashish, Cocaine or Marijuana).

11377-11382.5 H&S is the punishment for possession of the controlled substance and narcotics.

11378.5 H&S Punishment for the possession of Phencyclidine, (PCP) is a felony.

## Federal Laws

A. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

1. Penalty for Simple Possession (See 21 U.S.C. 844[A].)

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:

- a. First conviction and the amount of crack possessed exceeds five grams;
- b. Second crack conviction and the amount of crack possessed exceeds three grams;
- c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

**2. Criminal Forfeitures (See 21 U.S.C. 853[a][2] and 881[a][7].)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions regarding crack.)

3. Forfeitures (See 21 U.S.C. 881[a][4].)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

4. Civil Penalties for Possession of Small Amounts of Certain Controlled Substances (See 21 U.S.C. 844a.): Civil fine up to \$10,000 (pending adoption of final regulations).

5. Denial of Federal Benefits to Drug Traffickers and Possessors (See 21 U.S.C. 853a.) Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.

6. Miscellaneous Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Federal Trafficking Penalties:

Controlled Dangerous Substances are classified into five different schedules (I–V):

Schedule I

- Opiates (Dimepethanol, Hydroxypethidine, Normethadone)

- Narcotics (Acetylcodeine, Bensylmorphine, Heroin, Morphine, Nicocodeine)
- Hallucinogenic (LSD, Marijuana, Mescaline, Peyote, Psilocybin)

Schedule II

- Oxycodone (Percodan)
- Fentanyl (Sublimaze)
- Methadone (Dolophine)
- Meperidine (Demerol)

Schedule III

- Amphetamine (Biphphetamine)
- Phenmetrazine
- Glutethimide (Doriden)
- Phencyclidine

Schedule IV

- Barbitol
- Meprobamate (Equanil, Miltown)
- Chloral hydrate
- Phenobarbital (Donnatal, Bellergal)

Schedule V

- Codeine
- Codeine Phosphate (Robitussin)
- Diphenoxylate (Lomotil)

Federal Trafficking Penalties

FEDERAL TRAFFICKING PENALTIES						
Controlled Substance Act Schedule: I and II						
Drug	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense
Methamphetamine	10-99 gm pure or 100-999 gm mixture	Not less than 5 years. Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$1 million	Not less than 10 years. Not more than 30 years. If death or serious injury, not less than life. Fine of not more than \$2 million individual, \$10	100gm or more pure or 1kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$4 million	Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual, \$20
Heroin	100-999 gm mixture			1 kg or more mixture		
Cocaine	500-4,999 gm mixture			5 kg or more mixture		

FEDERAL TRAFFICKING PENALTIES						
Cocaine Base	5-49 gm mixture	individual, \$5 million other than individual	million other than individual	50 gm or more mixture	individual, \$10 million other than individual	million other than individual
PCP	10-99 gm pure or 100-999 gm mixture			100gm or more pure or 1 kg or more mixture		
LSD	1-9 gm mixture			10 gm or more mixture		
Fentanyl	40-399 gm mixture			400 gm or more mixture		
Fentanyl analogue	10-99 gm mixture			100 gm or more mixture		

FEDERAL TRAFFICKING PENALTIES			
Drug	Quantity	1st Offense	2nd Offense
Substances Act Schedule: I and II			
Others (law does not include marijuana, hashish, or hash oil)	Any	Not more than 20 years If death or serious injury, not more than life Fine \$1 million individual, \$5 million not individual	Not more than 30 years If death or serious injury, life Fine \$2 million individual, \$10 million not individual
Substances Act Schedule: III			
All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbituates)	Any	Not more than 5 years Fine not more than \$250,000 individual, \$1 million not individual	Not more than 10 years Fine not more than \$500,000 individual, \$2 million not individual
Substances Act Schedule: IV			

## C. HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUG USE

### Controlled Substances: Type of Drug and Possible Health Risks

#### 1. Tobacco

- Nicotine: cigarettes, cigars, bidis, and smokeless tobacco
- ❖ Increased blood pressure, and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction.

#### 2. Alcohol

- Alcohol: liquor, beer, wine, spirits
- ❖ In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose.

#### 3. Cannabinoids

- Marijuana: blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed
- ❖ Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough, frequent respiratory infections; possible mental health decline; addiction.
- Hashish: boom, gangster, hash, hash oil, hemp
- ❖ See Marijuana effects

#### 4. Opioids

- Heroin: Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white; cheese [with OTC cold medicine and antihistamine]).
- ❖ Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose
- Opium : Laudanum, paregoric: big O, black stuff, block, gum, hop).
- ❖ See Heroin effects

#### 5. Stimulants

- Cocaine: Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot.
- ❖ Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss, insomnia; cardiac or cardiovascular complications; stroke; seizures; Nasal damage from snorting [cocaine only]; addiction.
- ❖

- Amphetamine: Biphphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers

- ❖ See Cocaine effects.

- Methamphetamine: Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed

- ❖ See Cocaine effects, also severe dental problems.

## 6. Club Drugs

- MDMA Methylenedioxyamphetamine: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers

- ❖ Mild hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/sleep disturbances; depression; impaired memory; hyperthermia; addiction.

- Flunitrazepam \*\*\*Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies

- ❖ sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction.

- GHB\*\*\* Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X

- ❖ drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma.

- ❖ \*\*\* Associated with sexual assaults

## 7. Dissociative Drugs

- Ketamine: Ketalar SV: cat Valium, K, Special K, vitamin K)

- ❖ **Feelings of being separate from one's body and environment; impaired motor function/anxiety;** tremors; numbness; memory loss; nausea. Analgesia; impaired memory; delirium; respiratory depression and arrest; death (Ketamine only).

- PCP and analogs: Phencyclidine: angel dust, boat, hog, love boat, peace pill

- ❖ See Ketamine effects, also analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations.

- Saliva divinorum: **Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D**

- ❖ See Ketamine effects.

- Dextromethorphan: DXM: Found in some cough and cold medications: Robotripping, Robo, Triple C

- ❖ See Ketamine effects, also euphoria; slurred speech; confusion; dizziness; distorted visual perceptions

## 8. Hallucinogens

- LSD (Lysergic acid diethylamide): acid, blotter, cubes, microdot yellow sunshine, blue heaven

- ❖ Euphoria; slurred speech; confusion; dizziness; distorted visual perceptions. Also, increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness, dizziness, weakness, tremors; impulsive behavior; rapid shifts in emotion (LSD & Mescaline specific). LSD can also result in flashbacks and Hallucinogen Persisting Perception Disorder.
- Mescaline: Buttons, cactus, mesc, peyote
- ❖ See LSD effects.
- Psilocybin: Magic mushrooms, purple passion, shrooms, little smoke
- ❖ See LSD effects, also nervousness; paranoia; panic.

## 9. Other Compounds

- Anabolic steroids :*Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise*: roids, juice, gym candy, pumpers
- ❖ No intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne: in adolescents—premature stoppage of growth; in males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics.
- Inhalants Solvents: paint thinners, gasoline, glue, gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets.
- ❖ (varies by chemical)—Stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death

## 10. Prescription Medications:

- Prescription drugs can help patients manage chronic or severe pain, restore emotional or behavioral balance, control sleep disorders, or fight obesity. When prescription medications are abused, however, the consequences—including addiction—can be dangerous, even deadly. Three classes of commonly abused prescription drugs are as follows: (1) opioids; (2) central nervous system (CNS) depressants, including sedatives and tranquilizers; (3) stimulants.
1. What are opioids and what are the potential consequences of their use and abuse?  
 Opioids, include morphine, codeine, and related drugs such as oxycodone (OxyContin), hydrocodone (Vicodin), and meperidine (Demerol) and are commonly prescribed to relieve pain. Opioids can produce drowsiness and, in higher doses, depress respiration. Opioid drugs also can cause euphoria.  
 Taken as prescribed, opioids can be used to manage pain effectively without untoward side effects. Chronic use of opioids can result in tolerance, which means that users must take higher doses to achieve the same effects. Long-term use also can lead to physical dependence and addiction; withdrawal can occur when an individual discontinues use of the drugs. Withdrawal symptoms may include restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps, and involuntary leg movements. Individuals who are addicted to opioids are more likely to overdose on the drugs, which could be fatal.
  2. What are CNS depressants and what are the potential consequences of their use and abuse?

Among the most commonly prescribed CNS depressants are barbiturates, such as mephobarbital (Mebaral) and pentobarbital sodium (Nembutal), which are prescribed to treat anxiety, tension, and sleep disorders; and benzodiazepines, such as diazepam (Valium) and alprazolam (Xanax), which typically are prescribed to treat anxiety, acute stress reactions, and panic attacks. Other benzodiazepines, such as triazolam (Halcion) and estazolam (ProSom), are prescribed for short-term treatment of sleep disorders.

Although the various classes of CNS depressants work differently, they all produce a beneficial drowsy or calming effect in individuals suffering from sleep disorders or anxiety. If one uses these drugs over a long period of time, the body will develop tolerance, and larger doses will be needed to achieve the initial effects. In addition, continued use can lead to physical dependence and, when use is reduced or stopped, withdrawal. Both barbiturates and benzodiazepines have the potential for abuse and should be used only as prescribed. As with opioids, overdose of these drugs can be fatal.

3. What are stimulants and what are the potential consequences of their use and abuse?

Stimulants enhance brain activity, increasing alertness, attention, and energy, raising blood pressure, and elevating heart rate and respiration. Stimulants such as methylphenidate (Ritalin) and dextroamphetamine (Dexedrine) are prescribed for the treatment of narcolepsy, attention-deficit/hyperactivity disorder, and depression that has not responded to other treatments. They also may be used for short-term treatment of obesity.

Individuals may become addicted to the sense of well-being and enhanced energy that stimulants can generate. Taking high doses of stimulants repeatedly over a short time, however, can lead to feelings of hostility or paranoia. Additionally, taking high doses of stimulants may result in dangerously high body temperatures and an irregular heartbeat.

\*For more information on addiction to prescription medications and/or controlled substances, please visit the National Institute on Drug Abuse (NIDA) website: [www.drugabuse.gov](http://www.drugabuse.gov).

#### D. MILLS COLLEGE COUNSELING AND TREATMENT FOR ALCOHOL AND OTHER DRUG ABUSE

##### Prevention and Education for Students

The Director of Counseling and Psychological Services and the Manager of Wellness and Community Outreach coordinate alcohol and other drug abuse education and prevention activities. The goals of these outreach activities are to inform and educate the Mills community about the use and abuse of alcohol and other drugs and to create a campus environment in which responsible choices about substance use are supported. For more information, please contact the Director of Counseling and Psychological Services (510.430.2130) or the Manager of Wellness and Community Outreach (510.430.2260.)

##### Alcohol and Drug Counseling and Treatment for Students

Any student who has personal concerns regarding the use or abuse of any drug is urged to contact Counseling and Psychological Services in Cowell for confidential assistance, consultation, and referral. Call 510.430.2130.

##### Ongoing Support for Students in Recovery

Twelve-step support programs are available locally; for more information contact Counseling and Psychological Services (510.430.2130) or Wellness and Community Outreach (510.430.2260) or see resources listed below.

##### Individualized Reentry Program

This program is for those students who are returning to the College following treatment (usually inpatient) for drug/alcohol abuse. When the student returns to campus, he/she will meet with the Director of Counseling and Psychological Services to develop an individualized plan for his/her successful return to the College. This plan will be coordinated with the treatment facilities with which the student was involved.

#### Alcohol and Drug Treatment Resources

Alameda Social Services

ACCESS (800) 491-9099

<http://www.acphd.org/media/394568/substance-abuse-resources.pdf>

Berkeley Free Clinic Information and Resources Collective

(510) 548-2570

<http://www.berkeleyfreeclinic.org/resources>

SAMHSA Center for Substance Abuse Treatment Referral Hotline

(800) 662-HELP

<http://findtreatment.samhsa.gov/about.htm>

Alcoholics Anonymous

East Bay Intergroup Central Office

(510) 839-8900

<http://www.eastbayaa.org>

Intercounty Fellowship of A.A. (San Francisco)

(415) 674-1821

<http://www.aasf.org>

Narcotics Anonymous

East Bay Central Area

(510) 444-HOPE

<http://www.naalamedacounty.org>

San Francisco Area

(415) 621-8600

<http://www.sfna.org>

Options Recovery Services

<http://optionsrecovery.org/>

Other Information Sources

For more information on addiction to prescription medications and other drugs, visit

<http://www.drugabuse.gov/>

## APPENDIX 5: ADMINISTRATIVE WITHDRAWAL POLICY

### I. Introduction

A. The procedures for involuntary administrative withdrawal of a student from Mills College are to be used only after reasonable attempts to secure voluntary cooperation for psychological or medical evaluation or withdrawal have been exhausted, and will be used only after thoughtful consideration by members of the Student Life staff.

B. Students subject to the Involuntary Administrative Withdrawal Policy are encouraged to involve family members whether an administrative withdrawal is voluntary or involuntary. Family members of students under 18 years of age will be informed **without, but preferably with the student's permission.**

C. Students may become subject to this Policy through referral to the Vice President for Student Life/Dean of Students. These referrals will primarily come through the College Threat Assessment Team, the Counseling and Psychological Services Department, Judicial Affairs (c/o the office of the Vice President for Student Life/Dean of Students, or Public Safety. Community members observing disruptive or dangerous behavior should contact one of these departments.

### II. Conditions for Involuntary Administrative Withdrawal

A. A student will be subject to involuntary administrative withdrawal from the College when, in the judgment of the Vice President for Student Life/Dean of Students, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:

1. Will harm him/her or others and will not comply with medical or psychological recommendation.
2. Will cause significant property damage.
3. Will be substantially unable to meet their responsibilities as a student.
4. Will be unable to care for their daily physical needs without assistance and has failed to secure such assistance.
5. Will directly impede the lawful activities of others.
6. Will directly and **substantially interfere with the College's** normal operations.

B. If the student has engaged in an activity which subjects him or her to College disciplinary action, the matter will be handled through the College's student disciplinary process unless the Vice President for Student Life/Dean of Students determines that the student, as a result of psychological conditions:

1. Lacks the capacity to respond to pending disciplinary charges against him or her; or
2. Did not know the nature or wrongfulness of the conduct at the time of the offense.

### III. Referral for Evaluation

In determining whether or not a student's behavior meets the criteria set forth in Section II. A., the Vice President for Student Life/Dean of Students will consult with the counseling/psychological services staff members and may refer the student for evaluation by an independent licensed psychiatrist, psychologist or other medical provider approved by the College. If an evaluation is required, the student will be informed in writing, either by hand delivery or by certified or by overnight mail. The evaluation must be completed within five (5) business days from the date of the referral letter, unless an extension is granted in writing by the Vice President for Student Life/Dean of Students.

### IV. Procedures

#### A. Meeting with the Vice President for Student Life/Dean of Students

1. A student may be requested in writing and/or orally (depending on the urgency of the situation) to attend an informal meeting with the Vice President for Student Life/Dean of Students for the purpose of determining whether the student, as a result of a physical or psychological condition, falls within one of the categories described in Section II. A. and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for the **College's concern**.
2. If the student is determined to lack the capacity to participate in such a meeting, the student will be subject to immediate interim withdrawal as outlined in Section V below.
3. Other appropriate personnel may be present and/or consulted. Parents, spouses, or any person who would be of support to the student may, with the consent of the Vice President for Student Life/Dean of Students, and of the student, participate in the informal meeting. At the meeting, the reasons for the College's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns.
4. If, after the meeting, the student is found not to fall within one of the six categories described in Section II. A., he or she will be so informed in writing by the Vice President for Student Life/Dean of Students and allowed to continue as a student.

#### B. Withdrawal Options

1. Voluntary Administrative Withdrawal.

If after the informal meeting with the Vice President for Student Life/Dean of Students the student agrees to withdraw voluntarily from the College, regular withdrawal procedures will be followed. The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Vice President for Student Life/Dean of Students (after consultation with and approval by the student's instructors), the circumstances warrant such action.

2. Involuntary Administrative Withdrawal.

If, after the informal meeting, the Vice President for Student Life/Dean of Students decides that the student should withdraw from the College and only be permitted to re-enter the College with her approval, the student shall be involuntarily withdrawn from the College. The student will be informed in writing of this decision within five (5) business days of the informal meeting. The notification will also include the basis for the decision, the period of time during which the student is not permitted to re-enroll and the conditions under which the student can re-enroll.

#### C. Appeal

1. If the student fails to accept the involuntary administrative withdrawal the student shall notify the Vice President for Student Life/Dean of Students of such refusal within five (5) business days of receipt of the written decision. If the student fails to notify the Vice President for Student Life/Dean of Students of such refusal within five (5) business days of receipt of the written decision, the student will be deemed to have waived their right to appeal the withdrawal decision.
2. The student may appeal the withdrawal decision to an Appeals Committee which will include the Director of Residential Life, the Director of Counseling and Psychological Services and the College's Section 504/ Title IX Coordinator (Assistant Dean of Students, Director of Student Support Services).

The Committee shall review the withdrawal decision using the following criteria:

- a. Was the evidence reviewed by the Vice President for Student Life/Dean of Students sufficient enough to justify a determination?
  - b. Was the determination in keeping with the gravity of the behavior?
  - c. Is there evidence that Vice President for Student Life/Dean of Students acted in a capricious or prejudicial manner?
3. The Appeals Committee shall prepare a written decision containing findings and conclusions. Copies of the decision shall be furnished to the student and the Vice President for Student Life/Dean of Students. The decision of the Appeals Committee shall be final and conclusive and not subject to further appeal.

#### D. Immediate Interim Withdrawal

1. An immediate interim withdrawal may be implemented if a student is found to be:

- a. Causing serious physical harm to self or others.
- b. Causing significant property damage.
- c. Directly impeding lawful activities of others.
- d. Directly and substantially interfering with the College's normal operations.
- e. Currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech.
- f. Has neglected to complete a required psychological or medical evaluation.
- g. Has been determined to lack the capacity to participate in a meeting with the Vice President for Student Life/Dean of Students to discuss an administrative withdrawal.

2. A student subject to immediate interim withdrawal will be notified in writing and/or orally (depending on the urgency of the situation) then be given an opportunity to appear personally before the Vice President for Student Life/Dean of Students, or designee, within two (2) business days from the effective date of the immediate interim withdrawal, in order to review the following issues only:

- a. The reliability of the information concerning the student's behavior.
- b. Whether or not the student's behavior poses a danger of causing imminent physical harm to the student or others or causing property damage, or directly impeding the lawful activities of others.
- c. Whether or not the student has completed or submitted an evaluation, in accordance with these standards and procedures as described in Section III.
- d. Whether or not the student has fulfilled the requirements for reinstatement outlined in the notification letter.

3. At the conclusion of this meeting, the Vice President for Student Life/Dean of Students will either uphold or cancel the immediate interim withdrawal. Regardless of whether the immediate interim withdrawal is upheld or cancelled, the involuntary administrative withdrawal process will proceed according to the steps that are outlined in this policy. As this policy is intended to protect the student who is the subject of these proceedings and the Mills community as a whole, the Vice President for Student Life/Dean of Students may reasonably deviate from these guidelines to the extent indicated by the facts of the case or proceedings, unless significant prejudice to a student may result.

## APPENDIX 6: NUDITY AND SUNBATHING POLICY

MILLS COLLEGE	Administration Policy Manual
---------------	------------------------------

### Nudity/Sunbathing

Policy Number

**Effective Date: July 1, 2013**

**Revised:**

**I. General**

In order to provide a standard of conduct, including the degree of clothing required in particular instances, this policy was created to offer necessary guidance for the campus community regarding nudity and sun bathing.

**II. Policy**

**Nudity/Nakedness Policy**

Mills College requires that all persons, including students, employees, and visitors (except for babies and young children) refrain from any form of nudity/nakedness on campus which includes all public areas of the campus including offices, classrooms, grassy areas, bandstand, concert halls, art studios (except as active posing models), and all residential common areas (such as halls and common walk ways, recreations rooms, residential lounges, etc.), with the exception for specifically designated “clothing optional areas” of campus such as locker rooms/changing rooms/dressing rooms.

Any person found violating this policy might also be considered in violation of the Campus Code of Conduct and in violation of California Penal Code, Section 314, Indecent Exposure.

**Sunbathing Policy**

Students may sunbathe on the college grounds; however, students may not sunbathe topless or nude. No sunbathing is allowed on the roof of any campus building. During special events on campus (commencement, convocation, orientation, admissions and preview days, family week-end), sunbathing is not allowed on any common lawn areas, with the exception of residential communities.

**III. Definitions**

**IV. Eligibility**

All students, employees and visitors.

**V. Coordination**

DSL will make any revisions to this policy.

## APPENDIX 7: LICENSE AGREEMENT FOR ON-CAMPUS HOUSING TERMS AND CONDITIONS

### **I. TERMS**

*The Residence Application/License Agreement must be executed prior to taking occupancy in a student residence at Mills College. The Residence Application/License Agreement ("Agreement") is a legal and binding License to Use between Mills College and the individual student resident. A residence at Mills can be a residence hall, apartment, house, cooperative, or an assigned space within one of these dwellings. The Agreement is for a space in a residence of Mills College and not for any particular residence or room. By entering the License Agreement, the student resident accepts residence and meal plan assignment and agrees to pay all applicable residence charges assessed by Mills College. The student also agrees to comply with all policies governing occupancy of a Mills residence, to be respectful of and compliant with guidance from staff, and to be considerate of the rights of other residents at all times. Conduct not in compliance with these requirements includes engaging in any behavior that intimidates, harasses or threatens any person or group for any reason, and particularly because of race, culture, class, national origin, religion, gender, sexual orientation, age, or physical or mental ability. The provisions of this Agreement apply to the occupancy periods of each residence type, as indicated below.*

### **II. CONDITIONS**

#### **A. Residence Charges**

*By entering this Agreement during the academic year, a student is obligated to pay charges for the entire academic year or remainder thereof. In addition to residence and meal plan charges listed in the Agreement, Mills may also assess charges for damage or loss of property, unauthorized occupancy, penalties for violation of policy, and late payment on established charges. Students may not move into their assigned residences until they are financially cleared by the Student Administrative Services at the beginning of each semester. Keys will not be issued, and keycard access will be blocked, until the student's account is cleared.*

#### **B. Eligibility and Authorized Occupancy**

*Students and students who are partnered with current Mills students without children may be assigned to Warren Olney, Orchard Meadow, Ethel Moore, Mary Morse, or White Halls, Larsen House, the Courtyard Townhouses or Prospect Hill Apartments. Graduate men will be assigned to the Courtyard Townhouses or White Hall. Students who wish to live with their dependent children, a spouse, or a partner are eligible for assignment to the Underwood Apartments. If a student's family status changes, or if students on the waiting list are in a higher priority category, the student resident may become ineligible for Underwood Apartments for the following semester. Residences are to be used for private dwelling purposes only and are to be occupied by students (and approved family members in Underwood Apartments) only. Any change in occupancy, including change of roommate assignments, must be approved by HMDS. Failure to report changes in occupancy may be grounds for termination of this Agreement and/or loss of residence privileges at the election of Mills only.*

#### **C. Unauthorized Occupancy**

*If a student occupies a Mills residence without authorization at any time outside of the occupancy periods stated below, a fee of \$50 per night plus the current daily rate for room and board will be assessed until the space is vacated. Mills also reserves the right to assess this fee when a student continues to occupy a Mills residence after their eligibility for residence has ceased. Charges apply even on days on which the HMDS Office is closed (weekends, holidays, etc.). Occupancy of a Mills residence without authorization is cause for canceling prospective Agreements for residence and refusing to grant future residence privileges.*

#### **D. Agreement Renewal**

*License Agreements are subject to renewal for successive years of a student's course of study at Mills. Most renewals for continuing students are handled through a Room Draw process in the spring semester. Although there is no obligation for Mills to renew, first-year students with satisfactory records of community living can request review for renewal of their Agreements for the duration of their studies at Mills during the specific occupancy periods outlined below. A broader range of residential options is available to continuing undergraduate students who participate in Room Draw. A student's eligibility to reside in the Underwood Apartments must be established each year, and renewals are subject to the priority list among all eligible applicants for assignment to the Underwood Apartments.*

#### **E. Occupancy Periods**

*Occupancy periods are determined by type of residence. All traditional residence halls are closed during Winter recess (although students continuing in the spring are not required to move out their belongings), but are open for the Thanksgiving holiday and Spring Break. Larsen House Co-op, Ross House and the Prospect Hill apartments are open during the academic year and Winter Break but closed for Summer Break. The Underwood Apartments and some units in the Courtyard Townhouses are open year-round; a separate Agreement is required for the summer months.*

#### **Occupancy Periods for 2016–17**

##### **Specific Occupancy Periods for the 2016–17 Academic Year Are As Follow:**

##### **Ethel Moore, Mary Morse, Orchard Meadow, Warren Olney and Lynn Townsend White Halls**

*Fall: New Residential Students: 9:00 am August 20, 2016–12:00 noon December 14, 2016*

*Returning Residential Students: 9:00 am August 22, 2016–12:00 noon December 14, 2016*

*Spring: All Residential Students: 9:00 am January 17, 2017–12:00 noon May 12, 2017\**

*\* Students graduating or participating in Commencement may stay in residence until 12:00 noon on May 14, 2017.*

**Winter Break Housing** (for students in dormitory-style residence halls, if alternate space is available; location TBD)

*A separate application is required through the HMDS Office. **Costs are not covered by financial aid.***

*December 14, 2016–January 17, 2017*

##### **Larsen House Co-op, Ross House and Prospect Hill Apartments**

*New Residential Students: 9:00 am August 20, 2016–12:00 noon May 12, 2017\*\**

*Returning Residential Students: 9:00 am August 22, 2016–12:00 noon May 12, 2017\*\**

*Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Deadline:*

*12:00 noon December 14, 2016*

*New January Resident Move-In Date: 9:00 am January 17, 2017*

*\*\* Students graduating or participating in Commencement may stay in residence until 12:00 noon on May 14, 2017.*

### **Courtyard Townhouses**

*New Residential Students: 9:00 am August 20, 2016–12:00 noon May 12, 2017\*\*\**

*Returning Residential Students: 9:00 am August 22, 2016–12:00 noon May 12, 2017\*\*\**

*Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Deadline:*

*12:00 noon December 14, 2016*

*New January Resident Move-In Date: 9:00 am January 17, 2017*

*\*\*\* Students graduating or participating in Commencement may stay in residence until 12:00 noon on May 14, 2017.*

*A summer License Agreement is required for the period from May 12 to Orientation in August 2017 (or, for students who will not be campus residents in fall 2017, until August 1, 2017). Costs of this period are not covered by financial aid.*

### **Underwood Apartments**

*All Residential Students: 9:00 am August 15, 2016–12:00 noon June 15, 2017\*\*\**

*Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Date:*

*12:00 noon December 31, 2016*

*New January Resident Move-In Date: 9:00 am January 15, 2017*

*\*\*\* A summer License Agreement is required for the period from June 15 to August 15, 2017(or, for students who will not be campus residents in fall 2017, until August 1, 2017). Costs of this period are not covered by financial aid.*

### **F. Termination of Agreement or Release from Agreement**

*Mills has the right to terminate this Agreement immediately for breach of Mills policies, including residential policies, misconduct in **violation of others' rights, disruption to the educational environment, endangerment to health and/or safety, or the use of false statements in this Agreement.** Mills also reserves the right to deny future residence privileges or impose other disciplinary penalties for such breaches and misconduct. Students who lose their residence privileges due to breach of this Agreement are fully liable for the costs of the entire term. Determination of breach is made by the Director of Auxiliary Services and/or the Housing Policies and Procedures Committee; decisions on petitions for continuation of residency despite breach are made by the Chief of Staff and Vice President for Operations. Whenever a student loses the status of registered student, or drops below 0.25 enrolled credits, they must vacate the Mills residence within five calendar days with no right of appeal or exception. Mills College does not accept any liability for lost or damaged items.*

**Housing and Meal Plan Fee Return Schedule** [http://www.mills.edu/campus\\_life/housing/deposits\\_refunds.php](http://www.mills.edu/campus_life/housing/deposits_refunds.php)

Students may be automatically released from this Agreement if they academically withdraw, take a leave of absence (terminating their registration), are academically disqualified, or attend an approved study abroad or domestic exchange program. Students in these circumstances will be released from their obligation to pay housing charges and additional housing fees if they have not signed out housing keys. Students are considered to have begun the terms of the License Agreement when housing keys are issued. If housing key pick-up has not taken place because the student opts to be a commuter in the first few weeks of classes, they will need to fill out a Release from Housing Agreement Form to be released from their housing contract, and they will be charged a \$500 cancellation Fee.

A \$500 cancellation fee is charged to all students who were issued housing keys and are released from their housing agreements after the start of the occupancy period. Housing and meal plan fees are prorated, on a nightly basis, based on the date of check-out from the assigned residence and receipt of housing keys by HMDS.

All other decisions regarding release from this agreement are made by the Housing Policies and Procedures Committee. Requests for release based on compelling, unforeseen and documentable circumstances must be submitted in writing to the Housing Management and Dining Services Office. A decision on the written request will be made within 15 work days of its submission.

**G. Housing Application Fee**

A one-time \$250 application fee is required before the Housing Application can be accessed. Application fees will not need to be resubmitted by students who reapply for on-campus housing in the future, but the housing application fee is non-refundable. Application fees can be paid as the first step of the online Housing Application (accessed through the [Mills Portal](#)) or by cash, check, Visa, or MasterCard through the HMDS Office (by visiting Sage Hall 138 or calling 510.430.2127).

Please review the entirety of the Student Handbook, found online at <http://www.mills.edu/CommunityStandards.php>, before proceeding. By confirming this step you agree to the following:

*I accept this Residence Agreement under the terms incorporated herein, and I agree to be responsible for all charges.*

*I understand and acknowledge that this Agreement is for the occupancy dates listed for the 2016–17 academic year only, and that releases from the housing Agreement are only granted due to compelling, unforeseen, and documentable circumstances (except in cases of Withdrawal, Leave of Absence, Academic Disqualification, Study Abroad or Domestic Exchange).*

*I, the undersigned, hereby acknowledge that I have reviewed the Student Handbook (<http://www.mills.edu/CommunityStandards.php>) and agree to be bound by all rules, requirements, and restrictions stated therein.*

*Please note that all residential policies are subject to change. HMDS and/or the Division of Student Life will notify residents by email prior to the beginning of each semester or as changes are adopted.*

# CAMPUS TELEPHONE NUMBERS

EMERGENCY .....	911
<i>Note: Calling 911 from a cell phone will connect to California Highway Patrol, who will assist locating the appropriate emergency agency.</i>	
Department of Public Safety (DPS) from campus phone.....	5555
Department of Public Safety (DPS) from cell phone .....	510.430.5555
Ambulance.....	911
Fire Department (Oakland).....	911
Police Department Emergency (Oakland) .....	911
Police Department Emergency (Oakland) from cell phone .....	510.777.3211
Mills Student Health Center .....	877.645.5757

## DEPARTMENT AND PROGRAM EXTENSION

[http://www.mills.edu/contact\\_us/index.php](http://www.mills.edu/contact_us/index.php)

*NOTE: Extensions require area code 510 and prefix 430 when not using a Mills phone*

Accounts Payable .....	2121
Admission	
Undergraduate.....	2135
Graduate .....	3309
Alumnae Association (AAMC) .....	2110
Anthropology.....	2113
Art Department.....	2117
Art Museum .....	2164
Associated Students of Mills College (ASMC).....	2108
Athletics, Physical Education, and Recreation (APER) .....	2172
Audio - Visual and Technical Services .....	2211
Biology Department .....	3274
Book Arts Program .....	2217
Eucalyptus Press .....	2217
Botanic Garden .....	2158
The Campanil (P.O. Box 9974) .....	2246
Campus Facilities and Building Maintenance.....	2146
Career Services Office.....	3142
Cashier .....	3205
Center for Academic Excellence	
Peer Tutoring Center .....	3360
Student Access and Support Services (SASS) Test Administration Center .....	3360
Writing Center .....	3147
Center for Contemporary Music (CCM) .....	2191
Chapel .....	2130
Chemistry and Physics Department .....	2317
<b>Children's School</b> .....	2118
College Events/Master Calendar .....	3230
Computer Science Department .....	2226
Counseling and Psychological Services (CPS) .....	2130
Dance Department .....	2175
Diversity and Social Justice Resource Center .....	2387 or 3165
Division of Student Life (DSL) .....	2130

Economics Department .....	2194
Education Department.....	3190
Employee Services .....	2206
English Department .....	2217
Environmental Science .....	2317
Environmental Studies .....	3274
Ethnic Studies Department .....	2080
Fax (Located at Mail and Copy Center in Rothwell Center).....	3314
Finance Office .....	2089
Founders Commons .....	2062
French and Francophone Studies.....	2212
Government.....	2338
Graduate School of Business.....	3173
Haas Pavilion.....	2172
History Department.....	2338
Housing Management and Dining Services (HMDS) .....	2127
Information Technology Services (ITS) Help Desk.....	2005
Institute for Civic Leadership (ICL) .....	3234
Institutional Advancement (OIA) .....	2097
Intermedia Arts.....	3197
International Student Advisor.....	2322
Letters Division .....	2212
Film Studies.....	3152
Library	
Circulation.....	2196
Hours and Information.....	2385
Special Collections .....	2047
Lost and Found (Department of Public Safety).....	2103
Mail and Copy Center .....	2149
Mary Atkins Lounge.....	2130
Mathematics .....	2226
Student Administrative Services	
Academic Records .....	2000
Cross Registration .....	2000
Domestic Exchange .....	2000
Employment Agreements .....	2000
Financial Aid .....	2000
International Study (Study Abroad).....	2000
Registrar.....	2000
Student Accounts.....	2000
Transcripts.....	2000
Work-study Approval .....	2000
Music Department .....	2171
Student Orientation.....	2184
Nursing Leadership Program .....	2317
Philosophy Department.....	2338
Pre-Medical Program .....	2317
<b>President's Office</b> .....	2094
Provost/Dean of Faculty.....	2096
Psychology Department.....	2176

Public Policy Program.....	2147
Public Safety (DPS).....	5555
Residential Life (ORL).....	2130
School of Education .....	3170
Students Access and Support Services (SASS).....	3241
Shuttle Service .....	2124
Social Sciences Division.....	2338
Sociology Department.....	2338
Spanish and Spanish-American Studies.....	2356
Spiritual and Religious Life (SRL).....	3123
Student Activities.....	2322
Student Payroll.....	2206
Student Health Center (Appointments).....	877.645.5757
Summer Academic Workshop (SAW) .....	3165
Swimming Pool .....	2170
Tea Shop.....	3339
Telephone Services .....	3265
TRIO Programs (Upward Bound and Mills Educational Talent Search).....	2177
Vice President for Finance and Administration and Treasurer.....	2125
Wellness and Community Outreach .....	2130
Women, Gender and Sexuality Studies .....	2233
For numbers not listed .....	2255