

MILLS COLLEGE STUDENT HANDBOOK

2021–2022

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

The *Student Handbook* is current as of August 2021. 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 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 for consideration in the next update cycle.

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 students by email prior to the beginning of each semester or as changes are adopted.

UPDATED AUGUST 1, 2021

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ACADEMIC CALENDAR

<https://www.mills.edu/academics/academic-calendar.php>

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

FALL 2021

Monday–Friday, April 5–April 9

- Priority registration for continuing and returning students fall and summer 2021

Saturday–Sunday, April 10– June 27

- Registration open for all continuing and returning students, fall 2021
- New undergraduate students must contact admissions for fall 2020 registration information
- New graduate students must contact department for fall 2021 registration information and access

Monday–Thursday, June 28– July 1

- Registration closed for fall 2021

Friday–Tuesday, July 2– July 27

- Registration reopens for fall 2021

Wednesday–Monday July 28–August 2

- Registration closed for fall 2021

Monday, August 2

- Tuition and fees due (late fee assessed beginning August 3)

Tuesday - Wednesday, August 3–September 22

- Registration open (all continuing students)

Tuesday, August 10

- Drop from classes for non-payment

Saturday - Tuesday, August 21–24

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

Monday, August 23

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

Tuesday, August 24

- Graduate Student Orientation

Wednesday, August 25

- Instruction Begins

Monday, September 6

- Labor Day Holiday

Wednesday, September 8

- Last day to add a class
- Last day to change credit value for variable credit courses
- Last day to change from audit to graded or P/NP
- Last day to reduce credits, withdraw, or take a leave of absence for a partial tuition credit
- Last day to submit a readmissions application for fall 2021
- Last day to submit a graduate special status application for fall 2021

Wednesday, September 22

Drop Deadline

- Last day to drop without a "W"
- Last day to decrease credit value for variable credit courses
- Last day to change P/NP, graded, or audit grading options.
- Last day to change grade option from P/NP or P/NP to graded

Friday, September 24

- Convocation

Monday, November 1

- Last day for students graduating fall 2020 to declare a minor

Wednesday, November 3

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

Monday-Friday, November 1-5

- Priority registration for continuing and returning students for January term 2022 and spring term 2022

Thursday, November 11

- Staff offices closed for Veteran's Day

Saturday-Tuesday, November 6-16

- Registration for continuing and returning students (January term 2021 and spring term 2021)

Wednesday- Monday, November 17 - 22

- Registration closed for spring term 2022 (open for January term)

Monday, November 22

- Fall course evaluations open

Tuesday - Thursday, November 23 - December 23

- Registration open to all continuing and returning students (January term and spring term)

Wednesday-Friday, November 24-26

- Thanksgiving Holiday

Tuesday, December 1

- Last day to file graduation application for undergraduate degrees to be conferred May (spring 2022) or September (summer 2022)

Monday, December 6

- 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

Tuesday–Wednesday, December 7–8

- Reading days

Friday, December 10

- Fall course evaluations close

Thursday–Wednesday, December 9–15

- Final Exams

Monday, December 13

- Master's theses and doctoral dissertations for degrees to be conferred January 2021 (fall 2020) due in Library

Wednesday, December 15

- Residential halls close at noon

Friday- Sunday, December 24- January 2

- January term 2021 registration closed

Monday - Monday, December 21-January 4

- Spring 2022 registration closed

Wednesday, December 22

- Grades due by faculty (end of business day)

JANUARY 2021

Monday–Friday, November 1– November 5

- Priority registration for continuing and returning students (January 2022 and spring term 2022)

Saturday–Tuesday, November 6– November 16

- Registration open to all continuing and returning students (January term 2022 and spring 2022)

Thursday, November 11

- Staff offices closed for Veteran's Day

Tuesday-Sunday, November 23- December 23

- Registration open to all continuing and returning students (January term 2022 and Spring term 2022)

Wednesday- Friday, November 24- December 26

- Thanksgiving holidays

Wednesday, December 1

- Last day to file graduation application for degrees to be conferred May (spring 2022) or September (summer 2022)

Friday, December 17

- January term 2021 drop for non -payment

Friday-Sunday, December 24-January 2

- January term and spring term 2022 registration closed

Monday, January 3

- January term residence halls open
- Instruction begins
- Last day to add a January term course

Tuesday, January 4

- Last day to drop a January term course

Wednesday, January 5

- Last day to withdraw from a January term course. A "W" will appear on the transcript

Tuesday, January 10

- Course evaluations for January term open

Friday, January 14

- Last day of instruction
- Last day to file an incomplete grade request

Tuesday, January 17

- January term residence halls close

Tuesday, January 18

- Course evaluations for January term close

Monday, January 24

- January term grades due by faculty (end of business day)

SPRING 2022

Monday- Friday, November 1-5

- Priority registration for continuing and returning students for January term 2021 and spring term 2022

Saturday–Tuesday, November 6-16

- Registration open to all continuing and returning students (January term and spring term)

Thursday, November 11

- Staff offices closed for Veteran’s Day

Wednesday-Monday, November 17– November 22

- Registration closed for spring 2022 only (open for January 2022 term)

Tuesday–Thursday, November 23- December 23

- Registration open to all continuing and returning students (January term and spring term)

Wednesday- Friday, November 24- December 26

- Thanksgiving holidays

Wednesday, December 1

- Last day to file graduation application for degrees to be conferred May (spring 2022) or September (summer 2022)

Friday–Sunday, December 24– January 2

- January term 2022 and Spring term 2022 registration closed

Monday, January 3

- January term residence halls open
- Instruction begins
- Last day to add January course

Tuesday, January 4

- Last day to drop a January term course

Wednesday, January 5

- Last day to withdraw from a January term course. A “W” will appear on the transcript.

Monday, January 11

- Drop from classes for non-payment (spring 2022)

Friday, January 14

- Last day of instruction
- Last day to file an incomplete grade request

Monday, January 17

- Martin Luther King, Jr. Holiday

- January term residence halls close

Tuesday, January 18

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

Wednesday, January 19

- First day of instruction

Monday, January 24

- January term grades due (end of business)

Wednesday, February 2

- Last day to add a class
- Last day to increase credit value for variable credit courses
- Last day to change from audit to graded or P/NP.
- Last day to reduce credits, take a leave of absence, or withdraw for partial tuition credit
- Administrative withdrawal for all non-registered students
- Last day to submit a readmission application for spring 2022
- Last day to submit a graduate special status application for spring 2022 (contact graduate admissions)

Wednesday, February 16

- Drop deadline
- Last day to drop a class without a grade of "W"
- Last day to decrease credit value for variable credit courses
- Last day to change from P/NP to graded to audit grading
- Last day to change grade option from graded P/NP or P/NP to graded

Monday, February 21

- President's Day Holiday

Monday–Friday, March 21-25

- Spring Break

Wednesday, March 30

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

Monday-Friday, April 4-8

- Priority registration for summer and fall 2022

Saturday–Wednesday, April 9-13

- Registration open to all continuing and returning students for summer and fall 2022

Thursday- Monday, April 14- April 18

- Registration closed for summer 2022 only

Tuesday - Monday, April 19 - June 13

- Summer 2022 open registration

Tuesday - Monday, April 14 - June 27

- Fall 2022 open registration

Wednesday, April 13

- Master's theses and doctoral dissertations for degrees to be conferred May 2022 due in the Library

Monday, April 18

- Spring course evaluations open

Monday, May 2

- Payment deadline for summer 2021

Wednesday, May 4

- 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

Thursday- Friday, May 5-6

- Reading days

Friday, May 6

- Spring course evaluations close

Monday-Friday, May 9-13

- Final Exams

Monday, May 10

- Drop from classes for non-payment for summer 2021

Friday, May 13

- Last day to file Undergraduate Application for Graduation or Graduate Petition for Candidacy for degrees to be conferred January (fall 2022)

Saturday, May 14

- Residential halls close for students for non-graduating students at noon
- 134th Commencement

Sunday, May 15

- Residential communities close at noon for graduating students

Tuesday, May 24

Grades due by faculty

COLLEGE ADMINISTRATION

PRESIDENT OF THE COLLEGE

Dr. Elizabeth L. Hillman

Mills Hall, Room 109 510.430.2094 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.

PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS

Dr. Patricia Hardaway (Interim)

Mills Hall, Room 204 510.430.2096 provost@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.

VICE PRESIDENT FOR STRATEGIC COMMUNICATIONS AND OPERATIONS

Renée Jadushlever

Mills Hall, Room 119 510.430.2033 reenejad@mills.edu

This position is responsible for overseeing and providing leadership and strategic direction for the College's relationships with external partners. 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

This position 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.

INTERIM ASSOCIATE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT (OIA)

Nikole Hilgeman Adams

Reinhardt Alumnae House, Room 118

510,430.2229 nhilgeman@mills.edu

This position provides leadership and direction to the staff of OIA; focuses on fundraising; philanthropic partnerships with alumnae/i and friends of the College; 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 STUDENT LIFE AND DEAN OF STUDENTS

Dr. Chicora Martin

Cowell Building, Room 101

510.430.3189

deanofstudents@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

This list is alphabetical. Some titles include () to remove proper names for ease of location in this list.

ACADEMIC RECORDS

Registrar
Carnegie Hall
Phone: 510.430.2000
Email: records@mills.edu

Website: <https://www.mills.edu/student-life/student-resources/registrar-records.php>

Students can register for classes, request enrollment verification, 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.

(OFFICE OF) ADMISSIONS

Mills Hall 222
Phone: 800.87.MILLS or 510.430.2135
Email: admission@mills.edu
Website: <https://www.mills.edu/admission-aid/index.php>

Undergraduate: <https://www.mills.edu/admission-aid/undergraduate-admissions/index.php>

Graduate: <https://www.mills.edu/admission-aid/graduate-admissions/index.php>

International Student Admissions
510.430.2135
Email: international@mills.edu

ADVISING, CAREERS AND GLOBAL LEARNING

Carnegie Hall 105
Website: <https://www.mills.edu/student-life/student-resources/>

The Advising, Career, and Global Learning office will serve as a seamless hub for student success. The structure connects two existing offices (CCCE & The Writing and Tutoring Center) to create an overarching area where students can access foundational advising experiences around transcripts, enrollment, financial aid, and study away experiences along with academic support to build clear connections between their academic work and internships, community engaged learning opportunities, and career goals

ADVISING

Carnegie Hall 105
Email: advising@mills.edu

In addition to your faculty advisor, you will have access to an Academic Navigator who will help you problem solve and will facilitate academic support as well as skill building workshops. At every stage of your college journey, your

advising team will provide the information, assistance, and encouragement you need to explore new possibilities, prepare for professional success, and realize your full potential.

ALUMNAE RELATIONS AND ANNUAL FUND

Phone: 510.430.2123

Email: alumnae-relations@mills.edu

Website: alumnae.mills.edu

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.

ALUMNAE ASSOCIATION (AAMC)

Viji Nakka-Cammauf, MA '82, President

Reinhardt Alumnae House

Phone: 510.430.2110 and 510-430-3374

Email: aamc@mills.edu

Website: aamc.mills.edu

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.

(TREFETHEN) AQUATIC CENTER

Phone: 510.430.3351

Email: pool@mills.edu

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

Come enjoy all the recreational facilities Mills has to offer. Our 25-yard by 30-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-feet by 60-feet 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. Mills College students, faculty, staff, and their immediate family are allowed free access during our Adult Only Lap swim and Recreational Swim times. Please visit the Mills Community webpage for information on all of the visitor guidelines, programs and unique benefits that we offer to Mills students, faculty, staff and their families at the Trefethen Aquatic Center at <https://www.millscyclones.com/facilities/pool> email us at pool@mills.edu, or call 510.430.2170.

ART CENTER

Aron Art Center

Phone: 510.430.2117

Email: studio_art@mills.edu

Website: <https://www.mills.edu/academics/graduate-programs/art/index.php>

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.

(MILLS COLLEGE) ART MUSEUM (MCAM)

Phone: 510.430.2164

Email: 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.

ATHLETICS, PHYSICAL EDUCATION AND RECREATION (APER)

Haas Pavilion

Phone: 510.430.2172

Email: athletics@mills.edu

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

The Athletics, Physical Education, and Recreation (APER) department offers intercollegiate athletics, physical education classes, and recreation facilities and activities. Please consult millscyclones.com or email athletics@mills.edu for more information or specific questions.

Intercollegiate Athletics

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. Competition is offered in six intercollegiate sports: cross-country, rowing, soccer, swimming, tennis, and volleyball. Check with individual coaches for participation requirements prior to meetings. Team organizational meetings are held during fall Orientation. Please contact a coach for more information.

For more information, see www.MillsCyclones.com, visit Haas Pavilion, or contact the coaches of specific sports:

Cross Country Coach – Ivory Veale, 510.430.3282, running@mills.edu

Rowing Coach - TBA, 510.430.3256, rowing@mills.edu

Soccer Coach – Lilia Dosalmas, 510.430.2395, soccer@mills.edu

Swim Coach - Neil Virtue, 510.430.3284, swimming@mills.edu

Tennis Coach – TBA, 510.430.3257, tennis@mills.edu

Volleyball Head Coach – TBA, 510.430.3283, volleyball@mills.edu

Physical Education

<https://catalog.mills.edu/courses/pe/>

Students may choose from over 25 courses each semester ranging from classes like 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](#).

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 510.430.3285, email athletics@mills.edu, or view [online](#).

AV MEDIA SERVICES

Fine Arts Annex 113

Phone: 510.430.2211

Email: av-requests@mills.edu

Website: <https://inside.mills.edu/student-life/information-technology/audio-visual.php>

AV Media Services is responsible for installing and maintaining classroom presentation systems; circulating audio-visual equipment to faculty, students, and staff; providing technical support for college events; overseeing the operations of Art & Technology labs, including Prieto; and providing audio and video transfer and duplication services. Many classrooms and other facilities have built-in audiovisual equipment; contact AV 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.

The AV 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.

CAREER CONNECTIONS AND COMMUNITY ENGAGEMENT (CCCE)

Carnegie Hall 105

Phone: 510.430.3142

Email: career@mills.edu

Website: <https://www.mills.edu/student-life/student-resources/career-services.php>

The Career Connections and Community Engagement (CCCE) 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 these resources is highly encouraged and a critical component of future career success.

CCCE 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 CCCE will help to identify students' unique talents and skills and determine how and where to best use them. In CCCE, the student's future is always the focus. Connect with us

via phone 510.430.3142, email career@mills.edu or online through [Handshake](#) to schedule an appointment with a Career Advisor or Peer Career Coach

CASHIER

Sage Hall, Room #109 (Cashier Window)

Phone: 510.430.3205

Email: 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.

THE CENTER FOR STUDENT LEADERSHIP, EQUITY, AND EXCELLENCE

Rothwell Center

Phone: 510.430.2054

Email: thecenter@mills.edu

Website: <https://inside.mills.edu/student-life/student-activities/center-for-leadership-equity-excellence.php>

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.

(MILLS COLLEGE) CHILDREN'S SCHOOL (MCCS)

Phone: 510.430.2118

Email: children@mills.edu

Website: <https://www.millscollegechildrensschool.org/>, <https://www.facebook.com/childrensschool/>

Instagram: <https://www.instagram.com/millscollegechildrensschool/>

The oldest laboratory school on the West Coast and part of the renowned School of Education, Mills College Children's School (MCCS) serves children from age 0–10 in four developmentally-appropriate programs: Infant/Toddler, Preschool, Transitional Kindergarten, and K-5 Elementary. From its inception in 1926, the Children's School has had the dual mission of providing quality education for both children and adults. To this day, we continue to hold that mission at our core, providing hands-on, experiential learning to the children across our programs, as well as providing mentorship to student teachers from the School of Education's Early Childhood Education (ECE) and Education for Liberation, Justice, and Joy (ELJJ) programs, who complete their practicum in our classrooms. 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 (for the K-5 program) and February (for Early Childhood programs) 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.

COUNSELING AND PSYCHOLOGICAL SERVICES

Cowell Building

Phone: 510.430.2111

Website: <https://inside.mills.edu/student-life/health-counseling/counseling-psychological-services.php>

Counseling and Psychological Services (CAPS) offers a place where you can talk with professional counselors about personal issues and concerns in a safe, culturally-affirming, and non-judgmental atmosphere. All students are eligible to receive short term counseling during the academic year. Our services are free. We offer: brief individual counseling, typically 8 sessions per academic year, support groups and community circles, urgent drop in hours, 24-hour emergency coverage on campus, workshops and educational programs, support with mental health referrals to off-campus services as needed. Fall 2021 services offered via video/telephone platforms. Students who are outside of California should contact health@mills.edu for information about connecting to a counselor in your state. Appointments are made by phone or in person at the Cowell Building reception desk between 9:00-1:00 PM and 2:00-5:00 PM. For questions, email counseling@mills.edu.

DEAN OF STUDENTS

Phone: 510.430.2130

Email: deanofstudents@mills.edu

Website: <https://inside.mills.edu/student-life/index.php>

Division of Student Life (DSL) offices are located in the Cowell Building and support the CARE team, student support services, and student conduct.

FINANCIAL AID

Mills Hall, Second Floor

Phone: 510.430.2006

Email: finaid@mills.edu

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

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.

FITNESS CENTER

http://www.millscyclones.com/facilities/fitness_center

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. Fitness Center hours are posted [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 Taylor Garcia if you need access to a private changing area with a shower (510.430.2172, athletics@mills.edu) or visit Haas 104.

HEALTH INSURANCE PLANS

Phone: 510.430.2260

Email: health@mills.edu

Websites: <https://inside.mills.edu/student-life/health-counseling/index.php>

Mills students are not required to carry medical insurance but we strongly encourage students to obtain coverage through a private or public coverage program. Select students, such as athletes, international students, or students participating in study abroad programs may need to provide proof of insurance while enrolled in the college. Mills College is no longer offers a domestic student health plan.

International students are automatically enrolled in the 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 provider network. International students may purchase additional coverage for dependents or purchase other international student health or travel insurance for dependents.

HOUSING MANAGEMENT & DINING SERVICES

Sage Hall 138

Phone: 510.430.2128

Email: 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 <https://inside.mills.edu/student-life/housing/index.php>

Bon Appétit Food Services

Merilee McCormick, General Manager Phone: 510.289.1933	
<i>Cynthia Motta, Executive Chef</i> Phone: 510.430.2352	

Email: dining@mills.edu

Website: <http://mills.cafebonappetit.com/>

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.

INFORMATION TECHNOLOGY SERVICES

Lucie Stern Hall, room 21

Phone (Help desk): 510.430.2005

Email: helpdesk@mills.edu

Website: <https://www.mills.edu/student-life/student-resources/information-technology-services.php>

Campus-wide computer resources make it convenient for students to stay connected. There are computers available for use in computerized classrooms during non-class hours, as well as labs dedicated to academic departments for use by students in those majors. The main computer lab in Stern Room 10 is near the technology Helpdesk in Room 21 which is available for computer help throughout the business week. For more information on labs, please follow this URL: <https://inside.mills.edu/student-life/information-technology/lab-locations.php>

To report problems or to request help with campus computing equipment or resources, contact the Helpdesk at 510.430.2005 or 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 and Office 365 software. For more details about technology at Mills, please visit the main technology page here: <https://inside.mills.edu/student-life/information-technology/index.php> or take a look at the A to Z of Technology Resources at Mills here: <https://inside.mills.edu/student-life/information-technology/a-z-index.php>

INSTITUTIONAL ADVANCEMENT

Reinhardt Alumnae House and Carnegie Hall

Phone: 510.430.2097

Email: donors@mills.edu

Website: 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.

INTERNATIONAL SCHOLARS AND GLOBAL LEARNING

Carnegie Hall 116

Email: 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 (F-1/J-1) status. International students must work closely with their international student advisor, the Assistant Director of International Scholars and Global Learning, regarding travel, visa status, academic standing, work opportunities, and optional post-completion training. International student services additionally plans and promotes events and activities for the international community on campus.

Writing and Tutoring Center

Phone: 510.430.3360

Email: tutoring@mills.edu

Website:

<https://www.mills.edu/student-life/student-resources/writing-tutoring-center.php>

The Writing and Tutoring Center at Mills is a dynamic hub for supporting academic success. As a student, you will work one-on-one with an academic advisor to customize your educational path. You will also have the opportunity to take advantage of support services and programs that will help you with writing, subject-specific tutoring, and workshops focused on enhancing your academic skills. Our goal is to remove barriers to your learning and help you succeed both in college and as a lifelong learner. Our resources include:

Writing Support

The Writing and Tutoring Center offers one-on-one support for any type of writing at any stage during the writing process. Staffed by graduate student fellows from our renowned Literatures & Languages Department, the Writing and Tutoring Center provides a comfortable, peer-based approach in a relaxed environment that will help you hone your written communication skills.

Subject Tutoring

If you'd like to get assistance from a fellow student on a difficult subject or just some advice on how others have successfully managed to get the most out of their studies, you can sign up to work with a peer tutor for a few hours per week. You can also earn money by becoming a peer tutor yourself if you have a faculty recommendation and meet the appropriate qualifications of the program. It is a great way to connect with and give back to your fellow students.

ePortfolio

At Mills, you will have access to an electronic portfolio (ePortfolio), a digital tool that allows you to collect and share your academic accomplishments online. Your ePortfolio is a multimedia showcase of your course work that enables you to reflect on your learning experiences and promote yourself to potential employers. The Writing and Tutoring Center will assist you with building your ePortfolio and getting the most out of this dynamic learning platform

(F.W. OLIN) LIBRARY

Janice Braun, Library Director and Special Collections Curator

Lawral Wornek, Head of Reference

Phone: 510.430.2385 (Reference Desk); 510.430.2196 (Circulation Desk)

Email: asklib@mills.edu

Website: library.mills.edu

Covid Access Updates: tinyurl.com/millslibaccess

The F.W. Olin library offers students a collection of 250,000 volumes, other media, and electronic resources supporting the curricular needs of the College, with special emphases on literature, history, women's studies, art, and music. The library interior includes 280 study and workstations as well as a seminar room, four group study rooms, and a student lounge suitable for group work. Macs, PCs, printers and scanners are also available. The library is open 79 hours a week during the semester. Reference librarians are available until 7:00 pm most weekdays to help students organize research efforts and make the best use of library resources.

The library's catalog is accessible at <http://library.mills.edu> and at catalog stations in the library. The library offers a number of databases, including Academic Search Complete, Nexis Uni, Project Muse, ERIC, MLA International Bibliography, and JSTOR, among others. All databases are available via the library's website from on or off campus. If the library does not have the book, article, or other material that you need most items can be obtained by interlibrary

loan from other institutions.

The Elinor Raas Heller Rare Book Room (Special Collections)

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

For more information, please visit <https://inside.mills.edu/academic-resources/library/index.php>.

MAIL AND COPY CENTER

Rothwell Center

Phone: 510.430.2149 Email: mail_and_copy@mills.edu

Website: <https://inside.mills.edu/student-life/mail-copy-services.php>

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.

(PRIETO) MULTIMEDIA LAB

Fine Arts Annex, Room 101

Phone: 510.430.3197

Website: <https://www.mills.edu/academics/graduate-programs/art/studios-workshops.php>

The Prieto Multimedia Lab is a hybrid computer and electronics lab dedicated to interdisciplinary work in electronic media. Activities in the lab focus on the development of aesthetic and conceptual relationships between emerging technologies and traditional art media. Specific areas of interest include interactive electronics, video, sound, photography, installation, and performance.

The lab computer workstations consist of thirteen iMacs, three flatbed scanners, one projector, a printer and a DVD/VHS/DV transfer station. All iMacs are installed with a wide array of creative software, including but not limited to the Adobe Creative Cloud Suite, Max/MSP/Jitter, Isadora, Final Cut Pro, Compressor, iMovie, Reaper, SuperCollider, Processing, MadMapper, Blender, QLC+, KiCAD, VNC Viewer and the Arduino IDE. A sound system is available for audio playback; consisting of one 12-channel mixer, one MOTU 828 UltraLite mk3, two Event TR8XL studio monitors, one 18" subwoofer and a crossover.

The lab electronics workstation comes stocked with a variety of equipment for prototyping electronic devices and circuits. This includes but is not limited to soldering irons, multimeters, breadboards, power supplies, oscilloscopes, tone generator, hot air gun, resoldering gun, hot glue guns, and numerous tools such as a hand drill, a table drill,

vices, pliers, wire strippers/cutters, tweezers and screwdrivers. The electronics cabinets contain basic parts and components as well as a wide variety of sensors, motors, solenoids, servos as well as Arduino, Teensy, ESP8266 and Raspberry Pi microcontrollers/microcomputers. The lab additionally includes an independent wireless network for use in IoT projects.

PUBLIC SAFETY DEPARTMENT

CPM Building
 Emergency Phone: 510.430.5555
 Non-Emergency Phone: 510.430.2007/2008

Email: safety@mills.edu

Website: <https://inside.mills.edu/student-life/safety-transportation/index.php>

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

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. No previous experience is required. For more information about facility use and recreation excursions, contact Nic Van Dyke, nvandyke@mills.edu, 510.430.3285. For more information about intramural sports and other APER special events, contact Lilia Dosalmas, ldosalmas@mills.edu, 510.430.2395.

RESIDENTIAL LIFE

Cowell Building

Phone: 510.430.2130
 Email: reslife@mills.edu
 Website: <https://www.mills.edu/student-life/living-on-campus/residential-life.php>

Residential Life fosters a secure, inclusive, and supportive community in which residents develop interpersonal skills and care for self and others. The Residential Life professional staff and student Resident Assistants are committed to providing opportunities for connection among residents and to resources on campus.

SOCIAL JUSTICE (Equity, Inclusion and Social Justice)

Email: thecenter@mills.edu
 Website: <https://inside.mills.edu/about-mills/equity-inclusion-social-justice/index.php>

Through our work of Equity, Inclusion and Social Justice Resources, Mills College 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 creating spaces and resources that are inclusive, accessible, equitable and socially just, we offer a variety of opportunities and formats for engagement. Just a few of the past events include:

Experiential workshops	Community Circles	Self-care spaces
Panels with academic, activists, artists, etc.	Film screenings and discussions	Leadership Development
Celebrations and Honors	Community Service opportunities	Social events and program

We are committed to interweaving social justice through all that we do in a manner that is intentional, strategic, and sustainable. These 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 not limited to:

- LGBTQIA community
- Disability and access
- Sizeism, body imagine, and health
- Gender equity
- Environmental sustainability
- First-generation college students
- Undocumented and mixed family students
- Students of color

For more information, email thecenter@mills.edu

SPIRITUAL AND RELIGIOUS LIFE

Phone: 510.430.2130
 Email: chaplain@mills.edu

Website: <https://inside.mills.edu/student-life/spiritual-religious-life.php>

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.

STUDENT ACCESS AND SUPPORT SERVICES

Cowell Building

Phone: 510.430.2130

Email: sass@mills.edu

Website: <https://www.mills.edu/student-life/student-resources/student-access-support-services.php>

Student Access and Support Services (SASS) embraces disability as an aspect of diversity that is integral to society and our campus community. Equal access is at the forefront of our commitment to social justice and inclusion. SASS is dedicated to improving the learning experience for all students by ensuring that classes and all campus activities and programming are universally accessible and equitable. We are a campus-wide resource that provides education and direct support to students, faculty, and staff on accessibility efforts. We believe that when a learning environment is intentionally designed, everyone achieves more, learns more, and is more equitably represented. 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.

STUDENT ACCOUNTS

Carnegie Hall

Phone: 510.430.2009

Email: stuaccts@mills.edu

Website: <https://inside.mills.edu/financial-aid-accounts-records/student-accounts/index.php>

Student Accounts is responsible for student billing, payment options, and the implementation of policies regarding tuition, fees, and refunds. Students can view an electronic bill before the payment deadline each semester. 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.

Student Accounts offers 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](#).

STUDY ABROAD:

Email: studyabroad@mills.edu

Study Abroad at Mills, part of the Office of Advising, Career, & Global Learning, offers students the opportunity to enroll in academic programs in over fifty countries around the world, while gaining invaluable cross-cultural experiences that enhance their liberal arts education and prepare them to make a global impact. It provides access to ongoing support for the study abroad process through advising, resources, preparation sessions, workshops, and events, helping students make the most of their experience overseas while giving back to the campus community.

(MEYER) TENNIS COURTS

http://www.millscyclones.com/facilities/tennis_courts

Six tennis courts, equipped with lights, are located behind Haas Pavilion. Students can purchase tennis court keys for a minimal cost at Haas Pavilion room 103. To make an appointment to purchase a key, please email athletics@mills.edu. 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 http://millscyclones.com/facilities/tennis_courts.

TESTING CENTER

Email: sass@mills.edu

Website: <https://inside.mills.edu/academic-resources/advising-tutoring-accessibility/index.php>

Student Access and Support Services (SASS) provides test-proctoring services, by appointment and on a space-available basis, for registered SASS students. The Testing Center is equipped with reduced distraction testing rooms, computers, and assistive technology such as ZoomText (screen magnification) and Dragon (speech-to-text software). More information about testing services and how to schedule an exam can be found online.

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

Website: www.mills.edu/trio

Home to Upward Bound and Mills Educational Talent Search (METS), the Mills TRIO Programs provide free 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, summer academic programs, and other college resources. TRIO also offers Mills students work-study opportunities as tutors, mentors, student advisors, and program and teaching assistants. The TRIO Programs are federally funded by the US Department of Education.

VERA WHOLE HEALTH CENTER AT MILLS COLLEGE

CPM 117

Appointment Line: 510-671-3985

Website: <https://inside.mills.edu/student-life/health-counseling/health-center/index.php>

All Mills Students – regardless of what insurance you have, even if you are currently in between insurance plans, are welcome to use the Mills Student Health Center on campus for free. Students are encouraged to schedule an appointment by calling 510-671-3985 or visiting <https://patients.verawholehealth.com/mills> from 6:00 am–6:00 pm.

Before and after those hours and on weekends, the appointment line is a nurse advice line. Appointments, including same day appointments, should be scheduled in advance. Walk-in appointments are possible, but we cannot guarantee their availability. Students should bring their Mills student ID to receive services.

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

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

International students are automatically enrolled in and must purchase a special international student health plan. See here for more information: <https://inside.mills.edu/student-life/health-counseling/student-health-plans/international-students.php>

WELLNESS AND COMMUNITY OUTREACH

Cowell Building

Phone: 510.430.2260

Email: health@mills.edu

Website: <https://inside.mills.edu/student-life/health-counseling/community-health-resources.php>

Mills provides a variety of health and wellness services and programs that encourage students to maintain optimal wellness and a healthy campus environment. The Office of Wellness and Community Outreach 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.

NOTE: ACADEMIC DEPARTMENTS ARE DESCRIBED IN THE COURSE CATALOG.

GETTING STARTED

E-mail is the primary and official method of communicating with students at Mills College.

Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized college e-mail account through their academic years at Mills. Students who choose to forward e-mail from their College e-mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

A. THE BOOKSTORE

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

Email: bookstore@ecampus.com

B. CAMPUS SAFETY AND SECURITY

<https://inside.mills.edu/student-life/safety-transportation/parking.php>

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.

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 drop, cover and hold. In most situations, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby

COVER your head and neck with one arm and hand

If a sturdy table or desk is nearby, crawl underneath it for shelter

If no shelter is nearby, crawl next to an interior wall (away from windows)

Stay on your knees; bend over to protect vital organs

HOLD ON until shaking stops

Under shelter: Hold on to it with one hand; be ready to move with your shelter if it shifts

No shelter: Hold on to your head and neck with both arms and hands.

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

If outdoors, stay there. Immediately drop to the ground and cover head/neck with arms. When safe to do so, 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 remain alert for hazards that may require movement to a safer location.

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 often provide protection against electricity.

As most injuries during earthquakes are caused by falling objects and attempts to move during shaking, 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 a wall. If these items cannot be secured, they should be placed where they are not likely to fall, cause injury or obstruct walkways/exits
- 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 windowpanes.

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, disaster preparedness and emergency communications are advised and available to community members through the Department of Public Safety (see Community Resources on the DPS webpage).

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 advance announcement. All drills are coordinated with the Office of Residential Life.

Mills College Children School 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 proceed to your designated Emergency Assembly Area
- Check-in with your Resident Assistant, or a Building Safety Coordinator (BSC) for accountability. If no BSC is available, stand by and await clearance from First Responders, or campus safety authority **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"; quickly evacuate building in a calm and orderly manner. If heavy smoke is present, drop to the ground to avoid inhalation and crawl to nearest exit.
- Notify others of evacuation and close all doors behind you as you proceed outdoors.
- If possible, grab a towel or other cloth to cover your face while exiting.
- DO NOT stop to collect personal belongings.
- Touch all doors using the back of your hand to feel for heat before opening. If a door is hot to the touch, find an alternate exit route.
- Use stairs to evacuate from multi-level buildings; DO NOT use elevators
- Assist mobility impaired persons in exiting the building.
- Proceed to your building Emergency Assembly Area (EAA) to be accounted for, and to assist in accounting for others.
- Remain at designated EAA and await further instruction from First Responders, or campus safety authorities

For a list of Mills College Emergency Assembly Areas, speak with a Building Safety Coordinator, Residential Life staff, or view mills.edu/dps/evacuation_eaa.

Once outside, evacuees should locate a phone and CALL 9-1-1 (cell phone users dial, 510.777.3211 for emergency dispatch). Alert Public Safety officers of emergency dispatch at x5555 from any campus phone, or 510.430.5555 from cell phones.

LOCK DOWN/SHELTER IN-PLACE

For the protection of campus residents, situations may require community members to shelter-in-place. Incidents such as civil disturbance, hazardous material (HAZMAT) release, active threats or intruders may initiate Lock Down and/or Shelter In-Place Shelter procedure. Information concerning event will be sent via campus alert notification systems.

- Shut and lock exterior door(s) and window(s). Bring everyone into interior room(s) away from entry ways and windows. Provide for the safety of occupants by asking them to stay – not leave. Await further instruction from First Responders, or campus safety authorities.

In addition to the above:

- *If an ACTIVE INCIDENT:* Turn out all lights. Lock and barricade door(s) with heavy furniture. Avoid window(s). Remain quiet and stay low to the ground. Silence notifications and dim screens on electronic devices. Seek cover and limit movement to conceal your location. Remain in position until evacuated, or advised that it is safe to leave, by authorities.
- *If a HAZMAT release*:* Move to an interior room(s) above ground floor with the fewest windows, vents or other openings to the outside. Take shallow breaths through a towel/cloth if gas or vapors are detected. If able, turn off/disable all heating and air conditioning systems. Use duct tape to seal openings around doors, windows, ducts and vents with:
 - Wet towels
 - Plastic sheeting
 - Heavy duty aluminum foil
 - Wax paper

Unless there is an imminent threat (i.e. combustion, explosion...), notify emergency contacts that you are safe and perform a headcount of all present. Remain in position until evacuated, or advised that it is safe to leave, by authorities.

** If HAZMAT alert is the result of an off-campus incident, tune into emergency radio stations for updates/instructions.*

- KCBS 740 AM
- KGO 810 AM
- KNBR 680 AM
- Radio Oakland 530 AM

MEDICAL EMERGENCIES

In any medical emergency, **immediately** dispatch Emergency Medical Services (EMS) by calling 9-1-1 (cell phone users dial, 510.777.3211). After EMS dispatch, or if another person is available, contact the Department of Public Safety at x5555 from any campus phone, or 510.430.5555 from cell phones.

When contacting Emergency Medical Services (EMS) be prepared to provide the following information/assistance:

9-1-1 DISPATCH

- Provide your name, and the name of injured person(s) if known
- Describe medical emergency; note any open wounds, burns, swelling, impaled objects, deformities, unconsciousness or other physical signs
- Communicate any known medical conditions or symptoms the person is experiencing (headache, nausea, light-headedness, pain)
- If witness to incident or onset of illness, tell what happened and when; describe current condition
- Give **exact** location of injured party by name, building # or area descriptors
- Answer any questions asked, and **DO NOT** hang up until instructed to do so.

PUBLIC SAFETY

- Provide above information to DPS staff; officers will assist and direct emergency personnel upon arrival
- Designate someone to meet Public Safety Officer(s) and direct them to injured party. One or more Public Safety Officers will respond immediately to the location to provide scene safety and first aid where appropriate

- *If possible, a Resident Assistant, Area Coordinator or, during business hours, the Division of Student Life should also be notified*

Injured person(s) should be kept still and comfortable until paramedics/ambulance arrives. DO NOT move injured person(s) unless scene is unsafe, or there is immediate danger to life (i.e. fire, hazardous fumes, structural instability...etc.) If a person must be moved, work in teams of two or more to support head, neck and back. DO NOT attempt to administer first aid, prescription medications or other treatments unless trained to do so. Under most circumstances, emergency medical help will arrive in a matter of minutes. When help arrives, callers and involved persons should be ready to provide any relevant details and on-scene support.

EMERGENCY CONTACT NOTIFICATION

In conditions or medical emergencies requiring EMS dispatch, major surgery, anesthesia, or other unusual or exceptional intervention, a reasonable attempt will be made to reach parents or other designated emergency contact(s). Under California law, students 18-years of age or older may receive, or deny treatment accordingly. Students under 18-years may receive emergency care with the consent of a parent, or legal guardian. A reasonable attempt will be made to reach parents or designated guardian for consent. If parent or guardian is unavailable, treatment will be administered at the discretion of attending physician(s).

RESIDENTIAL HOUSING

For the safety of residential halls, students should not allow anyone into the residential community unless accompanied by, A) Residence Hall Assistant B) Residential Life Staff, C) Law Enforcement or other First Responder. Report all unattended guests immediately.

Campus residents are advised to secure all windows and doors when leaving residence hall rooms, homes, or apartments. Students should shut any propped doors or open, unattended windows and report the incident to Resident Life staff. Immediately report theft, or suspicion of theft in residential spaces, to 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, nature of the incident, a description of the suspicious person(s), property involved, and the suspect's location or direction of travel. The reporting person should not hang up the telephone until requested to do so.

Key descriptive information includes:

• Perceived Gender	• Facial hair
• Perceived 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 campus between the hours of 10:00 pm and 6:00 am must display current photo identification. Acceptable forms include:

- A. Passport or card
- B. Driver's license
- C. Government-issued ID card
- D. Military ID card
- E. Credit or debit card with a photo
- F. Office, school, college, or university-produced identification card
- G. 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

Mills College 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 it is required for access to the Mills College network. Students must complete a self-guided online computer orientation in order to activate their username and set their password. For

complete instructions, see the “New Student Computer Orientation” section of the Information Technology Services website: <https://inside.mills.edu/student-life/information-technology/self-guided-training.php>

The Inside Mills homepage (<https://inside.mills.edu>) allows students to access general information about the College, including academic calendars, schedules of classes, examination schedules, and events calendars. The Mills Resource 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 Resource 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. 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: <https://inside.mills.edu/student-life/information-technology/lab-locations.php>.

Borrowing College Computers

Mills College is offering a subsidized Ipad purchasing program for Mills students. Students may borrow/check out computers from the AV 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

7500 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/pay_for_print_faq.php

You can also print from your own wireless device to select Mills Printers. Please visit this link for more information: <https://intranet.mills.edu/campus/technology/training/printron.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.

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.

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.

For information on connecting to the Mills network, please see: <https://inside.mills.edu/student-life/information-technology/connecting-to-mills-network.php#wireless>.

Virus protection software is required on personal computers to use the Mills network. For more information about our free virus protection software, please see: <https://inside.mills.edu/student-life/information-technology/virus-information.php>

Student Discounts on Computing Purchases

Mills College is offering a subsidized Ipad purchasing program for Mills students. 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 for free on 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 is available here: <https://inside.mills.edu/student-life/information-technology/microsoft-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: <https://inside.mills.edu/student-life/information-technology/technology-discounts.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" or visit the Mills webpage: <https://inside.mills.edu/student-life/information-technology/computing-agreement.php>

D. DINING ON CAMPUS

<https://www.mills.edu/student-life/living-on-campus/dining.php>

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, including Mills Community Farm.. 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. For more information on individual facilities, call Merilee McCormick, General Manager at 510-289-1933 or email dining@mills.edu. View daily menus and wellness tips online or set up menu mail updates at <https://mills.cafebonappetit.com/>. Please join Bon Appetit at Mills social media on Facebook and Instagram at Bon Appetit at Mills College.

The Tea Shop

Located in the Rothwell Center, the Tea Shop will become the primary dining facility for the 2021-2022 school year. Centrally located, The Tea Shop offers a grill, freshly prepared and packaged cold foods,, an extensive beverage selection, and indoor and outdoor patio seating.. The Tea Shop now offers online groceries and express ordering at: <https://millscatering.catertrax.com/>. Be advised that COVID-19 requirements may be in place during the academic year for all spaces including dining facilities including but not limited to masking except when actively eating or drinking and additional social distancing.

Founders Commons

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 four days a week. With pristine views that overlook the campus as well as indoor and outdoor seating, it is the ideal place to dine. Due to COVID-19 restrictions patrons are required to wear masks while collecting items in this space. Founders Commons will also have limited seating to support better social distancing.

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. ACCESSIBILITY AND DISABILITY ACCOMMODATIONS

Student Access and Support Services (SASS), a unit within the Division of Student Life, is dedicated to ensuring access and inclusion for all students with disabilities. SASS serves over 300 students with temporary or permanent physical, psychological, health, learning, or sensory disabilities. We work collaboratively with students and faculty to ensure students experience equal access in their coursework through accessible course design, accommodations, and/or other modifications. SASS is a resource of the entire campus community and offers consultation on all access-related matters.

Documentation

Students with a disability are eligible to receive accommodations. Students are required to submit medical documentation that establishes the nature of a disability and/or health condition and describes its impact on the student in the educational environment. Student Access and Support Services (SASS) recognizes that not all students have access to medical documentation. Please do not let this deter you from reaching out.

Accommodations may be granted on a case-by-case basis and may be provided provisionally while documentation is pending. Please connect with SASS to schedule a meeting to discuss your access needs. All disability-related documentation is treated in a confidential manner and in accordance with federal and state regulations.

Documentation Guidelines

Mills College mental health professionals and medical professionals are not able to provide documentation for the accommodations process due to the nature of the process, acute nature of Mills services, and requirements for support.

Psychological Disabilities

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

Learning Disabilities and Attention Deficit Disorder

Documentation must be from a professional qualified to diagnose a learning disability and/or ADD/ADHD, 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.

Autism Spectrum Disorder

Documentation from a psychiatrist or other mental health professional must reflect the student's present level of functioning regarding the disability and its impact on the need for accommodations, and include an ASD diagnosis.

Deafness or Hard of Hearing

A copy of an audiogram, administered within the last two years by your physician audiometric specialist, or audiologist, verifying the extent of hearing loss.

Legal Blindness or Visual Impairment

A copy of your most recent eye examination results from an ophthalmologist or optometrist verifying legal blindness or other visual impairment.

Mobility Impairment, Speech Impairment, Acquired Brain Injury, Chronic Illness, or other disabilities not listed above

Documentation from a physician or other qualified professional must reflect the student's present level of functioning regarding the disability and its impact on the need for accommodations.

Accommodations

Academic accommodations make educational experiences accessible for students with disabilities when the chosen design of the course poses barriers to access. Accommodations may include, but are not limited to, course load modifications, additional time on exams, attendance flexibility, note taking assistance, auxiliary aids, and audio

recording. Mills also provides alternative media and assistive technology to students. These supports include e-books, text-to-speech, speech-to-text, and screen magnification software.

Requesting Accommodations

Students requesting accommodations must first register with the Student Access and Support Services (SASS) office, providing appropriate documentation as noted above. Once documentation is submitted and reviewed, SASS will contact the student to schedule a meeting. The purpose of this meeting is to engage in the interactive process and learn from the student how they experience their disability. We will discuss what functional limitations disability poses and its impact on the educational experience. SASS works collaboratively with the student, and together will determine the most effective accommodations. All accommodations are determined on a case-by-case basis.

The student will request accommodation letters online through the AIM link on the MyMills Portal. These letters will be sent electronically to faculty and will specify the accommodations needed for the class. They do not disclose information regarding a student's specific disability, as this information is kept confidential. Faculty should not ask the student for documentation or information about their diagnosis; nor should faculty accept disability documentation from the student. Disability documentation should be given to SASS only.

Each semester the student must re-request their accommodations through this system. Continuing students do not have to resubmit documentation unless symptoms and access needs have changed. Accommodations will be implemented as quickly as possible; however, students are strongly advised to make their accommodation requests early in the semester to ensure access in a timely manner.

Exam Requests

Students who receive exam accommodations may schedule their exams at the Testing Center located in 118 Sage Hall. Students should first check with their faculty to see if their instructor is planning to proctor the exam or offer other options.

Exam reservation requests must be submitted through the AIM Portal at least three business days in advance, and it is best to submit them at least a week in advance or at the beginning of the semester as they are outlined on the syllabus whenever possible, to allow enough time for your faculty to accept the request and provide a copy of the exam to the Testing Center. You are encouraged to submit your exam reservation requests for the term all at once as soon as you know the dates. 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. If you need assistance navigating the exam reservation feature contact access@mills.edu for assistance.

Housing and Dietary Accommodations

Students with specific housing and/or dining needs must work with Student Access and Support Services (SASS) to make arrangements for room configurations, specialized equipment, furniture, or dietary accommodations. SASS will coordinate requests with Housing Management and Dining Services (HMDS) as appropriate.

Service Animals

A "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support,

well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some cases, miniature horses, are not considered service animals for the purpose of this definition of a service animal.

Service animals will be permitted to accompany people with disabilities in all areas of Mills College facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. Mills College does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. While SASS staff will generally not inquire about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, Mills staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- (1) Is the dog required because of a disability?
- (2) What work or task has the dog been trained to perform?

A service animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means.

Mills College will assess requests for the use of service animals outside of this on a case-by-case basis. Requests should be submitted to the Student Access and Support Services and, consistent with applicable laws, Mills College may make modifications in its policies to permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.

GUIDELINES FOR MEMBERS OF THE MILLS COMMUNITY

To ensure equal access and nondiscrimination of people with disabilities, members of the Mills community should abide by the following practices:

- Allow service animals and emotional support animals to accompany people with disabilities on campus to approved locations
- Do not ask for details about a person's disabilities
- Do not pet a service animal or emotional support animal, as it distracts the animal from its work
- Do not feed a service animal or emotional support animal;
- Do not deliberately startle, tease, or taunt a service animal or emotional support animal; and
- Do not separate or attempt to separate a person from their service animal or emotional support animal.
- Refer any questions or concerns to the SASS staff directly.

If you have a disability that may be affected by the presence of animals, please contact Student Access and Support Services (SASS). Mills College is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

Emotional Support Animals

Mills College recognizes the importance of Emotional Support Animals (ESAs) under the Fair Housing Act that provides physical and/or emotional support to individuals with disabilities. Although it is the policy of Mills College that residents are generally prohibited from having animals, an ESA will be allowed in University Housing if the ESA

qualifies as a reasonable accommodation and is necessary to afford the individual owner an equal opportunity to use and enjoy University Housing.

An ESA is an accommodation approved by Student Access and Support Services (SASS). The student must provide medical documentation that supports their request to have an ESA. Determinations will be made on a case-by-case basis. Mills will consider requests for ESAs promptly. However, no ESA may be kept in University Housing at any time prior to the individual receiving approval as a reasonable accommodation. ESAs are not allowed to accompany individuals with disabilities in all areas of Mills College. Specifically, students with ESAs are not permitted to bring those animals on campus in places other than University Housing and only in Housing once approved by Housing and Residence Life.

Once SASS approves an ESA accommodation, the student must submit updated veterinary records, a photo of the animal, and proof of ongoing flea/tick treatment. Students with ESAs must also adhere to the Emotional Support Animal Resident Agreement which each student must read and sign before their animal is allowed on campus. Please see Appendix 8.

Grievances

Mills College and Student Access and Support Services support you in your right to file a grievance when you believe you have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids or effective communication or suffered discriminatory harassment. Any student who believes they have been discriminated against based on disability should contact the SASS@mills.edu for detailed information about the grievance procedures.

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 3 for the fall semester and January 4 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

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 this 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 this catalog.

The leave of absence/withdrawal date is the date the student provides notification to the Division of Student Life of their intent to take a leave of absence or withdraw from the College. 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.

No mandatory fees, such as the campus comprehensive fee, ASMC fee, and installment fees if enrolled in a payment plan, will be credited as of the first day of instruction.

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"> • All tuition charges and fees credited 100%. • Enrollment deposit is forfeited.
First day of instruction through add deadline	<ul style="list-style-type: none"> • Credited 90% of tuition charges only. • Mandatory fees will not be credited and the enrollment deposit is forfeited.
After add deadline	<ul style="list-style-type: none"> • No credit of any tuition or fees. • Enrollment deposit is forfeited.

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 housing agreement once their leave is filed, they have moved out of housing and turned in all their keys. Their costs will be prorated based on the night all keys have been returned and move out confirmed (see [Deposits and Refunds](#)). A credit for housing and dining will be calculated for the remainder of the semester based on a nightly rate

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 College of their intent to take a leave of absence or withdraw. All students can access the leave process through their student portal. Students will be contacted by the Student Support Coordinator in the Division of Student Life regarding their leave request. 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, part-time students who reduce credits or drop courses, or students taking overload credits who drop credits 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, are not prorated for part-time status.

Official Date of Change	Adjustment
Before first day of instruction	<ul style="list-style-type: none"> • Credited 100% of tuition charges associated with the reduction of credits
First day of instruction through add deadline	<ul style="list-style-type: none"> • Credited 80% of tuition charges associated with the reduction of credits
After add deadline	<ul style="list-style-type: none"> • No credit

G. HEALTH COVERAGE AND CARE

Phone: 510.430.2260
 Email: health@mills.edu
 Website: <https://inside.mills.edu/student-life/health-counseling/student-health-plans/index.php>
 For Student Health Center appointments or Advice Nurse 24/7 for All Mills Students: 510-671-3985

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.

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. International students may purchase additional coverage for dependents or purchase other international student health or travel insurance for dependents, to request this, email health@mills.edu to start the process.

The Student Health Center on campus is operated by Vera Whole Health and provides primary care, urgent care, health coaching, lab work and preventive care for students, staff and faculty. All Mills students—no matter their insurer—are welcome to use the Vera Whole Health Clinic at Mills. All appointments are free for students. We encourage students to go to our health center before going off campus for their medical needs, unless it is an emergency which could result in loss of life or limb. Students are encouraged to schedule an appointment by calling 510-671-3985 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 should bring their Mills student ID to receive services. Check the Mills College website: Health and Counseling section or contact the Wellness and Community Outreach Office in the Division of Student Life at health@mills.edu

H. Mills ID (Photo ID / Keycard / Meal Card)

<https://inside.mills.edu/student-life/housing/id-creation-and-move-in-instructions.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 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. 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.

After clearing their student account each semester, students may pick up residential keys and/or obtain 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. 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: https://inside.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.

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. Mills does offer a one-time free card replacement to those students who are changing their name to align with their gender identity. If this applies to you please email housing@mills.edu for more information.

I. 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.

J. 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, State and Federal Law and other College documents as applicable to their role.

Undergraduate Students

Undergraduate Catalog: <https://catalog.mills.edu/>

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

IT computing agreement: www.mills.edu/student_services/technology/computing_agreement.php

Public Safety Policies and Regulations: www.mills.edu/student_services/safety_and_transportation/policies.php

Graduate Students

Graduate Catalog: <https://catalog.mills.edu/>

Student Handbook- for Undergraduate and Graduate students: www.mills.edu/handbook.pdf

IT computing agreement: www.mills.edu/student_services/technology/computing_agreement.php

Public Safety Policies and Regulations: www.mills.edu/student_services/safety_and_transportation/policies.php

K. TRANSPORTATION ON AND OFF CAMPUS

For more information, please contact Public Safety 510.430.5555 or visit https://inside.mills.edu/student_services/safety_and_transportation/parking.php

Public Safety Escorts

Public Safety officers provide vehicle and walking escorts from dusk to dawn. Community members may call 510.430.5555 to request an escort. Public Safety staff are not allowed to transport community members off campus.

Shuttle Service

The Mills shuttle service runs seven days a week during the academic year. Current students, faculty and staff must show a valid campus ID to board shuttle buses. For the most current Shuttle schedule and information, visit our Student Services page at mills.edu/dps/shuttle.

AC Transit Easy Passes for Mills Students

AC Transit Easy Passes are distributed during fall and spring Orientation and at student check-in. To claim an EasyPass, students must submit an approved ID photo to Housing Management and Dining Services and complete the Pass Acceptance Form (Mills Portal) by the Office of Admissions published deadline. Late submission of ID photos may delay issuance of transit passes. Passes printed after the Admissions deadline will become available as received by the Department of Public Safety in CPM 113. Students must bring a valid Mills ID to claim passes. For assistance with lost, damaged or defective cards, call Clipper Customer Support at 1-877-878-8883.

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.

Other Ground Transportation Resources

- AC Transit Bus: www.actransit.org
- Amtrak Train: www.amtrak.com
- BART (Bay Area Rapid Transit): www.bart.gov
- CalTrain: www.caltrain.com

Public transit trip planners, costs, ride sharing program, traffic conditions and driving times, bicycle maps, and more: 511.org -or- Dial 5-1-1

L. VEHICLES ON CAMPUS

All vehicles on Mills campus must display a valid parking permit. Permits are available for purchase online via campus eMarket at https://commerce.cashnet.com/mills_dpss_prod, and in the Department of Public Safety Office at CPM 113. Students will need to register their vehicle(s) in the Mills Portal **before** collecting permits. Each registered Mills student is allowed one Parking Sticker for a fee of \$50.

Student & Faculty/Staff Vehicle Permit Registration

1. Log-in to your Portal homepage and select the **Register Your Vehicle or Request a Parking Permit** link under **myMills Resources**.
2. Enter vehicle information for all vehicles to be used on campus
3. Proceed through the registration form and click **Request** to submit your permit request
4. If Faculty or Staff member, select the Payroll Deduction option upon request

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.

M. WORKING ON CAMPUS

<https://inside.mills.edu/student-life/career-services-student-employment/student-employment.php>

Please note: Only students receiving Federal Work-Study funds will see a work-study allotment amount noted on their account, however ALL students are eligible for on campus student employment.

Student Employment

- Students can apply for on-campus job(s) via listings available on the [Handshake website](#).
- Students should attend the on-campus employment orientation session which occurs during student orientation week. At this event students will learn how to apply to on-campus opportunities, and get an overview of the process for on-campus employment.
- Before a student begins any position on campus they must have their supervisor fill out a Mills College Student Employment Agreement or a Mills College Federal Work-Study Employment Agreement.
- In addition to an Employment Agreement each student must complete the most current version (i.e. 2017) W-4 and I-9.
- All completed and signed forms must be turned in to the Student Employment Office in Sage Hall 143 prior to the first day of work.

Types of Employment

Graduate Assistantships

Graduate Assistantships are awarded to current Graduate Students. A Mills College Graduate Assistantship Contract must be completed before a Graduate Student can begin work. Graduate Students are required to complete the most current version (i.e. 2017) W-4 and I-9 prior to the first day of work. All completed and signed forms must be turned in to the Student Employment Office in Sage Hall 143.

Federal Work-Study

Students who have been awarded Federal Work-Study Funds as part of their financial aid package will need to pick up their Federal Work-Study Contract from the M Center in Carnegie Hall 101. Students can log onto their portal or contact the M Center for information regarding their financial aid package. Graduate students are not eligible for Federal Work-Study funds.

Student Employees not receiving Federal Work-Study funds

Student Employees who do not receive Federal Work-Study are paid directly through the department. This means students will not see an allotment on their account, but are still eligible for employment.

Holding Multiple Positions on Campus during the Academic Year

https://inside.mills.edu/student_services/financial_aid/info_undergraduate.php#work

Students may be employed in more than one position on campus. During the Academic Year, work hours cannot exceed 20 hours per week for all campus positions combined, regardless of status. For undergraduate students receiving Federal Work-Study funds, the total earnings from ALL on-campus positions combined may not exceed the amount awarded in that individual's work-study contract. For more information about financial aid, contact the M Center at 510-430-2000 or email finaid@mills.edu. Student are required to manage and track their hours to ensure they do not exceed their allowable hours. Students should review any concerns with their supervisor.

Finding On-Campus Student Positions

<https://mills.joinhandshake.com/login>

To find on-campus positions visit Handshake - your online one-stop-shop for finding on-campus employment opportunities and launching your career! Handshake offers you the following:

- Relevant feed of work-study jobs, department funded jobs, positions in the community, and internship opportunities
- Appointment scheduling with CCCE staff
- News feed containing the latest information from CCCE and your favorite employers
- Resources specifically matching your interests

Claim or create your Handshake profile to begin searching for on-campus opportunities. For assistance with Handshake contact Career Connections and Community Engagement (CCCE) at career@mills.edu, call 510-430-3142 or visit in person Carnegie Hall 105

Student Payroll Procedures

Electronic timesheets are located on the Student Employment webpage:

<https://inside.mills.edu/student-life/career-services-student-employment/student-employment.php>

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

- Timesheets covering 1st-15th are due on the 15th of the month.
- Timesheets covering 16th-Last day of the month are due on the last business day of the month.
- Paydays are on the 10th and 25th of each month. If the 25th lands on a weekend or holiday then payday will be on the prior business day.

- You will be paid in one of the following two ways:
 - Paper (live) checks can be picked up at Cashier's window in Sage Hall M-F 9:30am-1:00pm and 2:00-3:30pm. If the cashier is unavailable, a member of Finance can assist you up to 5pm.
 - Direct Deposit is strongly recommended. Enrollment forms can be picked up and returned to Sage Hall 143. You will need to provide a voided check or printed document that includes your name, the bank's name, the routing number and account number on it. Paystubs will be available on your portal. Please note that it can take one or two pay periods for direct deposit services to start.

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.

Legal Information

Background Checks: Some positions may require a background check.

Anti-Harassment Training: Students are required to complete an Anti-Harassment training.

Oakland Required Sick Leave

Students who have completed 30 or more days of employment accrue paid sick leave. After the first month, these employees will accrue at the rate of one hour for each 30 hours of work performed; max accrual is 72 hours. Paid sick leave is not available for use during the first 90 days of new employment.

Breaks and Meal Breaks

Student employees are entitled to a 10 minute (paid) break every 3.5 hours of continuous work. Student employees are required to a 30 minute (unpaid) meal break after 5 hours of work. For example, if a student works 4 hours in one job and then walks directly to their next job and works another 2 hours, they are still required to take an unpaid half hour break. It is both the student's and departments' responsibility to keep track of meal breaks.

Meal Break Waiver

If a student is scheduled to work a shift of 6 hours or less in one workday, they may choose to waive their 30 minute unpaid meal break using a Meal Break Waiver. In order for the waiver to be valid, an authorized departmental supervisor must also authorize the waiver in writing by signing the form. This waiver remains in effect indefinitely until employment ends, or the student worker revokes the waiver in writing. Meal Break Waiver forms are available outside of the Payroll Services Department in Sage Hall 143 and on the student employment webpage.

Confidentiality Agreements

All student employees are required to sign a confidentiality agreement. The agreement is between the supervisor and student. It can be obtained from the [Student Employment website](#) or from the Student Employment HR Office in Sage Hall 143.

Injuries

Injuries must be reported to a supervisor immediately. Students should also contact:

- Public Safety at x5555, or 911 if the injury is serious.
- The Benefits team at x2287 or x3144 or benefits@mills.edu.

For more answers, contact:

Eligibility for Federal Work-Study funds, wage rate exceptions	M Center	workstudy@mills.edu
Hiring procedures, job classification	Employee Services	StuEmp@mills.edu
How to search for jobs on Handshake.com, Career Planning	Career Connections & Community Engagement (CCCE)	career@mills.edu
Timesheets, payroll forms, or payment process	Employee Services Payroll Office	payroll@mills.edu

CREATING COMMUNITY ON CAMPUS

A. MILLS COLLEGE TRADITIONS

Alum Senior Dinner (Pearl M Dinner) is a celebratory event in spring, when the Alumnae Association of Mills College 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 Chaplain/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 2020 is purple, 2021 is red, 2022 is green, and 2023 is blue.

Club and Community Action Fair held early in the fall and spring semesters, and sponsored by the Center for Student Leadership, Equity, and Excellence, this event introduced students to clubs and 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 in 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 alums, 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 and programs for transfer 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 wooden boxes set around campus for distributing The Campanil. If needed for paper distribution. 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 gathering place for the Mills community. Surrounded 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.

C. STUDENT CLUBS AND ORGANIZATIONS

Student Clubs and Organizations Management

Phone: 510.430.2054

Email: thecenter@mills.edu

Website: 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.

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.

1. Student Government

<https://www.mills.edu/student-life/student-activities/student-government.php>

The Associated Students of Mills College (ASMC) is composed of degree-seeking undergraduate and graduate student representatives. The ASMC challenges its members to further their student leadership development and become catalysts for academic and social change. It enhances a community of support that represents student services, funding, diversity, social justice, and connections between the students, faculty, staff, administration, and Board of Trustees. The ASMC supports student run organizations, campus-wide events, and student initiatives.

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.

Executive Board

The Executive Board is composed of the ASMC President, Vice President, Historian, Director of Finance, Director of Student Advocacy and Social Justice, Director of Academic Affairs, and Director of Public Affairs. The Board coordinates Senate committees and considers issues of importance to Mills students.

Senate

The Senate actively advocates for the needs, concerns and ideas of all Mills students. The purpose of the Senate is to collaborate with the Executive Board and Judicial Board to carry out ASMC action items, the Advocacy Agenda and any other projects determined by the Full Board as needed.

Judicial Board

The judicial board interprets, enforces, and provides guidance on the Constitution, By-Laws and ASMC Handbook. The Judicial Board mediates conflict amongst AMSC members and clubs and organizations. The Judicial Board also has the power to officially summon ASMC members to hearings and make decisions related to alleged violations of the Constitution and by-laws.

2. Student Publications

<https://www.mills.edu/student-life/student-activities/student-publications.php>

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 summer 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.
<https://www.mills.edu/policies.php>

I. COMMUNITY STANDARDS POLICIES

A. HUMAN RIGHTS POLICIES

Allegations of the following Human Rights Polices may be adjudicated through the procedures of the College's **Grievance Policy** described in **Appendix 2**.

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.
<https://www.mills.edu/policies/ada-policies/nondiscrimination-statement.php>

TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination based on 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 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. Similar materials also provide guidance under California Law.

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.

SEXUAL MISCONDUCT EDUCATION: AWARENESS, PREVENTION AND RESOURCES

Prevention, Education, and Awareness

Mills College offers a variety of programs, workshops, and modules to address the variety of concerns surrounding sexual misconduct. Our programs are as diverse as our student population. We have hosted events such as awareness events, healing sessions for survivors, self-defense workshops, and other relevant programs. We value student input into which programs would work best for our population.

Online Training for the First Year

Before the start of classes, all new students are required to complete an online educational program that addresses critical issues for the health, safety, and well-being of students. An online module are mandatory for new 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. 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.

Ensuring a Safe Campus is Everyone's Responsibility

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 all required to participate in online training directed at the prevention education, training, and resources and are encouraged to show active leadership and participation in education, prevention, and risk reduction efforts.

Employees, including faculty, are required to complete specialized training related to sexual violence and misconduct. All employees, including student employees of the College, 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, 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 educational campaigns promoting awareness and prevention of sexual misconduct that involve students, faculty, staff, alums and community members. Mills College conducts a bi-annual Health and 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.

ADDRESSING AND PREVENTING VIOLENCE: BYSTANDER INTERVENTION

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. Bystander intervention promotes the idea that while there is no perfect way to intervene, some form of intervention to prevent, stop, or deescalate a moment of violence is helpful. Students have multiple opportunities to learn more about bystander intervention through staff and student led workshops.

Steps for Bystander Intervention	Consent is voice
Notice the event	Voluntary (freely given)
Identify it as an emergency	Only active (not passive)
Take responsibility	Informed
Decide how to help	Clear
Act to intervene	Engaged permission

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

SEXUAL VIOLENCE SUPPORT AND RESOURCES

Getting Support

People have a variety of needs and emotional reactions after experiencing the trauma of sexual violence. For many, getting support 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.

We have counselors through our Counseling and Psychological Services (CAPS) program, which offer free counseling sessions to Mills students. Email counseling@mills.edu to make an appointment. Mills College Division of Student Life works with outside agencies, such as the Sexual Assault Response Team at Highland Hospital and the advocates at Alameda County Family Justice Center, to support students in their process. For additional information on sexual violence support and resources, please refer to <https://www.mills.edu/policies/title-ix/index.php> on the Mills College website.

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.

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.

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/or 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 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 or the gratuitous distribution of drugs on campus. Due to the Drug Free Schools Act, when marijuana became legal in California in 2018 it is still not be allowed on the Mills College property or at official Mills events off 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 as well as marijuana 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 as well as marijuana.

b. Marijuana Policy

In accordance with federal law, Mills College does not permit the use of marijuana for any purpose on College property regardless of California law. Even if 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. The scent of marijuana near any college facility, including residential spaces, is considered reasonable suspicion of use, possession, or distribution. Students will be held accountable through the student conduct process for any suspected violations of the marijuana policy, including scents.

c. The illegal possession, use or sharing of prescription drugs, including 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 destroyed. 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. 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 may 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 AND TOBACCO FREE POLICY

Smoking, vaping and/or tobacco use is not permitted on Mills College property or at Mills College events. For the purposes of this section, "smoking" or "smoking of tobacco products," includes use of electronic cigarettes, snuff, chewing tobacco, edibles, vape products, and hookah. Additionally, individuals must comply with the California law and be 21 years or older to possess these products. Active duty military are still able to possess 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. 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 or permanent loss of any or all computing privileges and services provided by Mills College.

Mills Security Policy

Students should be aware of our various security policies and practices to ensure the confidentiality and integrity of Mills College information to prevent accidental, or intentional, unauthorized access, misuse or damage. The [Mills Security Policy](#) offers the most relevant information for students is below.

A violation of these policies may result in suspension or termination of your right of access to Mills computer resources, disciplinary action by appropriate authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties. Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. For example, alleged violations by students will be investigated, and any penalties or other discipline will be imposed, by the Dean of Students.

Password Policy

Assigning unique user logins and requiring passwords is one of the primary safeguards employed to restrict access to Mills network and the data stored within it to only authorized users. A compromised login allows access to an unauthorized individual with likely dire consequences. Thus, it is crucially important that all users on Mills network follow the password policy and to safeguard their login credentials.

Strong passwords should appear to be a random string of characters to an attacker. Mills College's password policy requires all users to have passwords that are a minimum of eight characters, include a combination of uppercase and lowercase letters, numbers, and symbols and should never be shared for any reason.

Two-factor authentication as well as secret questions are currently utilized at Mills College which minimizes password-related risks. For password related information and step-by-step guides, refer to the following <https://inside.mills.edu/student-life/information-technology/password-information.php>

Anti-Virus Policy

All computers that connect to the Mills College network need to have the latest virus protection software and the latest security updates and patches for the operating system and applications. On average, Mills College has 1,000 users (students, faculty, staff, visitors, service providers, etc.) that use the wireless networking service each day. Any one of these computers can disrupt services on campus if they were infected with malicious software, such as a virus or worm.

ITS staff will contact a user when there is evidence of malicious software on any computer connected to the Mills College network. When malicious software is detected, a message is sent to the user of the computer suspected of being infected and the computer's network access is blocked until the user has worked with ITS staff to address the problem. All other services (email, class materials, etc.) will remain available using other campus computers.

For instruction on downloading and using anti-virus software that Mills College provides to all staff, faculty and students for free, please see the following

link: https://inside.mills.edu/student_services/technology/virus_information.php

Peer to Peer File Sharing

Peer-to-peer (P2P) file-sharing programs have become a popular way to exchange digital media, such as music, movies, games, and software over the Internet. Academic applications of these programs are also expanding. P2P software, if installed and enabled on your computer, allows digital media to be downloaded or uploaded between your computer and any other computer that is connected to the Internet and also has these programs installed and enabled.

P2P file-sharing programs are not illegal. If you own the copyright in the music, movie, software or other file you want to share, if you have the permission of the copyright holder, or if the material is not covered by copyright, you can share the file. However, P2P programs are often used to distribute files without permission of the copyright holder and this is a violation of U.S. copyright law.

Most music, software, movies, television shows and other media are covered by copyright. A good rule of thumb is to never download a media file without paying for it or getting permission unless it is offered as a free download from a reputable service (such as iTunes weekly free song files), it is clearly labeled as a free download by the copyright holder (such as free downloads on a band's official site), or you know the work is in the public domain. While some file sharing for academic purposes may be considered 'fair use', downloading copyrighted files without permission to expand your personal media library is never fair use.

Mills College requires all users of Mills computer resources to comply with copyright law. If you use a P2P program on a Mills computer, network or other resource to upload or download copyrighted material without permission, you may be in breach of the Mills Computing Agreement and/or copyright law. Users of Mills computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976 and all its subsequent amendments.

The Policy also requires users of Mills computer resources to engage in safe computing practices. P2P and file-sharing programs can introduce a serious security risk to your computer and other computers connected to the same

network since they may result in files infected with computer viruses and spyware being downloaded to your computer and the network.

DMCA: Copyright Notices and Mills Procedures

The Digital Millennium Copyright Act (DMCA) is an amendment to the Copyright Act that provides internet service providers (ISPs) such as Mills with safe harbors from liability for copyright infringement by users of the service, if the ISP complies with certain conditions. The DMCA requires Mills College to designate an agent to receive notice of claimed infringement by providing contact information to the Copyright Office and by posting such information on CUNY's public website. Refer to Appendix C – Mills College Personnel for additional information.

Mills College periodically receives "DMCA" notices on behalf of copyright owners alleging that people have used Mills network to illegally download or upload music, software, movies, TV shows and other media. In order to receive the safe harbor protection, the DMCA requires Mills to, among other things, respond when notified of infringing material located on Mills networks. Upon receipt of a proper notice, the Information Security Officer, and appropriate college offices collaborate to investigate the claim, remove or disable access to material found to be infringing, and take appropriate disciplinary action against infringers.

HEOA: Compliance

The ITS department is responsible for complying with the HEOA as it applies to peer-to-peer (P2P) file-sharing. HEOA requires three general requirements on all U.S. colleges:

1. Annual disclosure to students describing copyright law and campus policies related to violating copyright law.
2. A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of IT network, including "the use of one or more technology-based deterrents".
3. A plan to "offer alternatives to illegal downloading".

To address the first requirement (Annual Disclosure), the College make three pieces of information related to copyright policy and law available:

- A statement that explicitly informs all faculty, staff and students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.
- A summary of the penalties for violation of Federal copyright laws.
- A description of the College's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the College's information technology system.

To address the second requirement (Plan to combat), Mills College utilizes an appliance to block and/or minimize the P2P traffic which meets the requirement as well as provides for maximum network performance by reclaiming bandwidth away from non-business usages.

To address the third requirement (Plan for alternatives), Mills College provides education to the faculty, staff and students to make them aware of the reasons why peer to peer file sharing needs to be stopped. Included in the

training on legal alternatives for downloading is information on EDUCAUSE, as they maintain a list of resources and legal alternatives for downloading which is located at the following URL:

<https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli>

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

<https://www.mills.edu/policies/index.php> 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

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 fishbowl, 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 are not required to register on campus but we do encourage students who plan to be on campus regularly to connect with Student Access and Support Services (SASS) about resources and options to ensure your service animal has access to needed spaces.

Emotional support animals for students with disabilities must be registered with Student Access and Support Services (SASS) and the Department of Public Safety (DPS) prior to moving into the Residence Halls. 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 access@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. Individuals not cleaning up after their animal, even in the case of ESA or service animal may be fined and/or charged a cleaning fee.

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

No open flame is permitted on campus without permission must from the Vice President for Student Life and Dean of Students and the Director of Campus Facilities including candle usage and fires for religious or spiritual purposes. Mills is a smoke-free campus, smoking of any kind is prohibited. 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 excavation or removal of vegetation will be allowed. Paths, roads, turf, ground cover beds, trees and parking areas may not be painted or damaged. No chalking without prior approval.
- b. Permitted vehicle use is limited to designated and clearly marked roadways and parking stalls. All pedestrians have the right of way. All roadway, directional and parking signs must be adhered to. All deliveries must be at designated or preapproved loading areas. 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 by arrangement with College events. 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 and will be arranged through College Events.

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 and the college reserves the right to enter those spaces without notice as appropriate.

DINING HALL GENERAL POLICY STATEMENT

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 Residence Life 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 POLICIES

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 financial, academic, 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 everyone in our community 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 behavior is a threat to any person, 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](#)).

This Policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as interim emergency action, 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. Tampering with any campus lock is also strictly prohibited. Duplicating or loaning keys or keycards or changing locks will result in a lock change at the user's expense, and may result in conduct 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

LETTER OF CONSIDERATION TO FACULTY

In some situations where students are unable to contact 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 email or meet with the Student Support Coordinator the Cowell building or at support@mills.edu. In extenuating circumstances, these emails can be requested by telephone or email if the student is unable to come to the office in person. Situations might send a letter for 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, Residence 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) may 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/clothing specific areas" of campus such as locker rooms/changing rooms/dressing rooms, and the Mills Pool.

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 the Mills College Policy directory 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 several 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.

RIPARIAN POLICY

Mills College is in a riparian zone and all waterways and natural spaces are protected. No hunting, capturing of wildlife, or feeding is allowed. Any collection of wildlife or specimens from campus grounds or waterways for academic or research purposes must be approved by the Provost/Dean of the Faculty and Director of Campus Facilities.

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, except for residential communities. Students should refer to the college sunbathing policy for more information.

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, under current investigation or in a conduct process at the time of participation) 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, alums, 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 College Events and/or the Center for Student Leadership, Equity, and Excellence and will be charged a daily fee. Vendors may contact the Center for Student Leadership, Equity, and Excellence (thecenter@mills.edu) or College Events (events@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 or other campus space. 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 clubs and organizations must reserve space through 25Live ten (10) 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) 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 apply in lounge spaces
2. The lounges should be clean and neat at all times. All items are for use in the space, and may not be removed from the lounge without direction by the Center staff.
3. The lounges are not residences. No overnight periods of stay are permitted, and with the exception occasional naps, students should not sleep in any lounge.
4. 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.
5. Events scheduled and approved using the Room Reservation Form take precedence over all other activities in the Lounge.
6. All Lounges fall under the Mills College Conduct 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.
7. Alcohol use is prohibited in the lounges with the exception of events hosted by the college.
8. The lounges will be regularly visited by the Department of Public Safety during rounds.
9. The Cyclone Hub, LGBTQIA Lounge, Solidarity Lounge, and Mary Atkins, are open from 7am-midnight daily. There are no keys necessary for these spaces.
10. 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. Failing to adhere to the aforementioned policies and procedures will result in appropriate consequences as deemed by the conduct process.

Parenting Lounge Rules

11. Mills parenting students are responsible for their children and belongings at all times.
12. Parenting students who leave their children unattended will be at risk of losing their lounge privileges.

E. Event Planning Regulations

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

F. Student Club and Organization Fundraising Policy

The following principles, policies and procedures govern all student club and organizational fundraising activities at Mills College. The purpose of this policy is to guide Mills College student clubs and organizations in planning their fundraising activities for the benefit of the campus community.

Fundraising activities are defined as events which organizations receive monies or monetary goods (either directly or indirectly) in exchange for merchandise, entertainment or a chance at winning a prize. Fundraising events may be subject to facilities use fees.

1. Student clubs, classes and organizations may conduct on-campus fundraising after seeking the approval of their advisor and The Center for Student Leadership, Equity & Excellence.
2. Under no circumstances may any payment or profit be accrued to any individual member(s) of the organization.
3. The raising of funds may be permitted providing:
 - a. The project is consistent with the purpose of the organization and the mission of the College policy.
 - b. The net proceeds are used for the stated purposes of the organization.
 - c. The net proceeds are used for purposes related to the educational mission of the College.
 - d. The net proceeds are donated to a charitable and/or nonprofit organization.
4. Off-campus door-to-door and telemarketing type fundraising activities by student clubs and organizations are not permitted.
5. Crowdsourcing activities by student clubs and organizations are not permitted.
 - a. Individuals can make a tax-deductible donation to the Student Activities Fund. Please contact the Center for Student Leadership, Equity, and Excellence at thecenter@mills.edu.
6. Solicitation of off-campus businesses for in-kind product and food donations is permitted on a limited basis subject to the approval of their advisor and The Center for Student Leadership, Equity & Excellence. An advance list of businesses should be provided when seeking approval.
7. Any student club or organization using the campus property, name, organizational affiliation or relationship with Mills to raise funds must keep adequate records showing the means by which the funds were raised, the uses for which the funds have been or will be spent, and the amount, thereof. These records must be kept current and they must be made available for inspection and/or review. If there is reason to believe that financial irregularity exists or that funds have been spent for purposes other than those for which the funds were raised, the College may request a review of the organization's records. The College may also review all fundraising activities as part of their annual legal and financial audit requirements.
 - a. The appropriate College official will inform the organization's President in a reasonable amount of time before a review is requested.
 - b. If there are concerns about misuse of funds, appropriate action shall be taken by the College if irregularities are sustained with the organization.
8. All funds raised on campus must be deposited into the organization's on-campus bank account provided through Associated Students of Mills College (ASMC).
 - a. Student clubs and organizations are not permitted to have off campus banking accounts
9. Fundraising for Political Purposes
 - a. Political purposes are defined as supporting/opposing any candidate or ballot issue. This policy is not about inviting candidates as speakers or presenters or the traditional activities of recognized campus political organizations.
 - b. Due to Mills College 501(c)(3) status with the federal government, any gifts of funds or in-kind donations cannot go toward supporting a specific candidate or ballot issue, or lobbying of any kind.
10. Fundraising targeted towards Alumni, Corporations, Foundations, Government entities, and Family and Parent Organizations
 - a. All fundraising of this nature must be done in communication with the Office of Institutional Advancement (OIA) prior to any outreach to these organizations.

I. 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. Procedures related to cases involving Title IX concerns are outlined in a separate section following our general procedures.

B. PROCEDURES

1. Guiding Principles

- 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 is being charged with a violation of 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.
- d. A conduct investigation or adjudication may continue even if a student proceeds with a leave of absence or withdrawal during the process.

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.
- g. A student may have a support person attend the hearing with them but they cannot participate in the process and they can be asked to leave at any time if they are disruptive to the process or detrimental to the educational outcome.

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.
- 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.
- h. Students are afforded the right to a conduct hearing in all conduct cases however the College reserves the right to utilize a third party contractor to oversee and provide the administration of any conduct related actions.

4. Procedures for Conduct Hearing Board

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 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 may assist student as advisers however it is expected that the student will engage on their own behalf.

1) **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) Sexual acts in public spaces
- iii) Violation of the Nudity/Sunbathing policy
- iv) Creating a public inconvenience, annoyance, or alarm.
- v) Fighting
- vi) Unreasonable noise
- vii) Commercial solicitation, door-to-door selling, or the running of any business enterprise on Mills property without prior approval.
- viii) 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.
- ix) Aiding another individual(s) in acts that violate the code of conduct, college policies, state or federal law.

c) **Alcohol**

- i) Possessing, consuming or distributing alcohol while under 21.
- ii) Possessing an open container, even if empty while under 21. Possession includes open containers used for decorations
- iii) If under 21, being present in a space with alcohol unless distribution of alcohol is regulated by college approved servers complying with state ID laws.
- iv) Distributing alcohol to others under the age of 21. This includes attending events where alcohol and individuals under 21 are both present unless distribution of alcohol is regulated by college approved servers complying with state ID laws.
- v) Being intoxicated in such a manner that causes a disruption or safety concern
- vi) Open containers of alcohol in public spaces regardless of age

- vii) Manufacturing, serving or storing for the purpose of distribution that does not comply with state law

d) Smoking

- i) The use of tobacco products on campus including but not limited to cigarettes, chewing tobacco, snuff, cigars/cigarillos, water pipes (Hookah etc.), electronic cigarettes, and dissolvable products.
- ii) Using and/or disposing of smoking products including but not limited to high fire areas, chemical storage, interior building, and vehicles parked or operated on campus property.
- iii) Inappropriate disposal of tobacco other smoking product materials including but not limited to throwing butts on the ground and putting items in trash disposal locations that are not appropriately extinguished.

e) Drugs

- i) Possessing and/or consuming illegal drugs including marijuana
- ii) Distributing illegal drugs including marijuana
- iii) Possessing or distributing drug paraphernalia
- iv) Misuse and/or distribution of prescription medication for individuals other than the prescribed user
- v) Manufacturing or storing of illegal drugs and/or prescribed medications

f) 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.

g) 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. Anyone in possession or using said weapons can and will be subject to disciplinary action or arrest. See Kitchen Knife Use and Storage in the Residence Hall Policy section. Tools used for classes that could be perceived as weapons should be stored in studio locations.

h) 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.

i) 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.

j) 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.

k) 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.

l) 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 of another through electronic means.

m) 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.

n) 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.

2) CONDUCT SANCTIONS

- a) **Emergency Action:** In such cases where the continued presence of the respondent creates undue disruption 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.

- b) **No Contact Request:** Individuals who have been the target of unwanted contact from another student can request a no contact request or the College can issue a no contact request if it is in the best interest of the College community. A no contact request 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 request can result in violations of the conduct code and the associated sanction(s).
- c) **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.
- d) **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.
- e) **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.
- f) **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 may 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.

- g) **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.
- h) **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.
- i) **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.
- j) **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.
- k) **Revocation of a Degree:** If a conduct process determines a student meets any one of these criteria; received a degree under false pretense, failed to satisfy the standards for the degree of that time, committed violations of academic integrity, and/or did not complete the work themselves; their degree received at Mills may be revoked.

RESIDENTIAL LIFE SPECIFIC SANCTIONS

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

- a) **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.
- b) **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.

- c) **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.
- d) **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.
- e) **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.

3. 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.

4. 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 may 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:

- Was there a procedural error, included a substantially documented bias that unfairly and/or materially affected the outcome of the case?
- Is there new, relevant evidence that was unobtainable at the time of the original hearing?
- Were the outcomes (findings or sanctions) manifestly contrary to the weight of the information presented?

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.

5. RECORD KEEPING

- a) 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.
- b) 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.

Note: It is best practice that the following pledge must be written and signed by each student upon completion of every assignment and examination, however students are still held to the Honor Code without this acknowledgement on each assignment. **"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.

1. GUIDELINES

- 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. Meeting with the student to discuss the concern is an important part of the educational process.
- c. A student can always request that the faculty member not hear the case and have it referred to a different faculty/administrator or Conduct Panel.
- d. Keep an open mind until you meet with the student. It is important, regardless of the outcome that they feel you are willing to listen to their perspective.

e. Reporting to the Dean of Students is important. We want to address patterns of concerning behavior and also provide support and education to a student who may be struggling. Numerous projects and research studies have shown that frequently reinforcing standards to both students and teachers, can lessen cheating.

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 so the student can respond. An effort should be made to do this as soon as possible. Official Mills College email is the most appropriate method of communication.

3. 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.

4. 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. A 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.

5. 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.

6. An investigation or adjudication may continue even if a student proceeds with a leave of absence or withdrawal during the process.

- 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.

3. ADJUDICATION BY THE CONDUCT BOARD

- a. Adjudication by the Academic Integrity Board
 1. Hearings conducted by the Hearings Board will follow the same process as outlined in the Student Code of Conduct process related to general misconduct.

a. Composition of the Academic Integrity Board

1. The Academic Integrity 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 or their designee. 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.
2. 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. 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.

4. 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 are not limited to:

a. 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 are not limited to;

1. 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.
2. 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.
3. Using any materials or resources which the faculty member has notified the student, or the class, are prohibited.

4. 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, other electronic device, or any other means.
 5. Prohibited collaboration or consultation with another person on any academic activity unless the student 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.
- b. 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 is not limited to
1. Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution.
 2. 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.
 3. 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.
- c. 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.
- d. Interference with an Academic Activity
1. Students shall not remove, conceal, destroy, damage, or remove materials that are necessary to complete an academic activity.
 2. Students shall not tamper with another student's work
 3. Students 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.
- e. Purchase/Acquiring of Academic Work
1. Students shall not offer, give, receive, or solicit a bribe of money, materials, goods or services or anything of value for the purpose of receiving an academic advantage regardless if an advantage was actually enabled.
 2. Students shall not submit as their own work a paper or other academic work purchased or otherwise obtained from an outside source.
 3. Students shall not acquire previous or current copies of exams or other test materials without permission of the faculty member.

4. 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 hearing officer or the Board may impose the following sanctions:

- a. Grade sanctions, as presented by the faculty, department head or Provost and Dean of Faculty (or their designee) 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.

a. **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 (if appropriate) 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 and academic transcript; 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, Dean of Students, 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.

b. **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.

c. **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, Dean of Students or designee.

d. **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.

4. 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.

- a. **Criteria for Appeals:** The appeal must be received by the Provost/Dean of the Faculty or their designee within ten (10) business days of receipt of the sanction. The appeal must address upon one or more of the following key issues:
 - 1. Was there a procedural error, including a substantially documented bias that unfairly and/or materially affected the outcome of the case?
 - 2. Is there new, relevant evidence that was unobtainable at the time of the original hearing?

3. Were the outcomes (findings or sanctions) manifestly contrary to the weight of the information presented?
- b. The appeal process will be the same as that of the Student Code of Conduct for non-academic violations.

5. **RECORD KEEPING**

- a. The faculty person and the Provost/Dean of the Faculty or their designee will submit a report to the Dean of Students for appropriate record keeping of all academic integrity allegations and outcomes.
- b. The Dean of Students 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
- c. A record of disciplinary procedures and findings will be kept in the student's electronic conduct file in the Office of the Dean of Students. Conduct files do not become part of the student's 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 student resident's termination of occupancy **or contract expiration date** 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. Mills College is not responsible for abandoned items that are damaged or missing. 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 student resident's assigned living space will be considered abandoned and will be removed and discarded immediately. This includes items left in common laundry rooms for more than 72 hours of first identification by Mills Residential Life staff and/or HMDS staff including Residential Assistants.

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.

Alcohol may not be stored in common spaces, including study rooms, living rooms, lounges, libraries, and kitchens. This does not apply to the Underwood Family Housing Community.

3. 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. The use of surge protectors is recommended with computers, stereos, and other approved electrical equipment.

- The following items are prohibited from use in all residential communities: flammable decorations, non-artificial trees, hot plate burners, candles, incense, outdoor grills or any other open coil device, combustible items (e.g. gas, oily rags, paints, etc.) explosives, fireworks, firearms or ammunition, halogen lamps, lava lamps, and non-UL rated appliances.
- Permitted cooking appliances (toasters, rice cookers, microwaves) are only allowed to be used in designated kitchens, not in bedrooms or common area spaces.
- The 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](#).
- Residents must ensure that all appliances are turned off and stored, unplugged, in their rooms when not in use.
- Residents are required to stay in the kitchen area at all times while cooking, including the use of microwaves

4. 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.

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

6. 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.

7. Combustible Materials Storage

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

8. 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, living rooms, and lounges. 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.

Any resident found using a common area without the proper authorization or violating any of the lounge policies listed below or any other College policy will be asked to leave the lounge, the Residence Halls and/or the College. Residents asked to leave may lose the right to use the residence hall lounges, may be restricted from the Residence Halls or the College in the future and/or may be assessed a fine or a more severe disciplinary action. Items found in the lounges unattended may be confiscated by College staff (including, but not limited to, Resident Assistants, Area Coordinators, and Housekeeping). **Lounges are available for use by all current residents and must abide by the following lounge rules:**

- Residents may consume food and drinks in the lounges. Food or any containers of any kind cannot be disposed of in the lounge trashcans. Please use the trash located in the halls or the trash bins located outside the residence halls.
- Sleeping or lying on any furniture or floor is not permitted in the lounges at any time.
- Guests (including commuters) cannot be left unattended in the lounges or other communal areas at any time.
- The lights in the lounges need to remain on at all times unless the lounge is reserved for an approved College program.
- Faculty, staff, and commuters are not permitted to use the lounges in the residence halls for personal use.
- Due to sanitary purposes, do not put your feet on the tables, chairs, sofas or any other furniture in the lounge.
- Residents using the lounge must abide by all College policies including quiet hours. Therefore, the volume to the television and conversations must remain reasonable at all times.
- Video game machines or any other device may not be connected to the TV in the lounges. The only items that may be connected are audio equipment checked out by the AV department. Personal DVD/VCRs are not allowed to be connected to the lounge televisions. Any damage caused to the television due to not following this policy will be the student's responsibility.
- No one may leave personal items in lounges. Anything left behind in the lounges or any other communal area will be confiscated by College staff. Confiscated items remaining in College possession the end of the semester will be discarded at the end of each academic semester.

- If any furniture, televisions, television remote controls, batteries, cable boxes or cards are damaged or stolen from the lounges, they will not be replaced until the next academic year. Theft is a felony and anyone caught stealing or damaging any University property will face disciplinary action and a fine to replace the items.
- All other doors to the lounges must remain open unless an approved program is taking place.
- Lounges may not be used for personal use such as baby showers, birthday parties, etc., by residents, family members, friends, faculty or staff.
- Residence hall lounges may not be reserved by clubs and organizations.

9. COVID- 19 Residence Hall Policies

In light of COVID-19, Mills College has implemented the following guidelines to help mitigate virus exposure in the residence halls. Students are expected to abide by the following policies for the 2021-2022 school year until further notice. Due to the nature of the situation, students are expected to take heed to these policies and should understand that any violation of the policies outlined below will subject them to disciplinary action, including but not limited to, housing probation and termination of their Housing Agreement.

A. Residence Hall Policies and Expectations

- Residents are expected to adhere to all COVID-19 policies in order to live on campus
- Residents are responsible for the behavior of their guests, including the guest(s) wearing face masks in the residence halls if the guest is not vaccinated.

B. Health and Safety

We expect that all members of the Mills College residential community—residents, staff and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard within the residence halls and the College may request or require a resident to leave Mills College housing if their continued presence in the housing community poses a health or safety risk for community members.

Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by Mills College as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, courtyards and other common spaces.

C. Face Coverings

Because all residents living at Mills College are required to be vaccinated for COVID-19, face coverings will be optional within the residence halls. Residents may consider wearing a face covering whenever a student is not in their own bedroom or alone in a car, including in residence hall common areas (kitchens, laundry rooms, hallways, upon exiting/prior to entering shared bathroom).

Face coverings should cover a person’s nose and mouth simultaneously. Face coverings can include cloth face coverings, disposable face masks, bandanas, scarves.

D. Guest Policy

a. Residents are responsible for their behavior of their guests.

- b. Residents living in Ross House, Larsen House, Courtyard Townhouses, and Prospect Hill must complete their Apartment Agreement prior to inviting any guests into their apartment. All residents of an apartment must agree to the guest policy for their apartment. Contact your Area Coordinator for additional information.
- c. Residents living in Orchard Meadow, Warren Olney, Ethel Moore, Mary Morse, Ege, and White Halls are allowed to bring guests into the residence halls, including Mills College students who reside in other residence halls.
- d. Residents in Underwood may bring guests to their apartments and are responsible for the behavior of those guests while they are on the Mills College campus

F. Isolation and Quarantine

At any time, the College may request or require a resident to leave on campus housing when that resident’s continued presence in the housing community poses a health or safety risk for community members.

- a. Residential students are required to comply with requests from Residential Life and HMDS to leave their assigned space due to COVID or other public health emergency and failure to do so is a violation of the Housing Contract and may subject a student to emergency removal from their assigned space.
- b. Not all residential rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from housing to isolate or quarantine does not constitute a termination of a residential student’s housing contract.
- c. Residents living in apartments (Courtyard Townhouses, Ross and Larsen Houses, Prospect Hill) must be aware that if someone living in their apartment has symptoms of COVID-19 or is being tested for COVID-19 that all residents in the apartment will be required to quarantine. Residents who fail to adhere to the quarantine protocol will be required to leave campus.
- d. Residents living in other residence halls will be required to relocate to another space on campus if they display symptoms of COVID-19 or are being tested for COVID-19.
- e. Any resident who displays symptoms of COVID-19, including but not limited to cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste or smell, is required to inform designated staff and get tested for COVID-19. If students choose not to get tested, they will be required to relocate off campus for 14 days and until symptoms subside.

G. Room Capacities

Students are required to abide by updated room capacities, including in classrooms, residence hall spaces, offices.

H. Social Distancing

Students are encouraged to follow these social distancing requirements:

- a. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit;
- b. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
- c. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands);
- d. Wearing a face covering when out in public, consistent with the orders or guidance of the Health Officer; and
- e. Avoiding all social interaction outside the household when sick with a fever, cough, or other COVID-19 symptoms.

I. Sanctions

In order to protect the health and safety of our residents, all students on campus are expected to abide by the following policies. Students found in violation of these policies will be referred for a conduct hearing. The conduct sanctions for violating any of the COVID-19 policies may result in the following escalating sanctions:

1. Letter of Warning
2. Housing Probation
3. Removal from Campus

10. Community Living

Any resident who demonstrates an inability to live in a group setting will be asked to 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 command hooks, glow-in-the-dark stars, adhesive liners or stickers, and 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, 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. Decorative gourds and pumpkins must be displayed on a non-porous base and must be removed prior to winter break. Holiday trees must have a tag showing that they have been treated with flame retardant and must be removed prior to winter break.

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](#).

The use of sporting equipment (e.g., skateboards, scooters, bicycles, rollerblades, etc.) is prohibited in residential facilities, including interior and exterior walkways. Throwing and/or kicking objects or engaging in any other behavior that interferes with, or prohibits, reasonable use of the space by others is also prohibited.

13. Eligibility for Campus Housing

If a student becomes ineligible for campus housing due to dropping below 4 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 4 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 4 credit by the add deadline, dropping courses to less than 4 credit, 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. Emotional Support and Service Animals

Any person with an official service animal or an animal approved by Student Access and Support Services (SASS) to serve as Emotional Support Animal (ESA) are responsible for the well-being and upkeep of the animal in their care. Students with ESAs must adhere to the Emotional Support Animal Resident Agreement which each student must read and sign before their animal is allowed on campus. Please see Appendix 8. Evidence of an unregistered animal will result in an administrative search of a residential space. That search may include all locations an animal may be kept including but not limited to closets and closed furniture. For safety purposes, service animals and emotional support animals are not allowed on any balconies or ledges when unsupervised in the residence halls. Residents should ensure that their animals are secured in their rooms if their animal needs to be alone.

16. 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.
- g. Once a housing contract as expired

17. 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.

18. Fire Safety Equipment

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

19. 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. Residents are responsible for the behavior of their guests.
- d. Guests may be asked to leave campus if their behavior is disruptive or if they violate the Mills Student Code of Conduct or residence hall policies.
- e. No resident may have more than five (5) guests at any given time.
- f. Overnight guests are permitted to stay in a student room, apartment, or house only with the permission of all occupants.
- g. Guests are not permitted to stay overnight in common areas of the residential communities.
- h. 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.
- i. Exceptions to these limits require the prior permission of a Residential Life professional staff member. Permission cannot be given by a Resident Assistant.
- j. Guests are prohibited from using any Mills College residence as a primary residence.
- k. 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.
- l. The host is expected to adhere to the Honor Code, California State Laws, Federal Laws and all Mills College residential policies.
- m. Guests with animals (see [Animal Policy](#))

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

20. Health and Safety Expectations

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.

- a. Residential Life professional staff is permitted to conduct a Welfare Check of a residential student, at the recommendation of Counseling and Psychological Services, Public Safety, or HMDS, without 24 hours' prior notice.
- b. Residents are expected to keep their rooms clean. Students not living in traditional residence halls are expected to keep their common spaces clean as well as restrooms (if they have a shared restroom) clean. This means that residents must regularly clean their rooms and restrooms to prevent damage to the space that they occupy. Housekeeping does not clean rooms or restrooms if it is due to students not maintaining their spaces properly. If it is reported that there is a cleanliness issue in a resident's room or restroom, they may be required to pass a health and safety inspection of the room.
- c. Some residence halls are located in areas where there are many bugs and insects. Residents are encouraged to complete and submit a work order for excessive insect problems, while also maintaining the cleanliness of their personal areas to help prevent bugs and insects. To prevent bugs, insects, and other wildlife from coming into the residence halls and rooms, please take the following precautions:
 1. Check windows and screens to ensure there are no cracks or holes.
 2. Regularly clean under the bed.
 3. Dust furniture.
 4. Clean bathrooms and sinks.
 5. Change sheets, use mattress pad/cover.

21. 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.

Housekeeping services are provided in the community area of traditional residence halls. These areas include lounges, hallways, stairwells, kitchens, and community restrooms and kitchens with primary attention given to sanitation, vacuuming, and trash removal. Students are responsible for the upkeep and cleanliness of their rooms and common areas such as the bathrooms in their rooms. Residents are also responsible for cleaning their personal dishes. Housekeeping will not wash any dishes left in a kitchen sink. Dirty dishes will be promptly disposed of.

22. 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.

23. Kitchen Knife Use and Storage

Students living in the traditional residence halls (Ethel Moore, Mary Morse, Lynn Townsend White, Ege Hall, 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. If these items are used to threaten or intimidate any individual they will fall under our weapons policy.

24. 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.

25. 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.).

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

Please see [Appendix 7](#).

27. 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. On the day of move out, if a student needs to re-enter a space, they will need to contact HMDS for re-entry and may be charged a fee (\$50).

28. 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](#))

29. 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](#).

30. Parties/Gatherings

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; gatherings, as defined by Mills College, can only be held in common spaces (rec. rooms, libraries and living rooms) within the traditional residential communities. Gatherings as defined by Mills College may be held in individual apartments or houses within the Independent Living community however all roommates must be informed and consent to the event.

The following conditions for any event in a residential space must be met by residents of the space:

- a. Guests must be personally invited by the party host; no advertising is permitted, including public advertising on social networks.
- b. The hosting resident is responsible for guests' behavior and any damage or disturbance.
- c. The party host must be able to think clearly and act responsibly throughout the duration of the party.
- d. 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.
- e. The resident host must escort any individuals who are not residents of the space including Mills students who are residents of other living communities.
- f. Gathering times must adhere to campus and/or hall/floor/community quiet and courtesy hours.
- g. The resident host must adhere to the Honor Code, California State Laws, Federal laws and all Mills College residential policies.
- h. No alcohol is to be served unless ALL guests are 21 and only in private residential spaces as outlined by the alcohol policy. Resident host should adhere to the College Alcohol Policy explained in the Policy Section of this Handbook.

31. Posting of 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.

32. 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.

- g. Evidence of an unregistered animal will result in an administrative search of a residential space. That search may include all locations an animal may be kept including but not limited to closets and closed furniture.

33. 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.

34. Quiet Hours

Quiet hours are 10:00 pm to 8:00 am Sunday through Thursday, and 12:00 am on Friday and Saturday nights to 8:00 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 12 or 24-Hour Quiet Housing. (See [Noise](#))

35. RA On-Duty

When a resident needs after hours assistance, they need to call the RA on-duty. Please note that your RA may not be available when you need assistance; therefore, to assure that immediate assistance will be provided, residents are asked to call the RA on-duty. Resident Assistants are available Monday through Thursday from 5:00 p.m. to 8:00 a.m. the following day and from 5:00 p.m. on Friday through 8:00 a.m. on Monday. During non-office hours, call the RA on-duty. During regular office hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.), please contact your Area Coordinator or Public Safety for assistance since the RAs are only on-duty after 5:00 p.m. and on weekends.

Please call the appropriate RA on Duty for your residence hall:

- RA 1 covers the following areas: Orchard Meadow, Warren Olney, White Hall, Ross House and Larsen House Co-Op. The RA 1 phone number is 510-691-0047.
- RA 2 covers the following areas: Ethel Moore, Mary Morse, Prospect Hill, Underwood Apartments, and Courtyard Townhouses. The RA 2 phone number is 510-812-0596.

36. Repairs, Maintenance and Alterations

- a. If something in a student's room or in the residence hall is in need of repair, a work order must be submitted online using the Work Order link. 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. In the event of a maintenance situation that requires immediate attention (overflowing toilet, room lights not working), please call Public Safety. A Public Safety Officer will contact a Facilities on-call staff to consult them for after-hours facilities issues. They will determine how the issue needs to be addressed. If it is not an emergency, the issue will be resolved the following business day.
- c. Due to the nature of Work Orders and needing to give permissions to facilities to enter residential spaces unannounced, Residential Life Staff, including Resident Assistants, do not take Work Orders for residents, nor will they submit work orders on behalf of residents.
- d. 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.
- e. 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](#).
- f. Any questions regarding charges should be directed to Housing Management and Dining Services in Sage Hall.
- g. 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.

37. 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.

1. 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 30. Students may only switch rooms once per semester.
2. 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.
3. 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.
4. 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.
5. 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.

6. Residence assignments are informed by various information and documentation provided by the resident including but not limited to; class year, gender identity, and requested accommodations like a registered emotional support animal and/or food allergies.

38. Roofs

No one is permitted on the roof of any facility.

39. 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 and are limited to a total of six (6) in the room and porch combined.

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

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.

41. 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.

43. 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. Mills College mattresses are extra firm and of standard twin size. Exceptions may be made for mattresses only in case of medical need. A letter from a doctor must be submitted to Student Access and Support Services, 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.

44. Safety in the Residence Halls

For residents' safety and as part of a community, it is everyone's responsibility to report any unsafe act or item on campus to the Residence Life and Housing Services Office, a Resident Assistant or Public Safety. Residents are strongly encouraged to remain aware of their surroundings and to take the following basic security precautions:

- A. Report any spills or hazards in rooms or common areas to the Residential Life and Housing Management (during office hours) or the RA on duty and Public Safety (after hours).
- B. Do not stand on chairs or any other furniture.
- C. Do not run in hallways.
- D. Do not use any window as an entrance or exit to a room or building.
- E. Do not block any entrance, exit or passageway (this includes furniture arranged in an unsafe manner).
- F. Do not play any contact sports or sports that require tossing anything in the halls such as basketball, football, wrestling, etc.
- G. Do not toss or throw anything in the halls.
- H. Do not bounce anything in the halls.
- I. Do not ride skateboards, rollerblades or anything with wheels in the halls
- J. Do not jump over or on furniture.
- K. Do not jump in the elevator. Jumping in the elevator will cause the emergency brake system to deploy and will damage the elevator over time. Students found jumping in the elevator will face disciplinary action.
- L. Do not have any loose extension cords or any other item in your room that may cause you to trip and fall.
- M. Never leave your room unlocked or unattended.
- N. Never loan your room keys to anyone. Report any lost keys to an RA or the Residence Life and Housing Services Office immediately. See Page 70, Section Keys and IDs for more detail.
- O. Do not stand, use, or jump off ledges.
- P. Do not place any item in the hallways.
- Q. Do not climb through windows or gates.
- R. Do not jump over gates.

- S. Do not hop over any balconies to gain access to any rooftop.
- T. Do not run or jump down/over the stairs.
- U. Do not sit or lie down in the hallways or any exit area (sitting in the hallway is only allowed during floor meetings held by the RA).
- V. Do not prop any residence hall room or building access door.
- W. Secure money and personal items in a safe place. Do not leave them out in plain sight.
- X. Do not leave personal belongings unattended anywhere at any time.
- Y. Do not give your personal information (telephone number or PIN, credit card information or any other personal information) to anyone. Be aware of who is around when you are providing this information to anyone to avoid identity theft.
- Z. Notify Residence Life and Housing Services, a Resident Assistant or Security if an unfamiliar or strange visitor is in the residence halls or on campus. For more information, see the sections under "Theft", "Fire Safety and Prevention", "Interior Design and Furniture" and "Windows, Screens and Blinds".

Any resident or guest posing a safety threat or putting others at risk will face disciplinary action up to and including termination of residence or restriction from the Residence Halls or College.

45. 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.

46. 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.

47. Sick Meals

If a student cannot go to the Tea Shop due to illness, a student can have a student peer deliver a sick meal to them. 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. The RA 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. 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.

48. 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](#).

49. 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.

50. Subletting

Subletting of Mills College housing or facilities is prohibited.

51. Supervision of Children & Family Members in Family Housing

- Students are responsible for the supervision and actions of their children. Parents and guardians are financially responsible for any harm or damage caused by their children to others and/or to property. Children are not permitted to play in parking lots, garbage dumpster enclosures, laundry rooms, the community garden, or in stairwells. Abusive language, teasing, and physical abuse (e.g., hitting, kicking, biting, etc.) constitute unacceptable behavior by children when that behavior is directed toward other residents of the residential community. Dangerous, disruptive or unacceptable behavior by children is not permitted on the College’s premises.
- B. Students are responsible for the behavior of family members that reside with them in housing. Students are responsible for any conduct violation that a family member commits and must assume responsibility in regards to harm or damage caused to others and/or to property. Abusive language, teasing, and physical abuse (e.g., hitting, kicking, biting, etc.) constitute unacceptable behavior by any member of our community. Dangerous, disruptive or unacceptable behavior by family members is not permitted on the College’s premises. Students must adhere through the conduct process even if they were not present during the time of the violation.

52. 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.

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

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.

54. Trespass & Restricted Access

- Entrance to any private room or normally locked building/common area without following security procedures, or obtaining appropriate permission from a Residential staff member or other approved University staff, is prohibited. This includes failing to show proper identification at designated security booths.

- Accessing known or marked restricted areas is prohibited. This includes roof access doors, rooftops, ledges, seismic bracing, fire escapes, construction areas, and any other area or space that a residential staff member declares to be restricted.
- Entrance to or exit of a residential building through a window or emergency exit door during non-emergency situations is prohibited.

55. 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.).

56. 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

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

APPENDIX 8 EMOTIONAL SUPPORT ANIMALS AND SERVICE ANIMALS

APPENDIX 1: EVENT PLANNING AND REGULATIONS

1. All student led events must be approved by the Center for Student Leadership, Equity, and Excellence and College Events. Residence Hall events must be approved by the Office of Residential Life and meet Residential Life's planning requirements.
2. A student led event must be submitted to College Events via the web-based events scheduling system [25Live](#) at least ten (10) business days prior to the event.
 - a. The student may be asked to email additional information regarding the nature of the event or event details to College Events or the Center for Student Leadership, Equity & Excellence.
3. Individual Student Event Sponsorship
If an individual student wishes to host an event the student must meet with someone in the Center for Student Leadership, Equity and Excellence to discuss their plans and to get approval.

Event Approval Process

1. 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.
2. Schedule Event
Students must schedule events through College Events via the web-based event scheduling system [25Live](#). For more information on how to schedule events please email the Center for Student Leadership, Equity, and Excellence at thecenter@mills.edu or call 510.430.2054.
3. Event Location Approval

The student will be notified of event and location through [25Live](#). 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.

4. Event Cancellation

If the event must be cancelled, notify College Events at events@mills.edu and the Center for Leadership, Equity, and Excellence at thecenter@mills.edu, 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. Other departments must be notified as needed (i.e., Technical Services, Campus Facilities).

5. Event Restrictions

All events held Sunday through Thursday must close by 12 midnight. All events held on Friday or Saturday must close by 1 AM.

a. Events During Orientation, Finals, Reading Days

Events are not permitted during Orientation, final exam periods and are only permitted during Reading Days with special permission from the Center for Leadership, Equity, and Excellence.

b. Commencement Weekend

Students, families, and their guests may host private parties outdoors on campus on a first-come first-serve basis. The maximum number of attendees per location is 20 guests. The College requests that no outdoor private parties take place on the Friday evening before Commencement or during Commencement.

Due to the number of Mills events taking place around Commencement weekend, indoor locations for private parties are not available for rent in the week leading up to, the day of, and the day after Commencement.

For information regarding Commencement Weekend can be found at <https://inside.mills.edu/student-life/college-events-office/commencement/index.php>.

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. Attendees must be 18 years of age and older or accompanied by a parent or guardian and must have a valid I.D. A valid ID includes one of the following: driver's license, state of government issues ID, college or university ID, or passport.

b. If needed, I.D. cards will be checked at all events by the host organization or Public Safety.

3. Public Safety Staffing

a. The Center for Leadership, Equity, and Excellence will determine the necessity of Public Safety staffing.

b. Additional 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. Email the Center for Leadership, Equity, and Excellence at thecenter@mills.edu 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. All amplified sounds must be turned off by 10:00PM to adhere to the City of Oakland Noise Ordinance.
7. Catering
 - a. Student events requiring catering services on campus should consider using Bon Appetite.
 - 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. You must submit the required evidence at least seven (7) business days prior to the event scheduled.
 - c. Food Trucks: Exceptions to the No Food trucks policy may be requested for campus special events and with prior approval of the Dean of Students and Vice President for Strategic Partnerships. Student requests can be made via deanofstudents@mills.edu at least 14 business days in advance. Requests should include the date, time and location of the request and a brief description of the special event the food truck is being requested for, where the food truck will be parked and the size of the truck.

LARGE 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.

h) Student lounges are not available for use for dances.

i) Bags are allowed in, but all bags may be examined by Public Safety for prohibited items such as 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 must be distributed to Mills College students via the online Student Forum 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

Alcohol

a. It is the general policy of Mills College that student events are alcohol free. Students can request a waiver and they must be able to articulate why alcohol is a fundamental aspect of the event's program.

b. Events that utilize student fees and/or Mills funding that are in recognition of the opening or closing of an academic term, graduation, or convocation will not be approved for alcohol. This ensures that the events are as inclusive as possible concerning community members who for religious, spiritual, health, or other cultural reasons do not want to be around alcohol.

b. If alcohol is approved the faculty/staff club advisor must be present for the entire event. If the request is granted, the coordinator must utilize the Mills College licensed alcohol provider- Bon Appetit. All those over 21 will be carded and will be required to wear a wrist band. The band may have one "drink tab" per hour of the event with no more than three tabs for any event regardless of length of the event. Alcohol may automatically require an additional Public Safety officer as the discretion of College staff.

c) 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.

d) Alcoholic beverages—wine or beer only—may only be served at student-sponsored events where attendance is limited to the Mills College community and their guests.

e) 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.

f) All College policies and state and federal laws regarding serving alcoholic beverages must be followed.

g) 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.

h) 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.

- i) 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. The event organizers must provide supervisors at each door to ensure that alcohol is not removed from the event space.
- 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 & Volunteers

- 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 provide a list of volunteers to the Center for Leadership, Equity, and Excellence at least one day prior to the event, and they must have student volunteers 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 the club advisor by 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, 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 is limited to Mills College students, each of whom is allowed to bring one guest unless otherwise designated by the College.
- 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 The Center for Leadership, Equity, and Excellence at thecenter@mills.edu. Sponsoring individuals, departments, or student organizations are responsible for posting according to these guidelines and removing all publicity materials within 24 hours after the event or activity advertised.

Posting Flyers or Banners or Chalking

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

Chalking is only permitted on campus with the prior permission and following the location and process regulations of the Center for Student Leadership, Equity and Excellence. This includes chalking only in approved locations. Content should not include words considered to be obscenities to the general community. Please confirm any questions related to content with the center staff member.

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.
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
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.

Additional Procedures for Scheduling Some Events and Invited Speakers

- 1) Those scheduling events (e.g., speakers, symposia, colloquia, performances, etc.) that are large in scale or where there may be a safety concern will be required to submit an event reservation request at least 10 business days prior to the event date. Organizers should consult with Campus Events or the Dean of Students if they are unclear if their event is considered "large scale". Reservations are done via 25Live. Special considerations or security concerns should be added to the "Event Comments" section of the 25Live reservation. Do not begin advertising your event until the reservation has been confirmed with the College Events Office.
- 2) Students, faculty, and staff seeking to make room reservations for events will be asked on the submission form whether the proposed event presents any special considerations or security concerns. Student groups scheduling events will be required to confirm that they have consulted with their group's faculty or staff advisor.
- 3) Requests to schedule an event where additional concerns are indicated will be reviewed by the Dean of Students, Events, and Communications (as needed) to identify any events that are a likely target of disruption, threats, violence, or other acts of intimidation, or are likely to draw unusually large crowds.

4) In the event of a credible likelihood, based on prior incidents or current evidence, that an event is likely to be the target of threats or violence, the College Officers and additional support staff will conduct a risk assessment of the event, consulting with local law enforcement as needed, in order to advise the administration.

5) Representatives from Public Safety and Risk Management will review the risk assessment and determine resources or measures that might be necessary to ensure that the event can proceed without undue risk to the speaker and/or members of the community. This review will include a consideration of Mills Emergency Preparedness Plan and Emergency Operations protocols.

6) In those exceptional cases where this review indicates significant risk to the community, the president and senior administration will work with event sponsors to determine measures to maximize safety and mitigate risk. Only in cases of imminent and credible threat to the community that cannot be mitigated by revisions to the event plan would the president and senior administration consider canceling the event.

APPENDIX 2: MILLS COLLEGE GRIEVANCE POLICY AND PROCEDURES

MILLS COLLEGE	Administration Policy Manual
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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
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Title IX Policy

Policy Number 2040

Warning: Please note that this policy addresses issues of sexual violence and uses descriptions and examples of this conduct which may be triggering.

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I. Purpose

Mills College is firmly committed to providing a community in which students, faculty and staff are not subjected to discrimination, harassment, exploitation, or intimidation.

Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, California SB 976 and AB 1433, 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 harassment and that such behavior violates both law and College Policy. The College encourages the prompt reporting of any incident of sexual harassment 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 this Policy.

II. Policy

This Policy prohibits all forms of misconduct on the basis of sex, defined in this Policy as Prohibited Conduct. Prohibited Conduct can occur in any sex or gender configuration and regardless of actual or perceived sex, gender, gender identity, gender expression and/or sexual orientation. The College will respond promptly to reports of Prohibited Conduct and will take appropriate action to address, and when necessary, to discipline behavior that has been found to violate this Mills College policy.

III. Title IX Office and Coordinator

Mills College has appointed the Associate Vice President for Human Resources to serve as the College's Title IX Coordinator. The Title IX Coordinator oversees the College's investigation and resolution of reports of Prohibited Conduct. The Title IX Coordinator also oversees the College's overall compliance with Title IX. Deputy Title IX Coordinators, which may be designated by the Title IX Coordinator, have a shared responsibility for supporting the Title IX Coordinator and are accessible to any member of the community for consultation and guidance.

If you are unclear about any of the provisions below and would like to get more information, you may speak on a non-confidential basis with the Title IX Coordinator. If you would like to have more information, but prefer to speak with someone confidentially, you may speak with a confidential resource, as listed below in the resources section.

Any person may report Prohibited Conduct (whether or not the individual reporting is the person alleged to have experienced the conduct) in person, by mail, by telephone, by email or by online report, using the contact information listed below. Such a report may be made at any time, including during non-business hours, using the telephone, by email, by contacting the Campus Conduct Hotline at 866.943.5787, by online report or by mail to the office address, listed for the Title IX coordinator.

Inquiries or complaints concerning the application of Title IX may be referred to the College's Title IX Coordinator, Deputy Title IX Coordinators and/or to the U.S. Department of Education's Office for Civil Rights:

Title IX Coordinator and Deputy Title IX Coordinators

Kamala Green, AVP for Human Resources/Title IX Coordinator 5000

MacArthur Blvd

Sage Hall 134
Oakland, CA 94613
510.430.2333
titleIX@mills.edu

Jenn Corry, Deputy Title IX Coordinator, Director of Employee Services 5000

MacArthur Blvd

Sage Hall 126
Oakland, CA 94613
510.430.2293
jcorry@mills.edu

Chicora Martin Deputy Title IX Coordinator, 5000

MacArthur Blvd

Cowell
Oakland, CA 94613
510.430.3189
chimartin@mills.edu

U.S. Office for Civil Rights

Beale Street, Suite 7200 San Francisco, CA 415.486.5555 Email:

OCR@ed.gov

Web: <http://www.ed.gov/ocr50>

Throughout this policy, various College officials are assigned responsibility for performing specific functions. Named officials are authorized to delegate responsibility to other appropriate University officials and non-university consultants except where such delegation contravenes University policy.

IV. Scope and Effective Date

Under the Department of Education's Title IX Regulations, published May 19, 2020, the following procedures will apply **only** to a narrow category of cases. Those cases meeting the definitions and jurisdictional elements below will follow this policy. Those cases that do not fit within this policy will be handled through

the College's **Discrimination, Harassment and Retaliation Prevention Policy** and student conduct policies as found in the [Student Handbook](#). This is not to suggest that any case is more or less important, but instead a reflection of federal regulations that apply only to a specifically-identified set of cases.

V. **Effective Date of Procedures**

The effective date of these procedures is August 14, 2020. These procedures will apply in all cases where misconduct occurred after August 14, 2020, and where a Formal Complaint of prohibited conduct under these procedures is made on or after August 14, 2020. Where the date of the alleged prohibited conduct precedes the effective date of these procedures or a subsequent update to these procedures, the definitions of prohibited conduct in existence at the time of the alleged conduct will be used. These procedures, however, will be used to investigate and resolve all Formal Complaints made on or after the effective date of these procedures or subsequent updates to these procedures, regardless of when the conduct occurred.

VI. **Jurisdiction**

Mills College is committed to fostering a fair and equitable environment for individuals to study, learn and work and a prompt and equitable process for investigation and resolution of complaints covered by Title IX. This Policy applies to students, faculty, staff who are (1) employed by, attending, or affiliated with Mills College; (2) participating in, or attempting to participate in, any College program or activity; and/or (3) visiting the College's campus(es) or any property owned or leased by Mills College. This Policy also covers acts of Prohibited Conduct committed by third parties, including visitors, guests, vendors, and contractors who are affiliated with the College, or accessing, or attempting to access, a College program or activity; however, complaints against such third-parties may be handled in accordance with existing contracts and agreements, and third parties may not be eligible for the procedural protections provided within this Policy.

The procedures in this policy are in accordance with the Department of Education's Title IX Regulations, published May 19, 2020. They apply only to complaints of sexual harassment, sexual assault, dating violence, domestic violence and stalking on the basis of sex as defined by this Policy collectively as "Prohibited Conduct".

VII. **Key Terms**

Prohibited Conduct: This Policy prohibits all forms of sex or gender-based harassment, including sexual violence, sexual assault, sexual harassment, stalking, dating violence and domestic violence. For the purposes of this policy, these behaviors are hereinafter defined collectively as "Prohibited Conduct," which is explained in more detail below.

Terms specific to this policy are defined in the Definitions section below. If there is a conflict between any definition in this procedure and the definitions assigned terms in other college policies, the specific definitions in this policy control. **"Days" are defined as business days unless otherwise specified.**

For clarity and consistency, we have used the terms Complainant and Respondent to refer to the parties in an investigation pursuant to this policy. The **Complainant** refers to the student who is reporting the violation and the **Respondent** refers to the student who is accused of violating this policy.

VIII. Prohibited Conduct at Mills College

Conduct prohibited by this policy and collectively called "Prohibited Conduct" includes conduct on the basis of sex that satisfies one or more of the definitions below:

A. Sexual Harassment.

Conduct, on the basis of sex, that satisfies one or more of the following:

1. Unwelcome Conduct¹ determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity of the College.
2. An employee of the College conditioning the provision of an aid, benefit or service of the College on an individual's participation in unwelcome sexual conduct (quid pro quo).
3. "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined *below*.

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

- a) Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- b) Verbal conduct: making or using derogatory comments, epithets, slurs and jokes.
- c) Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual.
- d) Physical conduct: touching, assault, impeding or blocking movements.
- e) 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.)
- f) Offering employment or educational benefits in exchange for sexual favors (quid pro quo).
- g) Making or threatening retaliatory action after receiving a negative response to sexual advances.

B. Sexual assault.

The term "sexual assault," means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting [UCR] system of the Federal Bureau of Investigation [FBI]. Sexual Assault is defined as any sexual act directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent. This category of Prohibited Conduct includes the following:

1. Penetration, no matter how slight, of the vagina or anus with any body-part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the Complainant.

¹ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and offensiveness are evaluated objectively based on the totality of the circumstances by a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

2. Oral or anal sexual intercourse with another person, without the affirmative consent of the Complainant, or in instances in which the Complainant is incapable of giving affirmative consent because of age or because of temporary or permanent mental or physical incapacity.
3. The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, without the affirmative consent of the Complainant, or in instances in which the Complainant is incapable of giving affirmative consent because of age or because of temporary or permanent mental or physical incapacity.
4. The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, without the affirmative consent of the Complainant, or in instances in which the Complainant is incapable of giving affirmative consent because of age or because of temporary or permanent mental or physical incapacity.

C. Other Lawfully Prohibited Sexual Intercourse

This category includes conduct constituting sexual assault that does not meet the definition of Non-Consensual Penetration or Fondling:

1. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law, regardless of affirmative consent.
2. Nonforcible sexual intercourse with a person who is under the statutory age of consent, regardless of affirmative consent.

D. Stalking:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. This includes instances of stalking based on sex that occurs online or through messaging platforms, commonly known as cyber-stalking, when it occurs consistent with the jurisdictional elements of this policy.

E. Domestic Violence aka Intimate Partner Violence (IPV)

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 state of California 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 state of California.

F. 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.

IX. Reporting Prohibited Conduct

Any member of the College community may report conduct that may constitute sexual misconduct to any supervisor, manager, or the Title IX Coordinator. Mills College encourages individuals to report

incidents involving Prohibited Conduct and other potential violations of this policy. The College does not limit the timeframe for reporting an incident regardless of when the incident occurred. However, individuals are encouraged to report as soon as practical, as memories may fade and evidence may be lost over time.

Mills College encourages individuals who believe they are experiencing sexual harassment to report the harassment. The College strongly supports an individual's decision not to pursue Formal Complaints under these procedures, and/or a desire for anonymity. Prior to reporting, individuals may first seek support and information from a confidential staff or community member in considering whether to file a formal or informal report (see below for procedures for formal and informal reports.)

Individuals may also notify the Title IX Coordinator if they believe someone else may have experienced conduct that would be a violation of this Policy.

Confidential Resources. The College provides confidential resources with whom students can consult for advice and information regarding making a report of sexual harassment or sexual violence. Students who are thinking about or wanting to report a sexual harassment incident are encouraged to meet with a counselor in the Counseling Center. The counselor will review options and provide support. Information shared with the counselor can be kept confidential, until the student is ready to file a complaint.

Employees may seek out confidential resources through the Employee Assistance Program. Generally, information shared with a licensed confidential resource cannot be revealed to any other person or office, unless written permission is granted by the individual to share their information.

Reports of potential violations of this Policy may be made to the Title IX Coordinator, at titleix@mills.edu. Reports to the Title IX Coordinator of potential violations of this policy will be kept private to the extent possible for the College to respond to the report, but reports made to the Title IX Coordinator are not confidential. Upon being notified of a report the Title IX Coordinator will reach out to the Complainant to schedule an Intake Interview and will also provide Complainant information regarding resources, rights, Supportive Measures, and reporting options, and will explain that Supportive Measures are available without filing a Formal Complaint.

During the outreach, the Title IX office will ask for the following information:

- Name of Complainant
- Complainant's role, if any, within the College (undergraduate student, graduate student, faculty, staff, fellow, alumni or other (describe))
- Name of Respondent, if known
- Respondent's role within the College (undergraduate student, graduate student, faculty, staff, fellow, alumni or other (describe), if known)
- Date of the incident
- Location of the incident, as specifically as is known (for example, which room in which dorm, if known).
- Time of the Incident
- Specific conduct at issue (for example: e.g. "Complainant awoke to Respondent touching their genital area without permission")
- Date of previous report (if any)
- To whom any previous report had been made (if any)

A. Internal Reporting Options

The College cannot take appropriate action unless an incident of possible sexual harassment or sexual violence is reported. Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. 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.

Any College employee who is not a confidential resource under this Policy and who witnesses, is advised of or learns about an alleged violation of this Policy should promptly notify the Title IX Coordinator of the incident by email, or telephone. The employee must report to the Title IX Coordinator all relevant details about the alleged misconduct known to the employee or shared with them.

Faculty, managers, supervisors and designated employees are mandated to notify the Title IX Coordinator or other appropriate official designated to review and investigate suspected sexual harassment complaints when any report is received. The term "designated employee" refers to any employee in a leadership position. "Mandatory reporters" for minors is further defined in the [Protection of Minors Policy](#).

If the person to whom suspected harassment normally would be reported is the individual accused of the harassment, reports may be made to another manager, supervisor, or designated employee.

The College encourages all members of its community to make Mills College a safe and supportive environment for everyone including calling 911 or campus police in an emergency or to report a crime or other incident that poses a risk of harm to the campus community.

External Reporting Options

If you are in immediate danger, or if you believe there could be an ongoing threat to you or the community, please call 911 from a campus phone.

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of Prohibited Conduct. 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/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/or off-campus. Mills College will not disclose a complainant's identity except under the following circumstances: (1) As required by federal, state and/or local laws; (2) If the complainant consents to be identified after being informed of their right to have identifying information withheld. If a complainant does not consent to disclosing their identity, the respondent's identity will not be disclosed either, unless required by law.

Under state and federal law, a victim has: (1) the right to a Sexual Assault Forensic Examination at no cost; 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 receive a sexual assault forensic exam anonymously, and be given a code (Jae Doe) to identify themselves if they choose to report later. College officials will assist any Complainant in contacting local law enforcement authorities, if assistance is requested. Any Complainant who believes that there is an ongoing threat to their safety from a particular individual may request an emergency protective restraining order from a California police officer.

Additionally, the Employee Services department is available to assist faculty and staff in making such a report.

B. Medical Exam and Services

It is important to obtain medical care as soon as possible so that a medical professional can assist with any complications that may arise from the trauma sustained. Alameda County Highland Hospital Sexual Assault Center provides immediate medical care after a sexual assault and can be contacted at (510) 534-9290 or 9291(24/7 crisis hotline)

Some typical medical tests and preventative treatment provided after a sexual assault include:

- Hepatitis B: A clinician may recommend a baseline Hepatitis B screening test and/or vaccinations. Vaccination involves a series of three injections. The first is given at the time of your initial visit. Subsequent injections are given at four weeks and six months.
- Preventative treatment and on-going screening for Gonorrhea, Chlamydia and Syphilis.
- HIV: You may choose to take the HIV antibody test after a discussion with your clinician. *If your assault took place within the last 72 hours, discuss HIV prevention options (prophylaxis) with your clinician.
- Pregnancy (for those at risk): Be sure to ask when and how you can get the results of the pregnancy test if you have elected to take one. If you have not started your period at your usual time or within four weeks of the assault, be sure to take a pregnancy test even if you have taken the morning after pill (also known as Plan B).
- Medical Follow-Up: If several days have passed and you have not sought medical treatment, please make an appointment with your personal medical provider.
 - Clinical staff at Vera Whole Health, the Mills Health Clinic, are all mandated reporters who must call the police to report suspected sexual assault at any age or sexual or physical abuse of a minor. Forensic medical exams are not carried out at the Mills Health Clinic.
 - In Alameda County, forensic medical exams are only carried out at Alameda County Highland Hospital Sexual Assault Center.

C. Anonymous Reporting

Any individual may make an anonymous report concerning an act of Prohibited Conduct. The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate, and in compliance with all Clery Act obligations.

Depending on the extent of information available about the incident or the individuals involved, however, the College's ability to respond to an anonymous report may be limited. This means that unless information identifying the person responsible and the identity of the complainant is shared with the Title IX Coordinator or a responsible employee, the College may not be able to take action to stop the discrimination or harassment, remedy its effects, or prevent future instances of discrimination and harassment, because it will not be able to engage in the appropriate procedures under this policy.

Please note that a Formal Complaint cannot be filed anonymously, and is only considered to have been filed only when the complaint contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

D. Required Notifications for Reports of Sexual Assault, Dating/Domestic Violence, or Stalking

Upon receipt of information alleging a potential violation of this Policy, the Title IX Coordinator will reach out to the Complainant to schedule an intake or informational interview and provide a copy of this policy and the following information:

- Availability of Supportive Measures with or without filing a Formal Complaint;
- How to file a Formal Complaint;
- Right to notify law enforcement and the right not to notify law enforcement, their right to decline to do so, and, when applicable, information about seeking a personal protection order from the local courts;
- Importance of preserving evidence;
- Resources for counseling, health care, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other available services; and,
- Right to an Advisor of choice.

E. Response to Reports of Prohibited Conduct

The College shall respond promptly to reports of sexual harassment and/or misconduct. Upon receipt of a report, a Complainant shall be provided with a written explanation, which may occur via email, of available Supportive Measures, options for filing a Formal Complaint, and with information regarding resources including counseling references, and with nearby hospital contact information if appropriate, by the Title IX Coordinator or by deputies designated by the Title IX Coordinator.

Any member of the College community who is found to have engaged in Prohibited Conduct as defined in this Policy is subject to disciplinary action up to and including dismissal in accordance with the applicable Student Conduct Policy and/or Employee Progressive Discipline policy. A list of all potential sanctions can be found in the [Student Handbook](#).

F. 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.

X. Responding to Reports of Prohibited Conduct

A. Supportive measures

Upon receipt of a report of Prohibited Conduct, the College will inform the Complainant of their right to Supportive Measures, which are available whether or not a Formal Complaint is filed. Supportive measures are available to both parties, and are non-disciplinary, non-punitive, free of charge individualized services offered to the Complainant and/or the Respondent as appropriate and reasonably available, designed to restore or preserve equal access to College programs and activities. A Complainant or Respondent may request a mutual No Contact Letter or other protection, or the College may choose to impose supportive measures at its discretion to ensure the safety of all parties. Faculty, managers and supervisors are mandated to report concerns about failure of another individual to abide by any restrictions imposed by an interim or supportive measure. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure.

If on the face of the Initial Report, the Title IX Coordinator determines that the conduct alleged does not fall within the scope of Title IX, the Title IX Coordinator may also inform the Complainant that the matter may be referred to another College process. Even if the matter is referred, the Complainant will still receive an offer of Supportive Measures.

Supportive measures will be implemented at the discretion of the College. Potential remedies, which may be applied to the Complainant and/or the Respondent, include, but are not limited to:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus.
- Facilitating access to counseling and medical services.
- Guidance in obtaining a sexual assault forensic examination.
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines.
- Academic support.
- Assistance in requesting long-term academic accommodations through the Office of Counseling Services if the individual qualifies as an individual with a disability.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Allow either a Complainant or a Respondent to drop a class in which both parties are enrolled in the same section.
- Voluntary changes in the Complainant's or Respondent's College work schedule or job assignment.
- Change in campus housing.
- Escort and other safety planning steps.
- Mutual "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals.
- Voluntary leave of absence.
- Referral to resources to assist in obtaining a protective order.

- Referral to resources to assist with any financial aid, visa or immigration concerns.
- Any other remedial measure that does not interfere with either party's access to education can be used to achieve the goals of this Policy.
- Reasonable Change in either party's class schedule.
- Reasonable Change in either party's College work schedule or job assignment.
- Reasonable Changes in either party's campus housing.
- Any other reasonable restrictive measure that can be used to achieve the goals of this Policy, as long as this is not punitive or disciplinary.

The College will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the Supportive Measures.

B. Privacy vs. Confidentiality

Notice to the Title IX Coordinator, the Deputy Title IX Coordinator or a College Officer of conduct that could constitute prohibited conduct triggers the College's obligations under this policy. If the Title IX Coordinator, the Deputy Title IX Coordinator or other College Officer become aware that Title IX Prohibited Conduct is alleged to have occurred, the College has an obligation to review the available information and determine whether to proceed to an investigation.

In this context, Privacy and Confidentiality have two meanings.

Privacy means that information related to a complaint will be shared with only a limited number of College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are responsible for the College's response to Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), and the privacy of employee records will be protected in accordance with California law and College policy.

Confidentiality exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, ordained clergy or individuals working in the capacity of a clergy member. The law creates a privilege between certain others, with their patients, clients, parishioners, and spouses. The College has designated individuals who have the ability to have privileged communications as confidential resources.

The College will make reasonable and appropriate efforts to preserve an individual's Privacy and to protect the Confidentiality of information. However because of laws relating to reporting and other state and federal laws, the College cannot guarantee Confidentiality relating to incidents of Prohibited Conduct except where those reports are privileged communications to Confidential Resources. Even then, there are exceptions to maintaining Confidentiality set by law; for example, physicians and nurses who treat any physical injury sustained during a sexual assault are required to report it to law enforcement. Also, physicians, nurses, psychologists, psychiatrists, teachers and social workers must report a sexual assault committed against a

person under age 18. However, it is up to the Complainant on whether or not to separately and voluntarily file a report with the local police department. The Director of Public Safety is responsible for required reporting to local law enforcement.

Except for Confidential Resources, information shared with other individuals is not legally protected from being disclosed. However, the College takes requests for Privacy and Confidentiality seriously, the extent it can do so while at the same time fulfilling its responsibility to provide a safe and nondiscriminatory environment for all students and the College community. The College in such circumstances will make sure the Complainant is aware that they are protected from Retaliation.

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.

All College proceedings are conducted in compliance with the requirements of, 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

C. Individualized Safety and Risk Analysis, and Timely Warning

Based on an Initial Report or Formal Complaint of Title IX Prohibited Conduct, the Title IX Coordinator, in consultation with the Threat Assessment Team, or others as appropriate, may undertake an individualized safety and risk analysis to determine whether the allegations indicate the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct. If the College determines removal is appropriate, the Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal.

If a report of misconduct discloses a serious threat to the Mills community, the College may also issue a campus-wide timely warning (which can take the form of an email to campus or Rave alert) 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 Prohibited Conduct.

Administrative Leave of a Non-Student Respondent

The College may place a non-student Respondent on paid or unpaid administrative leave after notice of a report of Title IX Prohibited Conduct and during the pendency of resolution of the matter.

D. Amnesty for Student Code of Conduct Violations

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence or stalking will not be subject to disciplinary sanctions for a violation of the Mills' College student conduct policy at or near the time of the incident unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

E. Filing a Formal Complaint

Whether or not an Initial Report has been made, the matter will not move forward with a formal or alternative resolution until a Formal Complaint is filed. A Formal Complaint can be filed by either the Complainant or the Title IX Coordinator.

Complainant submits Formal Complaint.

- a. A Complainant may complete and sign a Formal Complaint alleging Title IX Prohibited Conduct against a Respondent and requesting that the College Investigate the allegation of Title IX Prohibited Conduct. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, by online portal, by contacting the Campus Conduct Hotline at 866.943.5787 or by using the contact information listed for the Title IX Coordinator above. At the time of filing a Formal Complaint, the Complainant must be participating in, or attempting to participate in, a College program or activity.

Title IX Coordinator submits Formal Complaint.

The Title IX Coordinator may complete and sign a Formal Complaint.

- a. A Complainant may request that the College not proceed with an Investigation or further resolution under this Procedure. A Complainant's wishes with respect to whether the College Investigates will be respected unless the Title IX Coordinator determines that signing a Formal Complaint over the wishes of the Complainant is not clearly unreasonable in light of the known circumstances.
- b. If the Title IX Coordinator decides to move forward with an investigation, the Title IX Coordinator will inform the Complainant in writing of that decision. The College's decision is subject to a balancing test that requires the College to consider a range of factors, including:
 - (a) The status of the Respondent and whether the Respondent has authority over students and/or staff.
 - (b) Whether there have been multiple reports of Title IX Prohibited Conduct or other violations of this policy relating to a single Respondent;
 - (c) The seriousness of the alleged Title IX Prohibited Conduct (e.g., whether the alleged conduct involved a weapon, physical restraints or battery, serial predation);
 - (d) Whether there is a likelihood that the Respondent would be a danger to the complainant or the Mills community;
 - (e) The age of the Complainant;
 - (f) Whether the report of Title IX Prohibited Conduct can be effectively addressed through another type of intervention; and

- (g) The ability of the College to obtain relevant evidence.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.

F. Receipt of a Formal Complaint of Title IX Prohibited Conduct Initial Notice of Formal Complaint filed.

Upon receipt of a Formal Complaint, the College will provide a Notice of Formal Complaint to each party, including the following details. If the Respondent's identity is not known, the College may first conduct any necessary investigation in order to determine their identity, and will then provide written notice of an investigation upon identification of the Respondent.

- a. A description of the College's Procedures, including information about the Informal Resolution process.
- b. A description of the allegations including sufficient details known at the time such as:
 - a) the identities of the Parties involved in the incident;
 - b) the conduct allegedly constituting Prohibited Conduct; and
 - c) the date and location of the alleged incident.
- c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made only at the conclusion of a Hearing.
- d. A statement that each party may have an advisor of their choice, who may be any person, including a friend, family member, or an attorney.

The Notice of Formal Complaint will be provided with sufficient time for each party to respond and prepare for any investigative interviews. A Respondent employee's ability to receive a raise or promotion is placed on hold while the investigation is pending, and the determination of the investigation may affect any employment action, even if initiated prior to the onset of the investigation.

After receiving Notice of Formal Complaint, both the Complainant and the Respondent will be asked to identify any academic, employment, or other significant conflicts that would affect the timing of the Investigation and Hearing. The Hearing Coordinator will consider this input in finalizing any Hearing Schedule.

Ongoing Notice of Charges Requirement.

If, in the course of an Investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the initial Notice of Formal Complaint provided, the College will provide notice of the additional allegations to the Parties whose identities are known.

XI. Procedures for Resolving Complaints of Prohibited Sexual Harassment

A. Informal Resolution

Participation in the Informal Resolution process is voluntary for both the Complainant and Respondent. Both parties, and the Title IX Coordinator, must agree to the use of Informal Resolution to resolve the complaint. If an Informal Resolution option is preferred, the Title IX Coordinator will assess whether the complaint is suitable for Informal Resolution and will then take steps to determine if the Respondent is also willing to engage in Informal Resolution. Both parties must agree, in writing, to an Informal Resolution.

When the parties choose to proceed with an Informal Resolution, the Title IX Coordinator will provide the Complainant and Respondent written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Informal Resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- Any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility;
- An explanation that each party may be accompanied by an Advisor and a support person) of their choice, who may be a parent, friend, or attorney;
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of 2 days' notice;
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.

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. 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. The College will not compel either party to engage in informal resolution, to directly confront the other party, or to participate in any particular form of informal resolution.

Once the final terms of an Informal Resolution have been agreed upon by both parties, in writing, the matter shall be considered closed, and no further action shall be taken. The Informal Resolution process is generally expected to be completed within thirty (30) and may be extended for good cause by the Title IX Coordinator. Both parties will be notified, in writing, of any extension and the reason for the extension. The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution.

If either party does not voluntarily agree in writing to pursue an Informal Resolution, or if the Complainant, Respondent, or Title IX Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through the Investigation and Hearing Process.

B. Dismissal of Formal Complaints Prior to Investigation or Resolution

Mills College shall investigate the allegations in a formal complaint, except as follows:

Mandatory Dismissal.

Mills College shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined by this policy, even if proved, and/or did not occur on campus, in a Mills College education program or activity, in a building under the control or a recognized student organization, or did not occur against a person in the United States. This dismissal does not preclude action under another policy or procedure of Mills College.

Discretionary Dismissal.

The College may dismiss the Formal Complaint or any allegations that are part of the Formal Complaint, if at any time during the investigation or hearing:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any of the specific allegations;
- The Respondent is no longer enrolled in or employed by the College; or
- Specific circumstances prevent Mills College from gathering evidence sufficient to reach a determination as to the Formal Complaint or any specific allegations.

Notice of Dismissal Prior to Investigation.

Upon dismissal, the College shall promptly send a Notice of Dismissal including the reason(s) therefor simultaneously to the Parties. The decision to dismiss can be appealed (see link).

C. Principles for the Grievance Process

Under this grievance process, Mills College shall:

1. Ensure that the burden of proof and the burden of gathering evidence rest on Mills College and not on the parties, provided that Mills College cannot access, consider, disclose, or otherwise use a party's medical or treatment records, or any other records protected by a recognized privilege, unless Mills College first obtains that party's voluntary, written consent to do so for purposes of this conducting an investigation or hearing under this policy.
2. Provide an equal opportunity for the parties to present relevant witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
3. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
4. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
5. Allow each party to be accompanied by an advisor (the advisor can also be the support person). Each party may be accompanied by only one other person.
6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility

determinations may not be based on a person's status as a Complainant, Respondent, or witness.

8. Require that any individual designated as a Title IX Coordinator, investigator decisionmaker, or any person to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. Mills College may use internal personnel or external parties in the informal resolution process or the grievance process, provided that they meet this requirement.
9. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
10. Use the preponderance of the evidence standard, which shall be the same for Formal Complaints against students as for Formal Complaints against faculty and staff.

D. Extensions of the Grievance Process

The Title IX Coordinator may grant or deny requests from either party to temporarily delay the grievance process or may issue the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

E. Investigation of Formal Complaints

If not serving as the Investigator, the Title IX Coordinator will appoint an Investigator, who may be an employee or official of Mills College or may be an external investigator with appropriate experience or expertise. The parties will be provided with notice of the identity of the appointed Investigator, and will be informed that any objections to the service of the appointed Investigator on grounds of conflict of interest or a lack of impartiality should be submitted in writing to the Title IX Coordinator within three days of notice of the appointment. If there is objection to the Title IX Coordinator, the objection should be provided in writing within 3 days to the Vice President for Finance and Administration.

The Title IX Coordinator or a Deputy Title IX Coordinator will decide promptly whether the appointed Investigator will or will not continue to conduct the investigation and will provide this determination in writing to the party who raised the objection. Any materials collected or notes prepared by the Investigator during the objection period will be turned over to any replacement Investigator. The replacement Investigator will decide whether to use such materials or not.

When investigating a Formal Complaint, Mills College shall, within 30 days of receiving the Formal Complaint, unless unusual or complex circumstances exist:

1. Engage in fact-gathering of all relevant facts, which shall include interviews of the Complainant and Respondent, and relevant witnesses.
2. At the conclusion of the fact-gathering, the investigator shall provide both parties 10 days to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations. If a party has an advisor, that party's advisor may also inspect and review the evidence. Either party may submit additional relevant evidence or suggest additional witnesses, or request that the investigator ask additional or follow-up questions of the other party, or of a witness. The investigator will then conduct any additional investigation as may be appropriate. Any evidence not provided to the investigator shall not be considered at the hearing, unless it can be demonstrated that, despite due diligence, the evidence was not available.
3. Statements regarding the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent
4. Make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
5. The Investigators may also consider information publicly available from online sources that comes to the attention of Investigators. The College does not actively monitor online sources, however, and as with all potentially relevant information, the Complainant, Respondent or witness should bring online information to the attention of the Investigators if they believe it is relevant. The Investigators may also consider communications involving or relating to one or both parties that either party brings to the attention of the Investigators or that is provided by the parties in response to a request by the Investigators. The Investigators may also seek a review of information available on College devices or servers, consistent with the College's technology policies.
6. Upon conclusion of the fact-gathering, the investigator shall create a Summary of Relevant Evidence investigative report that fairly summarizes relevant evidence and the Title IX Coordinator shall send to each party and the party's advisor, if any, the report in an electronic format or a hard copy, for their

review and written response. Each party shall have 10 days to provide a written response, which shall be attached to the Summary of Relevant Evidence Report. Upon finalization of the Summary of Relevant Evidence report, the Title IX Coordinator shall provide it to the decisionmaker(s).

F. Acceptance of Responsibility

At any point during the investigation, the Respondent may elect to accept responsibility for some or all of the Policy violations at issue. Where there is an acceptance of responsibility as to some but not all of the charges, the investigation will continue to conclusion. Where there is an acceptance of responsibility as to all of the potential Policy violations, the Investigators will complete an investigative report of all information gathered to date and refer the matter to a Decision-maker for any further appropriate process consistent with this policy. Where both parties and the College agree, the matter may also be resolved through the Informal Resolution process.

G. Effect of Withdrawal

Even if a Respondent withdraws from the College, the Title IX Coordinator may proceed with further action as necessary to eliminate, prevent or address any impacts of the reported conduct.

XII. LIVE HEARINGS AND THE GRIEVANCE PROCESS

The College's formal resolution process is designed to identify and implement a tailored and individual response intended to address Prohibited Conduct, while supporting the College's educational mission, legal obligations and commitment to Title IX.

Requirement of a Live Hearing for Fact-Finding and Determining Responsibility

1. Following the investigation, within 30 days of sending the final investigative report to the parties, unless unusual or complex circumstances exist, Mills College shall conduct a live hearing in front of the decision-maker(s), which may be an individual or a Review Panel, for the purposes of determining responsibility for allegations of prohibited conduct in the Formal Complaint. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator or the investigator(s). A decision-maker may include internal employees or external third-parties contracted by Mills College. If using a Review Panel, the Title IX Coordinator will choose three (3) Review Panel members from its pool to attend the hearing and make determinations. All potential Review Panel members will receive annual training as specified by this policy. The parties each may challenge the participation of any member of the Review Panel for demonstrated bias, actual conflict of interest, or other good cause within three (3) days of receipt of the final investigative report. The Title IX Coordinator will make the final decision whether to select an alternate upon a challenge from a party. If using a Review Panel, the Title IX Coordinator will appoint a member of the Review Panel to be Chair of the Review Panel.
2. A pre-hearing meeting will be conducted with each party to go over the logistics, and rules and expectations of the hearing.
3. The live hearing will be closed. The only individuals permitted to participate in the hearing are as follows: the Complainant and Respondent, the decision-maker(s), the advisor for each party, any witnesses (only while being questioned), and any individual providing authorized accommodations or assistive services.
4. Live hearings shall be recorded, and the recording shall be the property of Mills College. No other person is permitted to record the hearing, or any portion of the hearing.

5. If a party does not have an advisor present at the live hearing, Mills College shall provide without fee or charge to that party, an advisor of Mills College's choice, to conduct cross examination on behalf of that party. Mills College is obligated to ensure each party has an advisor, either of the party's or the College's choice regardless of whether the party is present at the hearing. To ensure timely proceedings, a party shall alert the Title IX Coordinator as soon as practicable if the party will need an advisor. If a party's selected advisor is unavailable for a hearing date, the live hearing date may be postponed for good cause, or the hearing may proceed with an advisor of the College's choosing.
6. During the hearing, each party's advisor may ask relevant questions of the other party or witnesses, but may not address the hearing officer, or make arguments regarding law or policy. Hearing advisors may not pose questions that are unduly harassing, repetitive, abusive, threatening, or demeaning. Advisors are expected to display respectful and appropriate conduct and may not cause a disruption, or otherwise impede the smooth operation of the hearing. The hearing officer reserves the right to remove an advisor for unruly or disorderly behavior; the advisor may continue participation by video from another room.
7. Live hearings may be conducted with all parties physically present in the same geographic location or, at Mills College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other

B. Questioning at the Live Hearing

1. At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
2. Only relevant questions may be asked of a party or witness.
3. Decision-maker(s) also have the right to question a party or witness.
4. Cross examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding Mills College's ability to otherwise restrict the extent to which advisors may participate in the proceedings.
5. Before the Complainant, Respondent, or witness answers a cross-examination question, the Chair must first determine whether the question is relevant. The Chair must explain to the party proposing the questions any decision to exclude a question as not relevant.
6. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

C. Use of Witness Statements

1. If a party or witness does not submit to cross examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility but may reach a determination based on evidence that does not constitute a statement by the party.
2. The decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or

refusal to answer cross examination or other questions.

D. Written Determination of the Decision-Maker

1. Following the hearing, the decision-maker(s) shall issue a written determination regarding responsibility within 30 days. If the decision-maker is a Review Panel, a majority of the Review Panel members must find that a policy violation occurred for a finding of responsibility and a majority of the Panel members must assent to the sanction(s) imposed, if any. To reach this determination, the decision-maker must apply the standard of evidence required by this policy. The written determination must include:
 - a. Identification of the allegations potentially constituting sexual harassment as defined by this policy;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of Mills College's policy to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to Mills College's education program or activity will be provided to the complainant; and
 - f. The procedures and permissible bases for the Complainant and Respondent to appeal, as set forth in this policy.

Mills College shall provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that Mills College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XIII. APPEALS

A. Grounds

Within 10 days of receiving the written determination, either party may appeal from a determination regarding responsibility, and from Mills College's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- **Ground 1:** Procedural irregularity that affected the outcome of the matter;
- **Ground 2:** New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- **Ground 3:** The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals must be sent to the Title IX Coordinator in writing.

B. Response to Appeals

As to all appeals, the Title IX Coordinator (or designee) shall:

1. Notify the other party in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy;
4. Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 10 days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal decision-maker(s).

C. Decision on Appeal

Within 20 days of receiving the appeal and the response, the Appeal decisionmaker(s) shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties. The Appeal decision-maker(s) may deny the appeal or, if the appeal ground(s) has or have been met, may return the case to the initial decision-maker(s) for reconsideration, or convene a new hearing. If a case is returned to the initial decision-maker(s), the Appeal decision-maker(s) shall identify which aspects merit further review.

XIV. Remedies and Sanctions

Remedies must be designed to restore or preserve equal access to Mills College's education program or activity.

A student found responsible for a violation of this policy will be subject to sanction(s) regardless of whether legal proceedings involving the same incident are underway or anticipated. An employee found responsible for a violation of this policy will be subject to sanction(s) up to and including termination of employment. A list of all potential sanctions can be found in the [Student Handbook](#).

Possible remedies that Mills College may implement is not fixed. The Title IX Coordinator is responsible for effective implementation of any remedies.

XV. RETALIATION PROHIBITED

No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right established by this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section. Complaints alleging retaliation may be filed according to the grievance procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XVI. CONFIDENTIALITY

Consistent with the requirements of this policy, Mills College shall keep confidential the identity of any individual who has made a report or complaint of sexual harassment under this Policy, including any individual who has made a report or filed a Formal Complaint of sexual harassment, any complainant, any respondent, and any witness, except as may be permitted by the FERPA statute, or as required by law. Mills College will protect a party's privacy consistent with this Policy but may disclose information to those who have a legitimate need to know and in order to process complaints under this policy.

Confidentiality is not absolute, however. Where criminal conduct has occurred, or where the health and/or safety of others in the community may be in danger, it may be necessary for Mills College to take appropriate steps to protect the safety of its students and employees, including the person who has reported the misconduct. In most cases, Confidential Resources at Mills College will not share the substance of any such communications or that such communications occurred without consent. Individuals who wish to talk about issues related to sexual harassment or Prohibited Conduct confidentially, with the understanding that Mills College will not take any action based on such confidential communications, are encouraged to contact one of these Confidential Resources.

Confidential resources may, however, have an obligation to disclose otherwise privileged information where they perceive an immediate and/or serious threat to a person and/or property. This is a limited exception to the privileged nature of communications with Confidential Resources. Reports or records maintained by Mills College (including

Counseling Service records), and other confidential, nonprivileged records may, however, be subject to a subpoena if civil or criminal charges are filed in court.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Confidential Resources will not report Clery crimes they learn about through confidential communications for purposes of Mills College's compilation of campus crime statistics. In addition, when appropriate and legally permissible, Mills College shall conduct record-keeping on reports of dating violence, domestic violence, stalking and sexual assault, such as that collected for legally required disclosures, that excludes personally identifiable information of any complainants.

Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a physical condition to a person who he or she knows or reasonably suspects is suffering from: (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury where the injury is the result of assaultive or abusive conduct (including Sexual Assault, and Dating and Domestic Violence). This requirement does not apply to sexual assault and domestic violence counselors and advocates.

XVII. REQUIRED TRAININGS

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process (whether internal or external) shall receive training on the definition of sexual harassment under this policy, the scope of Mills College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. These individuals shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

XVIII. RECORDKEEPING

Mills College shall maintain for a period of seven years records of:

- A.** Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Mills College's education programs or activities;
- B.** Any appeal and the result therefrom;
- C.** Any informal resolution and the result therefrom; and
- D.** All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. Mills College shall make these training materials publicly available on its website and shall make these materials available upon request for inspection by members of the public.
- E.** Records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, Mills College will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Mills College's education program or activity. If Mills College does not provide a complainant with Supportive Measures, then Mills College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Mills College in the future from providing additional explanations or detailing additional measures taken.

XIX. Effective Date; Revisions

This policy is effective as of August 14, 2020

XX. APPENDIX A DEFINITIONS

Affirmative Consent:

Under California law, "affirmative consent" is defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity. Under the law, neither the lack of protest or resistance, nor silence, constitutes consent; consent may be withdrawn at any time. For purposes of this Policy, the age of consent is eighteen (18) years of age or older, consistent with California Penal Code Section 261.5.

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 they are under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if their understanding of the act is affected by a physical or mental impairment. A person cannot consent if the individual 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.

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.

Advisor

An may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Mills College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. For the purposes of this policy, the role of the advisor is limited to the following: the advisor may attend any interview or meeting connected with the grievance process, but may not actively participate in interviews nor provide testimony or argument on behalf of the party. The advisor may attend the live hearing and may conduct cross-examination of the other party and any witness at the hearing; otherwise, the advisor may not actively participate in the hearing.

Appeal Officer:

A professional neutral decision-maker experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.

College Program or Activity:

Locations, events, or circumstances over which the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

Complainant:

The Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue. Mills College uses this term to provide consistency with the Title IX regulations and many peer institutions. Use of this term does not necessarily indicate that this person either reported the conduct or requested that the College pursue the matter.

Confidential Resource:

A person who is exempted from the obligation to report an allegation of conduct that could constitute Prohibited Conduct under this policy to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

Confidentiality:

Exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Court Order:

Any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another Mills College community member, such as an emergency, temporary or permanent restraining order.

Deputy Title IX Coordinator:

A person designated by the Title IX Coordinator to handle a report of Title IX Prohibited Conduct.

Expert Witness:

A Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence that is directly related and/or relevant to the allegations.

Formal Complaint:

A document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the College investigate the allegations.

Gender Identity, Gender Expression, or Sexual Orientation Harassment:

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation is considered harassment "on the basis of sex," and thus is also prohibited by the College. 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.

Incidents of discrimination or harassment that involve gender, gender-identity, gender expression, sex or gender stereotyping and/or sexual orientation, but that do not fall under the purview of Title IX Prohibited Conduct as outlined in this policy, shall be handled under the applicable policies and procedures outlined in the Student Handbook, Faculty Handbook, Employee Handbook or Administrative Policy Manual.

Hearing Coordinator:

The person who manages Hearings under this Title IX Procedure.

Hearing File:

The information collected during the Investigation that is deemed relevant to be considered by the Hearing Officer.

Hearing Officer:

A professional neutral decision-maker experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility.

Hearing Schedule:

A time-table specific to each matter that schedules key dates for the matter after it has been charged.

Hearing Advisor:

The person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. The Hearing Advisor may be the same as the Party's Process Support Person or advisor. All Advisors are expected to follow the Rules of Decorum.

Hostile Environment

Includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively that it alters the conditions, limits, interferes with or denies: employment or educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. Complaints of a hostile environment that do not meet the requirements of Title IX prohibited conduct are handled under other College policies or the student conduct code.

The determination of whether an environment is "hostile" must be based on the following circumstances.

These circumstances could include:

The frequency of the conduct;

- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct was humiliating;
- The effect of the conduct on the alleged victim's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;

Incapacitation:

A person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

Initial Report:

A report of conduct that may constitute Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is generally made prior to a

Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures and how to file a Formal Complaint, as described in Section IV.A.1.

Intimidation:

Includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Threats of intimidation will be adjudicated through the Mills Student Conduct Code or **Discrimination, Harassment and Retaliation Prevention Policy**.

Summary of Relevant Evidence Report:

A formal written document that fairly summarizes the relevant evidence gathered during the Investigation and that is provided to the Parties with at least 10 days to respond.

Investigator:

The person assigned by the Title IX Coordinator to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

New Evidence:

Evidence that was not available at the time of the investigation, could not have been available based on reasonable and diligent inquiry, is relevant to the matter, and which could substantially impact the conclusion or the sanction applied.

Non-Discrimination

Mills College does not discriminate on the basis of race, color, marital status, age, religious creed, national origin, ancestry, sexual orientation, gender identity, gender expression, 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 against unlawful discrimination through its Campus Policy and Procedure on Discrimination, which is available by request from the Division of Student Life at 510.430.2130.

Mills is an equal opportunity employer and seeks to comply 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, gender identity, gender expression, 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 Employee Services (HR), Mills College, 5000 MacArthur Boulevard, Oakland, CA 94613 or hrhelp@mills.edu.

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

Notice of Dismissal:

The formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal. Either party may appeal with decision to dismiss.

Notice of Formal Complaint:

The formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

Notice of Outcome of Appeal:

A written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

Party/Parties:

The generic or collective term used to refer to Complainant(s) and Respondent(s).

Preponderance of the Evidence:

The standard of proof used by the Hearing Officer. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

Privacy:

Means that information related to a complaint will be shared with only a limited number of College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are responsible for the College's response to Prohibited Conduct under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with California law and College policy.

Rebuttal Evidence:

Evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the investigation.

Remedies:

Individualized measures implemented after a Hearing or as part of an Informal resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or nonpunitive and need not avoid burdening the Respondent.

Respondent:

The person alleged to have engaged in Prohibited Conduct.

Retaliation:

No individual shall be penalized in any way for reporting or threatening to report sexual or gender based harassment or 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.

Retaliation includes, but is not limited to, materially adverse action related to employment, academic opportunities, participation in College Programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

Rules of Decorum/Etiquette Expectations

- All parties are expected to be civil and not engage in behavior that violates collegial standards, such as talking over someone, yelling, taking an aggressive stance towards someone (i.e., shaking a fist or standing too close to someone's face), or any other behavior that is deemed disruptive by the Decision-maker.
- Parties may not interrupt any testimony or cross-examinations being conducted.
- The Complainant, Respondent, and their Advisors shall be allowed to attend the entire portion of the live hearing. Witnesses are only allowed to attend during the time the credibility of their evidence is being reviewed; however, all witnesses will need to be available during the entire hearing.
- Advisors are not to disrupt the proceedings by making an opening or closing statement or by advising their advisee to refuse from answering questions.

Sanctions:

Individualized measures implemented after a Hearing that may be disciplinary in nature, as described in Appendix B.

Supportive Measures:

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to College Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the College educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

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.

Title IX Coordinator:

The individual at Mills College responsible for overseeing the College's compliance with Title IX, the Clery Act, and California Education Code sections 67380-67386

Advisor or Support Person:

A person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide support during any meeting or proceeding under this Policy, with the exception of hearings (see Hearing Advisor). 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. An attorney may be present in the capacity of an advisor or support person.

Violence:

The use of physical force to cause harm or injury.

Witness:

A person asked to give information or a statement under this Procedure.

- XXI. APPENDIX B Rights and Responsibilities of Parties and Witnesses** During an Investigation and Hearing under this Title IX Procedure, the Parties and Witnesses have the following responsibilities and rights.

Responsibilities of the Parties and Witnesses

1. The responsibility to be truthful, to cooperate with the process, and to follow the directions of College staff and agents responsible for administering this process;
2. The responsibility not to Retaliate against or Intimidate any individual who has reported Title IX Prohibited Conduct or who has participated as a Party or Witness in the process; and
3. The responsibility to keep private (by not disseminating beyond Support Persons or Advisors) documents, materials, and information received from the College during this process; and,
4. The responsibility to destroy, when so directed by the College, evidentiary materials and/or writings submitted by the other Party as party of the process.

Right of all Parties and Witnesses

1. The right to be protected from Retaliation and Intimidation where one has reported Title IX Prohibited Conduct or participated as a Party or Witness in the process;
2. The right to exercise First Amendment rights and not be subject to investigation for Retaliation for the exercise of such rights;
3. The right to receive information regarding consequences for knowingly making false statements or knowingly submitting false information during the Title IX Procedure.

Rights of Student Parties and Student Witnesses

1. The right not to be disciplined for drug and alcohol violations (relating to voluntary ingestion) or similar offenses in connection with the reported incident that do not place the health or safety of any other person at risk;

Rights of all Parties

1. The right to be treated equitably and receive equitable access to Supportive Measures;
2. The right to have each phase of the Title IX Procedure completed within a reasonably prompt timeframe.
3. The right to a Support Person to support and/or advise the Party, and to a hearing advisor during any hearing that is conducted as part of this policy.
4. The right to receive a Notice of Formal Complaint that provides sufficient detail about the allegations and the applicable College policies for the Respondent to be able to respond and for both Parties to understand the scope of the Investigation;

5. The right to decline to give a statement about the allegations or attend a Hearing
6. The right to participate in the Investigation, including by identifying fact Witnesses and Expert Witnesses and identifying and/or providing inculpatory, exculpatory and other relevant information and evidence to the Investigator;
7. The right to receive any Notice of Dismissal;
8. The right to appeal any Notice of Dismissal;
9. The right to review all evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the Parties to inspect, review, and respond to the evidence.
10. The right to receive an Investigative Report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the Parties to respond;
11. The right to have the matter heard at a live Hearing by a neutral Hearing Officer who will determine the matter using a Preponderance of the Evidence standard and who will not prejudge the outcome of a case;
12. The right to a Hearing Advisor who will conduct oral cross-examination at the live Hearing on behalf of the Party;
13. The right to jointly agree with the other Party to waive cross-examination through the Hearing Support Persons and instead submit written cross-examination questions to the Hearing Officer to conduct the examination. Parties will not be pressured to make this election or be penalized in any way for electing to conduct cross-examination through their advisor;
14. The right to receive a Written Determination Regarding Responsibility
15. The right to appeal the Written Determination Regarding Responsibility to a neutral Appeal Officer and
16. The right to receive a Notice of Outcome of Appeal.

Rights of the Respondent

1. The right not to have any disciplinary Sanctions imposed before a finding of responsibility in accordance with this Title IX Procedure; and
2. The right to be presumed not responsible for the alleged Title IX Prohibited Conduct until a determination regarding responsibility is made at the conclusion of the Hearing.

XXII. APPENDIX C RESOURCES: CRISIS RESPONSE, SUPPORT AND ADVOCACY

A. INTERNAL MILLS RESOURCES

The Office of Counseling & Psychological Services (CAPS) is staffed by professional, counselors and is available to all students. These hours may be adjusted by the College at any time. Call 510.430.2111, Monday through Friday, between 9:00 am–1:00 pm and 2:00 pm–5:00 pm. In case of emergency, call 911 and/or campus safety at 510.430.5555. You may also reach CAPS at counseling@mills.edu. Please note, this email is only to be used for non-urgent concerns related to information or scheduling.

B. COMMUNITY RESOURCES: SUPPORT AND ADVOCACY

A Safe Place Oakland

Crisis response, support, advocacy, information, referrals and shelter for survivors of sexual assault.

24/7 Crisis Line: (510) 536-SAFE (7233)

asafeplacedvs.org

Alameda County Highland Hospital Sexual Assault Center (Oakland)
Crisis response, support, advocacy, information and referrals for survivors of sexual assault and domestic violence; Medical Sexual Assault Response Team (in Emergency Department) for medical forensic exams (requires police report).

24/7 Crisis Line: (510) 534-9290 or 9291

This Emergency Department is where you should go within 72 hours for a Medical Forensic Exam.

Asian Women's Shelter (San Francisco)

Shelter program, language advocacy program, crisis line, case management, and programs in support of underserved communities such as queer Asian survivors and trafficked survivors.

24/7 Crisis Line: (877) 751-0880

www.sfaws.org

Bay Area Women Against Rape (BAWAR) (Oakland)

Crisis response, support, advocacy, information and referrals for survivors of sexual assault and domestic violence.

24/7 Crisis Line (English/Spanish): (510) 845-RAPE (7273)

www.bawar.org/get-help-for-yourself

Community United Against Violence (CUAV) (San Francisco)

Crisis support, counseling and services for victims of violence and abuse, including sexual assault and domestic violence, focusing on the LGBTQ community.

415.777.5500 Business Line

415.333.HELP (4357) Safety Line- Leave a Message.

www.cuav.org

San Francisco Women Against Rape (SFWAR) (San Francisco)

Crisis response, support, advocacy, information and referrals for survivors of sexual assault and domestic violence.

24/7 Crisis Line: (415) 647-7273

www.sfwar.org

FVLC (Family Violence Law Center)

Offers legal help and advocacy, community and support. 470 27th Street, Oakland 510.208.0255 24-hr. crisis line

Whether or not you have reported the incident to police, the FVLC in Oakland offers information and assistance, including advocacy and supportive services:

www.fvlc.org

Tri-Valley Haven (Livermore)

Support, advocacy, information and referrals for survivors of sexual assault and domestic violence. Medical and social services and counseling.

(800) 884-8119 (925) 449-5842

Oakland Police Department For

Emergencies: call 911

Call 911 from any campus extension or from a cell phone call emergency line 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

Clinica de la Raza (Oakland and Other Locations)
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) 535-400
www.laclinica.org

Korean Community Center of the East Bay (Oakland)
Helpline, information and referrals for shelter, legal services, counseling, translation services, citizenship/legal residency for Korean and Korean-American survivors of domestic violence and their families. Intimate Partner Violence Helpline: (510) 547- 3258; other services: (510) 547-2662.
www.kcceb.org

Narika (Oakland and Richmond)
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
www.narika.org

Native American Health Center (Oakland and San Francisco)
Medical and family services; groups in San Francisco for Native American families dealing with violence or abuse.
(415) 621-8051 San Francisco (510) 535-4400 Oakland
www.nativehealth.org

C. LEGAL SUPPORT

Alameda County Family Justice Center (ACFJC) (510) 267-8800
If you have reported the incident to the police, the ACFJC can help you understand your rights, provide assistance and advocacy, including access to financial support through the Victims of Crime program as well as counseling and support groups.
www.acfjc.org

Asian-Pacific Islander Legal Outreach (510) 251-2846
Legal advocacy, cultural and linguistic support for API families undergoing domestic violence
510.251.2846 Oakland
415.567.6255 San Francisco
www.apilegaloutreach.org

Bay Area Legal Aid (800) 551-5554 or (510) 250-5270
For legal assistance with issues related to domestic violence, housing, immigration, access to health care and other issues:
www.baylegal.org

D. ONLINE RESOURCES:

California Coalition Against Sexual Assault (CALCASA)

www.calcasa.org

Campus SaVE Act (Updates the Violence Against Women Act (VAWA), 2013)

beta.congress.gov/bill/112th-congress/house-bill/2016

Circle of Six App

www.circleof6app.com

Department of Education Office of Civil Rights

www.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Futures without Violence

www.futureswithoutviolence.org

Kaiser Permanente Family Violence Prevention Program Oakland

Medical Center 510.987.4493

www.share.kaiserpermanente.org/family-violence-prevention-program/violence-prevention-program/

Know Your IX

www.knowyourix.org

Changing Our Campus

www.changingourcampus.org

E. MILLS INTERNAL REPORTING

Public Safety (24/7): 510-430-5555.

Director of Public Safety: [510-430-2139](tel:510-430-2139)

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.

Title IX Coordinator: 510-430-2333

This resource is not confidential. TitleIX@mills.edu

Title IX Deputy: 510.430.2293. This resources is not confidential. TitleIX@mills.edu

Title IX Deputy: 510-430-3189. This resource is not confidential.

Student Support Coordinator: 510-430-2143. This resource is not confidential.

Associate Dean of Students: 510-430-3241. This resource is not confidential.

Director of Residential Life and Community Standards: 510-430-3184. This resource is not confidential.

Vera Whole Health: 510-671-3985. This resource is not confidential.

Reporting an Incident to the Law Enforcement: In addition to, or instead of, reporting an incident of sexual violence to Mills College, you may report an incident to law enforcement.

Oakland Police Department: Cell Phone/Direct Emergency Line 510-777-3211. This resource is not confidential.

California Highway Patrol: Land line 911. This resource is not confidential.

F. OTHER SUPPORTIVE SERVICES FOR VICTIMS OF SEXUAL VIOLENCE AT MILLS COLLEGE

Campus Bans or Support with Filing a Restraining Order

Mills College provides safety support for students, faculty and staff, including campus bans or assistance with filing a restraining order. Please contact the Public Safety Department at (510) 430-5555 or talk to the Director of Public Safety by calling (510) 430-2139.

Assistance with Housing Accommodations

Faculty and staff who do not live on campus at Mills can seek help and advice from the Division of Student Life, who manage emergency housing situations. For emergency housing assistance, you can contact:

Dean of Students: 510-430-3189. or deanofstudents@mills.edu This resource is not confidential.

Associate Dean of Students: 510-430-3241. This resource is not confidential.

Director of Residential Life and Community Standards: 510-430-3184. This resource is not confidential.

Special Needs and Other Accommodations

Faculty and Staff who need accommodations, services or support for special needs are encouraged to contact any of the following:

Title IX Coordinator: 510-430-2333. This resource is not confidential.

Title IX Deputy: 510-430-3189. This resource is not confidential.

Associate Dean of Students: 510-430-3241. This resource is not confidential.

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:

- First conviction and the amount of crack possessed exceeds five grams;
- Second crack conviction and the amount of crack possessed exceeds three grams;
- Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
- 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):

<p>Schedule I</p> <ul style="list-style-type: none"> • Opiates (Dimepheptanol, Hydroxypethidine, Normethadone) • Narcotics (Acetylcodeine, Bensylmorphine, Heroin, Morphine, Nicocodeine) • Hallucinogenic (LSD, Marijuana, Mescaline, Peyote, Psilocybin) 	<p>Schedule IV</p> <ul style="list-style-type: none"> • Barbitol • Meprobamate (Equanil, Miltown) • Chloral hydrate • Phenobarbital (Donnatal, Bellergal)
<p>Schedule II</p> <ul style="list-style-type: none"> • Oxycodone (Percodan) • Fentanyl (Sublimaze) • Methadone (Dolophine) • Meperidine (Demerol) 	<p>Schedule V</p> <ul style="list-style-type: none"> • Codeine • Codeine Phosphate (Robitussin) • Diphenoxylate (Lomotil)

Schedule III <ul style="list-style-type: none"> • Amphetamine (Biphphetamine) • Phenmetrazine • Glutethimide (Doriden) • Phencyclidine 	
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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 individual, \$5 million other than individual	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 million other than individual	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 individual, \$10 million other than individual	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 million other than individual
Heroin	100-999 gm mixture			1 kg or more mixture		
Cocaine	500-4,999 gm mixture			5 kg or more mixture		
Cocaine Base	5-49 gm mixture			50 gm or more mixture		
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, bed, 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.

- **Salvia 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.

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>

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

1) 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 and other support systems whether an administrative withdrawal is voluntary or involuntary. Family members of students under 18 years of age may 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 Care Team, the Counseling and Psychological Services Department, Student, or Public Safety. Community members observing disruptive or dangerous behavior should contact one of these departments.

2) 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 themselves and in that process may harm others or significantly impact the educational environment 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 and/or educational environment

B. If the student has engaged in an activity which subjects them to College disciplinary action, the matter will be handled through the College's student conduct 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 them; or
2. Did not know the nature or wrongfulness of the conduct at the time of the offense.

3) 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 a licensed psychiatrist, psychologist or other medical provider approved by the College. If an evaluation is required, the student will be informed in writing by Mills College email. The evaluation must be completed within the deadline outlined in the letter which must be 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.

4) Procedures

A. Meeting with the Vice President for Student Life/Dean of Students

1. A student may be requested in writing via email 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., they will be so informed in writing via official Mills email 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 with the application of Ws, 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 their 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. If a student is hospitalized and unable to access technology to submit an appeal this deadline can be extended with written documentation from the treating medical professional.

2. The student may appeal the withdrawal decision to the College's Section 504/ Title IX Coordinator.

The review shall be based on 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 Title IX Coordinator 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 in a reasonable timeframe. The decision of the appeal process 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 or threat of 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
 - 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 subjected to an immediate interim withdrawal will be notified in writing via official Mills email and/or orally (depending on the urgency of the situation). Then they will 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: Housing Agreement 2021-22

This information is subject to change.

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. By entering into this License Agreement, the student resident agrees to abide by the rules and regulations set forth by Mills College in all printed and electronic publications. 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 resident 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. Student residents may not move into their assigned residences until they are financially cleared by the M Center 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, 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.). Students that occupy more than their contracted space (both sides of a double, apartment, house or suite) are also in violation. If double occupancy is not rectified by the student by a set allotted

time, the student will be double billed for housing. Occupancy of a Mills residence without authorization is cause for canceling prospective Agreements for residence and refusing to grant future residence privileges. Underwood Residents: there may be no fewer than two people and no greater than four people living in each Underwood Apartment. No more than two occupants of each apartment may be over the age of 18.

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 2021–22

Specific Occupancy Periods for the 2021–22 Academic Year Are As Follow:

Ethel Moore, Orchard Meadow, Warren Olney and Lynn Townsend White Halls

Fall: New Residential Students: 9:00 am August 21, 2021–12:00 noon December 15, 2021
Returning Residential Students: 9:00 am August 23, 2021–12:00 noon December 15, 2021

Spring: All Residential Students: 9:00 am January 18, 2022–12:00 noon May 13, 2022*
*Students graduating or participating in Commencement may stay in residence until 12:00 noon on May 15, 2022.

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 15, 2021–January 18, 2022

Summer Housing- A summer License Agreement is required for the period from May 14 to Orientation in August 2021 (or, for students who will not be campus residents in fall 2022, until August 1, 2021). Costs of this period are not covered by financial aid.

Larsen House Co-op, Ross House and Prospect Hill Apartments

New Residential Students: 9:00 am August 21, 2021–12:00 noon May 13, 2022**
Returning Residential Students: 9:00 am August 23, 2021–12:00 noon May 13, 2022**
Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Deadline:
12:00 noon December 15, 2021

New January Resident Move-In Date: 9:00 am January 18, 2022

** Students graduating or participating in Commencement may stay in residence until 12:00 noon on May 15, 2022. Courtyard Townhouses

New Residential Students: 9:00 am August 21, 2021–12:00 noon May 13, 2022***

Returning Residential Students: 9:00 am August 23, 2021–12:00 noon May 13, 2022***

Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Deadline:

12:00 noon December 15, 2021

New January Resident Move-In Date: 9:00 am January 18, 2022

*** Students graduating or participating in Commencement may stay in residence until 12:00 noon on May 15, 2022.

A summer License Agreement is required for the period from May 14 to Orientation in August 2021 (or, for students who will not be campus residents in fall 2022, until August 1, 2021). Costs of this period are not covered by financial aid.

Underwood Apartments

All Residential Students: 9:00 am August 15, 2021–12:00 noon June 15, 2022****

Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Date: 12:00 noon December 31, 2021

New January Resident Move-In Date: 9:00 am January 15, 2022

**** A summer License Agreement is required for the period from June 15 to August 15, 2021 (or, for students who will not be campus residents in fall 2022, until July 15, 2021). 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. Mills reserves the right to otherwise terminate, assign, reassign and/or consolidate accommodations due to an emergency (related to an emergency, act of God, force majeure, pandemic or epidemic disease or other exigency), as determined at Mills' sole discretion. 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 4 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.**

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 automatically be released from housing and charged \$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. A summary of the Housing and Meal Plan Fee Return Schedule can be accessed at: <https://inside.mills.edu/student-life/housing/application-fees-refunds.php>

Winter break occupancy has no cost to the student as long as they reside in the independent living hall for both fall and spring of the academic year. If a student resides in an independent living hall in the fall and moves out of housing during winter break or in the first 30 days of the spring semester, they will have to pay a nightly occupancy fee for winter break that will not exceed \$500.

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 <https://inside.mills.edu/handbook.pdf>, 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 2021–22 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 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.

APPENDIX 7: EMOTIONAL SUPPORT ANIMAL (ESA) RESIDENT AGREEMENT 2021-22

The Emotional Support Animal Resident Agreement should be completed every academic year for students with animals on campus. This document is distributed to students through Residential Life once they have an animal approved on campus by SASS and HMDS. Additional sections of this document include residents supplying emergency contact information, proof of vaccinations, and images of their animal.

Emotional Support Animal | Resident Agreement 2021-22

Before your emotional support animal (ESA) can reside with you on campus, you must provide proper medical documentation and have approval from Accessibility Services. The following agreements apply to all approved disability-related assistance animals including emotional support animals and their owners who live in the residential communities. We encourage residents with service animals to also communicate with Student Accessibility Services and complete this form so residence life staff has emergency contact information for your animal but it is not required.

Animal Behavior

Please read each section carefully before indicating your acceptance and acknowledgement that section. You will be held to these standards and could risk having your ESA removed from housing if violations occur.

1. An ESA will be accepted into residential living provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for residents in the shared or surrounding living space.
2. The approved animal must be contained within the private residential area (room, apartment, etc.) except when transported outside in animal carrier or controlled by a leash/harness.
3. ESA must be harnessed, leashed, or tethered. Under no circumstances are animals to be left unattended for extended periods of time that would put the welfare of the animal or the community at risk. This is assuming animal is not in any physical or emotional risk and not being disruptive.
4. An acceptable leash should be no more than 6 feet in length. Retractable leashes are not acceptable. Animals are to be under the control of their owner at all times.
5. Understanding possible grounds for automatic removal of ESA includes, but is not limited to: ESA attacking a community member or another ESA, or the ESA posing as a consistent disruption in the halls.

Animal Health and Well-Being

1. ESAs must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is due with the application. The College reserves the right to request an updated verification at any time during the animal's residency. For the animal's health and well-being, the student owner is expected to maintain the animal in proper health and provide regular walks (dogs), feeding, bathing, grooming, etc. as needed. If it is suspected that an animal is being severely neglected, the College reserves the right to terminate the ESA agreement and have the animal removed from campus or request that the student remove the animal from campus. It is the student's responsibility to provide updated verification when an animal's vaccinations expire during the year.

2. Flea and tick prevention methods must strictly be adhered to and applied consistent with the manufactures and/or veterinary instructions. If an animal is found to have pests it may need to be removed from the residence. Documentation of purchased, or veterinarian administered, prevention system to be submitted to Residential Life staff at the time of application or upon request.

3. If the State of California or Oakland city licenses are required for the animal, the student owner must obtain such licenses and keep in compliance with Oakland jurisdiction (e.g. dog license) requirements. The College reserves the right to request proof of licensing at any time during the animal's residency.

4. When taken out onto campus, ESAs are required to wear identification tags with owner contact info. Owners should be prepared to pick up and dispose of animal waste as necessary and be mindful the impact of their animal's presence may have on others in the common spaces on campus.

5. ESAs are not allowed to attend class with student owner and should never be in spaces within the residence halls designated as non-animal friendly zones.

6. ESAs are not allowed in Founder's Commons, Tea Shop, Olin Library, or any other common use space on campus such as computer labs or science labs.

7. In residence halls: ESAs are not permitted in residential common spaces which include but are not limited to bathrooms, kitchens, recreation rooms, living rooms, and computer labs.

8. In townhouse or apartment settings: The ESA must remain in student owner's room (not in the common space) when student owner is not home unless otherwise previously agreed upon in roommate agreement. If a new roommate is added, a new roommate agreement must be created, which may change or keep the previous ESA townhouse or apartment rules.

9. Authorized Mills College personnel may enter a residence without notice in emergencies when deemed necessary to protect the safety of the resident, other occupants, and/or the ESA animal 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.

Animal Cleanliness

1. Student owner is responsible for properly containing and disposing of all animal waste.

a. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto flooring in living space and cleaned out daily.

b. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters. Please do not compost animal feces.

2. Student owner is responsible for maintaining reasonable cleanliness standards for the ESA. Bathing an ESA on campus is not allowed. Owners are required to bathe AA at appropriate facilities off campus. Bathing an ESA in a residential bathroom is considered a violation of the housing policy.

Student Responsibilities

1. Student owner must attend mandatory meetings for all animal owners.

2. If the assistance animal is a canine, the student owner must register their animal with Public Safety and secure a Canine Permit as soon as the animal arrives on campus. The canine permit must be carried by student any time the AA is out in the campus community.

3. For all species of ESA, student owner must designate an alternate caregiver who lives on campus in an ESA-designated space or lives WITHIN a 15-20-minute commute to campus so that they may be contacted if student owner is unavailable and the animal or the community is being disrupted. The designated caregiver at that time will be asked to take the animal with them. Animals may NOT remain alone all day without proper care.

4. ESAs must not be left unattended overnight in College Housing. If the student owner leaves campus overnight, the ESA should accompany the student owner. Additionally, ESAs must not be left for unreasonably prolonged periods of time without access to exercise, food, or companionship. Students will not be issued additional keys or access cards for caretakers. Animals deemed abandoned will be turned over to Animal Control or boarded at the expense of the student.

5. The student owner is entirely responsible for their animal when the animal is in the care of another individual or when the animal is left unattended.

6. The student owner is responsible for assuring that the animal does not interfere with the routine activities of other residents or cause difficulties for students who, reside in HMDS Housing, have sensitivity/allergies to animals, or fear animals.

7. The student owner is financially responsible for the actions of the ESA including bodily injury or property damage including but not limited to any replacement of furniture, carpet, drapes, or wall covering, etc. The student is expected to cover these costs upon repair and/or move-out which may be billed as follows (these are only examples):

Estimated damage cost:

- Flooring Damage (carpet, hardwood, etc.): \$600- \$10,000
- Doors and walls Damage: \$150- \$3000
- Furniture Damage: \$150- \$1000
- Mattress Damage: \$150
- Odor Damage: \$50- \$300

8. HMDS or Residential Life staff will schedule a final walk through of all residence hall units to assess each living space for damages and cleanliness after the student owner vacates the residence. The student owner is responsible for any expenses that are required due to costs incurred for cleaning, which is above and beyond a normal cleaning, or for repairs. Mills College shall have the right to bill the student account for unmet obligations.

Health & Safety Requirements

1. A health and safety check will occur once per semester and additionally a student's residence may be inspected for fleas, ticks, or other pests as needed. HMDS or Residential Life staff will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The student owner will be asked to remove the ESA and will be billed for expenses of any pest treatment above and beyond the normal required pest management.

2. During emergencies, the animal may become disoriented or agitated from the smell or smoke in a fire, from sirens or wind noise, or from shaking and moving ground. It is the responsibility of the student owner to find a way to safely transport the animal (likely in a carrier or harness and leash if a carrier is not available) in case there is a need to evacuate the building.

3. **Conflicting Disabilities:** If another person on campus has a documented disability under the ADA which includes an allergic reaction to animals, and finds the need to interact in a space with an approved ESA, then a request for assistance should be made to SASS who will consider all facts surrounding the contact and try to resolve the issue. Action will be taken to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

Administrative Concerns

1. All roommates and/or pod mates of the student owner must sign an agreement allowing the ESA to be in residence with them. If one or more roommates or pod mates do not approve, either the student owner or the non-approving roommates or pod mates, as determined by the Area Coordinator for the area, may be moved to a more suitable location.

2. Residential Life and HMDS can relocate the student owner and ESA as necessary, at any time, per current contractual agreements.

3. We have residential communities/spaces on campus which are designated as animal-free. HMDS and Residential Life will work with students with ESAs to identify appropriate housing accommodations.

4. The student owner agrees to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

5. Should the ESA be removed from the premises for any reason, the student owner is expected to fulfill their housing obligations for the remainder of the housing contract.

6. The student owner must notify their Area Coordinator in writing if the ESA is no longer needed or is no longer in residence. To replace an ESA the student owner must file a new request with Student Access and Support Services.

Additional COVID-19 Guidelines/Expectations

Considering the COVID-19 pandemic, additional guidelines may be in place to ensure or the proper care of residents and their ESA's. Students must follow the guidelines for the 2021-2022 school year to have an ESA on campus. If necessary, College administration may adjust expectations during the year, as we learn more information about the current crisis. In that event, students with ESAs will be notified of necessary changes via email.

1. Any resident with an ESA who is required to move into a different isolation or quarantine space, per the College's requirement, will not be allowed to bring their animal with them into the space. Residents will need to arrange for their animal to be in the care of their emergency contact or another animal caregiver for the full duration of the resident's stay in quarantine or isolation. If this is an on-campus caregiver, the caregiver must already reside in an ESA specific space. If the animal needs off campus boarding, any fees accrued are the responsibility of the animal owner.

2. The College reserves the right to confirm emergency contact information with the information provided by the resident.

3. Students with ESAs are still expected to practice social distancing as instructed by the College when on campus with their animals, such as when taking animals for walks or transporting them on campus.