

Mills College - M Center
Request for In-Progress Status for Graduate Students

Master's In-Progress Status

Instructions:

- **Amount Due: \$500.** Upon approval, a charge of \$500 will post to the student's account. A hold will be placed on the student's record until the balance is paid in full. This fee is subject to change.
- IP status is reserved for students who need additional time to complete their theses or comprehensive exams.
- Students must have completed the formal coursework for the master's degree to be eligible for In-Progress status.
- Students that are "In-Progress" may not register for courses nor take a leave of absence.
- Students have a maximum of three years to complete the thesis or the comprehensive exam. Students who do not complete the thesis or comprehensive exam within the required time will become "Candidacy Lapsed" and must apply for readmission through Graduate Admission. **The IP reinstatement fee is \$700.**
- International MEET students:
 - are allowed up to five years (10 semesters) of IP status; and,
 - are registered in a "Continued Practical Training" course (0 credit, "P/NP") each semester. This course, used by the advisor to track the student's progress, requires a "Pass" ("P") each semester to remain in the program.
- Students must submit a Petition for Candidacy to the M Center the semester before their anticipated semester of graduation.

Doctorate In-Progress Status

Instructions:

- **Amount Due: \$500 per semester.** Upon approval, \$500 per semester will post to the student's account. A hold will be placed on the student's record until the balance is paid in full. This fee is subject to change.
- Doctoral candidates are required to complete 20 credits toward the EDD as well as the dissertation.
- Upon completing 20 credits, students who need additional time to complete the dissertation must petition for "In Progress" status.
- In-progress status for doctoral students signifies that you have completed the required 20 credits toward the doctoral degree and successfully completed the proposal hearing for the dissertation.
- The maximum time allowable to complete the EDD, coursework and In-Progress status combined, is six years. Extensions may be granted, under exceptional circumstances, with permission from the School of Education.
- Students that are "In-Progress" may not register for courses nor take a leave of absence.
- Students must submit a Petition for Candidacy to the M Center the semester before their anticipated semester of graduation.
- Students who do not complete the dissertation within the required time will become "Candidacy Lapsed" and must apply for readmission through Graduate Admission. **The IP reinstatement fee is \$700.**

SECTION I

Name: _____
Last First M.I.

Mills ID: _____ Phone Number: _____

Current Mailing Address: _____

Mailing Address (if different from above): _____

Effective Term/Year of Graduation: Fall _____ Spring _____ Department: _____
Yr Yr

Effective Term/Year for In-Progress: Fall _____ Spring _____ Thesis Advisor: _____
Yr Yr

SECTION II

The signatures below indicate that the student has completed all formal coursework required for the degree:

Student Signature: _____ Date: _____

Thesis/Dissertation Advisor Signature: _____ Date: _____

Advisor Signature (if different than above): _____ Date: _____

M Center Use Only: IP Status Applied: _____ Date: _____ Initials: _____ Fee Pd: \$ _____