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

Master's In-Progress Status

Instructions:

- **In Progress Fee: $500.** Payment is submitted to the Cashier's Office in Sage Hall. If payment is not paid to the Cashier, the fee will be charged to the student's account. This fee is subject to change without notice.
- Graduate students who are not enrolled in courses but who need additional time to complete their thesis or comprehensive exam must file for "In Progress status.
- "In-Progress" students 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.** Fee is subject to change without notice.
- 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.
- Students with In-Progress status are not considered enrolled students at Mills and are reported as such to the National Student Clearinghouse.

Section I

Student's Name: _____ Mills ID: _____
Last First Middle

Current Mailing Address: _____ Phone Number: _____

Mailing Address (if different from above): _____

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

First 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 Advisor Signature: _____ Date: _____

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

M Center Use Only

IP Status Applied: Date: _____ Initials: _____ Fee Pd: $_____

Cc: Advisor, Student Accounts, Academic File