

Mills College – Academic Records  
Request for Dissertation In-Progress Status for Doctoral Students



**Policies and Instructions:**

- To qualify for “In-Progress” (IP) status, dissertation students must complete all requirements for the Ed.D. program with the exception of the dissertation. Students must complete all course requirements, a minimum of 20.0 credits, complete a qualifying exam, successfully pass a dissertation proposal hearing, and have an approved dissertation proposal.
- The maximum time to complete the Ed.D. is eight years from the start of the program, inclusive of In-Progress status (which can be taken for up to six semesters) and any periods while on a leave of absence. Leave of absence is initiated with Academic Records. The student will be charged the IP fee if paperwork is not submitted to Academic Records by the payment deadline for the term in which the student wishes to take a leave. See the Leave of Absence policy in the Mills College Graduate Catalog online for more information.
- **The In-Progress fee is \$625.00 per semester** effective Fall 2012. 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. The IP fee will be charged automatically to the student’s account each subsequent semester until the student graduates, withdraws from the program, or exceeds 8 years to complete. Students may elect to continue working during the summer by submitting the Dissertation In-Progress Summer Opt In form to Academic Records. Fees are subject to change without notice.
- After the initial In-Progress status, the IP status will remain for all subsequent semesters until a Diploma Release Form is submitted to Academic Records.
- Doctoral students who are “In-Progress” and have paid all fees will have access to various campus resources. This is also true for those students who Opt In for summer term. The student is responsible for updating the student ID with Housing Management and Dining Services to gain access to campus resources. **Note:** Students who take a leave of absence will not be able to work with faculty and do not have access to campus resources.
- Students must submit a Petition for Candidacy to Academic Records the semester before their anticipated semester of graduation.
- Students who do not complete the dissertation within the required time period will be designated “Candidacy Lapsed” and must apply for readmission through Graduate Admission. **The reinstatement fee is \$700.00** (subject to change).
- Anytime a student does not pay the IP fee, the student will be considered Withdrawn. If the student wishes to be reinstated at a later date, the IP fee for the interim terms will be charged to the student. To reinstate IP status, resubmit the Request for In-Progress Status for Doctoral Students form and pay all fees due.
- The official date of graduation is the term in which a diploma release form is received in Academic Records.
- “In-Progress” students may not register for courses.
- “In-Progress” students seeking the Ed.D. are not eligible for financial aid. However, for the purpose of received in-school loan deferments, they are reported to the National Student Clearinghouse as enrolled half-time.

**Deadline:** Submit the In-Progress form to Academic Records by the **Add deadline** for the semester in which you become eligible. Please refer to the Academic Calendar at [www.mills.edu](http://www.mills.edu) for important dates and deadlines.

**SECTION I**

Mills ID: \_\_\_\_\_ Student’s Name: \_\_\_\_\_  
*Last First Middle*

Current Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Effective Term/Year for initial IP Status:  Summer  Fall  Spring Year: \_\_\_\_\_

**SECTION II**

The signatures below indicate that the student has met all requirements for “In-Progress” status as outlined above and acknowledges understanding of policies and instructions outlined above:

Student (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dissertation Chair (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Associate Dean (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Records Use Only: SAGASDN**

IP Status Applied: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_