

Introduction

A Master's in Passing (MIP) request is for students in a doctoral degree program that have not previously completed a Master's degree in that area. Students in this situation can request a Master's degree be awarded once they have completed the required number of credits and culminating event for the Master's program. An approved MIP program must be in place in order for the related master's degree to be awarded. Students should check with their doctoral program advisor to see if there is an approved MIP for their degree. Students with an existing master's degree with the same major are not eligible.

Conditions

In order for a student to qualify for a Master's in Passing (MIP), the following conditions must be met:

- Students must have an approved iPOS from the doctoral program on file.
- Students cannot use the blanket 30 credits from a previously awarded master's degree on the iPOS of the doctoral program.
- All coursework for the Master's in Passing must be completed after the admission to the doctoral program, including the culminating event required for the MIP.
- For students required to complete a formal thesis defense, the MIP form can be submitted during the semester in which the thesis defense has been scheduled.

Process

1. Student confers with the Academic Unit regarding completion requirements for the MIP.
2. Once student has completed culminating experience for the MIP, the advisor completes the Master's in Passing Request form via DocuSign [here](#).
 - Note: For students required to complete a formal thesis defense, the MIP form can be submitted during the semester in which the thesis defense has been scheduled.
3. The Master's in Passing Request form is routed to the Graduate College coordinator assigned to that unit for processing.

Next Steps

1. When the completed DocuSign form has been processed by the Graduate College, the student will receive an email containing instructions to complete the MIP iPOS. The contact person in the Academic Unit is copied on this email also.
2. The student submits their MIP iPOS to the Academic Unit for approval.
3. The Academic Unit approves or denies the MIP iPOS.
4. If the student's MIP iPOS is approved by the Academic Unit, the iPOS will be forwarded to the Graduate College for review.
5. If the student's iPOS is approved by the Graduate College, the student may apply to graduate.