Master’s in Passing
Procedures

Please note that students who include 30 hours from a previously awarded master’s degree on their doctoral Plan of Study (iPOS) are not eligible for a Master’s in Passing (MIP).

Students must have an approved doctoral iPOS prior to submitting the request for a Master’s in Passing.

Students should only include the minimum required hours for their MIP program on the iPOS. All coursework included on an MIP iPOS must have been completed after the semester and year of admission to the doctoral program; cannot include pre-admission credits.

Procedures for students completing an MIP with a thesis:

1) Academic unit submits the Master’s in Passing Request form via email to grad-MIP@asu.edu on behalf of the student. The form is available at: http://graduate.asu.edu/forms. Instructions for completing the form and the MIP email address are at the top of the form.

2) When the form has been processed by Graduate Enrollment Services, the student will receive an email with instructions to complete the MIP iPOS.

3) The student completes the MIP iPOS and submits it to the academic unit for approval. The MIP iPOS will then be submitted to Graduate Education for approval. The student must apply for graduation during the term the degree is completed (fall, winter, spring or summer). Students may apply for graduation upon approval of the MIP iPOS.

Procedures for students completing an MIP without a thesis requirement:

1) Academic unit submits the Master’s in Passing Request form via email to grad-MIP@asu.edu on behalf of the student. The form is available at: http://graduate.asu.edu/forms. Instructions for completing the form and the MIP email address are at the top of the form.
   a. If the culminating event has been completed, the date must be indicated.
   b. If the culminating event has not yet been completed, a Report of Master’s Culminating Experience form must be submitted upon completion of the event.

2) When the form has been processed by Graduate Enrollment Services, the student will receive an email with instructions to complete the MIP iPOS.

3) The student completes the iPOS and submits it to the academic unit for approval.
   a. If the culminating event is complete, Graduate Enrollment Services will record the results.
   b. If the culminating event has not been completed, procedures for iPOS approval and graduation are followed in the same manner as a regular master’s non-thesis degree: A Report of Master’s Culminating Experience form must be submitted when the event is complete. The results will be entered in the student’s record and the student may apply for graduation.