

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 a MIP:

- 1) Academic unit submits the *Master's in Passing Request* form via email to grad-gps@asu.edu or to their assigned Graduate College support coordinator 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 Program 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 Program Services 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.