

Instructions for Master's in Passing (MIP)

Master Students Form Only

Students, dependent upon PhD program, can apply as a degree bound student and earn a masters in passing (thesis and non-thesis) in the semester they plan to successfully defend (if applicable) and graduate.

This form must be received by the Office of the Registrar, via email to gradteam@uta.edu, before deadline to apply for graduation for the current graduating term.

- Complete the Master's in Passing form in its entirety
- Advisor will record the results of the approved courses
- Acquire necessary signatures from
 - Graduate Advisor/Coordinator
 - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via gradteam@uta.edu

All master's students in the thesis option must be aware of requirements, components and deadlines associated with the thesis, final defense, and submission of the thesis to the Library.

<https://www.uta.edu/records/graduation/deadlines.php>

<https://library.uta.edu/etd>

**University of Texas at Arlington
Office of the Registrar
Graduation Team**

University Administration Building
Room 129 · Box 19088
701 South Nedderman Dr
Arlington, TX 76019-0088

Phone: 817-272-3372

Email: gradteam@uta.edu

Reminder: Make sure you retain a copy for your records.

The University of Texas at Arlington
MASTER'S IN PASSING FORM (MIP)

This form is for PhD bound students only who have earned a Master's degree along the way and can only be added in the semester they plan to defend (if applicable) and apply for graduation. To add a Master's in Passing, students must complete this form and obtain approval from the appropriate advisor. If approved, the advisor will sign and email the form to gradteam@uta.edu. After the Masters plan has been added, the student will still need to apply for graduation in the current term.

Student: UTA ID:

Last Name: First Name:

College/ School: Dept: Term: 20 Semester

Name of Degree: Academic Plan Code: Degree Plan:

Example: MED Literacy Option

Example: EDCIEDNTRS

Sub-Plan Title: Academic Sub-Plan Code: Program:

Example: Master Reading Teacher

Example: EDCIMRTRS

Example: Curriculum & Instruction

This is to request that the above-named student accepts responsibility and acknowledges the following requirements for adding a master's in passing and gives permission to add the approved master plan listed above to their academic record

- Plans to successfully defend, if applicable, in the current term for Masters degree
- Apply for graduation for the current term, before deadlines, along with the graduation application fee/s
- Understands degrees are conferred after grades have been designated official by the office of the registrar
- Diplomas are shipped from a third party vendor, Jostens, six to eight weeks after final grades
- Degree Requirements are met

Comments/Notes

By the signatures on this form the supervisor/graduate advisor and student are in agreement that the intention to defend successfully and apply for graduation in the current term as indicate above

Name (typed) Signature Date (mm/dd/yyyy)

Student

**Gradteam
Only**

Received by: Date: Final Masters MAP Satisfied

Processed by: Date: Eligible term open for graduation