

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>

Milestones are manually added and will be displayed in the Student Center for all completed status. They can also be seen on the students Maverick Academic Progress Report (MAP), but only the passed unconditional status - other results will not reflect on the MAP.

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

129 Davis Hall · Box 19088
701 South Nedderman Dr
Arlington, TX 76019-0088

Phone: 817-272-3372

Fax: 817-272-3223

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