Howard University
Graduate School
Master's in Passing (MIP) Request Form

Please note that the culminating experiences MUST be completed before submitting this request.

• Students must have a faculty advisor to be eligible for the master's-in-passing.
• Students who have already earned the master's degree at another institution and have transferred 24 credit hours to their PhD program must earn, minimally, 18 credit hours at Howard University before being eligible for a second master's degree.
• Students can petition for the master's-in-passing after they have successfully completed all core courses and/or earned 30 credit hours (18 of which have been earned at Howard University) and after they have passed comprehensive exams at the master's or PhD level.
• Students must have an approved program of study from the doctoral program on file, and that program of study must confirm that the master's degree requirements have been met.
• Students seeking to earn the master's-in-passing must be awarded the master's degree no later than 5 years after being admitted to the PhD program.
• Students who leave the PhD program may request a terminal master's degree if they have fulfilled all the requirements for the master's degree.
• Students who opt to end their matriculation in the PhD program after earning the master's-in-passing must reapply to the PhD program for consideration to be readmitted.

Student Information

Student Name Last, First, MI)	HU ID Number and HU Email Address:	Graduate Program	Date Initially Enrolled in Graduate Program
Faculty Advisor Signature	Email Address:	Graduate Program	Date:
Director of Graduate Studies Signature	Email Address:	Graduate Program	Date:
Chair's Signature	Email Address:	Graduate Program	Date:
Previous Degree Used: Yes No	Number of credits approved:	Name of Prior Accredited Institution	Date:

Completion Status

Successfully completed all core courses and/or earned 30 credit hours	Yes	No
Comprehensive/Qualifying Examination	Yes	No
Approved Program of Doctoral Study	Yes	No
Thesis/Research Paper	Yes	No
Request for Terminal Master's Only	Yes	No

This section is to be completed by The Graduate School.

All requirements for the program have been met as outlined above.

Student is in good academic standing.

Student is not in Time-to-Degree status.

Approved

Not Approved (if not approved, see additional notes below.)

_____   Date:_____
Signature, Dean of the Graduate School

Additional Notes: