Embedded Master’s Process Tip Sheet

An embedded master’s is a master’s degree awarded “on-the-way” to a Ph.D. in the exact same program. Because of the implementation of the online graduation application process, it is important to enable students to be able to apply for graduation with the correct degree. Because of this, the process to set up the embedded master’s has changed to allow departments to work directly with the Registrar’s Office (RO) instead of going through Rackham. Here are some guidelines and tips:

The process:
- The student informs the department of an intention to apply for embedded master’s.
- The department sends an e-mail to the Registrar’s Office at ro.records.staff@umich.edu. The e-mail should request that the program be activated and should contain the student name, U-M ID number, Program, Plan, Subplan (if applicable) and admit term (”admit term” and “requirements term” are typically the same). For clarity, it is also recommended that you include the program/plan codes as well. (See example below).
- The Registrar’s Office will verify that the student is in the appropriate doctoral program (field of study must match exactly) and activate the program for the student.
- The standard turnaround for getting this set up is 2 working days.
- The department will receive an automated response from the RO when the program is set up.
- The department should inform the student that he/she must log into Wolverine Access Student Business and “Apply for Graduation.”

IMPORTANT:
**The RO will not set up the embedded master’s program for students in some IDPs. These requests will be returned to the department. The current process remains for these students — submit a Dual Degree/Change of Program Application to Rackham Admissions.**

**Do NOT set up embedded master’s program options “blanket” for all of your Ph.D. students. This could create problems with statistics and require a lot of discontinuing. In addition, the RO has stated that this would create actions on the academic record that do not reflect reality.**

**Once the RO has set up the master’s program the student must still “Apply for Graduation” in order to receive their master’s degree.**

Suggestion: Departments may want to consider being proactive by possibly e-mailing students informing them of the process to apply for an embedded master’s. The students could respond back to the department and this response could serve as your notification/trigger to contact the Registrar’s Office to set up the embedded master’s program.

Sample E-Mail to the RO:

Please add an Embedded Master’s Program for:
John X. Smith
UMID # 12345678
M.S. Chemistry 00119
Admit/Requirement Term 1770, Winter 2010