Welcome to the Purdue Graduate Personnel Workshop

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
Agenda

- Graduate Office Overview & Staff Introductions
- Graduate Affairs Committee
- Recruitment and Graduate Non-Degree Program
- Fellowships and Funding
- Graduate Student Resources
- Admissions and English for Academic Purposes
- Progress to Graduation
- Questions/Additional Resources
GRADUATE OFFICE OVERVIEW
Mission Statement

The Graduate Office at Indiana University–Purdue University Indianapolis (IUPUI) is an office of the Indiana University Graduate School, and serves all graduate programs on the IUPUI campus.

The IUPUI Graduate Office is committed to the academic and professional development of a diverse community of graduate and professional students, faculty, and staff through effective delivery of services and innovative activities by fostering collaborations within and across disciplines, campus, and beyond.
MEET THE STAFF

James Wimbush
Dean, University Graduate School, Indiana University
Vice President for Diversity, Equity, and Multicultural Affairs
jwimbush@iu.edu

Janice Blum
Associate Vice Chancellor for Graduate Education at IUPUI
Associate Dean, University Graduate School, Indiana University
Adjunct Associate Dean, The Graduate School, Purdue University
jblum@iupui.edu

Tabitha Hardy
Assistant Dean, University Graduate School, Indiana University
Director, Preparing Future Faculty and Professionals,
Advisor, UPnGO
tamhardy@iupui.edu

Monica Henry
Assistant Director of Finance and Administration, University Graduate School, Indiana University
mlhenry@iupui.edu
MEET THE STAFF

Debra Barker  
Indiana University Recorder  
gradrec@iupui.edu

Kyle Burson  
Indiana University Master’s Recorder  
gradrec@iupui.edu

Sarah Caldwell  
Purdue Graduate Admissions Coordinator  
pugrad@iupui.edu

Dezra Despain  
Curriculum Resource and  
Creative Services Coordinator  
dezdes@iupui.edu

Summer Layton  
Purdue Graduate Recorder  
pugrad@iupui.edu

Jennifer Mahoney  
Communication & Recruitment Manager  
mahoney2@iupui.edu

Anish Mathur  
Graduate Assistant  
Graduate Mentoring Center  
amimathu@iupui.edu

Kim Richards  
Administrative Specialist  
kr29@iupui.edu

Anita Sale  
IU Graduate Admissions Coordinator  
aasale@iupui.edu

Taylor Richards  
Student Assistant
Breaking the Ice
Website Tour

Key Stops

- Apply to IUPUI
- Events
- Student Success
- Funding Opportunities
- Forms, Forms, Forms...
- Theses & Dissertations
- Faculty & Staff Resources
- Guides & Job Aids
News and Updates

• Crucial Communicator
• Like us on Facebook!

The Crucial Communicator
News for faculty & staff from the IUPUI Graduate Office

Admissions Information
New Admissions Job Aids

The IUPUI Graduate Office has added new job aids to our website that are aimed to enhance admissions processing for programs. These job aids feature detailed approaches to the following topics: Using the eApp Administrative Center, Understanding the Route Log, and Searching for Admissions eDocs. Please visit Guides and Job Aids to access these handy guides.

Purdue Admissions

As a reminder, we have changed our policy regarding the language used for "Conditions of Admission". We are now using the term "Conditions of Continued Enrollment". We ask for your support in evaluating your web pages, admission letters and communications, and where "Conditions of Admission" is referenced, please revise to align with our new policy.

As Purdue's legal counsel advised the Office of Graduate Admissions in making this change in policy, we appreciate your support by ensuring that all of your department's web materials and communications are updated by August 1, 2017.
Graduate Affairs Committee

The Graduate Affairs Committee (GAC) is the main graduate affairs governing and advisory body for the IUPUI campus, overseeing approval of new graduate degrees.

Graduate Faculty members from IUPUI, as well as Deans (or their representatives) from all schools on the IUPUI campus make up the Graduate Affairs Committee.

Faculty & Staff Resources

**Graduate Affairs Committee** website page includes:
[graduate.iupui.edu/faculty-staff/affairs-committee/index.shtml](http://graduate.iupui.edu/faculty-staff/affairs-committee/index.shtml)

- Meeting dates
- Roster
- Minutes and agenda
- Highlights

**Graduate and Professional Degree Program Approval Process**

- All new degree programs must first submit a pre-proposal to the Office of Academic Affairs.
- Once approved, online submission forms can be found at [http://graduate.iupui.edu/faculty-staff/program-process/program.shtml](http://graduate.iupui.edu/faculty-staff/program-process/program.shtml)
Curriculum & Academic Programs

Add or Change Courses to Curriculum website page includes:
http://graduate.iupui.edu/faculty-staff/curriculum-programs/add-courses.shtml
• Technical Details
  • What is expected in the syllabus
    • Course description
    • Graduate-level grading scale
    • Graduate-level student learning outcomes
    • IUPUI Student Code of Conduct
    • Americans With Disabilities Act
    • New Policies Supplement
  • Course description must not exceed 50 words
• Course Approval, Remonstrance, Maintenance, and Integration (CARMIn) System
  • How to initiate a new course/course change request
  • Job Aid
RECRUITMENT AND GRADUATE NONDEGREE

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
Recruitment = Relationships

- Getting You To, Into, and Through IUPUI
- Graduate Recruitment Council
  - Meets quarterly
  - Next meeting: November 16, 2:30 in UL 1126
- Recruiters Workshop
  - Annually during spring semester
The GradInsider

• Bi-monthly e-newsletter for prospective students

IUPUI GradInsider
A publication of the IUPUI Graduate Office
Summer 2016

Why IUPUI?

First of all, I love Indianapolis. It's the cultural and business hub of the state, and it's been growing and diversifying in exciting ways... Most importantly, this department has been very...

Upcoming Events

September 22, 2016
10 a.m. - 2 p.m.
IUPUI Campus Center, 4th Floor
420 University Boulevard, Indianapolis

Drop in to get information about graduate programs at IUPUI and more than 40 other college and universities throughout the U.S. You do not need to be an IUPUI student to participate. Anyone with an interest in graduate school is welcome.

For more information, go here. Though walk-ins are welcome, registration is encouraged. You may do so here. Questions?

Getting You Into IUPUI Institute and Open House
October 5 - 8, 2016
The GradJag

• Monthly e-newsletter for current graduate and professional students at IUPUI

The GradJag
An IUPUI Graduate Office publication
March 2016

Writing Opportunity: March 25

The 2016 Why Do We Write? Workshop will take place in UL 1126 on March 25 from 3 - 6 p.m. This event will feature different internal and external stakeholders within Higher Education, who will discuss the different ways that writing plays a role in their professional lives. Register. Questions?

Grant Writing Assistance Workshop:
April 7
Grant Proposals in the Natural and Mathematical Sciences

This workshop will be held on April 7 from 4 - 5:30 p.m. at the IUPUI Graduate Office, University Library, UL 1170. Register. In addition to this workshop, the IUPUI GradGrants office offers one-on-one sessions to identify potential sources of grants and fellowships. Strat...
Fall Recruitment Activities

- September 6-8, 2017  Florida A&M University
- September 19, 2017  Hanover College
- September 21, 2017  Graduate Expo at IUPUI
- September 26, 2017  Indiana University
- October 7, 2017  Louis Stokes Midwest Center of Excellence
- October 13-15, 2017  Advancing Chicanos/Hispanics & Native Americans in Science
- October 19, 2017  University of Illinois at Chicago
- October 25, 2017  Graduate School Admissions Boot Camp
- October 26-29, 2017  Southern Regional Education Board Compact for Faculty Diversity
- November 1-4, 2017  Annual Biomedical Research Conference for Minority Students
Spring Recruitment Activities

• February 22-24, 2018  
  Emerging Researchers’ National Conference in STEM

• March 21-25, 2018  
  National Society of Black Engineers

• April 4-7, 2018  
  National Council for Undergraduate Research, University of Central Oklahoma

• April 4-7, 2018  
  Getting You into IUPUI Institute

• May 29-June 2, 2018  
  National Conference on Race & Ethnicity
Workshops/Events

• Graduate Expo – held in September (September 21, 2017)
• Graduate School Admissions Boot Camp – held in October (October 25, 2017)
• Accelerate Acceptance Speed Sessions – held in the spring semester
• Getting You Into IUPUI Institute – held in the spring semester (April 4-7, 2018) – New this year – we are targeting Juniors!
• Information sessions – 4 times per year
Graduate Non-Degree Program

- [http://graduate.iupui.edu/admissions/non-degree.shtml](http://graduate.iupui.edu/admissions/non-degree.shtml)
- 9-12 credit limit per program
- Pre-requisite Coursework Verification Form
  - To be signed by department advisor
  - [http://www.iupui.edu/~finaid/forms/prerequisite/17-18_Non-Degree_Prerequisite_Form.pdf](http://www.iupui.edu/~finaid/forms/prerequisite/17-18_Non-Degree_Prerequisite_Form.pdf)
FELLOWSHIPS AND FUNDING

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
Fellowships and Funding

• University Fellowships (1 year stipend, health insurance, and travel funds)
  – Call for applications in January - deadline tentatively February 16th
  – Online coversheet – upload to online app vs. Canvas
  – 10 month option & 12 month option (PhD 10 month - $19,000 and 12 month - $22,500; Master’s 10 month - $11,000 and 12 month $12,000

• Travel Fellowships (Up to $1000)
  – Fall deadline (October 13th, 2017) & Spring deadline (February 9th, 2018)
  – If awarded the Graduate Office reimburses the department after travel

• Diversity Fellowships
  – The Adam W. Herbert Graduate Fellowship (4 year award – February deadline)
  – Purdue Recruitment Award (2 year award – February deadline)
  – Purdue Dissertation Award (must have Candidacy approved – April deadline)

• Block Grant Funds
  – Call for applications November
  – Deadline is December 8th

*New online upload process coming soon!
University Fellow
Health Insurance

- **Student Health Insurance**
- **UF Supported Students**
  - Do you supplement stipends with an SAA through HR?
  - SAA account trumps UF account and insurance can be billed to it!
  - Work to prevent with Budget Office / Fiscal Officer…..
  - Or we can transfer the insurance funds to you
Awards

• **Merit**
  - Sherry Queener Graduate Student Excellence Award
    *Deadline in March*
  - Chancellor’s Scholar’s Award *Deadline in February
    • IUPUI Graduate Office handles this for UGS only
STUDENT AFFAIRS & RESOURCES
Student Affairs

• New Getting Oriented Webpage -
  http://graduate.iupui.edu/support/orientation.shtml

• Code of Student Rights, Responsibilities & Conduct
  – http://studentcode.iu.edu/ - Violations should be reported to the Office of Student Conduct -

• Behavioral Consultation Team (BCT) -
  https://bct.iupui.edu/about/index.html
  – Report concerning behavior
Student Affairs

• MyStudentBody – Sexual harassment prevention tutorial for incoming students
  – SAA students also take the new employee tutorial in addition to student tutorial
  – Stop Sexual Violence
    http://stopsexualviolence.iu.edu/ - know your reporting responsibilities
  – Brian Tomlinson is the Title IX coordinator for students – Anne Mitchell for faculty / staff

• Counseling & Psychological Services (CAPS) – 6 free sessions - $10 after that

• IUPUI Student Advocate
Student Resources

• Writing Group
  – For graduate students
  – Meet weekly to work on thesis, dissertations and other projects
  – Tuesdays, August 30 – December 6 4 - 6 PM - UL 1170
  – Register at: http://go.iu.edu/1GzK
  – University Library, UL 1170

• Prepare Future Faculty and Professionals (PFFP)
  – http://graduate.iupui.edu/academics-research/future-faculty.shtml
  – Annual PFFP Pathways conference is held in November each year; Save the date! Nov. 15, 2017
  – Contact pffp@iupui.edu, for more details

• Center for Integration of Research, Teaching and Learning (CIRTL)
  – network of 46 universities working towards the goal of advancing undergraduate education through the professional development of future faculty
  – Self-enroll in the CIRTL Canvas course here: https://canvas.iu.edu/lms-prd/app
The Graduate and Professional Student Government (GPSG) is the official voice of 8,000+ graduate and professional students on the IUPUI campus.

They promote active dialogue between our community and school administration, and advocate on behalf of graduate and professional students on issues important to them.

Funding through GPEG for travel

Like IUPUI GPSG on Facebook
Student Organizations:
UPnGO-Underrepresented Professional and Graduate student Organization

• Mission: UPnGO will create an open community of diversity and equity through academic support, collaborations, events, and networks.

• Vision: UPnGO embraces and empowers underrepresented students to become the top scholars, researchers, and professionals in the world.

• Join our facebook page for notifications
  – UPnGO IUPUI
ADMISSIONS

IUPUI
Graduate & Professional Programs
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
Admissions Workshop

Purdue Admissions Workshop
October 5th, 2017
10:00 AM – 12:00 PM
University Library 1170

Diving deep into what you need to know

*I New staff training available upon request

“I think maybe it’s time to scale back on the amount of equipment you use.”
Admissions Best Practices

• Create a succinct “How-To-Apply” website:
  – Step-by-step
  – Deadlines
  – Graduate eApp fields (i.e. Program/Plan, Term etc.)
  – Where to mail transcripts

• Communicate with your applicants
  – What are they still missing? Is their application complete?
  – Is the deadline coming up?
FCA: Any Non-U.S. Transcripts

Foreign Credentials Analysis (FCA)

– Must be completed for all international applicants (GINT)

– Required for domestic applicants (GRAD) with education outside of the U.S.

– Request Form available in iStart
Admissions eDoc Attachments

• Attached to eDocs
  • Departmental Admission Letter
    ➢ **Must** be first due to iStart requirement
    ➢ (Note: This is a change from previous practice)
  • Purdue Transmittal Form
    • Template available – email for .pdf/.docx
  • Transcripts and Diplomas
    • Can be official or scan of official (unofficial)
      • Internal student system printouts of transcripts are not acceptable, (except for IUPUI students).
      • High-resolution color scans
    • Please note whether or not it’s the official document on the eDoc at the time of upload.
    • Transcript required for every institution listed on the application
Admissions eDoc Attachments

• Attached to eDocs Cont’d
  • FCA for all international applicants
    • Also for domestics with foreign education
    • OIA will not attach this to your eDoc – you will need to do this by printing a PDF from iStart
  • Permanent Residents, Political Asylees, Refugees, Undocumented
    • Must have “visa documentation” included.

• No need to code residency – Grad Office does this for you
Admissions

• Attached to eDocs
  – Offer Letter
    • Ensure that your language states that the University Graduate School will make the final admission decision
  – If below a 3.0 GPA, a justification letter to the Associate Dean needs to be attached for her to review with the other materials already provided
<table>
<thead>
<tr>
<th>Posted Timestamp</th>
<th>Author</th>
<th>Description</th>
<th>File</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:48 AM 09/15/2017</td>
<td>obikenobi</td>
<td>Transmittal Form</td>
<td>Transmittal Form_MonMothma.pdf (678 KB, application/pdf)</td>
<td>delete</td>
</tr>
<tr>
<td>07:48 AM 09/15/2017</td>
<td>obikenobi</td>
<td>Transcript</td>
<td>4-BS_Transcript_MonMothma.pdf (1 MB, application/pdf)</td>
<td>delete</td>
</tr>
<tr>
<td>07:49 AM 09/15/2017</td>
<td>obikenobi</td>
<td>FCA Report</td>
<td>FCA_Report_MonMothma.pdf (73 KB, application/pdf)</td>
<td>delete</td>
</tr>
</tbody>
</table>
Admissions

- **eDocs** (rerouting for action)
  - No Letter/Transmittal and/or Transcripts attached
  - No FCA
- **Waiver for International students via iStart—full $65**
- **Fee Waiver Form** *(submit via eDoc attachment)*
  - No REFUNDS! (exception for technical issues)
  - Recruitment Categories (no longer result in a waiver)

---

Have you participated in any of the following? (Check all that apply):

- [ ] AmeriCorps for Philanthropic Studies
- [ ] Bepko Scholar
- [ ] Bridges to the Doctorate
- [ ] Fulbright Scholar
- [ ] Herbert Scholar STEM
- [ ] Herbert Fellow
- [ ] Louis Stokes Alliances for Minority Participation (LSAMP)
- [ ] McNair Scholar
- [ ] MSECE with EW Emphasis (Crane)
- [ ] National Society of Black Engineers (NSBE)
- [ ] Project Lead the Way
- [ ] SPEA Exec Education
- [ ] SROP
- [ ] Woodrow Wilson Fellowship
Grad eApp Updates

• Recruitment categories should no longer result in a fee waiver
  – You will process a fee waiver form if you want to waive a fee and attach to the eDoc
  – Any program promotions – contact Monica

• Terms can be added based on program code (not plan code)
  – Survey sent this summer – if you did not complete it email Monica

• Working with our Bloomington partners on the Grad eApp / CRM survey sent over the summer
Prior Misconduct Disclosure

• Found on the “Additional Information” tab

• If applicant selects “Yes” and does not provide required information – this can delay their admission (if admitted) or can result in application cancellation

• **Program must contact Monica if “Yes” is selected before processing admission**

Please provide an explanation here and attach any relevant documentation. Please provide a complete explanation (in English) of the disciplinary action, charges, conviction, or other behavior that caused injury to any person(s) or property which resulted in some form of discipline or intervention; the dates and court disposition (court ruling or result), the location (city, state, and country), the impact the incident(s) had on you, and a statement granting your permission to officials at all institutions and agencies to release information needed by IU to substantiate statements made in your application or letter.

Please attach your complete explanation to this application electronically. Please note the campus admissions committee may request additional information from you that additional time may be required to review the information you provide.

If you have questions about your application you may contact the admissions office on the campus to which you are applying.

* Attach documentation

Browse... No file selected.
Reminders

• Conditional Admit no longer allowed – implemented Spring 2017
  – Changes to federal policies on approval of international student visas prohibit campuses from issuing visas to students offered conditional admission

• Departments are responsible for ensuring any student whose 1st language is not English takes the EAP exam, and registers for (and satisfactorily completes) any courses as indicated by exam results

• Completion of any required EAP courses is a condition of admission.
  – Plans of Study cannot be approved until admission requirements are met.
  – Students’ graduation can be delayed due to unmet EAP requirements
English for Academic Purposes (EAP) Placement Test

• EAP test exempt if TOEFL iBT score is 100 or higher, or IELTS score is 7.5 or higher.
  – OIA admissions letter will indicate if s/he is required to take this test.

• Students can take the EAP twice within the first two weeks with guidance from their graduate program director
  – Written approval from the IUPUI Graduate Office is not required!

• Results of the 2nd exam stand!

• The English courses begin the 3rd week of classes to allow for scoring of the EAP examinations and for students to get registered in any required English courses.
English for Academic Purposes (EAP) Placement Test

- **SIS – Test Score Lookup**
  - “Administrative Center” -> “Academics 2” tab -> “View Test Scores”
  - Most frequently used placement codes (EN310) are 002, 024, 025, and 028.

<table>
<thead>
<tr>
<th>Test Results</th>
<th>Test Component</th>
<th>Test Score</th>
<th>Letter Score</th>
<th>Percentile</th>
<th>Test Date</th>
<th>Data Source</th>
<th>Date Loaded</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE</td>
<td>QUNW</td>
<td>156.00</td>
<td></td>
<td>68</td>
<td>12/08/2012</td>
<td>ETS</td>
<td>12/19/2012</td>
<td></td>
</tr>
<tr>
<td>GRE</td>
<td>VENW</td>
<td>145.00</td>
<td></td>
<td>24</td>
<td>12/08/2012</td>
<td>ETS</td>
<td>12/19/2012</td>
<td></td>
</tr>
<tr>
<td>GRE</td>
<td>W</td>
<td>3.00</td>
<td></td>
<td>11</td>
<td>12/08/2012</td>
<td>ETS</td>
<td>12/19/2012</td>
<td></td>
</tr>
<tr>
<td>PLTIN</td>
<td>EN301</td>
<td>81.00</td>
<td></td>
<td></td>
<td>08/26/2014</td>
<td>SCH</td>
<td>08/27/2014</td>
<td></td>
</tr>
<tr>
<td>PLTIN</td>
<td>EN302</td>
<td>92.00</td>
<td></td>
<td></td>
<td>08/26/2014</td>
<td>SCH</td>
<td>08/27/2014</td>
<td></td>
</tr>
<tr>
<td>PLTIN</td>
<td>EN303</td>
<td>96.00</td>
<td></td>
<td></td>
<td>08/26/2014</td>
<td>SCH</td>
<td>08/27/2014</td>
<td></td>
</tr>
<tr>
<td>PLTIN</td>
<td>EN304</td>
<td>4.00</td>
<td></td>
<td></td>
<td>08/26/2014</td>
<td>SCH</td>
<td>08/26/2014</td>
<td></td>
</tr>
<tr>
<td>PLTIN</td>
<td>EN310</td>
<td>2.00</td>
<td></td>
<td></td>
<td>08/26/2014</td>
<td>SCH</td>
<td>08/26/2014</td>
<td>No EAP required</td>
</tr>
<tr>
<td>TOEFL</td>
<td>CO</td>
<td>87.00</td>
<td></td>
<td></td>
<td>12/14/2012</td>
<td>SLF</td>
<td>10/17/2013</td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td>IBLI</td>
<td>20.00</td>
<td></td>
<td></td>
<td>12/14/2012</td>
<td>ETS</td>
<td>01/02/2013</td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td>IBRE</td>
<td>19.00</td>
<td></td>
<td></td>
<td>12/14/2012</td>
<td>ETS</td>
<td>01/02/2013</td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td>IBTP</td>
<td>20.00</td>
<td></td>
<td></td>
<td>12/14/2012</td>
<td>ETS</td>
<td>01/02/2013</td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td>IBTO</td>
<td>87.00</td>
<td></td>
<td></td>
<td>12/14/2012</td>
<td>ETS</td>
<td>01/02/2013</td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td>IBTWR</td>
<td>28.00</td>
<td></td>
<td></td>
<td>12/14/2012</td>
<td>ETS</td>
<td>01/02/2013</td>
<td></td>
</tr>
</tbody>
</table>
English for Academic Purposes (EAP) Placement Test

• New test ID codes – same score codes
  • EN401 – Placement Code
  • Most frequently used placement codes (EN401) are 2, 24, 25, and 28.

Retook exam 2 days later
Technology

- One.IU.edu
  - Add/Remove User Access
  - IU eApp Admin Summary
  - eDoc Search

- Grad eApp Annual Maintenance Requests?
  - February Call for Requests
  - Summer Implementation
Technology

- Official Graduate School Admission Letters
- West Lafayette PhD Admissions
  
  https://gradapply.purdue.edu/manage

- Admissions Workshop
  – Oct. 5\textsuperscript{th} 10:00-12:00
  – UL 1170
Progress and Graduation

How we get from here to there

5/28/2013

Smarty McStudent
5678 Anystreet
Indianapolis, Indiana 46237-4824
USA

Dear Smarty,

Congratulations! This letter serves as your official notification of admission to the Graduate School of Purdue University. I am delighted to welcome you to a community of more than 10,000 graduate students on our five campuses who come to us from every state in the Union and from more than 120 countries.

The information contained within the admission information sheet of this letter is essential to your enrollment. Careful reading of this material will make your transition to the Graduate School as smooth as possible. If you are unable to register for the session specified on the second page, please notify the graduate office of your academic program as soon as possible. Your academic program's graduate office also will be able to answer specific questions you may have concerning your admission and funding.

You already know the strengths of Purdue's graduate programs. I hope that you will make the most of your graduate experience in the years ahead.
Electronic Forms

The Purdue Graduate Programs at IUPUI use electronic forms
https://ias.itap.purdue.edu/rgs/wpu_intra.pu_dispauth

• Staff and faculty use a different access website than students!
  • Do not provide the above link to students.

• For both Masters and PhD progression

• New Faculty and Staff account requests email pugrad@iupui.edu
  • Faculty need to have their PU Grad Faculty ID assigned (X####) prior to account request
  • Need: Full name, Date of Birth, Gender, Street Address (incl. City/St./ZIP – this is the office address)

• Purdue Career Account required
  • myPurdue.purdue.edu
  • Purdue Graduate School Database
  • Slate Admissions for Graduate School letters (& WL PhDs)
Student Purdue Career Accounts

- New Student Accounts are created in the late-middle of the semester based on official registration and term activation in a PU program
  - Students will be emailed their account set-up info as soon as it is available

Staff can look up students’ PU Credentials via SIS
- SIS > Main Menu > Self Service > Administrative Center
  General Info tab > External System ID

Harry James Potter
ID 2000123456
Staff can look up students’ PU Credentials via SIS

- SIS > Main Menu > Self Service > Administrative Center
- General Info tab > External System ID

### External System ID

External Identification Numbers are a student service. Indiana University has no responsibility except to display the information as provided.

<table>
<thead>
<tr>
<th>Ext Sys ID Type</th>
<th>Effective Date</th>
<th>Ext System ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiz School External App Number</td>
<td>09/13/2017</td>
<td>12345678</td>
</tr>
<tr>
<td>Purdue Career Account User ID</td>
<td>11/05/2015</td>
<td>hjpotter</td>
</tr>
<tr>
<td>Purdue Univ West Lafayette</td>
<td>06/19/2014</td>
<td>0022222222</td>
</tr>
</tbody>
</table>
Student Purdue Career Accounts

Students can look up their own PU Credentials via SIS

- SIS > Personal Information > Demographic Data

- Other Identification Numbers > Ext Sys ID Type

<table>
<thead>
<tr>
<th>Ext Sys ID Type</th>
<th>Effective Date</th>
<th>Ext System ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiz School External App Number</td>
<td>09/13/2017</td>
<td>12345678</td>
</tr>
<tr>
<td>Purdue Career Account User ID</td>
<td>11/05/2015</td>
<td>hjpotter</td>
</tr>
<tr>
<td>Purdue Univ West Lafayette</td>
<td>06/19/2014</td>
<td>00222222222</td>
</tr>
</tbody>
</table>

Student Home
4 Privet Drive
Little Whinging, Surrey
UK

Student Home Phone
317/123-4567

IU Email
potter123 @iupui.edu
Student Purdue Career Accounts

What if the student’s information is not in SIS?

- Is this the first semester the student has been in the program?
  - No, this is not their first semester:
    - Did they enroll after Drop/Add ended?
    - Were they correctly Term Activated under the Purdue program/plan the previous semester’s enrollment?
    - Check to see if student info is in the GS Database—this will tell us where it got missed
  - Yes, but they still need their account:
    - Is it past the mid-point of the semester? Must have patience
    - Have they been enrolled in a Purdue program before? *May* be able to track down info
Forgotten username or password?

To find usernames
• Look up by person name at directory.purdue.edu
• Could also search for initial email sent regarding account set up.

To reset forgotten passwords
• Call Purdue’s IT Help Desk “ITaP” at 765-494-4000
• https://www.purdue.edu/apps/account/SSPasswordReset
• Will need PU ID number

Neither the Graduate School in WL nor the IUPUI Graduate Office is able to assist with a forgotten password!
One-Member Advisory Committee Flexibility Option

• A minimum of one member of the graduate faculty (who has regular faculty certification) may be permitted to serve and fully constitute the membership of the advisory committee for non-thesis master’s students who are meeting degree requirements entirely through the completion of courses.

• Departments wishing to pursue this option should submit a request to Dr. Blum, Assoc. Dean of the Graduate School.

• Being as specific as possible, this request should outline what concentrations, cohorts, delivery methods (distance or campus based) or other features will qualify for this option.
  • Examples of letters available if needed

• Once approved, all non-thesis students within the department will be able to list just one advisory committee member on the plan of study, even if this option is not appropriate for all.
One-Member Advisory Committee Flexibility Option

- It is the department’s responsibility to carefully review each proposed plan of study; if a student who does not qualify for the one-member advisory committee option lists only one member, the form must be rejected.

- A Final Examination Report Form (G.S. Form 7) must be submitted for all master’s students using the One Member Advisory Committee Flexibility option, unless the department also has an approved Alternative Graduation Criteria option.

TL;DR: You can save lots of time by requesting to have 1 grad faculty for those course-only, non-thesis Masters committees!
Alternative Graduation Criteria for Non-thesis Master's Degrees

• A department may elect not to submit final examination reports for its students who are candidates for non-thesis, coursework only, master's degrees. It is suggested that departments use this option that have such a group of students, who complete degree requirements by taking a certain number of credits (minimum of 30) and meet certain other basic departmental requirements to earn the degree.
  • For example, this could be 30 credits of coursework, at least a 3.0 GPA on the plan of study, or no grade less than (department to decide). Satisfaction of these criteria will be monitored jointly by the department and the Graduate School as part of the graduation audit/certification process.

• To use this option, a request must be submitted to Dr. Blum in the Graduate Office. This request must specify the departmental requirements required for the non-thesis master’s degree.

TL;DR: Alternative Criteria means you can save time with course-only, non-thesis master’s by not having to submit the Form 7 Exam Report
Preparing for Graduation: Master’s Student’s Checklist

- Plan of Study filed and fully approved before last semester starts
- Courses on Plan of Study successfully completed/registered for
  - Resolve any “I” “R” or “NR” grades
- Change to Plan of Study if courses taken do not match Plan
- Apply for graduation through School’s website
- Register for Candidacy: CAND 99100
- Complete courses, defend thesis, final project, etc.
- If Thesis, must also format and deposit before deadlines
Preparing for Graduation: MS Department’s checklist

- Compile list of all students anticipating graduation
- Compare list with Graduate Office and School’s lists
- Confirm Plan of Study filed and approved before deadline
- Review courses on transcript match approved Plan
- Change to Plan of Study if courses taken do not match Plan
- Ensure graduation application submitted to School
- Resolve any outstanding Rs, NRs, or Is
- Check Candidacy registration
- If Thesis, Form 8 submitted to GS 2 weeks before defense
- If Thesis, must also format and deposit before deadlines
- Submit Form 7 and Certification Audit before or by deadline
- Encourage faculty to submit grades as early as possible
Graduate School Database

Purdue Electronic Forms can be found at:

https://ias.itap.purdue.edu/rgs/wpu_intra.pu_dispauth

Purdue University Graduate School
Authorization Screen

Faculty needing access to sign a Plan of Study, if you would like to use your Purdue Career Account to login into the database review the following: Obtaining Access to the Graduate School Database

Enter your Purdue Career Account userid and password, or if you were assigned a Graduate School userid and password enter that.
If you do not know your userid and/or password, email gradweb@purdue.edu

User ID / Alias
User Password

Login  Clear  Help

For your convenience, upon logging in you will be directed to a page in the database depending on your role. Heads and Deans - to the My Signature page containing documents awaiting your signature. Faculty - to the Plans page containing plans you are associated with. POS Coordinators, Contacts, GS Staff - to the database home page.
The vast majority of progression forms are handled within the GS Database.

For those rare times paper forms are still needed, they are found at https://www.purdue.edu/gradschool/faculty/forms.html

Graduate School Forms

- GS-3, Recommendation for Admission
- GS-4, Doctoral Plan of Study
- GS-5, Request for Official Transcript
- GS-6, Master’s Plan of Study
- GS-7, Report of Master’s Examining Committee (For Regional Campuses Only)
- GS-8, Request for Appointment of Examining Committee (For Regional Campuses Only)
- GS-9, Thesis Acceptance (For Regional Campuses Only)
- GS-12, Application for Research in Absentia
- GS-13, Request for Change to the Plan of Study
- GS-15, Request for Confidentiality of Thesis (For Regional Campuses Only)
- GS-17, Request for Transfer of Department
- GS-17B, Change of Degree Objective
- GS-18, Dual Graduate Program Request
- GS-20, Audiology and Nursing Practice Report of Degree Completion
- GS-24, Graduate Faculty Appointment Requests
- GS-25, Request for a Concentration
- GS-25-INT, Request for a Concentration - Interdisciplinary
- GS-27, Combined-Degree Program Request
- GS-28, Request for Major
- GS-29, Degree Completion Letter Request
- Non-thesis option students may obtain certification of their anticipated graduation date through the Office of the Registrar
- GS-31, IUPUI/West Lafayette Reciprocal Fees
- GS-32, Thesis/Dissertation Agreement, Publication Delay, and Copyright Disclaimer (For Regional Campuses Only)
- GS-36, Graduate School Thesis Title Abbreviation Form
- GS-38, Appeal Initiation (Late Graduation Deadline Fee)
Plan of Study

Form 6: Master’s Plan of Study
Form 4: Doctoral Plan of Study

Purdue guidelines:

   End of 1\textsuperscript{st} semester for MS
   End of 3\textsuperscript{rd} semester for PhD

   Must be approved to Graduate School level \textit{before} the first
day of the semester of graduation!

• All forms will route within the Graduate School Database
to the appropriate campus for approval
Need a Change?

Better to file the Plan of Study, and need a Change, than delay graduation by a semester.

• If the approved Plan of Study is electronic:
  • Change to Plan is electronic

• If the approved Plan of Study is paper:
  • Change to Plan is a paper Form 13

➤ Changes cannot be made to an electronic Plan during the approval process, it must either be Rejected, or fully Approved as is, then changed
Plan Problems

Common Plan of Study issues to watch out for:

• Limits on Non-Degree, transfer, excess undergraduate credits.
  • PUGS, IUPUI, and department rules limit how many credits can be brought in from outside the program. Usually the max. is 12 total, but could be fewer. Must meet minimum grade restrictions.

• Five-Year Rule: Credits earned more than 5 years ago without graduate enrollment are not allowed unless re-verified

• Grades below C- cannot be used to fulfill requirements
  • Departmental rules may have stronger requirements

• Including too many credits or any English courses
  • Department’s responsibility to ensure departmental requirements are met.
Plan Creation

- Ensure students have a step-by-step guidance of what coursework they enter where in the ePlan
  - Hardcopy Plan of Study forms don’t look exactly the same

- PDF of student view, with screenshots is available.
  - Providing these Plan of Study Instructions to students will address most if not all of their questions
  - Otherwise we as staff do not have access to the entire student-input view

- The program can choose to Initiate the plan on behalf of the student, but the student still must log in and “Submit as Final”
Transfer of Credit

The current form is on our website.

- Forms
  - General Forms
    - IUPUI Graduate Credit Transfer Report

A more user-friendly version is coming soon eventually.
(No, really, we’re working on it 😊)

This requires copies of the front and back of transcripts.
Transfer of Credit

- Should be submitted on paper simultaneously with the electronic submission of the Plan of Study.
- Cannot transfer graduate courses from another institution with a grade lower than B-.
- If taken while pursuing Bachelor’s must have letter from undergraduate department/advisor certifying the credits as excess and not used towards the undergrad degree.
  - Excess undergrad credits must have B grade or higher.
- Courses brought into the Master’s degree, via grad non-degree, transfer, or BS/MS, etc. is limited to a maximum of 12 credits combined.
  - May be fewer depending on departmental rules.
Transfer Credit from PU WL

- Courses taken at the West Lafayette campus can be added to the IUPUI transcript with grades
  - Must have same course number & title on both campuses
  - No form needed, approved Plan of Study serves as approval
- Courses taken at West Lafayette without a matching IUPUI course will be brought in as “T”
  - Must have Transfer Credit form to clarify what course it needs to be listed as on the IUPUI transcript
- Purdue courses taken at either campus do not count as “transfer” for Plan of Study requirements
  - Programs can set own limits on how many courses can be taken at West Lafayette
- Campus residency minimums still apply
  - MS: More than 50% earned through home campus
  - PhD: At least one-third of total credit hours must be earned at Purdue University as a doctoral student
### IUPUI - Graduate Credit Transfer Report

**Student Name:** Potter  
**First:** Harry  
**Middle or Initial:** J

**University ID:** 0001234567  
**Faculty Advisor:** A. Dumbledore  
**Admit Date / Term:** 4098

**Academic Program:** PMTH6  
**Academic Plan:** MATHMS  
**Graduation Term:** 4162

**Name of Transfer College or University:** St. Brutus' Secure Centre for Incurably Criminal Boys  
**Inst Code:**

**Address of Institution:** London  
**State:** Middlesex  
**Or / Country:** UK

### Incoming Institution - Eligible Transfer Courses

<table>
<thead>
<tr>
<th>Year / Term</th>
<th>Course Title</th>
<th>School or Dept</th>
<th>Course Number</th>
<th>Credit Hours Rec'd</th>
<th>Semesters or Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/F</td>
<td>Algebra</td>
<td>MATH</td>
<td>5000</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>2009/SP</td>
<td>Trigonometry</td>
<td>MATH</td>
<td>5203</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2008/SU</td>
<td>Calculus for the Insane</td>
<td>MATH</td>
<td>6203</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year / Term</th>
<th>Course Title</th>
<th>School or Dept</th>
<th>Course Number</th>
<th>Credit Hours Rec'd</th>
<th>Semesters or Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IUPUI School/Dept. - Equivalent Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>CRSE # or Undi Level</th>
<th>School or Dept</th>
<th>CRSE Undist Grad</th>
<th>Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra for Muggles</td>
<td>58600</td>
<td>MATH</td>
<td>UNDI</td>
<td>3</td>
</tr>
<tr>
<td>Basic Trig for Grads</td>
<td>56800</td>
<td>MATH</td>
<td>UNDI</td>
<td>3</td>
</tr>
<tr>
<td>Undistributed</td>
<td>50000</td>
<td>MATH</td>
<td>UNDI</td>
<td>3</td>
</tr>
</tbody>
</table>

### Dept Chair or Program Director's Signature

*Type or Print Name under signature line.*

**Authorized Representative's Signature:**  
Staff Grad advisor for Grad Reg. Head

**Dean's Signature:** Grad School Dean

---

**Legible - Signatures - Please**

**Title:** Grad Advisor  
**Date:** 9/1/15

---

**IUPUI School/Dept.:** Math  
**Campus Address or E-mail:** 1234@IUPUI.EDU  
**ATTN:** Dumbledore

---

**Legible Copy of "Official" Transcript (Front and Back) Required with the Form (Please Mark Out SSN #’s on Copy for Security)**

**Instructions for Completing Form are on (Page 2) and/or Back of Form**

**Forward Report to:** IUPUI Graduate Office, Administrative Processing, University Library UL1170, IUPUI (Send by RTS).

---

**Processed By:** Grad Off Staff  
**Date Processing Completed:** 9/1/15  
**For Articulation Semester/Term:** 4158  
**Page 1 of 2**

---

**Updated Fall 2012**
Exam Forms

Select a different campus

ampus: Indianapolis (IUPUI)

Form 7: Report of Master's Examining Committee

Use this link to view all Form 7s in your area, sign outstanding forms, or initiate Form 7s for non-thesis master's graduation candidates.

**FORM INITIATOR:** For thesis-option master's students, approval of the Form 8 generates this form. For non-thesis option master's students, department coordinators are responsible for initiating the Form 7. Form 7s are not required for non-thesis students if the department has an approved Alternative Graduation Criteria.

**DEADLINE:** With the exception of non-thesis students in departments with an approved Alternative Criteria, department approvals are needed on Form 7s for all graduating master's candidates on or before the Final Exam Deadline in the session of anticipated graduation.

Form 8: Request for Appointment of Examining Committee

Use this link to view all Form 8s in your area, sign outstanding forms, or initiate requests for upcoming examinations. Approval of the Form 8 will generate the requested exam form (7, 10, or 11) for the examining committee to use in recording the results of the examination.

**FORM INITIATOR:** This form may be initiated and submitted by either the department coordinator through the Graduate School Database or the student through myPurdue (based on department preference).

**DEADLINE:** Form 8s are required for all thesis-option master's and doctoral candidates to schedule exams, and must be submitted and receive all department signatures at least two weeks in advance of the exam.

Form 10: Report of the Preliminary Examination

Use this link to view all Form 10s for doctoral students in your area, or sign outstanding forms.

**DEADLINE:** At least two full sessions of active registration are required between the preliminary and final exam.

Form 11: Report of the Final Examination

Use this link to view all Form 11s for doctoral students in your area, or sign outstanding forms.

**DEADLINE:** Department approvals are needed on Form 11s for all graduating doctoral candidates on or before the Final Exam Deadline in the session of anticipated graduation.

Exam Forms Help

Click on the link above to review basic instructions for the exam form process by user role. Upcoming deadlines for graduation candidates may be found online on the [Graduation Dates & Deadlines](#) webpage.
Progress and Graduation

Form 8: Request for Appointment of Examining Committee

- **Electronic**
  - Student can access through their myPurdue.purdue.edu page
  - Department can create/initiate for student

- Required for thesis/dissertation students

- Must be approved to Graduate School level, (WL or IUPUI, as applicable), at least 2 weeks prior to scheduled defense.

- If your office needs a week to get it processed and approved, tell the student it must be in 3-4 weeks prior to the deadline.
Form 8: Request for Appointment of Examining Committee

PHYSICS
Indianapolis (IUPUI)

Exam Information: Update Exam Information

It is planned to hold the examination:

Date: DEC 04, 2015  
Time: 10:00 AM  
Building: INIT (IT)  
Room No.: 200B

Thesis Title: "Insights from Simulations"

Comments Regarding Exceptions: Update Comments

Examination to be taken: PRELIMINARY EXAMINATION  
Update Exam Type

Examining Committee: Update Exam Committee

It is recommended that the following serve as members of the Examining Committee:

<table>
<thead>
<tr>
<th>Participation</th>
<th>Dept</th>
<th>Faculty ID</th>
<th>Exam Committee Member</th>
<th>Faculty Level</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>PHYS</td>
<td>X0187</td>
<td>STEPHEN R. WASSALL</td>
<td>R1</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>PHYS</td>
<td>X0691</td>
<td>FANGQIANG ZHU</td>
<td>R1</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>PHYS</td>
<td>X0515</td>
<td>HORIA I. PETRACHE</td>
<td>R1</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>PHYS</td>
<td>C5609</td>
<td>JORGE H. RODRIGUEZ</td>
<td>R1</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>PHYS</td>
<td>X0683</td>
<td>LE LUO</td>
<td>R1</td>
<td></td>
</tr>
</tbody>
</table>

Exam Information: Update Exam Information

Approval Status

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorization</th>
<th>Required Signature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Plan of Study Coordinator</td>
<td>Brenda S. Meredith</td>
<td>SUBMITTED 08/12/2016 13:10:02</td>
</tr>
<tr>
<td>60</td>
<td>Plan of Study Coordinator</td>
<td>Brenda S. Meredith</td>
<td>APPROVED by Brenda S. Meredith 08/12/2016 14:18:25</td>
</tr>
<tr>
<td>50</td>
<td>Advisory Committee Chair</td>
<td>Stephen R. Wassall</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Faculty and/or Degree Authorization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Exam Form Head Signature</td>
<td>Ricardo S. Decca</td>
<td>Waiting on higher level signatures</td>
</tr>
<tr>
<td>0</td>
<td>Graduate School Authorization</td>
<td>Nicole M. Barr</td>
<td>Waiting on higher level signatures</td>
</tr>
</tbody>
</table>
Master’s Final Exam

Form 7: Report of Master’s Examining Committee

- **Thesis:** Form 8 approval will create the Form 7
- **Non-Thesis:** Department must create/“initiate” a Form 7 for each student
  - Depts with Alt. Grad. Crit. are exempt from this
- **Committee Chair** must complete form before other members can approve/reject.

Form 7: Report of Master’s Examining Committee

- **Electrical & Computer Engineering**
  - **Degree:** Master of Science in Electrical and Computer Engineering
  - **Date:** Sep 9, 2016
  - **Time:** 9:30 AM
  - **Building:** SL
  - **Room:** 165

Basis of Recommendation:
- Oral examination of the candidate
- Written examination
- Written and oral examination
- Conference of the committee in the absence of the candidate

Degree Recommendation:
- Recommend that the candidate be certified to the faculty for the above degree
- Do NOT recommend that the candidate be certified to the faculty for the above degree

Examination

Committee chair or co-chair should complete the report with the results the examining committee agreed upon. The report of the examinations will be submitted to the committee members for approval.

<table>
<thead>
<tr>
<th>Participation</th>
<th>Dept</th>
<th>Faculty ID</th>
<th>Exam Committee Member</th>
<th>Faculty Level</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>ECEN</td>
<td>X0191</td>
<td>MAHER E. RIZKALLA</td>
<td>R1</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>X0704</td>
<td>EUGZI DOSSANTOS</td>
<td>R1</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>X0565</td>
<td>LAUREN CHRISTOPHER</td>
<td>R1</td>
<td></td>
</tr>
</tbody>
</table>

Supplemental Notes: Add A Supplemental Note View All Notes No supplemental notes currently exist.

Committee chair or co-chair should verify the examining committee before submitting the report. If the committee is not correct, please do not submit the report and contact the Plan of Study Coordinator.

I confirm the examining committee was composed of the faculty members listed above.
Doctoral Prelim Exam

Form 10: Report of the Preliminary Examination

- Must have approved Plan of Study before Prelim Exam can be held
- Electronic Form 8 approval will create the Form 10
- The committee should report the examination as “satisfactory” or “unsatisfactory” immediately following the examination, by approving the electronic Form 10
- Committee Chair must complete form details (basis, result, recommendation) and submit their approval before other members can access the form
- If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination.
  - Must wait until at least the following semester to repeat the examination.
  - Should the prelim exam be failed twice, the student may not be given a third exam, except upon recommendation of the Committee and with special approval of the dean of the Graduate School.
Doctoral Final Exam

Form 11: Report of the Doctoral Final Examination

• Electronic Form 8 approval will create the Form 11
• The committee should report the examination as “satisfactory” or “unsatisfactory” immediately following the examination
• Committee Chair must complete form details (basis, result, recommendation) and submit their approval before other members can access the form
  • No more than one dissenting vote is acceptable in certifying a candidate to receive the PhD degree (if 4 or more members).

• If unsatisfactory, the candidate must wait at least until the following semester to repeat the final exam.
  • A new Request for Appointment of Examining Committee (Form 8) must be submitted.
Certificates

Graduate Certificates are still completed on paper

Forms for all Purdue Graduate Certificates are found at:
http://graduate.iupui.edu/forms/index.shtml

- Students must be informed early of certificate options to avoid having to take extra courses.
  - Limits on how many credits can be taken prior to admission or transferred into the Certificate.
- A separate graduate application is required to add the Certificate to an in-progress Master’s.
- Certificate must be completed before or simultaneously with MS. Cannot use credits for Certificate after MS is awarded.
- Completed paper audits must be submitted to the Graduate Office no later than the Exam & Audit Deadline
- Must be registered for CAND 99100 during final semester to award Certificate, if separate from MS.
CERTIFICATION OF COMPLETION
HUMAN RESOURCE DEVELOPMENT
GRADUATE CERTIFICATE REQUIREMENTS
IUPUI CAMPUS

CANDIDATE’S NAME: Harry Potter
IUPUI ID: 2000123456
PUID: 0022222222

SESSION ADMITTED: 4168 Fall 2016
ANTICIPATED SESSION OF COMPLETION: 4178 Fall 2017

Total number of graded credits required: 12
Minimum grade for any course applied to certificate: C
Minimum GPA: 3.0
Maximum transfer credits: 3
Maximum credits taken prior to enrollment in certificate program: 6
Maximum undergraduate-level courses: Zero
Completion of certificate requirements: 4 years

**Exceptions may be approved by the TLC Graduate Education Committee
Courses may be applied toward a graduate degree program, but may not be used for credit toward another certificate program.

Required Courses:

Sem/Yr |
-------|
4162   |
4168   |
4172   |

OLS 51500  FOUNDATIONS OF HUMAN RESOURCE DEVELOPMENT
GRADE: B+

OLS 57400  MANAGERIAL TRAINING AND DEVELOPMENT
GRADE: A-

OLS 58200  LEADERSHIP AND ORGANIZATION CHANGE
GRADE: A

One related elective course OLS/TECH/Other (3 credits; approved by program advisor):

Sem/Yr |
-------|
4178   |

OLS 58100  MANAGING AMONGST THE DARK ARTS
GRADE: A+

Program Director: [Signature]  Date: November 29, 2017  G.S. Audit: [Signature]
Progress and Graduation

Keep a close eye on deadlines set by your school!
Candidacy

• Grad student CAND courses are for those who are expected to graduate at the end of the semester. The courses are a method for Purdue and IUPUI Schools to determine who is anticipating graduation.

• CAND 99100 may be taken as many times as needed. However, a Late Graduation Deadline Fee of $200 is assessed to Purdue students who are on the candidate roster for 3 consecutive sessions. They can be on the list for two consecutive sessions, but if they need to be on the list for the third consecutive session, then the fee is assessed.

• A student may only take CAND 99200 or CAND 99300 once.
  • Restrictions on who can enroll for these options
Examination and Degree Only Candidacy Options

“Privileged Registrations” are ($125) reduced fee options for

• **Thesis** students who have successfully defended and deposited within the first 8 weeks of the term.

• **Non-Thesis** students who have finished all coursework, but have not yet completed their Directed Project and/or have 1 or more Incomplete (I) grades, or have only administrative delays in graduation
  - Departments should contact the Graduate Office regarding Non-Thesis students who are in this situation

• IUPUI uses the “CAND Switch” to move students to this option.
Candidacy in the Final Semester

All Purdue graduate students anticipating graduation at the end of the semester will register for CAND 99100 and at least 1 fee-bearing credit.

When a student meets the early deposit deadline (within the 1st 8 weeks of the semester) the IUPUI Graduate Office will send a request to the IUPUI Office of the Registrar for an administrative change to the student’s registration from CAND 99100 and fee-bearing credit(s) to the appropriate CAND course (either CAND 99200 or CAND 99300).

• This administrative move will happen during the 9th week of the given semester.
• The CAND 99100 and fee-bearing credit(s) will be removed from the student’s registration/transcript, and all fees associated with the fee-bearing credit(s) will be removed and / or refunded if previously paid by the student, or department via a fee remission.
• The student will then be administratively back enrolled in CAND99200/99300 and charged the $125 CAND fee. No late fee for this change would be charged.
Examination and Degree Only Candidacy Options

Considerations for International Students

CAND 99200 and CAND 99300 are not sufficient to fulfill full-time registration requirements for visa purposes.

GRAD-G 599, zero credit course for international master's students, available only after completing all coursework. The course can be taken 1 time, during semester the student will graduate. It is not a “full-time” equivalent course, and is used for VISA purposes only.
Grades

- Outstanding grades from past semesters (Rs, Is, NRs) can be graded by faculty at any time during the semester.

- eGrade Change request is at One.IU.edu

- Research Credits should be completed as either S or F at the end of every semester based on student’s work and progress during the relevant semester.
  - Leaving Rs and NRs until the end of a student’s degree is against PU Graduate School policy

- Grades should be submitted as soon as they are available at the end of the semester.
  - Departments should strongly remind faculty that until all their grades are in they are not done with their semester
Certification Audits

- A Graduation Certification Audit will be issued by the Graduate School each semester for all students on the candidate list.

- All Audits will be issued/processed electronically through the Purdue Graduate School Database:
  - Masters and IUPUI PhDs sent by the Graduate Office
  - West Lafayette PhDs sent from the Graduate School in West Lafayette

- The audit/certification form informs the department of outstanding problems that must be resolved before the record can be cleared for the anticipated degree:
  - Ex. courses to be completed, notes of unacceptable grades, registration credit issues, GPA issues, or the absence of required transcripts.
Certification Audits

• The candidate audit/certification form must be Approved or Rejected by the Plan of Study Coordinator, Major Professor and the Head of the Graduate Program to indicate the student's candidacy or removal from candidacy.

• The form should be Rejected or Approved to Grad School-level as soon as possible, but not later than the final examination deadline in that academic session.

• Electronic Audits can be updated through the semester as issues are resolved.

• Even if an Audit is fully Approved by the department, if a student fails to complete all degree requirements, it will be Rejected by the Graduate School.
  • Faculty should not delay Approval/Rejection for final semester’s grades.
<table>
<thead>
<tr>
<th>Student</th>
<th>POTTER, HARRY, JAMES</th>
<th>0012345678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Email</td>
<td><a href="mailto:hjpotter@hogwarts.edu">hjpotter@hogwarts.edu</a></td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>Indianapolis (IUPUI)</td>
<td>PIU</td>
</tr>
<tr>
<td>Admitted Program</td>
<td>PSYCHOLOGY</td>
<td>PSY</td>
</tr>
<tr>
<td>Degree Title</td>
<td>MASTER OF SCIENCE : THESIS</td>
<td>MS</td>
</tr>
<tr>
<td>Program</td>
<td>Psychology-MS</td>
<td>PSYCH-MS</td>
</tr>
<tr>
<td>Date Degree Expected</td>
<td>DEC 2016</td>
<td></td>
</tr>
<tr>
<td>Concentration</td>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>

Open Plan of Study (New Tab)

POS Audit (New Tab)
For Graduate School Use

Only

POS approved (Y/N)
[MM/DD/YYYY]:
YES Date: 01/13/2016

Minimum registration hours completed (Y/N):
YES

Alternative criteria method:
N/A

PhD Prelims Taken and Passed:
(Two sessions prior to Final Exam)
N/A

Final Exams taken and passed:
(Report Filed in Graduate School)
YES, Satisfactorily Date: 08/17/2016

Thesis receipt received [MM/DD/YYYY]:
YES Date: 09/08/2016

Exit Questionnaire:
N/A

NORC:
N/A

Courses currently registered for and to be completed on the plan of study:
Y 59000 ADDICTIONS SEMINAR

Issues to be resolved prior to graduation:
All "NR" grade 69900s need to be satisfactorily completed to be officially counted toward the credits required for the M.S. degree.

Audit for session [eg. Spring 2012]:
Fall 2016

Save as Draft
Save as Ready
Approve for Dept.
Clear Form
Issues to be resolved prior to graduation:

All "NR" grade 69800s need to be satisfactorily completed to be officially counted toward the credits required for the M.S. degree.

Audit for session [eg. Spring 2012]:

Fall 2016

For Department Use:
Continuing for another Purdue Degree in same department (Y/N):
To be selected by the Plan of Study Coordinator- Be sure to save any changes to this form before approving

Notes:

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorization</th>
<th>Required Signature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Form Initiator</td>
<td>Summer Layton</td>
<td>SUBMITTED 09/14/2016 09:16:35</td>
</tr>
<tr>
<td>60</td>
<td>Plan of Study Coordinator</td>
<td>Heather T. Sissons</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Plan of Study Head Signature</td>
<td>Nicholas J. Grahame</td>
<td>Waiting on higher level signatures</td>
</tr>
<tr>
<td>10</td>
<td>Graduate Records Authorization</td>
<td>Summer Layton</td>
<td>Waiting on higher level signatures</td>
</tr>
<tr>
<td>0</td>
<td>Graduate Administration Authorization</td>
<td>Summer Layton</td>
<td>Waiting on higher level signatures</td>
</tr>
</tbody>
</table>
Late Graduation Deadline Fee (LGDF)

The Purdue Graduate School has had this fee for several years. Prior to Fall 2016, we were unable to assess this fee on the IUPUI campus.

It is greatly beneficial to our students, and assists in improving timely graduation.

Graduate students may be assessed a Late Graduation Deadline Fee for the following graduation-related reasons:

1. Missing the Plan of Study Deadline
2. Missing the Deadline to Declare Candidacy
3. Registering as a Candidate for Graduation for Three or more Consecutive Sessions
4. Missing the Thesis Deposit Deadline
5. Making at Least One Update or Correction to an Already Deposited Thesis or Dissertation
Late Graduation Deadline Fee (LGDF)

1. Missing the Plan of Study Deadline

Plans of study must be received by the Graduate School with all advisory committee, department/school, and college signatures, prior to the first day of classes of the session of anticipated graduation. Students are encouraged to submit their plan at least one month in advance of the start of the session of anticipated graduation to allow ample time for department review and approval. Departments may set and enforce an earlier student submission deadline, if appropriate.
Late Graduation Deadline Fee (LGDF)

2. Missing the Deadline to Declare Candidacy
   Students must be registered as graduate candidates and be listed on the candidate roster on or before the deadline to declare candidacy for the session of anticipated graduation.

3. Registering as a Candidate for Graduation for Three or more Consecutive Sessions
   Students who are on the candidate list for the same degree for three or more consecutive sessions will be assessed the late fee for each consecutive session, starting with the third session. Students are considered to have been “Listed” on the candidate roster for a given term if a candidate registration (CAND 99100, 99200, or 99300) was entered for them at any point for that term. Dropping the during the registration during the semester does not negate this.
4. Missing the Thesis Deposit Deadline

Thesis option master’s and doctoral students must deposit their thesis or dissertation no later than the close of business (5:00 p.m. Eastern Standard Time) on the last day of classes of the session in which their degree is to be awarded.

5. Making at Least One Update or Correction to an Already Deposited Thesis or Dissertation

There are additional fees from ProQuest associated with changing a deposited thesis or dissertation.
Late Graduation Deadline Fee (LGDF)

If a student misses one of the critical deadlines noted above (1, 2, or 4) and still wishes to pursue graduation in that academic session, a formal memo request is required. The memo should be endorsed by the student’s major professor and department head, and submitted to the Graduate School for review. If approved, the Late Graduation Deadline Fee will be assessed to the student’s IUPUI Bursar account.

While the LGDF is now an option for our Indianapolis students, we do not want to broadcast its existence/availability (in regards to reasons 1, 2 or 4) as it may make some students complacent regarding deadlines.

Students will only be assessed the Late Graduation Deadline Fee up to once per session, even if they qualify for it for multiple reasons.
Late Graduation Deadline Fee (LGDF)

Request for Late Graduate Deadline Fee
IUPUI Graduate Office
The Graduate School
Purdue University

All signatures are required prior to submission to the Graduate Office

I request to remain on the Candidate Roster for graduation in the current term, and I agree to the $200 late fee required.

Graduate Student Signature  Date  Printed Name

Student PUID / IUPUI ID#  Student Email

Endorsements:

Major Professor Signature  Date  Printed Name

Chair of Departmental Graduate Committee / Director of Graduate Studies /  Date  Printed Name

Head of the Graduate Program
Late Graduation Deadline Fee (LGDF)

• For reasons 1, 2, and 4, a student is not required to use/pay the LGDF—the other option is to defer graduation to the following semester
  • Registration in at least 1 fee-bearing credit and CAND 99100 will still be required for the semester of graduation
  • Naturally, this does not apply for those students with consecutive CAND registrations (reason 3).

• Use of the LGDF does not guarantee a student graduation in a given semester—all degree requirements must be met.
  • This option gives the students the ability to remain on the Candidacy Roster to be eligible for graduation in the semester of the missed deadline.
Late Graduation Deadline Fee (LGDF)

• Departments will receive an email with Notifications for their Students with consecutive CAND registrations (reason 3) regarding the Fee that will be assessed to their Bursar account.

• Departments are responsible for delivering the Notifications to their students—This should not be a surprise to your students, they should be informed of the consequences prior to their choosing to defer graduation to a 3rd+ semester.
Thesis and Dissertation

Thesis and Dissertation Formatting
Reviews & Deposits
Thesis and Dissertation Review

Thesis and Dissertation Formatting
Reviews & Deposits

Graduate Office
IUPUI PhDs & Masters
Biology
Chemistry
Computer & Information Science
Forensic & Investigative Sciences
Mathematics
Physics
Psychology

Department Initial Review
Mechanical Engineering
Electrical & Computer Engineering
Biomedical Engineering

West Lafayette PhDs
Long Distance Deposit Procedure
Ph.D. candidates with degrees awarded through WL will work directly with West Lafayette to format and deposit their dissertations.

https://www.purdue.edu/gradschool/research/thesis/index.html
Thesis and Dissertation Deposit

- The entire format review process is done electronically. Students should contact me via email (sllayton@iupui.edu) to start the process.
  - WL PhDs should schedule an appointment online, and contact Ashlee Messersmith amiley@purdue.edu with questions.

- The Electronic Thesis Acceptance Form (ETAF) replaces all paper deposit forms
  - Students can complete their portion of the ETAF after their electronic Form 8 is fully approved. Students access via mypurdue.purdue.edu and the Graduate School Plan of Study Generator

- iThenticate is a required check to be performed by Major Professors to ensure the thesis document avoids plagiarism.
  - Faculty can obtain an iThenticate account from Dr. James Mohler via email jlmohler@purdue.edu
  - http://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism.php
Thesis/Dissertation Acceptance

CLINICAL PSYCHOLOGY

Indianapolis (IUPUI)

Student Details

Form Status: OUTSTANDING
Student: POTTER, HARRY, JAMES
Degree Granting Major: CLINICAL PSYCHOLOGY
Degree Sought: DOCTOR OF PHILOSOPHY
Thesis/Dissertation title: Voldemort: Inherently Evil or Result of Broken Childhood?

Purdue Thesis/Dissertation Agreement

A Non-Exclusive Open Access Agreement with Purdue e-Pubs Institutional Repository

The student has agreed to the non-exclusive Purdue Thesis/Dissertation Agreement with Purdue e-Pubs. The student's thesis/dissertation will be available open-access in the Purdue e-Pubs Institutional repository. Read the full Thesis/Dissertation Agreement
Confidentiality Agreement and Delay of Publication

Purdue Confidentiality Agreement
A Purdue University Program

- Thesis remains in the Graduate School secure electronic thesis holding queue and is not transmitted to ProQuest Information & Learning until released (normally after 1 to 2 years).
- Thesis is neither available for viewing nor is available through ProQuest or Purdue Libraries catalogs during the confidentiality period.
- This program is commonly used when applying for patents, for pending publications, when proprietary rights are involved, or when material in the thesis/dissertation is ITAR/export controlled.
- An indefinite confidentiality can only be requested when there is contract information on file at Sponsored Program Services. All such requests will be subject to review/approval by SPS.
- Masters of Fine Arts needing a delay should instead request an indefinite delay of publication when submitting their electronic thesis file for approval.
- The Thesis/Dissertation Office may grant extensions to initial confidentiality periods (e.g., an additional year to allow further time for patent applications or for article publication). However, extension requests must be submitted as soon as possible prior to the expiration of the original delay date (i.e., 31 May, 31 August, or 31 December). Otherwise, confidential theses will be automatically released and transmitted to ProQuest for publication.

Request for confidentiality  No

ProQuest Delay of Publication
ProQuest Information & Learning Program

- Students may automatically request up to two year delays. Delay requests for over two years, indefinite delays, or specific date delays are input in the "Notes" section during the ETD submission process. These will be input by Thesis/Dissertation Office ETD administrators.
- After ProQuest processing, the thesis abstract and citation information are made available online, but the thesis itself is not available for viewing during the delay period.
- This program is commonly used when applying for patents, for pending publication, or when proprietary rights are involved.
- The delay of publication commences the date ProQuest actually receives the electronic thesis from the Thesis/Dissertation office for processing/publication (please allow at least three months after commencement).
- By agreement, Masters of Fine Arts will automatically request "Indefinite" ProQuest delays when submitting their ETDs to allow sufficient time for marketing and publication of their works.

Delay Requested  No
Note to Chairs/Co-Chairs:

If you agree with the student's choices in both the Confidentiality and Delay of Publication section, check the Approve boxes, then move on to the next section.

If you do **not** agree with the student's choices in both the Confidentiality and Delay of Publication section, move to the bottom of the form and reject it, which will send it back to the student for editing. Please contact the student and let him/her know what choices you feel would best suit his/her work.

The Confidentiality request has been approved by the Chair/Co-Chair.

The Publication delay request has been approved by the Chair/Co-Chair.

---

Research Integrity and Copyright Disclaimer

_Text of the student's Research Integrity and Copyright Disclaimer Statement_

_I certify that in the preparation of this thesis/dissertation, I have observed the provisions of Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct. To read the policy in full, visit the Purdue University Policy Office's Ethics page._

_I certify that all copyrighted material incorporated into this thesis/dissertation complies with United States copyright law and that I have received written permission from the copyright owners for my use of their work, which is beyond the scope of the law. I agree to indemnify and save harmless Purdue University from any and all claims that may be asserted or that may arise from any copyright violation._

_The student certified the above statement on 30-AUG-2017 at 10:56:47 AM._

Certification of iThenticate Use

_iThenticate Date: 9/25/2017_

Based on the results of the iThenticate diagnostic review and, to the best of my knowledge, the manuscript is the original work of the author and all content from other authors appearing in the thesis / dissertation has been properly quoted and attributed.

_This section has been certified by the Chair/Co-Chair._
Form will update to include other options as needed (i.e. confidentiality, etc.)
Deposit Receipt Email

• All thesis-option master’s and doctoral degree candidates will be issued a Thesis/Dissertation Deposit Receipt via email by the Thesis/Dissertation Office automatically at the time of their successful deposit.
  • This confirms Graduate School acceptance of candidate materials.
• The department Plan of Study Coordinator will also receive the emailed Thesis/Dissertation Deposit Receipt.
• No email? Print form directly from GS Database—same info, same purpose.

Subject: Thesis/Dissertation Deposit Receipt

Dear Harry James Potter

This is to confirm that your thesis titled "Voldemort: Inherently Evil or Result of Broken Childhood" has been successfully deposited as of 18-APR-17. This deposit is required as part of your MASTER OF SCIENCE: THESIS degree, with a major in COMPUTER & INFORMATION SCI.

The following preferences have been approved as part of this deposit process:

- Request for Confidentiality: No
- Delay of Publication: No

The Thesis/Dissertation Office will upload your deposit fee by later today, and it will be visible to you through your myPurdue (mypurdue.purdue.edu) account within 3-5 business days. Please pay this fee as soon as possible after it appears in your account. Outstanding account balances will result in a hold being placed on your account preventing the release of official university documents (transcript, diploma, etc.).

To view your Thesis/Dissertation Acceptance Form, login to myPurdue, and select the “Graduate School Plan of Study” link in the “Graduate Students” box at the bottom of the Academics tab. After you’ve logged in a second time, select the blue “Form 9 (Thesis/Dissertation Acceptance)” link to view your approved form.

Finally, we would like to invite you to complete a Thesis Process Survey to help our office improve how we assist students in the future:

Thesis Process Survey

If you have any further questions, please let us know.

Thank you,

Thesis/Dissertation Office
Ernest C. Young Hall B-80
gradthesisofc@purdue.edu
155 S. Grant Street
West Lafayette, IN 47907
765.494.3233

Confidentiality Notice: The information in this message and any attachments are confidential and may be legally privileged. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents without authorization is prohibited and may be unlawful. If you have received this e-mail in error, immediately notify the sender and delete this copy from your computer system.
Thesis and Dissertation

$90 for a Master’s thesis
$125 for a Doctoral dissertation

- Collection of the Thesis & Dissertation Deposit fees is handled by West Lafayette.
- For Masters and West Lafayette-awarded PhDs: paper bills are sent out to student’s mailing address after deposit is finalized.
  - Sent from WL Bursar’s Office approximately 2 months after deposit
- For IUPUI-awarded transitioning PhDs: School of Science or Dept. of Elect & Comp Engr will pay on their students’ behalf
- Degree will not be issued until fee is paid.
Thesis and Dissertation

Purdue provides great formatting information on their website:
https://www.purdue.edu/gradschool/research/thesis/guidance.html
Including checklists of common errors, YouTube videos, and Templates!

• Please encourage your students to use the most updated version of the templates from the website.
  • Using a former or recently graduated student’s thesis as a template will result in outdated and incorrect formatting.

• IUPUI Engineering and Technology requires use of LaTeX (typesetting software) for thesis and dissertations.
Purdue provides free Overleaf accounts for IUPUI Purdue program students, faculty, and staff (set up with purdue.edu or iupui.edu email):

Collaboration software allows easy review/development by students and faculty

- Templates available for most formatting standards
- Purdue template: puthesis allows for near-perfect formatting of PU Thesis & Dissertations
- IUPUI Engineering and Technology requires use of LaTeX (typesetting software) for thesis and dissertations. Overleaf fulfills this requirement.

https://www.overleaf.com
Defense/Deposit Tips

Avoid scheduling defenses at the last minute. Waiting until the last week possible for deadlines exponentially increases the likelihood of a required deferral to the next semester.

All content changes requested by the committee must be complete before any format review by our office can take place.

Committees *always* require some changes. This time must be factored in to defense scheduling.

Rush to submit at the end of the semester increases stress to students, faculty, and staff.
Questions?

IUPUI Graduate Office
University Library
Room 1170
755 W. Michigan Street
Indianapolis, IN 46202
(317) 274-1577
gradoff@iupui.edu

http://graduate.iupui.edu