

IUPUI INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS

**Welcome to the
Purdue
Graduate Personnel Workshop**



IUPUITM
Graduate & Professional Programs
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office

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Agenda

- Graduate Office Overview & Staff Introductions
- Graduate Affairs Committee
- Graduate School Bulletin
- Recruitment and Graduate Non-Degree Program
- Fellowships and Funding
- Graduate Student Resources
- Admissions and EAP
- Progress to Graduation
- Questions/Additional Resources

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GRADUATE OFFICE OVERVIEW



IUPUITM
Graduate & Professional Programs
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IUPUI Graduate Office

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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.

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MEET THE STAFF

James Wimbush
Dean
jwimbush@iu.edu

Janice Blum, Associate Vice
Chancellor for Graduate Education
at IUPUI; Associate Dean of the
University Graduate School,
Indiana University
jblum@iupui.edu

Monica Henry
Assistant Director, Finance and
Administration
mlhenry@iupui.edu

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MEET THE STAFF

Summer Layton Purdue Graduate Admissions and Graduate Recorder slayton@iupui.edu	Kyle Burton Indiana University Masters Recorder kburton@iupui.edu
Lauren Kenney Purdue Graduate Admissions Coordinator lkenney@iupui.edu	Kim Richards Administrative Specialist kr29@iupui.edu
Jennifer Mahoney Graduate Recruitment Coordinator mahoney2@iupui.edu	Nick Pearce Graduate Assistant: Academic and Professional Development pffp@iupui.edu
Debra Barker Indiana University Recorder gradrec@iupui.edu	Amber Scott Graduate Admissions Coordinator aheller@iupui.edu
Dezra Despain Curriculum and Recruitment Coordinator dezdes@iupui.edu	

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Website Tour

Key Stops

- [Apply to IUPUI](#)
- [Events](#)
- [Student Success](#)
- [Funding Opportunities](#)
- [Forms, Forms, Forms....](#)
- [Theses & Dissertations](#)
- [Faculty & Staff Resources](#)

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GRADUATE AFFAIRS COMMITTEE



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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.

Resources:

Graduate office

Faculty & Staff Resources website page includes:

- Meeting dates
- Roster
- Minutes and agenda
graduate.iupui.edu/faculty-staff/affairs-committee/index.shtml

Graduate and Professional Degree Program Approval Process website page includes:

- Online submission form for all new programs and program changes
- Approval process for all new programs and program changes
- <http://graduate.iupui.edu/faculty-staff/program-process/index.shtml>

Proposals will be sent to:
 Dr. Janice Blum jblum@iupui.edu
 Dezra Despain dezdes@iupui.edu

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Forms website page includes:

- Cover Page for New Degrees/Certificates
- Propose a minor
graduate.iupui.edu/forms/index.shtml

IUPUI Office of the Registrar
Resources for Academic Administration Academic Policy and Procedure

IUPUI academic program approval process
registrar.iupui.edu/resources_chairs.html
registrar.iupui.edu/chairs/degrees.html

Academic Program Development
uaa.iu.edu/academic/

Required documentation for program proposals:

- New Degree or Certificate
- Office of Online Education (OOE) Program Approval
- Name Change
- Intent to Offer Financial Aid Eligible Certificate Programs
- CHE policies for new academic degree programs

Send proposals to both:
Dr. Janice Blum jblum@iupui.edu
Dezra Despain dezdes@iupui.edu

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**RECRUITMENT AND GRADUATE
NONDEGREE**



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Recruitment = Relationships

- Getting You To, Into, and Through IUPUI
- Graduate Recruitment Council
 - Meets quarterly
 - Next meeting: November 17, 2:30 in UL 1126



IUPUI Graduate Office graduate.iupui.edu 317-474-1577

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The GradInsider

- Bi-monthly e-newsletter for prospective students

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The GradJag

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

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Recruitment Activities

- Wittenberg - Springfield, Ohio
- Hanover
- Indiana University - Bloomington
- Earlham College
- Butler
- Annual Biomedical Research Conference for Minority Students (ABRCMS)
- Corporate Education Fairs-Network of Indy Colleges

Workshops/Events

- Accelerate Acceptance Speed Sessions – held in the spring
- Graduate Expo – held in September
- Getting You Into IUPUI Institute – held in October
- Getting You Into IUPUI Open House and Graduate Admissions Boot Camp – held in October

Graduate Non-Degree Program

- Pre-requisite Coursework Verification Form
 - To be signed by department advisor
 - http://www.iupui.edu/~finaid/forms/prerequisite/16-17_Non-Degree_Prerequisite_Form.pdf

FELLOWSHIPS AND FUNDING



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Fellowships and Funding

- University Fellowships (1 year stipend, health insurance)
 - Call for applications in January
 - Deadline Tentatively February 19th, 2017
- [Travel Fellowships](#) (Up to \$1000)
 - Fall deadline (October 14th, 2016)
 - Spring deadline (February 10th, 2017)
- Diversity Fellowships
 - The Adam W. Herbert Graduate Fellowship (4 year award – February deadline)
 - President's Diversity Recruitment Award (2 year award – February deadline)
 - President's Diversity Dissertation Award (must have Candidacy approved – April deadline)
- Block Grant Funds
 - Call for applications November
 - Deadline Tentatively December 5th

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University Fellow Health Insurance

- [Student Health Insurance](#)
- UF Supported Students
 - Supplement Stipend with an SAA through HR?
 - SAA account trumps UF account and insurance can be billed to it!
 - Work to prevent this with your Budget Office / Fiscal Officer....
 - Or we can transfer the insurance funds to you

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GRADUATE STUDENT RESOURCES



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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: pffp.iupui.edu
 - 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
 - Nick Pearce, pffp@iupui.edu, for more details

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ADMISSIONS



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Admissions Workshops

Diving deep into what you need to know

Purdue Admissions Workshop
 September 27th, 2016
 10:00 AM – 12:00 PM
 University Library 1116

*New staff training available upon request



J. KING
@QUIBA-DIVING-SMILES.COM

"I think maybe it's time to scale back on the amount of equipment you use."

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Admissions

- How-To-Apply
- Important to list instructions on what to select on the Graduate eApp (i.e. Program/Plan, Term etc.)
- Purdue now accepts IUPUI's PIE program as proof of English for admissions
 - <http://www.iupui.edu/~inpie/>

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Admissions

- International Applicants
 - Foreign Credentials Analysis (FCA) Must be completed for all GINT **and GRAD with education outside of the U.S.**
 - Request Form available in iStart

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Admissions

- Attached to eDocs
 - Departmental Admission Letter
 - > **Must** be first due to iStart requirement
 - > (Note: This is a change from previous practice)
 - Purdue Transmittal Form
 - Updated 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).
 - Please note whether or not it's the official document on the eDoc at the time of upload.

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Admissions

- 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

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Admissions

- eDocs (rerouting for action)
 - No Letter/Transmittal and/or Transcripts attached
 - No FCA
- [Fee Waiver Form](#) (submit via eDoc attachment)
 - eChecks (no REFUNDS!)
 - New Coupon Code! See IU Box – Fee Waiver Coupon Code folder – updated monthly
 - Recruitment Categories (waiver or no waiver, that is the question!)

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

<input type="checkbox"/> AmeriCorps	<input type="checkbox"/> Beiko Scholar	<input type="checkbox"/> Bridges to the Doctorate
<input type="checkbox"/> Fulbright Scholar	<input type="checkbox"/> Herbert Scholar STEM	<input type="checkbox"/> Herbert Fellow
<input type="checkbox"/> Louis Stokes Alliances for Minority Participation (LSAMP)	<input type="checkbox"/> McHale Scholar	<input type="checkbox"/> MSECE with EW Emphasis (Crane)
<input type="checkbox"/> National Society of Black Engineers (NSBE)	<input type="checkbox"/> Project Lead the Way Teacher	<input type="checkbox"/> SPEA Exec Education
<input type="checkbox"/> SRGP	<input type="checkbox"/> Teach for America	<input type="checkbox"/> Woodrow Wilson Fellowship
<input type="checkbox"/> Peace Corps		

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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 – see <http://graduate.iupui.edu/admissions/apply.shtml> for more details**

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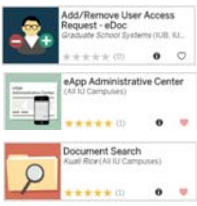
English for Academic Purposes (EAP) Placement Test

- EAP test exempt IF TOEFL iBT score of 100 or higher, OR IELTS score of 7.5 or higher. **OIA admissions letter will indicate if s/he is required to take this test.**
- Students have the ability to take the EAP twice within the first two weeks with guidance from their graduate program director
 - **Written approval from the IUPUI Graduate Office is no longer required!**
- Results of the 2nd exam stand!
- The English courses begin the 2nd week of classes to allow for scoring of the EAP examinations and for students to get registered in any required English courses.

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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



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Technology

- Official Graduate School Admission Letters
- West Lafayette PhD Admissions

<https://gradapply.purdue.edu/manage>

- Admissions Workshop
 - Sept. 27th 10:00-12:00
 - UL 1116





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Progress and Graduation

How we get from
here to there

PURDUE UNIVERSITY
5/29/2013

THE GRADUATE SCHOOL
Office of the Dean



Smartly MStudent
5678 Avenue
Indianapolis, Indiana 46237-4824
USA

Dear Smartly,

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 132 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 specifics of Purdue's graduate programs. I hope that you will

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Electronic Forms

The Purdue Graduate Programs at IUPUI now use electronic forms
https://ias.itap.purdue.edu/rqs/wpu_intra.pu_dispaath

- For both Masters and PhD progression
- New Faculty and Staff account requests email pugrad@iupui.edu
 - Purdue Career Account required
 - myPurdue.purdue.edu
 - Purdue Graduate School Database
 - Slate Admissions for WL PhDs
- New Student Accounts created middle of the semester based on official registration in a PU program
 - Students will be emailed their account set-up info as soon as it is available

If you have issues or questions about your account, email pugrad@iupui.edu

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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" 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

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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

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Progress and Graduation

Purdue Electronic Forms can be found at:
https://ias.itap.purdue.edu/rqs/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 have your userid and/or password, email gradsch@purdue.edu

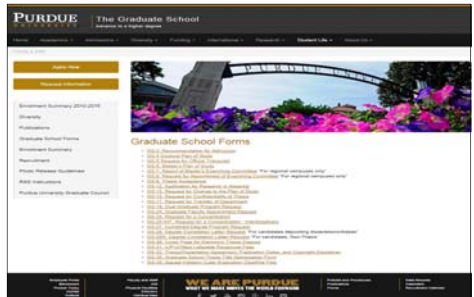
User ID / Alias:
 User Password:

For your convenience, upon logging in you will be directed to a page in the database depending on your role.
 Health and Disease - 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.

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Progress and Graduation

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



PURDUE The Graduate School

Graduate School Forms

For a complete list of forms, click on the link below. The list includes the form name, the form number, and the form's location in the database. For information on how to use the database, click on the link below.

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Progress and Graduation

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

Purdue guidelines:
End of 1st semester for MS
End of 3rd semester for PhD

Must be approved to Graduate School level *before the first day of the semester of graduation!*

- All forms will route within the Graduate School Database to the appropriate campus for approval

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Progress and Graduation

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

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Progress and Graduation

Common Plan of Study issues to watch out for:

- Five-Year Rule:** Credits earned more than 5 years ago without graduate enrollment are not allowed unless re-verified
- 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.
- Grades below C- cannot be used to fulfill requirements**
 - Departmental rules may have stronger requirements
- Including too many credits or English courses**
 - Department's responsibility to ensure departmental requirements are met.

Progress and Graduation

- 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.
 - 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.
(No, really, we're working on it ©)

This requires copies of the front *and back* of transcripts.

Transfer of Credit

- Should be submitted as soon as possible, before or along with 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.

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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 weeks prior to the deadline.

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Form 8

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: DINT (DT) Room No.: 200B

Thesis Title: "Sought [redacted] resolution"

Comments Regarding Exceptions: Update Comments

Supplemental Notes: Add & Supplemental Note View All Notes

Participation Dept Faculty ID Exam Committee Member Faculty Level Area
CHAIR PHYS 30187 STEPHEN B. WASSALL R1
MEMBER PHYS 30091 FANGQIANG ZHU R1
MEMBER PHYS 30115 NIKOLA V. PETRACHE R1
MEMBER PHYS C5409 JORGE R. RODRIGUEZ R1
MEMBER PHYS 30083 LE LEO R1

Exam Information: Update Exam Information

It is planned to hold the examination:

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

Level Authorization Registered Signature Status

20 Plan of Study Coordinator	Brenda S. Mowbray	SUBMITTED 08/12/2016 11:04:02
20 Plan of Study Coordinator	Brenda S. Mowbray	APPROVED BY Brenda S. Mowbray 08/12/2016 14:18:23
10 Advisory Committee Chair	Stephan S. S. 20108	Approve Report Submit Signature
20 Faculty and/or Degree Authorization	John P. Zales	Waiting on higher level approval
20 Exam Form Final Signature	Brenda S. Mowbray	Waiting on higher level approval
10 Practitioner	Stephan S. S. 20108	Waiting on higher level approval
6 Graduate School Authorization	Stephan S. S. 20108	Waiting on higher level approval

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Progress and Graduation

Form 7: Report of Master's Examining Committee

- **Thesis:** Form 8 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.

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Form 7

Form 7: Report of Master's 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: DINT (DT) Room No.: 200B

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MEMBER PHYS C5409 JORGE R. RODRIGUEZ R1
MEMBER PHYS 30083 LE LEO R1

Exam Information: Update Exam Information

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

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20 Exam Form Final Signature	Brenda S. Mowbray	Waiting on higher level approval
10 Practitioner	Stephan S. S. 20108	Waiting on higher level approval
6 Graduate School Authorization	Stephan S. S. 20108	Waiting on higher level approval

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Progress and Graduation

Form 10: Report of the Preliminary Examination

- Must have approved Plan of Study before Prelim Exam can be held
- Electronic Form 8 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.

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Progress and Graduation

Form 11: Report of the Doctoral Final Examination

- Electronic Form 8 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.

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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**.
 - Changes in how the "Privileged Registrations" are used are effective Fall 2016.

Candidacy

Effective Fall 2016:

At the beginning of the semester everyone will register for CAND 99100 and at least 1 fee-bearing credit

If student fails to complete deposit before the 8 week deadline, no change in registration is needed, is still on track for graduation in that semester

If all degree requirements are met by deadlines, registration will be changed as appropriate.

Examination and Degree Only Candidacy Options

"Privileged Registrations" are (\$125) reduced fee options for

- **Thesis** students who have successfully defended, and only need to deposit, or who have not yet defended or deposited.
- **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**

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).

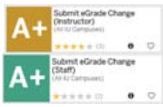
- This administrative move will happen during the 9th week of the given semester.
- The CAND 99100 and fee-bearing credit(s) will be removed from the student's registration/transcript, and all fees associated with the fee-bearing credit(s) will be removed and / or refunded if previously paid by the student, 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 remind faculty that until all their grades are in they are not done with their semester

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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
 - (e.g., courses to be completed, notes of unacceptable grades, registration credit issues, GPA issues, or the absence of required transcripts).



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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

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Candidate Audit

Student	Potter,Harry,James	0012345678
Student Email	hpotter@howarts.edu	
Campus	Indianapolis (IUPUI)	PIU
Admitted Program	PSYCHOLOGY	PSY
Degree Title	MASTER OF SCIENCE : THESIS	MS
Program	Psychology-MS	PSYCH-MS
Date Degree Expected	DEC 2018	
Concentration	NONE	

[Open Plan of Study \(New Tab\)](#)
[POS Audit \(New Tab\)](#)

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Thesis and Dissertation

Thesis and Dissertation Formatting
Reviews & Deposits

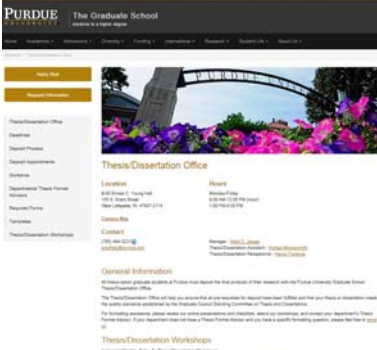
<p><u>Graduate Office</u></p> <p>IUPUI PhDs & Masters Biology Chemistry Computer & Information Science Forensic & Investigative Sciences Mathematics Physics Psychology</p>	<p><u>Department Initial Review</u></p> <p>Mechanical Engineering Electrical & Computer Engineering Biomedical Engineering</p> <p style="text-align: center;"><u>West Lafayette PhDs</u></p> <p>Long Distance Deposit Procedure</p>
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Thesis and Dissertation

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>



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Thesis and Dissertation

- The format review process is done electronically. Student's should contact me via email (sllayton@iupui.edu) to start the process.
 - WL PhDs should contact Ashlee Messersmith amiley@purdue.edu
- Students will still need to submit the *original* copies of signed Forms 9 and 32. **(Electronic forms are in the works, but not yet cleared for use)**
 - Form 32 includes the iThenticate review requirement.
- 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. Peter Dunn, Purdue's Research Integrity Officer via email pedunn@purdue.edu
 - <http://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism.php>

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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 will pay on students' behalf
- Degree will not be issued until fee is paid.

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Thesis and Dissertation


Thesis and Dissertation formatting workshop will be:
Friday, Sept. 30th in IT 252 at 11:30

You should strongly encourage all thesis students to attend.

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 updated version of the templates from the website.
- IUPUI Engineering and Technology now requires use of LaTeX (typesetting software) for thesis and dissertations.

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<https://www.overleaf.com>

Purdue now 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 now requires use of LaTeX (typesetting software) for thesis and dissertations.

Thesis and Dissertation

When possible, please avoid scheduling defenses at the last minute.

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

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>
