Welcome to the Graduate Personnel Workshop

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
Agenda

• Graduate Office Overview & Staff Introductions
• Graduate Affairs Committee
• Graduate School Bulletin
• Recruitment and Graduate Non-Degree Program
• Admissions and English for Academic Purposes
• Fellowships and Funding
• Graduate Student Resources
• 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  
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Vice President for Diversity, Equity, and Multicultural Affairs  
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Advisor, UPnGO  
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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 assuring that all of your department’s web materials and admission letters are aligned to this change as of before July 1, 2017. Thank you very much for your cooperation.
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
- 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
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
The Indiana University Graduate School (UGS) Bulletin is your comprehensive guide to graduate programs conferred through IU.

It provides up-to-date details on:
• Admission requirements and processes
• UGS policies and procedures
• Degree requirements
• Financial aid
• Special academic opportunities
• Programs and courses offered

The bulletin is updated annually in September. Your IUPUI contact person is Dezra Despain at dezdes@iupui.edu.
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
The GradJag

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

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, strategize...
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)
ADMISSIONS

INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

IUPUI Graduate Office
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
Reminders

• EAP Retake – policy change Spring 2016
  – 1 retake approved by advisor
  – English courses start 3rd week

• 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

• RTS works better than email!
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 (see handout)
  – What are they still missing? Is their application complete?
  – Is the deadline coming up?
Admissions

• International Applicants / Applicants with international credentials
  – Foreign Credentials Analysis (FCA) Must be completed for all GINT and GRAD with education outside of the U.S.
  – EAP exam can be used to prove English proficiency for local non-native speakers
    • See the referral form in your packet
Admissions

• Attached to eDocs (see your checklist)
  – Final Transcript
    • Indicating Bachelor’s degree has been awarded
    • Missing Final Transcript – Negative Service Indicator placed for semester after admit term
    • 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
  – Offer Letter
    • Ensure that your language states that the University Graduate School will make the final admission decision
Admissions

• Attached to eDocs (continued)
  – Permanent Residents, Political Asylees, Refugees, Undocumented
    • Must have “visa documentation” attached to the eDoc
  – Fee waiver form if needed

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

• eDocs will be rerouting back to the program if:
  – No Transcripts, Admission letter, or FCA attached
  – No Permanent Residency Card or “Visa documentation”

• **Fee Waiver Form** (attach to eDoc)
  • No REFUNDS! (exception for technical issues)
  • Recruitment Categories (no longer result in a waiver)
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**

Have you been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or non-academic reasons at any high school, post-secondary institution, college, or university?

- **Yes**
- **No**

Have you ever been charged with or convicted of a crime (or a foreign legal equivalent) that has not been expunged by a court?

- **Yes**
- **No**

Do you have any currently pending criminal charges (or a foreign legal equivalent) against you?

- **Yes**
- **No**

Have you engaged in any behavior that caused injury to any person(s) or property (including, for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention?

- **Yes**
- **No**

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 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.]
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.
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 3rd week of classes to allow for scoring of the EAP examinations and for students to get registered in any required English courses.
Technology

• IUPUI Request Tracking System (RTS)
• IUIE Reports (workshops coming soon!)
• One.IU ~ University Graduate School “App”
  – Add/Remove User Access eDoc
  – IU eApp Admin Summary
  – Soon RTS!
• Grad eApp Annual Maintenance Requests?
  – February Call for Requests
  – Summer Implementation
<table>
<thead>
<tr>
<th>App Nbr</th>
<th>Applicant Name</th>
<th>Birth dt</th>
<th>Email Addr</th>
<th>Campus</th>
<th>Career</th>
<th>Grad Center</th>
<th>Grad Code</th>
<th>Term</th>
<th>Admit Type</th>
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<td>IUPUI1314950</td>
<td>Ali abdulrashid Maryam</td>
<td>04/20/1993</td>
<td><a href="mailto:m.abdulrashid@gmail.com">m.abdulrashid@gmail.com</a></td>
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<td>IUPUI1314955</td>
<td>Li Kuo</td>
<td>07/27/1995</td>
<td><a href="mailto:li.kuo1@iupui.edu">li.kuo1@iupui.edu</a></td>
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<td>11/04/2013</td>
<td>In Progress</td>
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IUPUI Request Tracking System (RTS)
IUPUI Request Tracking System (RTS)
Admission Workshops

• Admissions Workshop – October 18th
• 2:30 PM – 3:30 PM (UL 1126)
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)
  - 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 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
  • UGS Distinguished Master’s Thesis Award (Purdue programs eligible) *Deadline in September
  • UGS Distinguished Ph.D. Dissertation Award *Deadline in May
  • 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

• Leadership & Service
  • John H. Edwards Fellowship
  • Wells Graduate Fellowship
STUDENT AFFAIRS & RESOURCES
Student Affairs

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

• Code of Student Rights, Responsibilities & Conduct

• Behavioral Consultation Team (BCT) - [https://bct.iupui.edu/about/index.html](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

• IUPUII 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
Student Organizations: Graduate and Professional Student Government (GPSG)

- 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](https://www.facebook.com) page for notifications
  – UPnGO IUPUI
PROGRESS TO GRADUATION

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
### Progress to Graduation

IUPUI - UGS Degrees Awarded

September - August:

<table>
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<tr>
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<th>2016 to 2017</th>
<th>2015 to 2016</th>
<th>2014 to 2015</th>
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<tr>
<td>Graduate Certificates</td>
<td>34</td>
<td>58</td>
<td>36</td>
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<tr>
<td>Master of Arts</td>
<td>129</td>
<td>121</td>
<td>115</td>
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<tr>
<td>Master of Science</td>
<td>85</td>
<td>64</td>
<td>85</td>
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<tr>
<td>PhD</td>
<td>80</td>
<td>79</td>
<td>75</td>
</tr>
<tr>
<td>Total</td>
<td>328</td>
<td>322</td>
<td>311</td>
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</table>
Progress to Graduation

- eDocs launched two years ago:
  - Nomination of Candidacy
  - Nomination to Research Committee
  - Research Member Change
  - Defense Announcement
  - Master’s Application for Advanced Degree (MAAD)

- Check eDoc workflow membership – link at Guides and Job Aids
- Both the program and student can check the whereabouts/routing of the eDocs - use Document Search through www.One.IU.edu
- The wording of the document search help aids is being updated to better assist programs and students
- New eDocs to be launched in Spring 2017 were delayed
  - Release date pending
- Lastly – eDocs have ZERO to do with Commencement.
Progression Movement with Impact

- Master and Certificate students and graduation
  - Cannot graduate until semester end if registered in credit bearing coursework.

- Doctoral students and continuous registration
  - Post-qualifying exam. Doctoral students are required to be registered every fall and spring semester, through graduation. Summer graduation requires summer registration.
  - G901 registration may occur after qualifying exam is passed, and grades are posted for the 90 credits counting for the degree.
    - G901 registration is allowed six (6) times.

- Graduate Students and Probation
  - Students must be on probation at least one (1) semester before they can be dismissed from the program.
  - Program must contact student by letter.
  - The letter will include how to remedy probation.
  - Graduate office must be cc’d in the letter.
Certificate Highlights

- Deadlines – we will not accept requests made after the deadlines of:
  - April 15\textsuperscript{th} (for May graduates)
  - July 15\textsuperscript{th} (for August graduates)
  - November 15\textsuperscript{th} (for December graduates)
- Grades must be posted by grade posting deadline given by the Office of the Registrar or the form will become invalid.
- Make sure the correct bulletin (admit term or current) is listed on the Recommendation for Graduate Certificate Completion form – using NUMBERS, not words.
- Certificate in conjunction with Masters?
  - Student must be formally admitted to certificate program
  - If sharing credits, cert. can be awarded before, but not after Masters.
  - Do not attach RGC to MAAD – submit to GradRec@iupui.edu
## Graduate Certificate Progression Checklist

<table>
<thead>
<tr>
<th>Graduate Certificate:</th>
<th>Needed:</th>
<th>When to Submit:</th>
<th>Send to:</th>
<th>Where to Find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Letter</td>
<td>Required</td>
<td>When admitted</td>
<td>Attach to eDoc</td>
<td>Program creates and attaches to admissions eDoc</td>
</tr>
<tr>
<td>Final Transcript</td>
<td>Required</td>
<td>when admitted or ASAP</td>
<td>eDoc or via RTS</td>
<td>Program receives and verifies that the undergraduate degree date is listed</td>
</tr>
<tr>
<td>Track EAP Requirements</td>
<td>Required for non-native English speakers <strong>Domestic students with international credentials require the program to request an FCA from OIA</strong></td>
<td>Verify required courses were taken before submitting Master's eDoc</td>
<td>SIS will show test results.</td>
<td></td>
</tr>
<tr>
<td>Recommendation for Graduate Certificate Completion Form (RGC)</td>
<td>Required</td>
<td>No later than the 15th of the month <em>prior</em> to graduating. Outdate forms, forms received with missing materials or incomplete information will be returned to the program and could cause delays in student progression.</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> <strong>Do NOT attach to MAAD</strong></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
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<td>Transfer Credit</td>
<td>When appropriate</td>
<td>Within the first semester</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Course Substitution</td>
<td>When appropriate</td>
<td>With eDoc submission or before</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<tr>
<td>Course Revalidation</td>
<td>Using courses more than 5 years old to graduate</td>
<td>ASAP to prevent delay in graduation</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<tr>
<td>Termination Form</td>
<td>When appropriate</td>
<td>ASAP to prevent future registrations</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<tr>
<td>Leave of Absence (LOA)</td>
<td>When appropriate</td>
<td>Student request</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Return from LOA Form</td>
<td>When appropriate</td>
<td>When student returns from LOA</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Graduate Professional Program Update Form</td>
<td>When appropriate</td>
<td>When a student is returning after being out for more than 12 months</td>
<td>via RTS</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
</tbody>
</table>
Master Degree Highlights

- Encourage students to check website (http://graduate.iupui.edu/forms/index.shtml) for information on graduation and thesis requirements.
  - Note: 2 checklists; Non-Thesis and Thesis

- Deadlines – we will NOT accept eDocs submitted after the deadline of the 15th of the month prior to graduation.

- Anticipated Graduation Month – ONLY indicator as to when to process MAAD – ensure its accurate!

- MAAD designed to be a degree audit – incomplete form indicates an audit has not be performed.

- (Re)Submission of multiple MAADS, or ping-ponging without progression, will result in disapproval of eDoc(s).
# Master Degree Progression Checklist

<table>
<thead>
<tr>
<th>Master Degree:</th>
<th>Needed:</th>
<th>When to Submit:</th>
<th>Send to:</th>
<th>Where to Find:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Letter</td>
<td>Required</td>
<td>When admitted</td>
<td>Attach to eDoc</td>
<td>Program creates and attaches to admissions eDoc</td>
</tr>
<tr>
<td>Final Transcript</td>
<td>Required</td>
<td>when admitted or ASAP</td>
<td>eDoc or via RTS</td>
<td>Program receives and verifies that the undergraduate degree date is listed</td>
</tr>
<tr>
<td>Track EAP Requirements</td>
<td>Required for non-native English speakers <strong>Domestic students with international credentials require the program to request an FCA from OIA</strong></td>
<td>Verify required courses were taken before submitting Master’s eDoc</td>
<td>SIS will show test results.</td>
<td></td>
</tr>
<tr>
<td>Master’s Application for Advanced Degree</td>
<td>Required</td>
<td>No later than the 15th of the month <em>prior</em> to graduating. Outdate forms, forms received with missing materials or incomplete information will be returned to the program and could cause delays in student progression.</td>
<td>eDoc</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>When appropriate</td>
<td>Within the first semester</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Course Substitution</td>
<td>When appropriate</td>
<td>With eDoc submission or before</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Course Revalidation</td>
<td>When using courses more than 5 years old to graduate</td>
<td>ASAP to prevent delay in graduation - The UGS approved form should uploaded to MAAD</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Termination Form</td>
<td>When appropriate</td>
<td>ASAP to prevent future registrations</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Leave of Absence (LOA)</td>
<td>When appropriate</td>
<td>Student request</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<tr>
<td>Return from LOA Form</td>
<td>When appropriate</td>
<td>When student returns from LOA</td>
<td><a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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</tbody>
</table>
PhD Highlights

- Encourage students to check website for Graduation and Thesis Requirements. (http://graduate.iupui.edu/forms/index.shtml)

- Nomination to Candidacy (NTC) eDoc:
  - Course substitutions, credit transfers, course revalidations and converting grades (MD to PhD) forms need to be processed before submitting the Plan of Study and Minor.
  - The Plan of Study and Minor form need to be processed before submission of the NTC eDoc.

- Nomination of Research Committee (NOR) eDoc:
  - Program responsibility to verify faculty status and endorsement to participate on a research committee.
  - Dissertation Prospectus (1-2 pages only) is required.
  - IRB Form is the responsibility of and kept by Program.
    - Ensure to check box indicating Program’s receipt of document.
### PhD Degree Progression Checklist

<table>
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<tr>
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<th>Send to:</th>
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<td>Admission letter</td>
<td>Required</td>
<td>When admitted</td>
<td>Attach to eDoc</td>
<td>Program creates &amp; attaches to admissions eDoc</td>
</tr>
<tr>
<td>Final transcript</td>
<td>Required</td>
<td>When admitted or ASAP</td>
<td>eDoc or via RTS</td>
<td>Program receives and verifies that the undergraduate degree date is listed.</td>
</tr>
<tr>
<td>Track EAP requirements</td>
<td>Required for non-native English speakers</td>
<td>Verify required courses were taken within the first year</td>
<td>OneStart/SIS will show test results</td>
<td></td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
<td>Required</td>
<td>Stays with Program</td>
<td>Keep</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Change of Advisory Committee Member</td>
<td>When appropriate</td>
<td>Stays with Program</td>
<td>Keep</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<td>Transfer Credit</td>
<td>When appropriate</td>
<td>Within the first semester</td>
<td><a href="mailto:gradrec@iupui.ed">gradrec@iupui.ed</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
</tr>
<tr>
<td>Converting grades</td>
<td>When appropriate</td>
<td>Before submission of NTC eDoc</td>
<td><a href="mailto:gradrec@iupui.ed">gradrec@iupui.ed</a></td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<td>Course Substitution</td>
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<td>Course Revalidation</td>
<td>When appropriate</td>
<td>Before submission of NTC eDoc</td>
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<td>Minor Form</td>
<td>Required</td>
<td>Before submission of NTC eDoc</td>
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<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<td>Plan of Study (POS)</td>
<td>Required</td>
<td>ASAP, NO later than the start of year 3, BEFORE submitting the NTC.</td>
<td><a href="mailto:gradrec@iupui.ed">gradrec@iupui.ed</a></td>
<td>Example PhD Plan of Study form</td>
</tr>
<tr>
<td>Nomination to Candidacy (NTC)</td>
<td>Required</td>
<td>Must be approved at least 8 months before graduating.</td>
<td>eDoc</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<tr>
<td>Nomination of Research Committee (NOR)</td>
<td>Required</td>
<td>Must be approved no less than 6 months before defense. Prospectus and IRB are required with NOR.</td>
<td>eDoc</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<td>Change of NOR Member Form</td>
<td>When appropriate</td>
<td>When a change occurs</td>
<td>eDoc</td>
<td><a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a></td>
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<tr>
<td>Defense Announcement</td>
<td>Required</td>
<td>Must reach the graduate school no less than 30 days prior to defense.</td>
<td><a href="mailto:gradrec@iupui.ed">gradrec@iupui.ed</a></td>
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Thesis and Dissertation Format Workshop

- Hosted once every semester
- No registration fee
- May attend as often as desired

FALL 2017 SESSION

- Master Students
  - October 11
  - 2:45-4:30 pm
  - Campus Center (CE) 307

- Doctoral Students
  - October 18
  - 2:00-4:00 pm
  - University Library (UL) 0130, Lilly Auditorium
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