

IUPUI INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS

**Welcome to the
Graduate Personnel Workshop**



INDIANA UNIVERSITY
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
- Admissions and EAP
- Fellowships and Funding
- Graduate Student Resources
- Progress to Graduation
- Questions/Additional Resources

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GRADUATE OFFICE OVERVIEW



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IUPUI Graduate Office

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
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
mhenry@iupui.edu

MEET THE STAFF

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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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University Graduate School Bulletin

<http://bulletins.iu.edu/iu/gradschool/2015-2016/index.shtml>

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 or you can contact Jeff Rutherford, assistant dean for academic affairs at grdblltn@iu.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



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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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Akshayalakshmi Sridhar

Akshayalakshmi is pursuing a PhD in Biology at IUPUI. One of the highlights of her studies has been attending scientific conferences that have helped her interact with the best scientific minds in the community as

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. [Schedule](#)

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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

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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

ADMISSIONS



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Admissions

- How-To-Apply - list of instructions on what to select on the Graduate eApp (i.e. Program/Plan, Term etc.)
- EAP exam can be used to prove English proficiency for local non-native speakers
 - NEW – You now must provide your applicant with a referral from see your packet

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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.**
- Attached to eDocs
 - Final Transcripts
 - Indicating Bachelor's degree has been awarded
 - Missing Final Transcript – Negative Service Indicator placed for semester after admit term
 - Must have a 3.0 Cumulative GPA or ↑
 - 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

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Admissions

- Attached to eDocs Cont'd
 - Offer Letter (indicate conditions of **continual enrollment** here)
 - Ensure that your language states that the University Graduate School will make the final admission decision
 - Permanent Residents, Political Asylees, Refugees, Undocumented
 - Must have “visa documentation” attached to the eDoc
- No need to code residency – Grad Office does this for you

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Admissions

- eDocs will 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 (waiver or no waiver)

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

<input type="checkbox"/> AmeriCorps for Philanthropic Studies	<input type="checkbox"/> Beeko 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"/> McNair Scholar	<input type="checkbox"/> M/SECE with EW Emphasis (Crane)
<input type="checkbox"/> National Society of Black Engineers (NSBE)	<input type="checkbox"/> Project Lead the Way	<input type="checkbox"/> SPEA Exec Education
<input type="checkbox"/> SROP	<input type="checkbox"/> Woodrow Wilson Fellowship	

Admissions

- **Coming Soon – Policy Update – Effective Spring 2017 Admit Term**
- Restrictions on use of conditional admit coding (COND/STCA, COND/CACA)
- Changes to federal policies on approval of international student visas prohibit campuses from issuing visas to students offered **conditional admission**

Admissions

- **The Indiana University compliance position [pending formal confirmation] is as follows:**
- COND/STCA (Standard Conditions) or COND/CACA (Cautionary Conditions) admit coding should not be used for students requiring IU student visa sponsorship.
- Most "conditions" are actually "conditions of continued enrollment". Examples include:
 - Complete specified course(s) with specified minimum grade
 - Earn a specified minimum GPA in the first semester/year of the program
- A **holistic review** of an application should determine if the application fulfills regular standards of preparation for the program. (Justification letter for UGS applicants if under 3.0 GPA)
- The applicants noted above should be admitted to degree or certificate programs using ADMT/AFQL coding.
- **To avoid application of a double standard, both domestic and international applicants should be admitted and coded following the guidance above.**

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 indicted for federal, state, or local criminal offenses, but not federal tax, immigration or expatriation law violations, or non-academic offenses, and any other serious non-academic offenses, including, but not limited to, child abuse, neglect, or endangerment, or university? Yes No

* Have you ever been charged with, convicted of, or pled guilty to a crime for a foreign legal jurisdiction that has not been expunged by a court? Yes No

* Do you have any currently pending criminal charges in a foreign legal jurisdiction? Yes No

* Have you engaged in any behavior that constituted a violation of any federal, state, or local law, or any university policy, or any institutional or behavioral code that is a disciplinary or non-academic offense, including, but not limited to, child abuse, neglect, or endangerment, or university? 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 action that caused legal or disciplinary action, which resulted in your being charged or convicted, or otherwise disciplined, the date and time of the action, and the name of the institution or jurisdiction. If you are currently being prosecuted, charged, or convicted, or otherwise disciplined, please provide the name of the institution or jurisdiction, the date and time of the action, and the name of the institution or jurisdiction. If you are currently being prosecuted, charged, or convicted, or otherwise disciplined, please provide the name of the institution or jurisdiction, the date and time of the action, and the name of the institution or jurisdiction.

* Attach documentation

Upload file(s)

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.

Test ID	Test Component	Test Letter	Score	Score	Percentile	Test Date	Data Source	Date Loaded	Course	Placement
GRE	QUAN		176.00		68	12/08/2012	ETS	12/19/2012		
GRE	VENW		145.00		24	12/08/2012	ETS	12/19/2012		
GRE	W		370		11	12/08/2012	ETS	12/19/2012		
PLTR	EN301		81.00			08/26/2014	SCH	08/27/2014		
PLTR	EN302		92.00			08/26/2014	SCH	08/27/2014		
PLTR	EN303		96.00			08/26/2014	SCH	08/27/2014		
PLTR	EN304		4.00			08/26/2014	SCH	08/26/2014		
PLTR	EN310		2.00			08/26/2014	SCH	08/26/2014	No EAP required	
TOEFL	CO		87.55			12/14/2012	SLF	10/17/2013		
TOEFL	IBTLI		20.00			12/14/2012	ETS	01/02/2013		
TOEFL	IBTR6		19.00			12/14/2012	ETS	01/02/2013		
TOEFL	IBTSP		20.00			12/14/2012	ETS	01/02/2013		
TOEFL	IBTTO		87.00			12/14/2012	ETS	01/02/2013		
TOEFL	IBTWR		28.00			12/14/2012	ETS	01/02/2013		

Technology

- IUPUI Request Tracking System (RTS)
- IUIE Reports
- One.IU ~ University Graduate School “App”
 - Add/Remove User Access eDoc
 - IU eApp Admin Summary
- Grad eApp Annual Maintenance Requests?
 - February Call for Requests
 - Summer Implementation

IU eApp Admin Summary

IU eApp Administrative Summary

Filters / Selectors

Campus:
 Center:
 App Center:
 Prep Co:

App Status:
 Submit On:
 Submit On:
 Term:

App Status:
 Create On:
 Create On:

App Type:
 App ID:
 Email:

Application No:
 Name (Last):
 Name (First):
 ID# (ID):

List

App No	Application Name	Req ID	Email Addr	Campus	Center	App	Prep	Term	App	App	Created	Submitted	App	Prep
1002210002	Student Support	04-28-1000	student.support@iupui.edu	IUPUI	GRAD	SLF					11/04/2013		Program	Unchanged
1002210003	Student Support	07-20-1000	student.support@iupui.edu	IUPUI	GRAD	SLF					11/04/2013		Program	Unchanged
1002210004	Student Support	01-01-1000	student.support@iupui.edu	IUPUI	GRAD	SLF					11/04/2013		Program	Unchanged

Admission Workshops

- Admissions Workshop – September 29th
2:30 PM – 3:30 PM (UL 1126)

FELLOWSHIPS AND FUNDING



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 with Budget Office / Fiscal Officer....
 - Or we can transfer the insurance funds to you

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GRADUATE STUDENT RESOURCES



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Graduate & Professional Programs
THE UNIVERSITY GRADUATE SCHOOL
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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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PROGRESS TO GRADUATION



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Progress to Graduation

IUPUI - UGS Degrees Awarded
 7/1/15 to 8/31/16:

	This Year	Last Year
Graduate Certificates	59	23
Master of Arts	126	105
Master of Science	71	66
PhD	75	52
Total	330	246

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Progress to Graduation

- eDocs launched last year:
 - Nomination of Candidacy
 - Nomination to Research Committee
 - Research Member Change
 - Defense Announcement
 - Master's Application for Advanced Degree

- Both the program and student can check the whereabouts/routing of the eDocs - use Document Search through www.One.IU.edu

- New eDocs launching in Spring 2017:
 - Minor
 - Substitution / Waiver
 - Revalidation

Certificate Highlights

- ❑ Deadlines – we will not accept requests made after the deadlines of:
 - April 15th (for May graduates)
 - July 15th (for August graduates)
 - November 15th (for December graduates)
- ❑ Termination of Study (for all degrees)
 - Program must notify our office as soon as possible to prevent student from registering after termination.
- ❑ Grades must be posted by grade posting deadline given by the Office of the Registrar or the form will become invalid and the program will have to re-submit the form.
- ❑ Make sure the correct bulletin (admit term or current) is listed on the Recommendation for Graduate Certificate Completion form.

Graduate Certificate Progression Checklist

Graduate Certificate	Needed	When to Submit	Send to:	Where to Find
Admission letter	Required	When admitted	Attach to eDoc	Program creates & attaches to admissions eDoc
Final transcripts	Required	When admitted or ASAP	eDoc or via RTS	Program receives and verifies that the undergraduate degree date is listed.
Test GAP requirements	Required for non-native English speakers	Verify required courses were taken before submitting.		OneStarSIS will show test results
Recommendation for Graduate Certificate Completion Form (Use the most current version found on our website.)	Required	May Graduates: Deadline is April 15th August Graduates: Deadline is July 15th December Graduates: Deadline is November 15th <i>Outdated forms, forms received with missing materials or incomplete information will be returned to the program and could cause delays in student progression.</i>	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Transfer Credit	When appropriate	Within the first semester	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Course Substitution	When appropriate	Within the first semester	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Course Revalidation	When appropriate	With Rec. for Graduate Certificate Completion Form or before.	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Termination Form	When appropriate	ASAP to avoid student registering after termination	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Leave of Absence (LOA)	When appropriate	Student request	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Return from LOA form	When appropriate	When a student returns from a LOA	gradrec@iupui.edu	http://graduate.iupui.edu/forms/index.shtml
Graduate Professional Program Update Form	When appropriate	When a student is returning to a program after being out for more than 12 months.	via RTS	http://graduate.iupui.edu/forms/index.shtml

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; Thesis and Non-Thesis
- ❑ Bound thesis is no longer a requirement for deposit and graduation. This is the department's responsibility. The bindery should deliver directly to the program.
- ❑ Make sure the **correct** bulletin choice is selected on the eDoc (admit term or current).
- ❑ Deadlines – we will **NOT** accept eDocs submitted after the deadline of the 15th of the month prior to graduation.

Questions?

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



<http://graduate.iupui.edu>
