Purdue Progression Workshop
A House Divided
HAS ANYONE SEEN PURDUE
HOLD ON, I GOT THIS
AHEM

My school sure is tough

Profs literally murder students
We have 5000 finals a year
Only STEM Majors Matter

50 Million people applied only 2 got in
We are a Franchise!  

"Would you like fries with that?"

Purdue in an IU World

WE ARE NOT A PURDUE REGIONAL CAMPUS.

STUDENT INFORMATION SYSTEMS DO NOT PLAY NICE – PEOPLESOF vs. BANNER.

WE AGREE TO PLAY BY PURDUE RULES IN ORDER TO OFFER PURDUE DEGREES.
We are a Franchise!  “Would you like fries with that?”

Purdue in an IU World

LENGTHY PROPOSAL AND APPROVAL PROCESS: NEW COURSES, DEGREES, & CHANGES.

WE FOLLOW PURDUE’S SPECIFIC PROGRESSION RULES AND PROCESSES.

PURDUE TRUSTS US WITH OVERSIGHT, AND WE NOW AWARD 100% OF THE PURDUE DEGREES OFFERED ON THIS CAMPUS.
“The Price of Greatness is Responsibility”

---Winston Churchill
The Price of Greatness is Responsibility  --Winston Churchill

Purdue University Responsibilities

- Provide [written policies](#) that we agree to follow
- Publish [deadlines calendar](#) each semester
- Provide [database tool](#) for progression forms
- Provide [templates](#) for and publish research theses
- Provide students Purdue credentials, [student portal](#) for forms, and transcripts via Banner
IUPUI Graduate Office Responsibilities

- Support proposals for new degree programs and courses
- Coordinate recruitment for all graduate programs
- Host Graduate Affairs Committee
- Communicate IUPUI & Purdue policies for graduate programs
- Train department personnel
- Coordinate graduate student services, mentoring, government and organizations
- Maintain IU Graduate Bulletin
- Process graduate admissions and maintain application platform
- Coordinate University Fellowships, travel fellowships, and other award programs.
The Price of Greatness is Responsibility  --Winston Churchill

Purdue Graduate Recorder Responsibilities

• Maintain graduate roster each term
• Audit for degree requirements
• Assist Deans’ Offices in degree award
• Train department personnel in Purdue progression
• Troubleshoot student progression issues
• Format review and approval for all Purdue thesis documents
• Liaison with PU Graduate School, iTaP, and other Purdue departments
• Assist with exceptions to policy with Dean of IUPUI Graduate School
• Manage Purdue late fee processing
SOS/E&T Deans Office Responsibilities

- Participate in deans’ meetings with Purdue to help shape policy and advocate for our campus
- Communicate progression milestones and deadlines to students
- Assist in compliance with Purdue policies and procedures for all departments in the school
- Award degrees in SIS
- Distribute diplomas to students
The Price of Greatness is Responsibility  --Winston Churchill

Department Responsibilities

- Maintain annual student handbook(s) and notify students of their responsibilities
- Familiarity with Purdue Policies for Graduate Programs
- Track student milestones from admission to graduation
- Assist students with forms, submissions, and deadlines
- Remind faculty of grade posting, exam and deposit deadlines
- Keep forms workflow moving daily
- Only sign student progression forms in GSDB that meet requirements!
- Communicate policy, changes, requirements to advising faculty
- Refer students directly to appropriate campus services
- GSDB Users need to stay current with annual Purdue data and FERPA certifications
Student Responsibilities

- Learn about progression milestones and deadlines soon after admission
- Understand graduation requirements 1-2 semesters prior to graduation
- Regularly discuss progress with advisor or department personnel
- Ensure academic advisor is aware of plans including graduation, leave of absence, change of objective, etc.
- Thesis/dissertation students must pay deposit fee for Purdue to publish your work (bill sent to IU email & pay Purdue directly).
“If there is no struggle, there is no progress”

--Frederick Douglass
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

Admission → Plan of Study → Exams → Thesis → Graduation!

A C A D E M I C A D V I S I N G
Basic Progression Structure

- IUPUI and Purdue do not have a “live” student data connection – Data sharing is manual
- Late admission or registration students may not end up in Banner and need manual entry for database access – email Anita for help
- Track students who take the EAP exam - 
  they must take required
  English courses in order to graduate! (TOEFL 100+ or IELTS 7.5+ exempt)
- “Add-on” degrees = new application/admission
  - MS must be awarded at least 1 semester before PhD
  - Certificate can be awarded same semester as MS
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

Seamless progression and great academic advising go hand in hand!

Academic Advisors help students understand:

- Degree requirements and student responsibilities
- Key deadlines each semester
- Timeline for graduation

Academic Advisors should know the Student Handbook inside and out!

Grad and Undergrad Advisors work together on accelerated MS/BS degrees
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

- Use a paper form for advising and planning prior to student access to the GSDB
- Plan of Study is due *before* the first day of classes the semester of graduation
- Departments should review the POS with transcript for differences ahead of graduation semester & *before approving* POS
- Department signatures (at all levels) indicate that degree & departmental requirements are met with the POS as approved
- Student should initiate a change form if transcript does not match approved plan
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

Students should know before completing POS:

• Available course list is always 1-2 semesters behind – need to manually add courses not listed

• Purdue limit of 12 credits earned before degree admission: non-degree, undergraduate excess, combined (BS-MS), and transfer (Department maximum may be less than 12)

• Variable title courses only show generic title – actual topic should be on POS, not generic

• POS will be updated to reflect all courses and grades at the time of degree audit in the semester of graduation
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

Not to be included on Plans of Study:

- MS Courses on PhD Plan of Study
- Grades below C- (retake or substitute) *
- Transfer courses below B- *
- Combined (BS/MS) courses below B *
- Research 69800 and 69900
- S/F grade courses – must have letter grade
- English courses to satisfy English proficiency

Fulfilling English proficiency requirements is part of the graduation audit – EAP-required English must be passed and show on transcript in order to graduate

* Your department or degree may have higher standards than the Purdue minimum standards – consult your degree proposal
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

- Most course-only (non-thesis) degrees do not require a comprehensive final exam
- Degrees requiring a preliminary or final exam must have Form 8 to establish exam committee
- Exam committee need not be same as advisory committee
- Exam result forms (7, 10, 11) available to committee chair when Form 8 is finalized – no need to initiate
- Only one Form 8 for each exam – If deferring or changing exam date we can update the existing form – do not initiate a new one
"If there is no struggle, there is no progress.”  --Frederick Douglass

Basic Progression Structure

• Help students start the deposit process early!
• Committee members are responsible for thesis content – format review does not include grammar, punctuation, or spelling
• Pre-defense format review required at least 3 weeks before final exam/defense
  • Send Word document or PDF for LaTeX documents
  • School of Science send to scigrad@iupui.edu; E&T students work with department graduate coordinators.
• Post-defense (final) format review for both schools goes to pugrad@iupui.edu at least ONE WEEK before deposit deadline (send Word document or pdf if LaTeX)
• Latest Purdue Thesis Workshop slides are available on our website
Basic Progression Structure

- Student applies for graduation before the deadline through the school dean’s office: SOS E&T
- Candidacy enrollment is required in the term of graduation
  - CAND 99100 plus 1 or more credits of tuition-bearing enrollment
    - MS thesis students must be enrolled in 69800 research in the semester they defend and/or deposit their thesis – even if they are working on their PhD simultaneously
    - PhD students must be enrolled in 69900 research in the semester they defend and/or deposit dissertation
  - Non-Thesis students whose plan of study and final exam (if applicable) are complete can enroll directly into CAND 99200 with an exception form – no course enrollment required and flat fee of $150
“If there is no struggle, there is no progress.” --Frederick Douglass

Basic Progression Structure

Admission

Plan of Study

Exams

Thesis

Graduation!

ACADEMIC ADVISING
"If there is no struggle, there is no progress.”

--Frederick Douglass

Progression Tracking – IUIE Reports

Currently Enrolled Students

Enrollment in Candidacy

Students with “In Review” Status
“If there is no struggle, there is no progress.” --Frederick Douglass

Progression Basics

- IUJE Reports

CURRENTLY ENROLLED STUDENTS

STUDENTS WITH “IN REVIEW” STATUS

Call Anita if you need help with IUJE.
“If there is no struggle, there is no progress.” --Frederick Douglass

Progression Tracking – Graduate School DataBase (GSDB)

STUDENTS WITHOUT PLANS OF STUDY (HELP)

EXAM & THESIS FORMS (HELP)

CANDIDATE AUDITS (HELP)
“If there is no struggle, there is no progress.”

--Frederick Douglass

Progression Basics

STUDENTS WITHOUT PLANS OF STUDY

EXAM & THESIS FORMS

(HELP)

(HELP)
“If there is no struggle, there is no progress.”  --Frederick Douglass
“If there is no struggle, there is no progress.” --Frederick Douglass

Progression Tracking – GSDB (FAQ)

STUDENTS WITHOUT PLANS OF STUDY (HELP)

EXAM & THESIS FORMS (HELP)

CANDIDATE AUDITS (HELP)
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Progression Tracking – GSDB (FAQ)

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Progression Basics

STUDENTS WITHOUT PLANS OF STUDY (HELP)

EXAM & THESIS FORMS (HELP)

CANDIDATE AUDITS (HELP)

For Department Use
Confidentiality: All information is confidential. Any violation of this confidentiality will be handled in accordance with university policy.
“If there is no struggle, there is no progress.” — Frederick Douglass
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Progression Tracking – GSDB (FAQ)

MY SIGNATURE & PROXY SIGNATURE PAGES

HELPFUL GSDB REPORTS & DOCUMENTS

GRADUATE FACULTY APPOINTMENT
“If there is no struggle, there is no progress.” -- Frederick Douglass
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Progression Tracking – GSDB (FAQ)

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Progression Tracking – GSDB (FAQ)

MY SIGNATURE & PROXY SIGNATURE PAGES
HELPFUL GSDB REPORTS
GRADUATE FACULTY APPOINTMENT
“If there is no struggle, there is no progress.”

Progression Basics

Progression Tracking

Helpful GSDB Reports & Documents

Graduate Faculty Appointment
“If there is no struggle, there is no progress.” — Frederick Douglass

Progression Basics

Progression Tracking

GSDB (FAQ)

Helpful GSDB Reports & Documents

MY SIGNATURE

& PROXY SIGNATURE

PAGES

GRADUATE FACULTY APPOINTMENT

HELPFUL GSDB REPORTS & DOCUMENTS

PROGRESSION BASICS

PROGRESSION TRACKING

GSDB (FAQ)

MY SIGNATURE

& PROXY SIGNATURE

PAGES

GRADUATE FACULTY APPOINTMENT
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### Nominee Information

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| Pursue Employee (please choose option from the dropdown menu) | Province, INDIANA }
“If there is no struggle, there is no progress.” — Frederick Douglass
“We do all of our work in consideration of Murphy’s Law”

--John Stapp
1954 world land speed record holder
pioneer of high speed safety standards
The Purdue Late Fee of $200 has been established to help cover costs of additional processing for students who do not adhere to the deadlines and standards for progression. The fee is charged once even if student meets more than 1 reason:

- Late Plan of Study (after first day of classes in the graduation term)
- Enrollment in Candidacy after first 4 weeks of semester
- Enrollment in Candidacy 3 or more semesters for the same degree
- Request to change thesis or dissertation after deposited

Late fee form is submitted to our office with or without an appeal form. Late fees that are not waived are added to the student’s IUPUI Bursar account.
Deferring Graduation

Anytime during the semester of candidacy, a student may decide to defer graduation to a subsequent semester.

- If student was enrolled in CAND 99200, it will need to be dropped or will receive an “F” grade and show on transcript.
- CAND 99100 does not need to be dropped.
- If the Audit form has already been created in GSDB, it must be rejected/removed from candidacy.

Please email a request to defer graduation to Purdue Recorder and the Deans Office for your school (Anita and Karen Sloan or Mary Harden).
Students who committed to early deposit of thesis by enrolling in CAND 99200 must complete deposit by the early deposit deadline or change their enrollment.

- **Action needed:**
  - Notify Graduate Recorder for drop/add permissions
  - *Drop CAND 99200 (Late Add/Drop in One.IU)*
  - *Add CAND 99100*
  - *Add 1+ credit(s) of Research or Coursework*
“We do all of our work in consideration of Murphy’s Law”

--John Stapp

Missed a Deadline – End of Semester

- **Final Candidacy Deadline** - Last day to declare candidacy with Purdue Late Fee – usually 4 weeks before end of semester
- **Final Exam Deadline** – usually 1 week before deposit deadline
- **Final Deposit Deadline** – usually at or shortly before end of classes
  - **Action needed:**
    - *Email to Deans Office and Recorder to defer graduation to following semester*
    - *Student to enroll again in candidacy plus research or course*
    - *Audit form to be rejected*
Grades and GPA

Graduate programs require a 3.0 GPA for graduation based on the coursework listed on the Plan of Study (excluding transfer courses).

- **Defer graduation for students who will not meet this requirement in order to retake coursework.**
- **Students who have retaken a course must change the term in their plan of study – it is not updated.**

All courses on the graduate transcript must have final grades (no “I,” “R,” or “NR”) to graduate even if they do not appear on the Plan of Study.
PhD Declarations of Intent (Award Campus)

Students who chose Purdue West Lafayette as their award campus must remain enrolled without a gap of 3 or more semesters to continue as a PWL awarded student – such a break will void the DOI and revert to IUPUI award.

Any student who chose Purdue award initially can change to IUPUI award at any time with no issues/no questions asked. Email our office for details.

Remember the Form 380 for degree award on another campus and the Reciprocal Fee forms for these students. Our office does not handle them.

All student questions, issues, requirements related to Purdue WL awarded degrees must be referred directly to Purdue – Nicole Barr can address or redirect: nbarr@purdue.edu
“We do all of our work in consideration of Murphy’s Law”

--John Stapp

Exceptions

Exceptions are possible in all things considering human nature and our inability to control all circumstances.

• Requests must come from the department chair and not from the student.

• Requests must include a detailed narrative of why the exception should be granted and be addressed to Dr. Blum in the IUPUI Graduate Office (and copy Anita).

• Student irresponsibility is rarely a reason to grant an exception, especially to hard deadlines

The IUPUI Graduate Office is committed to student progress and wellbeing and will make every effort to assist students in extenuating circumstances – especially during COVID-19.