



IUPUI

IU GRADUATE SCHOOL

Graduate Recorder Presentation

October 15, 2020



INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

IUPUI GRADUATE OFFICE



IUPUI - UGS Degrees Awarded

September - August	2019 to 2020	2018 to 2019	2017 to 2018	2016 to 2017	2015 to 2016	2014 to 2015
Graduate Certificates	68	42	40	34	58	36
Master of Arts	121	97	135	129	121	115
Master of Science	101	95	84	85	64	85
PhD	78	69	77	80	79	75
Total	368	303	339	328	322	311



IUPUI - UGS

Fall 2020 Enrollment

- **Certificate - 70**
- **Master of Arts - 269**
- **Master of Science - 154**
- **PhD - 608**

Total Enrolled = 1101



IUPUI

IU Graduate School Updates



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IU Graduate School Updates

New format checklist

- Use with formatting template
- <https://graduate.iupui.edu/theses-dissertations/formatting.html>

Bindery list can be found at

- <https://graduate.iupui.edu/theses-dissertations/formatting.html>

Transfer credit report (revised for IUPUI August 2019)

- No longer accepting outdated forms
- Located in General Forms & General eDocs
<https://graduate.iupui.edu/forms/index.html>



IU Graduate School Updates (continued)

- Progression eDocs
 - Student should use their university email user name
 - Program verify bulletin year

- Use Document Search
 - Faculty and Staff resources, searching for eDocs
 - www.One.IU.edu

- UGS eDoc Group Membership (approvers)
 - <https://graduate.iupui.edu/faculty-staff/guides.html>

- eDocs and Commencement
 - eDocs have ZERO to do with Commencement
 - Submit eDocs only when student is near completion of their degree requirements.

- IU Graduate School Application for Graduation
 - For commencement notifications

Progression Movement with Impact

- When “I” becomes an “F”
 - One year after the semester course was registered
- Posting prior semester grades
 - Not instantaneous
 - May require registrar’s office assistance
- When revalidation must occur
 - Master students
 - Courses cannot be older than five years at time of degree award
 - Revalidation should be approved no less than one month prior to degree award
 - PhD students
 - Courses cannot be older than seven years at time of the qualifying exam
 - Revalidations must be approved before taking the qualifying exam
- Update Form or Re-Application
 - Lack of enrollment for more that 12 months, but less than 24 months.
 - Lack of enrollment for more than 24 months.
- Not going to graduate Fall 2020?
 - Communicate with your student
 - Communicate with us



University Graduate School Bulletin

The Indiana University Graduate School (UGS) Bulletin is your comprehensive guide to graduate programs conferred through IU.

The bulletin is updated annually. An email will be sent to the bulletin contact in your School/department with information on how to submit your bulletin entry. Your IUPUI contact person is Dezra Despain at dezdes@iupui.edu.

All program changes and/or new programs must be approved by the GAC and be updated in the UGS Bulletin. Any deviation from the UGS Bulletin the student uses must be approved by Dr. Janice Blum, IUPUI Associate Dean of the University Graduate School. I think this is really important to have in here.

Certificate Highlights

- Certificate students and graduation
- Certificate in conjunction with Master degree
- Certificate progression checklist including timeline

Certificate Highlights

- Certificate students and graduation
 - Cannot be awarded if not in a certificate program
 - Can only graduate May, August or December
 - 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)

- Certificate in conjunction with Master degree
 - Student must be formally admitted to certificate program
 - Certificates can double dip credits only before master degree is awarded.

- Certificate progression checklist including timeline
 - Has been updated/Discard old versions
 - <https://graduate.iupui.edu/forms/index.html>

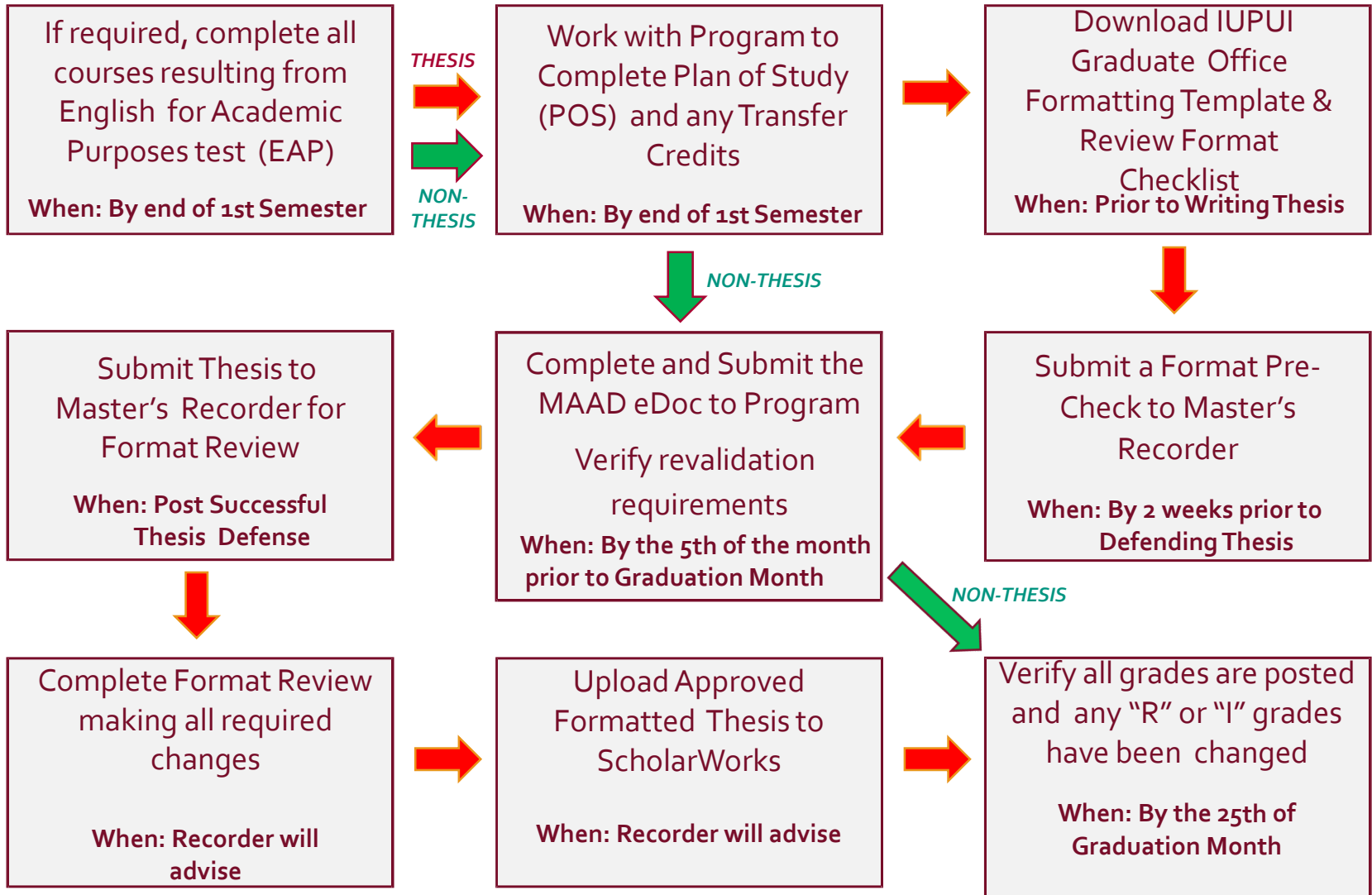


Master Degree Highlights

- Graduation Progression for Master Students
- Master Degree Highlights
- Reasons why a MAAD might be returned/disapproved
- G510 and G511



Master's Student Graduation Progression



Master Degree Highlights

- ❑ Transfer Credits for Master's Students should be submitted, via gradrec@iupui.edu, during the 1st year.
- ❑ Student submits MAAD edoc to the Program by the 5th of the month prior. Allows 10 days for Program to perform audit, approve and submit.
- ❑ Master degree in conjunction with certificate
 - Student must be formally be admitted to both certificate and master degree programs in order to double dip credits.
 - Once a master degree is awarded, cannot double dip credits for certificate.

Master Degree Highlights

- To avoid back-and-forth emails, please use the “Notes” section listed at the bottom of the MAAD to add notes if there are any changes made to the PoS, graduation month or bulletin year.
- If (thesis) student misses ScholarWorks upload deadline given by the Recorder, we will keep the MAAD and change graduation date to month thesis upload approved.
- Thesis students will be offered two format reviews. If the second review is not corrected, we will have the student contact the program for assistance.
- If you want to know the movement of the MAAD eDoc, you can look at the Route Log found in Document Search.

Reasons why a MAAD might be returned/disapproved:

- Graduation date already passed
- PoS not attached
- Bulletin Year not indicated
- Semester codes incorrect/missing
- "Requirement Type" missing or does not align with Bulletin

- Course Numbers not listed
- Lack of enough credits
- Internship/Exam/Research requirements not indicated
- Outstanding grades not posted in SIS by Registrar deadline.
- Supplemental forms missing (Sub, Transfer, Reval, etc...)
- Progression not approved



GRAD G510 and G511

- ❑ For UGS Master students who have completed all required coursework
- ❑ GRAD G510 Master's Advanced Progression and Analysis – 1 credit
 - For those who need additional time to complete outstanding work to replace I or R grades, research and/or writing. 6 credit max.
- ❑ GRAD G511 Master's Culminating Thesis Writing and Evaluation – 1 credit
 - For those who had to stop out AFTER completing required courses. Students would enroll in this at the end, or final phase of their research in the semester they plan to graduate. 1 credit max.
 - **Depending on when they were last enrolled they may need to complete the admissions update form OR a new application**
- ❑ Registration must be approved by graduate advisor
 - email gradrec@iupui.edu approval and Univ. ID.
- ❑ Advisor must report grade (S/F/I) at the end of the semester
 - email to gradrec@iupui.edu
- ❑ Flat-rate (\$150)
- ❑ DO NOT carry “full-time” status



Doctoral Degree Highlights

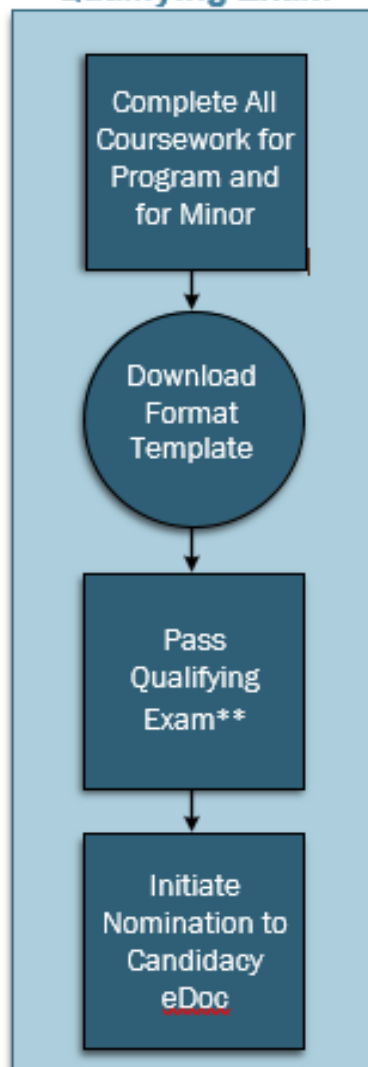
- PhD Progression
- PhD Highlights

Ph.D. Degree Progression

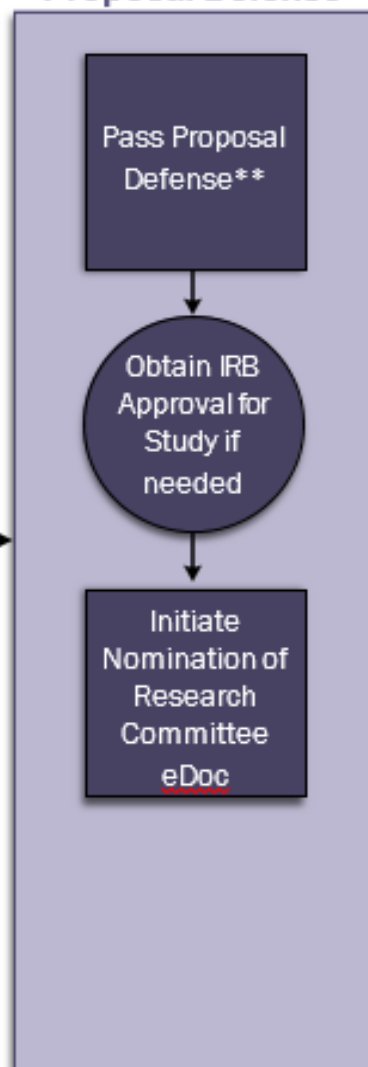
Click on each step to read a more detailed description of the noted processes and requirements*

See the next page for a more complete description of all required and potential steps of the Ph.D. student progression

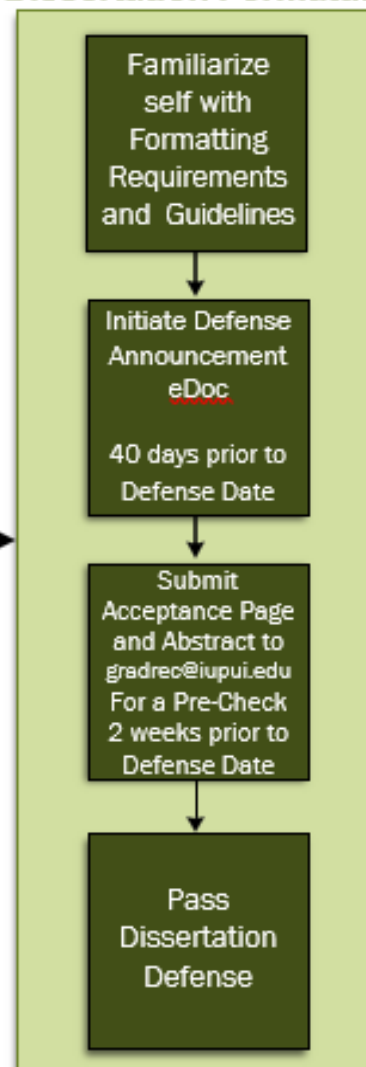
Qualifying Exam**



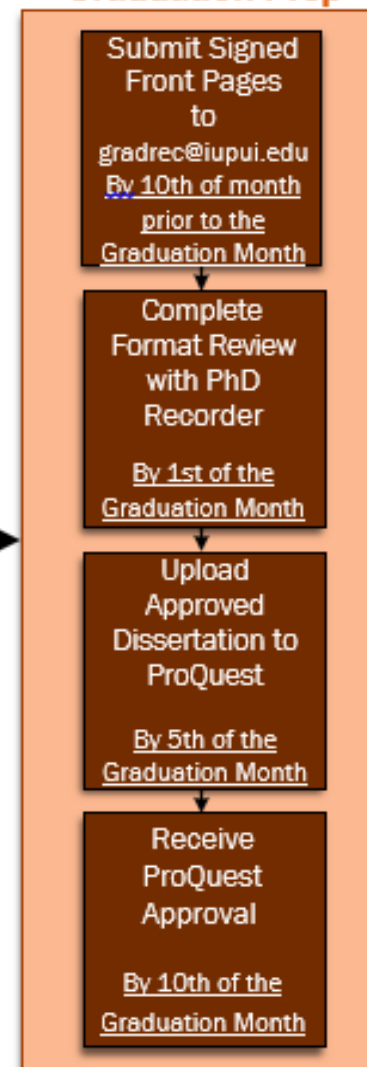
Proposal Defense**



Dissertation Formatting



Graduation Prep



PhD Highlights

- ❑ Graduation and Dissertation Requirements.
(<http://graduate.iupui.edu/forms/index.html>)

- ❑ Before Qualifying Exam can occur:
 - Degree requirements and Minor courses must have grades
 - Transfer credits must be approved
 - Converting grades (MD to PhD) forms must be approved
 - Plan of Study and Minor forms must be submitted
 - Course substitutions must be submitted
 - Revalidation – courses must be no more than 7 years old at time of qualifying exam

PhD Highlights (continued)

- Nomination to Candidacy (NTC) eDoc:
 - Faculty administering the qualifying exam must be the Advisory Committee members.

- Nomination of Research Committee (NOR) eDoc:
 - Program verify graduate faculty status, endorsement, limited status
 - IRB must be approved before submission of (NOR)
 - Dissertation Prospectus (1-2 pages only) is required.

- 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.

PhD Highlights (continued)

- Delays to processing doctoral progression
 - Coursework not completed and/or not graded before qualifying exam
 - Missing grades
 - Research committee faculty not approved as graduate faculty, endorsed or limited status
 - Not enough endorsed members on the research committee
 - Missing continuous registration
 - Misuse of G901
 - G901 registration may occur after qualifying exam is passed, and grades are posted for the 90 credits counting for the degree. Limit six (6) registrations.



Thesis/Dissertation Students

- Thesis/Dissertation Template
- Thesis/Dissertation Format Workshop
- Writing Group - Update

Thesis/Dissertation Template

This template addresses many of the formatting issues that students regularly struggle with during their format reviews.

<https://graduate.iupui.edu/theses-dissertations/formatting.html>

- Includes instructions for PC and MAC users;
- Fewer format reviews;
- Fewer returns to the programs for additional format assistance;
- Fewer delays in graduation;
- Format review write-up is now in a checklist format.

Thesis/Dissertation Format Workshop

- Hosted upon department request
- No registration fee
- May request session as often as desired
- Currently all sessions are scheduled as Zoom meetings
- Request by emailing gradrec@iupui.edu

Students of programs hosting workshops have fewer format questions, do a better job with formatting and have few errors.

Writing Group

- **Title of Event:** Weekly Graduate Write-on-Site
- **Sponsoring Programs:** University Writing Center & Graduate Office
- **Date/Time of Event:** Thursdays 3-5pm
- **Zoom link:** <https://iu.zoom.us/j/5417543236>

Progression Workshop for Faculty and Staff

- ❑ Need help with plan of study, timelines, eDocs, revalidations?
 - Feel free to request a training session
 - We offer email and Zoom sessions
 - Email request to gradrec@iupui.edu



THANK YOU!

- Questions?
- Email us at gradrec@iupui.edu