

## Master's Degree Progression Checklist for Thesis Students

**(For Master's Degree students who are in University Graduate School programs.)**

**Updated 4/1/2017 - No Requirements were changed**

√	<b>Admission Letter, Final Transcript and EAP Requirements</b>		
Program – at the time of admission	Admission Letter	Attach to the <b>Graduate Application</b> eDoc when admitted.	
Program	Final Transcript	Attach to the <b>Graduate Application</b> eDoc final transcript showing conferral of the undergraduate degree when the student is admitted. If it is not the final transcript with the degree conferral, send the final transcript via <a href="#">RTS</a> during the student's first semester.	
Student	EAP Requirements	If required, complete courses resulting from the English for Academic Purposes test (EAP).	
Program	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken before submitting the <b>Master's Application for Advanced Degree (MAAD)</b> eDoc.	

**All forms and/or eDocs can be found on our website at**

**<http://graduate.iupui.edu/forms/index.shtml>**

Program	Transfer Credits	Any transfer of credit for coursework from an outside institution or outside your IUPUI school, which lists a course from another IUPUI school that is being matched to your student's plan of study, will require written approval from the IUPUI School that offers the course(s). The memo must include the student name, UID, program and all courses requested for approval identified by course number, title and credit hour assigned to the course. This memo must be from the School's Dean of Graduate Studies and/or Graduate Program Director that offers the courses. <b>Send completed form along with a copy of the official transcript (front and back) to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> within the first year.</b> <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a>	
Program	Course Substitution	When appropriate, send completed forms to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a>	
Program	Course Revalidation	If applicable, send completed form as soon as possible to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> . Must be submitted before the Master's Application for Advanced Degree (MAAD) eDoc. <b>Note: The form should include details of how the course(s) is being revalidated.</b> <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a>	
Program	Plan of Study	Plan of Study (POS) must be attached to the MAAD eDoc. The POS should identify courses by category (i.e. core, elective, research, etc.) and must contain the concentration /track if your program offers multiple areas of study. If the concentration/track is not listed, the eDoc will be returned to the program. The link and POS examples can be found at <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a> .	
Student	Graduate & Professional Program Update Form	When a student wants to return to a program after being out between 12 and 24 months, they must complete the "Graduate and Professional Program Update Form" <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a> . Students submit the completed form directly to their program for approval. If the student has not enrolled for more than 24 months they must reapply to the program to be reactivated. <b>Programs must send the approved Graduate and Professional Program Update Form to our office via <a href="#">RTS</a> for processing.</b>	

Program	Termination of Study Form	Submit completed form to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> as soon as possible to avoid student registering after termination. <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a>
Program	Leave of Absence	Submit completed form to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> within two weeks of the student's notification to take leave. <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a>
Program	Return for Leave of Absence	Submit completed form to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> one week prior to the student's return. <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a>

## Process and Deadlines

Student	Outstanding Grades	Verify that all "R" and "I" grades have been changed, or will be changed by the 25 <sup>th</sup> of the graduation month.
Program	Outstanding Grades	Deadlines for <b>May, August and December</b> graduates are university wide deadlines that can be found on the Office of the Registrar's <a href="#">website</a> . The deadline for all other months is no later than the 25 <sup>th</sup> of the graduation month.

### MONTH PRIOR TO ANTICIPATED GRADUATION MONTH DEADLINES

Student	Formatting	Visit <a href="http://graduate.iupui.edu/theses-dissertations/formatting/index.shtml">http://graduate.iupui.edu/theses-dissertations/formatting/index.shtml</a> for information on formatting your thesis.
Student	Format Pre-check	Two weeks before defending, email an unsigned copy of the acceptance page to <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> for a format pre-check. Within a few days you will receive an email to let you know if any issues were found.
Student	1 <sup>st</sup> of month prior to the anticipated graduation month	Defend thesis
Student	10 <sup>th</sup> of the month prior to the anticipated graduation month	Once thesis is committee approved and acceptance page is signed, submit all items via email ( <a href="mailto:gradrec@iupui.edu">gradrec@iupui.edu</a> ) or via Box, Dropbox, Slashtmp, or bring to the IUPUI Graduate Office on a flash drive no later than the 10 <sup>th</sup> of the month prior to the anticipated graduation month.
Student	Student should initiate the Master's Application for Advanced Degree (MAAD) eDoc leaving enough time for the program to approve/submit the eDoc by the 15 <sup>th</sup> of the month prior to the anticipated graduation month	<b>Complete and submit the MAAD eDoc during final semester allowing plenty of time for the program to approve the eDoc by the 15<sup>th</sup> of the month prior to the anticipated graduation month.</b> (NOTE: If you have been out of the program more than 12 months and less than 24 months you will have to complete a "Graduate and Professional Program Update Form" found on our website. Send the completed form directly to your program for approval. Do not send the form to the IUPUI Graduate Office. If you have been out for more than 24 months, you will have to reapply to the program before being allowed to complete the MAAD eDoc.) Graduate and Professional Program Update Form and MAAD eDoc can be found at: <a href="http://graduate.iupui.edu/forms/index.shtml">http://graduate.iupui.edu/forms/index.shtml</a> .
Program	Approve Master's Application for Advanced Degree eDoc no later than the 15 <sup>th</sup> of the month prior to the anticipated graduation month	<b>DO NOT complete for your students.</b> Complete your portion of the eDoc (all except final semester grades) and verify that the degree requirements have been met using the University Graduate School (UGS) Bulletin from the appropriate year before approving. <b>The eDoc must be approved by all program approvers no later than the 15<sup>th</sup> of the month prior to the student's anticipated graduation month</b> Late approvals will force us to change graduation to a later month. Any deviation from the UGS Bulletin must be approved by Dr. Janice Blum ( <a href="mailto:jbllum@iupui.edu">jbllum@iupui.edu</a> ) and attached to the eDoc.

### MONTH OF GRADUATION DEADLINES

Student	1 <sup>st</sup> of the anticipated graduation month	Student will receive an email by the <b>1<sup>st</sup> of the anticipated graduation month</b> with an explanation of issues found during format review (if any).
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			Student will work with the recorder until issues are corrected. Once approved, the student will receive an email from the library (ETD) with instructions and a link to upload their thesis to ScholarWorks.
	Student	5 <sup>th</sup> of the anticipated graduation month	The format approved thesis must be uploaded to ScholarWorks by the <b>5<sup>th</sup> of the anticipated graduation month</b> . If issues are found by the recorder, students will have <b>5 days</b> to make corrections and reload to ScholarWorks.
	Student	10 <sup>th</sup> of the anticipated graduation month	If the final approved thesis is not uploaded to ScholarWorks by the <b>10<sup>th</sup> of the anticipated graduation month</b> , the Master's Application for Advanced Degree (MAAD) eDoc will be returned to the student. The student will need to make the final submission to ScholarWorks, update the thesis title page with the same month, and then change the graduation month on the MAAD eDoc before resubmitting.
	Student	Bindery Information	Students must check with their program for bound document requirements. The bound document(s) must contain a photocopy of the signed acceptance page. National Library Bindery Co., 55 South State Avenue #100, Indianapolis, IN 46201 (317.636.5606) <a href="http://www.nlbc.com">www.nlbc.com</a> .

## Degree, Transcript and Diploma

	Student	Degree Date	IU degrees can be awarded monthly. The degree date is the last day of the month, except for May, August and December. May degree date is Mother's Day(USA); August and December degree date is the last day of IUPUI classes, visit the academic calendar on the Office of the Registrar's <a href="#">website</a> .
	Student	Transcript	Once your degree is posted, it will immediately appear on your transcript. To order transcripts, visit the Office of the Registrar's <a href="#">website</a> .
	Student	Diploma	Once our office receives your diploma, you will receive an email via your <b>preferred email address</b> that's listed on your <a href="http://One.IU.edu">One.IU.edu</a> account. This email will contain instructions on how you'll be able to receive the diploma. Make sure to keep your home address in <a href="http://One.IU.edu">One.IU.edu</a> current. That is the only address used to send your diploma.

## Additional Resources

### Faculty and Staff:

Please check out our Guides and Job Aids at <http://graduate.iupui.edu/faculty-staff/guides.shtml> for information on: Admissions; eApp; IUIE; Workshops; eDocs

### Students:

Please check out the eDoc Help Guides for information on:

[Document Types](#); [Searching for eDocs](#); [Understanding the Route Log](#)