Purdue Graduate Certificate Progression Checklist

(For Graduate Certificate students in Purdue Graduate School programs)

Admission Letter, Final Transcript and EAP Requirements			
	Student also enrolled in MS	Application/Admission to Certificate	Student must be admitted to the certificate before completing 6 course credits that will be used to fulfill the Graduate Certificate requirements
	Program – at the time of admission	Admission Letter & Transmittal Form	Attach to the **Graduate Application** in WebAdMIT when admitted.
	Program	Final Transcript	Attach to the **Graduate Application** in WebAdMIT student's final, official 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, official transcript via Request Tracking System (RTS) during the student's first semester..
	Student & Program – Year 1	Official Diploma	If an international institution does not list degree conferral on the final official transcript, the Graduate Office must physically verify the official diploma showing the degree has been awarded. Provisional Certificates are not sufficient. Student must bring official diploma to office (UL 1170) for verification.
	Student – 1ˢᵗ semester	EAP	If required, take the English for Academic Purposes test (EAP), before classes begin your first semester. Complete courses resulting from placement during first term.
	Program – 1ˢᵗ semester	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken during first term of enrollment.
Process and Deadlines			
	Student	Purdue Career Account	When Purdue Career Account information is available to students – usually **half-way through the first semester of graduate study** – access to Purdue systems can be initiated. Career Account and Purdue Boiler Key setup instructions can be found on the Credentials Page of the Purdue Student Resources site.
	Program	Transfer Credits	Any transfer of credit – if allowed on the Graduate Certificate – for coursework from an outside institution approved to apply towards the graduate certificate must be transferred using the Graduate Credit Transfer Report. **Submit completed form along with the front and back of all pages of official transcript via RTS at the same time the Certificate Plan of Study is submitted.** Details and Transfer Form can be found on the Credit Transfer Page of the Purdue Student Resources site. Transfer requests for international institutions will be reviewed by OIA for credit transfer ratio prior to processing.
	Program & Student	Plan of Study (Late Fee for late submission and approval)	A Plan of Study (POS) is *required* and must be submitted *and approved* with the appropriate pdf plan of study form for the certificate. Forms are found on the Purdue Forms Database page of the Purdue Student Resources site. Open the **Plan of Study accordion fold** to download the Graduate Certificate plan of study forms.
	Program	Termination of Study Form	In the event a student leaves a degree program after enrolling in classes (i.e., stop MS to do PhD or leave IUPUI to study in another university, etc.), please submit a completed Termination of Study form via RTS as soon as possible so that the program can be discontinued. Include with submission any email from student confirming that they are leaving program. Form and details are found in the Termination of Study page.

Student	Apply for Graduation	When a student has identified the semester they will meet graduation requirements, the Application for Graduation must be submitted to the School – details can be found on the Planning to Graduate page in our Purdue Student Resources – choose the tab for the appropriate School and scroll to their Application for Graduation. • Fall grads – apply for graduation by prior May 15 • Spring grads – apply for graduation by prior October 15 • Summer grads – apply for graduation by prior January 15 School of Science students – please note that the SOS application only works for the first SOS degree obtained – email scigrad@iupui.edu if pursuing a second SOS degree to share information about graduation plans.

<div align="center" style="color:red">**SEMESTER OF ANTICIPATED GRADUATION DEADLINES**</div>

Student	Registration	Register for CAND 99100 and at least 1 tuition-bearing credit. If all courses are complete the semester prior to graduation, check with department coordinator about requesting exception to enroll in CAND 99200 instead.
Student	Outstanding Grades	Verify that all "R" and "I" grades have been changed, or will be changed by the grade posting deadline the semester of graduation.
Program	Outstanding Grades	IU deadlines for submitting grades in SIS can be found on the Registrar's Official Calendar website as well as on the School Deadlines page.

Degree, Transcript and Diploma

Student	Degree Date	IUPUI students in Purdue programs receive a Purdue diploma. Purdue degrees are awarded in May, August, and December. Visit the Academic Calendar on the Office of the Registrar website for degree conferral dates.
Student	Transcript	Once the degree is posted, it will immediately appear on the IUPUI Transcript; however, recorders have a few weeks after the grade posting deadline to audit and finalize degree award which is backdated to the conferral date. The Transcripts page from the Office of the Registrar website has all the details about ordering an official transcript. If a transcript is desired from Purdue West Lafayette, students must email the Purdue Registrar at transcripts@purdue.edu and request manual transcript updating (include PU and IU ID numbers and IUPUI transcript showing the awarded degree). Once updated, students can order an official transcript copy from Purdue. The updating process can take a few weeks.
Student	Diploma	Diplomas are sent from the printer to the School Dean's Office. Students will receive communication from the school about diploma distribution to the **preferred email address** listed in the One.IU Student Center. This email will contain instructions and options for receiving the diploma.