

## Purdue PhD Progression Checklist

**(For PhD students in Purdue Graduate School programs)**

| <b>Admission Letter, Final Transcript and EAP Requirements</b> |   |   |   |
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|  | <b>Program</b> – at the time of admission | Admission Letter & Transmittal Form                       | Attach to the <b>Graduate Application</b> in WebAdMIT when admitted.  |
|  | <b>Program</b>                            | Final Transcript  | Attach to the <b>Graduate Application</b> 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 <a href="#">Request Tracking System (RTS)</a> during the student’s first semester..   |
|  | <b>Student &amp; Program</b> – 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.  |
|  | <b>Student</b> – 1 <sup>st</sup> 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.  |
|  | <b>Program</b> – 1 <sup>st</sup> semester | EAP Requirements  | Track EAP requirements for non-native English speakers and verify required courses were taken during first term of enrollment.  |
| <b>Process and Deadlines</b>                                   |   |   |   |
|  | <b>Student</b>                            | Purdue Career Account                                     | When Purdue Career Account information is available to students – usually <b>half-way through the first semester of graduate study</b> – access to Purdue systems can be initiated. Career Account and Purdue Boiler Key setup instructions can be found on the <a href="#">Credentials Page</a> of the Purdue Student Resources site.  |
|  | <b>Student</b> – Year 1                   | Advisory Committee  | Within the first year of study in a PhD program, the Advisory Committee should be formed. The student’s academic advisor will help choose the appropriate faculty members for the intended research.  |
|  | <b>Program</b> – Year 1                   | Transfer Credits  | Any transfer of credit for coursework from an outside institution which has been approved to apply towards the PhD degree must be transferred using the Graduate Credit Transfer Report, including approved awarded Master’s degree credits which will not be listed on the PhD Plan of Study. <b>Submit completed form along with the front and back of all pages of official transcript via <a href="#">RTS</a> at the same time the PhD Plan of Study is submitted.</b> Details and Transfer Form can be found on the <a href="#">Credit Transfer Page</a> of the Purdue Student Resources site. Transfer requests for international institutions will be reviewed by OIA for credit transfer ratio prior to processing.                             |
|  | <b>Program &amp; Student</b>              | Plan of Study (Late Fee for late submission and approval) | A Plan of Study (POS) is <i>*required*</i> and must be submitted <i>and approved</i> in the Purdue Graduate Student Database before the start of classes the semester of anticipated graduation. The electronic Plan of Study is accessed through the <a href="#">myPurdue student portal</a> using the student’s Career Account. Instructions and more information can be found under the <a href="#">Purdue Forms Database</a> page of the Purdue Student Resources site. Open the Plan of Study accordion fold to download an instructional pdf entitled <a href="#">Student Plan of Study Instructions</a> . Note that PhD students approved to utilize credits from a previous MS degree should not list those courses on their PhD Plan of Study. |

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|  | <b>Program</b>               | Termination of Study Form                | In the event a student leaves a degree program after enrolling in classes (i.e., stop PhD to get MS or leave IUPUI to study in another university, etc.), please submit a completed Termination of Study form via <a href="#">RTS</a> 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 <a href="#">Termination of Study</a> page.  |
|  | <b>Student – Years 2-4</b>   | Coursework                               | Student will complete coursework and verify grades are posted on their transcript.  |
|  | <b>Student – Years 2-4</b>   | Qualifying Exam                          | Student must pass qualifying exams to continue to Preliminary Exam  |
|  | <b>Student – Years 2-4</b>   | Form 8: Preliminary Exam                 | Once Qualifying Exams are passed and Plan of Study is approved, students will work with your department and committee to schedule the Preliminary Exam. At least 1 month prior to the scheduled Prelim Exam, GS-Form 8 must be submitted to establish the Preliminary Exam Committee. This electronic form is accessed through the <a href="#">myPurdue</a> student portal.   |
|  | <b>Program</b>               | Form 10: Preliminary Exam                | After the Preliminary Exam is held, committee members must approve or reject the electronic Form 10: Report of the Preliminary Examination. This form is automatically generated with approval of the Form 8 to establish exam committee and exam date.   |
|  | <b>Student</b>               | Change to the Plan of Study              | If student needs to change the members of the Advisory Committee or courses on the Plan of Study which must exactly match those listed on the IUPUI transcript, a Change to the Plan of Study must be submitted through the <a href="#">myPurdue</a> student portal. <a href="#">Change to Plan of Study Instructions</a> can be downloaded from the Purdue Graduate Student Resource page.   |
|  | <b>Student &amp; Program</b> | Enrollment between Prelim and Final Exam | Purdue requires at least 2 full terms of enrollment between the term of the Preliminary Exam and the term of the Final Exam. For example, a student who passes the prelim exam in a spring session is eligible to take the final exam (provided they are registered the following summer and fall terms) beginning with the following spring term. The last date to have taken the Prelim Exam is included in each semester's <a href="#">Graduation Deadline Calendar</a> .  |
|  | <b>Student Years 4-5</b>     | Pre-defense                              | Once the dissertation draft has been reviewed by a student's research committee and it is agreed that it is ready for defense, a copy is provided to each member of the committee and a defense date is arranged. At least four weeks should be allowed between the time the committee members are given their copies and the date of the defense so that the committee will have sufficient time to read and critique the work. The four-week waiting period also allows other interested faculty members to plan to attend the defense meeting as well.   |
|  | <b>Student</b>               | 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 <a href="#">Planning to Graduate</a> page in our Purdue Student Resources – choose the tab for the appropriate School and scroll to their Application for Graduation. <ul style="list-style-type: none"> <li>• Fall grads – apply for graduation by prior May 15</li> <li>• Spring grads – apply for graduation by prior October 15</li> <li>• Summer grads – apply for graduation by prior January 15</li> </ul> School of Science students – please note that the SOS application only works for the first SOS degree obtained – email <a href="mailto:scigrad@iupui.edu">scigrad@iupui.edu</a> if pursuing a second SOS degree to share information about graduation plans.<br>NOTE: Students enrolled in MS while also in PhD must have the MS awarded at least 1 semester prior to award of the PhD. |

## SEMESTER OF ANTICIPATED GRADUATION DEADLINES

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| <b>Student</b>             | Registration                | Register for CAND 99100 and at least 1 tuition-bearing credit – for PhD students, there must be at least one 69900 Research credit – additional registration is not prohibited. If all requirements are met with the exception of defense and/or deposit and those are planned to be complete in the first half of the term, check with department coordinator about requesting exception to enroll in CAND 99200 only.   |
| <b>Student</b>             | Formatting the Dissertation | Visit <a href="#">Purdue Thesis and Dissertation</a> pages for information regarding thesis formatting requirements, including the required Templates in Word or LaTeX.   |
| <b>Student</b>             | Form 8: Final Exam          | Work with your department and committee to schedule your Final Exam (dissertation defense). At least 3 weeks prior to your scheduled defense, you must submit the GS-Form 8. This electronic form is accessed through your <a href="#">myPurdue</a> portal.   |
| <b>Engineering Student</b> | Format Pre-check            | Engineering PhD students are required to have a pre-defense dissertation format review with the department graduate coordinator. Must receive department format approval prior to Graduate Office review. LaTeX is the required template unless prior authorization is given for Word Template Three.   |
| <b>Science Student</b>     | Format Pre-check            | School of Science PhD students are required to have a pre-defense format review at least 3 weeks before defending. Dissertation Word file or LaTeX pdf should be sent to <a href="mailto:pugrad@iupui.edu">pugrad@iupui.edu</a> using <a href="#">Secure Share</a> in One.IU. Send Secure Share password via separate email. Within a few days an email will be sent with feedback, issues, or edits needed.  |
| <b>Student</b>             | Defense                     | Defend dissertation and receive all form approvals before the Final Exam Deadline.  |
| <b>Student</b>             | Post Defense Format Review  | At least 2 weeks before the Deposit Deadline, a final format review will be necessary as soon as possible following successful defense and any committee-required revisions. Dissertation Word file or LaTeX pdf should be sent to <a href="mailto:pugrad@iupui.edu">pugrad@iupui.edu</a> using <a href="#">Secure Share</a> in One.IU. Send Secure Share password via separate email. The student will be notified via email once the review is complete and notification will include the need for a second review. The student will make any necessary revisions prior to deposit. |
| <b>Student</b>             | Deposit Uploads             | At least 4 days before the Deposit Deadline, the student will upload the approved thesis to HammerRR via the link found in the Plan of Study portal at <a href="#">MyPurdue</a> . After the HammerRR deposit is approved, an IUPUI ScholarWorks account will be initiated and notified by email. Student will upload to IUPUI ScholarWorks using the instruction in the ETD email. If either upload requires revisions, the student must complete revisions and reload immediately by the final deposit deadline.   |
| <b>Student</b>             | Deposit Approval            | All uploads and form signatures must be secured before the final deposit deadline or graduation will postponed by a semester.   |
| <b>Graduate Office</b>     | ETAF Approval               | Once all deposits have been made and approved, and Survey of Earned Doctorates certificate received from SED, the student's ETAF/Form 9 will be approved.   |
| <b>Student</b>             | Deposit Fee Billing         | The approval of Form 9 will signal Purdue Thesis Office to initiate billing for the Purdue Deposit Fee (\$125 for PhD). The bill and payment link will be emailed to the student's IU email address. This bill must be paid for Purdue to publish the dissertation and remove the Purdue transcript hold. Student is responsible for watching for that billing a week or two after deposit approval.  |

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|  | <b>Student</b> | 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.   |
|  | <b>Program</b> | Outstanding Grades  | IU deadlines for submitting grades in SIS can be found on the Registrar’s <a href="#">Official Calendar website</a> as well as on the <a href="#">School Deadlines</a> page.   |
|  | <b>Student</b> | Bindery Information | Purdue Graduate School does not require any bound documents. Students must check with their program for bound document requirements. Bound copies may be ordered from National Library Bindery Co., 55 South State Avenue #100, Indianapolis, IN 46201 (317.636.5606) <a href="http://www.nlbco.com">www.nlbco.com</a> . |

## Degree, Transcript and Diploma

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|  | <b>Student</b> | Degree Date | IUPUI students in Purdue programs receive a Purdue diploma. Purdue degrees are awarded in May, August, and December. Visit the <a href="#">Academic Calendar</a> on the Office of the Registrar website for degree conferral dates.   |
|  | <b>Student</b> | 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 <a href="#">Transcripts</a> 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 <a href="mailto:transcripts@purdue.edu">transcripts@purdue.edu</a> 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. |
|  | <b>Student</b> | 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 <b>preferred email address</b> listed in the One.IU <a href="#">Student Center</a> . This email will contain instructions and options for receiving the diploma.  |