IUPUI Graduate Office

# Purdue Progression Workshop
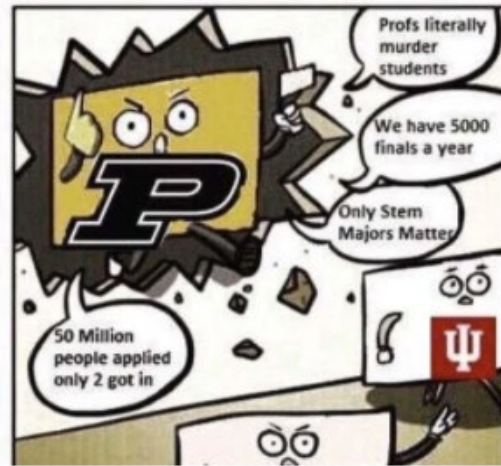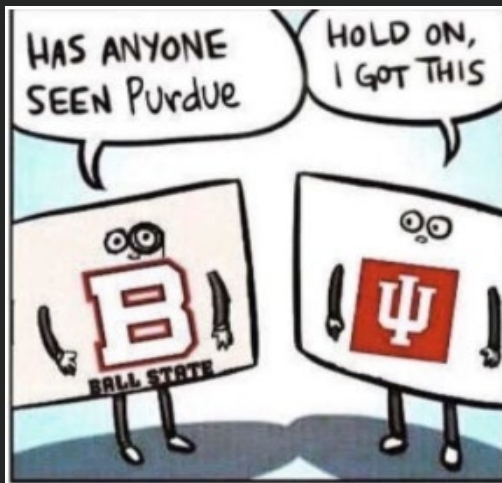
# A House Divided

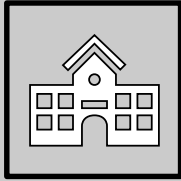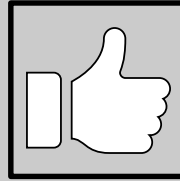# We are a Franchise! *"Would you like fries with that?"*

## Purdue in an IU World

WE ARE NOT A PURDUE REGIONAL CAMPUS.

STUDENT INFORMATION SYSTEMS DO NOT PLAY NICE – PEOPLESOFT VS. BANNER.
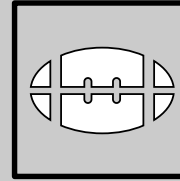
WE AGREE TO PLAY BY PURDUE RULES IN ORDER TO OFFER PURDUE DEGREES.

IUPUI

# 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.
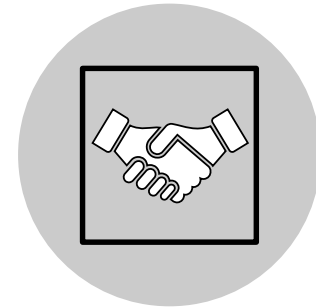
PURDUE TRUSTS US WITH OVERSIGHT, AND WE NOW AWARD 100% OF THE PURDUE DEGREES OFFERED ON THIS CAMPUS.

IUPUI

# "The Price of Greatness is Responsibility"

--Winston Churchill

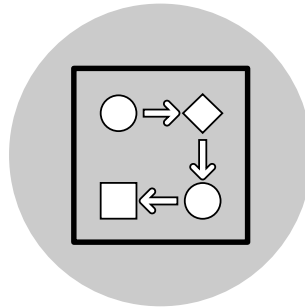**The Price of Greatness is Responsibility** **--Winston Churchill**

# 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

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

# 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.

IUPUI

**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

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

# 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

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**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

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

# 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).
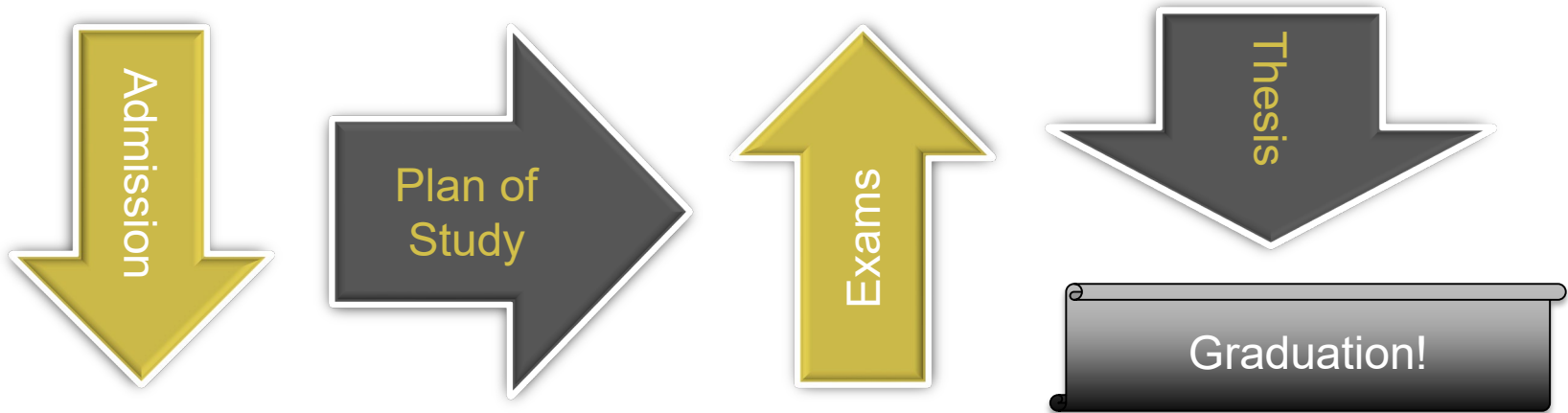
IUPUI

"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!

# ACADEMIC ADVISING

IUPUI

**"If there is no struggle, there is no progress."**      **--Frederick Douglass**

# Basic Progression Structure

Admission

- 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

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"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

# A C A D E M I C   A D V I S I N G

IUPUI

**"If there is no struggle, there is no progress."     --Frederick Douglass**

# Basic Progression Structure

**Plan of Study**

- 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

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**"If there is no struggle, there is no progress."**    **--Frederick Douglass**

# Basic Progression Structure

**Plan of Study**

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

**Plan of Study**

**\* 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

Exams

- 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

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**"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

Thesis

IUPUI

**"If there is no struggle, there is no progress."**     **--Frederick Douglass**

# 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

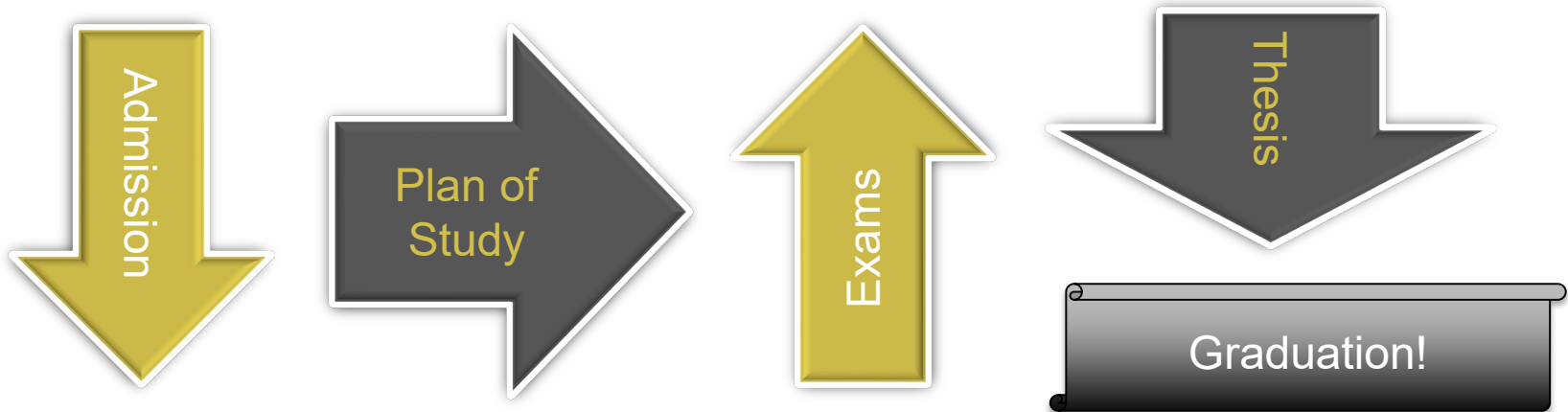Graduation!

IUPUI

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# Basic Progression Structure

Admission

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Exams

Thesis

Graduation!
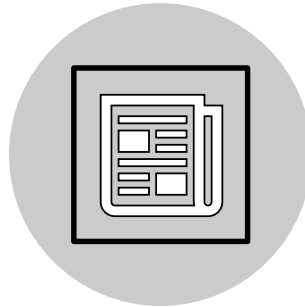
**ACADEMIC ADVISING**

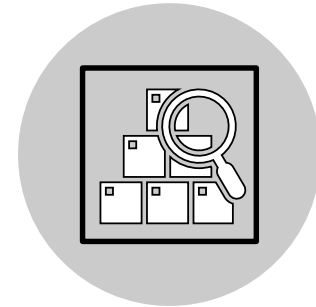"If there is no struggle, there is no progress."     --Frederick Douglass

# Progression Tracking – IUIE Reports

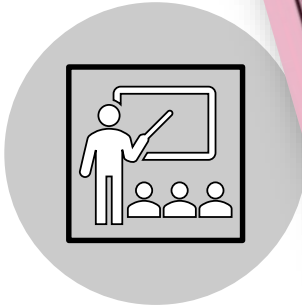**CURRENTLY ENROLLED STUDENTS**

**ENROLLMENT IN CANDIDACY**

**STUDENTS WITH "IN REVIEW" STATUS**

IUPUI

"If there is no struggle, th_____s."    --Frederick Douglass



– IUIE Reports

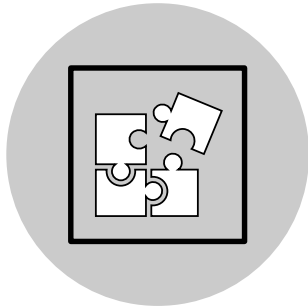CURRENTLY
ENROLLED STUDENTS

STUDENTS WITH
"IN REVIEW"
STATUS

IUPUI
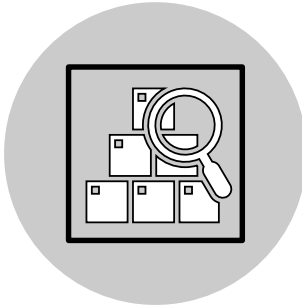
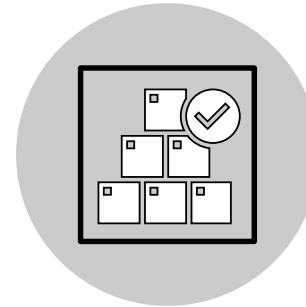"If there is no struggle, there is no progress."    --Frederick Douglass

# Progression Tracking – Graduate School DataBase (GSDB)

STUDENTS WITHOUT PLANS OF STUDY
([HELP](#))

EXAM & THESIS FORMS
([HELP](#))

CANDIDATE AUDITS
([HELP](#))

IUPUI

"If there is no s̶t̶r̶u̶g̶g̶l̶e̶, there is no progress."     --Frederick Douglass

...king – GSDB



STUDENTS WITHOUT
PLANS OF STUDY
([HELP](#))
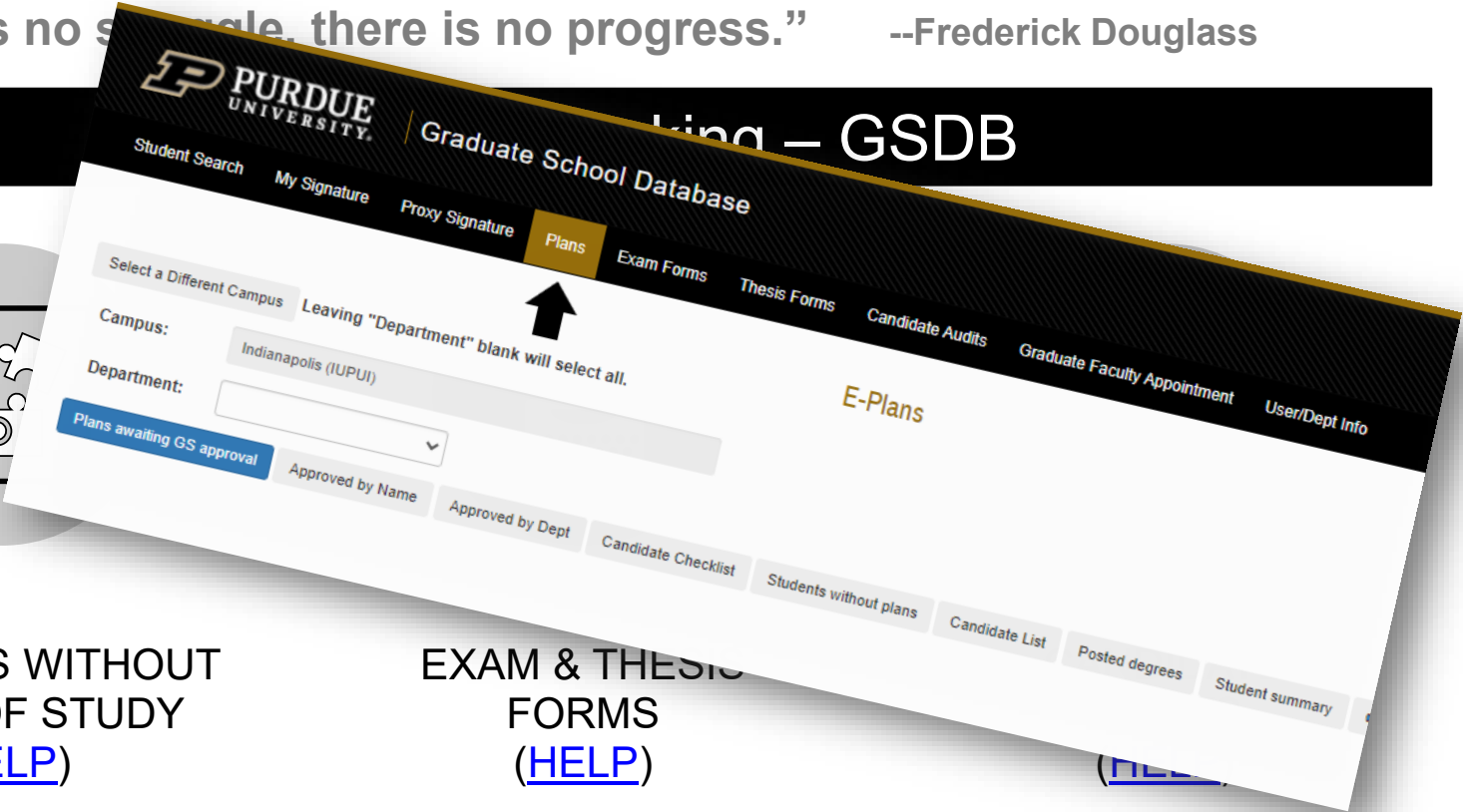
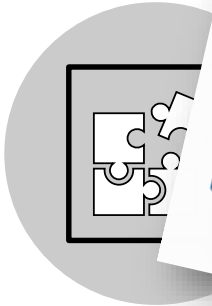EXAM & THESIS
FORMS
([HELP](#))

([HELP](#))

"If there is no struggle, there is no progress."     --Frederick Douglass

king – GSDB



STUDENTS WITHOUT
PLANS OF STUDY
([HELP](#))

FORMS
([HELP](#))

([HELP](#))

IUPUI

"If there is no struggle, there is no progress."   --Frederick Douglass

Academic Progression and Tracking – GSDB



PURDUE UNIVERSITY | Graduate School Database

Student Search   My Signature   Proxy Signature   **Plans**   Exam Forms   Thesis Forms   Candidate Audits   Graduate Faculty Appointment   User/Dept Info

E-Plans

Select a Different Campus   Leaving "Department" blank will select all.

Campus:   Indianapolis (IUPUI)

Department:

Plans awaiting GS approval   Approved by Name   Approved by Dept   Candidate Checklist   Students without plans   Candidate List   Posted degrees   Student summary   Combined Degree

STUDENT
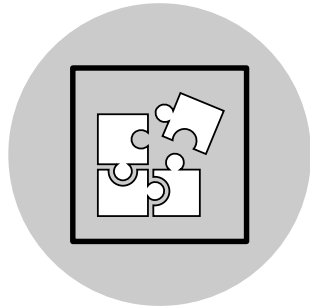PLANS
([HELP](#))

FORMS
([HELP](#))

([HELP](#))

IUPUI

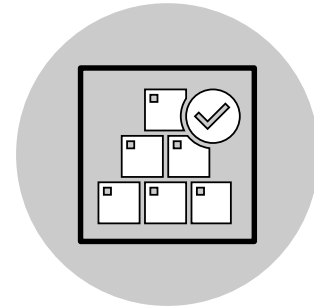"If there is no struggle, there is no progress."  --Frederick Douglass

# Progression Tracking – GSDB (FAQ)



STUDENTS WITHOUT
PLANS OF STUDY
(HELP)



EXAM & THESIS
FORMS
(HELP)



CANDIDATE
AUDITS
(HELP)

IUPUI

"If there is no struggle, [...] rick Douglass



STUDENTS WIT[...]
PLANS OF STU[...]
(HELP)

[...]NDIDATE [...]UDITS
(HELP)

"If there is no ~~~~rick Douglass

**PURDUE UNIVERSITY** | Graduate School Database

Student Search   My Signature   Proxy Signature   Plans   Exam Forms   Thesis Forms   Candidate Audits   Graduate Faculty App

Select a different campus

Campus: Indianapolis (IUPUI)

Exam Forms

**Form 7: Report of Master's Examining Committee**
Use this link to view all Form 7s in your area, sign outstanding forms, or initiate Form 7s for non-thesis master's graduation candidates.
FORM INITIATOR: For thesis-option master's students, approval of the Form 8 generates this form. For non-thesis option master's students,
Form 7s are not required for non-thesis students if the department has an approved Alternative Graduation Criteria.
DEADLINE: With the exception of non-thesis students in departments with an approved Alternative Graduation Criteria, department approvals are needed
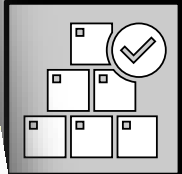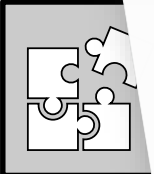Final Exam Deadline in the session of anticipated graduation.

**Form 8: Request for Appointment of Examining Committee**
Use this link to view all Form 8s in your area, sign outstanding forms, or initiate requests for upcoming examinations. Approval of the Form 8
committee to use in recording the results of the examination.
FORM INITIATOR: This form may be initiated and submitted by either the department coordinator through the Graduate School Database or
DEADLINE: Form 8s are required for all thesis-option master's and doctoral candidates to schedule exams, and must be submitted and rec
exam.

**Form 10: Report of the Preliminary Examination**
Use this link to view all Form 10s for doctoral students in your area, or sign outstanding forms.
DEADLINE: At least two full sessions of active registration are required between the preliminary and final exam.

**Form 11: Report of the Final Examination**
Use this link to view all Form 11s for doctoral students in your area, or sign outstanding forms.
DEADLINE: Department approvals are needed on Form 11s for all graduating doctoral candidates on or before the Final Exam Deadline in th

**Exam Forms Help**
Click on the link above to review basic instructions for the exam form process by user role. Upcoming deadlines for graduation candidates ma

**Exam Rubric Query**

STUDENTS W ~~~
PLANS OF ~~~
([HELP](#))

~~NDIDATE
UDITS
([HELP](#))

"If there is no s... ...rick Douglass"



PURDUE UNIVERSITY | Graduate School Database

Student Search  My Signature  Proxy Signature  Plans  Exam Forms  Thesis Forms  Candidate Audits  Graduate Faculty App...

Select a different campus

Campus: Indianapolis (IUPUI)

Exam Forms

...Committee

...or initiate Form 7s for non-thesis master's graduation candidates.
...form. For non-thesis option master's students,...

Help  Exit  Saved Forms  Outstanding Forms  Recently Approved Forms  All Approved Forms  Rejected Forms  Archived Forms  Posted Forms

Form 8: Request for Appointment of Examining Committee

DEADLINE: Form 8s a...
exam.

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Exam Forms Help
Click on the link above to review basic instructions for the exam form process by user role. Upcoming deadlines for graduation candidates ma...

Exam Rubric Query

...
Click on the li...

Exam Rubric Query

STUDENTS W...
PLANS OF ...
(HELP)

...ndidates ma... ...NDIDATE
...UDITS
(HELP)

"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](#))

IUPUI

"If there is no struggle, there is [no progress.]" Frederick Douglass

([FAQ])



STUDENTS [AND
PLANS OF STUDY]
([HELP])
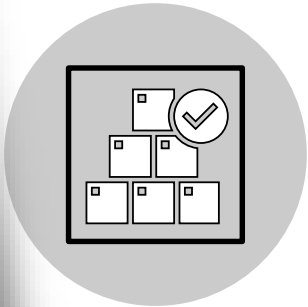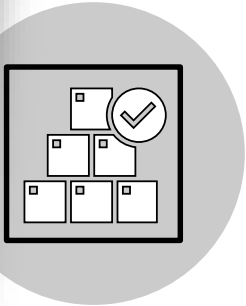
CANDIDATE
AUDITS
([HELP])

"If there is no ~~Frederick Douglass~~

Q)

**Purdue University** | Graduate School Database

Student Search   My Signature   Proxy Signature   Plans   Exam Forms   Thesis Forms   Candidate Audits   Graduate Faculty Appointment   User/

Candidate Audit

Select a different campus

Campus: Indianapolis (IUPUI)

Campus: Indianapolis (IUPUI)
PUID:

Department:                          PUID

Degree Code:

Create New Candidate Audit

Select options to view Candidate Audits
PUID:

Department:                          PUID

Audit status:

Session:

Term:                    Year:

View Candidate Audit Form/s

STUDENTS
PLANS OF
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CANDIDATE
AUDITS
(HELP)

"If there ... ick Douglass

STUDENTS ...
PLANS OF ...
(HEL...)

...ANDIDATE
AUDITS
(HELP)

Candidate Audit

Return to Audit List

Student
Student Email
Campus
Admitted Program
Degree Title
Program
Date Degree Expected
First Concentration
Second Concentration

iu.edu
Indianapolis (IUPUI)
COMPUTER SCIENCE
DOCTOR OF PHILOSOPHY
Computer Science-PHD
DEC 2020
NONE
NONE

PIU
XCSC
PHD
XCSC-PHD

Open Plan of Study (New Tab)

POS Audit (New Tab)

status - READY

For Graduate School Use Only

APPROVED by Shiaofen Fang 02/06/2019

POS approved (Y/N) [MM/DD/YYYY]:                YES ▾ Date: 06/07/2019

MS POS:  30
PhD POS:  6
69900 S:  60
69900 NR:  3
need to remove MS courses from PhD POS

Minimum registration hours completed (Y/N):     YES ▾

Alternative criteria method:                    N/A

PhD Prelims Taken and Passed:                   YES, 2 SEMESTER CRITERIA COMPLETED ▾
(Two sessions prior to Final Exam)              Date: 11/01/2019

aas

Final Exams taken and passed:                   YES, SATISFACTORILY ▾
(Report Filed in Graduate School)               Date: 09/01/2020

Thesis receipt received [MM/DD/YYYY]:           YES ▾ Date: 09/23/2020 12:20:34
                                                N/A ▾
Exit Questionnaire:                             YES
Survey of Earned Doctorates:
Courses currently registered for and to be completed on the plan of study:

NEED CHANGE TO PHD POS TO REMOVE MS
COURSES.  em Nicole 10/2/20

Issues to be resolved prior to graduation:

Fall 2020

Audit for session [eg. Spring 2012]:

Save as Draft   Save as Ready   Approve for Dept.   Clear Form

For Department Use:
Continuing for another Purdue Degree in same department (Y/N):
To be selected by the Plan of Study Coordinator. Be sure to save any changes to this form before approving
Notes:

IUPUI

"If there ... k Douglass

...Q)
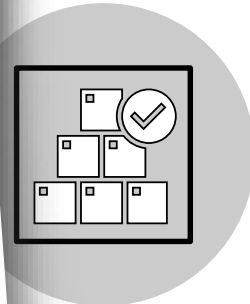
Candidate Audit

Student
Student Email
Campus
Admitted Program
Degree Title
Program
Date Degree Expected
First Concentration
Second Concentration

Indianapolis (IUPUI)
COMPUTER SCIENCE
DOCTOR OF PHILOSOPHY
Computer Science-PHD
DEC 2020
NONE
NONE

PIU
XCSC
PHD
XCSC-PHD

Open Plan of Study (New Tab)

POS Audit (New Tab)

For Graduate School Use Only

Status - READY

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YES ▾  Date: 06/07/2019

APPROVED by Shiaofen Fang 02/06/2019

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YES, 2 SEMESTER CRITERIA COMPLETED ▾
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sas

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N/A ▾
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Audit for session [eg. Spring 2012]:

Fall 2020

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For Dept...
Continuing for another Purdue...
To be selected by the Plan of Study Coordinator...
Notes:

STUDENT
PLANS
(!...)

...ANDIDATE
AUDITS
(HELP)

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**"If there is no struggle, there is no progress."** **--Frederick Douglass**

# Progression Tracking – GSDB (FAQ)

MY SIGNATURE
& PROXY SIGNATURE
PAGES

HELPFUL GSDB
REPORTS
& DOCUMENTS

GRADUATE FACULTY
APPOINTMENT

IUPUI

"If there is no struggle, there is no ~~progress~~" ~~Frederick~~ Douglass

Pro...

## Progression Basics

**Navigation tabs:** Student Search | My Signature | Proxy Signature | Plans | Exam Forms | Thesis Forms | Candidate Audits | Graduate F...

### E-Forms Awaiting Your Signature

#### Plans of Study and Change Requests Awaiting Signature

Click on the student's name to view the form.

\* The Degree Expected field is student entered and does not reflect any official candidate information.

| Student | Degree | Degree Expected | Participation | Form | Date Submitted |
|---------|--------|-----------------|---------------|------|----------------|
| | | | | | 09/25/2020 |
| | | 05/2021 | Processor | Plan of Study | 09/29/2020 |
| | MS (THESIS) | 05/2021 | Processor | Plan of Study | 10/02/2020 |
| | MSECE (THESIS) | 05/2021 | Processor | Plan of Study | 10/04/2020 |
| | MS BME (NON-THESIS) | 05/2021 | Processor | Plan of Study | 10/06/2020 |
| | MSECE (NON-THESIS) | 05/2021 | Processor | | |
| | MSECE (THESIS) | | | | |

#### Exam Forms Awaiting Signature

Click on the name to view the form.

There are no exam forms to display.

#### Thesis Forms Awaiting Signature

Click on the name to view the form.

There are no Thesis forms to display.

MY SIGNATURE
& PROXY SIGNATURE
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APPOINTMENT

**"If there is no struggle, there is no progress."**    **--Frederick Douglass**

# Progression Tracking – GSDB ([FAQ](#))

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HELPFUL GSDB
REPORTS
& DOCUMENTS

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APPOINTMENT

"If there is no...                Frederick Douglass



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& PROXY SIGNATURE                ...NTMENT
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**Graduate School Database**

Home   Announcements   Reports   Utilities   My Profile   Change Password   Help

Student Search   My Signature   Proxy Signature   Plans   Exam Forms   Thesis Forms   Candidate Audits   Graduate Faculty Appointment   User/D...

Reports Listing

Query Supplemental Notes
Fellowship Lists and Reports
Fellowship Status Report
Eligible Fellowship Applicants

Application and Applicant Reports

List of all registered students

ETS Lists by Load Dates - West Lafayette campus only
PPI Reports

Plan of Study Reports
List of Concentrations
List of Valid Degrees per Department
List courses on EPOS where "B or better" was indicated but not achieved
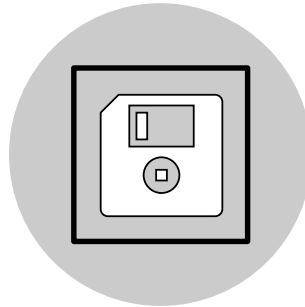List of registered students with course incompletes

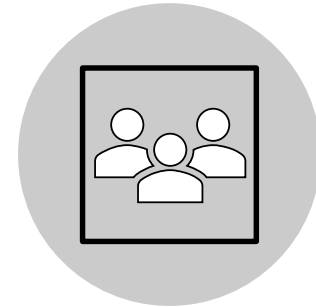**"If there is no struggle, there is no progress."**     **--Frederick Douglass**

# Progression Tracking – GSDB ([FAQ](#))



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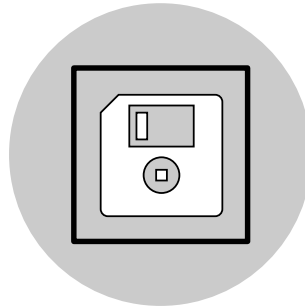
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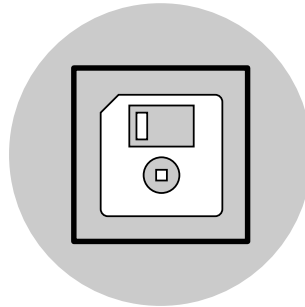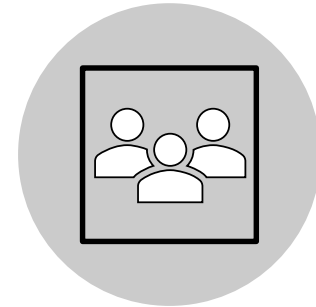REPORTS
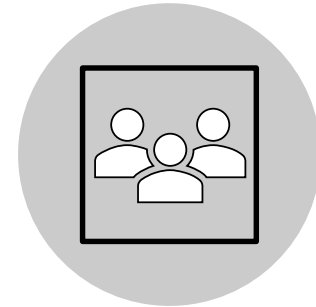
GRADUATE FACULTY
APPOINTMENT

"If there is no struggle, there is no progress." ...lass

# Progression Tr...

Graduate Faculty Appointment Information

| | | | All Completed Requests |
|---|---|---|---|
| Recently Completed Requests | | Rejected Requests | |

Exit    Help    **Query**    Clear    Saved Forms

Query by Faculty Id or a partial name.

Faculty ID

**Faculty ID**

smith

**Name**

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"If there is no struggle, there is no progress." Douglass



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& DOCUMENTS

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"If the re... uggle, there is no pr... ...Douglass

Below only ELECTRONIC COMPLETED requests are listed.

**Graduate Faculty Regular Appointment information for this individual:**

This individual is a member on the following advisory committees.
People who are now specials or inactives should not have anyone in this list.
(All E-Plans are listed, no matter their status.) No E-plans exist where this Graduate Faculty Regular Appointee is a committee member

| Student Name | | |
|---|---|---|
| | Participation | |
| | | Degree |
| | | Type |

**Graduate Faculty Special Appointment information for this individual:**

Electronic requests to serve on an advisory committee

| Student Name | | | | | |
|---|---|---|---|---|---|
| | Participation | | | | |
| SANDERSON,...REW | MEMBER | | For Dept | | |
| | MEMBER | MECH | | Degree | Type |
| | | MECH | MSME | | NON-THESI... |
| | | | MSME | | NON-THESI... |

Posted degrees where this person was on the final plan of study.

Level is at time E-plan was approved. (Only E-Plans where a degree was awarded are listed.)

| Student Name | | | | | |
|---|---|---|---|---|---|
| | Participation | | | | |
| SMITH,BARB... | | Level | Degree | | |
| | | | | Type | Dept |

...pointment Information

| Bud Code | Stat | Last Upd |
|---|---|---|
| | I | 08/05/2003 |
| | A | 10/09/2018 |
| | A | 02/24/2020 |
| | A | 10/11/2018 |
| | I | 01/17/2013 |
| | A | 08/13/2013 |
| | A | 10/09/2018 |
| | I | 09/09/2010 |
| | A | 11/19/2019 |

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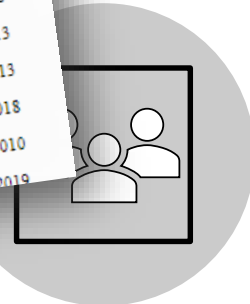
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GRADUATE FACULTY
APPOINTMENT

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Below only ELECTRONIC COMPLETED requests are listed.
Graduate Faculty Regular Appointment information for this individual...    ...intment Information
This individual is a member on the following ...
People who are now specials or inac...
(All E-Plans are listed, no ...

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Nam...

SM...

S...

Posted degre...

Level is at time ...

Exi...

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F...

SMITH.B...

Name

## Nominee Information

| | TSW-South Bend |
|---|---|
| Campus: | [ ⌄ ] |
| Request Type (please choose option from the dropdown menu): | |
| Faculty Id: | [ ⌄ ] |
| Program: | |
| First Name: | |
| Middle Name or Initial: | |
| Last Name: | [ ⌄ ] |
| Reason (please choose option from the dropdown menu): | |
| Comment: | |
| Highest Degree: | PH.D |
| Thesis/Dissertation (associated with the highest degree): | Yes ⌄ |
| Field of Study: | |
| Name of Institution that granted the highest degree attained: | PURDUE UNIVERSITY, WEST LAFAYETTE INDIANA |
| Date Degree Granted: | 05 / 2014  Format (MM/YYYY) |
| Purdue Employee (Please choose option from the dropdown menu): | [ ⌄ ] |
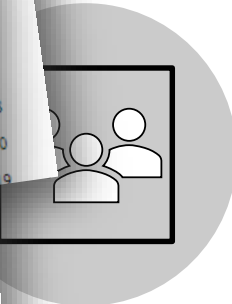
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APPOINTMENT

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"If th... ...ere is no p... ...Douglass

**Nominee Information**

Campus:
Request Type (please choose option from the dropdown menu):
Faculty Id:
Program:
First Name:
Middle Name or Initial:
Last Name:
Reason (please choose option fro...
Comment:
Highest Degree:
Thesis/Dissertation...
Field of Stud...
Name o...
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...09/2018
...4/2020
...2018
...2013
...2013

**Regular Appointment to the Graduate Faculty**

Date of Initial Purdue Appointment:          Format (MM/YYYY)

| | |
|---|---|
| Voting: | Yes |
| Tenure | Tenure Track |
| Type: | Regular |
| Level: | Associate Professor |
| Staff: | Faculty |
| Term: | 10-Academic Year |

...menu) | 05 | / 2014
PURDUE UNIVERSITY, WEST LAFAYETTE INDIANA
Format (MM/YYYY)

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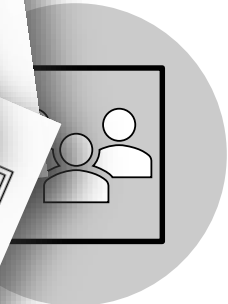
Nominee Information

Campus:
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Faculty Id:
Program:
First Name:
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Last Name:
Reason (please
Comment:
Highest Degree:
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Field of Stud
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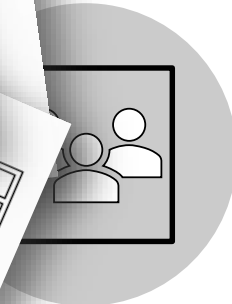...ppointment Information

Bud Co...                    Last Upd
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...4/2020
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...2013

Previous experience in teaching, supervising, or mentoring graduate students (e.g., number of master's and/or doctoral students supervised; service on graduate committees; graduate courses taught, etc.):
(maximum of 4000 characters)

Examples of recent research and publications:
(maximum of 4000 characters)

Current position and responsibility and/or academic rank and affiliation:
(maximum of 4000 characters)

Expected role and responsibility with this appointment:
(maximum of 4000 characters)

Date Graduate School Mentoring Workshop Attended:
Campus Mailing Address:
Format (MM/DD/YYYY)
Format (Dept Abbrev/Building Code)

DELETE This Request

Regular Appointment to
Date of Initial Purdue Ap
Voting: | Yes
Tenure | Tenure Tr
Type: | Regula
Level: | Asso
Staff: | Fa
Term: | 1

Name

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APPOINTMENT

# "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*

**"We do all of our work in consideration of Murphy's Law"** **--John Stapp**

# Purdue Late Fee

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.**

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**"We do all of our work in consideration of Murphy's Law"**     **--John Stapp**

# 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.
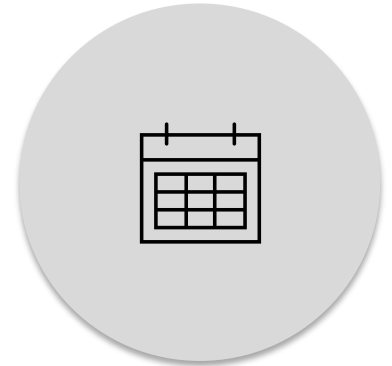
**Please email a request to defer graduation to Purdue Recorder and the Deans Office for your school (Anita and Karen Sloan or Mary Harden).**

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**"We do all of our work in consideration of Murphy's Law"**    **--John Stapp**

# Missed a Deadline – Early Deposit

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*

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# Missed a Deadline – End of Semester

- <u>Final Candidacy Deadline</u> - Last day to declare candidacy with Purdue Late Fee – usually 4 weeks before end of semester

- <u>Final Exam Deadline</u> – usually 1 week before deposit deadline

- <u>Final Deposit Deadline</u> – 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*

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**"We do all of our work in consideration of Murphy's Law"    --John Stapp**

## 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.

**"We do all of our work in consideration of Murphy's Law"**     **--John Stapp**

# 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.**

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