Welcome to the Purdue Graduate Personnel Workshop

Agenda
- Graduate Office Overview & Staff Introductions
- Graduate Affairs Committee
- Graduate School Bulletin
- Recruitment and Graduate Non-Degree Program
- Fellowships and Funding
- Graduate Student Resources
- Admissions and EAP
- Progress to Graduation
- Questions/Additional Resources

GRADUATE OFFICE OVERVIEW
Mission Statement
The Graduate Office at Indiana University–Purdue University Indianapolis (IUPUI) is an office of the Indiana University Graduate School, and serves all graduate programs on the IUPUI campus.

The IUPUI Graduate Office is committed to the academic and professional development of a diverse community of graduate and professional students, faculty, and staff through effective delivery of services and innovative activities by fostering collaborations within and across disciplines, campus, and beyond.

MEET THE STAFF

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Website Tour

Key Stops

- Apply to IUPUI
- Events
- Student Success
- Funding Opportunities
- Forms, Forms, Forms....
- Theses & Dissertations
- Faculty & Staff Resources

GRADUATE AFFAIRS COMMITTEE

The Graduate Affairs Committee (GAC) is the main graduate affairs governing and advisory body for the IUPUI campus, overseeing approval of new graduate degrees. Graduate Faculty members from IUPUI, as well as Deans (or their representatives) from all schools on the IUPUI campus make up the Graduate Affairs Committee.

Resources:

- Graduate office
- Faculty & Staff Resources website page includes:
  - Meeting dates
  - Roster
  - Minutes and agenda
  - graduate.iupui.edu/faculty-staff/affairs-committee/index.shtml

Graduate and Professional Degree Program Approval Process website page includes:

- Online submission form for all new programs and program changes
- Approval process for all new programs and program changes
  - http://graduate.iupui.edu/faculty-staff/program-process/index.shtml

Proposals will be sent to:
- Dr. Janice Blum, jblum@iupui.edu
- Dezra Despain, dezdes@iupui.edu
Academic Program Development

uaa.iu.edu/academic/

Required documentation for program proposals:
• New Degree or Certificate
• Office of Online Education (OOE) Program Approval
• Name Change
• Intent to Offer Financial Aid Eligible Certificate Programs
• CHE policies for new academic degree programs

IUPUI Office of the Registrar
Resources for Academic Administration Academic Policy and Procedure
IUPUI academic program approval process
registrar.iupui.edu/academic/academic-degrees.html

Send proposals to both:
Dr. Janice Blum  jblum@iupui.edu
Dezra Despain  dezdes@iupui.edu

IUPUI Office of the Registrar
Resources for Academic Administration Academic Policy and Procedure
IUPUI academic program approval process
registrar.iupui.edu/academic/academic-degrees.html

RECRUITMENT AND GRADUATE NONDEGREE

Indiana University
The University Graduate School
IUPUI Graduate Office

Recruitment = Relationships

• Getting You To, Into, and Through IUPUI
• Graduate Recruitment Council
  – Meets quarterly
  – Next meeting: November 17, 2:30 in UL 1126
The GradInsider

- Bi-monthly e-newsletter for prospective students

The GradJag

- Monthly e-newsletter for current graduate and professional students at IUPUI

Recruitment Activities

- Wittenberg - Springfield, Ohio
- Hanover
- Indiana University - Bloomington
- Earlham College
- Butler
- Annual Biomedical Research Conference for Minority Students (ABRCMS)
- Corporate Education Fairs-Network of Indy Colleges
Workshops/Events

• Accelerate Acceptance Speed Sessions – held in the spring
• Graduate Expo – held in September
• Getting You into IUPUI Institute – held in October
• Getting You into IUPUI Open House and Graduate Admissions Boot Camp – held in October

Graduate Non-Degree Program

• Pre-requisite Coursework Verification Form
  – To be signed by department advisor
  – http://www.iupui.edu/~finaid/forms/prerequisite/16-17_Non-Degree_Prerequisite_Form.pdf

FELLOWSHIPS AND FUNDING
Fellowships and Funding

• University Fellowships (1 year stipend, health insurance)
  – Call for applications in January
  – Deadline Tentatively February 19th, 2017
• Travel Fellowships (Up to $1000)
  – Fall deadline (October 14th, 2016)
  – Spring deadline (February 10th, 2017)
• Diversity Fellowships
  – The Adam W. Herbert Graduate Fellowship (4 year award – February deadline)
  – President’s Diversity Recruitment Award (2 year award – February deadline)
  – President’s Diversity Dissertation Award (must have Candidacy approved – April deadline)
• Block Grant Funds
  – Call for applications November
  – Deadline Tentatively December 5th

University Fellow Health Insurance

• Student Health Insurance
• UF Supported Students
  – Supplement Stipend with an SAA through HR?
  – SAA account trumps UF account and insurance can be billed to it!
  – Work to prevent this with your Budget Office / Fiscal Officer….
  – Or we can transfer the insurance funds to you

GRADUATE STUDENT RESOURCES
Student Resources

- Writing Group
  - For graduate students
  - Meet weekly to work on thesis, dissertations and other projects
  - Tuesdays, August 30 – December 6 4 - 6 PM - UL 1170
  - Register at: pffp.iupui.edu
  - University Library, UL 1170
- Prepare Future Faculty and Professionals (PFFP)
  - http://graduate.iupui.edu/academics-research/future-faculty.shtml
  - Annual PFFP Pathways conference is held in November each year
  - Nick Pearce, pffp@iupui.edu, for more details

ADMISSIONS

Admissions Workshops

Purdue Admissions Workshop
September 27th, 2016
10:00 AM – 12:00 PM
University Library 1116

*New staff training available upon request*
Admissions

- How-To-Apply
  - Important to list instructions on what to select on the Graduate eApp (i.e. Program/Plan, Term etc.)
  - Purdue now accepts IUPUI's PIE program as proof of English for admissions
    - [http://www.iupui.edu/~inpie/](http://www.iupui.edu/~inpie/)

Admissions

- International Applicants
  - Foreign Credentials Analysis (FCA) Must be completed for all GINT and GRAD with education outside of the U.S.
  - Request Form available in iStart

Admissions

- Attached to eDocs
  - Departmental Admission Letter
    - Must be first due to iStart requirement
      - (Note: This is a change from previous practice)
  - Purdue Transmittal Form
    - Updated template available – email for .pdf/.docx
  - Transcripts and Diplomas
    - Can be official or scan of official (unofficial)
      - Internal student system printouts of transcripts are not acceptable, (except for IUPUI students).
      - Please note whether or not it's the official document on the eDoc at the time of upload.
Admissions

• Attached to eDocs Cont’d
  • FCA for all international applicants
    • Also for domestics with foreign education
  • OIA will not attach this to your eDoc – you will need to do this by
    printing a PDF from iStart
  • Permanent Residents, Political Asylees, Refugees, Undocumented
    • Must have “visa documentation” included.
• No need to code residency – Grad Office does this for you

Admissions

• eDocs (rerouting for action)
  – No Letter/Transmittal and/or Transcripts attached
  – No FCA
• Fee Waiver Form (submit via eDoc attachment)
• eChecks (no REFUNDS!)
  • New Coupon Code! See IU Box – Fee Waiver Coupon
    Code folder – updated monthly
• Recruitment Categories (waiver or no waiver, that is
  the question!)
  • Assistantship
  • Doctoral Student
  • Graduate Distance Education (GDE)

Prior Misconduct Disclosure

• Found on the “Additional Information” tab

• If applicant selects “Yes” and does not provide required information –
  this can delay their admission (if admitted) or can result in application
  cancellation

• Program must contact Monica if “Yes” is selected before
  processing admission – see
  http://graduate.iupui.edu/admissions/apply.shtml for more details
There is a minimum timeframe of 4 to 6 weeks for reviewing criminal activity disclosures once it's received by the Graduate Prior Conduct Review Team.

No departmental recommendation for admission may be sent to the applicant until the disclosure has been reviewed.

**English for Academic Purposes (EAP) Placement Test**

- SIS – Test Score Lookup
  - "Administrative Center" -> "Academics 2" tab -> "View Test Scores"
  - Most frequently used placement codes (EN310) are 002, 024, 025, and 028.
English for Academic Purposes (EAP) Placement Test

- EAP test exempt if TOEFL iBT score of 100 or higher, OR IELTS score of 7.5 or higher. OIA admissions letter will indicate if s/he is required to take this test.
- Students have the ability to take the EAP twice within the first two weeks with guidance from their graduate program director
  - Written approval from the IUPUI Graduate Office is no longer required!
- Results of the 2nd exam stand!
- The English courses begin the 2nd week of classes to allow for scoring of the EAP examinations and for students to get registered in any required English courses.

Technology

- One.IU.edu
  - Add/Remove User Access
  - IU eApp Admin Summary
  - eDoc Search
- Grad eApp Annual Maintenance Requests?
  - February Call for Requests
  - Summer Implementation

Technology

- Official Graduate School Admission Letters
- West Lafayette PhD Admissions
  https://gradapply.purdue.edu/manage
- Admissions Workshop
  - Sept. 27th 10:00-12:00
  - UL 1116
Progress and Graduation
How we get from here to there

Electronic Forms
The Purdue Graduate Programs at IUPUI now use electronic forms
https://ias.itap.purdue.edu/rgs/wpu_intra.pu_dispauth
• For both Masters and PhD progression
• New Faculty and Staff account requests email pugrad@iupui.edu
  • Purdue Career Account required
  • myPurdue.purdue.edu
  • Purdue Graduate School Database
  • Slate Admissions for WL PhDs
• New Student Accounts created middle of the semester based on official registration in a PU program
  • Students will be emailed their account set-up info as soon as it is available

If you have issues or questions about your account, email pugrad@iupui.edu

One-Member Advisory Committee Flexibility Option
• A minimum of one member of the graduate faculty (who has regular faculty certification) may be permitted to serve and fully constitute the membership of the advisory committee for non-thesis master’s students who are meeting degree requirements entirely through the completion of courses.
• Departments wishing to pursue this option should submit a request to Dr. Blum, Assoc. Dean of the Graduate School.
• Being as specific as possible, this request should outline what concentrations, cohorts, delivery methods (distance or campus based) or other features will qualify for this option.
  • Examples of letters available if needed
• Once approved, all non-thesis students within the department will be able to list just one advisory committee member on the plan of study, even if this option is not appropriate for all.
One-Member Advisory Committee Flexibility Option

- It is the department’s responsibility to carefully review each proposed plan of study; if a student who does not qualify for the one-member advisory committee option lists only one member, the form must be rejected.

- A Final Examination Report Form (G.S. Form 7) must be submitted for all master’s students using the One Member Advisory Committee Flexibility option, unless the department also has an approved Alternative Graduation Criteria option.

TL;DR: You can save lots of time by requesting to have 1 grad faculty for those course-only, non-thesis Masters committees!

Alternative Graduation Criteria for Non-thesis Master’s Degrees

- A department may elect not to submit final examination reports for its students who are candidates for non-thesis, coursework only, master’s degrees. It is suggested that departments use this option that have such a group of students, who complete degree requirements by taking a certain number of credits (minimum of 30) and meet certain other basic departmental requirements to earn the degree.
  
  - For example, this could be 30 credits of coursework, at least a 3.0 GPA on the plan of study, or no grade less than (department to decide). Satisfaction of these criteria will be monitored jointly by the department and the Graduate School as part of the graduation audit/certification process.

- To use this option, a request must be submitted to Dr. Blum in the Graduate Office. This request must specify the departmental requirements required for the non-thesis master’s degree.

TL;DR: Alternative Criteria means you can save time with course-only, non-thesis master’s by not having to submit the Form 7 Exam Report

Preparing for Graduation: Master’s Student’s Checklist

- Plan of Study filed and fully approved before last semester starts
- Courses on Plan of Study successfully completed/registered for
- Resolve any “Y” grades
- Change to Plan of Study if courses taken do not match Plan
- Apply for graduation through School’s website
- Register for Candidacy: CAND 99100
- Complete courses, defend thesis, final project, etc.
- If Thesis, must also format and deposit before deadlines
Preparing for Graduation: MS Department’s checklist

- Compile list of all students anticipating graduation
- Compare list with Graduate Office and School’s lists
- Confirm Plan of Study filed and approved before deadline
- Review courses on transcript match approved Plan
- Change to Plan of Study if courses taken do not match Plan
- Ensure graduation application submitted to School
- Resolve any outstanding Rs, NRs, or Is
- Check Candidacy registration
- If Thesis, Form 8 submitted to GS 2 weeks before defense
- If Thesis, must also format and deposit before deadlines
- Submit Form 7 and Certification Audit before or by deadline
- Encourage faculty to submit grades as early as possible

Progress and Graduation

Purdue Electronic Forms can be found at:
https://ias.itap.purdue.edu/rgs/wpu_intra.pu_dispauth

For those times paper forms are still needed, they are found at:
https://www.purdue.edu/gradschool/faculty/forms.html
Progress and Graduation

Form 6: Master’s Plan of Study
Form 4: Doctoral Plan of Study

Purdue guidelines:
End of 1st semester for MS
End of 3rd semester for PhD

Must be approved to Graduate School level before the first day of the semester of graduation!

- All forms will route within the Graduate School Database to the appropriate campus for approval

Progress and Graduation

Better to file the Plan of Study, and need a Change, than delay graduation by a semester.

- If the approved Plan of Study is electronic:
  - Change to Plan is electronic
- If the approved Plan of Study is paper:
  - Change to Plan is a paper Form 13

▶ Changes cannot be made to an electronic Plan during the approval process, it must either be Rejected, or fully Approved as is, then changed

Progress and Graduation

Common Plan of Study issues to watch out for:

- Five-Year Rule: Credits earned more than 5 years ago without graduate enrollment are not allowed unless re-verified
- Limits on Non-Degree, transfer, excess undergraduate credits.
  - PUGS, IUPUI, and department rules limit how many credits can be brought in from outside the program. Usually the max. is 12 total, but could be fewer.
- Grades below C- cannot be used to fulfill requirements
  - Departmental rules may have stronger requirements
- Including too many credits or English courses
  - Department’s responsibility to ensure departmental requirements are met.
Progress and Graduation

- Ensure students have a step-by-step guidance of what coursework they enter where in the ePlan
  - Hardcopy Plan of Study forms don’t look exactly the same
- PDF of student view, with screenshots is available.
  - Otherwise we as staff do not have access to the entire student-input view
- The program can choose to Initiate the plan on behalf of the student, but the student still must log in and “Submit as Final”

Transfer of Credit

The current form is on our website.

- Forms
  - General Forms
    - IUPUI Graduate Credit Transfer Report

A more user-friendly version is coming soon.
(No, really, we’re working on it 😊)

This requires copies of the front and back of transcripts.

Transfer of Credit

- Should be submitted as soon as possible, before or along with the Plan of Study.
- Cannot transfer graduate courses from another institution with a grade lower than B-.
- If taken while pursuing Bachelor’s must have letter from undergraduate department/advisor certifying the credits as excess and not used towards the undergrad degree.
  - Excess undergrad credits must have B grade or higher.
- Courses brought into the Master’s degree, via grad non-degree, transfer, or BS/MS, etc. is limited to a maximum of 12 credits combined.
  - May be fewer depending on departmental rules.
Transfer of Credit

- Courses taken at the West Lafayette campus can be added to the IUPUI transcript with grades
  - Must have same course number & title on both campuses
- Courses taken at West Lafayette without a matching IUPUI course will be brought in as “T”
- Purdue courses taken at either campus do not count as “transfer” for Plan of Study requirements
  - Programs can set own limits on how many courses can be taken at West Lafayette
- Campus residency minimums still apply
  - MS: More than 50% earned through home campus
  - PhD: At least one-third of total credit hours must be earned at Purdue University as a doctoral student
Progress and Graduation

Form 8: Request for Appointment of Examiners Committee
- Electronic
  - Student can access through their myPurdue.purdue.edu page
  - Department can create/initiate for student
- Required for thesis/dissertation students
- Must be approved to Graduate School level, (WL or IUPUI, as applicable), at least 2 weeks prior to scheduled defense.
- If your office needs a week to get it processed and approved, tell the student it must be in 3 weeks prior to the deadline.

Form 7: Report of Master’s Examining Committee
- Thesis: Form 8 will create the Form 7
- Non-Thesis: Department must create/initiate a Form 7 for each student
  - Depts with Alt. Grad. Crit. are exempt from this
- Committee Chair must complete form before other members can approve/reject.
Progress and Graduation

Form 10: Report of the Preliminary Examination

- Must have approved Plan of Study before Prelim Exam can be held
- Electronic Form 8 will create the Form 10
- The committee should report the examination as “satisfactory” or “unsatisfactory” immediately following the examination, by approving the electronic Form 10
- Committee Chair must complete form details (basis, result, recommendation) and submit their approval before other members can access the form
- If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination.
  - Must wait until at least the following semester to repeat the examination.
  - Should the prelim. exam be failed twice, the student may not be given a third exam, except upon recommendation of the Committee and with special approval of the dean of the Graduate School.

Form 11: Report of the Doctoral Final Examination

- Electronic Form 8 will create the Form 11
- The committee should report the examination as “satisfactory” or “unsatisfactory” immediately following the examination
- Committee Chair must complete form details (basis, result, recommendation) and submit their approval before other members can access the form
- No more than one dissenting vote is acceptable in certifying a candidate to receive the PhD degree (if 4 or more members).
- If unsatisfactory, the candidate must wait at least until the following semester to repeat the final exam.
  - A new Request for Appointment of Examining Committee (Form 8) must be submitted.

Keep a close eye on deadlines set by your school!
Candidacy

- Grad student CAND courses are for those who are expected to graduate at the end of the semester. The courses are a method for Purdue and IUPUI Schools to determine who is anticipating graduation.

- CAND 99100 may be taken as many times as needed. However, a Late Graduation Deadline Fee of $200 is assessed to Purdue students who are on the candidate roster for 3 consecutive sessions. They can be on the list for two consecutive sessions, but if they need to be on the list for the third consecutive session, then the fee is assessed.

- A student may only take CAND 99200 or CAND 99300 once.
  - Changes in how the "Privileged Registrations" are used are effective Fall 2016.

Effective Fall 2016:

At the beginning of the semester everyone will register for CAND 99100 and at least 1 fee-bearing credit

If student fails to complete deposit before the 8 week deadline, no change in registration is needed, is still on track for graduation in that semester

If all degree requirements are met by deadlines, registration will be changed as appropriate.

Examination and Degree Only Candidacy Options

"Privileged Registrations" are ($125) reduced fee options for

- Thesis students who have successfully defended, and only need to deposit, or who have not yet defended or deposited.

- Non-Thesis students who have finished all coursework, but have not yet completed their Directed Project and/or have 1 or more Incomplete (I) grades, or have only administrative delays in graduation
  - Departments should contact the Graduate Office regarding Non-Thesis students who are in this situation
Candidacy in the Final Semester

All Purdue graduate students anticipating graduation at the end of the semester will register for CAND 99100 and at least 1 fee-bearing credit.

When a student meets the early deposit deadline (within the 1st 8 weeks of the semester) the IUPUI Graduate Office will send a request to the IUPUI Office of the Registrar for an administrative change to the student’s registration from CAND 99100 and fee-bearing credit(s) to the appropriate CAND course (either CAND 99200 or CAND 99300).

- This administrative move will happen during the 9th week of the given semester.
- The CAND 99100 and fee-bearing credit(s) will be removed from the student’s registration/transcript, and all fees associated with the fee-bearing credit(s) will be removed and/or refunded if previously paid by the student, or department via a fee remission.
- The student will then be administratively back enrolled in CAND 99200/99300 and charged the $125 CAND fee. No late fee for this change would be charged.

CAND 99200 and CAND 99300 are not sufficient to fulfill full-time registration requirements for visa purposes.

GRAD-G 599, zero credit course for international master's students, available only after completing all coursework. The course can be taken 1 time, during semester the student will graduate. It is not a “full-time” equivalent course, and is used for VISA purposes only.

Examination and Degree Only Candidacy Options

Considerations for International Students

CAND 99200 and CAND 99300 are not sufficient to fulfill full-time registration requirements for visa purposes.

GRAD-G 599, zero credit course for international master's students, available only after completing all coursework. The course can be taken 1 time, during semester the student will graduate. It is not a “full-time” equivalent course, and is used for VISA purposes only.

Grades

- Outstanding grades from past semesters (Rs, Is, NRs) can be graded by faculty at any time during the semester.
- eGrade Change request is at One.IU.edu
- Research Credits should be completed as either S or F at the end of every semester based on student’s work and progress during the relevant semester.
  - Leaving Rs and NRs until the end of a student’s degree is against PU Graduate School policy
- Grades should be submitted as soon as they are available at the end of the semester.
  - Departments should remind faculty that until all their grades are in they are not done with their semester
Certification Audits

- A Graduation Certification Audit will be issued by the Graduate School each semester for all students on the candidate list.

- All Audits will be issued/processed electronically through the Purdue Graduate School Database.
  - Masters and IUPUI PhDs sent by the Graduate Office.
  - West Lafayette PhDs sent from the Graduate School in West Lafayette.

- The audit/certification form informs the department of outstanding problems that must be resolved before the record can be cleared for the anticipated degree:
  - (e.g., courses to be completed, notes of unacceptable grades, registration credit issues, GPA issues, or the absence of required transcripts).

Certification Audits

- The candidate audit/certification form must be Approved or Rejected by the Plan of Study Coordinator, Major Professor and the Head of the Graduate Program to indicate the student’s candidacy or removal from candidacy.

- The form should be Rejected or Approved to Grad School-level as soon as possible, but not later than the final examination deadline in that academic session.

- Electronic Audits can be updated through the semester as issues are resolved.

- Even if an Audit is fully Approved by the department, if a student fails to complete all degree requirements, it will be Rejected by the Graduate School.
  - Faculty should not delay Approval/Rejection for final semester’s grades.

Candidate Audit

<table>
<thead>
<tr>
<th>Name</th>
<th>Potter, Harry James</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>12345678</td>
</tr>
<tr>
<td>School</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Degree</td>
<td>Master of Science</td>
</tr>
<tr>
<td>Program</td>
<td>Master of Science, Theses</td>
</tr>
<tr>
<td>Dates</td>
<td>DPhil, 2018</td>
</tr>
<tr>
<td>Notes</td>
<td>None</td>
</tr>
</tbody>
</table>
Ph.D. candidates with degrees awarded through WL will work directly with West Lafayette to format and deposit their dissertations.

https://www.purdue.edu/gradschool/research/thesis/index.html

The format review process is done electronically. Students should contact me via email (sllayton@iupui.edu) to start the process.

- WL PhDs should contact Ashlee Messersmith (amiley@purdue.edu)

- Students will still need to submit the original copies of signed Forms 9 and 32. (Electronic forms are in the works, but not yet cleared for use)
  - Form 32 includes the iThenticate review requirement.

- iThenticate is a required check to be performed by Major Professors to ensure the thesis document avoids plagiarism.
  - Faculty can obtain an iThenticate account from Dr. Peter Dunn, Purdue’s Research Integrity Officer via email (pedunn@purdue.edu)
  - http://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism.php
Thesis and Dissertation: Form 9

Form 15: Request for Confidentiality

Thesis and Dissertation: Form 32

Thesis and Dissertation

- All master’s and doctoral degree thesis-option candidates will be issued a Thesis/Dissertation Receipt (G.S. Form 16) by the Thesis/Dissertation Office (or IUPUI Graduate Office) at the time of their successful deposit.
- This confirms Graduate School acceptance of candidate materials.
- The Thesis/Dissertation Receipt (Form 16) will be delivered to the student, the student’s department, and the appropriate Graduate School office as a PDF attachment.
## Thesis and Dissertation

**$90 for a Master’s thesis**  
**$125 for a Doctoral dissertation**

- Collection of the Thesis & Dissertation Deposit fees is handled by West Lafayette.
- For Masters and West Lafayette-awarded PhDs: paper bills are sent out to student’s mailing address after deposit is finalized.
  - Sent from WL Bursar’s Office approximately 2 months after deposit
- For IUPUI-awarded transitioning PhDs: School of Science will pay on students’ behalf
- Degree will not be issued until fee is paid.

### Thesis and Dissertation

**Thesis and Dissertation formatting workshop will be:**  
**Friday, Sept. 30th in IT 252 at 11:30**  
You should strongly encourage all thesis students to attend.

Purdue provides great formatting information on their website:  
Including checklists of common errors, YouTube videos, and Templates!

- Please encourage your students to use the updated version of the templates from the website.
- IUPUI Engineering and Technology now requires use of LaTeX (typesetting software) for thesis and dissertations.

### Overleaf

[https://www.overleaf.com](https://www.overleaf.com)

Purdue now provides free Overleaf accounts for IUPUI Purdue program students, faculty, and staff (set up with purdue.edu or iupui.edu email):

Collaboration software allows easy review/development by students and faculty

- Templates available for most formatting standards
- Purdue template: puthesis allows for near-perfect formatting of PU Thesis & Dissertations
- IUPUI Engineering and Technology now requires use of LaTeX (typesetting software) for thesis and dissertations.
Thesis and Dissertation

When possible, please avoid scheduling defenses at the last minute.

All content changes requested by the committee must be complete before any format review by our office can take place.

Rush to submit at the end of the semester increases stress to students, faculty, and staff.

Questions?

IUPUI Graduate Office
University Library
Room 1170
715 W. Michigan Street
Indianapolis, IN 46202
(317) 274-1577
gradoff@iupui.edu

http://graduated.iupui.edu