Welcome to the Graduate Personnel Workshop

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office

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

GRADUATE OFFICE OVERVIEW

INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL
IUPUI Graduate Office
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
- Guides & Job Aids
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

University Graduate School Bulletin

The Indiana University Graduate School (UGS) Bulletin is your comprehensive guide to graduate programs conferred through IU.

It provides up-to-date details on:
- Admission requirements and processes
- UGS policies and procedures
- Degree requirements
- Financial aid
- Special academic opportunities
- Programs and courses offered

The bulletin is updated annually in September. Your IUPUI contact person is Dezra Despain at dezdes@iupui.edu or you can contact Jeff Rutherford, assistant dean for academic affairs at grothth@iu.edu.
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

**ADMISSIONS**

**INDIANA UNIVERSITY**

**THE UNIVERSITY GRADUATE SCHOOL**

**IUPUI Graduate Office**

**Admissions**

- How-To-Apply - list of instructions on what to select on the Graduate eApp (i.e. Program/Plan, Term etc.)
- EAP exam can be used to prove English proficiency for local non-native speakers
  - NEW – You now must provide your applicant with a referral from see your packet


Admissions

• International Applicants
  – Foreign Credentials Analysis (FCA) Must be completed for all GINT and GRAD with education outside of the U.S.
• Attached to eDocs
  • Final Transcripts
    • Indicating Bachelor’s degree has been awarded
    • Missing Final Transcript – Negative Service Indicator placed for semester after admit term
    • Must have a 3.0 Cumulative GPA or ↑
      • If below a 3.0 GPA, a justification letter to the Associate Dean needs to attached for her to review with the other materials already provided

Admissions Cont’d

• Attached to eDocs Cont’d
  – Offer Letter (indicate conditions of continual enrollment here)
    • Ensure that your language states that the University Graduate School will make the final admission decision
  – Permanent Residents, Political Asylees, Refugees, Undocumented
    • Must have “visa documentation” attached to the eDoc
• No need to code residency – Grad Office does this for you

Admissions

• eDocs will rerouting back to the program if:
  – No Transcripts, Admission letter, or FCA attached
  – No Permanent Residency Card or “Visa documentation”
• Fee Waiver Form (attach to eDoc)
  • No REFUNDS! (exception for technical issues)
  • Recruitment Categories (waiver or no waiver)
Admissions

- Coming Soon – Policy Update – Effective Spring 2017 Admit Term
- Restrictions on use of conditional admit coding (COND/STCA, COND/CACA)
- Changes to federal policies on approval of international student visas prohibit campuses from issuing visas to students offered conditional admission

The Indiana University compliance position [pending formal confirmation] is as follows:
- COND/STCA (Standard Conditions) or COND/CACA (Cautionary Conditions) admit coding should not be used for students requiring IU student visa sponsorship.
- Most “conditions” are actually “conditions of continued enrollment”. Examples include:
  - Complete specified course(s) with specified minimum grade
  - Earn a specified minimum GPA in the first semester/year of the program
- A holistic review of an application should determine if the application fulfills regular standards of preparation for the program. (Justification letter for UGS applicants if under 3.0 GPA)
- The applicants noted above should be admitted to degree or certificate programs using ADMT/AFQL coding.
- To avoid application of a double standard, both domestic and international applicants should be admitted and coded following the guidance above.

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
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.

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<th>Placement Code</th>
<th>Test Date</th>
<th>Score</th>
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<td>002</td>
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<td>80</td>
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<td>EN310</td>
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<td>025</td>
<td>03/01/23</td>
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<td>028</td>
<td>04/10/23</td>
<td>90</td>
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Technology

- IUPUI Request Tracking System (RTS)
- IUIE Reports
- One.IU ~ University Graduate School “App”
  - Add/Remove User Access eDoc
  - IU eApp Admin Summary
- Grad eApp Annual Maintenance Requests?
  - February Call for Requests
  - Summer Implementation

IU eApp Admin Summary
Admission Workshops

• Admissions Workshop – September 29th
  2:30 PM – 3:30 PM (UL 1126)

FELLOWSHIPS AND FUNDING

• University Fellowships (1 year stipend, health insurance)
  – Call for applications in January
  – Deadline Tentatively February 16th, 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 with 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
PROGRESS TO GRADUATION

IUPUI

IUPUI - UGS Degrees Awarded
7/1/15 to 8/31/16:

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>This Year</th>
<th>Last Year</th>
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<tr>
<td>Graduate Certificates</td>
<td>59</td>
<td>23</td>
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<tr>
<td>Master of Arts</td>
<td>126</td>
<td>105</td>
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<tr>
<td>Master of Science</td>
<td>71</td>
<td>66</td>
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<tr>
<td>PhD</td>
<td>75</td>
<td>52</td>
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<tr>
<td>Total</td>
<td>330</td>
<td>246</td>
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- eDocs launched last year:
  - Nomination of Candidacy
  - Nomination to Research Committee
  - Research Member Change
  - Defense Announcement
  - Master’s Application for Advanced Degree

- Both the program and student can check the whereabouts/routing of the eDocs - use Document Search through www.One.IU.edu

- New eDocs launching in Spring 2017:
  - Minor
  - Substitution / Waiver
  - Revaledation
Certificate Highlights

- Deadlines – we will not accept requests made after the deadlines of:
  - April 15th (for May graduates)
  - July 15th (for August graduates)
  - November 15th (for December graduates)

- Termination of Study (for all degrees)
  - Program must notify our office as soon as possible to prevent student from registering after termination.

- Grades must be posted by grade posting deadline given by the Office of the Registrar or the form will become invalid and the program will have to re-submit the form.

- Make sure the correct bulletin (admit term or current) is listed on the Recommendation for Graduate Certificate Completion form.

Master Degree Highlights

- Encourage students to check website (http://graduate.iupui.edu/forms/index.shtml) for information on graduation and thesis requirements.

- Note: 2 checklists; Thesis and Non-Thesis

- Bound thesis is no longer a requirement for deposit and graduation. This is the department’s responsibility. The bindery should deliver directly to the program.

- Make sure the correct bulletin choice is selected on the eDoc (admit term or current).

- Deadlines – we will NOT accept eDocs submitted after the deadline of the 15th of the month prior to graduation.
## PhD Highlights

- **Encourage students to check website for Graduation and Thesis Requirements.** ([http://graduate.iupui.edu/forms/index.shtml](http://graduate.iupui.edu/forms/index.shtml))
- **Acceptance page hard copy submission on cotton paper is no longer a requirement of UGS.**
- **Bound dissertation is no longer a requirement for deposit and graduation. This is the department's responsibility. The bindery should deliver directly to the program.**
- **Nomination to Candidacy (NTC) form:**
  - We must have the Plan of Study and Minor form to process this form.
  - Course substitutions, credit transfers, course revalidations and converting grades (MD to PhD) forms need to be processed before submitting the NTC.
- **Nomination of Research Committee (NOR) form:**
  - Dissertation Prospectus is required.
  - IRB Form is the responsibility of and kept by Program.
  - Ensure to check box indicating Program’s receipt of document.

### Master Degree Progression Checklist

<table>
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<th>Degree Type</th>
<th>Required</th>
<th>Acceptance</th>
<th>Plan of Study</th>
<th>Research Committee</th>
<th>Dissertation Prospectus</th>
<th>IRB Form</th>
<th>UGS Notes</th>
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### PhD Degree Progression Checklist

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<th>Degree Type</th>
<th>Required</th>
<th>Acceptance</th>
<th>Plan of Study</th>
<th>Research Committee</th>
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