

Master's Degree Progression Checklist for Non-Thesis Students

(For Master's Degree students who are in University Graduate School programs.)

Updated 4/1/2017 – No Requirements were changed

√	Admission Letter, Final Transcript and EAP Requirements		
	Program – at the time of admission	Admission Letter	Attach to the Graduate Application eDoc when admitted.
	Program	Final Transcript	Attach to the Graduate Application eDoc the final 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 transcript via RTS during the student's first semester.
	Student	EAP Requirements	If required, complete courses resulting from the English for Academic Purposes test (EAP).
	Program	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken before submitting the Master's Application for Advanced Degree (MAAD) eDoc.
Miscellaneous Forms located on our website at http://graduate.iupui.edu/forms/index.shtml			
	Program	Transfer Credits	Any transfer of credit for coursework from an outside institution or outside your IUPUI school, which lists a course from another IUPUI school that is being matched to your student's plan of study, will require written approval from the IUPUI School that offers the course(s). The memo must include the student name, UID, program and all courses requested for approval identified by course number, title and credit hour assigned to the course. This memo must be from the School's Dean of Graduate Studies and/or Graduate Program Director that offers the courses. Send completed form along with a copy of the official transcript (front and back) to gradrec@iupui.edu within the first year. http://graduate.iupui.edu/forms/index.shtml
	Program	Course Substitution	When appropriate, send completed forms to gradrec@iupui.edu http://graduate.iupui.edu/forms/index.shtml
	Program	Course Revalidation	If applicable, send completed form as soon as possible to gradrec@iupui.edu . Must be submitted before the Master's Application for Advanced Degree (MAAD) eDoc. Note: The form should include details of how the course(s) is being revalidated. http://graduate.iupui.edu/forms/index.shtml
	Program	Plan of Study	Plan of Study (POS) must be attached to the MAAD eDoc. The POS should identify courses by category (i.e. core, elective, research, etc.) and must contain the concentration /track if your program offers multiple areas of study. If the concentration/track is not listed, the eDoc will be returned to the program. The link and POS examples can be found at http://graduate.iupui.edu/forms/index.shtml .
	Student	Graduate & Professional Program Update Form	When a student wants to return to a program after being out between 12 and 24 months, they must complete the "Graduate and Professional Program Update Form" http://graduate.iupui.edu/forms/index.shtml . Students submit the completed form directly to their program for approval. If the student has not enrolled for more than 24 months they must reapply to the program to be reactivated. Programs must send the approved Graduate and Professional Program Update Form to our office via RTS for processing.
	Program	Termination of Study Form	Submit completed form to gradrec@iupui.edu as soon as possible to avoid student registering after termination. http://graduate.iupui.edu/forms/index.shtml

	Program	Leave of Absence	Submit completed form to gradrec@iupui.edu within two weeks of student's notification to take leave. http://graduate.iupui.edu/forms/index.shtml
	Program	Return for Leave of Absence	Submit completed form to gradrec@iupui.edu one week prior to the student's return. http://graduate.iupui.edu/forms/index.shtml

Process and Deadlines:

	Student	Outstanding Grades	Verify that all "R" and "I" grades have been changed, or will be changed by the 25th of the graduation month.
	Program	Post Outstanding Grades	Deadlines for May, August and December graduates are university wide deadlines that can be found on the Office of the Registrar's website . The deadline for all other months is no later than the 25th of the graduation month.
	Student	Student should initiate the Master's Application for Advanced Degree (MAAD) eDoc leaving enough time for the program to approve/submit the eDoc by the 15 th of the month prior to the anticipated graduation month	Complete and submit during final semester allowing plenty of time for the program to approve the eDoc by the 15th of the month prior to the anticipated graduation month. (NOTE: If you have been out of the program more than 12 months and less than 24 months you will have to complete a "Graduate and Professional Program Update Form" found on our website. Send the completed form directly to your program for approval. Do not send the form to the IUPUI Graduate Office. If you have been out for more than 24 months, you will have to reapply to the program before being allowed to complete the MAAD eDoc.) Graduate and Professional Program Update Form and MAAD eDoc can be found at: http://graduate.iupui.edu/forms/index.shtml.
	Program	Approve Master's Application for Advanced Degree eDoc no later than the 15 th of the month prior to the anticipated graduation month	DO NOT complete for your students. Complete your portion of the eDoc (all except final semester grades) and verify that the degree requirements have been met using the University Graduate School (UGS) Bulletin from the appropriate year before approving. The eDoc must be approved by all programs no later than the 15th of the month prior to the student's anticipated graduation month. Late approvals will force us to change graduation to a later month. Any deviation from the UGS Bulletin must be approved by Dr. Janice Blum (jblum@iupui.edu) and attached to the eDoc.

Degree, Transcript and Diploma

	Student	Degree Date	IU degrees can be awarded monthly. The degree date is the last day of the month, except for May, August and December. May degree date is Mother's Day(USA); August and December degree date is the last day of IUPUI classes, visit the academic calendar on the Office of the Registrar's website .
	Student	Transcript	Once your degree is posted, it will immediately appear on your transcript. To order transcripts, visit the Office of the Registrar's website .
	Student	Diploma	Once our office receives your diploma, you will receive an email via your preferred email address that's listed on your One.IU.edu account. This email will contain instructions on how you'll be able to receive the diploma. Make sure to keep your home address in One.IU.edu current. That is the only address used to send your diploma.

Additional Resources

Faculty and Staff:

Please check out our Guides and Job Aids at <http://graduate.iupui.edu/faculty-staff/guides.shtml> for information on: Admissions; eApp; IUIE; Workshops; eDocs

Students:

Please check out the eDoc Help Guides for information on:

[Document Types](#); [Searching for eDocs](#); [Understanding the Route Log](#)