Graduate Programs

Welcome to the Graduate School!

Administration of Graduate Programs at IUPUI

Indiana University-Purdue University Indianapolis (IUPUI), a comprehensive campus made up of 19 Indiana University and Purdue University schools, is a dynamic place where new degree initiatives are fostered. Involvement with society at large, and the community in particular, is a hallmark of this campus, which changes the flavor of new degree programs. Thus, students will find innovative programs in music technology, philanthropy, public history, and visual arts, as well as developing programs in informatics, visual communications, and music therapy. These new and developing programs enrich the solid foundation of traditional graduate programs available at IUPUI. Please see our Web site, http://www.iupui.edu/~iuihome/graddegrees.php, for a complete listing of the graduate degree programs at IUPUI.

There are three types of postbaccalaureate programs at IUPUI: (1) programs leading to graduate degrees and certificates, administered by Indiana University Graduate School; (2) programs leading to graduate degrees and certificates, administered by Purdue University Graduate School; and (3) other programs that are administered mainly by individual schools such as the Schools of Medicine, Dentistry, Law, Public and Environmental Affairs, Education, Library and Information Science, Health and Rehabilitation Sciences, Music, Nursing, Informatics; the Kelley School of Business; and the Herron School of Art and Design. For information about applying to one of the degree programs within these schools, please contact the school or department offering the degree.

IUPUI Graduate Office
The IUPUI Graduate Office is the administrative center for graduate and graduate/professional programs on the Indianapolis campus. Although no graduate degrees are granted by IUPUI itself, more than 8,000 students pursue one of the 165 graduate-level certificates and degrees offered on the IUPUI campus by the Indiana University Graduate School, the Purdue University Graduate School, and individual schools at IUPUI. The director of the graduate office serves as dean of students for all IUPUI postbaccalaureate students in collaboration with the IUPUI dean of students. In addition to the director, the Graduate Office has an assistant director, an assistant dean, a graduate non-degree coordinator, a curriculum coordinator, and other support staff.

As the locus of graduate administrative activity, the IUPUI Graduate Office processes applications and GRE scores for all graduate and professional programs and receives theses and dissertations for the graduate schools of both IU and PU. The office provides staff support for all graduate administrative committees, sponsors student organizations (e.g., the Graduate Student Organization), counsels post baccalaureate and prospective students, conducts workshops, and organizes Graduate School commencement activities. The IUPUI Graduate Office also connects IUPUI to a wider graduate community through organizations such as the Council of Graduate Schools

(CGS), the Committee on Institutional Cooperation (CIC), and the Midwest Association of Graduate Schools (MAGS). Perhaps most importantly, the IUPUI Graduate Office is the answer center for a wide range of questions pertaining to graduate study, graduate programs, and graduate student life. In addition, the IUPUI Graduate Office supports other offices, such as the Enrollment Center and the Community Learning Network, in providing information and documents for general inquiries. Staff of the IUPUI Graduate Office, under the primary direction of the assistant dean, also recruit for campus graduate programs.

IUPUI Graduate Affairs Committee
The Graduate Affairs Committee at IUPUI is charged with overseeing the development of new programs, quality control, recruitment, and other issues related to graduate education on the campus. Membership of this committee includes the graduate deans or their designees from both Indiana University and Purdue University as well as deans, associate deans, the president of the Graduate Student Organization, and faculty from all of the schools with postbaccalaureate programs on the IUPUI campus. New initiatives and directions are discussed, and appropriate issues are shared with the respective schools for further development and comment. New program proposals are reviewed and approved by the Graduate Affairs Committee. The Curriculum Subcommittee, which is appointed by the Indiana University Graduate School associate dean, has the responsibility of reviewing all new course or course change requests before they are submitted for campus and university wide remonstrance, and for providing recommendations to the Graduate Affairs Committee. Approved program proposals are referred to either the IU Academic Leadership Council or to the Purdue Graduate School for final action before going to the Indiana Commission for Higher Education, as necessary. The Fellowship Subcommittee reviews nominations and selects the recipients of graduate fellowships, as well as distributing merit-based block grants to the schools for the support of graduate education.

The following pages outline general regulations for graduate and professional programs on the IUPUI campus. For specific information about the admissions process, degree requirements, or prerequisites, please contact the school or department offering the degree.

Contact information for the IUPUI Graduate Office:
Union Building 207
620 Union Drive
Indianapolis, IN 46202
Phone: (317) 274-1577
Fax: (317) 278-2380
E-mail: gradoff@iupui.edu

Last Updated: March 2010

Overview

Mission
The mission of the IUPUI Graduate Office, as articulated by all our staff, is to promote the prosperity of graduate education by meeting the diverse needs of students, faculty, staff, and administrators through professional service and distribution of appropriate resources.

As the central administrative office for graduate programs at IUPUI, the Graduate Office is responsible for entering data for student records, receiving dissertation and thesis deposits, distributing Block Grants to graduate programs, awarding Travel Fellowships to graduate students, managing the University Fellowship awards, and monitoring ESL progress for non-native English speaking graduate students. This office also oversees the Graduate Non-Degree Program (GND).

Last edited January 22, 2010

Contact Information

Graduate Programs
Union Building (UN) 207
620 Union Drive
Indianapolis, IN 46202

Graduate Office: (317) 274-1577

www.iupui.edu/~gradoff
Indiana University Graduate School:
(317) 274-1577

Graduate Nondegree Program:
(317) 274-1577

Admission

Purdue University Graduate School

Undergraduate Requirements

Correspondence about admission to the Graduate School should be addressed to the Graduate Studies Office of the department or program to which an applicant wishes to be admitted or to the Graduate School, Purdue University, West Lafayette, IN 47907. Applicants ordinarily will be expected to hold baccalaureate degrees from colleges or universities of recognized standing prior to registration as graduate students. Applicants for a master's or doctoral degree program should have achieved a 3.0 (out of 4.0) grade point average or higher for the baccalaureate degree or have other indicators of outstanding academic performance.

For additional information concerning requirements for admission, please consult the specific departments or programs at IUPUI to which you wish to apply. Some departments have requirements for admission that exceed the general Graduate School requirements.

Classification and Admission

Degree-seeking applicants are those who seek to study for a doctoral or master's degree.

Degree-seeking graduate students must show promise, as judged by academic performance and experience, of ability to perform advanced study and research and must have adequate preparation in their chosen fields of study. Applicants must submit an official transcript from each college or university attended. If these transcripts are not in English, the official original-language transcripts must be accompanied by certified English translations.

For unconditional admission to a degree program, a B or better average in prior study is required. Individual departments may set higher grade requirements and may require the submission of additional evidence of academic performance.

A minimal score of 550 (paper-based) or 213 (computer-based) on the Test of English as a Foreign Language (TOEFL) is required for admission to the Graduate School for all international applicants whose native language is not English. See "International Students" in the "General Regulations" section at the beginning of the "IUPUI Graduate Office" section for more information about TOEFL.

Non-degree-seeking applicants are those who wish to attend graduate school for professional and personal enrichment without seeking an additional degree. See the "Graduate Non-Degree" section for more information about non-degree-seeking applicants.

Financial Aid and Admissions

Students desiring financial aid who are interested in earning a Purdue degree while taking classes should contact IUPUI's financial aid office.

Any student who is not fully admitted to a program may enroll in classes as a graduate non-degree student (see "Graduate Non-Degree Program" below). Students who are not fully admitted to a program should contact their department to verify their admission status. In many cases, students who are graduate nondegree or special students do not qualify for financial aid.

Graduate Non-Degree Program (GND)
Application Information

To be eligible for the Graduate Non-Degree Program, students must have a bachelor's degree from an accredited institution and be a U.S. citizen or a student who does not need an I-20 or an IAP-66 for a student visa. Under most circumstances, Graduate Non-Degree is not an appropriate enrollment status for persons requiring a student visa to enter the country.

Students who are interested in taking courses as a Graduate Non-Degree student will need to apply to the Graduate Non-Degree Program and be admitted prior to being able to register for courses. The application process includes completing an application and paying an application fee. Please see the following URL for the online application and more information about the Graduate Non-Degree Program: www.iupui.edu/~gradoff//gnd/.

Students previously admitted to the Graduate Non-Degree Program may not need to complete another application. Please see the above URL for directions on how to register for courses if you were previously admitted to the Graduate Non-Degree Program.

Courses

Graduate courses are listed within the School offering a Graduate Program:

- Herron School of Art and Design
- Kelley School of Business
- IU School of Continuing Studies
- IU School of Dentistry
- IU School of Education

- IU School of Health and Rehabilitation Sciences
- IU School of Informatics
- IU School of Journalism
- IU School of Liberal Arts
- IU School o f Library and Information Sciences
- IU School of Medicine
    - IU School of Public Health
- IU School of Nursing
- IU School of Physical Education and Tourism Management
- IU School of Social Work
- Purdue School of Engineering and Technology
- Purdue School of Science

Graduate Programs

General Graduate Regulations and Information

English for Academic Purposes (EAP) Placement Test

The IUPUI EAP Program and the Office of International Affairs have joined together to administer the required English for Academic Purposes (EAP) Placement Test for students whose native language is not English. All international students must take this test before registering for classes, even if they have taken the TOEFL. Because this is a placement test used to accurately determine English language skill level, students do not need to prepare for it. The scores are used to exempt or to assign students to the EAP classes that best meet their academic needs and that will provide the favorable English experiences necessary for a successful career at IUPUI. Students are required to begin the assigned EAP courses during their first or second semester on campus. The EAP Placement Test takes approximately three hours to complete and it tests the students' reading, listening, and writing skills. For more information, visit the EAP Program web site (http://eap.iupui.edu).

Students register in advance for the EAP placement test and pay a testing fee. Students must either be admitted to study at IUPUI or have filed an admission application in order to register for the test. For further EAP test registration and course and program information, contact the EAP Program at (317) 274-2188, Cavanaugh Hall 341, or write esl@iupui.edu.

English Proficiency

Applicants, except those whose native language is English, are expected to submit results of the Test of English as a Foreign Language (TOEFL). The TOEFL is given worldwide throughout the year. Information on testing dates, locations, and costs may be obtained by viewing at: http://www.ets.org/

IUPUI's school code number for the TOEFL application is 1325. All Purdue University and Indiana University Graduate School graduate teaching assistants/instructors whose native language is not English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students.

GRE (Graduate Record Examination)

Applicants may be required to take the Graduate Record Examination General Test, Subject Test, or both (see departmental requirements). Information concerning this exam may be obtained online at http://www.ets.org.

Students may also call a Sylvan Learning Center to schedule the GRE. It is particularly important that the GRE be taken if the applicant:

1. is seeking admission to a department that requests it (see individual departmental requirements);
2. wishes to be considered for a fellowship;
3. feels that the previous academic record does not adequately reflect the applicant's ability;
4. received the baccalaureate degree from an unaccredited institution.

International Students

There are special application procedures for those who are not citizens of the United States or who have had their previous schooling outside the United States. Such individuals should obtain the International Application packet from the Office of International Affairs (Education/ Social Work, ES 2126). Information is also available online at http://www.iupui.edu/~oia//AD/admission_step1.html.

Once enrolled, international students who wish to change their program of study must first obtain the approval of the Office of International Affairs. When such approval is granted, application for formal change of status may then be made to the appropriate school according to the same procedures governing United States citizens. International students must enroll in at least 8 credit hours each fall and spring semester in order to meet visa requirements. Any exceptions to this regulation must be approved in advance by the Office of International Affairs.

Enrollment/Registration

The courses in which a graduate student enrolls should reflect the nature and amount of the student's study and research activities as accurately as possible. Research includes literature reviews and thesis writing. A candidate for any advanced degree (excluding Indiana University Graduate School master's students) must be registered during the session in which he or she expects to receive the degree.

Proper registration is the responsibility of the student, the major professor, and the student's department. The IUPUI Graduate Office staff does not (except in unusual cases) counsel individual graduate students relative to their programs and progress. Necessary contacts should, in general, be made through the student's department.

Financial Aid

Graduate students interested in obtaining an Indiana University or Purdue University degree at the Indianapolis campus should contact IUPUI's financial aid office:

Office of Student Financial Aid Services Campus Center 250 420 University Blvd. Indianapolis, IN 46202 Phone: (317) 274-4162

Associate Instructorships, Graduate Assistantships, and Research Assistantships

Many associate instructorships, graduate assistantships, and research assistantships are available in departments and schools. Some of these positions are accompanied by fee scholarships, which defray the cost of tuition and most fees. Application for such positions should be made to the department or school in which the student wishes to work. Early application is advisable.

Fellowships

A number of fellowships are available to students enrolled full time; among them are university fellowships, fee scholarships, and various privately and federally funded awards. Students should indicate their interest in these fellowships directly to the major department. Information on, and preliminary applica-tion materials for, the National Science Foundation Graduate Fellowships may be obtained from:
Fellowship Office
National Research Council
2101 Constitution Avenue N W
Washington, DC 20418
In all cases, early application is advisable. It should be noted that all such award holders are required to devote full time to their studies.

Foreign Language Requirements

There is no general requirement of competency in any foreign language. Each department determines requirements, if any, and options for satisfying them are obtained from the department.

Grades

Grade points are assigned at IUPUI according to the following scale (in calculating grade point averages, any plus or minus accompanying a letter grade is taken into account):
A=4.0
A-=3.7
B+=3.3
B=3.0
B-=2.7
C+=2.3
C=2.0
C-=1.7
D+=1.3
D =1.0
D-=0.7
F=0

Courses completed with grades below C (2.0) are not counted toward graduate degree requirements, but such grades will be counted in calculating a student's grade point average. Some departments may require an average grade in graduate courses higher than B (3.0), while others may count no courses completed with grades below B (3.0) toward degree requirements. No work may be transferred from another institution unless the grade is a B (3.0) or higher.

The school dean may review a grade record at any time and may place a student on academic probation if the record justifies such action. When the grade point average of a student falls below 3.0, or the student is not making sufficient progress toward the degree, the dean will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average, or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue study at the university.

Standards of Work

Success in graduate study requires performance of a high quality. Pass/fail grades are unacceptable. A student's progress will be reviewed each semester by the department. Any student who fails to perform on a level satisfactory to the advisory committee or the dean may be asked to discontinue graduate study. The same scholastic requirements in effect during the regular university year apply to graduate study during the summer sessions and to work taken at all Indiana University or Purdue University campuses. The same grade standards also apply to prerequisite courses.

Thesis

A master's or doctoral thesis is a document authored by a student that describes results of original research undertaken by that student and asserts a position that the student is willing to defend. This position should not be construed to prohibit joint or collaborative research endeavors. It is expected, however, that in such a situation, unique aspects of the broad problem will be explored by each individual and that the thesis written and presented to the final examining committee will be a personal document describing the student's creative effort and contribution. Students should speak with their advisor early in their graduate careers when considering a collaborative thesis project. Links to online versions of the Guide to Preparation of Theses and Dissertations for both IU and Purdue are available at http://www.iupui.edu/~gradoff//students/.

Visiting/Transient Students

Visiting students in good standing in any accredited graduate school who wish to enroll for one semester or summer session to take graduate-level courses and who plan to return thereafter to their former institution may be admitted as visiting/transient students if their enrollment can be accommodated. Visiting/transient students should register as Graduate Non-Degree Program students. Information about the Graduate Non-Degree Program may be obtained from:
IUPUI Graduate Office
Union Building, Room 207
620 Union Drive
Indianapolis, IN 46202
phone: (317) 274-3459
fax : (317) 278-2380
http://www.iupui.edu/~gradoff//gnd/

Purdue Graduate School
Master's Degree Regulations

Advisory Committee

For each prospective candidate for the master's degree, an advisory committee shall be appointed, consisting of at least three members of the graduate faculty. The duties of this committee are to assist the student in the preparation of a plan of study and to advise him or her during the period of graduate work. In the case of the thesis option, the committee also advises the student regarding research and writing of the thesis. The student, with the approval of the head of the graduate program, shall select a major professor. The major professor/student relationship must be a mutually acceptable one. When selected, the major professor will act as the chair of the student's advisory committee and be in charge of his or her research. The advisory committee as agreed upon by the major professor and the student, with the approval of the head of the graduate program, shall be presented to the dean of the Graduate School for approval and formal appointment.

Plan of Study

A tentative plan of study should be drawn up in advance of registration for the first semester of graduate work, and the formal plan of study must be submitted to the dean of the Graduate School before the final session, preferably during the first semester in residence.

The plan of study shall be appropriate to meet the needs of the student in his or her chosen field, as determined by the advisory committee and approved by the head of the graduate program, the school dean, and the Graduate School dean. It shall include the specific courses the student is expected to complete and all other requirements of the particular master's degree being sought. Neither 100- nor 200-level courses may appear on a plan of study. Otherwise, requirements for the numerical level (300 through 600) of courses are determined by each department or administrative unit subject to the restriction that not more than a total of six 300- or 400-level course credit hours may appear on a plan of study. Research credits are not to appear on the plan of study. The quantitative aspects of research registration are controlled by departmental requirements and/or by residence requirements, registration limits, and thesis requirements. Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study for an advanced degree. A plan of study approved before such a period of inactivity is invalid. Requirements for the specific number of credit hours will be determined by each department or administrative unit that supervises master's degree programs. For specific requirements, the student should consult the introductory sections of the departmental course offerings under the general heading "Descriptions of Programs and Courses" in this bulletin and request information, from the department, about any additional requirements.

Non-Thesis Master's Degree

The Graduate School has no general requirement for oral and written examinations for the non-thesis master's degree. In any department, the final examination may be waived if the student meets the minimum requirements of the department. In some departments, a final examining committee is appointed for each candidate for the non-thesis master's degree and a final examination report is filed with the Graduate School before the end of the session in which the student is to receive a degree. The committee must certify to the Graduate School either that the student has passed the required examinations of the department or that the committee is satisfied with the accomplishment of the student as determined by a committee conference. In other departments, neither a final examining committee nor a final examination is required. In these departments, the student is certified for the degree by satisfying established graduation requirements of the department.

Thesis Master's Degree

Every candidate whose plan of study follows the thesis option must prepare an acceptable thesis in residence. Research in absentia is not allowed for the master's degree. In general, the thesis will be based on work done in connection with the primary area. The work will consist of assigned research, which shall be recorded with no grades given except Satisfactory and Unsatisfactory.

The general schedule for submitting the master's thesis is similar to the schedule cited on the following pages for the Ph.D., except that only three members of the graduate faculty are required for the final examining committee, and no microfilming fee is required.

After the research has been completed and the thesis written, the candidate shall be given a final examination in which he or she defends the thesis and demonstrates to the examining committee that he or she has all of the capabilities for which the master's degree is awarded. The dean of the Graduate School reserves the right to appoint additional committee members.

Multiple Master's Degrees

A student may earn two (2) Purdue master's degrees provided there is no overlap in the two plans of study. Where the requirements for two advanced degrees are of a nature requiring some overlap, instead of waiving the requirements for one of these degrees (i.e., by dual listing of courses on the plans of study), the departments concerned may involve the student in alternate educational activities. As an alternative to multiple master's degrees, departments may wish to offer advanced degrees involving joint areas of study.

A program of study involving the Ph.D. degree and two or more master's degrees may be approved, provided it meets all of the existing requirements and provided that any overlap between courses listed on the plan of study for the Ph.D. degree and those listed for the master's degrees involves only one of the master's plans of study.

Ph.D. Degree Regulations

The degree of Doctor of Philosophy is the highest earned degree conferred by Purdue University and is awarded only to those who have demonstrated superior ability in a recognized academic discipline. Each student's doctoral program must specify course work that is rationally related, should be highly research oriented, and should culminate in a thesis of literary and scholarly merit that is indicative of the candidate's ability to conduct original research in a recognized field of specialization.

Doctoral programs are composed of formal courses, guided individual study in a chosen field or discipline, study in such cognate subjects as may be required by the candidate's advisory committee, and original research that serves as the basis of a scholarly thesis.

Before being admitted to candidacy for the Ph.D. degree, each student is required to pass a series of comprehensive examinations. Individual departments may require both qualifying and preliminary examinations and may require competence in one or more foreign languages.
A second Ph.D. degree program generally is not permitted at Purdue, but exceptional circumstances may be considered by the Graduate Council.

Advisory Committee

Each prospective candidate for the Ph.D. degree, with the approval of the head of his or her graduate program, shall select a major professor who will act as the chair of the advisory committee and who will direct the research. An advisory committee of not fewer than three members of the graduate faculty will then be appointed. The composition of this committee must be mutually

acceptable to the student and the committee and should be representative of the general field of study in which the student expects to do work. The advisory committee as agreed upon by the major professor and the student, with the approval of the head of the graduate program, shall be presented to the dean of the Graduate School for approval and formal appointment. The dean may appoint additional members if it seems advisable.

Plan of Study

A plan of study should be prepared by the student and the advisory committee at the earliest practicable time. It is recommended that the plan of study be submitted before the end of the first semester following the acceptance of the student to work toward the Ph.D. degree, and all plans of study must be filed with the Graduate School before the preliminary examination is requested.

The plan of study shall specify the area or field of interest in which the student proposes to study and to conduct research. It shall meet the needs of the student as determined by the advisory committee by including the specific courses that the student is expected to complete and all specific course, seminar, language (if any), and research requirements of the department in which the student is a doctoral candidate, indicating the manner in which these requirements are to be met. Neither 100- nor 200-level courses may appear on a plan of study. Otherwise, requirements for the numerical level (300 through 600) of courses are determined by each department or administrative unit subject to the restriction that not more than a total of six 300- or 400-level course credit hours may appear on a plan of study. Research credits are not to appear on the plan of study. The quantitative aspects of research registration are controlled by departmental requirements and/or by residence requirements, registration limits, and thesis requirements. Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study for an advanced degree.

A plan of study approved before such a period of inactivity is invalid. A preliminary examination passed before such a period of inactivity is invalid. Requirements for the specific number of credit hours will be determined by each department or administrative unit that supervises doctoral programs.
The plan of study must be approved by the head of the graduate program, the school dean, and the Graduate School dean. The dean of the Graduate School reserves the right to refer any or all plans of study to the Graduate Council for review and approval when deemed advisable. The Graduate Council has the final authority to supervise the quality of all graduate programs.

Qualifying Examinations

Qualifying examinations for the Ph.D. degree are required in some departments. These examinations are for the purpose of determining the student's qualifications to continue graduate study toward the Ph.D. degree.

Preliminary Examinations

After the student has completed most of the formal study to the satisfaction of the advisory committee and met the language requirement(s), if any, he or she becomes eligible to take the preliminary examinations. The results of these examinations, written and/or oral, will be reported to the Graduate School by the examining committee with an appropriate recommendation for the student's admission to candidacy, continued preparatory study, or discontinuation of study. The dean of the Graduate School reserves the right to appoint additional members to the preliminary examining committee. The dean must be informed of the date and place of the examination and the membership of the examining committee at least two weeks before the examination. No examining committee shall have fewer than three members of the graduate faculty.

The preliminary examination will be conducted by the examining committee. In some cases, parts of the examination may be delegated to certain other staff members, but the final responsibility for the examination rests with the student's examining committee.

Departments need not offer written preliminary examinations more than once a semester, and it will be the responsibility of the student to learn in advance when these examinations are to be given.

If the student does not pass the preliminary examinations, at least one semester must elapse before reexamination is permitted. Should the preliminary examinations be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the Graduate Council.

After admission to candidacy, the candidate must devote at least two semesters to research before taking the final examination.

Thesis

The special research carried on as part of the doctoral work is expected to make a definite contribution to the candidate's chosen field of knowledge, a contribution of sufficient importance to merit publication. The candidate must, therefore, prepare a thesis showing the results of his or her research. Following is the schedule that should be adhered to with regard to the submission of the dissertation and final examination:

1. A first draft of the thesis should be in the hands of the major professor at least six weeks before the end of the session in which the degree is to be granted.
2. The thesis must be prepared according to departmental format requirements (available in departmental graduate studies offices)and university format requirements as described in the Manual for the Preparation of Graduate Theses, a copy of which may be obtained in departmental offices or online at http://www.gradschool.purdue.edu/gradschool/Publications/graduate-thesis-manual.pdf

   The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee.
3. The final examining committee for the doctoral candidate shall consist of a minimum of four members of the graduate faculty. The formal request for the appointment of the examining committee must be received in the Graduate School not later than two weeks preceding the final examination. This formal request must specify the time and place of the examination.

4. Generally, each member of the examining committee must receive a copy of the thesis at least two weeks before the date of the final oral examination.
5. Approval of departmental format requirements must be obtained before the thesis is delivered to the Library Thesis Deposit Office. University format requirements will be checked in the Library Thesis Deposit Office at the time the thesis is deposited.
6. The final examination must be taken and passed, and the report of the examination must be filed in the Graduate School before the last week of classes.
7. The completed and corrected deposit copy of the thesis, along with an extra copy of the title page and the abstract, must be deposited in the Library Thesis Deposit Office and a receipt thereof delivered to the Graduate School before the end of the first working day following the last day of classes of the session in which the degree is expected. Doctoral students must also submit one unbound copy of the thesis to the Library Thesis Deposit Office. The unbound copy will be sent to University Microfilms International for microfilming.
8. The sum of $65 must be paid to the Office of Student Account Services (http://www.osas.iupui.edu) before the end of the session to pay for the cost of microfilming.

Final Examination
After the research has been completed and the dissertation written, the candidate shall be given a final examination in which he or she defends the thesis and demonstrates to the examining committee that he or she has all of the capabilities for which the Doctor of Philosophy degree is awarded. The examining committee shall consist of no fewer than four members of the graduate faculty. The dean of the Graduate School reserves the right to appoint additional committee members.

Publication and Use of Thesis
The results obtained and the thesis prepared for an advanced degree are the property of the university. Except for the standard arrangement for the publication of Ph.D. theses on microfilm (see the following paragraph), no part of the thesis may be reproduced or published without the authorization of the president of the university or his designee. Unless otherwise named, the head of the department supervising the work shall act for the president. No part of the thesis may be used, directly or indirectly, in support of or in condemnation of any product or procedure referred to therein.

Purdue University has an agreement with University Microforms International, Ann Arbor, Michigan, for microfilming Ph.D. theses. The availability of the dissertation in film form will be announced by a listing of the title and a reproduction of the thesis abstract in Dissertation Abstracts International, a monthly journal distributed to leading libraries here and abroad. The thesis fee covers the cost of microfilming and the publication and distribution of the abstract. A film copy or paper enlargement of all or part of the thesis may be ordered by anyone from the publishers of Dissertation Abstracts International. The original thesis and one unbound microform copy will be deposited in the University Library. Publication by microfilm does not preclude the printing of a dissertation in whole or in part in a journal or monograph.

IU Graduate School
Degree Information

The Indiana University Graduate School confers the following degrees: M.A. in Applied Communication, M.A. in Economics, M.A. in English, M.A. in History, M.A. in Museum Studies, M.A. in Philanthropic Studies, M.A. in Philosophy, M.A. in Political Science, M.A. in Sociology, M.A.T. in Spanish, M.S. in Clinical Research, M.S. in Geographic Information Science, M.S. in Earth Sciences, M.S. in Dental Materials, M.S. in Health Sciences Education, M.S. in Nutrition and Dietetics, M.S. in Occupational Therapy, M.S. in Therapeutic Outcomes Research, M.S. and Ph.D. in Anatomy and Cell Biology, Biochemistry and Molecular Biology, Biomolecular Imaging and Biophysics, Medical and Molecular Genetics, Medical Neuroscience, Microbiology and Immunology, Pathology and Laboratory Medicine, Pharmacology and Toxicology, Cellular and Integrative Physiology. It also confers the Ph.D. in Biostatistics, the Ph.D. in Dental Science, the Ph.D. in Economics, the Ph.D. in Informatics, the Ph.D. in Nursing Science, the Ph.D. in Philanthropic Studies, the Ph.D. in Social Work, and several graduate-level certificates.

For complete information (including admissions procedures) about all of the programs listed above, please contact the department or school directly. Information about these programs may also be obtained through the following URL: http://www.iupui.edu/~iuihome/graddegrees.php

Graduate Non-Degree Program
Students who have a bachelor's degree can enroll for credit in a wide variety of graduate and professional courses throughout the university as a GND student. Some courses students are interested in taking may require authorizations from the instructor or department prior to registration. GND students may not take any graduate-level courses in law, medicine, dentistry, nursing, social work, business, or public health.

This program is for the student who:

1. wants to supplement his/her academic background by taking graduate level courses;
2. wants to take graduate level courses for personal development;
3. is unsure about a graduate or professional program and would like to sample available programs;
4. is awaiting final approval of graduate admission and is taking courses with the guidance and approval of a degree program advisor;
5. wants to enhance skills utilized in a current career; or
6. wants to prepare for a change in careers.

Students who want to take course work for teacher's license renewal, endorsements, certification for Indiana Teacher's License, or master's program should contact the:
School of Education
ES 3131
902 W. New York Street
Indianapolis, IN 46202-5154
phone: (317) 274-6801

for direct admission to their program.

The address for the Graduate Non-Degree Program is:
Graduate Non-Degree Program
620 Union Drive, Room 207
Indianapolis, IN 46202
phone: (317) 274-1577
fax: (317) 278-2380

Students who have a bachelor's degree and want to take only undergraduate courses at IUPUI should complete the undergraduate admissions visiting student application http://enroll.iupui.edu/admissions/undergraduate/non-degree/.

Last edited January 22, 2010

Academic Policies & Procedures
Integrity in Graduate Education

Students are expected to adhere to the highest ethical standards in all their course work and research. Individuals violating that code of conduct are subject to disciplinary action; such breaches could lead to expulsion of the student from the university or to rescision of a degree already granted. Graduate students are subject to the provisions outlined in the Code of Student Rights, Responsibilities, and Conduct, which is available online (http://www.iupui.edu/code/).

Graduate and Professional Policies
Graduate Non-Degree Policies

1. Graduate non-degree students must maintain a minimum GPA of at least 2.5.
2. Graduate non-degree students may not take more than 18 credit hours in a single subject area without written permission from the department to the GND advisor.
3. Graduate non-degree students not having continous enrollment may need to submit an update form http://www.iupui.edu/~gradoff/docs/App_UpdateForm.pdf to the Graduate Office in order to register for classes.
4. Admission to the Graduate Non-Degree Program will not guarantee admission to a graduate degree program.
5. A maximum of 12 credits earned as a graduate non-degree student may be applied to a certificate, master's degree, or Ph.D. Some departments allow fewer than 12 credits or none.
6. Graduate non-degree students may not register for any medical research course.
7. If Graduate non-degree students need advice about specific course issues or authorizations for designated courses, they can be obtained through the department that offers the course.
8. Graduate non-degree students may not enroll in graduate course work in law, medicine, dentistry, nursing, social work, business, or public health.

English for Academic Purpose Proficiency Policy for Graduate Non-Degree Students Who Are Nonnative Speakers of English
Satisfactory English language skills are necessary for enrollment as a graduate non-degree student. Nonnative

English speakers must take the IUPUI ESL Placement Test or the TOEFL unless they have received a U.S. bachelor's or higher degree. Individual schools and programs may have policies for documentation of English ability which are different from the GND policy. Students who anticipate pursuing a graduate degree on this campus are encouraged to take the ESL Placement Test even if they are not required to take it for GND admission, since their academic unit will require it before entry.

GND students who do not need an I-20 or IAP-66 are given a one-semester grace period in which to satisfy the testing requirement. If the student is subject to this policy, the student must take the ESL test before registration for a second semester will be permitted. To register for the test, call or visit the IUPUI Office of International Affairs (Education/Social Work, ES 2126, phone (317) 274-7000). There is a fee for this test.

To receive an exemption from the ESL test requirement under the terms of this policy, the student must submit an official transcript with the GND application. Students who do not have official transcripts available upon application may submit them to the Office of International Affairs at a later date. Documents submitted to International Affairs after the GND application has been processed will be reviewed within two months of submission.
Any applicant who wishes to enroll in ESL courses must take the ESL Placement Test before course registration.

Application to a Graduate or Professional Program
Graduate non-degree students who later decide to pursue a certificate, master's degree, or a Ph.D. must apply and be admitted by a degree-granting program in order to receive a degree. For information about applying to one of the degree programs at IUPUI, please contact the school or department offering the degree.

Financial Aid for Graduate Non-Degree Students
Graduate non-degree students may be eligible for financial aid if:

1. the courses are being taken because an IUPUI graduate or undergraduate department or school has required the courses as prerequisites for admission to a graduate or undergraduate program at IUPUI, or for Purdue veterinary, Purdue pharmacy, or IU optometry programs; and
2. those prerequisite courses being taken for any semester equal at least half-time enrollment (6 credit hours of undergraduate courses), all of which are prerequisites; and
3. they did not exceed their available aid at the undergraduate level.

Questions regarding this information should be directed to the graduate area of the Office of Student Financial Aid Services at (317) 278-4723.

IUPUI Employees and Their Spouses
If the student or the student's spouse is employed full time at IUPUI, the Fee Courtesy Request Form, available from the Office of Student Financial Aid Services, Cavanaugh Hall, or online at www.iupui.edu/finaid, must be completed. If the student has been classified as a nonresident of Indiana for tuition purposes, the student should note that tuition is assessed at the out-of-state rate. Completing this form enables the student to receive the fee and

reductions available to full-time IUPUI employees and their dependents.

Last Updated March 2010