Policies & Procedures
For Administering Graduate Student Programs
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Please Note: The term “department,” in this manual, refers to an academic unit, which could be a department, college/school, or an interdisciplinary program. Additionally, the term “session” refers equally to the fall and spring semester, or the summer session.

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Introduction

Purdue University is a system encompassing five campuses. The main campus, located in West Lafayette, Indiana, is the oldest and most comprehensive, and home to the dean of the Purdue University Graduate School. Established in 1929, the Graduate School comprises more than 70 programs at the West Lafayette campus and 32 programs at the Purdue campuses in Fort Wayne, Hammond, Indianapolis, and Westville, Indiana.

A. Executive Authority

The Graduate School has oversight responsibility for all graduate academic programs, including graduate courses, graduate degrees, and graduate certificates; graduate administrative functions, such as graduate admissions, student records, thesis and dissertation deposits, and graduate interdisciplinary programs; and the Purdue Graduate Student Government.

By authority of the Board of Trustees (April 10, 1929), the dean of the Graduate School is the principal administrative officer of the Graduate School and has charge of the details of administration. This includes responsibility for registration of graduate students, approving schedules, deciding classification, appointing examining committees. The dean of the Graduate School also serves as the chair of the Graduate Council. Acting on behalf of the Graduate Council, the dean may grant exceptions to policy when deemed appropriate and may provide clarification and interpretation of policy detailed in the manual titled: Policy and Procedures for Administering Graduate Student Programs.

B. Graduate Council

In accordance with the action of the general faculty (June 1949), the Graduate Council acts as the faculty of the Graduate School. The Graduate Council is responsible for all academic policies related to graduate study and degree programs, particularly those policies that involve admission to the Graduate School; standards of work; courses and programs of study; registration requirements; and all other requirements for advanced degrees. The dean of the Graduate School is responsible for publishing all policies and procedures established by the Graduate Council. Those policies, described in this manual, are the official policies of the University, to be administered by the dean of the Graduate School.

The membership of the Graduate Council consists of twenty-five appointed voting members, four ex officio voting members, senior associate deans and associate deans of the Graduate School, the Associate Vice President for Research, and the president of the Purdue Graduate Student Government (as ex officio nonvoting
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members). The twenty-five appointed voting members of the council are named by the president of the University normally to serve terms of three years, generally with eight new members being appointed each year. There is one voting member and one ex officio nonvoting member from the Calumet, Fort Wayne, Indianapolis, and North Central campuses. No person who has served on the council as a voting member may be renamed to the council until at least one year has elapsed following his or her preceding term.

The ex officio voting members are: 1) the dean of the Graduate School, 2) the provost, 3) the dean of libraries, and 4) the registrar.

The Graduate Council is divided into five area committees, and each council member is assigned to one of these committees. A sixth committee (Area Committee B) is a special committee that is composed, as appropriate, to review certain documents. Up to three faculty members, in addition to the voting members of the council, are added to each area committee to provide appropriate balance by discipline and/or subject matter expertise. The additional faculty members are appointed by the dean of the Graduate School normally to serve terms of three years.

Only voting members (or proxies) are eligible to vote or make a motion.

C. Heads of Graduate Programs and Academic Deans

Usually the head of the graduate program is the head of a department or the director/chair of an interdisciplinary program. Heads of graduate programs are responsible for the supervision and governance of all graduate study conducted and the maintenance of academic standards within their respective majors. Such authority is delegated by the Graduate School and is exercised in accord with all pertinent regulations and procedures established by the Board of Trustees, the provost, the dean of the Graduate School, and the Graduate Council.

Various levels of administrative and signature authority may be delegated by the head of the graduate program to graduate faculty members. The Graduate School should be notified when there is a change in the head of a graduate program or graduate committee chair, so that appropriate signature authority information can be updated and access given for electronic signatures on forms. The Graduate Programs Office will provide a Form 35 to be completed by the head of the department. The form should list who will be signing Graduate School documents and should include a sample of that individual’s signature. Delegation of signature authority may vary for different activities (e.g., requests for Graduate Faculty appointments; plans of study; concentrations; applications and other paper forms). For electronic documents, one “required” signature and only one “proxy” signature can be accepted.
Recommendations concerning a student or a student’s plan of study should flow to the Graduate School through the head of the graduate program to which the student has been admitted and, when requested by the college/school, through the academic college/school dean.

D. Graduate Committees

The head of each graduate program appoints a graduate committee annually. In the case of some interdisciplinary programs, the committee is appointed jointly by the heads of the participating departments.

The functions of the departmental/interdisciplinary graduate programs vary depending upon individual organization and division of responsibility. In general, they have the following functions:

1. They provide general guidance to the graduate program.

2. They may suggest new course offerings, and they review and recommend new courses proposed by the faculty.

3. They may consider and recommend new areas or degree programs for graduate study.

4. They may initiate recommendations for changes in graduate policies or regulations for consideration by the Graduate Council.

5. They may act to coordinate the areas of graduate studies in the department with that of departments in other disciplines or in the same discipline at other campuses.

6. They may provide guidance and counseling for new graduate students before they have been assigned to a major professor.

7. They may take a major role in recruiting new graduate students and make recommendations regarding admission of prospective students.

8. They may administer or give general guidance concerning department-required examinations.

9. The committee chair may advise other committees regarding availability of faculty to serve on advisory and examining committees for students majoring in other subjects.
E. Graduate Faculty

(Appointment Guidelines – see Appendix M)

1. Regular Appointment (Tenure-Track and Voting-Status Faculty)

Members of the Graduate Faculty are tenure-track faculty members at Purdue University who have been nominated by the head of a specific graduate program and an academic dean for appointment to the Graduate Faculty. The dean of the Graduate School, acting on behalf of the Graduate Council, grants graduate faculty status to Purdue faculty members.

Members of the Graduate Faculty with Regular appointment may serve throughout the Purdue University system.

To serve as a major professor, chair, or member of a degree committee, a Graduate Faculty must hold the degree being conferred or a more advanced degree. Exceptions may be requested for tenure-track faculty with a terminal post baccalaureate professional degree and with experience in both mentoring and research.

For research faculty to serve as a major professor, the Graduate School requires that they are: (1) eligible to participate as regular graduate faculty members in mentoring and advising graduate students; (2) eligible to vote on all matters related to research supervision of individual graduate students; and (3) eligible to serve on all department, college, and University committees related to the admission and dismissal of graduate students and the awarding of financial support. For example, research graduate faculty members are eligible to: vote, as a regular graduate faculty member, on all graduate student committees, including all master's degree, DNP, AuD, and Ph.D. advisory committees and all preliminary and final examining committees, and (2) vote, as a regular graduate faculty member, on the departmental committees that recommend admission, censure, and dismissal of graduate students and the awarding of fellowships, scholarships, and assistantships. (The voting privileges identified in this statement are consistent with University Senate Document 04-4, "Proposal for Nontenure-Track Research Faculty within Purdue University" and with the document, "Implementing Guidelines for Research Faculty Positions" distributed by Charles O. Rutledge, Vice President for Research, on July 25, 2005, to deans, heads, and center directors.) Research faculty members are excluded from voting on the Graduate Council.

New faculty members may be nominated for appointment to the Graduate Faculty after their date of employment and after they arrive on their respective campuses.

Nominations for Graduate Faculty status are initiated electronically by the head of the faculty member’s tenure home department who forwards the nomination.
to the relevant academic dean; and the campus liaison for endorsement, via electronic signature, after which the nomination is forwarded electronically to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Nominations for graduate faculty status, at the Indianapolis campus are made on a Request for Graduate Faculty Appointment (G.S. Form 24). When submitting G.S. Form 24, the section for regular status should be completed. The form is signed by the department head and then forwarded to the academic dean and the campus liaison for endorsement before the nomination is forwarded to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., X0001) to the appointee for use on Graduate School documents.

Individuals appointed at the rank of assistant professor, associate professor, or full professor who are classified as “visiting” solely because of visa considerations or other obstacles barring permanent employment may, at the discretion of the dean of the Graduate School, be granted regular appointment to the Graduate Faculty. The head of a graduate program may seek regular appointment of such an individual by submitting a request accompanied by a copy of the offer letter to the individual, in which the conditions of the visiting appointment are specified, to the dean of the Graduate School.

Faculty who are nominated for appointment to the Graduate Faculty are assumed, by virtue of their appointment to the ranks of the tenure-track faculty and their nomination by their program heads and academic deans, to be qualified artists, researchers, or scholars.

Nominees for appointment to the Graduate Faculty must demonstrate ability to mentor and supervise the progress and work of graduate students. Faculty members with previous experience as graduate student mentors at other universities, upon the recommendation of their department heads and academic deans, will be assumed to have met this requirement. Nominees for graduate faculty status who do not have a record of experience as graduate student mentors must complete a Graduate School workshop on mentoring as part of the graduate faculty appointment process.

Upon satisfactory review of previous experience as a graduate mentor or upon completion of a workshop on mentoring, the nominee will be appointed as a regular member of the Graduate Faculty. Appointment to the Graduate Faculty will enable the faculty member to teach graduate-level courses (50000 or 60000 level), serve on graduate student committees, and to co-chair or chair graduate student committees (subject to the classification policy, Appendix M). It is the responsibility of the head of the graduate program to approve the level of participation of a graduate faculty member on a student’s committee.
A tenure-track faculty member who has received approval of the dean of the Graduate School and the provost (via a request to the dean of the Graduate School) to pursue a graduate degree (see Appendix S) while remaining in faculty status will be changed to an appropriate “Special Graduate Faculty Appointment” while pursuing the degree.

A member of the Graduate Faculty who terminates employment at Purdue may, upon the recommendation of the head of the faculty member’s graduate program, be changed to a “Special Graduate Faculty Appointment” to serve as a co-chair or as a member of a graduate student’s advisory committee.

A member of the Graduate Faculty who attains Emeritus status may be nominated by the head of a graduate program to hold a Regular appointment if that Emeritus faculty member is actively engaged in research and mentoring graduate students.

2. Evaluation of Graduate Faculty Members

To maintain the high standards expected of the Graduate Faculty, the Graduate Council directed the dean of the Purdue University Graduate School to establish a process to assess the performance of all Graduate Faculty on regular intervals. Beginning with calendar year 2013, and at 5-year intervals thereafter, the Purdue University Graduate School requires the heads of graduate programs to review and assess the performance of Graduate Faculty in their programs and recommend: (1) to continue them in graduate faculty status for another five year term, (2) to inactivate them, or (3) to conduct a formal review of their graduate faculty status.

The head of a graduate program may initiate a performance review of a member of the Graduate Faculty at any time. In addition, the dean of the academic college/school in which the graduate faculty member resides, the dean of the Purdue University Graduate School, the Vice President for Research, or the Provost may direct the head of the graduate program to initiate a review. Reviews may be appropriate when there are allegations against a graduate faculty member of incompetence or negligence with respect to graduate faculty duties, including the teaching, supervising, and mentoring of graduate students.

At Calumet, Fort Wayne, Indianapolis, or North Central, the director of campus graduate studies (or equivalent) may request that a graduate faculty member be reviewed.

If a review is necessary, it will be conducted by the department head, in consultation with a committee or other program graduate faculty, and the dean of the Graduate School or his or her designee. Reviews may result in a variety
of possible recommendations to the dean of the Graduate School, including, but not limited to continuation of graduate faculty status, required participation in appropriate mentoring workshops, consultations with other graduate faculty, or discontinuation of graduate faculty status. In some cases, multiple recommendations may be appropriate. The review will include consideration of key graduate faculty responsibilities. Graduate Faculty members are expected to demonstrate: (1) effectiveness as a teacher of graduate-level courses; (2) effective supervision of graduate student research; and (3) effectiveness as a mentor to graduate students, (4) responsible conduct in performing research, and (5) collegiality.

3. **Special Appointment**

A special appointment may be requested by the head of a graduate program for an individual who does not meet the conditions required for regular appointment, yet who can contribute special expertise to the work of graduate students. Such a person may serve as a member or as a co-chair, but not as chair, on graduate student committees and teach graduate courses.

To serve on a degree committee, a Special appointee must hold the degree being conferred, or a terminal post baccalaureate professional degree (e.g. D.V.M., Pharm D, DNP, AUD, Ed.D., M.D., J.D, etc), or a more advanced degree. Similarly, to teach a graduate course, the Special appointee must hold a post baccalaureate graduate or professional degree and have demonstrated expertise in the course(s) content for which the individual is responsible. Purdue University employees appointed as Special graduate faculty may have access to student records and signature authority afforded Regular graduate faculty.

Generally, clinical faculty may serve on graduate committees but may not serve as the major professor. Under these circumstances, clinical faculty may be appointed as “special” graduate faculty members. Please visit: http://www.purdue.edu/policies/human-resources/vif10.html for the “guidelines for appointment and promotion of clinical faculty.”

Individuals in post-doctoral study may not hold a Special graduate appointment.

Nominations for special appointment to the Graduate Faculty are initiated electronically by the head of a graduate program who forwards the nomination to the relevant academic dean (West Lafayette) or the relevant academic dean and the Director of Graduate Studies (Calumet, Fort Wayne, and North Central) for approval, via electronic signature, after which the nomination is forwarded electronically to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.
Nominations for special appointment to the Graduate Faculty at the Indianapolis campus are made on a Request for Graduate Faculty Appointment (G.S. Form 24). When submitting G.S. Form 24, the section for special status should be completed. The form is signed by the department head and then forwarded to the academic dean for endorsement before the nomination is forwarded to the dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Nominations for special appointment to the Graduate Faculty must describe the special expertise that the nominee would bring to the graduate program and present the nominee’s qualifications to contribute to the work and progress of graduate students.

Special appointment to the Graduate Faculty is for a term of five years. Such appointments may be renewed upon nomination by the head of a graduate program and approval by the dean of the Graduate School. Requests for renewal of a special appointment to the Graduate Faculty must include a positive review of the appointee’s contributions to the graduate program. Special members of the Graduate Faculty serve at the pleasure of the head of the graduate program in the corresponding department/school in which they are appointed.

Purdue Employees who have received approval of the dean of the Graduate School and the provost (via a request to the dean of the Graduate School) to pursue a graduate degree while in faculty status will be changed to an appropriate “Special Graduate Faculty Appointment” while pursuing the degree.

4. Roster of Graduate Faculty

The Graduate School maintains a roster of graduate faculty members who have been appointed to serve on graduate student committees and to instruct graduate-level courses. An authorized staff member within each graduate program may access all program rosters on the Web. At five-year intervals, heads of graduate programs will be asked to evaluate the performance of graduate faculty in their programs (see above).

Both regular and special appointments to the Graduate Faculty remain on the Graduate School’s active list until the appointments are discontinued by the head of the graduate program.

F. Establishing New Graduate Programs

The first step in establishing a new graduate program is identifying a need for graduate students to hold a degree in the proposed content; further, a logically connected academic unit (department, school or college) must exist, or be created, to offer and oversee the degree program. A qualified group of faculty must be
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identified to deliver the program, and a sufficient body of courses for which there is student demand must be established. Finally, identifying funding sufficient to sustain the program and support the program’s students is also important.

Typically before a new degree is proposed, an academic unit will at least offer courses in the proposed area, if not also a certificate or concentration. Should a unit want to develop courses, concentrations, majors, or degrees in an area for which it does not have prior experience, it is suggested that the unit collaborate with units who may already have active offerings in that area. When a unit is contemplating offering a new degree program, that unit should consult with similar or related degree programs within the Purdue system in advance of submitting the degree pre-proposal.

The program pre-proposal and proposal submission guidelines require that the above mentioned conditions have been met, and that the program can be sustained. The following sections describe the pre-proposal and proposal processes and the reviews that take place during the approval process.

1. Degree Programs

   a. Overview of the Submission Process

   Submitting a new degree proposal is a two-step process involving 1) a pre-proposal, which is submitted to the dean of the Graduate School for approval; and 2) a full proposal, which is submitted for approval at multiple levels, including the Graduate Council, the Purdue University Board of Trustees, the Indiana Commission for Higher Education (ICHE), and the Higher Learning Commission. The purpose of the pre-proposal is to provide prompt feedback to the author. Although most proposals are successful, the pre-proposal review allows the submission process to be terminated early if it is determined that the proposal will not be successful downstream.

   Requests for new degree programs must carefully follow the guidelines outlined in this document. APPROPRIATE DEPARTMENTAL, SCHOOL, COLLEGE AND CAMPUS REVIEWS MUST BE CONDUCTED AND APPROPRIATE SIGNATURES OBTAINED PRIOR TO SUBMITTING THE PRE-PROPOSAL AND FINAL PROPOSAL TO THE DEAN OF THE GRADUATE SCHOOL. Requests from regional campuses require the additional signature of the director of Graduate Studies, or equivalent position. As identified on the signature page, the degree granting academic unit (i.e., department, school, and/or college) proposing the degree is also responsible for administering the degree and its related programs. Proposers are encouraged to submit pre-proposals and proposals to the Graduate School during the fall semester or, at the latest, early during the spring semester to allow the Graduate Council sufficient time to review and approve the proposal before summer. Because the Graduate Council does not meet during the summer, pre-proposals and full proposals submitted late spring or during the summer will typically not be reviewed until the fall semester.
The review and approval process starts with the submission of a pre-proposal. After the pre-proposal is approved, a full proposal is submitted to the Graduate School for approval by the Graduate Council. Subsequent approvals and actions follow. These steps are detailed in the subsections below.

b. Pre-Proposal Review Process

Pre-proposals are reviewed by a Pre-Proposal Review Committee composed of (a) the chair of the relevant Graduate Council Area Committee, (b) a regular area committee faculty member, and (c) a staff member of the Graduate School. The Graduate Programs Office organizes the review by the Pre-Proposal Review Committee. The committee may seek feedback from corresponding degree granting units at any campus as part of the review.

Normally, the review is concluded within one week of receipt of a complete proposal that has sufficiently addressed all of the requested pre-proposal items. The pre-proposal review may be delayed if the submitted proposal is incomplete or formatted incorrectly.

Following the review of a complete pre-proposal, one revision may be allowed with a time limit established by the area chair (typically 30-90 days). Under extenuating circumstances a longer revision period may be granted by the area chair in consultation with the proposer and the Graduate School.

Upon completion of the pre-proposal review, the area committee chair reports the recommendation of the committee to the dean of the Graduate School to either (a) request a full proposal or (b) return the pre-proposal unapproved. If the pre-proposal is not approved, it may be revised and resubmitted the following academic year.

Proposers should note the important following points:

- Pre-proposals must follow the format and address the criteria specified in Appendix C and D.

- Pre-proposals must be sent electronically to gradcncl@purdue.edu and addressed to the dean of the Graduate School. All pre-proposals must be sent from the head of the degree granting academic unit and endorsed by the dean of the school/college. Pre-proposals from regional campuses must also have the signature of the Director of Graduate Studies or equivalent.

- The Graduate School consults with the Office of the Provost regarding the viability, sustainability, and uniqueness of the proposed program within the Purdue system, as well as any potential concerns.
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- The dean of the Graduate School makes the final decision to either (a) request a full proposal or (b) return the pre-proposal unapproved, typically based on the recommendation of the Pre-Proposal Review Committee.

c. Proposal Review Process

- After receiving the request from the dean, the full proposal must be submitted electronically to gradcncl@purdue.edu and addressed to the dean of the Graduate School by the end of the following semester. For example, if a full proposal was invited in the spring semester, it would be due by the end of the fall semester. Similarly, if a full proposal was invited in the fall semester, it would be due by the end of the spring semester.

- The proposal must follow the format and guidelines specified in Appendix C and D.

- Upon receiving the full proposal, the Graduate Programs Office in the Graduate School concurrently conducts an administrative review of the proposal, while the Graduate Council Area Committee conducts an academic review.

- The Graduate Programs Office forwards all administrative comments to the appropriate Graduate Council Area Committee for review and recommendation to the Council. The area committee chair may seek feedback from corresponding degree granting units on any campus as well as the proposer.

- The area chair will establish time limits on responses from the proposer (typically 30-90 days). Under extenuating circumstances a longer period may be granted by the area chair.

- In parallel, non-academic reviews are conducted by the Office of Institutional Research Assessment and Effectiveness (OIRAE), Office of Budget and Fiscal Planning, and, if required, the Associate Vice Provost and Director of Digital Education.

- The area chair presents the proposal to the Graduate Council for consideration. The Council may elect to approve, not approve, or table the proposal.

d. Subsequent Review and Action

- The dean of the Graduate School forwards the approved proposal to the provost.
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- The Office of the Provost conducts a final review
- The provost makes a recommendation to the president.
- The proposal is brought to the Board of Trustees for action.
- The proposal is forwarded to the Indiana Commission for Higher Education (ICHE).
- ICHE reviews the proposal and presents its recommendation at a public hearing.
- ICHE notifies the president and provost of the outcome.
- The Office of the Provost notifies the dean of the Graduate School.
- The Graduate School forwards a request to the registrar to set up a new graduate program in the Banner System.
- The dean of the Graduate School reports the degree approval to the Graduate Council.

2. Distance/Online Graduate Degree Programs

   a. Requests for new graduate degree programs that will be offered in a distance/online format must follow the policies and guidelines for a new degree in Appendix C and D.

   b. Requests to add a distance/online option to an existing degree program must follow the policies and guidelines in Appendix L.

3. Interdisciplinary Programs

Requests for a new interdisciplinary graduate program must follow procedures established by the Graduate Council. (See Appendix F, Representative Guidelines for an Interdisciplinary Graduate Program.) The proposal must be submitted to the dean of the Graduate School.

4. Multiple Degree Programs

Multiple degree programs are grouped under three major types.

a. Combined Degree Programs

A combined-degree program is reserved for exceptional students and results in the joining of curricula of an existing baccalaureate or professional degree program and an existing master’s degree program within the Purdue University system. Combined degree programs formally approved by the participating academic units and the Graduate School may use a limited number of credit hours of 50000- and 60000-level coursework taken to satisfy the baccalaureate or professional degree on the master’s degree plan of study.
The maximum number of course credits from the undergraduate or professional transcript which may be dual counted for the master’s degree varies with the total credit hours required for the master’s degree.

<table>
<thead>
<tr>
<th>Master’s Degree (Required Credit Hours)</th>
<th>Maximum Number of Dual Counted Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 – 39</td>
<td>9</td>
</tr>
<tr>
<td>40 – 49</td>
<td>12</td>
</tr>
<tr>
<td>50 – 59</td>
<td>15</td>
</tr>
<tr>
<td>60 - +</td>
<td>18</td>
</tr>
</tbody>
</table>

Undergraduate excess credits cannot be used in combination with the credits used in the combined degree program.

The baccalaureate or professional degree must be awarded prior to awarding the master’s degree. Students enrolled in Combined Degree Programs are expected to complete the baccalaureate degree on schedule. Students in Combined Degree Programs, who are funded by an external grant at 25.00 CUL or higher, will have a primary classification of graduate. Other students in Combined Degree Programs will have a primary classification of undergraduate until the baccalaureate degree is awarded. The Combined Degree Proposal review and approval flow chart is described in Appendix H (Combined Degree Program Proposal Review/Approval Flowchart,) and the proposal format is detailed in Appendix I, (General Proposal Format for Combined Degree Programs.) Appropriate departmental, college/school, and campus reviews are to be conducted and appropriate signatures obtained prior to submitting the final proposal to the dean of the Graduate School.

b. Dual Master’s Degree Programs

b.1. Purdue University Master’s / Professional Master’s

This dual-degree program is one in which an existing Purdue University master’s degree program is combined with an existing postbaccalaureate professional degree program at another U.S. institution. Dual-degree programs formally approved by the participating academic units and the Graduate School may use a maximum of nine credit hours of 50000- and 60000-level coursework taken to satisfy the postbaccalaureate professional degree on the master’s degree plan of study. Dual-degree program proposals which exceed the scope and/or dual credit allowance will be forwarded to the Graduate Council for consideration. The Purdue master’s degree must be awarded prior to the awarding of the postbaccalaureate professional degree. Appropriate departmental, college/school, and campus reviews are to be conducted and appropriate signatures obtained prior to submitting the final proposal to the dean of the Graduate
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b.2. Purdue University Master’s / Master’s From Another Institution of Higher Education

This dual degree program is defined as one that involves “coursework at two or more institutions” and one in which “a separate diploma is awarded from each of the participating programs” (CIC Global Collaborations Executive Brief, September 2011). This dual degree program policy and procedures document governs dual degree programs between a department or School at Purdue University – West Lafayette or the system-wide program (Purdue University-Calumet, Indiana University-Purdue University-Fort-Wayne, Indiana University-Purdue University Indianapolis, Purdue University North-Central) and another institution of higher education. Dual degree programs award degrees at the Masters level (MA, MFA or MS). As the process matures, the Graduate Council may consider other kinds of degree combinations. Dual degree programs may be between a Purdue University system department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.

c. Joint Ph.D. Degree Programs

A joint degree program is defined as one that awards “one diploma displaying the seals and/or names of each partner institution,” (CIC Global Collaborations Executive Brief, September 2011). This joint degree program policy and procedures document governs joint degree programs between a department or School at Purdue University-West Lafayette and another institution of higher education. Joint degree programs award degrees at the PhD level. As the process matures, the Graduate Council may consider other kinds of degree combinations. Joint degree programs may be between a Purdue University-West Lafayette department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.

5. Graduate-Level, Academic Credit Certificate Programs

All Graduate Certificate Programs must be approved by the Graduate Council.

Other postbaccalaureate certificate programs with 50% or more of their courses at the 50000 level or higher must also be approved by the Graduate Council.
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See Appendix E, *Process for Approval of New Graduate-Level, Academic Credit Certificate Programs.*

6. Adding a Thesis Option to a Currently Approved Nonthesis-Option Master’s Degree Program

Requests to add a thesis option to a currently approved nonthesis-option master’s degree program must follow procedures established by the Graduate Council. (Appendix P) The proposal must be submitted to the dean of the Graduate School.

7. Adding a Non-Thesis Option to a Currently Approved Master’s Degree Program

When adding a non-thesis option to an approved graduate degree program, a request must be submitted to the Graduate School for approval. (Appendix Q)

8. Adding an Additional Curriculum Option to a Currently Approved Master’s Degree Program

When adding an additional curriculum option to an approved graduate degree program, a request must be submitted to the Graduate School for approval. (Appendix R)

G. Majors

Graduate education at Purdue is organized by majors, each of which coincides with approved graduate degree programs offered through an academic department/school or an interdisciplinary program. A major designation appears on all transcripts issued after the degree is posted, but it does not appear on the diploma.

H. Concentrations

Heads of degree-granting graduate programs may request that one or more concentration(s) be established within their majors, to allow one (or more) specialized areas of graduate study to be reflected on a student's final transcript. A minimum of nine (9) credit hours of graded, graduate level coursework, i.e., 50000 and 60000 level courses, is required for a concentration. For two concentrations to be listed on a student’s transcript, those concentrations cannot have any shared core courses. Requests to add, revise, or delete a concentration should be made on *G.S. Form 25, Request for a Concentration* (Appendix T).

Once a concentration has been approved by the dean of the Graduate School, a concentration annotation may be added to a student's final transcript. Such requests normally are made on the plan of study; however, the addition of a concentration to a final transcript also may be requested at the time of the graduation audit. (See
Section X-A-2.) The concentration appears on the final transcript issued after the degree is posted, but it does not appear on the diploma. Students may complete a maximum of two concentrations and have them displayed on the transcript if the concentrations are distinct (i.e., share no core courses between them).

I. Graduate-level Courses

Dual-level courses (graduate or undergraduate) are numbered 50000 through 59999. The Graduate Council has joint jurisdiction with the appropriate college/school faculties for approving 50000-level courses.

Graduate courses are numbered 60000 through 69999. Each 60000-level course is proposed by the degree-granting department directly to the Graduate School. Numbers 69000 through 69799 are used for graduate study courses and seminars. Number 69800 is used for master’s thesis research and number 69900 is used for doctoral thesis research. The Graduate Council has final jurisdiction for the approval of all 60000-level courses. These courses are developed by the appropriate degree-granting department and forwarded to the Graduate Council for appropriate action.

Graduate Council policy specifies that a 50000- or 60000-level course cannot be scheduled to meet together with an undergraduate-level course without prior approval of the dean of the Graduate School. Approval may be granted on a limited term basis.

1. 50000-level Courses (dual-level)

Graduate Council policy requires that courses at the 50000-level in the Purdue system should be taught at the graduate level and meet four criteria: a) the use of primary literature in conjunction with advanced secondary sources (i.e., advanced textbooks); b) assessments that demonstrate synthesis of concepts and ideas by students; c) demonstrations that topics are current, and; d) components that emphasize research approaches/methods or discovery efforts in the course content area (reading the research, critiquing articles, proposing research, performing research). Such courses should be taught so that undergraduate students are expected to rise to the level of graduate work and be assessed in the same manner as the graduate students.

The enrollment of undergraduates in 50000-level courses is restricted to upper-division (i.e., junior and senior) students, unless a waiver has been granted to a particular lower-division student by the dean of the Graduate School after consultation with the instructor and the head of the department involved. In the rare case that a student of lower classification should be advised to enroll in a 50000-level course, the Course Request (Registrar's Form 23) should contain a brief justification in the “comments” section and should bear the additional signatures of the instructor and department head responsible for the course in question.
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The Graduate council recommends the Purdue Graduate School initiate a review of 50000 level courses. The review should be done at the department level and performed, at a minimum of every five years thereafter. Each department should review their 50000 level courses to see that they meet current criteria for 50000 level courses (see above).

2. 60000-level Courses

Courses at the 60000-level generally are restricted to graduate students to facilitate the preservation of the highest course quality and, thereby, to help maintain strong graduate programs. However, some exceptional senior undergraduate students may be allowed to register for a 60000-level course under the following conditions:

a. The student has a cumulative index of at least 3.4 or has been admitted to a graduate program for a subsequent session; and

b. The student's semester (session) load is no more than 16 hours with the inclusion of one 60000-level course.

Graduate School approval is required if the requested 60000-level course is not offered in a subject field administered by the academic college/school in which the student is enrolled. The Course Request (Registrar's Form 23) should contain a brief justification in the “comments” section and should bear the additional signature of the course instructor.

3. Special Topics, Variable Title, Variable Credit Courses

A graduate degree-granting academic unit (i.e. department/school/college) may request Special Topics Courses (variable title/variable credit/temporary) at the 50000 and/or 60000 level. Requests are approved by the Graduate Council. Faculty should contact the departmental schedule deputy to set up new sections of a Special Topics course under a specific title. Each specifically titled Special Topics course may be offered no more than two times. To continue offering the course under the same title, the academic unit must request a permanent course number (See Section I, Graduate Level Courses). To obtain a new course number, a Form 40G and supporting document must be sent to the Graduate School, (Graduate Programs Office, Room 160).

4. 80000-level Courses
The Graduate School approved the renumbering of the 50000-level professional degree courses to the 80000-level for the former College of Pharmacy, Nursing and Health Sciences, and the College of Veterinary Medicine effective with the fall 2008 semester. Based on the current policies of the Graduate School concerning graduate and professional degree programs:

a. The creation, deletion, and content of 80000-level courses reside with the appropriate college/school. No approvals from the Graduate School are necessary.

b. The newly numbered 80000-level courses are for professional degree students. Graduate students can take 80000-level courses, with consent of the instructor. While the credits count in the calculation of the overall GPA, the course and credit hours cannot be used on the graduate student’s plan of study.

c. Professional degree students can take a graduate (50000- or 60000-level) course, with consent of the instructor. The decision to use credit from graduate course in meeting the degree requirements of the professional degree program rests with the program.

d. In the event a graduate student needs the content of an 80000-level course as credit on a plan of study, a variable title 59000 or 69000 course could be arranged with the instructor. The 59000 or 69000 course would be subject to the same restrictions that currently exist for the use of such courses (e.g., a graduate student needs information from an 80000-level course, CLPH 8XXXX, Principles of Drug Information and Literature Evaluation, which is needed to support his or her research).

5. Graduate-level Course Designation: Campus-based or System-wide

a. Campus-based Courses: new or existing course that is proposed by or offered by an academic unit on one system campus only. Campus-based courses may not be added to the academic offerings at other system-campuses. Campus-based courses may be available to students at other system campuses via distance delivery. See Appendix T for documentation required for course approvals, campus restricted courses.

b. System-wide Course: new or existing courses that is proposed by, or offered by two or more campus departments. Campus departments which offer system courses are expected to maintain content synchrony as updates are made in order to ensure that credits can be transferred seamlessly. If a campus department proposes to adopt a course from another campus(es), it would be with the approval of the department(s) on the campus(es) that offer the course. See Appendix T for documentation required for course approval of Purdue system courses.
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6. New Graduate-level Courses and Upgrading of Level of Courses

Proposals by faculty for new 50000- and 60000-level courses and proposals to upgrade the level of existing courses (e.g., 40000 to 50000 or 50000 to 60000) are made by submitting a Request for Addition, Expiration, or Revision of a Graduate Course (Registrar's Form 40G) and supporting documentation to the Graduate School, via the head of the degree-granting graduate program and the academic college/school dean.

Prior to submitting a request for a new or upgraded course, the proposer(s) should review all courses in the subject area offered throughout the system for similarity. A conscious decision should not be made to submit a request for a new course if a comparable course already exists. The proposed number for a new course (or use of an existing course) is coordinated with the Office of the Registrar, the Graduate Programs Office, and campuses within the Purdue system. Then an original Form 40G with the supporting document should be submitted to the Graduate Programs Office in the Graduate School to begin the review/approval process. Electronic copies are permitted.

Note that if the course request is submitted from a department/campus that has approval to offer a graduate degree program in that area, the Form 40G and supporting documents are sent directly to the Graduate School. If the course request is submitted from a department/campus that does not have approval to offer a graduate degree program, the Form 40G and supporting document must first be sent to an appropriate department/campus with an ICHE approved degree program and be approved by the head of the graduate program and the academic dean in that department/campus. It can then be sent on to the Graduate School.

Once a course request is received, it is subsequently reviewed administratively by the Graduate School and, for academic content, by the appropriate area committee within the Graduate Council. Proposers should ensure the accuracy of the Form 40G and that the required supporting documentation sufficiently addresses all of the items outlined. The course review may be delayed if the submitted Form 40G or supporting documentation are incomplete or are formatted incorrectly. Similarly, course requests may be delayed if the proposer has not coordinated with other programs in the Purdue system that offer similar courses and/or programs.

Following the review of the Form 40G and supporting documentation, the proposer may be asked to provide clarification or additional information with a time limit established by the area chair or the Graduate School (typically 30-90 days). Under extenuating circumstances a longer revision period may be granted by the area chair in consultation with the proposer and the Graduate School. After approval of the course by the Graduate Council, the Form 40G is transmitted to the Office of the Registrar. The Form 40G provides essential information, such as the title, class and credit hours, prerequisites required, and
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the course description. The description should provide a brief, crisp, and clear statement of what the course is about.

The supporting document (appended to the Form 40G), which is required for each new course proposal, request to upgrade the level of a course, request to add an existing course must provide the following information in the supporting document:

a. Justification for the Course: Provide a complete and detailed explanation of the need for the course (e.g., in the preparation of students, in providing new knowledge/training in one or more topics, in meeting degree requirements, etc.), how the course contributes to existing majors and/or concentrations, and how the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs. Justify the level of the proposed graduate course (50000- or 60000-level) including statements on, but not limited to: (1) the target audience, including the anticipated number of undergraduate and graduate students who will enroll in the course; and (2) the rigor of the course.

b. Learning Outcomes and Method of Evaluation or Assessment: Describe the course objectives and student learning outcomes that address the objectives (i.e., objectives and student learning outcomes that address the objectives (i.e., knowledge, communication, critical thinking, ethical research, etc.). Describe the methods of evaluation or assessment of student learning outcomes. (Include evidence for both direct and indirect methods.) Include a statement describing the grading criteria that will be used to assess students and how the final grade will be determined. Identify the method(s) of instruction and describe how the methods promote the likely success of the desired student learning outcomes.

c. Prerequisites: List prerequisite courses by subject abbreviation, number, and title. List other prerequisites and/or experiences/background required. If no prerequisites are indicated, provide an explanation for their absence.

d. Course Instructor: Provide the name, rank, and department/program affiliation of the instructor(s). If the instructor is not currently a member of the Graduate Faculty, indicate when it is expected that a request will be submitted.

e. Course Outline: Provide an outline of topics to be covered and indicate the relative amount of time or emphasis devoted to each topic. If laboratory or field experiences are used to supplement a lecture course, explain the value of the experience(s) to enhance the quality of the course and student learning. For special topics courses, include a sample outline of a course that would be offered under the proposed course.

f. Reading List: A primary reading list or bibliography should be limited to material the students will be required to read in order to successfully complete the course. It should not be a compilation of general reference material. A secondary reading list
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or bibliography should include material students may use as background information.

g. **Library Resources:** Describe the library resources that are currently available or the resources needed to support this proposed course.

It is helpful in the review process to include an example of a course syllabus. An example may be found in Appendix K.

7. **Revision or Expiration of an Existing Graduate-level Course or Addition of an Existing Course**

Requests to revise or delete a graduate-level course or to add an existing course are made by submitting a Request for Addition, Expiration, or Revision of a Course (Registrar's Form 40G) to the Graduate School, via the head of the degree-granting graduate program and the academic college/school dean. The top of the Form 40G should be marked to indicate the nature of the change(s). Complete only the sections on the form that identify the course and that indicate the effective date and changes to be made, including a brief justification for the changes. These requests are reviewed and approved administratively by the Graduate School and are reported to the Graduate Council.

If the number, title, and description of a course are all changed, it is considered to be a new course. A number that has been used previously cannot be used again.

a. **Adding an Existing Course:** Requests to add an existing course are made after all campuses that have approval to offer the course have been consulted. These campuses can be determined by consulting the registrar’s course repository.

A course with the same subject abbreviation and number must have the same title and description at all campuses that have approval to offer the course. The Form 40G should be checked to “Add existing course.” The form should be completed the same as for a new course, including a supporting document. The campus requesting to add an existing course will send a copy of the Registrar’s Form 40G, with the supporting document to the head of the department at each campus that has approval to offer the course. Any concerns or questions about the request are to be directed to the campus requesting the addition of the course, and any issues should be resolved between the departments/campuses. The signature of each department head is required on a copy of the Registrar’s Form 40G, and the form is to be returned to the requesting department/campus. The academic dean’s signature is required only from the campus requesting the addition of the course. After the forms have been collected, the department requesting the addition of the course will submit all signed forms to the Graduate School and include a statement verifying that the course covers the same
material as the existing course. If the request to add an existing course is not approved by one or more of the campuses that offer the course, the proposing campus may request approval for a new graduate level course following the policies and protocol relevant to such a request.

b. Revising a Course: Requests for changes in the title and description of a course must be coordinated with all campuses that have approval to offer the course before the request is submitted to the Graduate School. The signatures of the department head and academic dean at all campuses approved to offer the course are required on the Form 40G. If all campuses are not in agreement with the requested change, the department/campus requesting the change may submit a request for a new course to be approved by the Graduate Council. Other changes (e.g., prerequisites, class pattern, sessions offered, etc.) require only the approval of the campus requesting the change.

c. Expiring a Course: Requests to expire a course are submitted directly to the Graduate School from the campus requesting the expiration.

For courses that have not been offered in five years, departments are required to either expire these courses or provide justification for retaining them in the registrar's course repository.
II. Enrollment Objectives of Graduate Students

Students who hold the baccalaureate degree may be admitted to the Graduate School either as degree-seeking graduate students or as nondegree-seeking graduate students.

A. Degree-seeking Graduate Students

Degree-seeking graduate students may be admitted to a program that awards master’s, educational specialist, doctoral, or professional degrees.

B. Nondegree-seeking Graduate Students

Purdue provides a variety of educational opportunities for students who wish to acquire knowledge and training beyond the baccalaureate degree.

Nondegree-seeking students who have been admitted to graduate study must have the prerequisites or background and experience needed for any course in which they seek to enroll. They may be required to secure consent from each of the departments in which they would like to register for courses. Consultation and/or registration approval by course instructors may be required.

Nondegree-seeking graduate students have enrollment objectives in one of the following categories:

1. Nondegree

Holders of a baccalaureate degree, or its equivalent, who undertake graduate (50000- or 60000-level) coursework without admission to a degree program must be admitted as nondegree students.

Nondegree admission is not provisional admission to a degree program. However, it is possible for those in this enrollment objective to be considered for admission to the Graduate School as degree-seeking graduate students for a subsequent session. Applications from nondegree students to enter a degree program must include the same supporting materials required of other degree program applicants.

While there is no limit to the number of course credit hours that an individual may accumulate while registered in nondegree status, there is a limit of 12 credit hours that can appear on a plan of study, as stated in Section VII-B-1-a-(2).
II. Enrollment Objectives of Graduate Students

2. **Teacher License**

   Holders of baccalaureate or advanced degrees who, without degree objective, seek to work toward an advanced teaching license may be admitted as teacher license students. Admission in this category does not ensure subsequent admission to a degree program. Teacher license students are subject to the same restrictions as are nondegree students if they are subsequently admitted for degree study. [See Section VII-B-1-a-(2).]

3. **Graduate Certificate Program**

   Holders of baccalaureate or advanced degrees who desire to complete pre-specified courses to attain a graduate-level, academic credit certificate in a specific area may be admitted through the graduate certificate program enrollment objective. Students in this category are subject to the same restrictions as are nondegree students if they are subsequently admitted for degree study. [See Section VII-B-1-a-(2).]
III. Admissions

Purdue University’s graduate admission process seeks to select students whose applications document their outstanding ability, preparation, and potential for successful completion of graduate study. Purdue University’s Nondiscrimination Policy is found on the Purdue University Policy Office webpage - http://www.purdue.edu/purdue/ea_eou_statement.html.

Purdue University is committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, Purdue University seeks to develop and nurture its diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas and enriches campus life. Purdue University views, evaluates, and treats all persons in any university-related activity or circumstance in which they may be involved solely as individuals on the basis of their own personal abilities, qualifications and other relevant characteristics. Purdue University does not condone and will not tolerate discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression. Purdue University promulgates policies and programs to ensure that all persons have equal access to its employment opportunities and educational programs, services and activities. The principal objective of this policy is to provide fair and consistent treatment for all students and employees of the University. Purdue is committed to increasing the recruitment, selection, and promotion of faculty and staff at the University who are racial or ethnic minorities, women, persons with disabilities and veterans. The University also is committed to policies and programs that increase the diversity of the student body.¹

Inquiries about the need for academic adjustments or auxiliary aids and services because of a disability should be directed to the Disability Resource Center at (765) 494-1247, drc@purdue.edu or http://www.purdue.edu/odos/drc/.

Within the broad, University-wide framework authorized by the Graduate Council and the dean of the Purdue Graduate School, departments are primarily responsible for recruitment of students, establishment of appropriate entry qualifications beyond minimum standards set by the Graduate Council, and initial evaluation and admission recommendation of applicants. Recruitment resources are available from the Office of Graduate Admissions.

Occasionally, pilot programs that deviate from standard policies and procedures are approved and administered by the Graduate School. These pilot programs are limited in scope and scale, help determine best practices in admissions and recruitment, and may impact future policies and procedures. Requirements and participating departments for these pilot programs are detailed in

¹Purdue University Equal Opportunity, Equal Access and Affirmative Action (III.C.2) last revised June 1, 2015.
III. Admissions

a proposal. Approved proposal documents are maintained by the Graduate School for the duration of the pilot program.

A. Graduate Student Recruitment

1. Inquiries
Purchased lists (such as from the GRE search service or Council of Undergraduate Researchers) and information from inquiries about admission received by the Purdue Graduate School are entered into Slate. Slate is the client relationship management system that includes unsolicited, inquiry, and application records. Once entered into Slate, inquirers receive communication from the Purdue University Graduate School and/or the appropriate department/interdisciplinary program². As appropriate, inquiries are directed to the electronic application available at https://www.purdue.edu/gradschool.

2. Recruitment Services Provided by the Office of Graduate Admissions
The Office of Graduate Admissions provides a variety of recruitment services related to two primary missions: (1) to recruit graduate students through direct outreach to prospective students and (2) to promote assistance, collaboration, and sharing of best practices among graduate departments.

Direct outreach to students includes attendance at key graduate recruitment fairs and conferences, on-campus recruiting events such as the Big Ten+ Graduate School Expo, presentations and online webinars, and the leveraging of social media outlets. The Office of Graduate Admissions also maintains prospective student and admitted student webpages including information on how to prepare for graduate school and Purdue factual information. An extensive communication plan is delivered to specific audiences throughout the recruitment cycle. Special initiatives, such as the formation of a graduate student-based Global Ambassadors program and strategic partnerships with organizations such as EducationUSA are developed by the Office of Graduate Admissions to support specific recruitment objectives of the Graduate School.

In addition to direct student recruitment, the Office of Graduate Admissions is a resource for all graduate departments on the West Lafayette campus. The Office of Graduate Admissions hosts recruitment discussion meetings, distributes a bi-monthly newsletter, and offers consultations. Many Graduate School brochures, displays, and other event resources are made available to departments free of charge. The Slate client relationship management tool is maintained for department use, and includes access to purchased prospective student lists and direct inquirers. The Office of Graduate Admissions also maintains a website detailing its services and helpful resources at https://www.purdue.edu/gradschool/admissions/internal and http://www.purdue.edu/GRADSchool/faculty/recruitment.html.

² Departments/interdisciplinary programs will hereafter be referred to as departments in the remainder of this section.
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B. Application Policies and Procedures

The following sections detail the various components of the graduate application. Because initial review of all graduate applications is done by the graduate department (See section III.C. Admissions Policies and Procedures), graduate departments should receive all supporting documents including transcripts, letters of recommendation, and statements of purpose. These documents may be submitted electronically through the online application system, Slate, or be sent directly to the department.

If the applicant is recommended for admission by the program, the approved application, uploaded transcripts, and proof of degree must be submitted electronically through Slate to the Office of Graduate Admissions for final approval. The Graduate School issues a formal letter of admission following review and approval of the application.

1. Electronic Application
   Applicants are to be directed to the electronic application.

2. Application Fee

   (a) West Lafayette, Calumet, Fort Wayne, and North Central Campuses

      All degree-seeking applicants and graduate certificate applicants must submit a nonrefundable application fee. The application fee must be paid by credit card (Visa, Mastercard, or Discover) at the end of the application process. The application fee is $60 for domestic applicants (including permanent residents) and $75 for international applicants. Non-degree applicants do not pay an application fee.

   (b) Indianapolis Campus

      The Purdue University Graduate School does not collect the application fee for applicants applying to the Indiana University Purdue University Indianapolis (IUPUI) campus. The application fee is submitted directly to the IUPUI Bursar’s Office. The IUPUI application fee is $60 for all applicants.

   (c) Application Fee Waivers

      Applicants are eligible for one application fee waiver per program in which he/she has participated. Fee waivers are valid until December 31st two years after the applicant became eligible. For example, if an applicant participated in the Big Ten+ Graduate School Expo in October 2015, he/she must apply and request the fee waiver by December 31, 2017.
During the online application process, an in-progress applicant has the ability to select a recruitment program. When the application is saved, an automatic email notification is sent to the applicant informing of the application fee waiver process. This involves verification of the applicant’s participation in a recruitment program. The email notice is copied to the Graduate School office for follow up in this verification procedure. Once verification is made, an update is made to the application fee portion of the application and an email is sent to the applicant that his/her fee has been satisfied. If verification is not made, no update is made in the application fee portion of the application and an email is sent to the applicant to return and pay the application fee in order for his/her application to be reviewed.

Application fees are non-refundable. If an applicant who would otherwise qualify for a fee waiver pays the application fee before eligibility is verified, the application fee is not refunded.

Fee waivers are available for participants in the following recruitment programs: (Please contact gradinfo@purdue.edu for further details.)

- **Annual Biomedical Research Conference for Minority Students (ABRCMS)** - must visit Purdue recruiter at annual conference and complete contact information card.
- **AISES Conference** - must visit Purdue recruiter at annual conference and complete a contact information card.
- **Big Ten+ Graduate School Expo** - must register and participate in the event. For more information on this program please visit their website.
- **California Diversity Forum** - must visit Purdue recruiter at annual forum conference and complete a contact information card.
- **Committee on Institutional Cooperation (CIC) FreeApp** - must meet the CIC FreeApp criteria and complete that application along with meeting the Purdue Graduate School criteria of (1) Participation in a summer research program at a CIC institution OR (2) Participation in a CIC-sponsored recruitment program. For more information on this program please visit their website.
- **EducationUSA Opportunity Fund Recipient** - must provide a copy of the official EducationUSA Opportunity Fund award letter
- **Institute for Recruitment of Teachers Program** - must be selected and participate in their summer program.
- **McNair Scholars Program** - name must be listed in National Directory. For more information on this program please visit their website.
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- **National Science Foundation Summer Internship (Purdue University)** - must be selected and participate in sponsored program at Purdue.

- **Native American Institution Visit Program** - must be invited and visit campus as part of this program.

- **NIH MARC USTAR/PREP/RISE** - must have participated in one of these NIH-sponsored undergraduate research programs.

- **Purdue Multicultural/HBI Visitation Program** - must be invited and attend the visitation hosted by Purdue. For more information on this program please visit their website.

- **Society for Advancement of Chicanos and Native Americans in Science (SACNAS) National Conference** - must visit Purdue recruiter at annual conference and complete contact information card.

- **Purdue Summer Research Opportunity Program** - must be invited and participate in the program hosted by Purdue. For more information on this program please visit their website.

- **Summer Undergraduate Research Fellowship (SURF)** - must be selected and participate in the Purdue program. For more information on this program please visit their website.

- **University of Liberia** - must be a current student or alumnus of the University of Liberia. Please complete the education background section of the application before selecting this recruitment program.

Application fee waivers are also available for applicants who are residents of the State of Indiana and are experiencing an economic hardship. To request this type of waiver, applicants should email gradinfo@purdue.edu explaining the situation. Documentation may be requested.

(d) **Departmental Paid Application Fees**

A list of approved department- or college-led fee payment programs that have been vetted by legal counsel is maintained by the Office of Graduate Admissions. Ad hoc application fee payments should be used cautiously. Fee payments are permissible as long as the selection process for granting the fee payment uses objective, neutral criteria and can carry the burden of proof for non-discrimination. In a review of applicants who received a fee payment, there should be a fair distribution of recipients across racial, ethnic, and gender categories. Departments may pay the application fee for an applicant through a journal voucher. Please contact the Office of Graduate Admissions for details.
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3. English Proficiency Requirements

**International degree-seeking applicants** whose native language is not English are required to provide proof of English proficiency in one of the following four ways:

(a) Submit a Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Pearson Test of English (PTE) Academic scores for Purdue University Graduate School admission.

The Graduate School accepts valid TOEFL scores earned through the paper-based test and Internet-based test. The minimum paper-based test score required for admission is 550. The minimum Internet-based test scores required for admission are the following:

- Writing 18
- Speaking 18
- Listening 14
- Reading 19
- Total 77

Note that in addition to required minimum scores for writing, speaking, listening, and reading, the Graduate School also requires a minimum overall score that is higher than the minimums for the four area tests combined. Applicants must meet or exceed each of the five scores (listed above) for admission to the Graduate School. Some graduate programs require higher minimum scores. Please check the [Graduate Program Requirements Web page](https://www.toefl.org) for additional requirements.

Only official TOEFL scores received directly from Educational Testing Service are acceptable and must be no more than 24 months old at the time the complete recommendation for admission is received by the Graduate School. For further information, visit [www.toefl.org](http://www.toefl.org).

Purdue University's code for the TOEFL application is 1631.

Purdue University Calumet's code for the TOEFL application is 1638.

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3 Heads of graduate programs which are fully delivered in distance, executive, or weekend formats may request, in writing to the dean of the Graduate School, that their degree-seeking applicants receive exemptions to the English proficiency examination requirement. If approved, these departments may recommend applicants for degree programs without meeting the usual English proficiency requirements for Graduate School admission. Graduate program exemptions to the English proficiency requirement must be renewed by a new request to the dean of the Graduate School every five years. It is suggested that renewal requests coincide with graduate program assessments.
III. Admissions

Purdue University Fort Wayne's code for the TOEFL application is 1336.

Purdue University North Central's code for the TOEFL application is 1640.

IUPUI's code for the TOEFL application is 1325.

The Graduate School also accepts International English Language Testing System (IELTS) Academic scores. An overall band score of 6.5 is required for admission. For more information, visit http://www.ielts.org.

The Graduate School also accepts the Pearson Test of English (PTE) Academic scores. An overall score of 58 is required for admission. For more information, visit http://pearsonpte.com/.

(b) Routine waivers of an English Proficiency examination are granted for applicants who have been conferred a baccalaureate degree or graduate or professional degree within the last 24 months from an institution where English is the primary language of instruction in a country/location where English is the native language. Official English-speaking countries/location, in addition to the U.S., include: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Cayman Islands, Christmas Island, Cook Islands, Dominica, Fiji, The Gambia, Ghana, Gibraltar, Grenada, Guyana, Isle of Man, Jamaica, Kenya, Lesotho, Liberia, Micronesia, Montserrat, New Zealand, Nigeria, Norfolk Island, Papua New Guinea, Philippines, Pitcairn Islands, Republic of Ireland, Sierra Leone, Singapore, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Zambia, and Zimbabwe.

The Graduate School will waive the English proficiency requirement and admit international applicants who have met the following criteria from a country listed above. If the degree has been completed, the applicant must submit a final transcript that reflects this information. If the degree has been awarded, and degree information is not listed on the transcript, a diploma will also be required. If the degree has NOT been awarded, a letter from the Office of the Registrar or Graduate School from the current institution stating that all degree requirements have been met must be received in order to lift HOLDS placed because of conditional admission. If a letter from the Registrar or Graduate School is provided, the official transcript would be required to follow later that session. Students who are using this option to meet the English proficiency requirement, but who are unable to provide such a letter, would be required to meet the English proficiency requirement using one of the other options in order to enroll in the Graduate School.
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Because of Homeland Security requirements, the **Office of International Students and Scholars will not be able to prepare visa paperwork for applicants who have a HOLD as a result of not meeting the Graduate School’s English proficiency requirement.** Visa paperwork will not be prepared until the English proficiency requirement has been met and the hold has been released.

(c) Another alternative is available for international applicants who are non-native speakers of English transferring to Purdue from another graduate program (where English is the primary language of instruction in a country/location where English is the official language) because they will be continuing to study with their major professor who has been hired as tenured/tenure-track faculty members at Purdue University. These applicants must have no lapse in registration between the previous institution and Purdue University. In that specific situation, the applicant’s English proficiency may be confirmed and satisfied by a letter from the previous university registrar (or equivalent) or graduate school. This letter must attest that the applicant’s English proficiency requirements were met for admission purposes at that institution and must specify the test or other method which the applicant used to meet the previous university’s English proficiency standard. If this documentation is provided, no further English proficiency testing will be required for the applicant’s admission to the Purdue University Graduate School.

(d) The Graduate School will consider applicants who have (a) enrolled at one of the following intensive English programs and (b) satisfied the exit requirements established for the program as having met the Graduate School’s English proficiency requirement:

- **Purdue University Calumet English Language Program (ELP)**
  
  *Exit Requirement:* achieve a minimum of 80% (Level 4 examination) and pass an Exit Test (consisting of speaking and writing components)

- **Indiana University-Purdue University Indianapolis (IUPUI) Program for Intensive English (PIE)**
  
  *Exit Requirement:* pass all classes with grades of at least B (82%), and pass the PIE Proficiency Exit Test at the Level 7 level.

These results must be certified, in writing, by the intensive English program faculty to the Office of Graduate Admissions at West Lafayette or the equivalent office at the regional campuses before applicants using this method of establishing English proficiency may be admitted to the Graduate School.

Conditional admission may also be extended to applicants prior to their enrollment in one of these approved intensive English programs if they commit to and enroll in the program. Conditional admission is for English proficiency only.
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All other admission requirements must be satisfied. Initial recommendations for conditional admission must be made by the graduate program to which the student applied. If the Graduate School approves the student’s conditional admission, the student must begin study in one of the approved intensive English programs. Students who successfully complete the exit requirements for one of the intensive English programs, as noted above, would satisfy the admission condition and be eligible to enroll in their graduate program. If a student does not successfully complete the English program courses or pass the Exit Test, or if the appropriate certification is not received from the intensive English program faculty, the condition would remain in effect. The student would not be eligible to enroll in his/her graduate program unless the English language proficiency requirement is satisfied using one of the other options. Students would have until the start of the session in which they are going to begin to satisfy the English language proficiency requirement.

4. Transcripts

(a) Uploaded/Unofficial Transcripts

Applicants should upload to the online application system, Slate, transcript(s) and/or academic document(s) for every institution of higher education they attended. If a transcript is not in English, they must also upload an English translation certified by the college or university which issued it. Both the original language and English translation are required. Copies of diplomas or other official proof of degree must be included if the degree has been conferred and the conferral information is not listed on the transcript.

The Graduate School welcomes applications from Bologna bachelor's degree recipients. Bologna bachelor's degrees are conferred in European countries listed on the following website.

The uploaded transcript and/or academic document must be from the official version of the document. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. All transcripts and/or academic documents uploaded to the online application system are considered unofficial.

Graduate departments who receive hard-copy official transcripts and/or academic documents may also upload these documents to the appropriate application record in Slate.

Uploaded/unofficial transcripts may be used to review and recommend for admission an application. Beginning with Spring 2016 entry, the Graduate School will admit on these uploaded transcripts.
(b) Official Transcripts

Applicants will need to provide official transcripts and/or academic records at the request of the graduate program or if the applicant is admitted and chooses to enroll. If colleges or universities attended do not provide transcripts in English, then official, original language transcripts must be accompanied by certified English translations. Both the original language and English translation are required. Official documents must be received by the Graduate School before the applicant can register for their second session.

A baccalaureate degree received or its equivalent must be recorded on the corresponding transcript or documented by other official evidence. If an applicant is admitted and was studying for a degree at the time the application was submitted, the applicant will be required, during the first session of enrollment, to submit a final transcript. If completion of the degree is a condition for admission, the applicant will be required, during the first session of enrollment, to submit official evidence of being awarded the degree.

The Graduate School welcomes applications from Bologna bachelor's degree recipients. Bologna bachelor's degrees are conferred in European countries listed on the following website.

An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Official documents should be submitted to:
Office of Graduate Admissions
Purdue University Graduate School
155 South Grant Street, YONG 170
West Lafayette, IN 47907

Transcripts and/or English translations must be mailed directly from a Registrar’s office to the Office of Graduate Admissions. Applicants can choose to send the transcripts themselves, but the transcripts must be in an envelope sealed by the Registrar.

The Office of Graduate Admissions also accepts electronic transcripts from accredited U.S. colleges and universities sent via eSCRIP-SAFE, Docufide, Parchment Exchange or directly from the accredited U.S. college and university. Under a new pilot program, effective August 1, 2014, the Office of Graduate Admissions will also accept electronic transcripts from colleges and universities in India via TrueCopy Credentials or Parchment Exchange. The transcript must be sent to gradadm@purdue.edu in order to verify the authenticity of the documents. If any departments receive emails stating that electronic transcripts are waiting for them, please notify that institution of the correct email address. The Office of Graduate Admission does not accept electronic transcripts from international colleges or universities except for those noted in the pilot program above. Transcripts will not be returned.
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(c) Required Documents by Enrollment Objective

The following is a list of applicant requirements for submitting transcripts and/or academic documents based upon enrollment objective:

- **Degree-Seeking Applicants:** If applicants are applying to a master's, doctoral, or educational specialist degree program, they must upload transcript(s)/academic document(s) into the online application. The transcripts must be from each college or university attended, including evidence of a baccalaureate degree awarded. If currently studying for a baccalaureate degree, applicants will later be required to submit a document that verifies the awarding of that degree. If requested by the graduate program or if they are admitted and choose to enroll, applicants must submit official transcripts and/or academic documents directly to the Office of Graduate Admissions.

- **Re-entry Applicants:** If applicants are seeking re-entry to a degree program and attended another college or university since they last attended graduate school at Purdue, he/she must upload a transcript of that study into the online application system. If requested by the graduate program or if they are admitted and choose to enroll, applicants must submit official transcripts and/or academic documents directly to the Office of Graduate Admissions.

- **Certificate Applicants:** If applying for certificate classification, applicants must upload evidence of a baccalaureate degree. Some graduate certificate programs require additional documentation. Applicants can refer to the [Graduate Program Requirements Web page](https://example.com) for specific details.

- **Teacher License:** If applying for the teacher license classification, applicants must upload a transcript from the college or university where the baccalaureate degree was awarded. If currently studying for a baccalaureate degree, applicants will later be required to submit a document that verifies the degree has been awarded. If requested by the graduate program or if they are admitted and choose to enroll, applicants must submit official transcripts and/or academic documents directly to the Office of Graduate Admissions.

- **Non-Degree Applicants:** If applying for non-degree classification, applicants must upload evidence of a baccalaureate degree. This may be a transcript, a copy of the diploma, or a letter from the college or university verifying the degree.

*The Purdue University Graduate School reserves the right to require official transcripts and/or academic documents at any time during the admissions process.*
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(e) Transcript Retention Policy

The Graduate School images into Banner Document Management Suite all official transcripts for admitted graduate students. After imaging and validating admitted applicant transcripts, materials are shredded as early as one week after imaging. The Graduate School recognizes that, in rare and unusual instances, students from a few international institutions have access to only one transcript (or an extremely limited number of transcripts). In these rare instances, we will retain these documents, after careful review, for applicants on a case-by-case basis until the end of the first session for which they are admitted. Applicant requests to preserve their paper documents must be submitted in writing at the same time the original documents are submitted to the Graduate School. This practice is consistent with the way that many other peer and Big Ten graduate schools approach transcript return. The Graduate School does not expect to return any transcripts from US institutions.

5. Supplementary Information for International Students

(a) Financial Capability

Federal regulations require that all international students provide proof of financial capability before they qualify for a Certificate of Eligibility (I-20 or DS-2019). Each admitted international student (degree-seeking or non-degree seeking) is required to complete the online International Graduate Student Notification of Intent Form (NOI) and submit it to the Office of International Students and Scholars (ISS). It must be accompanied by official documentation, showing full financial support. Copies of graduate assistantship/fellowship offer letters will be acceptable. All other sources of support must show original documents. Once the NOI is submitted, all the financial documents are in order, and any additional documents required by ISS are received, a Certificate of Eligibility (I-20 or DS-2019) will be issued by the Office of International Students and Scholars. [http://www.iss.purdue.edu/](http://www.iss.purdue.edu/)

(b) International Student Transfer

Each international student who applies for transfer to the West Lafayette campus (and any Statewide Technology campus) while attending another U.S. educational institution must receive a Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars (ISS). The student must submit the completed online International Graduate Student Notification of Intent Form (NOI), together with all required supporting documents, and must supply a completed International Student Transfer Form to the ISS office. Immediately upon arrival at Purdue, the student should contact an immigration counselor in the ISS office to confirm his/her attendance at Purdue and begin the process of completing the transfer in order to maintain legal status. It is the student’s responsibility to maintain legal status. [http://www.iss.purdue.edu/](http://www.iss.purdue.edu/)
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6. Graduate Record Examination (GRE)

The Graduate School does not require applicants to take the GRE, but an applicant who falls into one or more of the following categories may be expected to take the verbal, quantitative, and analytical writing test sections of the GRE:

a. The applicant’s department requests it.

b. The applicant holds a baccalaureate degree from a non-accredited institution.

c. The applicant is to be considered for certain fellowship programs. Applicants will be informed of this requirement when they apply for the fellowship.

Official score reports are sent electronically by ETS to the Graduate School. These are available in the banner system if requested by the applicant.

7. Graduate Management Aptitude Test (GMAT)

The Graduate School does not require applicants to take the GMAT, but an applicant who falls into one or more of the following categories may be expected to take the GMAT:

a. The applicant’s department requests it.

b. The applicant holds a baccalaureate degree from a non-accredited institution.

c. The applicant is to be considered for certain fellowship programs. Applicants will be informed of this requirement when they apply for the fellowship.

C. Admissions Policies and Procedures

Departments are responsible for the primary evaluation of applications. Departments have the authority to identify the set of applicants who can be adequately served by their programs and to select from this set the applicants to be recommended for admission.

Departmental correspondence should make it clear to applicants that their admission will be official only if they receive an admission letter from the dean of the Graduate School. If, on review in the Graduate School, it appears that the applicant fails to meet the minimum academic requirements, the application may be returned to the department for re-evaluation.

Departments must select from the following two statements the one that is appropriate for inclusion in their correspondence with prospective international students.
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For international students entering from foreign countries:

“You should not apply for your visa, or make an appointment with the embassy, or make travel plans until you receive a formal letter of admission from the dean of the Graduate School AND your Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars at Purdue University. These papers will be sent to you as soon as all admission procedures are completed and you have submitted the online International Graduate Student Notification of Intent Form (NOI), along with the required proof of financial resources and any other required documents to the Office of International Students and Scholars (ISS). Please allow 10 business days for processing the Certificate of Eligibility.”

For international students entering from within the U.S.:

“If you are transferring to Purdue University from another educational institution in the U.S., certain transfer procedures must be completed before you come to Purdue. After all admission procedures are successfully completed, you will receive official notification of admission from the Graduate School. With that notification, you will be requested to complete the International Graduate Student Notification of Intent Form (NOI).

You must follow the directions on NOI and submit the completed form, together with official financial documentation, to the Office of International Students and Scholars (ISS). Purdue’s ISS office will then e-mail you an International Student/Scholar Transfer Form to be completed by the international office at your previous U.S. educational institution. Purdue’s ISS office will need to receive the completed transfer form and will then prepare the Certificate of Eligibility (I-20 or DS-2019) after the SEVIS release date listed on the form.

As soon as you arrive at Purdue, bring your Purdue-issued Certificate of Eligibility (I-20 or DS-2019), all previous Certificates of Eligibility (I-20 or DS-2019/IAP-66), passport, and I-94 card (the same documents for any dependents) to the ISS office.

That office will then advise you on the process of checking in and completing your transfer to Purdue University.”

Questions concerning nonimmigrant status should be directed to the Office of International Students and Scholars.

1. Departmental Recommendations for Admission

The application of each student recommended for admission must bear the electronic signature of the head of the graduate program or designee. Complete application materials for each student should be electronically submitted to the Office of Graduate Admissions at the earliest possible opportunity. This is particularly
important for international students, due to the time required for processing and for
the issuance of a *Certificate of Eligibility (I-20 or DS-2019)* by the Office of
International Students and Scholars.

The Graduate School and the Office of International Students and Scholars have
established deadlines for submission of applications in order to provide sufficient
time for an admitted student to plan for a timely arrival on campus. These deadlines
are as follows:

- **Fall Session** July 15 if outside the U.S.
- **Spring Session** November 15 if outside the U.S.
- **Summer Session** April 15 if outside the U.S.

The deadline for forwarding all other applications to the Graduate School is the end
of the first week of classes for that session.

**a. Admission to a Degree Program**

Departments may recommend for consideration by the Graduate School,
degree-seeking applicants for unconditional admission or conditional admission.

1. **Unconditional Admission to a Degree Program**

For unconditional admission to a degree program, a B (3.0/4.0) or better
grade point average in prior study is required. Departments may set
admission standards higher, but not lower, than those established by the
Graduate School.

2. **Conditional Admission to a Degree Program**

Students may be admitted with conditions under three circumstances.

(i) Departments may recommend conditional admission to a degree
program for a student whose background reflects some academic
deficiency. The conditions placed by the department are not stated in
the formal admission letter and are not monitored by the Graduate
School.

(ii) The Graduate School will place a condition on an applicant’s admission
if the applicant has not earned the equivalent of a 3.0/4.0 grade point
average or higher at the institution from which he/she most recently
graduated. In addition, the Graduate School may place a condition on
the amount of prior coursework available for use on a graduate plan of
study.

(iii) The Graduate School may place a condition on an applicant’s
admission if a required supporting document is missing. Specific
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requirements for removing a condition will be provided in the admission letter.

Failure to fulfill the conditions placed upon a student’s admission will result in the student’s inability to register. Students, generally, have one session to fulfill conditions. It is a student’s responsibility to satisfy a condition and to check with the appropriate office.

If a department wishes to seek an extension on the period of time allowed to satisfy a condition, a memorandum justifying that request should be submitted to the Office of Graduate Admissions.

b. Admission for Non-Degree Study

Applications from individuals seeking admission to the Graduate School without being admitted to a degree program (including graduate certificate programs) are transmitted electronically to the Graduate School. The primary evaluation of applications for non-degree seeking students is the responsibility of the department that wishes to recommend admission. For a detailed description of non-degree seeking graduate student status, see Section II-B-1.

(1) Teacher License Enrollment Objective

Individuals applying for the teacher license enrollment objective must submit an official transcript from the college or university where the baccalaureate degree was received.

(2) Non-Degree and Graduate Certificate Classification

Individuals who have earned the baccalaureate degree and wish to enroll in a graduate-level course on a non-degree basis must be admitted to Purdue University as a non-degree student. Evidence of a baccalaureate degree from a properly accredited institution of higher learning is required.

Individuals who have earned the baccalaureate degree and wish to enroll in a graduate certificate program must be admitted to Purdue University as a graduate certificate student. An application to the Graduate School must be processed indicating the enrollment objective of graduate certificate. Evidence of a baccalaureate degree from a properly accredited institution of higher learning is required. Official transcripts are required for some graduate certificate programs.

Students who may be interested in pursuing a degree program at a later date should discuss this prospect with a departmental graduate advisor or the departmental graduate committee chair as soon as possible to receive
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appropriate advising, including information on the limit of non-degree credits that can later be applied to a degree program. Students who later decide to pursue a degree program at Purdue need to submit a new application as a degree-seeking student.

c. Admission Procedures for Students Working Simultaneously Toward Baccalaureate and Advanced Degrees

(1) Individual Students

With the approval of the department and the permission of the dean of the Graduate School, a student with a minimum of a 3.0/4.0 grade point average may be admitted to the Graduate School in the session in which the baccalaureate degree is being completed.

A memorandum, from the head of the graduate program, justifying the request for early admission should be sent to the dean of the Graduate School. The memorandum should be accompanied by the usual Graduate School application and supporting materials.

Although applications may be submitted for the session in which the baccalaureate degree is being completed, early admission to the Graduate School usually is required only if the student is to receive a graduate staff appointment. Otherwise, early admission is not required for undergraduate students wishing to begin graduate study, since they may do so by requesting designation, on Academic Record Change (Registrar’s Form 350), of graduate courses as excess of baccalaureate requirements. [See Section VII-B-1-a-(3).]

(2) Formally Approved Baccalaureate and Master’s Degree Programs

Baccalaureate and master’s combined and dual-degree programs formally approved by the department and the dean of the Graduate School (and in the case of combined degrees, approved by the Graduate Council) are designed to provide a seamless transition from the baccalaureate to the master’s curriculum. While the details of the specific program may vary, such programs are restricted to undergraduate students in high academic standing. Application and admission to the Graduate School are required and are detailed in the program document. The student must submit a combined degree request form (Form 27) with the application for admission to the Graduate School. The standard Graduate School application process is to be followed.

Minimal requirements of students participating in formally approved baccalaureate/master’s degree programs:

(i) Students must be in high academic standing.
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(ii) The graduate student’s plan of study should be approved by the Graduate School by the end of the first session in which the student has dual enrollment.

(iii) For combined programs, before the baccalaureate degree is awarded, any course and/or research credits taken to satisfy the graduate degree requirements must be designated as undergraduate excess credits.

(iv) Students must meet all requirements for the baccalaureate degree.

(v) The baccalaureate degree must be awarded at least one term before the graduate degree.

d. Simultaneous Admission at More Than One Campus (Same Department)

A student wishing to take a graduate-level course at a Purdue campus other than the campus of admission and residence must apply for admission to the desired campus. Non-degree status is appropriate for such admission.

e. Dual Graduate Program Status

A student wishing to pursue two degrees in two different departments simultaneously must complete an application for admission to each department. This usually happens when a student currently is pursuing a Ph.D. degree in one department and wishes to pursue a master’s degree in another department. The student must submit a Notice of Dual Graduate Program Status (G.S. Form 18) with the application for admission to the second department.

f. Admission Recommendation for Applicants from Sanctioned Countries:

When a department is considering an applicant for admission who is from one of the countries listed at http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx send the name, country of citizenship, a curriculum vitae, and list of dependents to the Office of Research Integrity and Regulatory Affairs (ORIRA) within the Office of the Executive Vice President for Research and Partnerships. (This list changes in accordance with world events.) Sanctioned programs differ among countries and, because the sanctions change over time with no notice, each review is specific to the date it is completed. By emailing the above information to exportcontrols@purdue.edu, this will expedite the screening that ORIRA is charged with undertaking.

At the time that applicants from the sanctioned countries (refer to the countries listed on the website above) are recommended for admission to the Graduate School, please prepare a cover sheet memo explaining that the student is from a
sanctioned country and will need to undergo ORIRA review. Because of the extra steps that are required for the ORIRA review, we will give priority processing to these applicants when they are brought to our attention.

2. Notice of Admission

When the Graduate School concurs with the department’s recommendation to admit a student, an electronic notification is sent to the applicant. This notification instructs the applicant to return to the Slate application system and view his/her admission decision. This decision includes the official admission letter from the dean of the Graduate School and an admission summary sheet. This information is available to departments through Slate. Since the final action and notification of such action comes from the dean of the Graduate School, care should be taken that no irrevocable department commitments are made until the dean has notified the student of his or her status. Any academic conditions (e.g., course and/or grade requirements) or technical conditions (e.g., final transcripts and diplomas) imposed by the Graduate School will be stated on the admission summary sheet, along with other important general information.

Each successful applicant is admitted to a specific enrollment objective and a specific graduate program on a specific campus. Although each admission is for a specific academic session, the ability to register is valid for two additional sessions, unless otherwise restricted. (see Section V-A-4) However, the Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars, is valid for only a single academic session.

3. Unsuccessful Applicants and Applicants who Decline the Offer of Admission

Official decisions, including denial notices, will be released through the Slate application system by the Office of Graduate Admissions. Applications being denied by the department should be moved to the Pending Denial bin in Slate. The Office of Graduate Admissions will then assign the official denial decision and an email notification will be sent to the applicant, prompting them to return to their application and view the decision notice. No additional denial notice should be sent by the department.

Admitted students are prompted to complete an online enrollment form in Slate to indicate whether or not they intend to enroll. This does not impact their eligibility to register, but can be used by departments to anticipate enrollment.

4. Change of Date of Admission and Re-application to Graduate School

An applicant who, after being granted admission by the Graduate School, does not enroll for three or more consecutive academic sessions (including the summer session) must submit a new application and pay the application fee. Updated or
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additional admission information may be required. Conditions may be placed on admission, as described in Section III-C-1-a-(2).

a. Domestic Applicants

A request to change the date of admission for a domestic applicant is required only when more than three sessions will have elapsed between the original date and the new date of admission (e.g., fall 2015 to fall 2016). The department must submit this request, in writing, along with a copy of the applicant’s request for a change of date, to the Office of Graduate Admissions. Approval of a change of date request will allow an applicant a fourth session in which to register without submitting a new application. Only one change of date request can be honored, and the request must be submitted before the end of the session in which the student was originally admitted.

b. International Applicants

Although an international applicant’s admission is governed by the same regulations as those of a domestic applicant, the Certificate of Eligibility (I-20 or DS-2019), issued to international applicants by the Office of International Students and Scholars (ISS), is valid only for the session specific on the document. For this reason, a change of date request is required for any session change. The department must submit the request, in writing, along with a copy of the applicant’s request for a change of date, to the Graduate School. A copy of the change of date letter is then sent to the ISS office. The international applicant is required to return the original Certificate of Eligibility (I-20 or DS-2019) issued to him or her before a new certificate can be issued. If the change of date request extends beyond one year or three sessions, the applicant also will be required to update documentation of financial support. Only one change of date request can be honored, and it must be submitted before the end of the session in which the student was originally admitted.

5. Readmission

Students who have interrupted their graduate study must submit a new application if three or more consecutive academic sessions (including summer session) have elapsed since their last registration. Upon the recommendation of the department and on a case-by-case basis, special consideration will be given to students returning to continue their graduate studies after being called to active military service.

Five-year Rule: 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 prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is invalid. (See Section V-A-2, VII-B-1-a, and VII-D-4.)
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Readmission is granted by the dean of the Graduate School. The dean of the Graduate School will notify students who have been readmitted, and the readmission letter will be available to the department.

6. Change from Non-Degree Status to a Degree Program

A student in non-degree status who wishes to be considered for admission to a degree program must submit a new application, accompanied by the same materials required of other degree-seeking applicants.

7. Change of Degree Objective Within the Same Department

If a student’s degree objective changes before completion of the degree program, in which he or she is enrolled, as well as to have more accurate data about the number of students studying in the various degree programs, the Graduate School should be notified without delay so the student will remain in the appropriate enrollment objective. The deadline for Change of Degree Objective (CODO) submission is the end of the second week of the effective term. Requests received by the Graduate School after the second week of the term will be made effective with the next session. (See University Regulations, D-3)

It is particularly important to report immediately any change in degree objective for visa purposes or if the student has a graduate appointment, since only degree-seeking and license students are eligible for these appointments. (See Section IV-A-1)

This notification should be submitted using one of the following methods:

a. Master’s student continuing for a doctoral degree

- Written, signed request from the department
- A copy of the department’s approval letter sent to the student
- Indicate the student’s intent to continue on the master’s plan of study
- Indicate intent to continue with the doctoral degree on the master’s degree graduation audit/certification form

b. Doctoral student receiving a master’s degree while working on the Ph.D. degree

- Written, signed request from the department
- A copy of the department’s approval letter sent to the student
- Indicate the student’s intent to continue on the master’s plan of study
- Indicate intent to continue with the doctoral degree on the master’s degree graduation audit/certification form
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c. Master’s student bypassing the master’s degree and starting a Ph.D. degree
   • Written, signed request from the department
   • A copy of the department’s approval letter sent to the student

d. Doctoral student leaving with the master’s degree
   • Written, signed request from the department
   • A copy of the department’s approval letter sent to the student
   • Indicate the student’s intent to leave on the master’s plan of study
   • Indicate intent to leave with the master’s degree on the master’s degree graduation audit/certification form

After degrees have been awarded, the Office of the Registrar will inactivate the records of those graduates. If a graduate wishes to continue to register, they must be continuing for another degree within the same department, or have been admitted to another program.

8. Transfer of Department

A student who: 1) has established a graduate academic record at Purdue, 2) has current eligibility to register in a graduate degree program, and 3) wishes to change to a graduate degree program in another department should submit a completed Request for Transfer of Department (G.S. Form 17) to the Graduate School. The proposed department may request updated or additional admission information (e.g., GRE scores or letters of recommendation) or even a new application.

Both departments should review any conditions of admission that have not been met at the time of transfer and make the appropriate notation on the transfer form. If a new application is requested, the department in which the student is currently enrolled must submit a completed Request for Transfer of Department (G.S. Form 17).

International students who wish to transfer from one department to another must check with the Office of International Students and Scholars to determine if their visa status will be affected by the transfer.

If a student completes a graduate degree in one department and wishes to seek an additional graduate degree in another department, a new application is required.
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9. **Graduate Study by Faculty and Staff**

   Purdue employees who hold a Graduate Faculty appointment on a Purdue campus may take graduate courses, but may work for advanced degrees at Purdue only under certain conditions and with prior approval of the dean of the Graduate School. (See Section I-E-3, and Appendix S)

   Members of the administrative, professional, instructional, research, extension, and regular clerical/service staffs of the University who wish to register as graduate students should consult the appropriate staff handbooks concerning admission, academic loads permitted, and fee information.

10. **Admission to Study Toward a Second Ph.D.**
    Admission to study toward a second Ph.D. degree is generally discouraged at Purdue, but exceptional circumstances may be considered by departmental graduate committees. No Graduate Council approval is required. (See Section VII-K-2.)
IV. Graduate Student Appointments (Including Fellowships)

A. Graduate Teaching Assistant, Graduate Lecturer, Graduate Research Assistant, and Graduate Administrative/Professional Appointments

1. Policy

Regulations concerning the employment of graduate students are designed to allow students to earn income, receive benefits, and obtain valuable professional experience, to enhance the University's efforts in teaching and research, and to make certain that the balance between work and study is appropriate. (See the Statement of Principle endorsed by the Graduate Council in Section IX-E.)

Only students who have been admitted to a graduate degree program or to teacher license study are eligible for graduate appointments. Students holding graduate appointments must be registered for at least three credit hours of graduate-level course and/or research work each session in which they receive a salary. (See Section V-C for registration guidelines.)

Detailed matters of duties and compensation are the province of the department heads and academic deans. However, practices must fall within the regulatory frame approved by the University, as shown in Appendix A. Salary requests falling outside the normal range require that justification be submitted to the Graduate School. Prior approval is required, and approval may be granted on a case-by-case basis. (See Executive Memorandum No. C-23.)

At the Calumet, Fort Wayne, and North Central campuses a graduate student is appointed as a Graduate Aide. For more information, see Graduate Student Employment Manual.

2. Definitions and Procedures

There are two basic classifications of employment for students who are eligible for a graduate appointment: 1) graduate staff performing teaching, research, academic counseling, or other activities directly supporting teaching and research under close faculty supervision; and 2) graduate administrative/professionals performing administrative or other duties not directly related to teaching or research.

Appointments in both classifications are made on a Personnel Action Form (PA form). Appointments may be for either an academic or a fiscal year or for a single session. Basic appointments must be on a 25.00, 50.00, 75.00, or 100.00 CUL basis. A combination of appointments is possible, as specified in Appendix A.
IV. Graduate Student Appointments

Based on demonstrated excellence in teaching as a graduate teaching assistant, a doctoral candidate may be appointed as a graduate lecturer. The responsibilities of the graduate lecturer are similar to those of the graduate teaching assistant but at a more senior level. These appointments are made at the discretion of a department head or in a manner consistent with the governance of a particular academic unit. To be eligible for a graduate lecturer appointment, a student must have passed the preliminary examination. In addition, a graduate lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a graduate teaching assistant for at least four academic sessions prior to appointment as a graduate lecturer. A graduate lecturer may not teach a 50000- or 60000-level course.

Monthly minimum salaries for graduate lecturers, graduate teaching assistants, graduate research assistants, and graduate administrative/professional staff are reviewed and approved annually for the upcoming fiscal year. After approval, the dean of the Graduate School informs the chancellors, academic deans, department heads, and academic business administrators of the established minimum salaries. (See Appendix A for current minimum salaries.)

3. International Student Employment

The employment of international students is governed by federal regulations. Prior to employing international students, departments should obtain detailed regulations from the Office of International Students and Scholars.

It is University policy that all graduate teaching assistants whose native language is not English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. (Detailed information is available from the Office of Oral English Proficiency.)

4. Graduate Student Employees Fringe Benefits and Privileges

See the Graduate Student Employment Manual.

B. Fellowships

Many Purdue University graduate students are awarded fellowships each year, either by the University or by external agencies. Fellowships are governed by policies established in cooperation with particular funding agencies. In general, fellowship recipients must be registered as full-time students for each session in which they receive a stipend, including summer sessions (i.e., a minimum of eight credit hours during the fall session and during the spring session and six credit hours during the summer session).
IV. Graduate Student Appointments

A fellow is not obligated to provide services to the University unless required to do so by the agency granting the fellowship. However, many granting agencies permit holders of their fellowships to accept limited University employment to supplement their fellowship stipends. Usually, the maximum is a 25.00 CUL graduate staff appointment.

Detailed regulations relating to the acceptance of graduate fellowship grants and to their administration may be found in *Executive Memorandum No. A-199, Acceptance of Gifts, Grants, and Loans by Purdue University*, dated March 1, 1961, and its addendum, dated November 1, 1984.

For more information, see the *Graduate School Fellowships Manual*.

C. Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Purdue University is a member of the Association of American Universities and the Council of Graduate Schools (CGS). Along with other members of these associations, Purdue subscribes to the resolution stated below and has agreed that a copy of the resolution will accompany every scholarship, fellowship, traineeship, and assistantship offer. Employment correspondence from departments must include portions of the CGS policy statement as indicated below:

“Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.”

“Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.”
IV. Graduate Student Appointments

D. RESEARCH/INSTRUCTIONAL/ENGAGEMENT TRAVEL

Graduate staff leave, greater than 22 working days, that is necessary to further research, participate in instructional opportunities, or engagement activities must be requested and approved prior to departure using the Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change in Duty Form. This includes research-related travel to laboratory, teaching-related travel to another college or university, engagement-related travel to a community, or professional development opportunities unavailable at the University. The RLA form must be approved prior to departure. (See Graduate School Policies and Procedures for Administering Graduate Student Programs, Section V-E, for further information.)

E. CHANGE OF DUTY STATION

Change of Duty Station leave should be requested by a graduate staff employee when personal reasons require his/her relocation from a primary work location, usually on one of the Purdue campuses. While on Change of Duty Station leave, graduate staff are expected to continue to perform their work duties. If the relocation is 22 working days or more, an approved Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change in Duty Station (RLA Form) is required for the Change of Duty Station request prior to departure. (See Graduate School Policies and Procedures for Administering Graduate Student Programs, Section V-E, for further information.)
V. Registration of Graduate Students

A. General Principles

All work (except for 80000 level coursework) done by students at Purdue University beyond the baccalaureate degree is administered by the Graduate School. The registration of a graduate student should reflect the nature and amount of the student's study and research activities as accurately as possible.

1. Full-time Study

Full-time study is based on the number of credit hours carried in a given session. Eight (six during the summer session) credit hours is the full-time certification standard for graduate students. Students pay the fee set for full-time study if they are registered for eight (six during the summer session) or more credit hours. Various fellowships and sponsoring agencies may have differing definitions of full-time status.

2. Part-time and Intermittent Study

Some students find it necessary to pursue graduate study on a part-time basis or to discontinue their graduate studies for a period of time. Part-time students must, like full-time students, register appropriately any time they use University facilities or receive faculty supervision.

Students who interrupt their registration should pay particular attention to the “five-year rule” that prohibits the use of out-of-date coursework on plans of study and invalidates outdated examinations. (See Section III-B-5.)

3. Responsibility for Registering

The registration of a graduate student is the responsibility of the student and the student's department. Registration must be accomplished according to schedules and procedures established by the Graduate School, bursar, registrar, and, in addition, for international students, the Office of International Students and Scholars.

4. Eligibility to Register (ETR)

Unless restricted by the department, admission is granted with ETR that includes the session for which admission is granted and the next two sessions. Summer session counts.

New graduate students may register after the Graduate School has certified their ETR to the registrar. Graduate students may not register if their ETR has been removed. A
student's ETR may be removed by the Graduate School if a student does not satisfy certain admission conditions, within the stated time frame, or if the department requests a hold. A student’s ETR also may be removed by other campus offices. Departments are encouraged to assist students with ETR questions.

B. Registration Procedures

1. Registration for All Students

With the advice of a departmental advisor (generally the major professor), each graduate student submits a course registration through myPurdue (or prepares a Course Request, Registrar’s Form 23 and submits it with the signature of that advisor.) Early registration is recommended. Late registration will result in additional fees. Students must have a PIN to access myPurdue.

2. Registration for Graduate Staff Appointees

If a student holds a graduate staff appointment, the employing department must certify such information by completing the Graduate Appointment Submission form from the Bursar’s website.

3. Registration for Holders of Fellowships Providing Fee Support

If any fees for fellowship recipients are to be paid from a University account, a departmental administrator must complete a Fellowship Assignment Form (G.S. Form 90) and submit it to the Fellowships Office in the Graduate School.

4. Special Reciprocal Reduction of Fees Between Indiana University Purdue University Indianapolis (IUPUI) and Purdue University West Lafayette (PUWL)

If a graduate student registers for courses at both Purdue University West Lafayette and Indiana University Purdue University Indianapolis in a given academic session or holds a graduate staff appointment at one campus while registering for courses at the other campus, the student may request a waiver of fees at one of the campuses, depending upon the specific situation. To be eligible for this fee remission, an individual must be enrolled as a full-time graduate student at either institution or hold a graduate appointment at either institution. This request should be made on Graduate School Form 31, Request for a Special Reciprocal Reduction of Fees Between Indiana University Purdue University Indianapolis (IUPUI) and Purdue University West Lafayette (PUWL).
V. Registration of Graduate Students

C. Appropriate Levels of Registration

Graduate registration should reflect the student's academic activity as accurately as possible. In fulfilling degree requirements, a maximum of 18 credit hours will be allowed from any one session (9 credit hours for the summer session).

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.) For privileged registration information, see Section V–G–2-a,b.

2. The primary appointment must be on a 25 CUL, 50 CUL, 75 CUL, or 100 CUL basis. A combination of appointments is possible, and appointments (that are less than 25 CUL) beyond a 50 CUL appointment may be made. These must range from 5 CUL to 20 CUL. (While not required, it is recommended that these appointments be made in increments of 5 CUL.) In order to hold a 5 CUL, 10 CUL, 15 CUL, or 20 CUL appointment, a graduate student must hold a 50 CUL appointment or two 25 CUL appointments. The 5 CUL to 20 CUL appointment may be held in the same department or in a different department than either the two 25 CUL appointments or the 50 CUL appointment.

There is no limit to the number of appointments that a graduate student may hold. However, no graduate student may hold more than 100 CUL. Further, graduate students should consult with their major professors before accepting appointments, especially those not offered through the departments in which they are enrolled. International students are normally limited to 50 CUL, due to visa requirements and should confer with the Office of International Students and Scholars before considering additional appointments. All appointments require that services be performed at the CUL required.

3. Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.).

4. To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination and be classified as a doctoral candidate. In addition, a Graduate Lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 10000 level.

5. Exceptions must be approved by the dean of the Graduate School.

Any student (whether on appointment or not) must be registered for research during each session when doing research utilizing faculty direction or consultation and/or requiring the use of
V. Registration of Graduate Students

University facilities. Research includes literature reviews and thesis writing. A student's research registration should be roughly proportional to the amount of time devoted to research activities, with 18 session hours representing maximum registration. It is important to keep in mind that underregistration for research is likely to result in the accumulation of insufficient credits to meet degree requirements. (See Section VI-B.)

The student and advisor are expected to make certain that the requested academic load for a student holding an appointment and/or a fellowship is compatible with the rules and regulations of the Graduate School and with the requirements of any educational benefits or loans. Graduate staff appointments are further explained in Appendix A.

D. C.I.C. Traveling Scholar

Purdue University is a participant in the Traveling Scholar Program for graduate students enrolled in any Committee on Institutional Cooperation (CIC) institution. The participating institutions are the Big Ten universities plus the University of Chicago, the University of Illinois at Chicago, and the University of Wisconsin at Milwaukee.

This program enables doctoral students in good standing to take advantage of special resources available on campuses other than their home campus, such as special course offerings, unusual research opportunities, unique laboratories, special library collections, or study with a particular professor. Visits of traveling scholars are limited to two sessions or three quarters regardless of the number of courses taken. Credit earned by a CIC traveling scholar at a host university is automatically accepted by the home university upon receipt of a transcript or grade report from the host university.

Doctoral students interested in the CIC Traveling Scholars program should consult with their faculty advisor then complete an application available on the CIC Traveling Scholars website.

E. Research/Instructional/Engagement Travel or Change of Duty Station

Research/Instructional/Engagement Travel
When research, instructional, and/or engagement activities require a graduate staff member to relocate from a primary work location, usually one of the Purdue Campuses, for longer than 22 working days, a request for Research/Instructional/Engagement Travel must be approved prior to departure. A Research/Instructional/Engagement Travel request must be made using the Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change of Duty Station form (RLA Form).

While on Research/Instructional/Engagement Travel leave, graduate staff are required to be registered for graduate credit, commensurate with the leave activity but not less than 3 credit hours. Registration is not automatic while a student is in Research/Instructional Engagement travel status (See Section IV-D). The student and major professor must
V. Registration of Graduate Students

arrange for the student to be registered each academic session (including summer sessions) during which the student receives a salary or stipend. The level of registration should reflect as accurately as possible the anticipated contribution the activity will make to the student's degree program. Arrangements with the bursar for the payment of fees are the responsibility of the student and the major professor. Late registration will be subject to the usual additional fee. Failure to register and to pay fees while in Research/Instructional/Engagement travel status will result in ineligibility for a graduate appointment.

The Graduate School is responsible for assessing the qualifications of persons who supervise graduate students. The major professor retains supervisory responsibility for a student in Research/Instructional/Engagement status. Although various levels of authority may be delegated to the locational supervisor, the responsibility for ensuring academic integrity and for making academic evaluations remains with the major professor.

Change of Duty Station

When personal reasons require a graduate staff employee to relocate from a primary work location, usually one of the Purdue campuses, for longer than 22 working days a Change of Duty Station must be requested and approved prior to departure. A Change of Duty request must be made using the Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change of Duty Station (RLA Form). While on Change of Duty Station leave, graduate staff are expected to continue to perform their normal campus work duties and to be registered for graduate credit. A minimum of 3 credit hours is required.

Registration is not automatic while a student is in change of duty station status (See Section IV -D). The student and major professor must arrange for the student to be registered each academic session (including summer sessions) during which the student receives a salary or stipend. The level of registration should reflect as accurately as possible the anticipated contribution the activity will make to the student's degree program. Arrangements with the bursar for the payment of fees are the responsibility of the student and the major professor. Late registration will be subject to the usual additional fee. Failure to register and to pay fees while in Change of Duty Station status will result in ineligibility for a graduate staff appointment.

The Graduate School is responsible for assessing the qualifications of persons who supervise graduate students. The major professor retains supervisory responsibility for a student in Change of Duty Station status.

1. Initiating a Request

The student submits a request, with the approval of the major professor, department head, and college/school dean, for a Research/Instructional/Engagement Travel or Change of Duty Station to the dean of the Graduate School at least six weeks prior to the anticipated departure from campus. Such requests should be made on
V. Registration of Graduate Students

Human Resources Form RLA, Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave, or Change in Duty Station

In addition to information specifically requested on Human Resources Form RLA, the following information must also be included on the form (detailed information must be provided on a supplemental page).

(a) Description of Leave

Graduate Staff Information: Ph.D./Prof. Doctoral or M.S./M.A./M.F.A./Prof. Masters

Stipend Amount (monthly stipend for duration of absence):

Credit Hours by semester/session for duration of absence:

Major Professor (name):

For Research/Instructional/Engagement Travel:

i. Detailed summary of the research, instructional and/or engagement to be undertaken.

ii. How the activity is related to one’s thesis/dissertation research and/or academic growth.

iii. Name and contact information for the on-site supervisor/advisor.

For Change of Duty Station:

i. Describe the campus work duties you will perform and how the duties will be accomplished.

ii. Describe how you will maintain contact with your supervisor/major professor.

iii. Describe the academic work required for the registered graduate credit hours.

(b) Location While on Leave:

States Address     Foreign Address
________________________  ________________________
________________________  ________________________
________________________  ________________________
________________________  ________________________

2. Routing

Requests for Research/Instructional/Engagement Travel or Change of Duty Station, bearing the signatures of the student, the department head, and the college dean, should be sent to the department/school business office for processing and routing.

F. Research in Absentia

A doctoral student who has satisfied all of the qualifications listed below and wishes to leave the University to continue doctoral research should request to register in absentia for
V. Registration of Graduate Students

doctoral research (69900). (Master’s students are not eligible to register for research in absentia.)

1. Initiating a Request

A doctoral student may, with the approval of the major professor and head of the graduate program, petition for permission to register in absentia for doctoral research. To do so, a completed Request for Ph.D. Degree Candidate Research in Absentia (G.S. Form 12) must be received by the Graduate School at least one month prior to the beginning of the initial session for which registration in absentia is sought.

Students requesting to register in absentia should be registered for three credits of doctoral research (69900). Once the absentia request has been approved, the Graduate School will add the absentia attribute to the student’s academic record so that the absentia fee rate will be assessed.

2. Restrictions

A graduate student who holds an assistantship or fellowship who will be paid by or through Purdue University during the absentia period is not eligible to register for research in absentia. If the graduate appointment is related to a research project off campus, the student may be eligible to request a change of duty station. (See Sections IV-D and V-E.)

3. Qualifications

To be eligible for absentia status, students must:

a. have successfully completed their coursework and passed their preliminary examination;

b. have made significant progress on the thesis research topic; and

c. have established, in coordination with their major professor, a plan for accomplishing research at the absentia location.

4. Stipulations

a. Continuous Absentia Registration

While in absentia the student must be registered for every session during which they are engaged in degree work or plan to graduate. The absentia privilege will remain in effect as long as the student continues to register, the student returns to campus, the degree has been granted, the absentia privilege is rescinded, or the student withdraws from the University.
V. Registration of Graduate Students

Once a student stops registering in absentia, that student will not be eligible to register in absentia for a later session. If a doctoral candidate who was previously registered in absentia and is currently registered for examination only or degree only does not meet the mid-session deadline, the registration will be changed to doctoral research credits (69900). This will maintain the required continuous registration in absentia and will make the student eligible to register for examination only or degree only in a future session.

b. Payment of Fees

Late registration will be subject to the usual additional fee. It is the student's responsibility to keep his/her current addresses updated in myPurdue. Nonpayment of registration fees will terminate the student's registration and cancel the absentia privilege.

c. Research in Absentia Credit

The minimum (and standard) absentia registration is three hours of doctoral research (69900) credit. However, permission may be granted by the dean of the Graduate School to register a student for up to 18 hours of doctoral research credit at the same fee assessed for the standard three hours. A Course Request (Registrar's Form 23) must be approved by the major professor and the Graduate School for registration in each session in which more than three hours is requested.

This variable credit registration makes it possible for the level of registration to accurately reflect the level of research effort by the student. Thus, students devoting full time to research will be allowed to register for up to 18 credit hours of 69900, while those with fractional research commitments will be allowed proportional 69900 registrations. Summer registrations will be proportional to the length of the summer session.

The initial request by the student to the Graduate School for more than three hours registration must be supported by a statement prepared by the major professor and approved by the head of the graduate program. It often may be appropriate for this statement to be part of the initial request to undertake research while in absentia.

This statement should provide information about the student's employment status and the level of support provided by an institution other than Purdue for the student's research in terms of facilities and/or release time. The duration of this support also should be indicated. Subsequent requests for more than three credit hours of 69900 registration that are consistent with the initial request will require no further justification, but are required annually. Again, each session in which more than the standard three credits of 69900 are needed, the Course Request (Registrar’s Form 23) must be submitted to the Graduate School for approval.
V. Registration of Graduate Students

d. Research Supervision

The student doing research in absentia is to be supervised or guided by the major professor and must maintain frequent contact so that the major professor can monitor the student's progress. If the candidate's dissertation research requires on-site supervision at the absentia location, the Request for Research in Absentia (G.S. Form 12) must be accompanied by a statement specifying who will provide this supervision and his or her qualifications.

5. Completing Study While in Absentia

a. Final Examination

A student may take a final examination while registered in absentia.

b. Graduation

A student may graduate while registered in absentia. The department should make certain that absentia students who intend to graduate are added to the preliminary candidate list at the appropriate time. (See Section X-A-1.)

6. Stopping the Absentia Registration

A student may stop registering in absentia by the submission of a request to remove the absentia. This request must be signed by the student, the major professor, and the head of the graduate program. Once a student stops registering in absentia, that student is no longer eligible to register in absentia for a later session.

Each department in which graduate research is being carried out is responsible for making periodic reviews of the graduate student records to determine whether all students who are actually doing research in absentia have been given proper approval and are registering each session as required.

G. Registration in the Final Academic Session

1. Registration in the Session of Graduation

a. All students must be registered in the session of graduation. If registering as a candidate using:

- CAND 99100 - the student must register for course or research credits. CAND 99100 is not a registration.
- CAND 99200 – degree only is a stand-alone registration. Students should not register for any additional credits with this registration.
V. Registration of Graduate Students

- CAND 99300 – examination only is a stand-alone registration. Students should not register for any additional credits with this registration.

b. Students with outstanding incomplete grades for courses listed on the plan of study will not be eligible to graduate. Students must complete the course requirements and register for a future session to receive the degree.

2. Privileged Registration

The privileged registration, either examination only or degree only, is a onetime registration.

Federal regulations for international students in a nontesis master’s degree program states: *If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status.* As a result, international students who are in a nontesis master’s degree program and are registered for a privileged registration in their final session should contact the Office of International Students and Scholars to discuss their options.

a. Examination Only Registration

A student who has completed the Graduate School’s registration (30 hours for a master’s degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for the final examination and depositing the thesis prior to the first day of the academic session of graduation may request registration for examination only at a reduced fee. Thesis option students must also have been registered for at least one hour of 69800 or 69900 research credits, with a grade of S in the previous spring or fall session.

The previous session does not include the summer session unless:

- A graduate student completed work on degree requirements, requiring the appropriate number of registration credits;
- A graduate student held a graduate staff appointment during the preceding summer session. Graduate students who held a summer session appointment will be held to a minimum summer registration of three credits;
- A graduate student who did not hold a summer appointment will be held to a minimum registration for the preceding spring session.

If approved, this registration will remain valid only if both a positive Report of the Final Examination and a Thesis Receipt have been received in the Graduate School
V. Registration of Graduate Students

by the eighth week of the session (fourth week of an eight week summer session). Otherwise, the Graduate School will notify the Office of the Registrar, after the eighth week of a semester or the fourth week of the summer session to register the student for one 69800 or 69900 credit. (Registration for candidates previously registered in absentia must be changed to a minimum of three credit hours of 69900. This will maintain the candidate’s continuous registration in absentia and will make the student eligible to register for examination only or degree only in a future session.) If the student holds a graduate appointment, the department is responsible for changing the registration to no less than three credit hours of graduate-level course and/or 69800 or 69900 credits. Graduate staff employees enrolled for examination only should expect to pay Social Security tax on their graduate staff salaries. Likewise, graduate staff employees who do not meet the mid-session deadline for examination only and are enrolled for less than half-time should expect to pay Social Security tax on their graduate staff salaries.

Any graduate student, including those who hold any type of graduate appointment, may register for examination only.

b. Degree Only Registration

A student who has completed the Graduate School’s registration requirement (30 hours for a master’s degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for depositing the thesis and for whom a positive Report of the Final Examination has been received in the Graduate School prior to the first day of the academic session of graduation but who has not been awarded the degree may request registration for degree only at a reduced fee. Thesis option students must also have been registered for at least one hour of research, with a grade of S in the previous spring or fall session.

The previous session does not include the summer session unless:

i. a graduate student completed work on degree requirements, requiring the appropriate number of registration credits;
ii. a graduate student held a graduate staff appointment during the preceding summer session. Graduate students who held a summer session appointment will be held to a minimum summer registration of three credits;
iii. a graduate student who did not hold a summer appointment will be held to a minimum registration for the preceding spring session.

If approved, this registration will remain valid only if a Thesis Receipt is received in the Graduate School by the eighth week of the session (fourth week of an eight week summer session). Otherwise, the Graduate School will notify the Office of
V. Registration of Graduate Students

the Registrar, after the eighth week of a semester or the fourth week of the summer session to register the student for one 69800 or 69900 credit. (Registration for candidates previously registered in absentia must be changed to a minimum of three credit hours of 69800 or 69900. This will maintain the candidate’s continuous registration in absentia and will make the student eligible to register for degree only in a future session.) If the student holds a graduate appointment, the department is responsible for changing the registration to no less than three credit hours of graduate-level course and/or 69800 or 69900 credits. Graduate staff employees enrolled for degree only should expect to pay Social Security tax on their graduate staff salaries. Likewise, graduate staff employees who do not meet the mid-session deadline for degree only and are enrolled for less than half-time should expect to pay Social Security tax on their graduate staff salaries.

Any graduate student, including those who hold any type of graduate appointment, may register for degree only.

c. Approval

Privileged registration requires Graduate School approval. The completed Course Request (Registrar’s Form 23) must be sent to the Graduate School for approval and processing.

H. Registration Limits for Student Loan Eligibility

The Division of Financial Aid should be contacted for current information on eligibility and minimum hours of registration required to qualify for a graduate student loan.

I. Course Information

1. Auditing Courses

Information regarding graduate students auditing courses is available in Student Regulations, a reference guide for all students.

2. Current Purdue Courses

A current listing of courses approved to be offered at all Purdue campuses is maintained by the Office of the Registrar.
VI. General Academic Requirements

A. Grades and Index Requirements

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. Indices below this level are marked “less than good standing” on the transcript. Departments may require higher standards than the university; however, these must be clearly documented and communicated to students and consistently enforced. Departments requiring higher standards, such as higher GPAs for probation, are responsible for managing them. Only university-established thresholds for academic standing will be officially noted on the transcript.

Beginning with the posting of Fall 2015 grades, a graduate student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be on academic probation. Any student on academic probation at the close of the Fall 2015 semester whose spring semester GPA and cumulative GPA (at the close of the Spring 2016 semester) falls below 2.0 will be dropped from the university. If a graduate student is on academic probation and EITHER the semester GPA or the cumulative GPA is 2.0 or above, the student will remain on probation. Academic standing is not addressed during Summer Session. Beyond the 2015-16 academic year, this University Senate-approved policy will be administered as follows:

- IF: Semester GPA and Cumulative GPA are ≥ 3.0 = Good Standing
- IF: Semester GPA or Cumulative GPA is 2.0 – 2.99 = Less than Good Standing
- IF: Semester GPA or Cumulative GPA is < 2.0 = Probation
- IF: On probation and both Semester GPA and Cumulative GPA are < 2.0 = Drop
- IF: On probation and Cumulative GPA is < 2.0 but Semester Index is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 2.0 = Off Probation (Less than Good Standing may be applicable.)

Any grade changes made after the initial GPA calculations will result in a recalculation of GPAs and academic standing or drop status. However, any graduate student appropriately dropped from the university must reapply. A graduate student who has been dropped for the first time is not eligible to register for at least one fall or spring semester (and summer session if applicable) following drop status. Graduate students dropped a second time at the end of the spring 2016 semester or later will normally not be considered for readmission to the Purdue University Graduate School for at least one year. For more information, see:
VI. General Academic Requirements

A graduate student also is expected to earn S grades for research registration. Two consecutive sessions of U grades for research registration mandate that the department take formal action and inform the student, in writing, and the Graduate School with regard to discontinuation or conditions for continuation of the student's graduate study. In any event, the student's progress should be reviewed each session by the student's department. The student's progress also may be reviewed by the Graduate School. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue.

The graduation index for graduate students includes all grades earned in 50000- and 60000-level courses taken while enrolled as a graduate student, except FR, GER, RUSS, or SPAN 60100, 60300, or 60500 (Section VI-D-4), plus grades received in 30000- or 40000-level courses taken while in the graduate program (once they are approved as part of the graduate plan of study). When 30000- and 40000-level courses are listed on the approved plan of study, and completed with a B- or better grade, grades associated with those courses will be added into the graduation index. If a student receives less than a B- in a 30000- or 40000-level course, then the course must be retaken or removed from the plan of study.

If a Purdue course taken by a graduate student is repeated for a grade, the Registrar's Office will delete the first grade from a student's graduation index, providing that specific course was originally taken while the student was enrolled as a graduate student. Neither excess undergraduate Purdue courses nor courses transferred from another institution are used in computing the graduation index.

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study. Grade option changes will not be approved by the Graduate School except in cases of a clerical or mechanical error during the normal drop/add period. Coursework required for a degree will be complete when a student obtains grades for all courses on the plan of study that meet grade requirements of the department and the Graduate School.

B. Degree and Registration Requirements

In order for a degree to be granted by the Purdue University Graduate School, it is important for a significant component of that degree to be directed by Purdue graduate faculty; therefore, the following registration requirements exist. Registration is defined as formal enrollment in courses offered by Purdue University, including courses offered via distance learning technologies. Courses include all Purdue University graduate courses approved by the student’s graduate committee, including formal coursework and research credits.
VI. General Academic Requirements

In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one session. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better (B- or better for 30000- or 40000-level courses) that appear on the plan of study and the appropriate number of research credit hours (69800 and 69900) with grades of S that appear on the Purdue transcript. [See Section VII-B-1-a-(1)]

1. **Master’s Degree**
   a. At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
   b. More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
   c. At least 30 total credit hours are required.
   d. With the exception of doctoral students who are re-classified as master’s students and leave the Graduate School with the master’s degree, 69900 credits may not be used towards the fulfillment of master’s degree requirements.

2. **Doctor of Philosophy Degree**
   a. At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
   b. At least 90 total credit hours are required
   c. A master’s degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student’s graduate program. (The intent of this policy is to provide colleges/schools, departments, and a student's advisory committee with flexibility in determining what credits, [up to a maximum of 30 and earned from the master's or professional doctoral degree] may be applied toward the Ph.D. degree. These credit hours are not subject to the "Five-Year Rule" that prohibits the use of out-of-date coursework on plans of study. See Section VII-B-1-a.).
   d. Under no circumstances may 69800 credits, other than as part of the 30 credits which may be used from a master’s degree, contribute toward the 90 credits required for a Doctor of Philosophy degree
VI. General Academic Requirements

C. Maximum Time Limits for Completion of Ph.D. Degree

Each department should establish policies to assure that graduate students complete their Ph.D. degree programs in a period of time that is reasonable and commensurate with the practice of scholarship in that field. Current policies governing the completion of the Ph.D. degree should be filed with the dean of the Graduate School. In formulating completion policies, departments should give special consideration to the conditions that must be met before students can be recommended for research in absentia.

D. Knowledge of a Language Other than English

There is no Graduate School general requirement of knowledge of a language other than English for seekers of advanced degrees. Some departments, however, do require a reading knowledge of one or more languages other than English. This requirement may be indicated on the plan of study; however, the Graduate School does not monitor the satisfactory completion of any such requirements.

If a department requires reading knowledge of one or more languages other than English, the department may stipulate its own method to be used by a student whose native language does not satisfy this requirement. When a department wants the School of Languages and Cultures to administer the examination, evaluate the performance, and validate the competency, that department must consult with the School of Languages and Cultures a session in advance of the student’s deadline for establishing knowledge in a language other than English.
VII. Administering Graduate Degree Programs

Graduate degree programs are subject to policies and procedures established by the Graduate Council and the dean of the Graduate School. It is the policy of the Graduate School to delegate to the departments and their staff the maximum responsibility for the maintenance of academic standards. The Graduate School staff does not normally counsel individual graduate students relative to their academic programs and degree progress. In all matters concerning a student or the student's academic program, the Graduate School will take no action (except in unusual cases) without prior approval or recommendation of the student's major professor, advisory committee, or the head of his or her graduate program. Any necessary communication with the Graduate School should be made through the student's department. (See Sections I-C, I-D, I-E, and I-J.)

Although Graduate School deadlines are specified throughout this section of the manual, departments may set earlier deadlines.

A. Departmental Advising and Supervision

1. Major Professor

Every student in a degree program is required to select a major professor who acts as the chair of the advisory committee and who agrees to supervise the student's graduate study, research, and writing. The major professor/student relationship must be a mutually acceptable one.

2. Advisory Committee

The student and the major professor are responsible for the selection of an advisory committee. The duties of that committee are to assist the student in the preparation of the plan of study and to offer advice during the period of graduate work, including research and thesis preparation when these are required components of the student's degree program.

The committee consists of the major professor and at least two other members of the graduate faculty (with the exception of non-thesis master’s degree programs that have approval for a one-member advisory committee. Please refer to Section VII. A. 2. a). Committees must be approved by the head of the graduate program, the college dean (if requested by the college), and the dean of the Graduate School. Because it is crucial for advisory committee members to bring independent thought and decision-making to their advisory committee roles, the Graduate School strongly recommends that major professors, graduate students, and other individuals involved in the advisory committee selection process strive to avoid appointments where there may be potential conflicts of interest. Advisory committee appointments of spouses/partners, partners in business, or
those with financial conflicts of interest connected to the graduate student, for example, should be carefully reviewed and alternatives considered. Members of the committee need not be faculty with whom the student has taken coursework, however, at least 51% of the committee members must have regular graduate faculty certification. The request to the dean of the Graduate School for appointment of the advisory committee is made on the same form and at the same time as the request for approval of the student's plan of study. (See Section VII-B.) The dean of the Graduate School may appoint additional members if it seems advisable.

a. 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 the Graduate Records Manager in the Graduate School, or the appropriate director of graduate studies at the regional campuses. 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.

Once approved, all non-thesis students within the department will be given technical access to list just one advisory committee member on the plan of study, even if this option is not appropriate for all. 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.

Please note that 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. (See Section VII-F.2.)

3. Changes in the Advisory Committee

Changes to the advisory committee must be submitted electronically via myPurdue if the plan of study was submitted electronically. Advisory committee changes on a paper plan of study should be requested using the Request for Change to the Plan of Study (G.S. Form 13). Each request for a change must be accompanied by a rationale and be signed by the student and each committee member whose status is affected by the request. If a paper form is used, it is the responsibility of the chair of the advisory committee to obtain the signatures of all committee members whose status is being changed. The request must be approved by the major professor, the head of the graduate program, and the college dean (if requested by the college). It is important to notify the Graduate School immediately of any change in the major professor to ensure that appropriate signatures are on forms.
VII. Administering Graduate Degree Programs

In very rare instances in which an advisory committee member in any role does not approve a student’s request for a change in the advisory committee, the student may ask (in writing) for review and assistance from the dean of the Graduate School who will forward it to his/her designee. This action by the student should be utilized after he/she has made at least three contacts (in writing) to the advisory committee member over a period of at least one month to secure approval. The dean of the Graduate School’s designee will convene a committee of three faculty members/administrators, normally including the graduate student’s college associate dean, department head, and departmental graduate committee chair, to consider the situation. A majority vote of this committee is required to ask the dean of the Graduate School’s designee to remove an advisory committee member from that role. The dean of the Graduate School’s designee is a non-voting facilitator and serves as a liaison between the Graduate School, the college/department, and the student. If the student believes that either composition of the committee did not allow him/her to have a fair review or the process was not properly followed, he/she may appeal directly to the dean of the Graduate School within 10 days of the issuance of the committee’s decision.

B. Plan of Study

Each graduate student admitted to a degree program must submit a plan of study. Although there are no Graduate School requirements for the specific number of credit hours of courses that must appear on the plan of study (except for non-thesis plans of study), the plan must 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 college dean (if requested by the college), and the dean of the Graduate School. The plan of study includes a primary area and may include a related area or areas that are chosen on the basis of the student's interests and needs. It is to include the specific courses the student is expected to complete and other requirements of the particular degree being sought. Research credits (69800 or 69900) are not to appear on the plan of study. The number of credit hours of research should reflect the graduate student’s research and writing efforts.

Doctoral degree requirements may only be satisfied by 69900 credits; however, under certain conditions, 69900 credits may be applied toward the requirements of a thesis master’s degree. A request to use 69900 credits to satisfy master’s degree requirements must be submitted to the Graduate School explaining the need for the use of the 69900 credits and listing which credits (based on session taken) are to be used. This request must be signed by the major professor and the head of the graduate program. These 69900 credits, used to satisfy master’s degree requirements, will no longer be eligible to be used for the Ph.D. degree, unless they are utilized as part of the up to 30 credits potentially allowed for use from a master’s degree toward a doctoral degree. (See Section VI-2-2-c.)

A tentative plan of study should be drawn up in advance of registration for the first session of graduate work, and the formal plan of study should be submitted electronically as soon
as possible (by the end of the third session for doctoral students and by the end of the first session for master’s students). For plans of study that are not submitted electronically, the Request for Master’s Degree Advisory Committee and Plan of Study Approval (G.S. Form 6) is used for master's degree programs. The Request for Ph.D. Degree Advisory Committee and Plan of Study Approval (G.S. Form 4) is used for doctoral degree programs. The Request for Educational Specialist Degree Advisory Committee and Plan of Study Approval (G.S. Form 2) is used for educational specialist degree programs.

1. Developing the Plan of Study

   a. Requirements Applicable to any Plan of Study

      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 prior to such a period of inactivity is invalid. (See Section III-B-5.)

      Additional requirements that depend on the status of the student when the course was taken are as follows:

      (1) Courses Taken as a Graduate Student at Purdue University

          Neither 10000- nor 20000-level courses may appear on a plan of study. Otherwise, requirements for the numerical level (30000 through 60000) of courses are determined by each department or administrative unit subject to the restriction that not more than a total of six 30000- or 40000-level course credit hours, with a grade of B- or better, may appear on a plan of study. (See Section VI-B.)

      (2) Courses Taken in Non-Degree, Teacher License, or Graduate Certificate Status at Purdue University

          Although there is no limit to the number of course credit hours that an individual may accumulate while registered in any of these classifications, no more than 12 total hours of credit earned (with a grade of C- or higher) in non-degree, teacher license, or graduate certificate status may be used on a plan of study. However, if an application to a degree program is approved during the session in which a person is enrolled for the 12th credit hour as a non-degree, teacher license, or graduate certificate student, all credits taken prior to and during that session will be eligible for inclusion on a plan of study for a degree program, providing the courses are appropriate to the degree program and the courses and grades are acceptable first to the department and then to the Graduate School.
Please note that the above limitation on course credit hours taken in non-degree, teacher license, or graduate certificate status that can be used on a plan of study will be modified if excess undergraduate credit also is to be applied to the plan of study. [See Section VII-B-1-a-(3) that follows.]

(3) **Courses Taken as Excess Undergraduate Credit**

Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:

1. The student had junior or senior standing when taking the course,
2. The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
3. The course was designated as a graduate course.

At Purdue University only, if the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator or other designee) shall then complete the *Academic Record Change* (Registrar Form 350), which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student’s final term. The academic advisor’s (or candidate coordinator’s or designee’s) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation “available for graduate credit” on the student’s record.

The sum of credits earned as undergraduate excess and the credits earned in graduate non-degree, teacher license, or graduate certificate status that can be used on a plan of study is limited to 12 credit hours except as stated in Section VII-B-1-a-(2) above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments (Graduate Council, April 16, 1992).

(4) **Graduate Courses Taken as a Non-degree Undergraduate Student after Receipt of the Baccalaureate Degree**

Graduate courses taken as an undergraduate student, even if completed after receipt of the baccalaureate degree and with the intent to use the credits toward a graduate degree program, are not eligible to satisfy requirements for a graduate degree.
(5) **Combined Degree Program Credits**

If students are admitted to an approved combined degree program, they are permitted to use a certain number of credits to apply toward both undergraduate and graduate degrees (as outlined in the approved program proposal). Such courses must be listed on the graduate plan of study, and a supplemental note must be added to the plan of study indicating those courses that are to be used for both degrees.

(6) **Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning**

Subject to the restrictions stated below, credits earned for graduate study at other universities (both domestic and international) may be applied toward an advanced degree. Only credit hours associated with graduate courses for which grades of B- or better were obtained will be eligible for transfer. Any additional conditions under which credit transfers may be made are determined by the various departments.

b. **Requirements Applicable to a Master's Plan of Study**

A minimum of 30 hours of graded credits (69800 and 69900 courses are excluded) are required on a plan of study for a non-thesis option master’s degree. Fewer than 30 credit hours of coursework may be listed on the plan of study for a thesis option master’s degree, providing there is a total of at least 30 hours of coursework and research credits.

A maximum of nine Purdue credit hours of coursework at the 50000- and 60000-level used to satisfy the requirements of one (and only one) Purdue master’s degree may be used on the plan of study for a second Purdue master’s degree. However, if an individual is admitted to a second Ph.D. program and has at least two master’s degrees, a maximum of thirty credits from the master’s degree which was not used toward the individual’s first Ph.D. degree may, with the agreement of the advisory committee, be used toward the second degree.

Coursework used to satisfy the requirements of a master’s degree from an institution other than Purdue may not be used on a Purdue master’s plan of study.

c. **Requirements Applicable to a Ph.D. Plan of Study**

Up to 30 credits earned from one (and only one) master’s degree, Educational Specialist degree, or doctoral professional degree may be used on the plan of study for a Doctor of Philosophy degree. For such credits to apply to the doctoral degree program, the number of credits to apply must be noted on the doctoral plan of study.
VII. Administering Graduate Degree Programs

Graduate students using nine credits from one Purdue master’s degree toward another Purdue master’s degree may use a maximum of 30 credits from only one of the Purdue master’s degrees toward the Purdue Ph.D. degree.

2. Filing the Plan of Study

A plan of study should be submitted for approval as early as is feasible (by the end of the third session for doctoral students and by the end of the first session for master’s students) in the student's study. Furthermore, it must be received by the Graduate School, with all advisory committee, department/school, and college signatures, prior to the first day of the academic session of graduation. Students not meeting this deadline will be assessed a Late Graduation Deadline Fee if they want to remain on the candidate roster for the current term. Students may be asked to register for the following session to receive the degree. (Departments may set earlier deadlines.)

The plan of study will not be approved until all technical conditions have been met, and normally all academic conditions of admission must have been met. (See Section III-B-1-a-(2).)

3. Course Changes in the Plan of Study

Course changes to the plan of study must be submitted electronically via myPurdue if the plan of study was submitted electronically. Course changes on a paper plan of study should be requested on the Request for Change to the Plan of Study (G.S. Form 13). The Graduate School regards the plan of study as an individualized curriculum designed by the advisory committee to assist the student in achieving his or her educational objectives. Although changes in the plan of study may be necessary, each change requested must be accompanied by a brief rationale in the space provided. Poor performance in a course is not an appropriate reason for removing a course from the plan of study. A request for changes in a plan of study must be signed by the student and approved by the major professor, the head of the graduate program, and the college dean (if requested by the college).

4. Fulfilling the Plan of Study Course Requirements

Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted, grades of A, A-, B, or B- in certain courses, and/or minimum GPA for courses on the plan of study. For courses at the 30000- or 40000- level taken as a graduate student or courses that represent either undergraduate excess credit or transfer credit, grades of B- or better are required for fulfilling plan of study requirements. Once again, departments and advisory committees may set higher standards. (See Sections VII-B-1-a-(3) and (4))
VII. Administering Graduate Degree Programs

for other conditions governing the use of undergraduate excess and transfer credit on a plan of study.)

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study. Research credits (69800 and 69900) cannot be included on a plan of study. Except in cases of a staff error, grade option changes will not be approved by the Graduate School. It is expected that staff errors will be detected early and corrections requested within the normal drop/add period.

C. Theses

A master's thesis or Ph.D. dissertation (hereafter referred to in this section as thesis) is a document authored by an individual, describing results of original research undertaken by that individual, and asserting a position that individual is willing to defend. Joint or collaborative research endeavors are not prohibited; however, in such situations, unique aspects of the broad problem are to be explored by each individual, and the thesis written and presented to the final examining committee is to be a document describing the student's creative effort and contribution.

All theses must be prepared according to both departmental format requirements (available in departmental graduate offices) and University format requirements, as described in A Manual for the Preparation of Graduate Theses. In addition to stating the University format requirements, established by the Graduate School, this manual delineates regulations concerning the use of copyrighted material in a thesis. In addition, copyrighted software may not be used without permission, and its use must be acknowledged.

University format requirements include: 1) font style and size; 2) spacing; 3) margins; 4) pagination; 5) title page; 6) abstract; and 7) electronic submission guidelines (master’s thesis and Ph.D. dissertation candidates). Format of candidate theses is reviewed by the staff in the Thesis/Dissertation Office, Room B-80, Young Hall, prior to the final thesis deposit appointment.

Departmental format requirements cover such matters as how figures are prepared and numbered; style of references; placement of notes; headings; chapter headings, etc. Departments have chosen either to adopt format requirements that will help students learn the stylistic requirements extant in their own field or they have chosen to adopt the “Purdue Format,” as detailed in A Manual for the Preparation of Graduate Theses.

All matters of manuscript style not covered by the University format requirements are addressed in the departmental requirements. If there is overlap between departmental style specifications and University format requirements, the University requirements must be satisfied. The departmental format requirements are checked in the department either by an individual(s) who has been designated as thesis format advisor or by the chair of the student's examining committee, whichever method has been chosen by the department and filed with the Graduate School. Departments must keep the Graduate School informed of
any change in the method of format checking and the current names of thesis format advisors, and this information is listed online at the Thesis/Dissertation Office website.

A first draft of the thesis should, ideally, be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected.

A copy of the thesis must be submitted to the major professor at least three weeks before the end of the session in which the degree is to be conferred. The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee. 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.

After the examining committee meets, the student prepares a final copy of the thesis or dissertation. That copy, called the “deposit” copy, incorporates all revisions requested by the members of the examining committee. Master’s and doctoral students will submit their deposit copies in electronic form via the Purdue Electronic Thesis Deposit (ETD) website at least one business day prior to their scheduled deposit appointment.

A final copy of the thesis should be provided to both the major professor and the head of the graduate program.

Upon successful deposit of their theses, degree candidates are provided their Thesis/Dissertation Receipt (G.S. Form 16) from the Thesis/Dissertation Office. The thesis deposit receipt must be issued by the Thesis/Dissertation Office to degree candidates no later than the close of business (5:00 p.m. Eastern time) on the last day of classes of the session in which their degree is to be awarded.

A thesis may be held in confidential status for a limited period of time. (See Section VII-J.)

D. Establishing Examining Committees

All examining committees are established following the same procedures. Preliminary and final examining committees may or may not be identical to the advisory committee. The Request for Appointment of Examining Committee (G.S. Form 8), must be submitted electronically via myPurdue for all students at the West Lafayette campus. Regional campus practices may vary. All Form 8 requests must be signed by the advisory committee chair and the exam form head and must be received by the Graduate School at least two weeks prior to the proposed examination date, to allow the Graduate School time to process the Request for Appointment of Examining Committee (G.S. Form 8). In some cases, this two week period may be needed to give the dean of the Graduate School adequate time to appoint and arrange for additional members, if he or she wishes. (Departmental deadlines may be earlier.) Final examinations must be held before the last week of classes.
Because it is crucial for advisory committee members to bring independent thought and decision-making to their advisory committee roles, the Graduate School strongly recommends that major professors, graduate students, and other individuals involved in the advisory committee selection process strive to avoid appointments where there may be potential conflicts of interest. Advisory committee appointments of spouses/partners, partners in business, or those with financial conflicts of interest connected to the graduate student, for example, should be carefully reviewed and alternatives considered.

1. **Non-thesis Option Master's Degree**

   If the student's department requires a final examination for a non-thesis master's degree, the examining committee usually will be identical to the advisory committee, in which case, no additional request for appointment of a committee is required. If, however, the examining committee is to be different from the advisory committee (e.g., when a committee member is unable to serve), appointment of a committee of at least three graduate faculty must be requested in the usual manner, by submitting a *Request for Appointment of Examining Committee* (G.S. Form 8) electronically via myPurdue, or through the link on the Graduate School homepage under forms.

   If the graduate program has been approved to use the One-Member Advisory Committee Flexibility option, but does not have approval to use the Alternative Graduation Criteria option, the *Master’s Final Examination Report Form* (G.S. Form 7), must still be submitted.

2. **Thesis Option Master's Degree**

   The final examining committee must be composed of at least three members of the graduate faculty and may or may not be identical to the advisory committee. Members of the committee need not be faculty with whom the student has taken coursework, however, at least 51% of the committee members must have regular graduate faculty certification.

3. **Doctoral Qualifying Examinations**

   Departments may require their doctoral students to complete qualifying or mastery examinations at various stages between admission and the preliminary examination. These examinations do not require Graduate School authorization, nor are the results to be reported to the Graduate School.

4. **Doctoral Preliminary Examinations**

   To become eligible to take the preliminary examination, the student must have an approved plan of study, satisfactorily completed most of the formal study, and satisfied any world language requirements. Satisfactory completion of any world language requirement is monitored and determined by the department. The examination should
be scheduled as soon as possible and must be completed with at least two sessions of registration (including summer session) before the date of the doctoral final examination. For example, a doctoral student who passes the preliminary examination during a spring session is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall session) before the following spring session. The Graduate Council recommends that full-time graduate students take the preliminary examination by the end of their third year of graduate study. Departments are encouraged to add the recommendation that full-time doctoral students take preliminary examinations by the end of their third year to departmental graduate handbooks.

The preliminary examining committee must consist of a minimum of three members of the graduate faculty. At least 51% of the committee members must have regular graduate faculty certification. All members of the examining committee are to be notified of the scheduled examination. Other faculty members may be requested by any member of the examining committee to participate, without vote, in the examination, and any interested faculty member may be present, without vote. Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is invalid. (See Section III-B-5.)

5. Doctoral Final Examinations

At least two academic sessions of registration devoted to research and writing must elapse between the preliminary and final doctoral examinations. For instance, a doctoral student who passes the preliminary examination in a summer session is eligible to take the final examination (provided that the student is registered the following fall and spring sessions) beginning with the following summer session.

After the research has been completed and the thesis written and presented to the committee, a final oral examination must be held in which the candidate defends the thesis and demonstrates to the examining committee, consisting of a minimum of four members, the capabilities for which the Ph.D. degree is to be awarded. Final examinations must be held before the last week of classes.

Departments, schools, or programs should announce final doctoral examinations so that interested persons may attend. In instances when classified or proprietary information will be discussed, the major professor may exclude external participants who are not members of the examining committee.
VII. Administering Graduate Degree Programs

When the *Request for Appointment of Examining Committee* (G.S. Form 8) is approved by the Graduate School, an electronic examination report form will be automatically released to the examining committee for use in reporting the results of the examination.

E. Conducting Examinations

The Graduate Council has recommended that oral examinations not last more than two hours. If additional time is needed, the examination may be continued at a later date.

If the situation warrants, and it is agreeable with the members of the examining committee and the candidate, one member of the examining committee, or even the candidate, may participate in the examination via electronic media.

1. Non-thesis Option Master's Degree

   The final examining committee may conduct an oral examination, administer a written examination, or conduct a conference in the absence of the student. Departments may waive the examination process entirely by receiving approval to use the Alternative Graduation Criteria option. *(See Section VII-F-2.)*

2. Thesis Option Master's Degree

   The final examination is usually an oral examination in which the student defends the thesis; however, the examining committee shall set procedures for the examination.

3. Doctoral Preliminary Examination

   The written as well as the oral preliminary examination will be conducted by the examining committee. In some cases, responsibility for the written examination is delegated to certain other faculty, but the final responsibility for the examination rests with the examining committee.

4. Doctoral Final Examination

   The examining committee shall set procedures for the examination.

F. Reporting the Results of Examinations

At the conclusion of an examination, the examining committee chair should electronically present the examination committee with the appropriate examination report form. This report should be completed and signed without delay for prompt submission to the Graduate School. In the case of a final examination, the report must be received by the Graduate School before the last week of classes of the academic session in which
graduation is expected. After a satisfactory examination involving a thesis defense, committee members who approve the thesis must sign a *Thesis Acceptance* (G.S. Form 9).

The members of the examining committee may wish to review the deposit copy prior to signing the *Thesis Acceptance* (G.S. Form 9). Once a committee member has signed the *Thesis Acceptance* (G.S. Form 9), the document is approved by that individual. A signature either by the thesis format advisor or the examining committee chair (depending on the procedural decision made by the department) indicating that the departmental format requirements have been met is required on the *Thesis Acceptance* (G.S. Form 9).

1. **Report of the Final Examination for the Master's Degree**

   The exact degree title must be designated on the *Report of Master's Examining Committee* (G.S. Form 7). Committee certification for a master's degree requires that all members of a three-person committee concur that the student has satisfactorily completed the examination (with the exception of departments with an approved one-member flexibility option). Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

   If the examination is unsatisfactory, a candidate must wait at least until the following session to repeat the final examination. A new electronic *Request for Appointment of Examining Committee* (G.S. Form 8) must be submitted.

2. **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 the Graduate Records Manager in the Graduate School. This request must specify the departmental requirements required for the non-thesis master’s degree.


   It is the responsibility of the examining committee to determine whether the student is qualified and ready to undertake or continue research and proceed toward the Ph.D. degree. The committee should report the examination as “satisfactory.”
or “unsatisfactory” by completing the *Report of Preliminary Examination* (G.S. Form 10) immediately following the examination.

If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination by submitting a *Request for Appointment of Examining Committee* (G.S. Form 8). The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination 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 dean of the Graduate School.

A student who transfers to Purdue with his or her major professor, has passed the preliminary examination that qualifies a doctoral student for candidacy and been admitted to candidacy at the previous institution, may request that the student’s advisory committee (with endorsement of the head of the graduate program) petition the dean of the Graduate School to admit the student to candidacy at Purdue. The petition must include a completed *Report of the Preliminary Examination* (G.S. Form 10), which can be obtained from the Graduate School, a description of the candidacy examination at the previous institution, and the committee’s analysis of that examination that led to the request.


At the completion of the final examination, the committee chair should present the examination committee with a *Report of the Final Examination* (G.S. Form 11), which is sent to the department by the Graduate School upon approval of the request for an examining committee. Each member of the examining committee must indicate approval or disapproval and sign the report form. Only members of the approved examining committee may take part in the evaluation. No more than one dissenting vote is acceptable in certifying a candidate to receive the Ph.D. degree.

If the examination is unsatisfactory, a candidate must wait at least until the following session (including summer session) to repeat the final examination. A *Request for Appointment of Examining Committee* (G.S. Form 8) must be submitted.

G. **Depositing the Completed Thesis/Dissertation**

In-person final thesis deposit appointments are mandatory, scheduled meetings unless alternate arrangements are made with the Thesis/Dissertation Office. Final deposit appointments are conducted with candidates or their designated proxies. Candidates who are unable to visit the Thesis/Dissertation Office in Young Hall, for final deposit appointments (e.g., they reside in another state or country) may arrange for “long-distance deposits” with the Thesis/Dissertation Office on the provision they do so in advance and they ensure all of their required items are received and approved by 5 p.m. Eastern time on the deadline date of the session in which they wish to graduate. For
most candidates, final deposit appointments are scheduled events at which time they report to the Graduate School to hand in their required forms, ask questions, and obtain answers to administrative questions of interest to them. Candidates must provide all materials described and requested in the final thesis deposit checklist, which is linked on the Thesis/Dissertation Office website. Thesis deposit appointments are made by candidates using the self-scheduling link on the home page of the Thesis/Dissertation Office website.

Master’s theses and doctoral dissertations are reviewed as electronic PDF documents after online submission by candidates to the Thesis/Dissertation Office (Room B-80, Young Hall). Following their successful final defense examination, and after approval of all post-defense revisions by their department, candidates will submit their finalized theses or dissertations as PDF documents via the Purdue ETD website. ETDs will be submitted for review and approval by the Thesis/Dissertation Office no later than one business day prior to their scheduled deposit appointment. Candidates will also ensure that a typed PDF version of their Thesis Acceptance (G.S. Form 9) is correctly completed and attached to the front of their electronic thesis submissions. Candidates are strongly advised to submit their ETDs and deposit in a timely fashion to ensure they meet the Graduate School deadline and avoid unforeseen changes to their graduation plans.

The Graduate School only accepts ETDs for deposit. Hardbound printed copies are no longer required as part of the deposit process except in cases of confidentiality. Candidates are still responsible for providing any hard or soft (e.g., CD-Rom) copies required by their departments. Candidates should therefore consult with their departments regarding their internal needs.

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 at the time of their successful deposit. This form confirms Graduate School acceptance of candidate materials. The Thesis/Dissertation Receipt (G.S. Form 16) will be delivered to the student and also to the student’s department, via PDF attachment, no later than the close of business (5 p.m., Eastern time) on the deposit deadline date. A PDF of this form will also be provided to the Office of Graduate Records for uploading into Banner.

Candidates desiring to make post-deposit edits to their theses and dissertations must complete a fully justified Request for Post-Facto Edit (G.S. Form 37) and provide it to the Thesis/Dissertation Office as soon as possible after the discrepancy is noted. This form must be approved by appropriate faculty in the student’s department and also approved by a dean of the Graduate School. Candidates requesting edits will also be subject to the Late Graduation Deadline Fee (LGDF). Students may request a waiver of their fees with appeals, subject to approval by the Graduate School LGDF waiver committee. Candidates are only permitted one approved post-facto request for each document they wish to edit.
VII. Administering Graduate Degree Programs

H. Thesis Deposit Fee

Effective Fall 2013, a thesis deposit fee is charged to masters and doctoral thesis-option students after their successful deposits. The fee, as of Spring 2015, is $90 for master’s and $125 for doctoral students. The Thesis/Dissertation Office will upload the thesis deposit fee attribute into Banner after the student successfully deposits. Students at Calumet and Fort Wayne will pay their fees through their local bursars. IUPUI students will receive a paper bill from the West Lafayette Bursar. The thesis deposit fee must be paid in a timely manner to avoid a Bursar encumbrance on the student’s academic record and transmission delay of the student’s thesis to ProQuest Information & Learning for publication.

As of Spring 2015, there are no other mandatory fees connected with the thesis deposit process. Student submission of their electronic thesis deposit and posting of their document into Purdue e-Pubs are both free of charge. Candidates who request optional services offered by ProQuest (e.g., Open Access, copyright registration, and hard copy print orders) will pay for these services directly to ProQuest via secure online credit card transaction.

I. Survey of Earned Doctorates and Graduate School Exit Questionnaires

Doctoral candidate completion of the Survey of Earned Doctorates (conducted by the National Opinion Research Center of the University of Chicago) is mandatory for West Lafayette and IUPUI doctoral candidates. Candidates will find the survey linked on the Thesis/Dissertation Office website. Responses to the SED provide important data for statistical studies by federal agencies conducting studies of national trends in doctoral education and of human capital supply and demand. Such studies may influence the funding of research and doctoral fellowships. The SED certificate of completion, or e-mail notification of completion, will be presented to the Thesis/Dissertation Office at the time of final deposit and must be received before doctoral candidates can be issued their Thesis/Dissertation Receipt (G.S. Form 16).

Completion of the Graduate School Exit Questionnaire for West Lafayette master’s and doctoral candidates is also mandatory. Regional campus candidates are not required to complete the questionnaire. This questionnaire may be completed at any time during the session in which students have declared their intent to graduate. Students are assured that their answers are maintained confidentially in the Graduate School. The trend data, however, is distributed to departments and is useful in strengthening Purdue graduate programs. Master’s and Ph.D. candidates must submit proof of completion, either in the form of an online certificate of completion or notification e-mail, to the Thesis/Dissertation Office prior to receipt of their Thesis/Dissertation Receipt (G.S. Form 16).
J. Certifying and Depositing Confidential Theses

If a thesis contains proprietary information or other information that should be withheld temporarily from the public domain, a Request for Confidentiality of Thesis (G.S. Form 15) must be completed and submitted to the Thesis/Dissertation Office during the final deposit appointment. The form must be signed by the student, the major professor, and the head of the graduate program.

In addition to their ETD submissions, master’s and Ph.D. candidates must deliver an approved Request for Confidentiality of Thesis (G.S. Form 15) and their departmental library copy (if still required), as indicated in the online final deposit checklist to the Thesis/Dissertation Office, Room B-80, Young Hall.

As with any other thesis or dissertation, degree candidates and their departments will be provided a Thesis/Dissertation Receipt (G.S. Form 16) via PDF attachment, after their successful deposit. A copy of the receipt will also be provided to the Office of Graduate Records for uploading into Banner.

The initial period of confidentiality normally granted is for one year. Extensions for up to an additional year may be requested but require the approval of the Thesis/Dissertation Office. In cases where the sponsoring organization has a contractual arrangement, which expressly stipulates a longer time period of confidentiality with Purdue University and/or the Purdue Research Foundation, a two-year initial period of confidentiality may be requested with the endorsement of Sponsored Program Services.

The Thesis/Dissertation Office will retain the ETD copy of the thesis in its secure electronic holding queue during the period of confidentiality. The departmental copy (if still required) will also be maintained in the Graduate School. Access to these copies prior to release will not be permitted without authorization in writing by the author, the major professor, or the head of the graduate program, and the endorsement of the dean of the Graduate School. At the end of the approved period of confidentiality, the thesis will be automatically removed from such status unless a request for extension is approved by the Thesis/Dissertation Office. Earlier removal from confidentiality may be authorized in the same manner as access during confidentiality.

After release, the hard copy will be forwarded to the department, updated information about the work will be entered by the libraries into its online catalog and also into e-Pubs, and the author’s ETD will be removed from the “holding queue” and transmitted to ProQuest Information and Learning for publication.

K. Multiple Degrees

1. Master's Degrees

A student may earn more than one Purdue master’s degree. The student must meet the requirements for each master’s degree program, and there can be a maximum of nine
VII. Administering Graduate Degree Programs

Purdue credit hours (at the 50000- and 60000-level) of overlap of coursework from one plan of study to another. Coursework from only one Purdue master’s degree may be used to partially satisfy Ph.D. degree requirements.

2. Ph.D. Degrees

Although the Graduate School discourages the admission of students who hold a Ph.D. degree from any institution for a second Ph.D. degree, it recognizes that there may be special circumstances in which such an admission is appropriate. Such decisions can be made at the level of the departmental graduate committee and will be processed like other recommendations for admission that come to the Graduate School. (See Section III-B-10.)
VIII. Special Issues Concerning Research

Research and instructional activities conducted by Purdue University faculty, staff, and students, or involving the use of Purdue University facilities, are subject to a number of policies and regulations administered by several campus offices, but coordinated through the Office of the Executive Vice President of Research and Partnerships. *(See Section IX-B.)*

A. Patents and Copyrights

The University retains all domestic and foreign rights in and to any and all inventions and materials made or developed by University personnel, either in the course of employment by the University or through the use of facilities or funds provided by or through the University. University personnel include part-time and full-time members of the faculty, staff, all other agents and employees, undergraduate and graduate students, and postdoctoral fellows of the University.

The rights owned by the University include all economic and property rights as well as the right to patent inventions and to copyright materials. Net proceeds normally will be shared with the inventor. Patents, inventions, and copyrights are supervised by the Office of Technology Commercialization in accordance with University Policies on Teaching, Research, and Outreach, Intellectual Property.

Ownership of the thesis or dissertation prepared for an advanced degree resides with the author. Purdue University has an agreement with ProQuest Information and Learning, Ann Arbor, Michigan, for publishing the Ph.D. dissertations. At the time of graduation, candidates will be asked to complete a *Doctoral Dissertation Agreement Form* and an *Addendum (G.S. Form 14)* to that form giving ProQuest Information and Learning permission to publish the dissertation. The availability of the dissertation will be announced by a listing of the title and a reproduction of the dissertation abstract in *Dissertation Abstracts International*, a monthly journal distributed to leading libraries here and abroad. The thesis fee covers the cost of production, publication, and distribution of the abstract. A copy of all or part of the dissertation may be ordered by anyone from the publishers of *Dissertation Abstracts International*. Publication by ProQuest Information and Learning does not preclude the printing of a dissertation in whole or in part in a journal or as a monograph.

It is the expectation of the Graduate School that all documents are scanned through the *Check Yourself* process before submission.

The Graduate School recommends that all faculty, students, and staff attach the *CIC addendum*, when signing publishing agreements to ensure that academic authors retain
VIII. Special Issues Concerning Research

certain rights that facilitate archiving, instructional use, and sharing with colleagues to advance discourse and discovery.

B. Research Involving Animal Subjects

University policy and government regulations require that all research, teaching, or testing activities involving live vertebrate animals conducted at Purdue University or owned by Purdue University must be reviewed and approved. For more information visit: http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/index.php
Other helpful links:
Purdue Animal Care and Use Committee
http://www.purdue.edu/Research/ORA/animals/animals-main.shtml
Institutional Review Boards
www.irb.purdue.edu/

C. Research Involving Human Subjects

University policy and government regulations require that all research with human subjects that is conducted by any Purdue University employee and/or student, or involves use of Purdue University facilities must be reviewed and approved. For more information visit http://www.purdue.edu/research/vpr/rschadmin/rschoversight/humans/index.php

D. Research Involving the Use of Biohazards

The Institutional Biosafety Committee (IBC) promotes the safe and proper use and management of biohazardous agents and recombinant DNA. For more information visit http://www.purdue.edu/research/vpr/rschadmin/rschoversight/rdna/index.php

E. Research Involving the Use of Hazardous Chemicals

The University Chemical Management Committee promotes the safe handling, use, storage, and disposal of chemicals. The committee is available as an advisor to the University community and also provides training in the management of hazardous chemicals.

For information, contact the chair of the University Chemical Management Committee, through the department of Radiological and Environmental Management
http://www.purdue.edu/rem/
F. Research Involving the Use of Radioactive Material and Radiation-Producing Devices

The University Radiological Safety Committee, under Nuclear Regulatory Commission guidelines, has the responsibility of ensuring the safety of the University community in the utilization of all radioactive materials and radiation-producing devices. The University Laser Safety Committee is responsible for ensuring the safe use of certain lasers. Specific information is available online at http://www.purdue.edu/rem.

G. Graduate students needing access to survey students through campus-wide email for their research are required to submit the following information electronically to the Graduate School (lmason@purdue.edu):

- Student Name; Department; College;
- A copy of the survey to be sent
- A letter or email from your major professor showing his/her review and approval of the survey
- The cover letter you intend to use for the email
- Proof of IRB approval
- Certificates for CITI and/or Responsible Conduct of Research training.

After receipt of this information the Graduate School with review, and if approved, will notify the student, major professor and the Office of the Registrar. The student can then contact the Office of the Registrar to proceed with the e-mailing of the survey.
IX. Graduate Student Responsibilities and Rights

Some of the regulations covered in this section are based on Graduate Council documents, while others have been established within the University but outside of the Graduate School. Although administration of these latter regulations is not a function of the Graduate School, their summaries are included below because of their importance to graduate students.

A. Student Conduct and Rights of Appeal

Graduate students, like all members of the University community, are subject to the regulations outlined in the University Regulations, found at this link [http://www.purdue.edu/univregs/studentconduct/regulations.html](http://www.purdue.edu/univregs/studentconduct/regulations.html).

Special attention is called to the section pertaining to student conduct. This part of the regulations not only details standards of conduct expected of students, but also protections for their rights as individuals and as students. A summary of these protections and statements are given below.

1. Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals

Graduate students are expected to be familiar with this section which outlines prohibited behavior as a student member of the University community. Graduate students should pay particular attention to policies pertaining to academic integrity.

2. Appeals Concerning Academic Standards

Graduate students who wish to appeal decisions concerning matters of academic standards should review the following information based upon the type of appeal they are seeking.

a. Course Grades

Graduate students who wish to appeal final grades (including grades received for 69800 and/or 69900 registrations) received in regular coursework may do so only through the grade appeals system.
IX. Graduate Student Responsibilities and Rights

b. Departmental Graduate Examination Committee Decisions

The Graduate School administers the preliminary and final (defense) examinations. Decisions by departmental graduate examination committees whose appointment does not require approval by the dean of the Graduate School (including, but not limited to, various departmental examining committees such as those for qualifying and gateway examinations) must be appealed within the relevant departments, rather than through the grade appeals system or to the Graduate Council. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds for the appeal, and must be filed within 30 calendar days after the issuance of the disputed decision. Upon receipt of such appeal, the department head shall appoint a committee to hear the appeal and to make a determination. The appeal committee's decision shall be final unless an appeal is made to the department head within 10 calendar days of the appeal committee’s decision. For those matters so appealed to the department head, the decision of the department head shall be final.

c. Graduate School Approved Examination Committee Decisions

Appeals of decisions by graduate examination committees whose composition has been authorized by the dean of the Graduate School shall be handled by the following procedures.

(1) The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds of the appeal, and must be filed within 30 calendar days of the issuance of the decision of the examining committee. The department head shall forward the appeal to the departmental graduate committee with instructions to consider the case and provide the head with a written recommendation. Upon receipt of such recommendation, the head shall make a determination and, in writing, so inform the student.

(2) If the student chooses not to accept the decision of the department head, he or she may request, in writing, within 10 calendar days of the issuance of the determination of the departmental appeal, that the dean of the Graduate School appoint a review board. Such a board shall be composed of five persons chosen at random from among current voting members of the Graduate Council. Council members serving on the advisory or examining committee of the student, council members serving on the student's departmental graduate committee, and council members otherwise judged by the dean of the Graduate School to be interested parties shall be ineligible to serve on the review board. The review board shall consider the case and report its recommendation to the dean of the Graduate School, whose decision shall be final.
IX. Graduate Student Responsibilities and Rights

The procedure outlined above means that a master's student who fails a final examination, or a doctoral student whose graduate study is terminated for failing either the preliminary examination or the final examination, after having exhausted departmental appeals, may appeal to a specially constituted panel of the Graduate Council.

All attempts to resolve student appeals will be done within a reasonable amount of time. Students are encouraged to contact the Office of Student Rights and Responsibilities if they encounter difficulties with the timeliness of the process.

B. Integrity in Research

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during an examination) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly other parties in committing dishonest acts is in itself dishonest update. Plagiarism consists in using another’s words or ideas without clear and explicit acknowledgment. Self-plagiarism consists in using one’s own previous work in a new context without clear and explicit acknowledgment of previous use.

Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. The integrity of the research process must depend largely on self-regulation; it is the responsibility of all who engage in the search for knowledge. Procedures to be followed in any situation related to research misconduct are presented in Purdue University Policy VIII.3.1.

Questions regarding the new policy on research misconduct should be directed to the Office of the Executive Vice President for Research and Partnerships.

C. Rights to Privacy

In keeping with the intent of federal law, once a student has been admitted and registered, any part of a student's educational record (except those parts specifically excluded under the law) may, upon written request by the student, be viewed by the student. See Executive Memorandum No. C-51, University Policy Regarding the "Family Educational Rights and Privacy Act of 1974" (as amended). Generally, applicants are not allowed to view their admission application file when it is in process of being reviewed for admission to graduate
IX. Graduate Student Responsibilities and Rights

school. The law also contains restrictions on who, other than the student, may legitimately view the file.

If a student is denied admission to graduate school or otherwise fails to matriculate, the department might keep the credentials and documentation on file for a limited period of time to allow for any possible appeal by the student. Once the original purpose of the documents has been served, the documents should be destroyed.

If a student is admitted and registered, the Graduate School will maintain the official University record for the student, which contains the application, plan of study, examination requests and reports, and transcripts. Recommendation statements related to the admission decision will not be made a part of this record. It is the Graduate School's policy to direct students and others who need a copy of any documents containing FERPA-covered data to the Office of the Registrar. Such a request must be made in writing by the student to the University’s FERPA officer, who is located in the Office of the Registrar.

Questions about FERPA policies should be directed to the Office of the Registrar.

D. Harassment & Discrimination

Graduate students are expected to be familiar with this section which outlines prohibited behavior as a student member of the University community.

The Office of Institutional Equity (OIE) supports Purdue University's mission to promote human and intellectual diversity by providing equal access and opportunity through fostering an inclusive environment for all members of the University community. The office develops and directs the affirmative action program for the West Lafayette campus and serves as a resource and coordinator of Purdue University's system-wide affirmative action activities, including the Fort Wayne and Northwest campuses.

The Office of Institutional Equity works with the Purdue University community in implementing and upholding policies and practices that are consistent with federal and state mandates as well as existing University policies regarding equal access, equal employment and educational opportunity for all persons, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status.

Vision Statement

The Office of Institutional Equity is committed to working cooperatively within the Purdue University and surrounding communities to provide leadership and quality service that fosters an equitable, diverse, and inclusive campus environment, that values the inherent worth of all individuals, at all times, and in all ways.
IX. Graduate Student Responsibilities and Rights

The Graduate School supports, vigorously, the University's condemnation of harassment, as stated in *Executive Memorandum No. C-33* (issued September 16, 1994) and in Part 4, Section III of *University Regulations*. The following statement was approved by the Graduate Council on April 18, 1991. (The first paragraph has been updated to reflect *Executive Memorandum No C-33*.)

The dean and faculty of the Graduate School support all University efforts to protect its faculty, staff, and students from harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin, ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation. Cases involving alleged harassment will be handled through established University procedures. In any cases in which a faculty member has been found responsible for harassment, the procedure below will be followed at the discretion of the dean of the Graduate School.

The dean shall appoint a committee consisting of members of the Graduate Council. The dean has the option to include a faculty representative from the department involved. Any other person particularly knowledgeable about the case may be asked to contribute information to the committee. The committee shall be charged with the following responsibilities:

1. The committee will evaluate the Graduate School certification status of the faculty member. The committee may recommend that certification be downgraded to any level. (If implemented, the downgrade may be reviewed at a future time if a review is requested by the head of the graduate program.)

2. The committee also will consider the impact of the incident on all graduate students under the direction of the faculty member. The committee may make specific recommendations.

The committee should meet and produce a report in a timely manner. The committee's recommendations are to be delivered directly to the dean of the Graduate School.

E. Work Loads of Students with Graduate Staff Appointments

A graduate student employee's work load should reflect both the work assignment and contractual obligations of the assignment. The following statement of principle, endorsed by the Graduate Council on November 15, 1990, defines the mutual obligations of faculty employers/supervisors and graduate student employees:
The practice of employing graduate assistants is vital to the operation of Purdue, as it is to all large research universities. A good assistantship program benefits everyone. A student on a graduate appointment receives a salary, health and other benefits, tuition remission, and valuable experience in research and teaching. The University is able to conduct classes and to staff research groups at levels that would otherwise not be possible.

For an assistantship program to be successful, certain goals and safeguards need to be kept in mind. Whenever possible, duty assignments should stimulate the intellect and enhance the professional knowledge and skill of the assistant. But in all instances, the duties of the assistant must be fairly and equitably assigned, and the demands placed upon the assistant must not be unreasonable. The Graduate School claims neither the mandate nor the wisdom to direct the day to day interaction of professors and their assistants. However, we do seek to discover a rational frame of reference within which the wide variety of policies and practices may be calibrated and justified.

The generally accepted measure for setting graduate assistant assigned work loads is time. Purdue, like many other major research universities, assumes that a half-time appointment entails 20 hours of service per week. If an assistant's duties are independent of the student's coursework and research, the definition of the half-time work load is relatively straightforward: not more than 20 hours per week. Of course some flexibility is necessary, both because one individual may work faster or more efficiently than another and because the pressure of work to be done ebbs and flows across the semester. "Overworking" an individual whose assistantship tasks are distinct from his or her student tasks and thesis research has a double consequence. Not only is the assistant being required to work without pay, the student is being deprived of time that might be spent in study and research.

When there is no clear distinction between the duties required by the assistantship and a student's own study and research -- when all or most of the assistant's tasks contribute directly toward the student's degree -- judgements as to the reasonableness of a work load can be very difficult. Under such circumstances, it would be foolish to encourage a student to think that a total of 20 hours of work per week would be likely to bring about the desired work product and to advance his or her intellectual and technical progress at an acceptable rate. The very fact that individual cases differ makes it especially important for those who supervise graduate assistants to discuss work obligations with their students, early and often.

One final word. The supervisor is often the assistant's employer, counselor, advisor, mentor, examiner, and referee. No other academic situation places such power in the hands of the professor nor requires a more thoughtful assumption of responsibility for the well-being of the student. The supervisor
IX. Graduate Student Responsibilities and Rights

needs to be especially aware of the assistant's health and sanity, of the dangers inherent in extended periods of high stress, and of the reasonable claims family, friends, and society have on the time and energy of the assistant.

Departments are urged to establish a formal mechanism by which students who feel they are being treated unfairly may receive counseling, guidance, and redress.
X. Graduation

A. Declaration and Certification of Candidacy

The primary responsibility for identifying and clearing candidates for advanced degrees rests with the students, major professors, and departments. Students must be registered in the session of graduation. (See Section V-G-1 and V-G-2.)

The Graduate School requires the assistance of each department in developing a final list of those who expect to graduate at the close of the session. The accurate and timely establishment of a candidate list is important to the student and the University.

1. Preliminary Candidate List

At the time of registration, students who expect to graduate at the end of that session should notify their department of their intent. The department is responsible for registering students properly as candidates for graduation. Since students who have been granted permission for absentia research are not automatically added to the candidate list, departments should monitor the progress of these students and register them as candidates in the session in which they anticipate graduating. If an absentia student expects to graduate in the summer session, the student must register for the summer session. (See Section V-F-4a and V-F-5b.)

The Office of the Registrar supplies the Graduate School with a preliminary list of candidates expecting to graduate. The Graduate School then sends a preliminary (starting) list to each department. For various reasons, the preliminary candidate list may be incomplete. Therefore, it is very important that this list be checked thoroughly by each department.

Each department is asked to poll graduate students and major professors as soon as possible after receiving the preliminary candidate list. The names of students who expect to graduate but whose names do not appear on the initial list should be supplied to the Graduate School at once (via electronic mail) but no later than the last day to declare candidacy for the session of anticipated graduation. (See Graduation Deadlines.) Students whose names are not added to the candidate list by the last day to declare candidacy for the session of anticipated graduation normally will be required to register for the following session to receive their degrees. If a student wishes to pursue graduation after the last day to declare candidacy, they will be charged a Late Graduation Deadline Fee to be added to the candidate list. (See X-3)

The Graduate School sets the candidate list up in the Graduate School Database, which is accessible by the departments. The Graduate School periodically updates the
X. Graduation

candidate list, so it is important for the departments to review this list regularly and notify the Graduate School of any changes (via electronic mail). The Graduate School monitors late registrations, and, as students become eligible for candidacy, the Graduate School updates subsequent candidate lists accordingly until the last day to declare candidacy. (See Graduation Deadlines Calendar) If a department later discovers that a student who was potentially eligible to graduate will not be able to complete all graduation requirements by the deadlines specified, the department should inform the Graduate School (via electronic mail) so the student’s name can be removed from the candidate list.

2. Candidate Audit/Certification Forms

The Graduate School sends departments a candidate audit/certification form for each student on the candidate list. The candidate audit/certification form is the department's formal statement that the student is, or is not, a *bona fide* candidate to receive an advanced degree at the close of the current session. 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). The completed candidate audit/certification form should be signed by the coordinator and the head of the graduate program, as well as the student’s major professor if requested by the department. These individuals should confirm the student’s candidacy or removal from candidacy. The form should be signed by all department representatives as soon as possible, but must be signed before the beginning of the last week of classes in that academic session. (See Graduation Deadlines Calendar.) The department should retain a copy of the form.

Any errors detected on the candidate audit/certification form should be reported to the Graduate School by the department as soon as possible. If there are changes to be made to a candidate’s plan of study, the change to the plan of study should be submitted for approval to the Graduate School immediately. Be aware that plans of study may not be altered after degrees are conferred.

The Graduate School should be notified immediately if the degree title is incorrect or if a concentration is not posted (or is incorrectly posted) on the candidate audit/certification form.

Students whose names appear on the candidate list but who have not met all academic requirements for their degrees by the end of the session of candidacy will not be awarded degrees. These students must register for a future session to be awarded degrees. When a candidate is academically qualified to receive a degree, the degree must be awarded and may not be deferred to a future session.
X. Graduation

3) **Late Graduation Deadline Fee**

Graduate students may be assessed a Late Graduation Deadline Fee for the following graduation-related reasons:

a) **Missing the Plan of Study Deadline**

Plans of study must be received by the Graduate School with all advisory committee, department/school, and college signatures, prior to the first day of classes of the session of anticipated graduation.

b) **Missing the Deadline to Declare Candidacy**

Students must be registered as graduate candidates and be listed on the candidate roster on or before the deadline to declare candidacy for the session of anticipated graduation.

c) **Registering as a Candidate for Graduation for Three or more Consecutive Sessions**

Students who are on the candidate list for the same degree for three or more consecutive sessions will be assessed the late fee for each consecutive session, starting with the third session. Students are considered to have been “Listed” on the candidate roster for a given term if a candidate registration (CAND 99100, 99200, or 99300) was entered for them at any point for that term.

d) **Missing the Thesis Deposit Deadline**

Thesis option master’s and doctoral students must deposit their thesis or dissertation no later than the close of business (5:00 p.m. Eastern Standard Time) on the last day of classes of the session in which their degree is to be awarded.

e) **Making at Least One Update or Correction to an Already Deposited Thesis or Dissertation**

If a student misses one of the critical deadlines noted above (a, b, or d) and still wishes to pursue graduation in that academic session, a formal memo request is required. The memo should be endorsed by the student’s major professor and department head, and submitted to the Graduate School for review. If approved, the Late Graduation Deadline Fee will be assessed.

Students will only be assessed the Late Graduation Deadline Fee up to once per session, even if they qualify for it for multiple reasons. If a student believes s/he has been assessed this fee incorrectly, or if there were extenuating circumstances that may warrant a fee waiver, students may submit an appeal request using the **G.S. Form 38: Appeal Initiation**. All appeals must be received by the Graduate School within thirty days of the last day of the session in which the fee
X. Graduation

was charged. Appeals received more than thirty days beyond the close of the session in which the fee was assessed will not be reviewed.

Late Graduation Deadline Fee appeals that are not approved by the Graduate School may be reviewed one additional time by a committee of faculty and staff if a second review is requested by the student. Graduate students seeking to pursue a second appeal must submit the request for the additional review to the Graduate School. Additional documentation or explanation of relevant extenuating circumstances may be included with the second appeal request. Decisions regarding the Late Graduation Deadline Fee made by this committee are final.

B. Commencement Participation and Receipt of Degree

The Office of the Registrar electronically notifies graduation candidates when the “Graduation” tab is made available in myPurdue. Through this tab, the Registrar will issue directives, and provide information to candidates relative to graduation and participation in the commencement exercises. If it is their intent to participate in the commencement ceremonies, the candidates are to indicate that through this “Graduation” tab.

It is at this time that the Graduate School sends to the Office of the Registrar the list of major professors who have doctoral candidates on the candidate roster. If a major professor plans to hood their doctoral candidate at commencement, he or she must register to do so through the Registrar’s website.

The names of all candidate participants in the commencement ceremonies must appear on the candidate list during that academic session. The only exception is a graduate who wishes to return to participate in a ceremony for a session subsequent to the session of graduation. In this case, a written request must be submitted to commencement@purdue.edu prior to the start of the term in which the candidate is requesting to participate.

A candidate who has been on the candidate list during the session but who is not able to complete the degree requirements by the end of the session may still participate in commencement, provided he or she has already notified the Registrar of the intent to participate. If the Graduate School is notified that a candidate will not meet degree requirements by the end of the session, and the student has not notified the Registrar of his or her intent to participate in commencement, that student will be removed from the candidate roster and will not be eligible to participate in commencement.

Please be aware that students cannot be added to the candidate list for the sole purpose of participating in commencement.

Diplomas are mailed to graduates if their records could not be cleared for the degree before commencement or if they did not participate in commencement. Diplomas normally are mailed about eight weeks after commencement.
X. Graduation

C. Doctoral Candidate Hooding

The day following the deadline to declare candidacy, the registrar sends the Graduate School the preliminary candidate list for that session’s graduation. Based on this preliminary candidate list, a roster of major professors who have doctoral degree candidates graduating at the end of the term is produced.

Major professors are sent a notification that one of their doctoral candidates is on the candidate list for graduation at the end of that session. This notification includes an invitation to march with, and hood, their candidate(s) during the commencement exercises. (This invitation is sent out twice per session to all major professors who have doctoral degree candidates on the candidate roster for that session.) If, after working with their candidate(s), it is decided that both the major professor and the student would like to participate, this invitation provides the major professor with the link they must use to register their participation with the Office of the Registrar. Information on the registration deadline for that session is also included in the invitation.

Only regular certified graduate faculty who are major professors are eligible to participate, and hood, doctoral candidates. If the candidate has co-chairs on the advisory committee, a decision will need to be made as to which co-chair will participate. Also, co-chairs who have special certification are not sent the invitation as they are not eligible to participate.

Major professors participating must be in academic attire, and it is their responsibility to obtain the appropriate academic attire. Information regarding gown and hood rentals is included in this invitation should the faculty member not have their own academic attire.

Care should be taken to thoroughly read this communication as various other pieces of valuable information are also included.

D. Report of Graduation Results

At the close of each session, after the final grades have posted, a final audit is once again completed on each candidate's record.

As soon as possible after the final audits have been completed, the Graduate School returns to the Registrar the updated list of candidates who were certified as having met all academic requirements for their degrees. Departments are notified by email of outstanding issues at the time the audits are done. The Graduate School updates the candidate list in the Graduate School Database, which is accessible by departments. Departments should review this list carefully for any discrepancies with their own records, and immediately report any discrepancies to the Graduate School.

Once the records have been cleared and degrees have been posted to the academic records, the Graduate School will mark the plans of study as “Posted” in the Graduate School
X. Graduation

Database. The departments may then access the Graduate School Database to verify posted degrees for their graduates.
APPENDIX A

PURDUE UNIVERSITY GRADUATE STAFF APPOINTMENTS AND MINIMUM SALARIES

Graduate Staff Appointment Categories

**Graduate Lecturer:** The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Appointment to this category is based on demonstrated excellence in teaching as a Graduate Teaching Assistant and is made at the discretion of a department head or in a manner consistent with the governance of a particular academic unit. For more information, see “Policies for Graduate Staff” (Number 3) below.

**Graduate Teaching Assistant:** The responsibilities of the Graduate Teaching Assistant could include any tasks related to the instruction of students. Graduate Teaching Assistants might have primary responsibility for a course, a section of a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant might serve as a tutor or provide assistance to a faculty member, with such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical or extension education assignments.

**Graduate Research Assistant:** A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of specific faculty members. Any graduate student staff member who is assigned to perform research duties should be classified in this category, regardless of the funding source.

**Graduate Administrative/Professional:** Duties that are generally administrative and/or professional in nature and are assigned to a graduate student staff member fall within the purview of a Graduate Administrative/Professional. For example, a Graduate Administrative/Professional might have responsibilities in a library, a development office, Intercollegiate Athletics, or the Office of the Dean of Students that are unrelated to the instruction of students in a course. Graduate staff with athletic coaching or academic advising responsibilities should be classified as Graduate Administrative/Professionals. Graduate Administrative/Professionals are permitted in academic areas.

**Graduate Aide:** Graduate staff at Purdue’s Calumet (PUC), Fort Wayne (PFW), or North Central (PNC) campuses.

Minimum Salaries Per Appointment Level (2015-16)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>25.00 CUL Academic Year</th>
<th>50.00 CUL Academic Year</th>
<th>75.00 CUL Academic Year</th>
<th>100.00 CUL Academic Year</th>
<th>25.00 CUL Fiscal Year</th>
<th>50.00 CUL Fiscal Year</th>
<th>75.00 CUL Fiscal Year</th>
<th>100.00 CUL Fiscal Year</th>
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<tbody>
<tr>
<td>Graduate Lecturer</td>
<td>$7,684 Yr.</td>
<td>$15,370 Yr.</td>
<td>$23,053 Yr.</td>
<td>$30,737 Yr.</td>
<td>$9,221 Yr.</td>
<td>$18,442 Yr.</td>
<td>$27,664 Yr.</td>
<td>$36,885 Yr.</td>
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<tr>
<td>Graduate Lecturer</td>
<td>$853.78 Mo.</td>
<td>$1,707.78 Mo.</td>
<td>$2,561.44 Mo.</td>
<td>$3,415.22 Mo.</td>
<td>$768.42 Mo.</td>
<td>$1,536.83 Mo.</td>
<td>$2,305.33 Mo.</td>
<td>$3,073.75 Mo.</td>
</tr>
<tr>
<td>Graduate Teaching Assistant</td>
<td>$6,997 Yr.</td>
<td>$13,995 Yr.</td>
<td>$20,992 Yr.</td>
<td>$27,990 Yr.</td>
<td>$8,397 Yr.</td>
<td>$16,795 Yr.</td>
<td>$25,192 Yr.</td>
<td>$33,589 Yr.</td>
</tr>
<tr>
<td>Graduate Teaching Assistant</td>
<td>$777.44 Mo.</td>
<td>$1,555.00 Mo.</td>
<td>$2,332.44 Mo.</td>
<td>$3,110.00 Mo.</td>
<td>$699.75 Mo.</td>
<td>$1,399.58 Mo.</td>
<td>$2,099.33 Mo.</td>
<td>$2,799.08 Mo.</td>
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<tr>
<td>Graduate Research Assistant</td>
<td>$6,997 Yr.</td>
<td>$13,995 Yr.</td>
<td>$20,992 Yr.</td>
<td>$27,990 Yr.</td>
<td>$8,397 Yr.</td>
<td>$16,795 Yr.</td>
<td>$25,192 Yr.</td>
<td>$33,589 Yr.</td>
</tr>
<tr>
<td>Graduate Research Assistant</td>
<td>$777.44 Mo.</td>
<td>$1,555.00 Mo.</td>
<td>$2,332.44 Mo.</td>
<td>$3,110.00 Mo.</td>
<td>$699.75 Mo.</td>
<td>$1,399.58 Mo.</td>
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<td>Graduate Administrative/Prof</td>
<td>$6,997 Yr.</td>
<td>$13,995 Yr.</td>
<td>$20,992 Yr.</td>
<td>$27,990 Yr.</td>
<td>$8,397 Yr.</td>
<td>$16,795 Yr.</td>
<td>$25,192 Yr.</td>
<td>$33,589 Yr.</td>
</tr>
<tr>
<td>Graduate Administrative/Prof</td>
<td>$777.44 Mo.</td>
<td>$1,555.00 Mo.</td>
<td>$2,332.44 Mo.</td>
<td>$3,110.00 Mo.</td>
<td>$699.75 Mo.</td>
<td>$1,399.58 Mo.</td>
<td>$2,099.33 Mo.</td>
<td>$2,799.08 Mo.</td>
</tr>
<tr>
<td>Graduate Aide, Graduate Teaching Assistant, Graduate Research Assistant, Graduate Administrative Professional (PUC, PFW, and PNC only)</td>
<td>$4,741 Yr.</td>
<td>$9,483 Yr.</td>
<td>$14,224 Yr.</td>
<td>$18,965 Yr.</td>
<td>$5,689 Yr.</td>
<td>$11,379 Yr.</td>
<td>$17,068 Yr.</td>
<td>$22,757 Yr.</td>
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<tr>
<td>Graduate Aide, Graduate Teaching Assistant, Graduate Research Assistant, Graduate Administrative Professional (PUC, PFW, and PNC only)</td>
<td>$526.78 Mo.</td>
<td>$1,053.67 Mo.</td>
<td>$1,580.44 Mo.</td>
<td>$2,107.22 Mo.</td>
<td>$474.08 Mo.</td>
<td>$948.25 Mo.</td>
<td>$1,422.33 Mo.</td>
<td>$1,896.42 Mo.</td>
</tr>
</tbody>
</table>

1. Policies for graduate staff and degree and registration requirements for all graduate students are outlined below.
2. All appointments require that services be performed at the Capacity Utilization Level (CUL) specified.
3. Unless a graduate staff appointment of at least 50.00 CUL is held, no graduate staff appointment of less than 25.00 CUL may be made. Two 25.00 CUL graduate staff appointments are permitted.
4. A combination of appointments is possible. Appointments beyond 50.00 CUL, to a maximum of 100.00 CUL, may be made. However, additional graduate staff appointments (that are less than 25.00 CUL) must be at least 5.00 CUL, and should be 5.00 CUL, 10.00 CUL, 15.00 CUL, or 20.00 CUL.
5. Graduate Aide appointments may be made only at PUC, PFW, and PNC.
6. Each college/school will establish graduate staff salaries appropriate for their departments within the limits established by this document. Salaries of continuing appointees will be reviewed annually. Adjustments for merit and/or increased responsibilities may be made by the department head.
7. University-wide salary levels will be reviewed periodically and revised as necessary.
8. Exceptions must be approved by the dean of the Graduate School.
POLICIES FOR GRADUATE STAFF

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.) When appropriate, graduate staff may register for “Examination Only” or “Degree Only.” For more information, see Policies and Procedures for Administering Graduate Student Programs (Section V-G-2.)

2. Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.).

3. To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination. In addition, a Graduate Lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 10000 level.

4. Exceptions must be approved by the dean of the Graduate School.
DEGREE AND REGISTRATION REQUIREMENTS FOR ALL GRADUATE STUDENTS

In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one semester. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better (B- or better for 30000- or 40000-level courses) that appear on the plan of study and research credit hours with grades of S that appear on the Purdue transcript.

1. Master's Degree:
   a. At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
   b. More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
   c. At least 30 total credit hours are required.

2. Doctor of Philosophy Degree:
   a. At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
   b. At least 90 total credit hours are required.
   c. A master’s degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student’s graduate program.
Appendix C

Pre-Proposal Format and Content

The pre-proposal is a subset of the full proposal. Only the items printed below in black (Times New Roman type font) should be included in the pre-proposal, i.e. sections 1, 2 (excluding 2.c.iv and 2.c.v), and 5, and appendix A and C. The items printed in red Calibri type font are the additional items that should be included in the full proposal. The full proposal, excluding the cover page, signature page, executive summary and appendices, is constrained by the Indiana Commission on Higher Education (ICHE) to be between 8 and 15 pages. This page constraint should be kept in mind when writing the pre-proposal. Templates for the signature page and executive summary are included at the end of this section. An example pre-proposal, may be found on the Graduate Programs Office webpage, www.purdue.edu/gradschool/academics/gpo.

Format and Content

Cover Page

Signature Page

Executive Summary

1. Characteristics of the Program
   a. Campus(es) Offering Program
   b. Scope of Delivery (Specific Sites or Statewide)
   c. Mode of Delivery (Classroom, Blended, or Online)
   d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
   e. Academic Unit Offering Program

2. Rationale for Program
   a. Institutional Rationale (e.g. Alignment with Institutional Mission and Strengths)
   b. State Rationale
   c. Evidence of Labor Market Need
      i. National, State, or Regional Need
      ii. Preparation for Graduate Programs or Other Benefits
      iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
      iv. National, State, or Regional Studies
      v. Surveys of Employers or Students and Analyses of Job Postings
      vi. Letters of support (Appendix C)

3. Cost of and Support for the Program
   a. Costs
      • Faculty and Staff
      • Facilities
      • Other Capital Costs (e.g. Equipment)
   b. Support
      • Nature of Support (New, Existing, or Reallocated)
      • Special Fees above Baseline Tuition
4. Similar and Related Programs
   a. List of Programs and Degrees Conferred
      • Similar Programs at Other Institutions
      • Related Programs at the Proposing Institution
   b. List of Similar Programs Outside Indiana
   c. Articulation of Associate/Baccalaureate Programs
   d. Collaboration with Similar or Related Programs on Other Campuses

5. Quality and Other Aspects of the Program
   a. Credit Hours Required/Time To Completion
   b. Exceeding the Standard Expectation of Credit Hours
   c. Program Competencies or Learning Outcomes
   d. Assessment
   e. Licensure and Certification
   f. Placement of Graduates
   g. Accreditation

6. Projected Headcount and FTE Enrollment and Degrees Conferred (see tables provided)

Appendix A

Curriculum and Requirements
   • Admissions Requirements
   • Curriculum Requirements
   • Sample Curriculum
   • Existing courses in the proposed curriculum
   • Courses to be added

Appendix B

List program faculty and administrators. Include area of specialization for each faculty member.
A Completed **COVER PAGE** should be provided using the following template:

**COVER PAGE**
FOR DEGREE PROGRAM PRE-PROPOSALS

INSTITUTION: ____ (Purdue University)

CAMPUS:

COLLEGE:

DEPARTMENT/SCHOOL:

DEGREE PROGRAM TITLE:

SUGGESTED CIP CODE:

PROJECTED DATE OF IMPLEMENTATION:
A Completed PRE-PROPOSAL SIGNATURE PAGE should be provided using the following template:

NEW DEGREE PROGRAM PRE-PROPOSAL SIGNATURE PAGE

Degree Title: _________________________________________________________

Name of academic unit offering the new degree:
______________________________________________________________________

(Include signatures from all involved programs)

_____________________________ Date
Signature of Department Head (Name of Department)

_____________________________ Date
Signature of Academic Dean (Name of College/School)

________________________________ Date
Director of Graduate Studies (for regional campuses)
A Completed EXECUTIVE SUMMARY COVER PAGE should be provided using the following template:

Purdue University Board of Trustees .................................

TEMPLATE FOR
1-PAGE EXECUTIVE SUMMARY

INTRA-AGENCY ADVISORY AND DELIBERATIVE MATERIAL

MEMORANDUM
Executive Summary of Upcoming Board Review or Action Item

DATE: 

TO: Board of Trustees

FROM: [Name], Primary Contact, (765) 555-5555; johndoe@purdue.edu

CC: [Name], Secondary Contact, (765) 555-5556; janedoe@purdue.edu

SUBJECT: [Submission of Proposal for..............................................]

Purpose:

☐ This item is recommended for discussion by the Board in executive session.

☐ This item is recommended for discussion by the _______ Committee at its meeting.

☒ This item will require a formal vote by the Academic Affairs Committee at its meeting.

☐ This item will require a formal vote by the Board in the Stated Meeting.

☐ This item will be presented in a formal resolution for action at the Stated Meeting.

Attachments: [List any attachments to the memo as Exhibits or Appendices or note, “No Attachments”] The following attachments accompany this memo:

Executive Summary (1-page): [Provides a high level narrative and should provide some interpretative commentary surrounding any data or other graphical information being provided in any attachments.]

Concluding thought: The purpose of the Executive Summary is to ensure the trustees know an item will be discussed at the meetings, to give them a general understanding, and to provide contact information if they have early questions. Please keep it to one page, and limit attachments to only those needed to provide a useful introductory overview.
Appendix D

Proposal Format and Content

Full proposals for a new degree consist of a cover page, signature page, the one-page Executive Summary, the six sections required by the Indiana Commission for Higher Education (ICHE), Appendices A, B, and C, and Tables 1 and 2 (required by ICHE). Templates are provided for the Cover Page, Signature Page, the one-page Executive Summary, Tables 1 & 2, and a worktable to assist you in preparing Table 2. The worktable should not be included in the proposal. The financial officers for your area should be engaged in completing the tables.

The six sections required by ICHE should in total be between 8 and 15 pages. In addition to these 8-15 pages and Tables 1 and 2, additional materials such as sample plans of study, survey results, and letters of support may be included as appendices. You will find the 10 question checklist used by the Graduate Council Area Committee for its review of degree proposals at the end of this document. Proposers are strongly encouraged to make sure that all ten questions on the checklist are clearly addressed. An example proposal may be found on the Graduate Programs Office webpage, www.purdue.edu/gradschool/academics/gpo.

Format and Content

Cover Page

Signature Page

Executive Summary

Six sections required by ICHE (8-15 pages)

1. Characteristics of the Program
   a. Campus(es) Offering Program
   b. Scope of Delivery (Specific Sites or Statewide)
   c. Mode of Delivery (Classroom, Blended, or Online)
   d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
   e. Academic Unit Offering Program

2. Rationale for Program
   a. Institutional Rationale (e.g. Alignment with Institutional Mission and Strengths)
   b. State Rationale
   c. Evidence of Labor Market Need
      i. National, State, or Regional Need
      ii. Preparation for Graduate Programs or Other Benefits
      iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
      iv. National, State, or Regional Studies
      v. Surveys of Employers or Students and Analyses of Job Postings
      vi. Letters of support (nominally five letters are sufficient)
3. Cost of and Support for the Program
   a. Costs
      i. Faculty and Staff
      ii. Facilities
      iii. Other Capital Costs (e.g. Equipment)
   b. Support
      i. Nature of Support (New, Existing, or Reallocated)
      ii. Special Fees above Baseline Tuition

4. Similar and Related Programs
   a. List of Programs and Degrees Conferred
      i. Similar Programs at Other Institutions
      ii. Related Programs at the Proposing Institution
   b. List of Similar Programs Outside Indiana
   c. Articulation of Associate/Baccalaureate Programs
   d. Collaboration with Similar or Related Programs on Other Campuses

5. Quality and Other Aspects of the Program
   a. Credit Hours Required/Time To Completion
   b. Exceeding the Standard Expectation of Credit Hours
   c. Program Competencies or Learning Outcomes
   d. Assessment
   e. Licensure and Certification
   f. Placement of Graduates
   g. Accreditation

6. Projected Headcount and FTE Enrollment and Degrees Conferred (see tables provided)

Appendix A
   Curriculum and Requirements
      i. Admissions Requirements
      ii. Curriculum Requirements
      iii. Sample Curriculum
      iv. Existing courses in the proposed curriculum
      v. Courses to be added

Appendix B
   List relevant program faculty members and administrators. Include area of specialization for each faculty member.
A Completed **COVER PAGE** should be provided using the following template:

**COVER PAGE**
**FOR DEGREE PROGRAM PROPOSALS**

INSTITUTION: ____ (Purdue University)____________________________________________________

CAMPUS:____________________________________________________________________________

COLLEGE:____________________________________________________________________________

DEPARTMENT/SCHOOL:__________________________________________________________________

DEGREE PROGRAM TITLE:_______________________________________________________________

SUGGESTED CIP CODE:_______________________________________________________________

PROJECTED DATE OF IMPLEMENTATION:_______________________________________________
A Completed SIGNATURE PAGE should be provided using the following template:

SIGNATURE PAGE
FOR NEW DEGREE
PROGRAM PROPOSAL

Degree Title:
Name of academic unit offering the new degree:

Include signatures from all involved programs:

__________________________  ________________
Signature of Department Head  Date
(Name of Department)

__________________________  ________________
Signature of Academic Dean  Date
(Name of College/School)

__________________________  ________________
Director of Graduate Studies (for regional campuses)  Date

__________________________  ________________
Approval Recommended by the Graduate Council  Date

__________________________  ________________
Dean of the Graduate School  Date

__________________________  ________________
Provost  Date
Table 1
Question 3a: Cost of and Support for the Program
Detail on Direct Program Costs
Purdue XXX Campus
BS in XXX Program

<table>
<thead>
<tr>
<th>1. Faculty and Staff</th>
<th>Total Year #1 FY 2014</th>
<th>Total Year #2 FY 2015</th>
<th>Total Year #3 FY 2016</th>
<th>Total Year #4 FY 2017</th>
<th>Total Year #5 FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Limited Term Lecturers</td>
<td>0.0</td>
<td>$0.00</td>
<td>0.0</td>
<td>$0.00</td>
<td>0.0</td>
</tr>
<tr>
<td>c. Limited Term Lecturers</td>
<td>0.0</td>
<td>$0.00</td>
<td>0.0</td>
<td>$0.00</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td>0.0</td>
<td>$0.00</td>
<td>0.0</td>
<td>$0.00</td>
<td>0.0</td>
</tr>
</tbody>
</table>

2. Supplies and Expense

| a. General Supplies/Expenses | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| b. Recruiting | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| c. Travel | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| d. Library | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| e. Other | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total Supplies and Expense | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

3. Equipment

| a. Additional Lab Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| b. Routine Repair & Replacement | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

4. Student Assistance

| a. Graduate Fee Scholarships | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| b. Fellowships | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total Student Assistance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Sum of All Direct Program Costs | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
Table 2
Data for Question # 6
Projected Headcount and FTE Enrollment and Degrees Conferred

<table>
<thead>
<tr>
<th></th>
<th>Year #1 FY 2014</th>
<th>Year #2 FY2015</th>
<th>Year #3 FY 2016</th>
<th>Year #4 FY 2017</th>
<th>Year #5 FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Projections (Headcount)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Enrollment Projections (FTE)</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Degree Completions Projection</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Program and Completions Worktable

*Backup table for Budget and Fiscal Planning only - not distributed to Board of Trustees or CHE*

### Annual Totals By Fiscal Year (Use SIS Definitions)

**Purdue XXX Campus**

**MS in XXX Program**

### A. Program Credit Hours

**Generated (FTE * 30 for BS; FTE * 24 for masters/graduate)**

<table>
<thead>
<tr>
<th></th>
<th>Total Year #1</th>
<th>Total Year #2</th>
<th>Total Year #3</th>
<th>Total Year #4</th>
<th>Total Year #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Existing Courses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. New Courses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### B. Full-Time Equivalents (FTE)

<table>
<thead>
<tr>
<th></th>
<th>Total #1</th>
<th>Total #2</th>
<th>Total #3</th>
<th>Total #4</th>
<th>Total #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FTEs generated by Full-time students</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>FTEs generated by Part-time students</td>
<td></td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

2. On-Campus Transfer FTEs

<table>
<thead>
<tr>
<th></th>
<th>Total #1</th>
<th>Total #2</th>
<th>Total #3</th>
<th>Total #4</th>
<th>Total #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>New-to-Campus FTEs</td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>TOTAL (should equal FTE #1)</strong></td>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

### C. Program Majors (Headcount)

<table>
<thead>
<tr>
<th></th>
<th>Total Year #1</th>
<th>Total Year #2</th>
<th>Total Year #3</th>
<th>Total Year #4</th>
<th>Total Year #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Full-time students (same as FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Part-time students</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. In-State

<table>
<thead>
<tr>
<th></th>
<th>Total Year #1</th>
<th>Total Year #2</th>
<th>Total Year #3</th>
<th>Total Year #4</th>
<th>Total Year #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-State</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL (should equal headcount #1)</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### D. Student Fees (for Question 3b i: Nature of Support)*

**New**

Calculate the revenue per year if new student fee revenue is anticipated (Revenue does not have to equal expense).

This will be completed by Regional Campuses and Statewide Technology, or any unit that retains the student fees within the unit.

1. New-to-Campus Student Fees

<table>
<thead>
<tr>
<th></th>
<th>Total Year #1</th>
<th>Total Year #2</th>
<th>Total Year #3</th>
<th>Total Year #4</th>
<th>Total Year #5</th>
</tr>
</thead>
</table>

**Existing or Reallocated**

Otherwise, note that the expenses will be funded with existing or reallocated dollars.

*For the CHE proposal, only identify the nature of the support. It is not necessary to note dollars in the report. You should note that there is sufficient revenue to cover expenses.*
Graduate School Degree Proposal Review Criteria
Ten Question Checklist

1. New degree programs should be in alignment with the university’s mission and address a national, regional, or State need. [explained in section 2]
   Does the rationale for the program have merit and is it consistent with the mission of the school?
2. Sufficient job opportunities should be available for students who graduate from the program. Graduates are expected to be employable in their field of study. [sections 2 and 5f]
   Do the job opportunities for graduates justify having the program?
3. The program should have sufficient institutional resources to support students (as needed), support faculty members, and provide facilities to sustain the program in steady state. [section 3]
   Is the proposed program sustainable?
4. Facilities should be adequate to support the academic quality of the program. [section 3] Are the facilities adequate to support the program?
5. Programs should have an appropriate number of credit hours. [section 5]
   Are the credit hours appropriate?
6. Proposals should provide sufficiently detailed learning outcomes, defining competencies students are expected to have after graduation. [section 5]
   Are the learning outcomes appropriate?
7. New programs are expected to attract and enroll a sufficient number of students to justify the university investment in the program. [section 6, table 2]
   Are the enrollment projections reasonable?
8. New degree programs are expected to have high quality and rigor, comparable to campus peers or aspirational peer institutions. [Appendix A and section 5]
   Does the curriculum have sufficient quality and rigor?
9. Faculty with appropriate expertise should be in place, sufficient in number to support targeted enrollments. [Appendix B]
   Does the program have sufficient faculty with appropriate expertise?
10. A CIP code should be proposed that is appropriate for the degree. [Appendix B]
    Is the CIP code specified by the proposer appropriate?
GRADUATE LEVEL, ACADEMIC CREDIT CERTIFICATE
PROGRAMS AT PURDUE UNIVERSITY

I. Overview

In accordance with the document entitled “Procedures for Approving New Certificate Programs at Purdue University,” issued by the Office of the Executive Vice President for Academic Affairs on 10/6/95, two types of certificate programs are administered by the Graduate School: 1) all graduate certificate programs, and 2) postbaccalaureate certificates with 50% or more of their courses at the 50000 level or higher.

In general, the Graduate School views certificate programs that fall under its purview as being practitioner oriented, postbaccalaureate programs of study that are less than a master’s degree, and programs that require a baccalaureate degree for admission. A certificate program that requires 75% or more of its credits to be taken at the 50000 level or higher shall be designated as a graduate certificate program. Otherwise, the certificate program shall simply be designated as a postbaccalaureate certificate program.

Sections II – IV describe admission requirements, completion requirements, and administrative procedures for such certificate programs specified by the Graduate School. Finally, Section V provides additional information regarding the preparation of proposals for new certificate programs.

II. Admission requirements

A. Items which are specified by the Graduate School

1. Bachelor’s degree from an accredited institution.

2. Minimum undergraduate GPA of 3.0/4.0 with the possibility of conditional admission for applicants who do not meet this requirement.

3. Minimum TOEFL score of 550 or higher on the paper-based test, or 77 or higher on the Internet-based test (iBT) for applicants whose native language is not English. Applicants who take the TOEFL iBT must achieve the following minimum test scores, in addition to the overall required score of at least 77: reading, 19; listening, 14; speaking, 18, and writing, 18. Applicants taking the IELTS must score at least 6.5 on the Academic Module. Applicants taking the PTE must score at least 58.
III. Completion requirements

*Items which are specified by the Graduate School*

1. The certificate shall require a minimum of 9 credit hours, taken for a letter grade. (No maximum number of hours is specified; and no restriction is placed on how courses that exceed the 9 hour minimum shall be graded.)

2. No more than 12 credit hours earned in nondegree status, including credit hours earned toward completion of a single certificate or more than one certificate, may be applied toward a graduate degree.

3. Courses that have been certified as undergraduate excess may be used to satisfy requirements for a certificate.

IV. Administration

*Items which are specified by the Graduate School*

1. Admission process -- In general, the admission process should parallel that for degree-seeking students at the graduate level.

2. To facilitate tracking of students who are enrolled in certificate programs, the Office of the Registrar will establish a special admission status for such individuals.

3. When a student completes requirements for a certificate, the graduate program responsible for that certificate will notify the Graduate School. The audit process for certifying completion of requirements is the responsibility of the academic unit awarding the certificate. The audit must include (a) the title of the certificate, (b) the department/school awarding the certificate, (c) the name of the student including PUID, (d) student status, i.e. degree or non-degree student including PUID, (e) the complete name of each course, including course prefix and number, (f) the grade in each course, and (g) the semester and year each course is completed. Names and mailing addresses for non-degree students must be included with the audit. The Graduate School will then notify the Office of the Registrar.

4. Transcripting
   a. Will be consistent for all graduate certificate programs throughout the Purdue system.
   b. Each certificate earned will be posted separately upon completion of the requirements.
   c. Graduate certificates will be recorded in the following manner:

   | Awarded:      | Graduate Certificate               |
   | Program:      | (department name) – Grad Cert      |
   | College:      | Graduate School                    |
   | Campus:       | (campus name)                      |
   | Major:        | (graduate certificate title)       |

   Postbaccalaureate certificates will be recorded in the same manner with the word “GRADUATE” replaced by “POST-BACCALAUREATE.”
d. Credits earned toward a certificate will be included in the computation of the overall GPA posted on the transcript.

5. The certificate, itself, will be printed by the Office of the Registrar at the West Lafayette campus. All certificates under the purview of the Graduate School that are awarded by Purdue University will share a common format and style. A sample is attached to this document.

6. The certificate will be awarded jointly by the appropriate academic unit and the Graduate School. It will bear the signature of the head of the academic unit and the dean of the Graduate School.

7. Certificates will be awarded at the normal times when degrees are awarded. The Office of the Registrar will include the certificate with the diploma for degree seeking students and mail the certificate to non-degree students.

8. The academic unit offering the certificate must submit an annual report to the Graduate Council containing the following information:
   a. the number of students currently admitted to the certificate program
   b. for each admitted student:
      • date admitted
      • whether or not the student is also currently admitted to a degree program at Purdue, and if so, which degree
      • number of credits completed toward fulfillment of certificate requirements
   c. the number of certificates awarded annually

The Office of the Registrar will assist in generating this information.

V. Guidelines and Format for New Certificate Programs

A. Title Page
   1. Title of the Proposed Certificate Program Offered By
      (Name(s) of Department(s)/School(s) and College(s) Offering the Certificate)
   2. Campus Offering the Certificate
   3. Proposed Date of Initiation of the Certificate Program
   4. State Whether the Certificate is Graduate or Postbaccalaureate
   5. Method(s) of Delivery:
      • on campus
      • via distance learning
      • online
   6. Suggest a CIP code for the new program. The final determination of the CIP code is up to the Indiana Commission for Higher Education (ICHE).

B. Overview
   1. Provide an overview of the certificate program proposal.
   2. Briefly describe the purpose of the program, why it is needed, the target audience, the number of students expected to participate in the program, and the relation to relevant existing certificate programs, if any. Indicate whether the certificate is available to currently enrolled degree seeking students and/or non-degree seeking students. If
certificate will be available to non-degree seeking students, provide demonstration of student demand. Indicate what percentage of the students who are expected to participate in the certificate program will be concurrently working toward a graduate degree at Purdue University.

3. How does the program fit into the department’s/school’s strategic and/or academic plan?

4. Briefly describe the nature of the certificate and any contractual or cooperative agreements with this certificate program. If you have partnered or contracted with a non-accredited entity, either institution or corporation, to offer courses (content or platform), identify the information or services provided by the entity and the percentage or portion of the educational program the entity is providing.

5. Attach a completed Purdue University Gainful Employment (GE) Certificate Worksheet (Appendix N). To be completed by the department head to determine Title IV Federal Student Aid eligibility for certificate programs. Questions regarding the completion of the worksheet should be directed to the Executive Director, Department of Financial Aid.

6. Describe any specific licenses or certifications which graduates of the program will be eligible to pursue, including the agency that issues the license or grants the certification. Indicate whether the license or certification is required for entry into the profession, and the extent to which it will help graduates find jobs or earn higher salaries.

C. Admission Requirements

1. If admission requirements exceed those required by the Graduate School, describe them: (a) degree prerequisites, (b) minimum GPA, (c) minimum scores for the TOEFL, TOEFL iBT, and IELTS, if not, restate the requirements of the Graduate School.

2. Proposal must specify whether or not students who are currently admitted to a degree program are eligible to earn a certificate. Proposal must state whether such students may:

   a. complete the certificate if it is in their major; or
   b. complete the certificate if it is not in their major.

If the certificate program involves more than one major, items a) and b) above must be specified for students admitted to a degree program in each major, i.e., Is a degree-seeking student in major A, eligible to complete a certificate in major A? Is this student eligible to complete a certificate in major B? etc.

D. Completion Requirements

Based on the Graduate School policies described in this document (III. Completion requirements) provide the following information:

1. Total number of credit hours required.

2. Total number of credit hours that must be taken for a letter grade. (It is assumed that any additional for-credit courses may be taken pass/fail.)
3. Specific course requirements, including any not-for-credit courses. (For any not-for-credit courses, the method of determining and signifying satisfactory completion of course requirements should be stated, e.g., pass/fail, or other, such as “excellent”, “very good”, or “good”, but not “fair”.)
   a. Include course numbers, titles, and a brief description of each.
   b. Identify any courses that were developed specifically for this certificate.

4. GPA requirements
   a. Minimum overall GPA for courses that are to be used to fulfill certificate requirements. Only courses taken for a letter grade may be included in this computation.
   b. Minimum grade for any course to be applied toward the certificate.

5. Maximum number of credits that may be transferred from another institution

6. Maximum number of credits from undergraduate-level courses that may be used toward the certificate.

7. Maximum time allowed for completion of the certificate.

8. Whether or not courses may be applied for credit toward more than one certificate. The Graduate School considers a certificate to signify competence in a particular area of study, and recognizes that such areas may overlap. On the other hand, there may be some courses for which it would not be appropriate to allow credit toward more than one certificate. Such restrictions, if any, should be stated.

9. Number of credit hours taken prior to admission to the certificate program that may be counted toward completion of the certificate.

E. Student Learning and Assessment Outcomes – Briefly describe any specific learning outcomes, skills, and competencies students will learn after completing the certificate program.

F. Administration
   1. Based on Graduate School policies described in this document (IV. Administration) describe how the responsible graduate program(s) will administer the certificate. Pay particular attention to IV. Administration numbers 3, 6, 7, and 8.

   2. Proposals must be approved by the following:
      a. Head(s) of graduate program(s) and academic dean(s) of the department(s) or program(s) that will offer the certificate.
      b. Graduate Council-The appropriate area committee will review requests for certificate programs and make a recommendation to the Council. When an area committee is not accessible, the dean of the Graduate School may appoint an ad hoc committee to review the proposal.
      c. The dean of the Graduate School reviews and forwards recommendation to the Provost.
      d. The provost reviews and forwards proposal to the Indiana Commission for Higher Education (ICHE).
      e. ICHE may approve through routine staff action.
      f. ICHE notifies the Office of the Provost.
g. The Office of the Provost notifies the dean of the Graduate School and the Higher Learning Commission (HLC).

h. The dean of the Graduate School will contact the department with the decision and inform the Office of the Registrar when a new certificate program has been approved.

i. The dean of the Graduate School reports the approval to the Graduate Council.
Sample Signature Page

Graduate Certificate Title:

Name of Department and College/School Offering the Graduate Certificate:

Campus:

REQUIRED APPROVALS:

____________________________________________       ______________
Signature of Department Head       Date
[Type name of department head and name of department]

_____________________________________________    ______________
Signature of Academic Dean        Date
[Type name of academic dean and name of college/school]

For Regional Campuses:
Signature of Director of Graduate Programs
[Type name of director]

_____________________________________________                              _______________
Signature of Dean of the Graduate School
[Type name of Dean]

_____________________________________________    ______________
Signature of Executive Vice President for Academic Affairs and Provost  Date
[Type name of Provost]

*********************************************************************************

Appendix O, Gainful Employment Worksheet, is now included with Appendix E (for the completion of a graduate certificate proposal)
A program eligible to participate in Title IV federal student aid would be considered a Gainful Employment Program if it is a standalone certificate program and prepares students for "gainful employment in a recognized occupation." A review and documentation of these criteria is essential prior to program implementation. Failure to meet these criteria may jeopardize Purdue University's eligibility to award federal student financial aid or take part in other programs under the Higher Education Act. Final approval for eligibility is determined by the U.S. Department of Education.

### Application for Review for Title IV Federal Student Aid Eligibility

**NAME OF PROGRAM:** _______________________________________________________________

**DEPARTMENT:** ____________________________________________________________

**SCHOOL/COLLEGE:** ______________________

---

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is this a standalone certificate program?</td>
<td>1. __ Yes  __ No</td>
</tr>
<tr>
<td>2. Is the student required to be enrolled in a degree-seeking program while pursuing this certificate?</td>
<td>2. __ Yes  __ No</td>
</tr>
<tr>
<td>3. Would this certificate alone prepare a student for gainful employment in a recognized occupation?</td>
<td>3. __ Yes  __ No</td>
</tr>
<tr>
<td></td>
<td>If YES, list the Standard Occupation Code(SOC): _________________________</td>
</tr>
<tr>
<td></td>
<td>(The Department of Labor’s Standard Occupational Code (SOC) must be provided to show the occupation that the program prepares students to enter and can be found on the Department of Labor’s O*NET website - <a href="http://www.onetonline.org">http://www.onetonline.org</a>)</td>
</tr>
<tr>
<td>4. Is the program a one-year minimum training program that leads to a degree (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation?</td>
<td>4. __ Yes  __ No</td>
</tr>
<tr>
<td></td>
<td>If YES, describe how this program prepares the student for gainful employment:</td>
</tr>
<tr>
<td></td>
<td>_______________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>_______________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>_______________________________________________________________</td>
</tr>
</tbody>
</table>

***If you answered NO to all of the above – STOP HERE. Certificate is not eligible for Gainful Employment***
<table>
<thead>
<tr>
<th>AREA OF REVIEW</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
</table>
| Academic Year Definition Requirements | Number of weeks of instructional time per academic year for this program: _______ In an academic year, a full-time student must complete at least _____ semester hours.  

(NOTE: Federal regulations define academic year as a period of a minimum of 30 weeks of instructional time. In an academic year, a week of instructional time is any week in which at least one day of regularly scheduled instruction or examination occurs, or at least one day of study for exams for final exams if it occurs after the last scheduled day of classes for the semester. Instructional time does not include periods of orientation, counseling, vacation, or any other activity not related to class preparation or examinations. Internships, cooperative education, and independent study are forms of instruction that may be included in the definition of academic year. For an undergraduate educational program, an academic year is a period a full-time student must complete at least 24 semester hours.)

The length of the program is ________ academic years.  (Federal regulations require that the program length is at least two academic years and provides an associate, bachelors, graduate, or professional degree or a one-year training program that leads to a degree or certificate (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation.)

**Department Head (please attach a Program of Study documenting the following):**
- Each course within the program is acceptable for full credit toward Purdue University's associate, bachelor, graduate, or professional degree.
  - OR -
- This program is a minimum of 8 credit hours and no more than 12 credit hours maximum and prepares students for gainful employment in the same or related recognized occupation as an educational program that has previously been designated as an eligible program at Purdue University, West Lafayette.

| Document(s) Required | Attach a copy of the program of study, the program certificate approval by the Faculty Senate and Provost’s Office, and the approval from the Indiana Commission for Higher Education (ICHE) and/or Higher Learning Commission (HLC), if applicable.  

(Approvals on file in the Office of the Provost) |

---

**Signature: Department Head**

**Date**

When Completed Return to:  Executive Director  
Division of Financial Aid, Purdue University  
475 Stadium Mall Drive, Schleman Hall 305  
West Lafayette, IN 47907-2050

**Office Use:** This program is

____ Eligible – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS ELIGIBLE for Title IV federal student aid.

____ Ineligible – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS INELIGIBLE for Title IV federal student aid.
APPENDIX F

Accepted by the Graduate Council, 9/18/03
Representative Guidelines for an Interdisciplinary Graduate Program

The guidelines provided here are provided as representative for an interdisciplinary graduate program that is administered by the Graduate School. The objective of guidelines here is to provide structural guidelines for the administration of an IGP, while allowing flexibility for the unique needs of each program.

1) Guidelines for Establishing a New IGP: Requests to establish a new IGP should be submitted to the Graduate School for consideration by the appropriate Graduate Council area committee. The proposal should outline the structure and management of the proposed program in light of the following suggested structure:

a) Name of proposed IGP and planned date of initiation of the program.

b) Statement of the mission of the proposed IGP, including its research and training focus and the essentiality of an interdisciplinary approach to this focus.

c) Availability of a critical mass of faculty and facilities to address the area of focus. This should include a listing of faculty (by department) who will be involved initially in the IGP.

d) Support and approval of all academic units that will be involved in the proposed IGP (i.e., signatures from all department heads and deans with faculty to be involved in the program).

e) Potential for success of this IGP. Success may be measured by improved ability to attract and retain superior students and faculty, to secure funding for research and training, or to enhance the quality of education and the reputation of Purdue University. Indicate the potential number of students this program could enroll.

f) Logistical details, including planned curriculum and needed curricular changes (new courses, etc.) and procedures for admitting and graduating students.

2) Structure and Function of the IGP: The following committees are recommended to provide administrative support and guidance.

a) Executive Committee: Each IGP should be administered by an executive committee made up of faculty representatives from the IGP. Duties of the executive committee should be clearly delineated and may include some or all of the following:

i) Establish by-laws for the IGP, including standing committees needed for managing the IGP.

ii) Develop and implement mechanisms for selecting and screening faculty members for membership in the IGP.

iii) Develop and implement procedures for recruitment, admissions, curriculum, student supervision, and program requirements.

b) Liaison Committee: In an effort to establish and maintain communication among administrators involved with the IGP, formation of a liaison committee is recommended. This committee should meet annually, at a minimum.
c) IGP Director: The director of the IGP will be selected and/or approved by the executive committee, with the approval of the liaison committee and the dean the Graduate School. The director will manage administrative matters regarding the IGP and represent the IGP to the University, funding agencies, etc.

d) Faculty Membership: Membership of faculty in an IGP must be approved by the faculty member’s home department head and then approved by the executive committee and communicated to the Graduate School. Membership will be based on criteria developed by the executive committee. All members are then eligible to participate in all activities of the IGP.
APPENDIX G

Graduate Council Document 04-D
(Approved by the Graduate Council 3/25/04)

Guiding Standards for Advising and Mentoring Graduate Students
at Purdue University

Graduate Faculty and Students

- The decision to advise a graduate student must be made carefully and thoughtfully. The graduate faculty advisor in all cases acts as the student’s mentor, but in cases where students are pursuing research based masters and/or doctoral degrees, the graduate faculty advisor helps shape the student’s values and understanding of research. Before agreeing to advise a student, the advisor and student should consider their mutual interests; the compatibility of their expectations, work habits, personalities; the career goals of the student and, in the case of a thesis based degree, their research goals.

- Graduate faculty should establish and communicate clear expectations regarding student commitment and effort dedicated to the student’s graduate program.

- Graduate faculty members are responsible for all phases of graduate education and will be accessible to students who are under their guidance.

- Graduate faculty will foster the development of excellence in every graduate student and will be candid, fair, and committed to the welfare and progress of all graduate students.

- Graduate faculty will be objective in the evaluation of research and academic performance and will communicate their evaluations fully and honestly to their students. Graduate faculty will report accurately on the competence of students to other professionals who require such evaluations.

Guiding Research

- When a student pursues a research based graduate degree, the advisor’s responsibility is to guide the student’s first research experience and to understand and constructively critique the student’s research accomplishments.

- Integrity in research is an essential part of Purdue University’s intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

- The goal of research and scholarship is the discovery of knowledge.
Expectations

- When engaged in teaching, research, or supervision, graduate faculty will recognize the implicit power and influence they hold and avoid engaging in conduct that exploits or demeans students or that could be construed as an abuse of that power.

- The graduate advisor has the responsibility to discuss career opportunities with the student throughout the student’s graduate program, and often after the student has completed his or her immediate degree objective.

- Graduate faculty must not condone nor tolerate discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

- Graduate faculty will advise students concerning the ethics of the profession; encourage the practice of scholarship and publication; assist students in addressing ethical issues; and in the case of research based graduate degrees, of ethical and responsible conduct in research.

- Graduate faculty will strive to enhance the educational value of student assignments/experiences as teaching and research assistants.

- Graduate faculty will not permit personal or intellectual differences with colleagues to impede student access to those colleagues or interfere with students’ research or progress toward a degree objective.

Role Models

- Graduate faculty have a responsibility to serve as an exemplar in recognizing and acknowledging the scholarly contributions of others; in providing complete and accurate records and reports of the results and conclusions of their research, scholarly, or artistic endeavors; and in preserving the integrity of the research record.

- Graduate faculty have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct.
APPENDIX H

Combined Degree Program Proposal
Review/Approval Flowchart

A. CONCEPT PAPER (one page)

1. addressed to the dean of the Graduate School from the head(s) of the academic unit(s) and endorsed by the relevant academic dean(s)
2. content
   • name of multiple degrees, proposing academic unit(s), and contact person(s).
   • rationale, including impact and benefits
   • relationship to similar graduate programs in the Purdue system
   • estimated resource needs (budget, space, library, other)
3. dean of the Graduate School consults with the provost

B. PROPOSAL

1. requested by the dean of the Graduate School
2. use Graduate School “Proposal Format for Combined Degree Programs,” (Appendix I)
3. administrative review by the Graduate School -- If multiple program proposal exceeds the scope and/or dual-credit allowance described in Appendix I, review and approval by the Graduate Council is required.

C. POST GRADUATE SCHOOL/GRADUATE COUNCIL REVIEW AND ACTION

1. dean of the Graduate School forwards recommendation to the provost
2. Office of the Provost conducts final review and approval
3. Office of the Provost notifies the dean of the Graduate School
4. dean of the Graduate School notifies the originator(s) of the proposal and reports the approval to the Graduate Council

(Approved by the Graduate Council 2/16/06)
APPENDIX I

General Proposal Format for
COMBINED DEGREE PROGRAMS

Combined

Combined degree programs are described in Section I-F-3. The proposal, prepared as described below, should be submitted to the dean of the Graduate School, with the signatures of the head(s) and academic dean(s) of the programs involved.

A. Title Page
   1. names of the multiple degree program
   2. name(s) of the department(s) and college/school(s) collaborating to offer the combined or dual degree
   3. proposed date of initiation

B. Signature Page (sample below)

C. Content

   1. Proposal Summary
   2. Degrees to be Conferred.
   3. Rationale and Need for the Combined or Dual-Degree -- Include a description of the impact and benefits of the proposed program and the relationships of the proposed program to the mission and scope of the campus, to already existing campus programs, and to human resource supply and demand.

   4. Objectives of the Combined or Dual-Degree Program

   5. Proposed Program Structure
      a. admission requirements and process
      b. degree requirements
      c. scope, size of the program
      d. administrative structure -- Include a description of the curriculum for the program, including plans of study for each of the separate programs, with specific notations of courses (numbers and titles) to be used to fulfill requirements for each program in the combined or dual-degree plan.

   6. Sustainability and Impact on the State and Region

   7. Staffing and Infrastructure -- Describe the resources over and above present levels required to initiate the program (space and other physical needs, faculty and staff, fiscal needs, other).

(Approved by the Graduate Council 2/16/06)
Combined Degree Program
Sample Signature Page

Degree Title:

Names of departments and colleges/schools offering the dual degree:

____________________________________________       ______________
Signature of Department Head       Date
(Name of Department)

_____________________________________________    ______________
Signature of Academic Dean        Date
(Name of College/School)

_____________________________________________   _______________
Signature of Department Head       Date
(Name of Department)

_____________________________________________   _______________
Signature of Academic Dean        Date
(Name of College/School)

_____________________________________________   _______________
Dean of the Graduate School                       Date

_____________________________________________   _______________
Provost          Date
APPENDIX J
Joint Ph.D. and Dual Master’s Degree Program
Proposal Flowchart and Format

Review/Approval Process:

I. Concept Paper (Maximum four pages)
   Addressed to the dean of The Graduate School from the head of the academic unit and endorsed by the academic dean.

   A. Content
   B. Concept paper should include a fully-executed agreement indicating a good faith intention to proceed, between Purdue University on behalf of the department and the partner institution in accordance with existing institutional protocols.
   C. A review committee appointed by the Graduate School makes recommendations to the Dean of the Graduate School.
   D. The Dean of the Graduate School consults with the Provost.

II. Proposal for Joint/Dual Degree Program
    Requested by the Dean of the Graduate School.

    Proposals should include:
    A. Cover Page
       1. Name of Purdue Department Submitting the Proposal (include College/School)
       2. Name of Proposed Partner Department/Institution
       3. Title of Proposed Joint/Dual Degree
       4. Anticipated Start Date
       5. Signatures of Department Heads, Deans of Colleges/Schools from both Departments/Institutions, with lines to include the date signed.
       6. Date
       7. Signature lines for the Dean of the Graduate School and for the Provost, with lines to include the dates signed.
    B. Abstract (1 page)
       1. Program Summary & Objectives
    C. Program Justification, Curriculum, and Impact
       1. Justification
          a. Market Analysis.
             This section should include an assessment of (a) Current and future demand for students completing the proposed discipline specific degree program; (b) Anticipated number of students completing the proposed joint degree/dual program annually; (c) Other institutions offering the same or similar degree program; (d) Unique features of the proposed joint/dual degree program; and (e) Alignment of the proposed joint/dual degree program with mission and strengths of Purdue University.
          b. Ranking and Reputation of Partner Institution/Department.
Purdue departments/Schools should provide rankings (international and/or national) of the department and institution with which they seek to partner, and interpret what the rankings mean. The following rankings and reputational data will be considered and should be included: (a) international ranking, (b) ranking in geographical area of study, (c) ranking within country, and (d) reputation of the program within the discipline or field of study. Please list sources for all rankings and reputational data provided.

c. Statements from both departments that their faculties endorse the proposal

d. An explanation of any dissenting opinions among faculty

2. Proposed Curriculum for a Joint Ph.D. Degree Program

a. Course work requirement for the program

b. What fraction of the courses needs to be taken at each university?

c. How much time will the student spend on each campus?

d. The Plan of Study and Plan of Work must be agreed upon by the participating faculty at both institutions and the graduate student at the beginning of the student’s program. A written document should be signed by all parties involved, ensuring agreement on the research outlines/expectations and the timeline for completion of the degree. Programs should make sure there is a provision for modifications if needed.

Each student seeking a joint degree must develop a plan of study for coursework and a plan of work for research early in the program.

The plan of study must include:

i. A list of the courses to be taken from both institutions.

ii. A statement and explanation of how many courses will be taken from each institution. Both departments/schools must endorse this statement.

iii. All members of the Advisory Committee at both institutions must agree to the plan of study.

The plan of work must include:

iv. An explanation of the general direction of the graduate student’s research.

v. A general timetable of (a) when the student will complete the proposal for the research to be conducted; (b) when the student’s coursework is expected to be completed; (c) when the student will become a candidate; and (d) how often the committee will meet. An explanation of when the student becomes a candidate, as agreed upon by the two departments, should be included.

vi. An outline of the approvals needed from each institution.
3. Proposed Curriculum for a Dual Master’s Degree Program

   a. Coursework requirements:
      A maximum of 12 credits may be counted toward both degrees with the
      remaining credits from the degree-granting institution. Current Purdue policy
      allows 9 hours from one Purdue degree to be counted on a plan of study for
      another Purdue University degree (Master’s).
   b. What fraction of the courses needs to be taken at each university?
   c. How much time will the student spend on each campus?

4. Impact of the Program
   Proposals should discuss the advantages and benefits of the joint/dual degree program to
   (a) students, (b) the institutions and departments, and (c) to the discipline/field of study.

D. Administration for a Joint Ph.D. Degree Program
   Proposals must include explanations of the following, all of which must be approved by both
   departments/schools:
   1. What the admissions procedures will be.
   2. How the departments will regulate the preliminary examination. The preliminary
      examination committee should have co-chairs, one from each partner institution. There
      should be equal representation of both departments/schools on the committee.
   3. How the dissertation defense committee will be constituted. The committee should have
      co-chairs, one from each partner institution. There should be equal representation of both
      departments/schools on the committee.
   4. How the process for the dissertation defense will be determined.
   5. How the quality of the collaborative interaction between the student and relevant faculty
      in both departments will be monitored and ensured.
   6. How the format of the dissertation will be determined.
   7. How the two departments will deal with issues related to the Responsible Conduct of
      Research (i.e., IRB, copyright, plagiarism, etc.)

   The dissertation must be written in English. If the joint degree institutions agree that the
   dissertation should be translated into another language to accompany the English version,
   specifics of this expectation should be clearly stated.

E. Administration for a Dual Master’s Degree Program
   Proposals must include explanations of the following, all of which must be approved by both
   departments/schools:
   1. What the admissions procedures will be.
   2. How the quality of the collaborative interaction between the student and relevant faculty
      in both departments will be monitored and ensured.
   3. How the two departments will deal with issues related to the Responsible Conduct of
      Research (i.e., IRB, copyright, plagiarism, etc.)
   4. If a Master's thesis is required, proposals must include explanations of the following, all
      of which must be approved by both departments/schools:
      a. How the format of the thesis will be determined.
      b. How the thesis defense committee will be constituted. The committee
         should have co-chairs, one from each partner institution. There
should be equal representation of both departments/schools on the thesis committee.
c. How the process for the thesis defense will be determined.

F. A Plan for Program Assessment

Joint degree programs must be assessed every five years. Proposers should include a description of how they will evaluate their joint/dual degree program.

G. A Plan for Program Sustainability

Joint/dual degree programs must be sustainable. Proposers should explain the institutional/departmental commitment to the program, and the institutional/departmental support for the program.

Proposers should detail the expenditures and revenues associated with the program and the expected enrollments short term and long term.

H. Background of Partner Institution
   1. A description of the current degree requirements/procedures for the corresponding “stand-alone” degree at the partner institution (admission standards, coursework, qualifying/prelim/final exams, etc.)
   2. A copy of the partner institution’s document describing objectives and requirements for joint and dual degree programs (if available)
   3. CVs of representative faculty at the partner institution

I. With the assistance of International Programs, the Purdue University Graduate School, and Sponsored Program Services, attach a final approved draft of the Program Agreement between Purdue University on behalf of the department and the Partner Institution on behalf of its departments/schools. (See Attachment II)

Before a Joint/Dual Degree program can be implemented, its academic agreement will need to be reviewed and approved by other university offices. There may be additional contracts and agreements required before a given Joint/Dual Degree program can be implemented.
APPENDIX K

Example of a Course Syllabus

Information to be Included in a Course Syllabus

Syllabus Outline
(Center for Instructional Excellence, Purdue University)

1. Instructor Information
   - Your name and title
   - Your office location, office hours, office phone number, your home phone number (if you wish to share it), and any restrictions that you would like to observe
   - Your e-mail address and fax number
   - Names, phone numbers, and e-mail addresses of your teaching assistants

2. Course Information
   - Course title and number
   - Number of credit hours
   - Course description
   - Course prerequisites
   - Description of students for whom the course was designed
   - Course text, related materials, bibliography

3. Goals and Objectives
   - A rationale for the course
   - Course goals (See Appendix C in the CIE College Teaching Workshops II Expanding Your Teaching Toolkit Study Guide, “Writing Effective Syllabi,” for examples of different course goals.)
   - Specific objectives (either a comprehensive list or chapter by chapter)
   - A statement of how the course relates to students’ development toward their major and toward their career goals

4. Course Policies
   - Attendance (University Regulations Handbook, 2006-07, Part 2, Section VI.A.

   - Grading criteria -- What are the penalties for turning work in late?
     (Include a statement describing how you plan to assess students, the criteria you will use, and how you will determine their final grade.)
Criteria
Exams and Quizzes
Papers and Projects
Homework
Laboratory Exercises
Attendance and Class Participation
Extra Credit Policies

- If this is a laboratory course. Include information about dress regulations and safety requirements for working in the laboratory, as well as policies on allowing food, drink, or electronic devices in the lab.
- Students with disabilities. Include a statement like the following in your syllabus: “If you have a disability which requires some special accommodation, please let me know within the first two weeks of the semester to discuss the appropriateness of the instructor’s methods in this class or any other accommodation you may need.”
- Academic Honesty/Plagiarism (University Regulations Handbook, 2006-07, Part 5, Section III.B.2).

5. Class Schedule/Course Calendar

Assignments (Two complaints students often make is that their instructors don’t sufficiently explain exactly what they expect on assignments or why the assignments are being made.)

- Dates for all assignments and exams
- Holidays and special events
- Include the following statement in the course syllabus, “In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Here are ways to get information about changes in this course. Blackboard Vista Web page, my e-mail address: ________@purdue.edu, and my office phone: 49-XXXX.”

6. Other Information Relevant to the Course
EXAMPLES OF COURSE GOALS

From a biology course:

1. To begin to speak more effectively in front of a group – not just feel more at ease but effectively make your case.
2. To write clearer summaries of material.
3. To develop and test your own hypotheses.

From a history course:

1. To recognize that history is not just names, dates, and places; but, more importantly, it is arguments and guesses over where a society was/is going and why. How did definitions of success and failure and virtue and vice change from 1600 to 1865? How did relationships between husband and wife; parent and child; politician and voter; manager and worker; government and citizen; etc. change and why?
2. To understand how historians use evidence and to practice using it yourself.
3. To understand the concept of alternative views.
4. To understand the difference between facts and interpretations.

From a study skills course:

1. Develop a positive attitude toward learning, your courses, and your instructors.
2. Become aware of your responsibilities as a student and learn how to deal with a university environment (including understanding university policies and procedures and how to get along with your professors).
3. Establish good study habits and time management skills so that you can work effectively and efficiently.
4. Improve your listening, note-taking, reading, and test-taking skills.
APPENDIX L

ADDING AN ONLINE OPTION TO AN EXISTING GRADUATE DEGREE PROGRAM
(Flowchart and Format)

A. CONCEPT PAPER (two pages)
1. addressed to the dean of the Graduate School from the head of the academic unit and endorsed by the academic college/school dean
2. content:
   a. rationale (brief)
   b. relationship to similar programs on home campus and other system campuses
   c. sustainability
   d. impact
   e. estimated resource needs (budget, space, faculty, library, other)
3. dean of the Graduate School consults with academic programs, Purdue Extended Campus, and the Office of the Provost

B. PROPOSAL
1. requested by the dean of the Graduate School
2. proposal should be prepared using:
   a. Graduate School Distance Education Program Proposal format (Appendix L, pg. 4-7)
   b. Appendix O, ICHE Policy on Approving Distance Education Programs
      Pay particular attention to page two:
      1. Graduate Programs, #4, statement on instructional fees,
      2. and for Regional Campus programs, Distance Education Programs, #1, 2, & 3.
3. administrative review by the Graduate School includes reviews from:
   a. academic units
   b. Office of Institutional Research (OIR) (enrollment)
   c. Office of Budget and Fiscal Planning (financial tables)
   d. Purdue Extended Campus (PEC)
4. following any requested changes, the final proposal is forwarded to the Office of the Provost with recommendation from the dean of the Graduate School

C. POST GRADUATE SCHOOL REVIEW AND ACTION
1. Office of the Provost conducts final review/fiscal approval
2. provost makes a recommendation to the president
3. recommendation is forwarded to ICHE
4. ICHE reviews recommendation administratively
5. ICHE notifies president and provost of outcome
6. Office of the Provost notifies the dean of the Graduate School
7. dean of the Graduate School notifies the originator of the proposal and the Office of the Registrar
8. dean of the Graduate School reports the approval to the Graduate Council
PREAMBLE: Provide rationale for offering the degree program via distance education. Provide evidence of labor market need, student demand, and the likely impact of the distance/online program in meeting the labor market need. Describe the relationship of the distance/online program to similar programs on the home campus and other system campuses.

Item 1. On-Campus Enrollment/Degree History (from SIS):

<table>
<thead>
<tr>
<th></th>
<th>FY20</th>
<th>FY20</th>
<th>FY20</th>
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<tbody>
<tr>
<td>Headcount</td>
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<td>FTE</td>
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<td></td>
</tr>
<tr>
<td>Degrees</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2. Mix of Technologies:

List and describe the technologies that will be used to deliver this program.

3. Access to the Instruction:

a. Given the technologies described above, identify the instructional settings available to students (i.e.: home; workplace; libraries and other public, non-educational settings; K-12 schools; public campuses/centers)

b. Will the institution enroll students in the program from anywhere in the state?

☐ Yes
☐ No  (If no, please explain)

4. Coursework Delivery:

a. Provide an example Plan of Study (including terms, class schedule type, expected duration/time to completion, etc...)


b. All courses available in the program must be approved for Distance delivery. To add Distance as a new mode of delivery for an existing graduate course, you must submit a Form 40G and Supporting Document (found on the Registrar’s website) to the Graduate School, Room 160.

c. If the curriculum for the online degree includes courses offered by academic units other than the academic unit offering the degree, provide a statement of commitment from each unit, approved by the department/school head, which identifies the courses, by name and course number, it will teach using the distance/online format in support of the online degree.

5. Off-Campus Curriculum and Instruction:

   a. Will the off-campus curriculum be identical to the on-campus curriculum?

      □ Yes
      □ No  (If no, please explain)

   b. If applicable, describe how students will complete laboratory, studio, or clinical work.

   c. Please explain how the program will provide for timely and appropriate interaction among students and faculty members.

   d. Please explain how the program will provide for timely and appropriate interaction among students.

   e. Will the program require students to come to campus for any period of time?

      □ No
      □ Yes

      If “Yes,” indicate for how long, with what frequency, and for what purpose.

6. Assessment of Student Learning:

   Identify the significant competencies or learning outcomes expected of students completing this program and how the students will be assessed.
7. **Availability of Academic Support and Student Services:** Describe how students have access to each of the following:

   a. Admissions
   b. Financial Aid
   c. Academic Advising
   d. Course Materials (including delivery mechanism)
   e. Library Materials (including delivery mechanism)
   f. Placement and Counseling
   g. Technical support (e.g. on-line help desk)

8. **Student Fees:**

<table>
<thead>
<tr>
<th>Fees¹ Charged per Semester Hour for Part-Time Students</th>
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<tbody>
<tr>
<td>Indiana Residents</td>
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<tr>
<td>-------------------</td>
</tr>
<tr>
<td>On-Campus Instruction</td>
</tr>
<tr>
<td>Distance Education Instruction</td>
</tr>
</tbody>
</table>

2 Instructional fees (tuition and technology fees) for Indiana residents enrolled in a program offered through distance education should be lower than the instructional fees for non-Indiana residents enrolled in the same program offered through distance education.

9. **Academic Degree Program:**

   Proposal Summary (Table 1)

---

¹ All tuition and mandatory fees
² ICHE Policy on Approving Distance Education Programs as passed by ICHE on May 11, 2012
### Table 1
**ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

I. Institution/Location:
   Program:

<table>
<thead>
<tr>
<th>Enrollment Projections (Headcount)</th>
<th>FY20</th>
<th>FY20</th>
<th>FY20</th>
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<td>Part-Time</td>
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<th>Enrollment Projections (FTE Full-Time)</th>
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<th>FY20</th>
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<td>Full-Time</td>
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<td>Part-Time</td>
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<th>FY20</th>
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<tr>
<th>New State Funds Requested (Actual)</th>
<th>FY20</th>
<th>FY20</th>
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<th>New State Funds Requested (Increases)</th>
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II. CHE Code:
   Campus Code:
   County Code:
   Degree Level:
   CIP Code:

(December 2012 Format)
Sample Signature Page

Adding an Online/Distance Option to an Existing Graduate Degree Program

Degree Title: ________________________________

Name of academic unit offering the degree: ______________________________

Include signatures from all programs involved:

______________________________________________________________
Signature of Department Head
(Name of Department) Date

______________________________________________________________
Signature of Academic Dean
(Name of College/School) Date

______________________________________________________________
Signature of Regional Campus Director of Graduate Studies Date

______________________________________________________________
Dean of the Graduate School Date

______________________________________________________________
Provost Date
Students are increasingly embracing and seeking access to quality distance education certificate and degree programs. Several key, nationwide findings of the report *Going the Distance: Online Education in the United States, 2011* – a collaborative effort of the Babson Survey Research Group and the College Board – support this conclusion:

- Over 6.1 million students were taking at least one online course during the fall 2010 term, an increase of 560,000 students over the previous year and 4.5 million, or 280 percent, over fall 2002;
- The 10% growth rate for online enrollments far exceeds the 2% growth in the overall higher education student population;
- Fall 2010 online enrollment accounted for 31 percent of total enrollment in degree-granting postsecondary institutions (in fall 2002, online enrollment accounted for ten percent of total enrollment); and
- Thirty-one percent of higher education students now take at least one course online.

In growing recognition of this reality, and consistent with the strategic agenda of *Reaching Higher, Achieving More*, the policy described below, which would be applied to action on certificate and degree programs proposed for delivery via distance education, is formulated with two intertwined objectives in mind: (1) containing instructional fees for students, especially undergraduates and (2) establishing as a deliberate goal for distance education, the realization of instructional productivity gains through the use of technology.

This policy takes effect for all new programs approved by the Commission after its May 2012 meeting. With the expectation that technology can reduce instructional costs, the Commission intends to revisit this policy in the future to consider potential modifications.

**Fees for Distance Education Programs**

1. As a general principle, the Commission urges institutions to offer distance education courses and degree programs at the lowest possible cost to Indiana residents, enabling students to graduate with minimal debt.
Undergraduate Programs

2. Instructional fees (tuition and technology fees) for Indiana residents enrolled in a program offered through distance education should be the same as or less than the instructional fees for Indiana residents enrolled in the same or similar program offered on-campus, unless higher fees can be justified based on the actual costs of the program and benefits to students.

3. Instructional fees (tuition and technology fees) for Indiana residents enrolled in a program offered through distance education should be lower than the instructional fees for non-Indiana residents enrolled in the same program offered through distance education.

Graduate Programs

4. Instructional fees (tuition and technology fees) for Indiana residents enrolled in a program offered through distance education should be lower than the instructional fees for non-Indiana residents enrolled in the same program offered through distance education.

Distance Education Programs Offered by Indiana University and Purdue University Regional Campuses

1. The Commission places priority on the approval of distance education degree programs that are commonly offered, can broaden access, can demonstrate cost savings, and are offered in collaboration with multiple regional campuses to avoid duplication of effort, where collaboration involves a coordinated strategy toward utilizing the distributed expertise of faculty, aligning curricula, scheduling course offerings, and providing academic and student support services.

2. Other distance education program proposals may be considered by the Commission, if the proposed program draws upon resources that are uniquely available to a regional campus, thus making it difficult or even impossible to offer in collaboration with other regional campuses, in which case the regional campus will be deemed to have a distinctive mission in that program area.

3. Distance education programs approved for regional campuses at or prior to the May 2012 Commission meeting, should be reviewed by Indiana University and Purdue University in the context of the expectation for collaboration described in policy component #1.
APPENDIX M

GUIDELINES FOR SERVICE ON GRADUATE DEGREE COMMITTEES

Service on graduate degree committees is directly related to academic credentials, appointment and tenure status, and experience in research and graduate student mentoring. Graduate Faculty members at Purdue are divided into two major classifications, “Regular” and “Special”. To be appointed as a “Regular”, the individual must be a tenured or tenure track faculty member at Purdue University who has voting privileges. Exceptions are noted for members of Research Faculty * who have a formal affiliation with a graduate degree granting academic department at Purdue University and Emeritus Faculty * members at Purdue University who are actively engaged in research and graduate student mentoring. A “Special” appointment may be approved for an individual who does not meet the conditions required for “Regular” appointment, yet who can contribute special expertise to the work of graduate students.

LIST OF CLASSIFICATIONS OF GRADUATE FACULTY SERVING ON GRADUATE STUDENT COMMITTEES

GRADUATE FACULTY: REGULAR APPOINTMENT

R.1 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a Ph.D. degree from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.
R.1 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a terminal post-baccalaureate professional degree from an accredited institution, who have demonstrated experience in both research and student mentoring, and have been approved as a “Regular” member of the Graduate Faculty.
*R.2 Research Faculty members at Purdue University (defined by University Senate Document 04-4) who have a Ph.D. from an accredited institution and a formal affiliation with a Ph.D. granting department/school at Purdue University. See Graduate School Policies and Procedures Manual, Section I.E.1.
*R.2 Emeritus Graduate Faculty members at Purdue University with a Ph.D. who are actively engaged in research and graduate student mentoring.
R.3A Tenured or tenure-track faculty members at Purdue University who hold a post-master’s professional degree (e.g. Doctor of Nursing Practice, Doctor of Audiology, etc.) from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.
R.3 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a thesis master’s degree or master of fine arts degree from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.
R.4 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a non-thesis master’s degree from an accredited institution and have been approved as a “Regular” member of the Graduate Faculty.
*R.5A Emeritus Graduate Faculty members at Purdue University with a post-master’s professional degree who are actively engaged in professional practice and graduate student mentoring.
*R.5 Emeritus Graduate Faculty members at Purdue University with a thesis master’s degree or master of fine arts degree who are actively engaged in research and graduate student mentoring.
*R.6 Emeritus Graduate Faculty members at Purdue University with a non-thesis master’s degree who are engaged in research and graduate student mentoring.
GRADUATE FACULTY: SPECIAL APPOINTMENT

S.1 Clinical Faculty members with a full-time appointment at Purdue University who hold a Ph.D. or terminal post-baccalaureate professional degree from an accredited institution and are engaged in research and Graduate student mentoring.

S.1 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a Ph.D. degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.2 Research Faculty members with a full-time appointment at Purdue University who hold a Ph.D. from an accredited institution and have no formal affiliation with a Ph.D. granting school/department.

S.2 University faculty members with a Ph.D. from an accredited institution who were “Regular” members of the Graduate Faculty at Purdue University and served as chair/co-chair of Ph.D. committees but who are no longer at Purdue. (See appointment guidelines on pg. 4)

S.3 Qualified individuals outside Purdue University who hold a Ph.D. or a terminal post-baccalaureate professional degree from an accredited institution.

S.4 Full-time or part-time (greater than 50 CUL), permanent, non-tenure track employees at Purdue University who hold a Ph.D. and/or a terminal post-baccalaureate professional degree from an accredited institution, who have experience in research and graduate student mentoring.

S.5A University faculty members with a post-master’s professional degree from an accredited institution who were “Regular” members of the Graduate Faculty at Purdue University and served as a chair/co-chair of post-master’s professional degree committees but are no longer at Purdue. (See appointment guidelines on pg. 4).

S.5A Tenured or tenure-track faculty members with an appointment at Purdue University who hold a post-master’s professional degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.5 University faculty members with a thesis master’s degree or master of fine arts degree from an accredited institution who were “Regular” members of the Graduate Faculty at Purdue University and served as chair/co-chair of master’s thesis or MFA degree committees but are no longer at Purdue. (See appointment guidelines on pg. 4).

S.5 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a thesis master’s degree or master of fine arts degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.6 University faculty members with a non-thesis master’s degree from an accredited institution who were “Regular” members of the Graduate Faculty at Purdue University and served as chair/co-chair of non-thesis master’s degree committees but who are no longer at Purdue. (See appointment guidelines on pg. 4).

S.6 Tenured and tenure-track faculty members with an appointment at Purdue University who hold a non-thesis master’s degree from an accredited institution and who are waiting for certification as a graduate student mentor.

S.7A Qualified individuals outside Purdue University who hold a post-master’s professional degree from an accredited institution.

S.7 Qualified individuals outside Purdue University who hold a thesis master’s degree or master of fine arts degree from an accredited institution.

S.8 Qualified individuals outside Purdue University who hold a non-thesis master’s degree from an accredited institution.

S.9A Clinical faculty members and other full-time, permanent, non-tenure track employees at Purdue University with a post-master’s professional degree.

S.9 Clinical Faculty members and other full-time, permanent, non-tenure track employees at Purdue University with a thesis master’s degree, master’s of fine arts degree or non-thesis master’s degree.

S.10 Full- or part-time, permanent, non-tenure track employees at Purdue University who hold a post baccalaureate graduate or professional degree and demonstrated expertise in the course content for which the individual is responsible.
Service on Ph.D./Doctoral Committees

1. Qualifications to be a member of a Ph.D./doctoral committee
   Graduate Faculty Classification
   R.1, R.2, R.3A, S.1, S.2, S.3, S.4
2. Qualifications to be a Ph.D./doctoral committee co-chair
   Graduate Faculty Classification
   R.1, R.2, R.3A, S.1, S.2, S.3
3. Qualifications to be a Ph.D./doctoral committee chair
   Graduate Faculty Classification
   R.1, R.2

Service on Post-Master’s Professional Degree Committees

1. Qualifications to be a member of a Post-Master’s Professional degree committee
   Graduate Faculty Classification
2. Qualifications to be a member of a Post-Master’s Professional degree committee co-chair
   Graduate Faculty Classification
3. Qualifications to be a member of a Post-Master’s Professional degree committee chair
   Graduate Faculty Classification
   R.1, R.2, R.3A, R.5A

Service on Thesis Master’s and Master’s of Fine Arts (MFA) Degree Committees

1. Qualifications to be a member of a thesis master’s and MFA degree committees
   Graduate Faculty Classification
2. Qualifications to be a thesis master’s and MFA degree committee co-chair
   Graduate Faculty Classification
3. Qualifications to be a thesis master’s and MFA degree committee chair
   Graduate Faculty Classification
   R.1, R.2, R.3A, R.3, R.5A, R.5, S.1

Service on Non-Thesis Master’s Degree Committees

1. Qualifications to be a member of a non-thesis master’s degree committee
   Graduate Faculty Classification
2. Qualifications to be a non-thesis master’s degree committee co-chair
   Graduate Faculty Classification
3. Qualifications to be a non-thesis master’s degree committee chair
   Graduate Faculty Classification
   R.1, R.2, R.3A, R.3, R.4, R.5A, R.5, R.6, S.1
***Guidelines for Former Purdue Graduate Faculty to Serve as Chair of Graduate Degree Committees***

With the approval of the academic college/school dean, a department head may request approval for a formerly tenured or tenure-track member of the Graduate Faculty at Purdue University to continue to serve as chair of graduate student committees. Approval may be granted for a maximum of two sessions, beginning with the faculty member’s date of departure. Requests should be addressed to the Dean of the Graduate School and must include a clear, concise, and meaningful justification.
APPENDIX P

Process to Add a Thesis Option to a Currently Approved Nonthesis-Option Master’s Degree Program

A. SUBMISSION AND APPROVAL PROCESS

1. proposal submitted to the dean of the Graduate School from the head of the academic unit and endorsed by the academic dean
2. administrative review by the Graduate School (A revised proposal may be requested.)
3. proposal forwarded to the appropriate Graduate Council area committee for review and recommendation to the council
4. Graduate Council makes recommendation on approval to the dean of the Graduate School
5. dean of the Graduate School provides final approval

B. GENERAL PROPOSAL FORMAT

1. Cover Page (sample below)
2. Proposal, excluding resumés, normally not to exceed 10 pages in length must include the following:
   a. rationale for offering the thesis option
   b. admission and degree requirements (Include a sample plan of study.)
   c. evidence for the sustainability of the thesis option (market analysis) and the expected outcomes of the thesis-option program
   d. graduate faculty participating in the program (Include a brief resumé of each faculty member.)
   e. description of required resources (Indicate additional resources, beyond current levels, required for program implementation, including additional personnel, space, and other fiscal needs.)
Adding a Thesis Option to a Currently Approved Nonthesis-Option Master’s Degree Program

Sample Signature Page

Title of Degree to be Conferred:

Proposed Date of Initiation of the Thesis-Option Program:

Name of Academic Unit Offering the Degree (Major):

Campus:

____________________________________________       ______________
Signature of Department Head       Date
Name of Department

_____________________________________________    ______________
Signature of Academic Dean
Name of College/School       Date

Approval Recommended by the Graduate Council    _______________
Date

Final Approval :

_____________________________________________   _____________
Dean of the Graduate School                       Date
APPENDIX Q
(From the Policies and Procedures for Administering Graduate Student Programs manual)

The Graduate School

GUIDELINES FOR PROPOSING A NON-THESIS MASTER’S PROGRAM

(for departments that have approval to offer a thesis option and want to add a non-thesis option)

The following information should be submitted to the Graduate School.
Attention: Graduate Programs Office, YONG 160.

1. Program Description
   • Describe the proposed program and state its objectives
   • Describe admission requirements, anticipated student clientele, and student financial support (if any)
   • Describe the proposed curriculum (include course numbers, titles, and credits)
   • Provide an “example” plan of study
   • List program faculty

2. Program rationale and sustainability

3. Student demand (enrollment projections)

4. Demand for students receiving this degree

5. Learning outcomes

6. Signature Page with approval from the head and dean

PROPOSING A NON-THESIS MASTER’S PROGRAM
Sample Signature Page

Title of Degree to be Conferred:

Proposed Date of Initiation of the New-Option Program:

Name of Academic Unit Offering the Degree:

Campus:

____________________________________________       ______________
Signature of Department Head       Date

Name of Department

_____________________________________________    ______________
Signature of Academic Dean
Name of College/School       Date

Approval Recommended by the Graduate Council (if required)         _______________
Date

Final Approval:

_____________________________________________   _______________
Dean of the Graduate School       Date
APPENDIX R

The Graduate School

GUIDELINES FOR
ADDING AN ADDITIONAL CURRICULUM OPTION
TO AN APPROVED MASTER’S DEGREE PROGRAM

A proposal to add an additional curriculum option to a currently approved master’s degree program should be addressed to the dean of the Graduate School. The proposal should contain detailed information which addresses the rationale for offering the new option, the admission and degree requirements, the sustainability and expected outcomes of the new option program, a list of participating graduate faculty (include brief resumes), and a description of required resources (indicate additional resources beyond current levels required for program implementation, including personnel, space, and other fiscal needs). Normally, excluding resumes, the proposal should not exceed ten pages in length.

Proposals may be reviewed by the appropriate Area Committee and the Graduate Council depending on the credit requirements, etc…. Recommendations regarding approval will be made to the dean of the Graduate School who makes the final decision.

GENERAL PROPOSAL FORMAT

TITLE PAGE:
1. Name of the existing degree program
2. Title of the degree to be conferred
3. Existing major (department, and college/school involved)
4. Campus/Location (where program will be offered)
5. Mode of Delivery (campus based, distance/online, etc…)
6. Proposed date of initiation of the additional curriculum option

BODY OF PROPOSAL:
7. Heading: Existing major (department, and college/school involved)
8. Rationale for offering the new option
9. Admission and degree requirements (Include a sample plan of study, including terms, and number and title of courses)
10. Sustainability and expected outcomes of the new option program
11. Graduate faculty participating in the program (Include a brief resume of each faculty member.)
12. Description of required resources (Indicate additional resources, beyond current levels, required for program implementation, including additional personnel, space, and other fiscal need.)

COMPLETED SIGNATURE PAGE:
13. See attached example
Adding a New Curriculum Option to a Currently Approved Master of Science Degree Program

Sample Signature Page

Title of Degree to be Conferred:

Proposed Date of Initiation of the New-Option Program:

Name of Academic Unit Offering the Degree:

Campus:

____________________________________________       ______________
Signature of Department Head       Date
Name of Department

_____________________________________________    ______________
Signature of Academic Dean
Name of College/School       Date

Approval Recommended by the Graduate Council (if required)         _______________
Date

Final Approval :

_____________________________________________   _______________
Dean of the Graduate School                       Date
APPENDIX S

REQUEST FOR APPROVAL
FOR GRADUATE FACULTY TO PURSUE A GRADUATE DEGREE

Policy:

The *Policies and Procedures for Administering Graduate Student Programs* manual states:

Section I under Graduate Faculty: “A tenure-track faculty member who has received approval of the dean of the Graduate School and the provost (via a request to the dean of the Graduate School) to pursue a graduate degree (see Appendix S) while remaining in faculty status will be changed to an appropriate “Special Graduate Faculty Appointment” while pursuing the degree.”

Section III under Admissions: “Purdue employees who hold a Graduate Faculty appointment on a Purdue campus may take graduate courses, but may work for advanced degrees at Purdue only under certain conditions and with prior approval of the dean of the Graduate School.” [The provost’s approval, upon a recommendation from the dean, is also required.]

A memorandum addressed to the dean of the Graduate School, accompanied, with the following material, should be submitted electronically to the Graduate Programs Office, gradencl@purdue.edu:

(a) Curriculum vitae

(b) Academic Interests:
   • research interests
   • the purpose for study for the Ph.D. degree
   • the benefit to the Department/School with explanation of how the degree will enhance work performance.

(c) Possible Conflict of Interest:
   • Description of how he/she plans to remove him/herself from possible conflicts of interest. Please note that in addition to not being included on home department faculty committees and enrolling in home department graduate courses, he/she will not be permitted to serve as the major professor on graduate student committees. Any restrictions in serving on departmental or college committees pertaining to graduate student admission or dismissal, awarding of assistantships or fellowships, and graduate program policy, including academic programs, should be described.

(d) Supporting Documentation:
   • Supporting documentation from the primary committee, department head, and dean in the college. [Documentation from primary committee required only if tenure-track faculty member]
   • Detailed description for plans to complete degree
APPENDIX T
Proposal to Modify the Graduate School Course Approval Policy

Graduate Council Document 13-11a
Approved by the Graduate Council on 11/21/13

Preamble: The Executive Committee of the Graduate Council met Friday, April 12, 2013 to consider a modification to the practice of requiring all new course proposals to be reviewed for redundancy. The Executive Committee determined that certain changes were warranted and endorsed the recommendation to create a new system of classifying courses into campus courses and system courses. Based on further discussions with faculty and regional campuses representatives, clarifications of the policy were requested. The clarified policy is listed below, and the revised Required Signatures Chart is attached for consideration with this policy.

Background: The Graduate School has had a longstanding practice of requiring all new course proposals be reviewed for redundancy with other courses offered throughout the Purdue system. If a course is substantially similar to another course offered within the system, the proposer is directed to adopt that course rather than proposing a new one. The rationale behind this practice is to have uniformity among courses offered on all the campuses so that students could transfer course credit across campus boundaries.

The negatives associated with this practice have become increasing evident recently as the number of course adoptions has increased. Most problematic is that once a course created by a professor on campus A is adopted by campus B, the professor who created the course must obtain approval from campus B in order to modify the course. We’ve had the situation where upon a request for course change, campus B has declined to grant approval.

Observations: This longstanding practice of requiring course adoptions does not serve the Purdue System well. First, the change approval process stifles the ability of the original course instructor to keep his/her course up to date and hinders campus programs from maintaining a dynamic curriculum. Second, while originally envisioned that students would transfer credit from one campus to another, in reality this does not happen. Maintaining a burdensome course adoption policy to accommodate inter-system transfers that are not occurring is counterproductive. Third, should a student wish to transfer a course across campuses within the Purdue system, there already is and always has been a system in place to accommodate transfers. Every campus program has a process to receive, review, and accept transfer credits from other colleges and universities. Finally, it should also be noted that the Graduate School and University system-wide planning activities are in the process of establishing inter-campus communication and coordination of departments in the same discipline, the goal of which is explore course sharing that will by agreement benefit programs on all campuses and will be used substantially by our students. These system-wide planning activities underway should realize the efficiencies that inspired the current policy in a way that is embraced by all constituencies.

Recommendations:

1. Rescind the “area committee” practice of requiring course proposers to adopt a currently existing course if the proposed course is substantially similar in content.
   Campus based courses would be reviewed by the “area committees” for compliance with existing Graduate School standards on rigor, need for course, target audience, etc., but not for “overlap”.

2. From the effective date of this policy, proposers should submit a course as either 1) a campus-based course, which could be updated as appropriate by the course instructor; or 2) as a system-wide course, where one or more other campus departments agree to maintain content synchrony as updates are made to ensure that credits can be transferred seamlessly. If a department proposes to adopt a course from another campus, it should be with the approval of the department on the campus where the course currently resides.
The decision to propose a campus-based course is made by the proposing faculty and should be supported by the department. The decision to participate in a system course resides with the participating campus(s), and each campus’ program may choose not to participate or to participate in a system course.

Courses which are system courses would be transferable between or among the departments/programs signing the system-based course proposal. Campus based courses which are proposed for use by a student at another campus in the Purdue system would be reviewed for transferability in accordance with existing policy on transfer courses.

3. Continue to encourage that prior to submission, course proposers review all courses offered throughout the system for similarity. The rationale for this is that awareness of similar courses in the system is important for future planning and discovery of efficient course sharing opportunities.
APPENDIX T

Graduate School Form 25 (Revised 01/15)

PURDUE UNIVERSITY
GRADUATE SCHOOL

Request for a Concentration

Heads of graduate programs may request that one or more concentration(s) be established within their majors, to allow a specialized area of graduate study to be reflected on a student's final transcript. A minimum of (9) nine credit hours of graded, graduate level coursework, i.e., 50000 and 60000 level courses, is required for a concentration.

Graduate Program (Major) ___________________________________________ Major Code ________

Title of Concentration _________________________________________________________________________

Effective Session: ______ Fall _____ Spring _____ Summer ____________________________ Academic year: 201 ____ - 201 _____

Degrees to which this concentration applies: Mode of Delivery (i.e.: Campus Based/ Distance-Online):

Master of Science ____________________________

Master of Arts ____________________________

Doctor of Philosophy ____________________________

Other ____________________________

Campus(s) at which this concentration applies:

Calumet ____________________________

Fort Wayne ____________________________

Indianapolis ____________________________

North Central ____________________________

West Lafayette ____________________________

Justification: Please address the following topics (in order) when requesting a concentration: (Attach additional sheets as necessary.)

• Statement of the mission of the proposed concentration including, but not limited to, the need for the concentration, the target audience, the relationship to the major under which the concentration will be listed, and the relationship to other concentrations in the degree program
• Focus of the research or professional program
• Participating faculty, including name, academic rank, and departmental affiliation
• Currently enrolled or expected number of students
• Core courses and a description of how they fit into and support the degree program. List only the courses required for this concentration.
• Learning outcomes (e.g., unique knowledge or abilities, capacity to identify and conduct original research, ability to communicate to peer audiences, critical thinking and problem-solving skills, etc.).

Recommended by: ____________________________ Date ____________________________

Head of the Graduate Program

Approved by: ____________________________ Date ____________________________

Graduate School Dean (West Lafayette)

Concentration Code ____________________________

(To be assigned by the Office of the Registrar if this request is for a new concentration)

Academic Dean ____________________________ Date ____________________________

Additional Authorizing Signature (if applicable) ____________________________ Date ____________________________

Contact person (& e-mail address) for questions regarding form

Please submit this form to the Graduate School, PWL. An approved copy will be returned to the department and academic college/school at the campus recommending the request.