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Please note that “department” is used throughout this manual when referring to an academic unit, which may be a department, college/school, or interdisciplinary program. The term “session” refers equally to fall semester, spring semester, or the summer session.

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I. Administering Graduate Programs

A. Executive Authority

The dean of the Graduate School is the principal administrative officer of the Graduate School. The dean carries out all assignments made by the president and the provost with regard to the supervision of graduate programs and graduate students. In addition, the dean serves as chair of the Graduate Council and carries out all academic policies and procedures adopted by the Graduate Council.

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 postbaccalaureate study and degree programs, particularly those policies that involve admission to the Graduate School; standards of work; courses and programs of study; foreign language requirements; residence 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 the Graduate School bulletin and 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, and the administrative staff of the dean of the Graduate School, the Associate Vice President for Research, and the president of the Purdue Graduate Student Government (as ex officio nonvoting 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 six area committees, and each council member is assigned to one of these committees. 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.

C. Heads of Graduate Programs and Academic Deans

Usually the head of the graduate program is the head of a department at the West Lafayette campus. 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 fields of study at all campuses. 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.

For graduate programs at the West Lafayette campus, various levels of administrative and signature authority may be delegated by the head of the graduate program to certified graduate faculty. If signature authority is delegated to a faculty member other than the chair of the departmental graduate committee, the head of the graduate program should inform the dean of the Graduate School by memorandum. The memorandum should state who will be signing Graduate School documents and should include a sample of that individual’s signature. The faculty member must be certified at the level commensurate with the highest degree offered by the department (i.e., P level for Ph.D. degree and M level for master’s degree). Exceptions to this policy may be granted by the dean of the Graduate School.

For graduate programs at other campuses, the head of the graduate program (usually the head of the respective department at the West Lafayette campus) may delegate various authorities to the head of a department at another campus, with the approval of the dean of the Graduate School. Although various authorities may be delegated, final responsibility may not be delegated. The approval of courses offered at a non-West Lafayette campus and the approval of graduate faculty certifications may not be delegated.

Recommendations concerning a student or a student’s program 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 school, through the academic 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 committees 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. Each West Lafayette department that is responsible for an authorized graduate degree program offered at a non-West Lafayette campus is requested to name a member from that campus faculty to the West Lafayette departmental graduate committee. If the responsibility for an authorized graduate degree program resides with a non-West Lafayette campus, then that campus is requested to name a member from other campuses authorized to offer that degree.

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

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

9. They may administer or give general guidance concerning required comprehensive examinations.

10. The committee chair may advise other committees regarding availability of staff to serve on advisory and examining committees for students majoring in other subjects.

E. Graduate Faculty

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

Members of the Graduate Faculty are tenure-track or voting-status 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 faculty Graduate Council, grants graduate faculty status to Purdue faculty members.

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 at the West Lafayette campus are initiated electronically by the head of the faculty member’s program who forwards the nomination to the relevant academic dean 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 Calumet, Fort Wayne, Indianapolis, and North Central campuses 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 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.

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 request regular appointment of such an individual by submitting to the dean of the Graduate School with the nomination a copy of the offer letter to the individual, in which the conditions of the visiting appointment are specified.

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, to serve on graduate student committees, and to co-chair or chair graduate student committees. 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 special 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 remaining in faculty status and who has a regular appointment to the Graduate Faculty will be changed to a “special appointment” (see below) 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 appointment” (see below) to serve as a co-chair or as a member of a graduate student’s advisory committee.

2. Evaluation of Graduate Faculty Members

At five-year intervals, heads of graduate programs will be asked to evaluate the performance of graduate faculty in their programs and to recommend either continuance of graduate faculty status for another term of five years or a review of graduate faculty status by the program and the Graduate School. Heads of graduate programs may initiate reviews at any time.

If a review is called for, it will be conducted by the program head, in consultation with other program Graduate Faculty, and the dean of the Graduate School. Such reviews may result in a recommendation to continue graduate faculty status, or to participate in appropriate mentoring workshops or consultations with other Graduate Faculty, or to discontinue graduate faculty status. The review will include consideration of two criteria: continued productivity as a graduate faculty member; and, effectiveness as a graduate faculty mentor.

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.

Nominations for special appointment to the Graduate Faculty at the West Lafayette campus are initiated electronically by the head of a graduate program who forwards the nomination to the relevant academic dean 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 Calumet, Fort Wayne, Indianapolis, and North Central campuses 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.

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

1. Degree Programs

Specific approval is required for all degrees and degree options. The addition of a new degree program must follow the procedures established by the dean of the Graduate School and the provost. 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. New degrees and degree options require the approval of the Graduate Council, the Board of Trustees, and the Indiana Commission for Higher Education. (See Appendix C, New Graduate Degree Program Proposal Review/Approval Flowchart and Appendix D, General Preproposal Format for a New Graduate Degree Program.)

2. 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 should be submitted to the dean of the Graduate School.

3. Combined-Degree Programs

A combined-degree program 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 may use a maximum of nine credit hours of 500- and 600-level coursework taken to satisfy the baccalaureate degree on the master’s degree plan of study. The baccalaureate or professional degree must be awarded prior to awarding the master’s degree. (See Appendix H, Multiple Degree Program Proposal Review/Approval Flowchart, and Appendix I, General Proposal Format for Multiple 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.

4. Dual-Degree Programs

A 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 institution. Dual-degree programs formally approved by the participating academic units may use a maximum of nine credit hours of 500- and 600-level coursework taken to satisfy the postbaccalaureate degree on
the master’s degree plan of study. The Purdue master’s degree must be awarded prior to the awarding of the postbaccalaureate professional degree. (See Appendix H, Multiple Degree Program Proposal Review/Approval Flowchart, and Appendix I, General Proposal Format for Multiple 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.

5. Graduate-Level, Academic Credit Certificate Programs

All graduate certificate programs, regardless of length, must be approved by the Graduate School.

Postbaccalaureate certificates with 50% or more of their courses at the 500 level or higher must be approved by the Graduate School.

See Appendix E, Process for Approval of New Graduate-Level, Academic Credit Certificate Programs.

G. Fields of Study

Graduate education at Purdue is organized by fields of study, each of which coincides with either an academic department or an interdisciplinary program. Each field of study is designated by a code: from Aeronautics and Astronautics (E20) to Visual and Performing Arts (J41).

A field of study designation appears on all transcripts issued after the degree is posted, but it does not appear on the diploma.

H. Areas of Specialization

Heads of graduate programs may request that one or more area(s) of specialization be established within their fields of study, to allow a specialized area of graduate study to be reflected on a student's final transcript. Requests to add, revise, or delete an area of specialization should be made on G.S. Form 25, Areas of Specialization.

Once an area of specialization has been approved by the dean of the Graduate School, the head of a graduate program may request that an area of specialization annotation be added to a specific student's final transcript. Such requests normally are made on the plan of study; however, the addition of an area of specialization to a final transcript also may be requested at the time of the graduation audit. (See Section X-A-2.) The area of specialization appears on the final transcript issued after the degree is posted, but it does not appear on the diploma.
I. Graduate-level Courses

Dual-level courses (graduate or undergraduate) are numbered 500 through 599. The Graduate Council has joint jurisdiction with the appropriate college/school faculties for approving 500-level courses.

Graduate courses are numbered 600 through 699. Each 600-level course is proposed by the department directly to the Graduate Council. Numbers 690 through 697 are used for graduate individual study courses and seminars. Number 698 is used for master’s thesis research and number 699 is used for doctoral thesis research. The Graduate Council has final jurisdiction for the approval of all 600-level courses. These courses are developed by the appropriate department and are forwarded, with the approval of the dean of the college/school, to the Graduate Council for appropriate action.

It is a Graduate Council policy that a 500- or 600-level course cannot be scheduled to meet together with an undergraduate-level course without prior approval of the dean of the Graduate School.

1. 500-level Courses (dual-level)

The enrollment of undergraduates in 500-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 500-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.

2. 600-level Courses

Courses at the 600-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 600-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 load is no more than 16 hours with the inclusion of one 600-level course.
Graduate School approval is required if the requested 600-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. New Graduate-level Courses and Upgrading of Level of Courses

Proposals by faculty for new 500- and 600-level courses and proposals to upgrade the level of existing courses (e.g., 400 to 500 or 500 to 600) are made by submitting a *Request for Addition, Deletion, or Revision of a Course* (Registrar's Form 40), along with 10 copies of a supporting document (*Appendix B, Form for Supporting Document for a New Graduate Course*), to the Graduate School, via the head of the graduate program and the academic college/school dean. If the course request is submitted from a department/campus that has approval to offer a graduate degree program, the Form 40 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 40 and supporting document must 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. The proposed number for a new course is coordinated with the Office of the Registrar. (Only the original Form 40 should be submitted. Copies of the Form 40 will be made in the Graduate School after a Graduate Council document number has been assigned and typed on the form.)

The Form 40 is transmitted to the Office of the Registrar after approval of the new course by the Graduate Council. The Form 40 provides essential information, such as the title, class and credit hours, prerequisites required, and the course description. The description should provide a brief, crisp, and clear statement of what the course is about.

The supporting document required for each new course proposal should be limited to a maximum of four pages and should provide the following information:

a. **Justification for the Course:** Explain how the course relates to other courses offered in the department and in other departments on the campus, and how it fulfills a recognized need. Indicate whether it is intended primarily for students in the department or as a course to serve students from other departments.

b. **Level of the Course:** Justify the requested course level by indicating the anticipated enrollments of undergraduate and graduate students.
c. **Prerequisites:** It is expected that prerequisite courses normally will be listed to specify prior knowledge required for successful completion of the course. If no prerequisites are listed, the reasons for their absence must be explained.

d. **Course Instructor:** The identity of the faculty member(s) who will teach the course should be provided, if possible. Do not include *vitae.*

e. **Course Outline:** An outline of topics to be covered and an indication of the relative emphasis or time devoted to each topic is necessary. If laboratory or field experience is involved, the nature of this component should be explained.

f. **Reading List:** A 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.

4. **Revision or Deletion 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, Deletion, or Revision of a Course (Registrar's Form 40)* to the Graduate School, via the head of the graduate program and the academic college/school dean. The top of the Form 40 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 for a course being deleted cannot be used again for a new course for at least four years. Instructions for completing the *Registrar's Form 40* are provided on the Office of the Registrar’s Web site with the electronic form.

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 40 should be checked to “Add existing course.” The form should be completed the same as for a new course, including a supporting document. (See Section I-I-3 above). The campus requesting to
add an existing course will send a copy of the Registrar’s Form 40, 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 40, 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.

b. Changing 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 40. If all campuses are not in agreement with the requested change, the department/campus requesting the change will 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. Deleting a Course: Requests to delete a course are submitted directly to the Graduate School from the campus requesting the deletion.

Each year, the Graduate School, as authorized by the Graduate Council, distributes to departments lists of courses that have not been offered for five years. This annual review applies to all Purdue campuses. Departments are requested to either delete these courses or to provide justification for retaining them in the registrar's course repository.

J. Graduate Student Counseling

The counseling of graduate students relative to their programs and progress is the responsibility of the departments. Only in exceptional cases will the Graduate School staff counsel individual graduate students. (See Section I-C, D, and E and Section VII.)

A booklet, Graduate Education at Purdue University, was prepared by an ad hoc committee of the Graduate Council on Graduate Student/Faculty Rights and Responsibilities to help students know what to expect and to help advisors and departments provide an environment for success during their students’ graduate education. All graduate faculty and graduate students are encouraged to read these
guidelines and discuss with each other the expectations and responsibilities of
students and faculty. To do so will contribute to program quality, improve student
and faculty morale, limit student attrition, and shorten the time to degree. It also
will provide important background for the Graduate School staff to use in advising
faculty and students who solicit assistance in resolving problems.

See Appendix G, Guiding Standards for Advising and Mentoring Graduate
Students at Purdue University, prepared by a Graduate Council Task Force on
Ethics in Graduate Education and approved by the Graduate Council on 3/25/04.
II. Classification 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, or doctoral degrees. Degree-seeking graduate students are assigned subclassifications that serve as indicators of their objectives and progress from admission to degree.

1. Master’s Student (Class M)

Students admitted to a master’s program are initially given this classification, which they retain until a master’s plan of study has been approved by the Graduate School. Admission conditions must be satisfied before a plan of study can be approved.

2. Master’s Candidate (Class B)

Following approval of a master’s plan of study, students are reclassified as master’s candidates (Class B). The change in classification is effective for the academic session following the session in which the plan of study is approved. Students remain in this classification until graduation. Students must be registered as a master’s candidates for the session in which the master’s degree is to be awarded. (This classification may be bypassed by submitting a doctoral or educational specialist plan of study.)

3. Educational Specialist Student (Class S)

Students admitted to the educational specialist program are placed in this classification. A plan of study must be filed early in the program. Admission conditions must be satisfied before a plan of study can be approved. Once the special research project (EDCI/EDFA/EDPS 697) has begun, the student must be registered continuously until the project is completed. Students must be registered under this classification in the session in which the educational specialist degree is awarded. Admission conditions must be satisfied before a plan of study can be approved.

4. Doctoral Admittee (Class A)

Students admitted to a doctoral program are placed in this classification until their plans of study are approved. Admission conditions must be satisfied before a plan of study can be approved.
5. **Doctoral Student (Class C)**

Following approval of the plan of study, students are reclassified as doctoral students (Class C). Changes in classification are effective for the academic session following the session in which the plan of study is approved. Students remain in this classification until the preliminary examination is successfully completed. The Graduate School cannot approve the scheduling of a preliminary examination until the plan of study has been approved.

6. **Doctoral Candidate (Class D)**

After the preliminary examination has been successfully completed, doctoral students are officially admitted to doctoral candidacy and reclassified as doctoral candidates (Class D). The change in classification is effective for the academic session following the session in which the examination is completed. Students remain in this classification until graduation. At least two academic sessions devoted to research and writing must elapse between the preliminary and final examinations. Students must be registered as doctoral candidates during the session in which the doctoral degree is awarded.

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 are classified in one of four categories:

1. **Postbaccalaureate Classification (Class O)**

Holders of a baccalaureate degree, or its equivalent, who wish to undertake graduate (500- or 600-level) coursework without admission to a degree program must be admitted as postbaccalaureate students.

Postbaccalaureate admission is not provisional admission to a degree program. However, it is possible for those enrolled in this classification to be considered for admission to the Graduate School as degree-seeking graduate students for a subsequent session. Applications from postbaccalaureate students wishing 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 this classification, there is a limit to the number of credit hours earned in postbaccalaureate status that can appear on a plan of study, as stated in Section VII-B-1-a-(2).

2. **Teacher License Classification (Class L)**

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 classification does not ensure subsequent admission to a degree program. Teacher license students are subject to the same restrictions as are postbaccalaureate students if they are subsequently admitted for degree study. [See Section VII-B-1-a-(2).]

3. **International Special Classification (Class F)**

International students who hold a baccalaureate degree or its equivalent and who are financially sponsored by their government, employer, or higher education institution through a study abroad program may be admitted for study to meet objectives not appropriate for an advanced degree.

Limitations may be placed on the level, content, and length of such registration. The basis for recommending such admission should be the availability of facilities and staff to meet the needs of the student and the academic potential of the student to profit from the proposed study.

International special students will be counseled and their programs administered by the departments in the same manner as degree-seeking students.

If, on occasion, after at least a semester on campus, it appears to be desirable for the student to change status from international special to that of a degree-seeking student, a letter from the head of the graduate program to the dean of the Graduate School should accompany the application to a degree program. The letter should set forth the academic justification for the proposed change. Applications for admission to a degree program must be in agreement with the terms of sponsoring agents and the regulations set forth by the Office of International Students and Scholars, and they must include the same supporting materials required of other degree program applicants.

4. **Postdegree Classification (Class P)**

Postdegree classification is for students who have received an advanced degree from Purdue and continue to register for additional courses. Students remain in this classification until the Graduate School receives notification that they are working toward another degree or registrations are discontinued. (See Section III-B-7.)
5. **Certificate Program Classification (Class G)**

Holders of baccalaureate or advanced degrees who wish to complete pre-specified courses to attain a graduate-level, academic credit certificate in a specific area will be admitted through the certificate program classification. Students in this classification are subject to the same restrictions as are postbaccalaureate 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 is committed to maintaining a 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 goals of academic excellence, the University seeks to develop and nurture 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 prohibits discrimination against any member of the University community 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. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and Vietnam era veterans through its affirmative action program.

Inquiries about auxiliary aids and services for students with disabilities should be directed to the coordinator of adaptive programs in the Office of the Dean of Students.

Within the broad, University-wide framework authorized by the Graduate Council and the dean of the Graduate School, departments are responsible for the recruitment of students (with assistance available from the Graduate School), for the establishment of appropriate entry qualifications, and for the primary evaluation of applications.

A. Application Policies and Procedures

1. Inquiries

Information from inquiries about admission received by the Graduate School are entered into the Graduate School’s prospective student inquiry database, ApplyYourself, and are directed to the appropriate departments/interdisciplinary programs or to the electronic application available on the Graduate School’s home page. Departments are responsible for supplying prospective applicants with the proper information and forms.

* Departments/interdisciplinary programs will hereafter be referred to as departments in the remainder of this section.
2. Application Process

Applicants are to be directed to the electronic application.

a. Electronic Application

Applicants transmit this application electronically directly to the Graduate School.

b. Application Fee

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

All applicants (both degree-seeking and nondegree-seeking) must submit a $55 nonrefundable application fee. The application fee may be paid by credit card at the end of the application process. (If the Web application has already been submitted, the applicant may go to the “Check Status of Submitted Application” and click on the “Pay Via Credit Card” button.

If not paying by credit card, applicants are instructed to print an invoice connected to the electronic application to submit to the Graduate School with the payment of the application fee (in U.S. dollars by check or money order drawn on a U.S. bank and payable to Purdue University). Until a fee is satisfied, applicants are notified electronically on the first day of each month that the fee is required. After the application fee (check or money order) is received by the Graduate School, the department and the applicant are notified by e-mail. Departments may provide an account number to the Bursar’s Office to cover the application fee for a particular applicant.

(2) 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 may be different than the Purdue application fee for all other campuses.

c. Review Process

Blue mailing envelopes are provided to departments by the Graduate School to be used for mailing applications and admissions documents to and from the department and the Graduate School admissions staff. These envelopes are to be used only for admissions documents to help speed the application processing.
Graduate departments should receive transcripts, letters of recommendation, and statements of purpose directly from applicants. If a department receives an application fee, it should be sent immediately to the Graduate School.

If the applicant is recommended for admission, the application, the Application Transmittal Checklist (G.S. Form 26), official transcripts (see following section on transcripts), and proof of degree must be submitted to the Graduate School for final approval. The Graduate School issues a formal letter of admission following approval of the application.

The reverse side of the Application Transmittal Checklist must be completed for all international applicants. It is forwarded to the Office of International Students and Scholars for consideration of funding and preparation of the appropriate documentation for obtaining a visa. The deadlines set for the admission of international applicants indicate the amount of time necessary for individuals to receive a visa.

Departments are obligated to respond in a timely fashion to each application received. (See Section III-B-3.)

3. Transcripts

An official transcript must be submitted for every institution of higher education attended. A baccalaureate degree received or its equivalent must be recorded on the corresponding transcript or documented by other official evidence. If colleges or universities attended do not provide transcripts in English, then official, original language transcripts must be accompanied by certified English translations. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Transcripts and/or English translations should be mailed directly by a registrar to the department of application or be given to the applicant by the registrar in a sealed envelope for submission to the department to which the applicant is applying, along with the other supporting application materials.

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.

Transcripts may be returned, upon a student’s written request, following the termination of his or her graduate program.

4. Test of English as a Foreign Language (TOEFL) / International English Language System (IELTS) Score

International non-native speakers of English must achieve a TOEFL score of 550 or higher on the paper-based test, 213 or higher on the computer-based test, or 77 or higher on the Internet-based test, to be considered for admission to a degree program.
In addition, applicants who take the TOEFL iBT must achieve the following minimum test scores, in addition to the overall required score: reading, 19; listening, 14; speaking, 18, and writing, 18.

As an alternative to the TOEFL, the Graduate School accepts IELTS (Academic Module) scores of 6.5 or higher. (Non-native speakers of English who are U.S. citizens or who hold permanent visas are not required to submit TOEFL/IELTS scores.) The scores must be documented by an official report from Educational Testing Service or IELTS and must be no more than 24 months old at the time the application credentials are reviewed in the Graduate School.

The Graduate School will routinely waive the TOEFL/IELTS for applicants who have received a baccalaureate degree or graduate or professional degree, within the last 24 months, from a school where English is the primary language of instruction in a country where English is the native language. Official English-speaking countries, in addition to the U.S., include: Anguilla, Antigua and Barbuda, Australia, Bahamas, Bahrain, Bangladesh, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Cayman Islands, Dominica, Fiji, The Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Montserrat, Namibia, New Zealand, Nigeria, Northern Mariana Island, Pakistan, Papua New Guinea, Philippines, Republic of Ireland, Seychelles, Sierra Leone, Singapore, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, Swaziland, Tanzania, Trinidad and Tobago, Tonga, Turks and Caicos Islands, Uganda, United Kingdom, Zambia, and Zimbabwe.

5. Supplementary Information for International Students

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 nondegree-seeking) is required to complete an International Graduate Student Notification of Intent Form (ISS Form 3) 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 letters will be acceptable. All other sources of support must show original documents. Once the ISS Form 3 is received, 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.

6. 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 should contact an immigration counselor in the ISS office immediately upon arrival at Purdue to confirm his or 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.

7. **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 four categories is 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 nonaccredited 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.

d. The applicant thinks that previous academic records do not adequately reflect his or her ability.

Test applications are available from Educational Testing Service (ETS), the Graduate School, or the Office of the Dean of Students, and they should be submitted by the students to ETS before the examination. Educational Testing Service grades and norms each section of the GRE. An official report of scores is sent by ETS to the Graduate School, if requested by the applicant, and these are available in the Graduate School’s database.

8. **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 four categories is expected to take the GMAT:

a. The applicant’s department requests it.

b. The applicant holds a baccalaureate degree from a nonaccredited 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.

d. The applicant thinks that previous academic records do not adequately reflect his or her ability.

Educational Testing Service grades and norms each section of the GMAT.

9. **Graduate School Database on the Web**

The Graduate School maintains a database of information about graduate applicants and admitted students that is accessible on the Web by departmental graduate
committee chairs and departmental graduate office staff. This database may be used
to identify information about a specific applicant, or it may be employed to print lists
of applicants or admitted students. This database includes information on applicants
that is entered electronically from the application. Additionally, it includes GRE,
GMAT, and TOEFL scores available from Educational Testing Service.

To initially access this information, departmental graduate office staff must contact
the Graduate School.

B. 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 scholastic 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.

For international students entering from foreign countries:

“You should not apply for your visa 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 forwarded ISS Form 3, along with the
required proof of financial resources and any other required documents to the Office
of International Students and Scholars.”

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 ISS Form 3.

You must follow the directions on ISS Form 3 and send the form, together with
official financial documentation, to the Office of International Students and Scholars
(ISS). The Purdue Office of International Students and Scholars 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. The Purdue 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 forms.

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 Office of International Students and Scholars. 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 signature of the head of the graduate program or designee. Complete application materials for each student should be forwarded to the Graduate School 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**  June 15 if outside the U.S.
- **Spring Session**  Oct. 15 if outside the U.S.
- **Summer Session**  March 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.

Information about these deadlines is on the **Application Transmittal Checklist (G.S. Form 26)**. This form, which is used to ensure completeness of application materials before forwarding to the Graduate School, must be attached to each application for degree study. This form must be completed on both sides for all international students recommended for admission for either degree or nondegree study.
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 standards for admission 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 stated in the formal admission letter and are monitored by the Graduate School.

   ii. The Graduate School may place a condition on an applicant’s admission because the applicant has not earned the equivalent of a B (3.0/4.0 grade point average) at the undergraduate institution. The Graduate School also 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 because a supporting document, such as the final transcript for the baccalaureate degree earned immediately prior to graduate matriculation, must be provided upon arrival on campus.

Failure to fulfill the conditions placed upon a student’s admission will result in the student’s inability to register. Students, generally, have one semester to fulfill conditions. Departments may obtain a list of all students who have unfulfilled admission conditions from the Graduate School’s database on the Web. These lists are not disseminated to departments; 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 Graduate School.
b. Admission for Nondegree 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 nondegree-seeking students is the responsibility of the department that wishes to recommend admission. For a detailed description of nondegree-seeking graduate student status, see Section II-B.

(1) Teacher License and International Special Classification

Individuals applying for the teacher license or international special classification must submit an official transcript from the college or university where the baccalaureate degree was received. (See Section III-A-3.)

(2) Postbaccalaureate and Graduate Certificate Classification

Individuals who have earned the baccalaureate degree and wish to enroll in a graduate-level course on a nondegree basis must be admitted to Purdue University as a postbaccalaureate student. 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 “certificate program.” Evidence of a baccalaureate degree from a properly accredited institution of higher learning is required for admission to the postbaccalaureate and graduate certificate classification. (Official transcripts are required for some graduate certificate programs.)

Students who later decide to pursue a degree program at Purdue need to apply using the electronic application, this time as a degree-seeking student. 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 appropriate advising, including information on the limit of the amount of postbaccalaureate credits that can later be applied to a degree program. [See Section VII-B-1-a(2)].

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 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.

(ii) The graduate student’s plan of study should be approved by the Graduate School by the end of the first semester in which the student has dual enrollment.

(iii) For dual-degree 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 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. Postbaccalaureate status is appropriate for such admission.
e. Dual Degree Status

A student wishing to pursue two degrees in two different departments simultaneously must submit an application for admission to each department. Usually this 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).

2. Notice of Admission

When the Graduate School concurs with the department’s recommendation to admit a student, an admission letter from the dean of the Graduate School and an admission summary sheet are sent to the applicant and copied to the department. Since the final action and notification of such action comes from the dean of the Graduate School, care should be taken that no irrevocable departmental 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 diploma) 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 graduate program on a specific campus. Each successful applicant also is assigned a classification according to his or her graduate study objective. (See Section II.) Although each admission is for a specific academic session, eligibility to register (ETR) 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 from the Office of International Students and Scholars, is valid for only a single academic session. (See Section III-B-4-b.)

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

Although departments are expected to respond to each application received, neither applications nor copies of denial letters for applicants who are not recommended for admission by the department should be sent to the Graduate School.

Departments are expected to update the Graduate School database when an applicant declines the offer of admission.

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 $55.00 application fee. Updated or additional admission information may be required. Conditions may be placed on admission, as described in Section III-B-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 2004 to fall 2005). The department must submit this request, in writing, along with a copy of the applicant’s request for a change of date, to the Graduate School. 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, is valid only for the session specified on the document. For this reason, a change of date request is required by 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 Office of International Students and Scholars. 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 the request 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.)

Readmission is granted by the dean of the Graduate School. The dean of the Graduate School will notify students who have been readmitted, and a copy of the readmission letter will be sent to the department.
6. **Change from Nondegree Status to a Degree Program**

A student in nondegree 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**

To have more accurate data about the number of students studying in the various degree programs, the Graduate School needs to be kept informed about changes in the registration classification of students.

If a student’s degree objective changes before completion of the degree program in which he or she is enrolled (e.g., from a master’s degree to a Ph.D. degree) or from a Ph.D. degree to a master’s degree, the Graduate School should be notified without delay, so that students will remain in the appropriate classification. This can be done when the student files the plan of study for the current degree to be awarded. In addition, a student admitted to a Ph.D. degree program who receives a master’s degree while working on the Ph.D. degree, must indicate on the master’s plan of study that he or she will be continuing toward the Ph.D. degree to ensure remaining in the appropriate classification.

If a student is a candidate for a degree and plans to continue to register for courses that will apply to another degree, the department should indicate a change of degree objective on the audit/certification form. A student who continues to register after completing a degree will automatically be reclassified as a postdegree (Class P) student until the Graduate School has received notification that the student is working toward another degree. 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 II-B-4.)

8. **Change 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.

9. **Graduate Study by Faculty and Staff**

Persons who hold professorial or instructor rank 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.

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 generally is not permitted at Purdue, but exceptional circumstances may be considered by the Graduate Council.  
*(See Section VII-K-2.)*

11. **Admission to Study Through Special Programs**

Application and admission procedures may vary for students who are participants in special programs. The instructions attached to applications when the Graduate School forwards them to the department should be followed carefully. Questions about these programs should be directed to Admissions in the Graduate School. 

Examples of both domestic and international special programs include:

a. **Domestic Programs**

   - Committee on Institutional Cooperation (CIC) Minorities Predoctoral
   - Florida A&M University Feeder Program (FAMU)
   - Historically Black Institution Visitation Program (HBI)
   - Institute for Recruitment of Teachers (IRT)
   - National Consortium of Graduate Degrees for Minorities in Engineering and Sciences (GEM)
   - Project 1000: The Next 5,000
   - The Ronald E. McNair Postbaccalaureate Achievement Program

b. **International Programs**

   - Academy for Educational Development (AED)
   - America-Mideast Educational and Training Services, Inc. (AMIDEAST)
   - African Training for Leadership and Advanced Skills (ATLAS)
Institute of International Education (IIE)
International Research & Exchanges Board Russian Young Leadership Fellowship (IREX)
Latin American Scholarship Program of American Universities (LASPAU)
Midwest Universities Consortium for International Activities, Inc. (MUCIA)
Open Society Institute
IV. Graduate Student Appointments (Including Fellowships)

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

1. Policy

Regulations concerning the employment of graduate students are designed to allow students to obtain income and 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 for a particular discipline 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.)

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 President's Office Form 10, Payroll Change--Monthly Staff. Appointments may be for either an academic or a fiscal year or for a single session. Basic appointments must be on a 0.25, 0.50, 0.75, or 1.00 FTE basis. A combination of appointments is possible, and appointments beyond a .50 FTE may be made in any increment. (See Appendix A.)

Based on demonstrated excellence in teaching as a graduate teaching assistant, appointments also may be made 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 and be classified as a doctoral candidate (Class D). 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 699, 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 100 level.

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. The purpose of fellowships is to recognize outstanding graduate students and to support their education.

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 nine credit hours during the fall semester and during the spring semester and six credit hours during the summer session).

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 0.25 FTE 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 Manual for Administering Fellowships.

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 in the United States. 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.”

D. Change of Duty Station

On occasion, the University is involved in projects requiring staff, including graduate students holding assistantships or fellowships, to be stationed off campus (either in the U.S. or abroad) for extended periods of time. If a graduate student engaged in such a project is to be paid by or through Purdue University, a change of duty station request is required. (See Section V-E.)
V. Registration of Graduate Students

A. General Principles

All credit work 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. Nine (five during the summer session) credit hours is the full-time certification standard for graduate students; however, 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.

Immigration laws require that international graduate students maintain full-time enrollment throughout the academic year (nine credit hours if the student does not have a half-time assistantship and six credit hours if the student does have a half-time assistantship).

2. Part-time and Intermittent Study

Although it is not generally recommended, some students find it necessary to pursue graduate study on a part-time basis or to drop out 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, as specified in the admission letter. 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 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.

2. Registration for Graduate Staff Appointees

If a student holds a graduate staff appointment, a departmental administrator must certify such information on a Course Request (Registrar's Form 23).

3. Registration for Holders of Fellowships Providing Fee Support

If the graduate student appointment fee is 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).
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 semester (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 0.25 FTE, 0.50 FTE, 0.75 FTE, or 1.00 FTE basis. A combination of appointments is possible, and appointments beyond a 0.50 FTE may be made in any increment. All appointments require that services be performed at the FTE specified.

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. 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 semester or summer session when doing research utilizing faculty direction or consultation and/or requiring the use of 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 semester 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 (C.I.C.) 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 semesters or three quarters regardless of the number of courses taken. Credit earned by a C.I.C. 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.

A descriptive brochure and application forms are available from the Graduate School Fellowship Office, Room 160, Young Hall, or an application can be downloaded from the CIC Traveling Scholars Web site.

E. **Change of Duty Station**

Graduate students holding assistantships or fellowships who will be stationed off campus for extended periods of time and who will be paid by or through Purdue University during the off-campus assignment are required to have an approved change of duty station request on file prior to departure.

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 research 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 appointment and will terminate the individual's graduate student status without a degree. An application for readmission will be required if the individual subsequently wishes to resume graduate studies at Purdue.
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. Although various levels of authority may be delegated to the new duty station supervisor, the responsibility for ensuring academic integrity and for making academic evaluations remains with the major professor.

1. **Initiating a Request**

   The student submits a request, with the approval of the major professor, department head, and school dean, for a 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 *HRS Form 33F, Request for Sabbatical, Research, Outside Activity Leave or Change in Duty Station.*

   In addition to information specifically requested on *HRS Form 33F,* the following information also must be included on the form. (The space provided for the purpose of the request may be used for this information.)

   a. monthly salary or stipend rate;

   b. student's address at the new duty station; and

   c. name and title of the person at the new duty station who will supervise the graduate student's research.

   d. number of graduate-level course and/or research credits to be taken during the proposed absence from campus.

2. **Routing**

   Requests for change of duty station, bearing the signatures of the student, the major professor, the department head, and the school dean, should be sent to the dean of the Graduate School. If the request is approved by the dean of the Graduate School, the form will be forwarded to Human Resource Services and then to the president's office for final approval.
F. Research in Absentia

A doctoral student who has completed the preliminary examination and wishes to leave the University and to continue doctoral candidacy should request to register for research in absentia. (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 for research in absentia. 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 absentia registration is sought.

2. Restrictions

A student who holds a Purdue University graduate appointment, including a fellowship, 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 completed their coursework and 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

The registrar will automatically register the student for each spring and fall semester if fees were paid in the previous semester. The student must be registered for every regular semester (spring and fall, but not summer) until the degree has been granted, until the absentia privilege is rescinded, or until the student withdraws from the University. However, students registered in absentia (during fall and spring sessions) should register in absentia for summer sessions in which they are engaged in degree work or plan to graduate. Once a student stops registering in absentia, that student cannot 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 three credit hours of absentia registration. This will maintain the required continuous absentia registration and
will make the student eligible to register for “Examination Only” or “Degree Only” in a future session. If a student registers during the summer session, a Course Request (Registrar's Form 23) must be submitted.

b. Payment of Fees

The bursar automatically will send the student a bill. Late registration will be subject to the usual additional fee. It is the student's responsibility to keep the bursar informed of his or her current address. Nonpayment of absentia fees will terminate the student's registration and cancel the absentia privilege.

c. Research in Absentia Credit

Automatic absentia registration is always for three hours of research credit. However, permission may be granted by the dean of the Graduate School to register a student for up to 15 hours of absentia 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 15 credit hours of 699A or 699B, while those with fractional research commitments will be allowed proportional 699A or 699B registration. 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 on Request for Research in Absentia (G.S. Form 12) to undertake research 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 699A or 699B registration that are consistent with the initial request will require no further justification.

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 thesis 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. Absentia students will not automatically be placed on the preliminary candidate list. 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.)

c. Summer Graduation of Absentia Students

Since absentia registration is not automatic for the summer session, an absentia student who expects to hold a final examination or graduate in the summer must initiate registration through the department in the usual manner and check “Yes” in the candidate section on the Course Request (Registrar's Form 23). (See Section X-A-1.)

6. Modifying or Stopping the Absentia Registration

A student may stop an absentia registration and withdraw from graduate study by completing the Course Request (Registrar's Form 23) with a drop notation for 699A or 699B and a note in the comment section to stop the absentia registration. The Course 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 cannot register in absentia for a later session.

A student may convert an absentia registration to registration for regular research hours by completing the Course Request (Registrar's Form 23) with a notation to drop 699A or 699B and to add 699 credits.

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

   b. Students with outstanding incomplete grades for courses listed on the plan of study will not be permitted to graduate.

2. Privileged Registration

   a. Examination Only Registration

      A student who has completed the Graduate School’s residency requirement (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 research in the previous spring or fall semester. (The previous semester does not include the summer session unless a 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; graduate students who did not hold a summer appointment will be held to a minimum registration for the preceding spring semester.) 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 by the eighth week of the semester (fourth week of a summer session). Otherwise, the registration for the current session will be converted automatically to one hour of research. (Registration for candidates previously registered in absentia will be changed to three credit hours of absentia registration. 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 three credit hours of graduate-level course and/or research work.)

      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 residency requirement (30 hours for a master’s degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except 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 in the previous spring or fall semester. (The previous semester does not include the summer session unless a 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; graduate students who did not hold a summer appointment will be held to a minimum registration for the preceding spring semester.) If approved, this registration will remain valid only if a Thesis Receipt is received in the Graduate School by the eighth week of the semester (fourth week of a summer session). Otherwise, the registration for the current session will be converted automatically to one hour of research. (Registration for candidates previously registered in absentia will be changed to three credit hours of absentia registration. 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 three credit hours of graduate-level course and/or research work.)

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) should be sent to the Graduate School prior to registration.

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 University 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 "low" on the grade reports. The 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 500- and 600-level courses taken while enrolled as a graduate student, except FR, GER, RUSS, or SPAN 601, 603, or 605 (Section VI-D-4), plus grades received in undergraduate-level courses taken while in the graduate program once they are approved as part of the graduate plan of study. Upon the request of the major professor, those grades will be added into the graduation index once they are listed on the approved 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. Consent of the major professor is required. (Grades earned prior to the 1995 summer session will remain in the graduation index.). 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.

In fulfilling degree requirements, a maximum of 18 credit hours will be allowed from any one semester (9 credit hours for the summer session). If a student completes all the academic requirements but has insufficient Purdue University credits, a letter of explanation may be forwarded to the dean of the Graduate School, justifying the deficiency. If justification is sufficient, the dean of the Graduate School may waive part of the registration requirement.

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 300- or 400-level courses) that appear on the plan of study and research credit hours 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.

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.

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.
In departments that do not have "blanket" approval to administer Ph.D. degree programs, the following rule applies:

The total elapsed time of a completed Ph.D. degree program at Purdue University, from admission to the completion of the final examination, shall be no more than eight calendar years. Extensions of this limitation may be granted by the dean of the Graduate School and/or the Graduate Council, upon recommendation and justification by the academic department, but may require reapproval of plans of study and/or retaking of preliminary examinations.

A report is presented annually to the Graduate Council concerning the progress of doctoral students in departments that do not have "blanket" approval to administer Ph.D. degree programs. (See Section VII-B-2.)

D. Foreign Language Requirements

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

If a department has a foreign language requirement, the department may stipulate its own method to be used by a student whose native language does not satisfy the department's foreign language requirement. Suggested methods include:

1. By satisfying the foreign language requirement at another graduate school and transferring the record to Purdue.

2. By passing the fourth semester of Purdue's undergraduate course sequence in an acceptable language with at least a grade of C in the last course, or with an equivalent of this requirement transferred from another institution.

3. By examination.

The student's department will notify the Department of Foreign Languages and Literatures of the skill it requires (reading, conversation, etc.) and will submit examination material to be approved by the foreign language examiner. The Department of Foreign Languages and Literatures will then prepare, proctor, and grade an appropriate examination and transmit the results to the student's department. A student may not take this examination if currently enrolled in one of the corresponding foreign language courses listed under method four. This examination may be repeated only twice.
If a language requirement is to be met by examination (regardless of language), the examination and examiner must be approved by the Department of Foreign Languages and Literatures, and the report to the student’s department must be made by the Department of Foreign Languages and Literatures.

4. By graduate coursework.

This option currently is available in French, German, Latin, Russian, and Spanish. It consists of passing the appropriate 603 or 605 course with a grade acceptable to the student's department.

Admission to either of these courses requires either a grade of at least C in the 601 course in the same language or the permission of the Department of Foreign Languages and Literatures. Grades in these courses will not be counted in the student's grade index.

E. Written English Proficiency Requirements

While the Graduate School does not have a uniform requirement for the demonstration of acceptable proficiency in written English, many departments or schools have established requirements in this area that graduate students must fulfill.

The Graduate School recommends that departments require a Test of Written English (TWE) score, in addition to the required TOEFL score, of all graduate applicants who are non-native speakers of English. This score can be used in making admission decisions and in determining whether to enroll an individual in ENGL 002 (Written Communication for ESL Graduate Students). The coordinator of this course, in consultation with departments and faculty, decides whether an individual is likely to benefit from taking ENGL 002 and should be advised to enroll in it.
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 (except in unusual cases) counsel individual graduate students relative to their programs and progress. In all matters concerning a student or the student's 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, and must be approved by the head of the graduate program, the school dean (if requested by the school), and the dean of the Graduate School. 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.
3. Changes in the Advisory Committee

Requests for changes in the advisory committee are made on the Request for Change to the Plan of Study (G.S. Form 13) or electronically, if the initial request was submitted electronically. 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. 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 school dean (if requested by the school). It is important to notify the Graduate School immediately of any change in the major professor to ensure that appropriate signatures are on forms.

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 nonthesis 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 school dean (if requested by the school), 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 (698, 699, 699A, or 699B) are not to appear on the plan of study. The number of credit hours of research registration are controlled by departmental requirements and/or by residence requirements, registration limits, and thesis requirements, which are well-defined in this manual.

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 100- nor 200-level courses may appear on a plan of study. Otherwise, requirements for the numerical level (300 through 600) of courses are determined by each department or administrative unit subject to the restriction that not more than a total of six 300- or 400-level course credit hours may appear on a plan of study. (See Section VI-B.)

(2) **Courses Taken in Postbaccalaureate, Postdegree, 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 in postbaccalaureate, postdegree, 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 postbaccalaureate, postdegree, 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 postbaccalaureate, postdegree, 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**

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 the baccalaureate degree, but will be accepted only if: (1) the student had senior standing when taking the course, (2) the student received a grade of B or better, (3) the course was designated as a graduate course, and (4) the course was taken at the graduate
level. (With regard to item 4, a course taken at Purdue must be certified by
the instructor as having been taken at the graduate level; the undergraduate
student should, therefore, be advised to notify the instructor at the beginning
of the course of intent to use the course for graduate credit, using Registrar's
Form 350, Academic Record Change.) The sum of credits earned as
undergraduate excess and the credits earned in postbaccalaureate, 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.

(4) 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 credit hours are required on a plan of study for a nonthesis
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.

Coursework used to satisfy the requirements of one master's degree may not be
used on the plan of study for another master's degree.

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

Coursework from one (and only one) master's degree may be used on the plan of
study for a doctoral degree.

2. Filing the Plan of Study

A plan of study should be filed 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. It must be filed with the Graduate School prior to the first day of the
academic session of graduation, and students not meeting this deadline may be asked to
register for “Degree Only” for the following session to receive the degree.
(Departments may set earlier deadlines.)
A plan of study for the Ph.D. degree must be filed with the Graduate School prior to the submission of a request for the appointment of a preliminary examination committee.

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).]

A plan of study for a doctoral student in a department that does not have “blanket” approval to administer Ph.D. degree programs must be submitted to the Graduate School no later than eight weeks after the beginning of the second semester of study toward a Ph.D. degree at Purdue. The plan of study will be referred to the appropriate area committee of the Graduate Council for approval or referral to the Council. No such student may be continued into a third semester of graduate study toward the Ph.D. degree unless a plan of study has been approved. In special cases, where such early submission is not practical, the Graduate Council may make exceptions to this deadline at the request of the department and the Council's area committee. (See Section VI-C.)

3. Course Changes in the Plan of Study

Course changes in the plan of study may be requested on the Request for Change to the Plan of Study (G.S. Form 13). Changes in electronic plans of study must be submitted electronically via SSINFO. 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 school dean (if requested by the school).

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 grades permitted, grades of A or B in certain courses, and/or minimum GPA for courses on the plan of study. For courses at the 300 or 400 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) 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. Except in cases of clerical or mechanical error, grade option changes will not be approved by the Graduate School. It is expected that clerical or mechanical 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 which 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 personal 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) paper requirement; 2) font size and quality; 3) spacing; 4) margins; 5) page numbering; 6) title page; and 7) abstract. The University format requirements are examined by the staff in the Thesis/Dissertation Office, Room 170, Young Hall, at the time the thesis is deposited.

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 filed for reference in the Thesis/Dissertation Office.

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

A copy of the thesis and an appropriate number of duplicate copies 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.

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

Degree candidates must deliver their Thesis Receipt (G.S. Form 16) from the Thesis/Dissertation Office, acknowledging deposition of their thesis, to the Graduate School Student Records Office (Room 170, Young Hall) no later than the close of business (5 p.m.) 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. A Request for Appointment of Examining Committee (G.S. Form 8), signed by the major professor and the head of the graduate program, must be received by the Graduate School at least two weeks prior to the proposed examination date in order 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.

1. 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.

2. Nonthesis Option Master's Degree

If the student's department requires a final examination for a nonthesis 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.
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 examination, the student must have filed a plan of study, satisfactorily completed most of the formal study, and satisfied any foreign language requirements. Satisfactory completion of any foreign language requirement is monitored and determined by the department. The examination should be scheduled as soon as possible and must be completed at least two sessions (including summer session) before the date of the doctoral final examination.

The preliminary examining committee must consist of a minimum of three members of the graduate faculty who need not be faculty members with whom the student has taken coursework. 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 devoted to research and writing must elapse between the preliminary and final doctoral examinations.

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 the capabilities for which the Ph.D. degree is to be awarded.

The committee will consist of a minimum of four members of the graduate faculty.

Final doctoral examinations will be announced so that interested members of the Purdue faculty and student body may attend.
Final examinations must be held before the last week of classes. When the Request for Appointment of Examining Committee (G.S. Form 8) is approved by the Graduate School, an approved copy of the form will be sent to the departmental graduate office with the following additional materials for the candidate: a) Report of the Final Examination (G.S. Form 11); b) Thesis Acceptance (G.S. Form 9); c) exit questionnaire; d) a Doctoral Dissertation Agreement Form with ProQuest Information and Learning and an Addendum (G.S. Form 14) to that form; and e) a survey form on Earned Doctorates Awarded in the United States.

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.

1. 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.

2. Nonthesis 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. (See Section VII-F-2.)

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 committee chair should present the examination committee with an appropriate examination report form. This report should be completed and presented without delay to the head of the graduate program for recording and prompt transfer 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) provided to the student when the Request for Appointment of Examining Committee is approved.

The members of the committee might wish to examine the deposit copy prior to signing the Thesis Acceptance. Once a committee member has signed the Thesis Acceptance, the document is approved by that individual. No changes may be made to the thesis or dissertation after it has been deposited in the Thesis/Dissertation Office. 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.

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), and each member is encouraged to make a recommendation regarding study toward the Ph.D. degree. 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. 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 request (G.S. Form 8) must be submitted.

2. Alternative Graduation Certification for Nonthesis Master's Degrees

A department may elect not to submit final examination reports for its students who are candidates for nonthesis master's degrees. A department making this election must submit alternative graduation criteria (e.g., minimum graduation cumulative GPA) to the dean of the Graduate School. These alternative criteria will apply to all nonthesis master's students from that department. Satisfaction of these criteria will be monitored jointly by the department and the Graduate School as part of the graduation audit/certification process.

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 of the examining committee is favorable, the student will be formally reclassified as a candidate for the degree of Doctor of Philosophy.

If the report is unfavorable, the examining committee may recommend that the student be permitted to request a second examination by submitting a new request (*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 Graduate Council.


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 new request (*G.S. Form 8*) must be submitted.

G. **Depositing the Completed Thesis**

Theses are examined in the Thesis/Dissertation Office (Room 170, Young Hall). Appointments may be made by contacting the Graduate School. Due to the large number of theses deposited during the last week of classes, it is strongly recommended that candidates deposit their theses early to avoid long waits and the possibility of not meeting the deposit deadline and not being able to graduate.
Following a successful final examination, the complete and corrected deposit copy of the thesis, including the completed Thesis Acceptance (G.S. Form 9), must be delivered to the Thesis/Dissertation Office on or before the last day of classes of the session in which the student is to graduate. Doctoral candidates also must provide one unbound copy of the thesis to be sent to ProQuest Information and Learning for microfilming, and one extra copy, unbound, of the title page and abstract. Particular attention should be given to the length of the abstract. The Thesis/Dissertation Office will accept abstracts only if they meet ProQuest Information and Learning requirements, as stated in *A Manual for the Preparation of Graduate Theses* (i.e., 350 words or less).

Degree candidates must deliver their Thesis Receipt (G.S. Form 16) from the Thesis/Dissertation Office, acknowledging deposition of their thesis, to the Graduate School Student Records Office no later than the close of business (5 p.m.) on the last day of classes of the session in which their degree is to be awarded.

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

**H. Thesis Microfilming Fee**

To satisfy the requirement that all doctoral theses be published, Purdue University has made arrangements for all theses to be published by ProQuest Information and Learning, Ann Arbor, Michigan. In a mailing from the registrar, candidates are notified of the doctoral thesis microfilming fee that must be paid to the bursar. Candidates will receive no direct billing or reminder from the bursar relative to the payment of this fee. (See Section X-D.)

**I. Survey of Earned Doctorates and Graduate School Exit Questionnaires**

Although completing this survey is optional, departments should strongly encourage doctoral candidates to complete the Survey of Earned Doctorates, conducted by the National Opinion Research Center of the University of Chicago. This questionnaire is supplied to the candidate by the Graduate School upon approval of the Request of the Final Examination. Responses provide data that are important for statistical studies by federal agencies that conduct studies of national trends in doctoral education and of manpower supply and demand. Such studies may influence the funding of research and doctoral fellowships. The questionnaire should be submitted to the Graduate School either before or with the Thesis Receipt (G.S. Form 16).
In addition, the Graduate School administers an exit questionnaire that is provided to both master’s and doctoral candidates at the time the final examination is scheduled. Students should be assured that their answers are maintained confidentially in the Graduate School. The trend data, however, is distributed to departments and is useful in strengthening our graduate programs.

**J. Certifying and Depositing Confidential Theses**

If the 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)* may be completed and submitted to the dean of the Graduate School. The request must be signed by the student, the major professor, and the head of the graduate program.

Candidates must deliver the approved *G.S. Form 15* and the appropriate number of thesis copies, as indicated in their respective final deposit checklist to the Thesis/Dissertation Office, Room 170, Young Hall. Master’s candidates must deliver their bound deposit copy, as well as the copy for the head of the graduate program. Doctoral candidates must deliver a bound deposit copy, the copy for the head of the graduate program, and the unbound copy for microfilming.

As for any thesis, degree candidates must deliver their Thesis Receipt (*G.S. Form 16*) from the Thesis/Dissertation Office, acknowledging deposition of their thesis, to the Graduate School Student Records Office no later than the close of business (5 p.m.) on the last day of classes of the session in which their degree is to be awarded.

The initial period of confidentiality normally is granted for one year. An extension for a period of six months may be requested but requires the approval of the Graduate Council. 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.

The Thesis/Dissertation Office will retain both the deposit copy of the thesis and the copy for the head of the graduate program and will not permit access to these copies during the period of confidentiality 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 removed automatically from such status unless a request for extension is approved by the Graduate Council. Earlier removal from confidentiality may be authorized in the same manner as access during confidentiality.
When the period of confidentiality has elapsed or is terminated, the deposit copy will be removed from the confidential files, entered in the Purdue Libraries THOR (The Online Resource) Catalog, and permanently placed in the Purdue Libraries Underground Storage Unit. The copy for the head of the graduate program will be forwarded to the department, and the unbound copy, if applicable, will be transmitted to Proquest Information and Learning for microfilming.

K. Multiple Degrees

1. Master's Degrees

A student may earn more than one master's degree. The student must meet the requirements for each master's degree program, and there can be no overlap in coursework from one plan of study to another. Coursework from only one master's degree may be used to partially satisfy Ph.D. degree requirements.

2. Ph.D. Degrees

Although the Graduate School usually does not admit 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. A request recommending doctoral admission for an individual who holds a Ph.D. degree should be made to the dean of the Graduate School, who will seek the approval of the Graduate Council. (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 Division of Research and Scholarly Activities. *(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 *Executive Memorandum No. B-10, Statement of University Policy, Principles, and Administrative Procedures Relating to the Ownership of Patents, Copyrights, and Other Rights in Inventions and in Written and Recorded Materials.*

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.
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 by the Purdue University Animal Care and Use Committee (PACUC) prior to beginning the project. PACUC assures that animal housing, environments, and husbandry practices are consistent with federal policies.

The University Laboratory Animal Program (LAP), provides veterinary care and training in the humane care of laboratory animals. In addition, LAP staff provide assistance in research design as well as in research techniques involving laboratory animals. For veterinary assistance contact LAP at lap@purdue.edu.

Further information on review procedures and application forms are available online at http://www.purdue.edu/Research/ORA/animals or from the PACUC office at pacuc@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 by the Purdue University Committee on the Use of Human Research Subjects – known also as the Institutional Review Board (IRB). The purpose of this review is to allow the committee to evaluate the risk to benefit ratio of the research in order to protect the safety, welfare, and rights of human research subjects. This review and approval must be done before any research subjects are recruited.

Further information on review procedures and application forms are available online at http://www.irb.purdue.edu/ or via the IRB office at irb@purdue.edu.

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. The committee is available to advise on the use of recombinant DNA, certain bacteria, fungi, viruses, rickettsiae, chlamydia, parasites, allergens, cultured human or animal cells and the potentially infectious agents these cells may contain, infected clinical specimens, tissue from experimental animals, plant viruses, bacteria, fungi, and toxins. All research at Purdue University involving recombinant DNA, biohazardous agents; unfixed human fluids, human tissues or human cell lines must be reviewed and approved by the Institutional Biohazard Committee prior to their use.
Further information on review procedures and application forms are available online at http://www.purdue.edu/Research/vpr/compliance/rdna/index.html or via the IBC office at ibc@purdue.edu.

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.

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, except lasers. University policy (Executive Memorandum No. B-14, Duties and Responsibilities of the University Radiological Control Committee) and governmental regulations require that approval be obtained from the Radiation Safety Committee, through the Department of Radiological and Environmental Management, prior to the use of radioactive materials.

The University Laser Safety Committee is responsible for ensuring the safe use of class 3b and 4 lasers and is available to provide advice on the safe design of facilities and procedures for use of lasers. University policy requires that approval be obtained from the Laser Safety Committee, through the department of Radiological and Environmental Management, prior to the use of class 3b and 4 lasers.

Further information is available online at http://www.adpc.purdue.edu/PhysFac/rem or via the REM Director & Radiation Safety Officer at jfschweitzer@purdue.edu.
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 publication, *Graduate Education at Purdue University*, prepared by an ad hoc committee of the Graduate Council, should be provided by the department to all degree-seeking graduate students. This document of "best practices" for graduate study at Purdue University is designed to help students know what to expect and to help advisors and departments provide an environment for success during their students' graduate education. (Copies of the revised publication will be available from the Graduate School for distribution in the fall of 2004.)

A. Student Conduct and Rights of Appeal

Graduate students, like all official members of the University community, are subject to the regulations outlined in the publication, *University Regulations*, a handbook that is issued annually by the Office of the Dean of Students. Special attention is called to Part 5 of *University Regulations* regarding student conduct. This part of the handbook 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 of related protections afforded by Graduate Council policies are given below.

1. Appeals of Disciplinary Decisions Involving Student Misconduct

Graduate students who feel that their rights have been violated in a disciplinary or an administrative proceeding, as described in Part 5, Section III-C of *University Regulations* may seek redress through the Campus Appeals Board, according to procedures specified in Part 5, Section III-D of *University Regulations*.

2. Appeals Concerning Academic Standards

Graduate students who wish to appeal decisions concerning matters of academic standards may seek redress according to procedures specified in Part 5, Section III-E, of *University Regulations* and to other procedures detailed below that have been established in accordance with the authority thereby delegated to the Graduate Council (Part 5, Section III-E-2-e, of *University Regulations*).

a. Course Grades

Graduate students who wish to appeal grades received in regular coursework may do so only through the grade appeals system, as described in Part 5, Section III-E of *University Regulations*. 
b. Departmental Graduate Examination Committee Decisions

Decisions by departmental graduate examination committees whose appointment does not require approval by the dean of the Graduate School (including various departmental examining committees such as those for qualifying 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 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. Unless the student appeals further to the department head, the appeal committee's decision shall be final. In the event a student chooses to appeal to the department head, such appeal must be in writing and must be delivered to the department head within 10 days of the issuance of the appeal committee's determination. 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 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 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.
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.

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 (Part 5, Section II-B-2-a of University Regulations). 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 Executive Memorandum No. C-22, Policy on Integrity in Research.

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 permanent academic file (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 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 file 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 file. It is the Graduate School's policy to provide to students one copy only of documents requested from their official University files. Such a request must be made in writing by the student, giving the Graduate School three working days notice before a document is needed.

D. Harassment

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 straight forward: 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 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 check “Yes” in the candidate section on the Course Request (Registrar's Form 23). On the basis of that information, 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.

The preliminary candidate list usually is incomplete for most departments because of unmarked or inappropriately marked course requests (Registrar’s Form 23), research in absentia registrations, late registrations, or no Graduate School approved plan of study. 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.)

After the completed audits are sent to the departments, the Graduate School sets the candidate list up in the Graduate School’s database, which is accessible by the departments. The Graduate School periodically updates the candidate list, so it is important for departments to review this list regularly and notify the Graduate School of any changes (via electronic mail).
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 submit a Registrar's Form 23 to register them as candidates in the session in which they anticipate graduating. Research in absentia registration is not automatic for the summer session. If an absentia student expects to graduate in the summer session, the student must register for the summer session and check “Yes” in the candidate section on Registrar's Form 23. (See Section V-F-4a and V-F-5c.)

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.)

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 department later discovers that a student who was eligible to graduate but will not, 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

As soon as possible after the close of late registration, the Graduate School sends to departments one copy of an unofficial transcript and 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 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, discrepancies with course titles, notes of unacceptable grades, or the absence of required transcripts). The completed candidate audit/certification form should be signed by the major professor and the head of the graduate program to indicate the student's candidacy or removal from candidacy. The original form should be returned to the Graduate School as soon as possible but not later than four weeks prior to the end of the academic session. 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 the plan of study of a candidate, the request should be submitted to the Graduate School immediately. 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 an area of specialization is not posted or is incorrectly posted on the candidate audit/certification form. (See Section I-I.)
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, that degree must be awarded and may not be deferred to a future session.

B. Report of Graduation Results

At the close of each session, after the final grades have been distributed, each candidate's record is audited a final time.

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. The Graduate School updates the candidate list in the Graduate School’s 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. This list also will note problems that may have prevented degrees from being awarded.

After the registrar has posted degrees to the academic records, lists of those receiving degrees are forwarded to respective departments.

C. Commencement Participation and Receipt of Degree

The registrar issues directives and information to candidates relative to graduation and participation in commencement exercises.

The names of all 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 special, written request must be submitted to the registrar.

A candidate who does not qualify for the degree and is removed from candidacy is not eligible to participate in commencement. 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, if they did not participate in commencement, or if the diploma was ordered too late to be awarded at commencement. Diplomas normally are mailed eight to ten weeks after commencement.
D. **Thesis Microfilming Fee**

The thesis microfilming fee must be paid, as specified in a mailing to the student from the registrar. If this fee is not paid, the student's records are encumbered, and the diploma is held until the fee is paid. *(See Section VII-H.)*
XI. Policies and Procedures for Administering Graduate Programs at Non-West Lafayette Campuses
(Revisions to this section are in process.)

A. Background Information

In 1974-75, the Board of Trustees approved resolutions granting academic autonomy on the undergraduate level to the Calumet Campus, to the Purdue mission programs at the Fort Wayne Campus (IPFW) and to the schools of Engineering and Technology and of Science at the Indianapolis Campus (IUPUI). In each case, the resolution approved the continuation of the duly authorized graduate degrees and programs under the direction of the Graduate Council and those schools and departments of the University academically responsible for these degrees and programs.

Graduate study at Purdue University is conducted under the authorities granted to the Graduate Council and the dean of the Graduate School by the president and trustees of Purdue University. The Purdue Graduate Council and the dean of the Graduate School ultimately are responsible for the quality of graduate education in all programs approved for and by Purdue University. The dean of the Graduate School acts as the principal administrative officer of the Graduate School to carry out all assignments made by the president and the provost and executes all academic policies and procedures adopted by the Graduate Council. The Graduate Council and the dean have, in turn, delegated many of the administrative responsibilities for graduate education to the heads of the system-wide graduate programs and their respective graduate committees. Currently, except for the head of the graduate program in nursing, all heads of graduate programs are on the West Lafayette Campus.

Most graduate education offered at non-West Lafayette campuses leads to the master's degree. All master's programs have been authorized by the Indiana Commission for Higher Education (ICHE). Additions and changes to these graduate education degree programs may be proposed using the procedures outlined in Graduate Council Document 78-16. This document outlines procedures for the initiation and approval of: 1) new options of existing graduate degree programs, 2) the addition of existing graduate degree programs for a new location, and 3) new graduate degree programs that do not currently exist in the Purdue University system. This system-wide structure recognizes the relationship between scholarship and graduate training that underlies the commitment of Purdue University to advances in knowledge. Thus, graduate education at the non-West Lafayette campuses operates under a cooperative arrangement between the non-West Lafayette campuses and the system-wide graduate program through the heads of graduate programs and departmental graduate committees of the system-wide program. Graduate Council Document 78-16 recognizes that initiating graduate education requires, in addition to physical and financial resources, the talents of a well-trained and resourceful faculty. These requirements are not, however, specific to the non-West Lafayette campuses. They apply to the establishment of any new Purdue University graduate program.
The process for approving new graduate degree programs and/or new options of existing degree programs at remote sites was adopted in Graduate Council Document 78-16 and has been updated in Section D below.

Section E describes specific procedures by which graduate faculty may direct and conduct limited graduate study at campuses remote from the sites at which the system-wide programs are approved and administered. This includes procedures by which the head of the system-wide graduate program (steward department) and the head of the nonsteward department located at another campus, with the approval of the school dean at the steward campus and the dean of the Graduate School, may agree to have graduate students complete a limited portion of their coursework and research for a West Lafayette degree at the remote site. These procedures also apply for West Lafayette faculty members who may wish to begin directing some graduate study (within ICHE guidelines, currently less than 50 percent of the credit hour requirements in courses prescribed for the substantive or technical component of a degree program) in graduate programs that are offered only at a non-West Lafayette Campus (e.g., nursing at the Calumet Campus).

In Section F, specific guidelines are outlined for administering graduate education throughout the Purdue system, based on previous documents from the Graduate Council, Board of Trustees, and the Indiana Commission for Higher Education.

B. Definitions

**Graduate Program:** A program of study, authorized by the ICHE, leading to the granting of a postbaccalaureate degree or a teaching license.

**Department Head:** Head of a department on any Purdue University campus.

**Steward Department/Campus:** The department and campus responsible for overseeing the system-wide graduate program. This normally is the department and campus where the graduate program was first approved. Currently, the steward department and campus is at West Lafayette for all programs except the graduate program in nursing, which is at the Calumet Campus.

**Head of the Graduate Program:** Normally the head of a department on the West Lafayette Campus who is the responsible individual for administering the system-wide graduate program for that department. Currently, the only exception is the head of the graduate program in nursing, who is at the Calumet Campus.
Graduate Committee: A committee of faculty members from the department, charged with the responsibility of overseeing the system-wide graduate program for a specific department. A steward department that is responsible for an authorized graduate degree program offered at a nonsteward campus is required to provide an opportunity to name a member from the nonsteward campus faculty to the departmental graduate committee. It is expected that this action will assure faculty input on the departmental decisions that may affect graduate programs at all campuses.

School Dean: The academic school dean.

Dean of the Graduate School: The Purdue University appointed individual who is responsible for overseeing the administration of all graduate education.

Dean's Representative: A faculty member from the non-West Lafayette Campus, appointed normally for a three-year term by the dean of the Graduate School to coordinate graduate activities on that campus. This person also serves as a nonvoting member of the Graduate Council. At IUPUI, the voting member and the nonvoting member of the Council alternate between the School of Engineering and Technology and the School of Science. (When the voting member of the Council is a faculty member in the School of Science, the dean's representative is a faculty member in the School of Engineering and Technology and vice versa.)

C. Course Approvals

A Registrar's Form 40 is used to secure the appropriate approvals for all additions, deletions, and revisions of courses. When a request is for a new course, an upgrade of course level, or a transfer of a course from one department to another, the Registrar's Form 40 must be signed by the department head and school dean at the nonsteward campus and by the head of the graduate program and school dean at the steward campus. Some campuses also require the approval of the chancellor. These requests are reviewed by the appropriate area committee of the Graduate Council and require final approval of the Graduate Council.
The department head at a nonsteward campus may request that an existing cataloged course at another campus be added at that campus, when qualified faculty members and the necessary resources are available. Such a request is made on a Registrar's Form 40, and it requires the same signatures as a new course proposal, except that final approval is given by the dean of the Graduate School rather than the Graduate Council. A request to revise the title and description of an existing course requires the signature of the department head and school dean at all campuses where the course has approval to be offered. (The course title and description must be the same for all campuses. The semesters offered, prerequisites, class pattern, and credit hours may vary on different campuses.) If a request is to delete a course, the only nonsteward campus signatures required are those from the campus requesting the deletion. Requests for revisions of existing courses or the deletion of courses must be approved by the head of the graduate program and the dean of the school at the steward campus, with final approval by the dean of the Graduate School.

D. Program Approvals

A request for approval of a new graduate degree program or option of an existing graduate degree program has system-wide implications and must be fully justified. Therefore, the chancellor should prepare a brief of each proposal and seek approval, in principle, from the president of Purdue University before any substantive effort is made by the faculty to initiate a request for a new degree program. At IUPUI, the dean of the School of Engineering and Technology or the dean of the School of Science should prepare a brief of a proposal for approval, in principle, by the chancellor (IUPUI) and the president (Purdue) before any substantive effort is made on the part of the faculty to initiate a request. The information required in a brief proposal is outlined in Appendix D. The brief proposal should be submitted to the dean of the Graduate School, who will review the document and make a recommendation to the provost and the president.

If the brief proposal is approved, in principle, by the president of Purdue University, the department head at the initiating campus will, with the approval of the local school dean, be authorized to prepare a formal proposal using the ICHE format. The proposal will be considered by the graduate committee of the steward department responsible for the system-wide graduate program. The graduate committee will consider the availability of qualified faculty, necessary library resources, required laboratory facilities, and other academic considerations during its deliberations. Only academic, not financial considerations, will be reviewed by the departmental graduate committee. When a majority of the faculty of the steward department approve a proposal for a new degree program, the proposal should be transmitted to the dean of the Graduate School for the review of the Graduate Council, provost, president, Board of Trustees, and the ICHE. The proposal must include a letter of endorsement from the head of the graduate program and his or her school dean. If approved by the ICHE, the program may be implemented when the necessary new faculty members, library resources, laboratory facilities, or funds become available.
If a formal proposal for a new option of an existing degree program (authorized by the ICHE) for a nonsteward campus is approved by a majority of the faculty of the steward department, that department will notify, via the head of the graduate program and his or her school dean, the dean of the Graduate School and the provost. The new option may be implemented when the necessary faculty members, library resources, laboratory facilities, or funds become available.

If a proposal is for a new degree program (as defined by ICHE guidelines) that does not currently exist in the Purdue University system, the proposal will be submitted by the department head and school dean directly to the dean of the Graduate School for the review of the Graduate Council, provost, president, Board of Trustees, and the ICHE for consideration at each level. If approved by the ICHE, the program may be implemented by the campus when the necessary new faculty members, library resources, laboratory facilities, or funds become available.

Currently, when a campus plans to offer 50 percent or more of the credit hour requirements in courses prescribed for the substantive or technical component of a degree program at a new location, site approval must be sought. A proposal must be developed and transmitted to the dean of the Graduate School, via the steward school dean, for the review of the Graduate Council, provost, president, Board of Trustees, and the ICHE. If approved by the ICHE, the program may be implemented when the necessary new faculty members, library resources, laboratory facilities, or funds become available.

E. Establishing Agreements to Conduct Limited Graduate Education of Students at a Nonsteward Campus Location

The procedures described above, in Section D, govern how programs and graduate study conducted under the authorities delegated to the system-wide graduate program are to be established. Occasionally, Purdue faculty members at a nonsteward campus may wish to begin directing some graduate student study (within the ICHE guidelines, currently less than 50 percent of the credit hour requirements in courses prescribed for the substantive or technical component of a degree program). In such a case, the head of the graduate program, with the consent of the graduate committee for the program, may, in special circumstances, request that the dean of the Graduate School approve limited graduate study at a nonsteward campus location. The specific parameters of such agreements are described in Section F below. The procedure for establishing such agreements shall be as follows:

1. The head of the nonsteward department and the head of the graduate program shall request permission from the dean of the Graduate School to begin negotiations to develop a cooperative course of study between the two campuses.

2. Upon approval by the dean of the Graduate School, after consultation with the appropriate school dean, a proposed agreement for limited graduate study may be prepared by the nonsteward department for consideration and approval by the graduate committee, graduate faculty, head of the system-wide graduate program, and the school dean. The head of the nonsteward department and the head of the graduate program
will specify the precise procedures to be followed for the admission of graduate students and academic standards to be maintained. The agreement shall be negotiated by the head of the graduate program and the head of the nonsteward department, although either party may request the assistance of the dean of the Graduate School.

3. The head of the program at the steward campus shall keep the dean of the Graduate School informed of all such negotiations. This means, the dean will be informed when a proposed agreement for limited study is to be submitted to the graduate committee of the graduate program at the steward campus, when a final vote is to be taken on that agreement, and the results of the vote.

4. An agreement that is recommended for approval by a steward department shall be submitted to the dean of the Graduate School, via the school dean, for approval. The dean of the Graduate School may request additional information from the parties concerned and/or may request additional evaluations of the proposed agreement by an independent panel (i.e., an ad hoc committee of the Graduate Council, members of the staff of the Graduate School, outside experts, etc.).

5. The progress of graduate students studying under the approved agreements reached under the provisions described in the previous four paragraphs shall be reviewed annually by the head of the nonsteward department, the graduate committee of the steward department, and the head of the graduate program. If the agreement is to be continued, a letter to that effect, signed by the head of the nonsteward department and the head of the graduate program, shall be transmitted, via the school dean of the steward campus, to the dean of the Graduate School for approval.

Alterations of existing agreements may be accomplished using steps two through five.

F. Specific Procedures for Administering Programs

For all graduate education, whether conducted on the West Lafayette Campus or directed by faculty members at non-West Lafayette campuses, there must be a clear understanding of how the responsibility for the student's program is to be shared. The procedures described below shall apply to all ICHE-approved programs and to other limited graduate education conducted under the authorities delegated to the system-wide graduate program. These procedures specify the parameters within which graduate education at campuses remote from the steward campus may proceed. Signature authorities that may be delegated to the nonsteward campus are described, as are procedures for the admission of students and certification of graduate faculty members. When signature authority is granted to the head of the nonsteward department, the Graduate School will consider this delegation to be effective on a permanent basis unless the head of the graduate program indicates that a change is to be made. However, each time the head of the nonsteward department delegates signature authority to another faculty member at that campus, this department head must inform the Graduate School and provide a sample of the faculty member's signature.
Signature authorities for programs approved by the ICHE shall be determined using the following guidelines. Agreements negotiated using the procedures described in Section E above shall be subject to the limitations described for “Other Limited Graduate Study.”
### Authorities

<table>
<thead>
<tr>
<th>ICHE Approved Programs</th>
<th>Other Limited Graduate Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Faculty Certification</strong></td>
<td>Recommendations are made by the head of the nonsteward department and by the head of the graduate program. Approval is given by the dean of the Graduate School. Certification may be at any level appropriate for the approved degree program offered on the specific campus (e.g., up to M for master's programs; up to P for the Ph.D. in the clinical rehabilitation psychology program). The head of the graduate program must retain signature authority for all graduate faculty certifications.</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>Recommendations are made by the head of the nonsteward department and by the head of the graduate program. Approval is given by the dean of the Graduate School. Levels of certification to be considered are subject to negotiation. The head of the graduate program must retain signature authority for all graduate faculty certifications.</td>
</tr>
<tr>
<td><strong>Postbaccalaureate (nondegree) registration</strong></td>
<td>Postbaccalaureate (nondegree) registration is available to qualified students who wish to pursue coursework at any Purdue University Campus. Students applying for admission to IUPUI may be admitted as temporary graduate students and register for 500- or 600-level courses in Purdue mission departments. Such courses may be treated by the Graduate School as though the courses were taken in postbaccalaureate status.</td>
</tr>
<tr>
<td><strong>Signatures required</strong></td>
<td>Applications for admission must be recommended for approval by both the head of the nonsteward department offering limited graduate study and the head of the graduate program.</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td><strong>Graduate Faculty Certification</strong></td>
</tr>
<tr>
<td><strong>Postbaccalaureate (nondegree) registration</strong></td>
<td>Postbaccalaureate (nondegree) registration is available to qualified students who wish to pursue coursework at any Purdue University Campus. Students applying for admission to IUPUI may be admitted as temporary graduate students and register for 500- or 600-level courses in Purdue mission departments. Such courses may be treated by the Graduate School as though the courses were taken in postbaccalaureate status.</td>
</tr>
<tr>
<td><strong>Signatures required</strong></td>
<td>Applications for admission must be recommended for approval by both the head of the nonsteward department offering limited graduate study and the head of the graduate program.</td>
</tr>
<tr>
<td>ICHE Approved Programs</td>
<td>Other Limited Graduate Study</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td><strong>Advisory Committee</strong></td>
<td>Policies on advisory committee membership must be agreed to by the head of the graduate program and the head of the department on the campus at which the student is enrolled. For master's study, at least one member of the advisory committee must be a member of the faculty of the steward department. For doctoral study, at least two members of the advisory committee must be members of the faculty of the steward department. Special graduate faculty certification may be considered for other qualified individuals.</td>
</tr>
<tr>
<td><strong>Membership (Master's and Ph.D. Degrees and Teacher License)</strong></td>
<td><strong>(See Section VII-A-2.)</strong></td>
</tr>
<tr>
<td>Membership on the advisory committee may be composed of appropriately certified members of the nonsteward campus faculty. Members of the faculty from other campuses may be added to the committee at the discretion of the chair of the committee and the head of the nonsteward department. Special graduate faculty certification may be considered for other qualified individuals.</td>
<td></td>
</tr>
<tr>
<td><strong>Plans of Study for all Graduate Programs</strong></td>
<td><strong>(See Section VII-B.)</strong></td>
</tr>
<tr>
<td>Signatures required are the head of the department at the campus on which study is being conducted and the head of the graduate program. For programs where signature authority has been granted by the head of the graduate program to the head of the nonsteward department, plans are submitted directly to the Graduate School.</td>
<td>The specific course requirements for the plan of study will be those requirements for the graduate program on the steward campus. Exceptions may be agreed to by the head of the graduate program and the department head of the nonsteward campus, with the approval of the school dean and the dean of the Graduate School. All plans of study must be approved by and bear the signature of the head of the nonsteward department, the head of the graduate program, and the school dean (if required by the school).</td>
</tr>
<tr>
<td><strong>Residence Requirements</strong></td>
<td><strong>(See Section VII-B.)</strong></td>
</tr>
<tr>
<td>Normally, Graduate School residence requirements must be satisfied by study at the campus to which the student was admitted.</td>
<td>Residence requirements must be specified in the agreement between the head of the graduate program and the department head at the nonsteward campus, with the approval of the school dean and the dean of the Graduate School.</td>
</tr>
</tbody>
</table>
Examinations not requiring the approval of the dean of the Graduate School (e.g., qualifying examinations) shall be administered in cooperation with the head of the department at which the student is enrolled and the graduate committee for the system-wide graduate program to which the student has been admitted. The administrative format for conducting such examinations must be agreed to by both departments and included in the agreement(s) governing graduate study at the nonsteward campus.

### Examinations (Departmental)
(See Section VII-D,E,F.)

**Examinations**

ICHE Approved Programs

**Preliminary Examinations (Ph.D. Programs Only)**
The timing of the preliminary examination should be set by the department in which the student is enrolled. The specific format of such examinations must be approved by the head of the nonsteward department, the head of the graduate program, and the graduate committee for that program. (This currently is applicable only to the doctoral program in clinical rehabilitation psychology at IUPUI).

Other Limited Graduate Study

**Final Examination Committees (Master's and Ph.D. Degrees)**
The final examination committee will consist of faculty members from the department and campus at which the study is conducted. Master's final examination committees have a minimum of three members, and Ph.D. final examination committees have a minimum of four members.

The membership of a final examination committee must include at least one member of the faculty of the graduate program at the steward campus for master's study and two members of the faculty of the graduate program at the steward campus for doctoral study. Additional membership will be determined according to the agreement(s) between the nonsteward department and the graduate program at the steward campus.
PURDUE UNIVERSITY GRADUATE STAFF APPOINTMENTS AND MONTHLY 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.

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.

Resident Assistant/Staff Resident: Graduate staff appointed as resident assistants/staff residents should be classified as a Resident Assistant/Staff Resident.

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

Minimum Salaries

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>POSITION CODE</th>
<th>MINIMUM SALARY PER APPOINTMENT LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.25 FTE</td>
</tr>
<tr>
<td>Graduate Lecturer</td>
<td>0003G</td>
<td>$ 656.50</td>
</tr>
<tr>
<td>Graduate Teaching Assistant</td>
<td>0002G</td>
<td>597.50</td>
</tr>
<tr>
<td>Graduate Research Assistant</td>
<td>0062G</td>
<td>597.50</td>
</tr>
<tr>
<td>Graduate Administrative/Professional</td>
<td>0090A</td>
<td>597.50</td>
</tr>
<tr>
<td>Resident Assistant/Staff Resident</td>
<td>0090A</td>
<td>N/A</td>
</tr>
<tr>
<td>Graduate Aide (Used at PUC, IPFW, and PNC only.)</td>
<td>0001G</td>
<td>405.00</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 FTE specified.
3. Graduate staff appointments cannot be made below .25 FTE.
4. A combination of appointments is possible. Appointments beyond .50 FTE may be made in any increment.
5. Graduate Aide appointments may be made only at PUC, IPFW, 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.)

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 and be classified as a doctoral candidate (Class D). 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 699, 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 100 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 will be allowed from any one semester (9 credit hours for the summer session).

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 300- or 400-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 B
Supporting Document for a New Graduate Course
(See Section I-I-3.)

To: Purdue University Graduate Council
From: Faculty Member: Department: Campus:
Date: 
Subject: Supporting Document for a New Graduate Course to Accompany the Office of the Registrar’s Form 40

Contact for information if questions arise: Name ___________________________
Phone Number ___________________________
E-mail ___________________________
Campus Address ___________________________

Proposed Course Number:

Proposed Course Title:

A. Justification for the Course:
Explain how this course relates to other courses offered in this department or other departments and how this course fulfills a recognized need.

This course is intended primarily for students:
☐ from within this department or ☐ from other departments

B. Level of the Course:
Justify request for graduate course level by indicating anticipated enrollments of undergraduate and graduate students.
Anticipated Percentage of Undergraduate Student Enrollment: ___________________________
Anticipated Percentage of Graduate Student Enrollment: ___________________________

C. Prerequisites: (If none, please explain reasons for absence.)

D. Course Instructor(s):

E1. Course Outline:
An outline of topics to be covered and an indication of the relative emphasis or time devoted to each topic is necessary. If laboratory or field experience is involved, the nature of this component should be explained as well.

E2. Method of Evaluation or Assessment:

F. Reading List:
A 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.

(4/15/06)
APPENDIX C

New Graduate Degree Program Proposal
Review/Approval Flowchart

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 dean
2. content:
   • rationale (brief)
   • relationship to similar programs on this or other system campuses
   • sustainability
   • impact
   • estimated resource needs (budget, space, faculty, library, other)
3. dean of the Graduate School consults with the provost

B. PREPROPOSAL
1. requested by the dean of the Graduate School
2. use Graduate School “General Preproposal Format for a New Graduate Degree Program” (Appendix D)
3. administrative review by the Graduate School
4. Graduate School provides copy of preproposal to Office of the Provost
5. Graduate School meets with Office of the Provost to discuss preproposal
6. Graduate School shares review comments and any issues raised in the review with the program presenter
7. revised preproposal may be requested

C. FULL PROPOSAL
1. requested by the dean of the Graduate School
2. use ICHE full proposal format, including ICHE budget pages, plus signature page (see sample on following page)
3. administrative review by the Graduate School
4. revised proposal forwarded to appropriate Graduate Council area committee for review and recommendation to the council (interactive process between the area committee through its chair and the new program proposer)
5. Graduate Council recommendation for approval/denial

D. POST GRADUATE COUNCIL REVIEW AND ACTION
1. dean of the Graduate School forwards recommendation to the provost
2. Office of the Provost conducts final review/fiscal approval
3. provost makes a recommendation to the president
4. proposal brought to Board of Trustees for action
5. proposal forwarded to ICHE
6. ICHE reviews proposal and presents recommendation at public hearing
7. ICHE notifies president and provost of outcome
8. president notifies the Office of the Provost
9. Office of the Provost notifies the dean of the Graduate School, registrar, and originator of proposal
10. Graduate School forwards request to the registrar to set up a new graduate program field of study code
11. dean of the Graduate School reports the approval to the Graduate Council
New Degree Program
Sample Signature Page

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)

Approval Recommended by the Graduate Council       ______________
                                      Date

____________________________________________       ______________
Dean of the Graduate School                       Date

____________________________________________       ______________
Provost                                              Date
APPENDIX D

General Preproposal Format
for a
New Graduate Degree Program

The preproposal, submitted with the signature of the head of the graduate program, must include:

1. Name of proposed new program
2. Title of degree to be conferred
3. Academic area of field of study, department, and college/school involved
4. Rationale for and objectives of the proposed program
5. Proposed date of initiation of the new program
6. A description of the relationship of the proposed program to the mission and scope of the campus
7. A description of the relationship of the proposed program to already existing programs of the campus
8. A description of the relationship (unique, supportive, other) of this program to similar programs in other regional and Indiana post-secondary educational institutions, particularly those located in the region
9. A statement describing cooperative endeavors explored and/or intended with other institutions, particularly those located in the region
10. A description of the need for the program in terms of manpower supply and demand via market analysis at the state, regional, and national levels
11. A description of the sustainability of the proposed program and its impact on the region and state
12. A description of resources over and above present levels required to initiate the program (space, faculty and staff, fiscal needs, and other)
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 (attached), 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 500 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 500 level or higher shall be designated as a graduate certificate program. Otherwise, the certificate program shall simply be designated as a postbaccalaureate program.

Sections II – IV describe admission requirements, completion requirements, and administrative procedures for such certificate programs. Each section is divided into two subsections, the first listing items that are specified by the Graduate School, and the second listing items that are left to the discretion of the graduate program responsible for the certificate. 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. Bachelors 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 for applicants whose native language is not English, with the possibility of allowing exceptions, including substitution of alternate criteria.

B. Items which are left to the discretion of the graduate program responsible for the certificate, but which must be specified in the proposal for the certificate program

1. 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 field of study; or
   b. complete the certificate if it is not in their field of study.

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

A. 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.

B. Items which are left to the discretion of the graduate program responsible for the certificate, but which must be specified in the proposal for the certificate program

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”.

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.

IV. Administration

A. 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 Graduate School will then notify the Office of the Registrar. (See Item IV.B.3 for audit requirements.)

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:

   GRADUATE CERTIFICATE
   FIELD OF STUDY:  department name
   SPECIALIZATION:  certificate name

   where “nn” denotes the name of the certificate program.

   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. 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.

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.

B. Items which are left to the discretion of the graduate program responsible for the certificate, but which must be specified in the proposal for the certificate program

1. Process for certifying completion of requirements. This audit process will be the full responsibility of the academic unit awarding the certificate. (See Item IV.A.3 above for communications requirements.)
2. Dissemination of the certificate i.e., Where does it go from the Office of the Registrar?
V. Proposals for new certificate programs

1. In addition to addressing all the points raised above, proposals for new certificate programs should include the following:
   a. Title of the proposed certificate program.
   b. A statement describing the purpose of the program, including the need for it, the target audience, the number of students expected to participate in the program, and the relation to relevant existing certificate programs, if any. This statement should also indicate what fraction of the students who are expected to participate in the program will also be concurrently working toward a graduate degree at Purdue.
   c. Proposed date of initiation of the certificate program.
   d. Whether certificate is graduate or postbaccalaureate.

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 will appoint an ad hoc committee to review the proposal, and it will be reported to the Council at the next meeting.
   c. 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.
   d. The approval process must conform with the memo 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 (attached).
Attachment

PROCEDURES FOR
APPROVING NEW CERTIFICATE PROGRAMS AT
PURDUE UNIVERSITY

A. Certificate programs comprised of credit courses

1. All new certificate programs that are one year or 30 credit hours or more in length must be approved by the Executive Vice President for Academic Affairs, President, Board of Trustees, and Commission for Higher Education. (Note: Commission approval is state law.)

2. All graduate certificate programs, regardless of length, must be approved by the Graduate School.

3. Post-baccalaureate certificates with 50% or more of their courses at the 500 level or higher must be approved by the Graduate School.

4. Inter-university and inter-campus certificate programs must be approved by the chancellor at the regional campuses and the Executive Vice President for Academic Affairs for all campuses.

5. All other certificate programs comprised of credit generating courses on regional campuses must be approved by the appropriate campus chancellor and on the North Central and West Lafayette campuses by the Executive Vice President for Academic Affairs.

B. Certificate programs comprised of non-credit courses

1. At the regional campuses, non-credit certificate programs must be approved by the campus chancellor or the chancellor’s designee.

2. At the West Lafayette campus, non-credit certificate programs must be approved by the dean of the school offering the program.

Office of the Executive Vice President for Academic Affairs
October 6, 1995

CTS/newprog.jcm
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.
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.

 Graduate Council Taskforce on Ethics in Graduate Education
November, 2003
APPENDIX H

Multiple 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 “General Concept Paper and Proposal Format for Multiple 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 Multiple Degree Programs

Combined or Dual Degree

Combined and dual degree programs are described in Section I-F-3-4. 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 and representative plans of study for each of the separate programs, as well as the proposed program with specific notations of courses 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)
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