GRADUATE PROGRAMS

Union Building (UN) 518
620 Union Drive
Indianapolis, IN 46202
Graduate Office: (317) 278-2490
Indiana University Graduate School:
(317) 274-4023
Graduate Non-Degree Program:
(317) 274-1577
www.iupui.edu/~resgrad
Contents

229 Administration of Graduate Programs at IUPUI
229 IUPUI Graduate Office
229 IUPUI Graduate Affairs Committee
229 Integrity in Graduate Education
229 General Graduate School Regulations and Information
  229 Social Security Number
  230 English as a Second Language (ESL) Placement Test
  230 English Proficiency
  230 GRE (Graduate Record Examination)
  230 International Students
  230 Enrollment/Registration
  230 Financial Aid
  230 Associate Instructorships, Graduate Assistantships, and Research Assistantships
  230 Fellowships
  230 Foreign Language Requirements
  230 Grades
  231 Standards of Work
  231 Thesis
  231 Visiting/Transient Students

231 Indiana University Graduate School
  231 Degree Information

231 Purdue University Graduate School
  231 Admission
  231 Undergraduate Requirements
  231 Classification and Admission
  231 Financial Aid and Admissions
  231 Application
  231 Deadlines
  232 Academic Regulations
  232 Enrollment/Registration
  232 Registration Limitations/Full-Time Study
  232 Residence Study Requirements
  232 Transfer Credit
  232 Candidacy
  232 Master's Degree
  232 Ph.D. Degree
  232 Master's Degree Regulations
  232 Advisory Committee
  232 Plan of Study
  232 Non-Thesis Master's Degrees
  232 Thesis Master's Degree
  233 Multiple Master's Degree
  233 Ph.D. Degree Regulations
  233 Advisory Committee
  233 Plan of Study
  233 Qualifying Examinations
  233 Preliminary Examinations
  233 Thesis
  234 Final Examination
  234 Publication and Use of Theses

234 Graduate Non-Degree Program
  234 Application Information
  234 Graduate Non-Degree Policies
  234 English as a Second Language Proficiency Policy for Graduate Non-Degree Students Who Are Nonnative Speakers of English
  235 Application to a Graduate or Professional Program
  235 Financial Aid for Graduate Non-Degree Students
  235 IUPUI Employees and Their Spouses

234 Graduate Non-Degree Program

235 Application Information

235 Graduate Non-Degree Policies

235 English as a Second Language Proficiency Policy for Graduate Non-Degree Students Who Are Nonnative Speakers of English

235 Application to a Graduate or Professional Program

235 Financial Aid for Graduate Non-Degree Students

235 IUPUI Employees and Their Spouses
Administration of Graduate Programs at IUPUI

Indiana University–Purdue University Indianapolis (IUPUI), a comprehensive campus made up of 19 Indiana University and Purdue University schools, is a dynamic place where new degree initiatives are fostered. Involvement with society at large and the community in particular is a hallmark of this campus, which changes the flavor of new degree programs. Thus, students will find innovative programs in public health, philanthropy, public history, and social work as well as developing programs in informatics and visual communications. These new and developing programs enrich the solid foundation of traditional graduate programs available at IUPUI. Please see: www.iupui.edu/~resgrad/grad/academics_content2.htm for a complete listing of the graduate degree programs at IUPUI.

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

At IUPUI, the vice chancellor for research and graduate education/associate vice president for research acts in conjunction with the IUPUI executive vice chancellor/dean of faculties to administer graduate programs. The vice chancellor for research and graduate education carries out all graduate program–related assignments made by the chancellor of IUPUI and the Indiana University vice president for research/dean of the Graduate School, and is the liaison to Purdue University for graduate affairs and research. The vice chancellor for research and graduate education collaborates with the associate dean of the Indiana University Graduate School who is also director of the IUPUI Graduate Office.

IUPUI Graduate Office

The IUPUI Graduate Office is the administrative center for graduate and graduate/professional programs on the Indianapolis campus. Although no graduate degrees are granted by IUPUI itself, more than 7,000 students pursue one of the 127 graduate-level certificates and degrees offered on the IUPUI campus by the Indiana University Graduate School, the Purdue University Graduate School, and Indiana University individual schools. The director serves as dean of students for all IUPUI post-baccalaureate students in collaboration with the IUPUI dean of students. In addition to the director, the Graduate Office has an assistant director, an assistant dean, a graduate non-degree counselor, and other support staff.

As the locus of graduate administrative activity, the IUPUI Graduate Office has many responsibilities, including the processing of applications and GRE scores and the deposit of theses and dissertations for the Graduate Schools of both IU and PU. The office provides staff support for all graduate administrative committees, sponsors student organizations (e.g., the Graduate Student Organization, and the Postdoctoral Organization), counsels post-baccalaureate students and prospective students, conducts workshops, holds orientation sessions, and organizes Graduate School commencement activities. The IUPUI Graduate Office also connects IUPUI to a wider graduate community through organizations such as the Council of Graduate Schools (CGS), the Committee on Institutional Cooperation (CIC), and the Midwest Association of Graduate Schools (MAGS). Perhaps most importantly, the IUPUI Graduate Office is the answer center for a wide range of questions pertaining to graduate study, graduate programs, and graduate student life. In addition, the IUPUI Graduate Office supports other offices, such as the Enrollment Center and the Community Learning Network, in providing information and documents for general inquiries. The IUPUI Graduate Office, under the primary direction of the assistant dean, also carries out recruiting for campus graduate programs.

IUPUI Graduate Affairs Committee

The Graduate Affairs Committee at IUPUI is charged with overseeing the development of new programs, quality control, recruitment, and other issues related to graduate education on the campus. Membership of this committee includes the graduate deans or their designee from both Indiana University and Purdue University as well as deans, associate deans, president of the Graduate Student Organization, and faculty from all of the schools with post-baccalaureate programs on the IUPUI campus. New initiatives and directions are discussed and appropriate issues are shared with the respective schools for further development and comment. New program proposals are reviewed by assigned members of the Graduate Affairs Committee and are discussed and approved by the full committee. The Curriculum Subcommittee, which is appointed by the Indiana University Graduate School associate dean, has the responsibility of reviewing all new course or course change requests and providing recommendations to the Graduate Affairs Committee. Approved program or course proposals are referred to either the IU Graduate Council or to the Purdue Graduate School for final action before going to ICHE, if necessary. The Fellowship Subcommittee reviews nominations and selects the recipients of graduate fellowships.

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

Contact information for the IUPUI Graduate Office:
620 Union Drive, Room 518
Indianapolis, IN 46202
Phone: (317) 278-2490
Indiana University Graduate School Phone:
(317) 274-4023
Graduate Non-Degree Program Phone:
(317) 274-1577
Fax: (317) 278-2580
E-mail: gradoff@iupui.edu

Integrity in Graduate Education

Students are expected to adhere to the highest ethical standards in all their course work and research. Individuals violating that code of conduct are subject to disciplinary action; such breaches could lead to expulsion of the student from the university or to rescission of a degree already granted. To acquaint students more fully with the range of issues relating to academic integrity, a document entitled “Integrity in Graduate Study” is available, which deals with topics such as plagiarism, fraud, and conflicts of interest, among others. Copies of that document may be obtained from departmental offices or from the IUPUI Graduate Office, Union Building 518. Every student should be familiar with its contents. Graduate students are also subject to the provisions outlined in the Code of Student Rights, Responsibilities, and Conduct. Copies of this document are available at the Office of Student Life and Diversity, as well as at the IUPUI Graduate Office.

General Graduate Regulations and Information

Social Security Number

In accordance with the Privacy Act of 1974 and Indiana PL22 of 1977, students or applicants are advised that the requested disclosure of the Social Security number to an office is voluntary. A student has the right to refuse disclosure of this number or request its removal from records without penalty. A special, nine-digit student identification will then be assigned for use throughout the duration of a student’s involvement with the university. The Social Security number will be used to: identify a student’s records, such as permanent transcript, registration, grade reports, transcript requests, and certification requests; as an identifier for grants, loans, and other financial aid programs; and to determine eligibility, certify school attendance, and report student status. A student’s Social Security number is not disclosed to individuals or agencies outside Indiana University, except in accordance with the Indiana University policy on release of student information.
English as a Second Language (ESL) Placement Test

The IUPUI ESL Program and the Office of International Affairs have joined together to administer the required English as a Second Language (ESL) Placement Test for students whose native language is not English. All international students must take this test prior to registration for classes even if the TOEFL test has been taken. Because this is a placement test used to accurately determine English language skill level, students do not need to “prepare” for it. The scores are used to assign the ESL classes that best meet students' academic needs and that will provide the favorable English experiences necessary for a successful career at IUPUI. Students are required to begin the assigned ESL courses within their first or second semester on campus. The ESL Placement Test takes approximately three (3) hours to complete and consists of three parts:

1. Objective test (1.25 hours): this test consists of grammar, vocabulary, and reading comprehension sections that test knowledge and understanding of the English language.
2. Written essay (30 minutes): this test assesses the student's ability to write in an organized fashion about a specific topic in a limited time period. Each topic allows a student to use personal experience and observations for information, examples, and generalizations. The essay test does not require outside source information or specific knowledge in a certain area, but requires clear and effective writing.
3. Listening test (20 minutes): this test evaluates the student's listening comprehension. The test is presented in the form of an audio tape, which includes questions and statements.

Students register in advance for the ESL Placement Test and pay a testing fee. Students must either be admitted to study at IUPUI or have filed an admission application in order to register for the test. To register, contact the Office of International Affairs, at (317) 274-7000, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

English Proficiency

Applicants, except those whose native language is English, are expected to submit results of the Test of English as a Foreign Language (TOEFL). The TOEFL is given worldwide throughout the year. Information on testing dates, availability of computer-based tests, locations, and costs may be obtained by writing to:

TOEFL/TSE Services
P.O. Box 6151
Princeton, NJ 08541-6151
USA

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

GRE (Graduate Record Examination)

Applicants may be required to take the Graduate Record Examination General Test, Subject Test, or both (see departmental requirements). Information concerning this exam may be obtained from:

Graduate Record Examinations
Educational Testing Service
CN 6000
Princeton, NJ 08541-6000

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

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

GRE booklets are available in the IUPUI Graduate Office.

International Students

There are special application procedures for those who are not citizens of the United States or who have had their previous schooling outside the United States. Such individuals should obtain the International Application packet from the Office of International Affairs (Union Building, Room 207). Information and an international application may be obtained on the Web. Once enrolled, international students who wish to change their program of study must first obtain the approval of the Office of International Affairs. When such approval is granted, application for formal change of status may then be made to the appropriate school according to the same procedures governing United States citizens.

International students must enroll in at least 8 credit hours each fall and spring semester in order to meet visa requirements. Any exceptions to this regulation must be approved in advance by the Office of International Affairs.

Enrollment/Registration

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

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

Financial Aid

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

Office of Student Financial Aid Services
425 University Blvd.
Cavanaugh Hall 103
Indianapolis, IN 46202
Phone: (317) 274-4725

Associate Instructorships, Graduate Assistantships, and Research Assistantships

A large number of associate instructorships, graduate assistantships, and research assistantships are available in departments and schools. Some of these positions are accompanied by fee scholarships, which defray the cost of tuition and fees with the exception of special fees and those fees dedicated to debt retirement on physical facilities. Application for such positions should be made to the department or school in which the student wishes to work. Early application is advisable.

Fellowships

A number of fellowships are available to students enrolled full time; among them are Graduate School fellowships, fee scholarships, and various privately and federally funded awards. Students should indicate their interest in these fellowships directly to the major department. Information on, and preliminary application materials for, the National Science Foundation Graduate Fellowships may be obtained from:

Fellowship Office
National Research Council
2101 Constitution Avenue N.W.
Washington, DC 20418

In all cases, early application is advisable. It should be noted that all such award holders are required to devote full time to their studies.

Foreign Language Requirements

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

Grades

Grade points are assigned at IUPUI according to the following scale; in calculating grade point averages, any plus or minus accompanying a letter grade is taken into account.

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<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B–</td>
<td>2.7</td>
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<td>C+</td>
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<tr>
<td>C</td>
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<td>D–</td>
<td>0.7</td>
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<td>F</td>
<td>0</td>
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</tbody>
</table>
Courses completed with grades below C (2.0) are not counted toward degree requirements, but such grades will be counted in calculating a student’s grade point average. Some departments may require an average grade in graduate courses higher than B (3.0), while others may count no courses completed with grades below B (3.0) toward degree requirements. No work may be transferred from another institution unless the grade is a B (3.0) or higher.

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

**Standards of Work**

Success in graduate study requires performance of a high quality. Pass/not-pass grades are unacceptable. A student's progress will be reviewed each semester by the department. Any student who fails to perform on a level satisfactory to the advisory committee or the dean may be asked to discontinue graduate study. The same scholastic requirements in effect during the regular university year apply to graduate study during the summer sessions and to work taken at all Indiana University or Purdue University campuses. The same grade standards also apply to prerequisite courses.

**Thesis**

A master’s or doctoral thesis is a document authored by a student that describes results of original research undertaken by that student and asserts a position which that student is willing to defend. This position should not be construed to prohibit joint or collaborative research endeavors. It is expected, however, that in such a situation, unique aspects of the broad problem will be explored by each individual and that the thesis written and presented to the final examining committee will be a personal document describing the student's creative effort and contribution. Students should speak with their advisor early in their graduate careers when considering a collaborative thesis project.

**Visiting/Transient Students**

Visiting students in good standing in any accredited graduate school who wish to enroll for one semester or summer session and who plan to return thereafter to their former institution may be admitted as visiting/transient students if their enrollment can be accommodated. Visiting/transient students should register as Graduate Non-Degree Program students. Information about the Graduate Non-Degree Program may be obtained from:

**Indiana University Graduate School**

**Classification and Admission**

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

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

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

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

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

**Financial Aid and Admissions**

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

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

**Application**

**Deadlines**

Application materials to Purdue graduate programs at IUPUI are available from the department in which the student is interested in taking classes. See departmental listings in this bulletin or departmental Web sites for contact information. All materials for Purdue graduate programs should be submitted to the school from which the applicant wishes to obtain a degree (e.g., IUPUI School of Engineering and Technology or IUPUI School of Science).

The standard deadlines are given below. However, students should check with the department and program to which they are applying, as departmental deadlines may differ.

Degree-seeking applicants: Deadlines for applications for admission and for graduate assistantships and most fellowships are established by each department. In order to receive full consideration for available graduate appointments, it is generally recommended...
that applications for August entry be received no later than February and that those for January entry be received no later than August.

Nondegree-seeking applicants: Applications for Nondegree study should be submitted at least two (2) weeks prior to the first day of classes. Applications may be picked up for the Graduate Non-Degree Program in the IUPUI Graduate Office (please see above contact information for the IUPUI Graduate Office).

International applicants: All applications from outside the United States should be received at least six (6) months prior to the month of entry.

Academic Regulations

Enrollment/Registration
A candidate for any advanced degree must be registered during the session in which he or she expects to receive the degree. Students in the last semester of the thesis option master’s program or a Ph.D. program must be registered for a minimum of 3 credit hours of research unless specifically excused through the Purdue University Graduate School’s approval to register for “exam only” or “degree only.”

Registration Limitations/Full-Time Study
A graduate student normally will register for no more than 18 credit hours per semester. Graduate students holding graduate-staff appointments should note the following limitations applicable to each semester’s registration:
1. those carrying full-time staff duties may register for not more than 6 credit hours;
2. those carrying three-quarter-time staff duties may register for not more than 9 semester hours;
3. those carrying half-time duties may register for not more than 12 semester hours;
4. those carrying quarter-time staff duties may register for not more than 15 semester hours; the minimum allowable total registration is 3 semester hours.

The above regulations are stated for a 16-week semester and must be adjusted for the summer session.

Residence Study Requirements
The total number of hours of academic credit used to satisfy residency requirements consists of all course credit hours that appear on the plan of study, other graduate course credit hours with grades of C or better that appear on the Purdue transcript, and research hours that appear on the Purdue transcript. Moreover, credit hours associated with courses for which grades of B or better were obtained will be eligible for transfer. The various departments determine transfer courses for which an applicant will receive credit in a particular degree program and any additional conditions under which credit transfers may be made.

Candidacy

Master’s Degree
Admission to candidacy for the master’s degree is granted after approval of a plan of study by the student’s advisory committee, head of the graduate program, the school dean, and by the Graduate School dean as described below.

Ph.D. Degree
Admission to candidacy for the degree of Doctor of Philosophy takes place only after the student has passed a preliminary examination, which is usually administered near the close of the second year of graduate study or when substantially all of the course work has been completed.

Master’s Degree Regulations

Advisory Committee
For each prospective candidate for the master’s degree, an advisory committee shall be appointed, consisting of at least three members of the graduate faculty. The duties of this committee are to assist the student in the preparation of a plan of study and to advise him or her during the period of graduate work.

In the case of the thesis option, the committee also advises the student regarding research and writing of the thesis. The student, with the approval of the head of the graduate program, shall select a major professor. The major professor/student relationship must be a mutually acceptable one. When selected, the major professor will act as the chair of the student’s advisory committee and be in charge of his or her research. The advisory committee as agreed upon by the major professor and the student, with the approval of the head of the graduate program, shall be presented to the dean of the Graduate School for approval and formal appointment.

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

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

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

Thesis Master’s Degree
Every candidate whose plan of study follows the thesis option must prepare an acceptable thesis in residence. Research in absencia is not allowed for the master’s degree. In general, the thesis will be based on work done in connection with the primary area. The work will consist of assigned research, which shall be recorded with no grades given except “satisfactory” and “unsatisfactory.”

The general schedule for submitting the master’s thesis is similar to the schedule cited on the following pages for the Ph.D., except that only three members of the graduate faculty are required for the final examining committee, and no microfilming fee is required.
After the research has been completed and the thesis written, the candidate shall be given a final examination in which he or she defends the thesis and demonstrates to the examining committee that he or she has all of the capabilities for which the master's degree is awarded. The dean of the Graduate School reserves the right to appoint additional committee members.

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

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

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

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

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

Advisory Committee
Each prospective candidate for the Ph.D. degree, with the approval of the head of his or her graduate program, shall select a major professor who will act as the chair of the advisory committee and who will direct the research. An advisory committee of not fewer than three members of the graduate faculty will then be appointed. The composition of this committee must be mutually acceptable to the student and the committee and should be representative of the general field of study in which the student expects to do work. The advisory committee as agreed upon by the major professor and the student, with the approval of the head of the graduate program, shall be presented to the dean of the Graduate School for approval and formal appointment. The dean may appoint additional members if it seems advisable.

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

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

A plan of study approved prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is invalid. Requirements for the specific number of credit hours will be determined by each department or administrative unit that supervises doctoral programs.

The plan of study must be approved by the head of the graduate program, the school dean, and the Graduate School dean. The dean of the Graduate School reserves the right to refer any or all plans of study to the Graduate Council for review and approval when deemed advisable. The Graduate Council has the final authority to supervise the quality of all graduate programs.

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

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

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

Departments need not offer written preliminary examinations more than once a semester, and it will be the responsibility of the student to learn in advance when these examinations are to be given. If the student does not pass the preliminary examinations, at least one semester must elapse before reexamination is permitted. Should the preliminary examinations be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the Graduate Council.

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

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

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

2. The thesis must be prepared according to departmental format requirements (available in departmental graduate studies offices) and university format requirements as described in the Manual for the Preparation of Graduate Theses, a copy of which may be obtained in departmental offices. The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee.

3. The final examining committee for the doctoral candidate shall consist of a minimum of four members of the graduate faculty. The formal request for the appointment of the examining committee must be received in the Graduate School not later than two weeks preceding the final examination. This formal request must specify the time and place of the examination.

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

**Final Examination**

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

**Publication and Use of Theses**

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

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

**Graduate Non-Degree Program (GND)**

Students who have a bachelor's degree can enroll for credit in a wide variety of undergraduate, graduate, and professional courses throughout the university as a GND student. Some courses students are interested in taking may require authorizations from the instructor or department prior to registration; this is particularly true for math and business courses. GND students may not take any graduate-level courses in law, medicine, social work, business, or informatics. This program is for the student who:
1. wants to supplement his/her academic background by taking graduate, professional, or undergraduate courses;
2. wants to take courses for personal development;
3. is unsure about a graduate or professional program and would like to sample available programs;
4. is awaiting final approval of graduate admission and is taking courses with the guidance and approval of a degree program advisor;
5. wants to enhance skills utilized in a current career; or
6. wants to prepare for a change in careers.

Students who want to take course work for teachers license renewal, endorsements, certification for Indiana Teacher's License, or master's program should contact the:
School of Education
ES 31351
902 W. New York Street
Indianapolis, IN 46202-5154
Phone: (317) 274-6868
for direct admission to their program.

The address for the Graduate Non-Degree Program is:
Graduate Non-Degree Program
620 Union Drive, Room 518
Indianapolis, IN 46202
Phone: (317) 274-1577
Fax: (317) 278-2380

**Application Information**

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

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

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

**Graduate Non-Degree Policies**

1. Graduate Non-Degree students must maintain a minimum GPA of at least 2.5.
2. Graduate Non-Degree students may not take more than 18 credit hours in a single subject area without written permission from the department to the GND advisor.
3. Graduate Non-Degree students must register for at least one course every two years to maintain active admission status. Reactivation may require re-registration.
4. Admission to the Graduate Non-Degree program will not guarantee admission to a graduate degree program.
5. A maximum of 12 credits earned as a Graduate Non-Degree student may be applied to a certificate, master's degree, or Ph.D. Some departments allow less than 12 credits.
6. Graduate Non-Degree students may not register for any medical research course.
7. If Graduate Non-Degree students need advice about specific course issues or authorizations for designated courses, they can be obtained through the department that offers the course.
8. Graduate Non-Degree students may not enroll in graduate course work in medicine, social work, law, or business.

**English as a Second Language Proficiency Policy for Graduate Non-Degree Students Who Are Nonnative Speakers of English**

Effective August 1, 1997, the English language proficiency policy for Graduate Non-Degree applicants who are nonnative speakers of English is as follows: Satisfactory English language skills are necessary for enrollment as a Graduate Non-Degree student. Nonnative English speakers must take the IUPUI ESL Placement test or the TOEFL unless they have received a U.S. bachelor's or higher degree. Individual schools and programs may have policies for documentation of English ability which are different from the GND policy. Students who anticipate pursuing a graduate degree on this campus are encouraged to take the ESL Placement Test, even if they are not required to take it for GND admission, since their academic unit will most likely require it at a later date.

GND students, who do not need an I-20 or IAP-66, are given a one-semester grace period in which to satisfy the testing requirement. If the student is subject to this policy, the student must take the ESL test before registration for a second semester will be permitted. To register for the test, call or visit the IUPUI Office of International Affairs (Union Building, Room 207, phone (317) 274-7000). There is a fee for this test.

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

Any applicant who wishes to enroll in ESL courses must take the ESL Placement Test before course registration.

Application to a Graduate or Professional Program

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

Financial Aid for Graduate Non-Degree Students

A Graduate Non-Degree student who is taking prerequisites for a second bachelor's or graduate degree program may qualify for financial aid.

Graduate Non-Degree students may be eligible if:
1. the courses are being taken because an IUPUI graduate or undergraduate department or school has required the courses as prerequisites for admission to a graduate or undergraduate program here at IUPUI, and
2. those prerequisite courses being taken for any semester equal at least half-time enrollment (6 hours of undergraduate courses); all of which are prerequisites.
3. they did not max out their aid at the undergraduate level.

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

IUPUI Employees and Their Spouses

If the student or the student's spouse is employed full time at IUPUI, the Fee Courtesy Request Form, available from the Office of Student Financial Aid Services, Cavanaugh Hall 103, must be completed. If the student has been classified as a nonresident of Indiana for tuition purposes, the student should note that tuition is assessed at the out-of-state rate. Completing this form enables the student to receive the fee and reductions available to full-time IUPUI employees and their dependents.