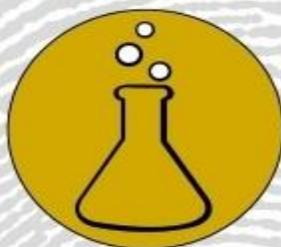


# Graduate Student Handbook August 2013

*Forensic & Investigative Sciences*



**IU PUI**

**Indiana University-Purdue University Indianapolis**

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“Wherever he steps, whatever he touches, whatever he leaves - even unconsciously - will serve as silent evidence against him. Not only his fingerprints and his shoeprints, but also his hair, the fibers from his clothes, the glass he breaks, the toolmark he leaves, the paint he scratches, the blood or semen he deposits or collects - all of these and more bear mute witness against him. This is evidence that does not forget. It is not confused by the excitement of the moment. It is not absent because human witnesses are. It is factual evidence. Physical evidence cannot be wrong; it cannot perjure itself; it cannot be wholly absent. Only in its interpretation can there be error. Only human failure to find, study, and understand it can diminish its value”

Attributed to Paul L. Kirk

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## INTRODUCTION

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Welcome to the Forensic and Investigative Sciences Program at IUPUI. You are, in fact, a student in the Graduate School of Purdue University and, as such, you will receive a Purdue degree awarded at Indianapolis. The rules and regulations of the Purdue University Graduate School, rather than those of Indiana University, apply. However, your documents will be maintained by Indiana University while enrolled. Upon graduation, these documents will be transferred to Purdue University.

This Handbook contains information on the rules and policies regarding degree requirements, appointment information, and other items of concern to graduate students. An orientation session is held for incoming graduate students in August each year before school starts. At this session you will receive information about the graduate program, registration, payroll, and insurance. In addition, teaching assistants will participate in a workshop to help prepare them for their instructional duties.

## REGISTRATION

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All graduate students are cleared for computer registration during the open registration period on all courses except those which require written authorization (PERM — listed by the course in the Schedule of Classes). Kitty O’Doherty (LD 326K) authorizes all graduate students for FIS 69800 – Thesis Research. Should you have authorization problems when registering for these courses please see her. Your student identification number is needed to access the registration system and set up your computing account which can be done at <http://uits.iu.edu/page/achn>. The Schedule of Classes can be accessed from the IUPUI homepage. Select OneStart, Public Services, then Schedule of Classes.

Full-time students must enroll for a minimum of 6 (8 for International students) credit hours in every semester (1-2cr in summer) of residency. This status ensures you are eligible for health care, student visas, and deferments for student loans. In general, most full-time students will have a semester schedule that includes:

- One or more courses
- Thesis research activity (FIS 69800 for MS students)

**Please note:** If enrollment lapses for more than 2 semesters (summer counts as one), students must reapply. See Kitty O’Doherty for instructions on how to reapply.

## Thesis Advisor Selection

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Selection of a Thesis Advisor is, perhaps, the most important decision in undertaking graduate study and should be given careful consideration. The process should be completed in the first semester of enrollment.

At the beginning of each semester the Head of the Graduate Program will meet with new graduate students and explain the procedures for selection of a thesis advisor.

Selection is based on interviews with individual faculty members. Students will be given a list of faculty who will be accepting and will be eligible to accept new students during the current semester. Students should schedule interviews with as many faculty members on the list as the student wishes. Students then select a potential Thesis Advisor from among the faculty interviewed and enter into more detailed discussions of faculty expectations and project scope. Upon further discussion of a thesis project with the potential thesis advisor, and mutual agreement, the student should obtain that faculty member's signature on **Form F-2** as formal acceptance into their research group. Completed Form F-2 should then be returned to the Graduate Program Administrator by the end of the first semester. If an assignment cannot be made on the basis of this process, students are asked to consult with the Head of the Graduate Program.

Selection of a Thesis Advisory Committee also should be completed as soon as possible (within the first semester). It is important to identify the faculty member whose group you would like to join early as there are a limited number of openings in each group. Each student's thesis advisor will work with him/her to select additional faculty members to complete the IUPUI advisory committee. The committee will include the IUPUI Thesis Advisor and two additional IUPUI faculty in the case of MS students. The Thesis Advisory Committee is responsible for yearly normal progress evaluations of MS candidates. **Form F-3**, which is used to establish a Thesis Advisory Committee, should be completed and returned by the end of the first semester in residence.

### *MS Thesis Requirements*

| <i>Activity and Form to Submit</i>            | <i>Deadlines</i>                           |
|---|--|
| Thesis Advisor Selection, Form F-2            | By end of first semester                   |
| Establish Thesis Advisory Committee, Form F-3 | By end of the first semester               |
| File Plan of Study, GS Form 6                 | By the end of the 3 <sup>rd</sup> semester |
| Convene Thesis Committee Meeting              | By end of year 1                           |
| Convene Thesis Committee, GS Form 8           | At least 4 weeks prior to defense date     |
| Complete Thesis Format Check                  |  |

### *MS Non-Thesis Requirements*

| <i>Activity and Form to Submit</i>            | <i>Deadlines and Due Dates</i>              |
|---|---|
| Thesis Advisor Selection, Form F-2            | By the end of your 1 <sup>st</sup> semester |
| Establish Thesis Advisory Committee, Form F-3 | By the end of your 1 <sup>st</sup> semester |
| File Plan of Study, GS Form 6                 | By the end of your 3 <sup>rd</sup> semester |

**STUDENTS ARE RESPONSIBLE FOR MEETING DEADLINES-SEE THE GRADUATE ADMINISTRATOR WITH QUESTIONS OR CONCERNS.**

## MS DEGREE REQUIREMENTS

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Specific requirements for the MS degree are summarized below. You should familiarize yourself with these requirements. *Ultimately, it is your responsibility to satisfy the requirements; failure to do so likely will delay awarding of your degree.*

The MS program consists of 35 semester credit hours. It is anticipated that the program can be completed within two years by full time students. The credit hours are to be distributed as follows:

All students (full, part time and non-thesis) take the following courses:

1. FIS 50500 (3) - Professional and Ethical Issues in Forensic Science
2. FIS 51500 (3) - Legal Issues in Forensic Science
3. LAW D774 (2) - Law and Forensic Science (a clinical law class)

Students in the forensic chemistry concentration (full, part time and non-thesis) must take the following courses:

1. FIS 50600 (3) - Forensic Microscopy
2. FIS 51100 (4) - Forensic Chemistry 1
3. FIS 51200 (4) - Forensic Chemistry 2

Students in the forensic biology concentration (full, part time and non-thesis) must take the following courses:

1. FIS 52100 (4) - Forensic Biology 1
2. FIS 52200 (4) - Forensic Biology 2

Full time thesis students must take the following courses:

1. FIS 69800 (15) - Thesis Research
2. Electives (1-4) - approved by department

Part time and full-time non-thesis students must take the following courses:

1. FIS 59700 (6) - Design of a research project
2. Electives (10-13) - approved by the program. This may include up to 6 credits of internship. A student may also take courses in other concentrations as part of these credits.

| <b>Fall Semester</b>  | <b>Spring Semester</b>  | <b>Summer Semester</b>   | <b>Fall Semester</b>   |
|---|---|--|--|
| <ul style="list-style-type: none"><li>• FIS 50500 (3)</li><li>• FIS 51100 or 521(4)</li><li>• FIS 50600 (3)</li></ul> | <ul style="list-style-type: none"><li>• FIS 51500 (3)</li><li>• FIS 51200 or 522(4)</li><li>• FIS 69800 (4)</li></ul> | <ul style="list-style-type: none"><li>• LAW D774 (2)</li><li>• FIS 69800 (6)</li></ul> | <ul style="list-style-type: none"><li>• FIS 69800 (5)</li><li>• Elective (1)</li></ul> |

## MS Thesis To Do List/Approximate Timeline

- 1<sup>st</sup> Semester Coursework  
*To do: **Select Graduate Thesis Advisor, Form F-2**  
**Establish Thesis Advisory Committee, Form F-3***
- 2<sup>nd</sup> Semester Coursework  
69800 MS Thesis Research
- Summer I/II Registration May Not Be Required  
TA or RA Support  
69800 MS Thesis Research/Internship
- 3<sup>rd</sup> Semester Coursework  
69800 MS Thesis Research  
*To do: **File Plan of Study, GS Form 6 (can be done sooner but must be done prior to last semester)***
- 4<sup>th</sup> Semester Coursework  
69800 MS Thesis Research
- Summer III/IV CAND 99100 0 credits  
*To do: **Write and Defend Thesis**  
**GS Form 9, 19, 20, take to format appointment**  
**Complete Thesis Format Check**  
**File GS Form 8 –Request for Appointment of Examining Committee (4 weeks prior to defense date)**  
Registration for 1 credit of 69800 may be required depending on the defense date; check with Graduate Advisor.  
**GS Form 7 – Report of Exam Committee**  
**Electronic Submission**  
**GS Form 16 - Thesis Receipt, make sure Grad Administrator gets copy**  
**Deliver bound copy of Thesis to Chemistry Department**  
**Deliver bound copy of Thesis to your Advisor***
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## Plan of Study

The Plan of Study is a course contract with the University. It includes the 500 and 600 level courses from the Forensic Science Program (primary area) and courses from other departments (related areas) that the student intends to apply toward the degree. It does not include 69800/69900 credits but does include 59900 (if applicable) and 69500 credits. Plans of Study will not be accepted by the Graduate School until an official final transcript indicating the award of a Bachelors Degree is received.

The official Plan of Study should be filed by full time students prior to the end of the third semester. The Thesis Advisory Committee must sign the form indicating their approval. For part-time students, the Plan of Study must be submitted at least one semester prior to graduation; confer with the Graduate Advisor to establish the committee.

You must have a GPA of 3.00/4.00 for all courses you list on your Plan of Study. A grade of B- may be used on your Plan of Study; however, grades below B- are not allowed. You may be required to repeat any course in which you receive a grade of C+ or below. A downloadable version of the Plan of Study form (as well as other GS forms) is available on-line at <http://www.gradschool.purdue.edu/faculty/forms.cfm>. MS students use Form 6. A sample of a correctly filled out Plan of Study is included in the Forms section of this manual. Graduate faculty identifiers are listed on page 21.

### **HOW TO FILL OUT A PLAN OF STUDY (POS)**

*Note to all MS Thesis students: The Plan of Study should be submitted by the end of your third semester! Non-thesis MS students must submit no later than one semester prior to graduation.*

Go to the Purdue Graduate School website to locate the POS form, MS students use the GS-6 form

<http://www.gradschool.purdue.edu/faculty/forms.cfm>

#### **1. Name:**

**PUID No. :** This is your Purdue student ID, not your IUPUI student ID. Students can contact the Graduate Administrator for their PUID.

#### **2. Department:** Chemistry and Chemical Biology, or Biology. However, the Forensic and Investigative Sciences program is administratively in the CCB Department. ; **Dept. Code:** CHM or BIOL; **Thesis or Non-Thesis;**

**Degree Title:** Master of Science; **Degree Code:** FIS/MS; **Research Area:** Forensics

#### **3. Area of Specialization:** Forensic Chemistry or Forensic Biology

#### **4. Courses:**

- a) Consult your FIS Graduate Handbook for degree program requirements.
- b) Make sure you have met with your advisor in your first semester and your coursework has been approved for your chosen field.

- c) The first three courses listed will be your Primary (“P”) courses. These are the courses in your area of specialization. List them in chronological finishing order. Type out complete name of courses.
  - d) The remaining courses will be listed in chronological order as your Related (“R”) courses. Type out complete name of course.
  - e) Any 69600 Special Topics courses will be abbreviated as “SPC TPC: and then the name of the course.”
  - f) Research credits are not to appear on the POS.
  - g) Subject abbreviation: FIS, CHEM, BIOLetc. See your registration.
5. **Method of Establishing Credit:** Note with an “x” if your courses were taken through regular registration or Non-degree registration. Describe equivalent course if you are transferring credits.
  6. **Date Completed/To Be Completed:** List in chronological order, with your three primary courses at the top. See 4c and 4d above.
  7. **Language Requirements and Method Used to Meet Requirements:** See Graduate Administrator if this applies.
  8. **Names of Advisory Committee Members:** The committee members should have been established in your first semester. MS students need three committee members – two in your area of research and one out of that area.
  9. **Graduate Faculty Identifier:** These codes can be found in the FIS Graduate Student Handbook. (See Graduate Administrator for the other departmental faculty codes if needed.)
  10. **Department Abbreviation and Code:** CHEM/CHM or BIOL. If committee member is from another department, see Graduate Administrator for that information.
  11. **Advisor in Area Of:** Type the research area of each committee member.
  12. **Signature:** Yours. The Graduate Administrator will get the committee signatures for you when you turn in the final draft of the POS.
  13. **Approved By:** Signature of the Head of Graduate Program.

Please bring in to Graduate Administrator (Kitty O’Doherty) when you’ve completed and signed this form. Feel free to send a draft electronically for her to review before signing the final copy. As noted above, the Graduate Administrator will get the signatures of the committee members and then send the POS to the Graduate School.

## **CAND 99100**

In the final semester, thesis and non-thesis students must register for 0 credits of CAND 99100. This course flags the school auditor of your intent to graduate. You may register for CAND up until the sixth week of the semester (third week in summer) but if you do register after the semester starts you will incur substantial late fees even though it is a zero credit class. Failure to register for CAND will delay the awarding of your degree by a semester. If graduation is delayed a semester for any reason, students must re-register for 1 credit of research (if full time – thesis) and CAND the following semester. You must always be registered for CAND in the semester you expect to graduate. ATTENTION: University deadlines are much earlier if registered for CAND only.

### **Thesis Preparation and Defense**

When you have arranged for a defense date with your committee you must file Graduate School **Form 8** to officially convene your committee. **The Purdue Graduate Dean requires that this form be filed four weeks prior to the actual examination date.**

Candidates for the MS-Thesis degrees must submit a thesis describing the results of their research. Regulations regarding the preparation of the thesis are described in *A Manual for the Preparation of Graduate Theses* which is available online at <http://www.gradschool.purdue.edu/thesis.cfm>. In accord with Graduate School policy, Ms. Debra Barker, 274-1577 and dsulliv2@iupui.edu, has been designated thesis format advisor. Ms. Barker will provide instructions regarding the thesis format check and deposit process. Please watch for workshops to be announced. Please allow ample time (2-4 weeks) for corrections to be made and to accommodate Ms. Barker's schedule.

The thesis defense will consist of two parts. The first part will involve a public presentation of the research with time and format arranged to permit questions from the committee and audience. Typically this is a presentation of 40-45 minutes followed by 10-15 minutes of a question and answer period. Immediately following the presentation, the candidate will be examined on the material in the thesis by the student's advisory committee.

Copies of the thesis must be distributed to the examining committee at least two weeks prior to the final oral examination. It is the student's responsibility to duplicate and distribute their thesis to the members of their committee.

### **University Deadlines**

IUPUI has various deadlines that must be adhered to when scheduling the final oral examination and completing other degree requirements. The exact dates change each semester but in general follow these rules:

- All final oral exams must be held prior to the last week of classes.
- The last day to deposit a thesis is the first working day of exam week.
- If you are registered for Candidacy Only these deadlines are much earlier.

Check with the Graduate Administrator to obtain the specific dates of these

deadlines in the semester you intend to graduate. Failure to meet deadlines by even one day could delay the awarding of your degree by a semester.

### **CAND 99100 Only**

Students completing degrees between semesters or students who plan to defend and deposit their thesis very early in the semester can register for CAND 99100 only (normally you must be registered for at least 1 credit of research in the semester you defend your thesis). This registration option can only be applied once. If the CAND 99100 Only deadlines are not met and thesis defense is delayed, the student must register for a minimum of 1 credit hour of research. If a student registers for CAND 99100 only, the student must be registered for 1 credit hour of research in the previous semester.

## **AFTER YOUR DEFENSE**

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### **Post - Defense Checklist**

- Submit final transcripts from the institution(s) awarding your prior degree(s). (This should be done in the first year of graduate study).
- Make sure all coursework is completed according to program requirements and grades are submitted. You should have a copy of your approved Plan of Study listing this coursework.
- Return Report of the Final Examination, GS Form 7, to the Graduate Advisor (deadlines apply).
- After your defense, make any corrections suggested by your committee.
- Allow your advisor to double check that all the appropriate corrections have been made.
- Precheck appointments and format review appointments are scheduled in advance. Contact Debra Barker by email for these appointments, [dsulliv2@iupui.edu](mailto:dsulliv2@iupui.edu).
- Please bring a copy of your thesis files on a CD-Rom, zip or floppy disk, or flash drive to your final appointment.
- In addition to electronically submitting your thesis through Debra Barker, Forms 9, 19 and 20 originals go to Ms. Barker for deposit. Print one final copy of thesis on a high quality printer. Copy each signed form (9, 19, 20) and assemble in the front of your printed thesis. Copy the complete thesis. You should now have two complete copies ready for binding. Theses are usually bound at the National Library Bindery Company, 55 South State Ave., Suite, 100, Indianapolis, IN 46201, #317-636-5606. These should be bound with a black cover and gold lettering. The edge contains the author's last name, thesis title and year.

### **Binding your Thesis**

- ❑ Theses for the department are bound in a consistent manner. The covers are black with gold lettering. The edge contains the author's last name, thesis title, and year. The theses are usually bound by National Library Bindery Company, 55 South State Ave Suite 100, Indianapolis 46201, telephone, 317-636-5606.

### **THESIS SUBMISSION**

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**All graduate students are required to deposit electronically,** Follow the School of Science graduation deadlines. Make an appointment well in advance with Debra Barker ([dsulli2@iupui.edu](mailto:dsulli2@iupui.edu)) of the IUPUI Graduate Office for precheck and format reviews. She will explain the process of submitting a copy of your thesis to Purdue University through ProQuest (fees apply.)

- ❑ The Purdue University Graduate Office will review your thesis submission.
- ❑ Once the Purdue University Graduate Office has approved your thesis, the IUPUI Graduate Office, the School of Science Dean's Office and the IUPUI Library will be notified.
- ❑ Once the IUPUI Librarian, Kimberly Thompson, has been notified that the Purdue University Graduate Office has approved your thesis, she will e-mail you regarding instructions on how to upload your thesis to IUPUIScholarWorks. **Note: You should only upload your thesis to IUPUIScholarWorks AFTER you receive the e-mail from Kimberly Thompson.**
- ❑ You will upload your thesis to IUPUIScholarWorks. If you have any issue with the upload, you should contact Kimberly Thompson at [kisthomp@iupui.edu](mailto:kisthomp@iupui.edu).
- ❑ Your thesis submission to IUPUIScholarWorks will be reviewed for approval by Debra Barker in the IUPUI Graduate Office. Ms. Barker will confirm that your uploaded thesis on IUPUIScholarWorks is the approved Purdue University version. If the thesis is the approved version, Ms. Barker will approve the IUPUIScholarWorks upload. If the thesis is not the approved version, Ms. Barker will reject the upload and inform you of the issue. If your thesis upload is rejected, you will receive an instructional e-mail from Kimberly Thompson on how to resubmit, once you have corrected the issues addressed by Ms. Barker.
- ❑ Once you have been awarded your degree, the School of Science Dean's Office will contact the library that you have graduated and Kimberly Thompson will then activate your thesis to go live in IUPUIScholarWorks for public access. *Confidential theses will not be activated.*
- ❑ In addition to electronically submitting your thesis through Debra Barker, Forms

9, 19 and 20 originals go to Ms. Barker for deposit. Print one final copy of thesis on a high quality printer. Copy each signed form (9, 19, 20) and assemble in the front of your printed thesis. Copy the complete thesis. You should now have two complete copies ready for binding. Theses are usually bound at the National Library Bindery Company, 55 South State Ave., Suite, 100, Indianapolis, IN 46201, #317-636-5606. These should be bound with a black cover and gold lettering. The edge contains the author's last name, thesis title and year.

- Deliver one to your advisor and one to Kitty O'Doherty, Graduate Program administrator.
- Confirm that a copy of the Thesis Receipt (Form 16) has been received by Kitty O'Doherty (Form issued by Deb Barker.)
- MS Diplomas:* are available from Molly Rondeau in the SOS Dean's Office, phone: 317-274-0672

### **Final Details**

- Clean up your work area.
- Return all keys to Cary Pritchard and/or Kurt Kulhavy.
- Leave a forwarding address with the Forensic Science office staff.

## **GRADUATE APPOINTMENTS**

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The Forensic and Investigative Sciences program provides support for full-time graduate students through Teaching Assistantships (TA), Research Assistantships (RA), Research Fellowships, and Co-op Fellowships. Students with these appointments also receive fee remission to cover most of the tuition expenses incurred. Completion of a graduate degree and all the requirements it entails requires a time commitment at least comparable to a full-time job. Consequently, a condition for receipt of financial aid (including fee remission) is that any full-time student must not accept outside employment, full or part-time, while holding a graduate appointment.

### ***Teaching Assistantships***

Students who are supported as Teaching Assistants (TA) receive university stipends for the academic year; they will have 6-8 contact hours during both the fall and spring semesters. A typical assignment is 2 three hour labs. Additionally you will be scheduled for 2-3 hours in the tutoring center and you will have grading to do and TA meetings to attend.

The department will organize special TA workshops which all TAs will be required to attend. These workshops will help you perform your teaching duties in exemplary fashion. In addition, students will also receive written materials to assist in teaching.

To continue to be supported as a Teaching Assistant you must carry out your

teaching duties in an acceptable manner. Problems in this regard (justified student complaints, failure to perform duties in a timely manner, etc.) will result in counseling from the professor in charge of the involved course and/or the Program Director. If there is no improvement, continued support may be withdrawn. Also, to continue to receive a Teaching Assistantship, the student must be making normal progress toward the student's degree objective.

### ***Research Assistantships***

Faculty may support students within their groups from research grants awarded to them. These funds are supplied solely to accomplish the research activities in their program and do not have teaching duties associated with them. The dollar value for an RA stipend is the same as the value of the TA stipend. Research Assistantships are given at the discretion of the Thesis Advisor.

## **FEE REMISSION**

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The Forensic Sciences program pays the majority of your tuition in the form of fee remission. Current state law requires a student pay about \$45 per credit hour with fee concessions. In addition, each student is responsible for student activity fees, recreation costs, parking, etc. This means that on average for 9 credit hours, the total to be paid by the student is about \$960. See Student Account Services website at [www.osas.iupui.edu](http://www.osas.iupui.edu) for fee information

Fee remission is applicable only to those courses that meet the requirements of the degree program or that may be included on a Plan of Study. No remedial courses (below 500) will be supported through fee remission.

## **NORMAL PROGRESS**

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Students must maintain normal progress towards their degree objective to ensure continued financial support. The minimum criteria for normal progress are a GPA of 3.00 or above, satisfactory research progress, and completion of other degree requirements (seminar, cumulative examinations, written research report, oral candidacy exam, weekly seminar attendance, etc.). To ascertain normal progress, the student's Thesis Advisory Committee will submit an annual evaluation. The evaluations begin one year after the student matriculates and will continue with a due date of October 1 thereafter. The specific criteria for the written evaluations will be set by the student's thesis advisory committee but should include evidence of normal progress, e.g., preprint, published paper, meeting candidacy requirements, etc.

A minimum cumulative GPA of 3.0/4.0 is required of all FIS graduate students. If at any time the GPA drops below 3.0, the student is placed on academic probation. Financial support may be rescinded if the GPA is not increased to 3.0 in a reasonable time period.

*Any grade below B- in a FIS graduate course is unacceptable because grades below*

*B- cannot be included on the Plan of Study. Any grade below C- in elective courses are considered failing. You will be required to repeat a course with a grade below B- in FIS classes, and either repeat or replace for electives if you are not fulfilling the total credit hour requirement.*

S or U may be assigned in certain courses, and they carry no grade point values and are not used to calculate the GPA. Another grade is the deferred grade, R. This is reminiscent of an incomplete, but unlike an I grade, the R grade never reverts to an F. Usually the deferred grade is used to postpone a grade. This will sometimes be the case with FIS 698.

Because an overall GPA of 3.0/4.0 is required by the department for graduation, a student is automatically considered as probationary if at any time the cumulative index falls below 3.0. Two semesters of course work under the 3.0 index will generally result in the loss of financial aid such as Teaching and Research Assistantships and fee remission. Moreover, after two semesters of work under a 3.0 index, students will not be permitted to register for further classes without permission from the Chair in consultation with the Graduate Advisor and Thesis Advisor. Additionally, any student who receives a grade of C- or below is subject to dismissal from the graduate program.

If a student finds it necessary to withdraw from the graduate program, the student should provide as much notice as possible to the Thesis Advisor and Graduate Advisor. In the case of Teaching Assistants, students are expected to complete the semester once it has begun. Students may also be dropped from the program for reasons of poor performance. The department will provide students with as much advance notice as possible if such action is warranted.

## **ENGLISH AS A SECOND LANGUAGE**

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A student whose first language is not English must meet the English requirements by demonstrating proficiency in *written* English. In addition, TAs who are not native English speakers must demonstrate proficiency in *oral* English

- (a) A score of 160 or higher on the verbal portion of the GRE will satisfy the written English proficiency requirement.
- (b) A TWE of 5 or better as part of the TOEFL will satisfy the written English proficiency.
- (c) A GMAT score of 36 or better demonstrates proficiency, in written English.
- (d) Written English proficiency may also be demonstrated through the English as a Second Language (ESL) program. The IUPUI ESL Screening Test includes a written essay examination. Each student's essay is read by two independent raters and awarded a score of 1 to 4. Students who receive a

score of 4 have demonstrated writing proficiency. Students who receive a score of 3 must enroll in either G013 or W131 (for international students) in order to fulfill the writing proficiency requirement; students who receive a 1 or 2 must take W001 before enrolling in G013 or W131. The ESL Screening Test may not be repeated. The cost of the test is \$27.00. For further information, contact the Testing Center, 274-2620.

(e) IUPUI has a mandatory Oral English Proficiency Exam that all graduate students whose native language is not English must pass before being assigned Assistantships that require direct teaching responsibilities. The exam consists of an interview and a presentation (a mini-lesson) given by the graduate student. The student is evaluated by representatives from the ESL Program and the student's department; together the evaluators determine whether the student's English proficiency is acceptable for teaching; in case of a disagreement, the opinion of the ESL representative prevails.

Students who do not pass the Oral English Proficiency Exam (speaking) may be required to take a three-credit hour course, G020 Communication Skills for ITAs, and then retest. The evaluation guidelines for the test also allow for a restricted category, which indicates the graduate student has a restricted acceptability for teaching; departments are recommended to assign the student to less demanding teaching responsibilities, and the student enrolls in G020 to upgrade his/her language skills. If the student is not ready for G020, he/she may be recommended to enroll in other oral language skills courses (G010-G012) offered by the ESL Program.

There is a \$27.00 fee for the Oral English Proficiency Exam which is also given by the Testing Center, 274-2620. This fee will be paid by the Forensic Science Program the first time the exam is taken. If the student must take the exam more than once, the student must pay the fee.

## **MISCELLANEOUS ITEMS**

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### **Health Insurance**

Health Insurance Coverage for graduate students is mandatory (a condition of hire) for any student enrolled in at least 6 credit hours and having a Student Academic Appointment of at least 37.5% FTE. This will include all FIS graduate students who are appointed as Teaching Assistants (50% FTE), Research Assistants (50% FTE), or Fellowship recipients. The policy coverage will begin on August 15 each year and end August 14 the following year. To contact the Graduate Student Health Insurance representative call 812-856-4650. You can find coverage information at the following website: <http://www.iupui.edu/~gradoff/students/health.html>. If you have questions about your insurance you can email questions to [studenthc@indiana.edu](mailto:studenthc@indiana.edu).

### **Access**

Full-time students should see Cary Pritchard (LD 303) and/or Kurt Kulhavy (SL 314) for access to research laboratories, teaching laboratories, and other areas of the department after obtaining a Jagtag. When you complete your work at IUPUI, you are expected to return all library books, clean your office and laboratory areas, and leave a forwarding address with the main office. If library or parking fines, unreturned keys, or other encumbrances exist, the registrar will not provide copies of your transcripts.

### **Jagtag/Student Identification**

Full-time students will need a Jagtag from Campus Card Services in the Campus Center. Students must bring a picture ID, proof of registration, and student identification number.

### **Mailbox**

Each full-time student is assigned a mail box in the Main Office (LD 326). All of your mail will be placed in these boxes. Through the Dean's Office you may rent a locker in the 3rd floor SL/LD study area. We will attempt to assign each new graduate student a desk in the department until you have chosen a thesis advisor; then, you will have space assigned in your research laboratory.

### **Paychecks**

If you are not on a fellowship (paid through the Bursar), you will be paid through payroll. Direct deposit is now mandatory for IU employees. Pay stubs can be printed from your Onestart account under the Staff Tools tab. Generally you receive 5 paychecks per semester of appointment and 2-3 paychecks for a summer appointment.

## **SEXUAL HARASSMENT**

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The Forensic and Investigative Sciences program strives to create an environment in which faculty, staff, and students work and study together to accomplish personal, school, and University objectives. The creation of such an environment is essential to the goals of a liberal education. However, this environment cannot be cultivated if any of us are victims of sexual harassment or are subjecting others even unknowingly, to such harassment.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in other University activity;
- submission to, or rejection of, such conduct by an individual is used as a basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a University activity; or such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment or participation in a University activity.

Sexual harassment is not confined to acts of a sexual nature. Any behavior that insults, ridicules or demeans a person on the basis of gender may constitute sexual harassment.

Sexual harassment takes a variety of forms; it may be verbal, written or physical. It may be ongoing persistent behavior or a single incident. Inappropriate behavior ranges from telling an offensive joke to physical assault.

If you believe you are being harassed, take action. The following are some of your alternatives.

1. Confront the person whose behavior is inappropriate, either in person or in writing; describe the specific behavior that offends you and clearly state how you would like the situation resolved.
2. Report the incident to the Director.
3. If you are a victim of sexual assault, contact the police department.

Preventing sexual harassment requires constant vigilance on the part of all of us. Many incidents reported are unintentional actions that occur because of insensitivity or lack of awareness. But whether intentional or not, sexual harassment is prohibited by law and is a violation of University policy.

## **TA-STUDENT RELATIONSHIPS**

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As a Teaching Assistant you are often very close in age to the undergraduate students you will be teaching. This can make you an effective teacher but can also present problems. As a general rule, socialization with students whom you teach is not advised because this frequently is misinterpreted by other students who feel they are at a disadvantage. Also, in extreme cases, there may be cause for a charge of sexual harassment.

Always remember that as a Teaching Assistant you are a representative of the University and the Forensic and Investigative Sciences program. The Indiana University Academic Handbook (governing all academic appointments) states:

The faculty subscribe to the long standing academic norm that sexual or amorous relationships between faculty (as well as teaching assistants) and students for whom they have professional responsibility are generally unacceptable even when both parties have consented to the development of the relationship. Such relationships not only raise questions about the professional integrity of the particular faculty (or instructional assistant) involved, but also the University as a whole. Furthermore, when such liaisons occur, they can lead to demoralization among other students, who can perceive a student in such a relationship as benefiting in a special way in terms of academic, financial or career opportunities.

Maintaining a proper, ethical relationship with students is an important part of the teaching experience. Persons violating this policy will be subject to appropriate University disciplinary action, termination of teaching appointment, or possible dismissal from the University. The Department strongly endorses this policy and persons violating these guidelines will be subject to appropriate disciplinary action.

## **SAFETY IN THE LABORATORY**

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Maintenance of a safe environment in our teaching and research laboratories is an absolute necessity. We are interested in your safety and you must be concerned about the

safety of those around you. As a Teaching Assistant, the burden of creating a safe environment for your students rests on your shoulders. As a researcher, you must develop safe habits and prudent practices because your colleagues in the laboratory expect and deserve a safe workplace.

***You are responsible!***

You will be provided information during orientation about the General Safety class and the Lab Safety class. All new students and employees are required to attend.

#### Emergency Phone Numbers

|                  |                 |                          |
|------------------|-----------------|--------------------------|
| <b>Police</b>    | <b>274-7911</b> | <b>(dial 4-7911)</b>     |
| <b>Fire</b>      | <b>274-2311</b> | <b>(dial 4-2311)</b>     |
| <b>Ambulance</b> | <b>634-1313</b> | <b>(dial 9-634-1313)</b> |

The IUPUI Emergency Procedures Handbook outlines courses of action for a variety of emergency situations. This handbook is designed for quick reference and should be readily accessible near telephones in the department. **It is your responsibility to become familiar with these procedures.**

#### **General Rules on Safety and Cleanliness**

The following list is not inclusive. Additional information is found in the *Chemical Hygiene Program*, the *IUPUI Safety Manual*, and the ACS publication *Safety in Academic Chemistry Laboratories*. All teaching laboratories in the Forensic Science program operate under the *IUPUI-Laboratory Safety Rules* (rev. 8/93). Also known as the *Safety Pledge*, this listing of 22 rules applies to students taking lab courses and the laboratory instructors in the various courses. Faculty and staff involved in your teaching and research are excellent resources as well. Please seek their help and advice!

1. **Wear Eye Protection!** Eye protection must be worn whenever you are in a chemical laboratory. Safety goggles provide the best protection and are required in most teaching laboratories. Less satisfactory protection is provided by metal-rimmed or plastic-rimmed safety glasses. If safety glasses are used, they must be ANSI Z87.1-1989 approved and equipped with side shields. Wearers of contact lenses must protect their eyes with safety goggles.
2. Eating, drinking, application of cosmetics, and similar activities are strictly prohibited in all laboratories.
3. Anyone carrying out experiments alone in a laboratory should inform someone in the vicinity of the nature of their work so that assistance can be rendered in case of an emergency.
4. Research and instructional laboratories should be maintained in a clean condition at all times. Keep refrigerators clean and defrost them whenever it is necessary. Avoid cluttering up floors with equipment.
5. Keep approaches to emergency doors absolutely unobstructed!
6. In general, reactions should not be left unattended if there exists the slightest

possibility of their getting out of control. Reactions which involve continuous introduction of a gas should not be left without supervision. The reaction vessel must be separated from the gas source by an empty trap. Toxic and corrosive compounds such as HCN, HF, HCl, H<sub>2</sub>S, phosgene, NH<sub>3</sub>, mercaptans, etc., which might form in a reaction must be absorbed and not allowed to escape freely into a room or via the hood. Special consideration must be given to the location of a reaction. Reactions which require large amounts of flammable solvents, active metals, or metal hydrides should be carried out in the hood behind a safety shield. The heating of such reactions should be done electrically or by a steam bath; open flames must be avoided!

7. The use of acid baths is strictly prohibited because of the corrosive action of the fumes on the metal parts of fume hoods.
  8. Familiarize yourself with the location of safety showers, eye wash stations, fire blankets, and fire extinguishers.
  9. Container sizes are restricted for flammable and combustible liquids (Class 1A, glass, 0.5L; Class 1B, 1.0L, glass; Class 1C, glass, 4.0L). Consult the Reference Manual in the IUPUI Chemical Hygiene Program for detailed information on the storage of flammables.
  10. Storage in the laboratory of chemicals such as metallic hydrides, active metals, peroxides, and explosives must be kept to a minimum quantity which shall be the smallest package available from the vendor.
  11. Condenser tubing must be in good condition and properly wired.
  12. Aspirators should not be allowed to run overnight.
  13. Glass (broken or intact) should never be placed into regular trash containers. Glass items for disposal should be rinsed thoroughly and placed in a heavy-duty cardboard box that is labeled "Broken Glass."
  14. Chemical waste must not be placed in trash containers. Sink disposal of waste is only permitted for listed "drain-safe" chemicals. Generally, chemical waste should be placed in suitable and properly labeled containers for removal by the Department of Environmental Health and Safety. Hazardous Material Manifests can be obtained from Jim Crase for this purpose.
  15. Do not take any unnecessary chances especially if experimenting with hazardous chemicals. Work in the hood behind a safety shield.
  16. In the event of an accident, get in touch immediately with the Campus Police, 274-7911. In the event of a fire, call Fire Emergency 274-2311.
  17. Report any accident promptly to Jim Crase, who is the Forensic Safety Coordinator.
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## ACADEMIC RESPONSIBILITIES & MISCONDUCT

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### **The following is an excerpt taken from the IUPUI Code of Student Rights, Responsibilities and Conduct ([www.iupui.edu/code](http://www.iupui.edu/code)).**

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master's exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

#### **1. Cheating**

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

- a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
- b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.
- c. A student must not use materials from a commercial term paper company; files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
- d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- e. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
- f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom he work is being submitted.
- g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

#### **2. Fabrication**

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

#### **3. Plagiarism**

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

- a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

1. Directly quoting another person's actual words, whether oral or written;
2. Using another person's ideas, opinions, or theories;
3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material; or
5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

#### **4. Interference**

A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

#### **5. Violation of Course Rules**

A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

#### **6. Facilitating Academic Dishonesty**

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

## SUMMARY OF GRADUATE FORMS

Many of the forms listed below are now available on line as downloadable files on the Purdue University Graduate School Website:

<http://www.purdue.edu/faculty/forms.cfm>

Samples of the following forms have been included to help expedite the abundance of paperwork that is necessary to finish a University program.

1. **Graduate Thesis Advisor Form** (Form F-2). This form must be completed by all thesis option students. It includes signatures of faculty with whom you have discussed research opportunities and the signatures of the student and the thesis advisor indicating their agreement to the thesis advisor selection.
2. **Appointment of Thesis Advisory Committee** (Form F-3). After consultation with the thesis advisor, the student will choose additional members to serve as an advisory committee for the duration of the program. Signatures of these faculty must be obtained indicating their willingness to serve.
3. **Plan of Study**. (GS Form 6). The student completes the form (typed) similar to the one included. All forensic courses are primary (P), those outside the department are related (R). List the courses in your area of research first. Include names of the committee members and their faculty identifiers:

|            |       |
|------------|-------|
| Goodpaster | X0542 |
| Picard     | X0682 |
| Smith      | X     |

Identifiers for other faculty may be obtained from the Graduate Administrator.

4. **Request for Change to Plan of Study** (GS Form 13). This form is used to revise a previously approved Plan of Study.
5. **Request for Appointment of Examining Committee** (GS Form 8). This form must be submitted to the Graduate School (through the Graduate Administrator) at least four weeks prior to the scheduled date of your oral examination. It cannot be submitted until a date and time for the thesis defense have been established.
6. **Report of Examining Committee** (GS Form 7) or **Report of the Final Examining Committee** (PhD Form 11 comes from Purdue). This form is endorsed by your thesis committee and is returned to the Administrator.
7. **Thesis Acceptance** (GS Form 9). This certification form will be bound into your thesis when it is submitted to the Graduate School.
8. **Request for Confidentiality** (GS Form 15).
9. **Thesis Receipt** (GS Form 16). The Graduate School will provide a copy of this form when the thesis is deposited. Please provide a copy to the department.
10. **Masters Thesis Agreement** (GS Form 19).

**11. Research Integrity and Copyright Disclaimer (GS Form 20).**

## **Useful Contact Information**

### **IUPUI Campus Police Department**

On Campus Emergencies: (317) 274-7911

Telephone: (317) 274-2058

1232 W. Michigan St.

Indianapolis, IN 46202

### **IUPUI Main Website**

<http://www.iupui.edu>

### **IUPUI Dept. of Chemistry & Chemical Biology**

#### **Forensic and Investigative Sciences Program**

402 N. Blackford Street, LD 326

Indianapolis, IN 46202

Front Desk: (317) 274-6872

FAX: (317) 274-4701

<http://chem.iupui.edu>

Kitty O'Doherty, Grad Administrator

(317) 274-8969

[czinski@iupui.edu](mailto:czinski@iupui.edu)

### **IUPUI Graduate Office**

<http://www.iupui.edu/~gradoff>

UL 1173

(317) 274-1577

### **School of Science Dean's Office**

<http://science.iupui.edu/>

(317) 274-0625

402 N. Blackford Street, LD 222

Indianapolis, IN 46202

### **Office of International Affairs**

<http://international.iupui.edu/>

e-mail: [oia@iupui.edu](mailto:oia@iupui.edu)

(317) 274-7000

902 W. New York Street, ES 2126

Indianapolis, IN 46202

**IUPUI Office of the Registrar**

(transcripts)

(317) 274-1519

<http://www.iupui.edu/>

[iupuireg@iupui.edu](mailto:iupuireg@iupui.edu)

**JagTag - Campus Card Services**

<http://www.jagtag.iupui.edu/>

(317) 274-5177

IUPUI Campus Center

420 University Blvd., Suite 217

Indianapolis, IN 46202

**IUPUI Parking Services**

<https://www.parking.iupui.edu/home.do>

(317) 274-4232

Office is located in the Vermont St. Garage

1004 W. Vermont St.

Indianapolis, IN 46202

**University Technology Service (UITS)**

<http://uits.iu.edu>

274-HELP

**IUware (software downloads)**

<http://www.iuware.iu.edu/>

**Purdue Chemistry Department**

<http://www.chem.purdue.edu/>

**Purdue University Graduate School**

(deadlines, forms and cumulative exam information)

<http://www.gradschool.purdue.edu/>