“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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<td>Academic Responsibilities &amp; Misconduct</td>
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<td>Violation of Course Rules</td>
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<td>Summary of Graduate Forms</td>
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<td>Plan of Study (Form 6)</td>
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<td>Useful Contact Information</td>
<td>20</td>
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<td>School of Science Dean’s Office</td>
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<td>Office of International Affairs</td>
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<tr>
<td>IUPUI Office of the Registrar</td>
<td>21</td>
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<td>Crimson Card - Campus Card Services</td>
<td>21</td>
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<tr>
<td>IUPUI Campus Police Department</td>
<td>21</td>
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<tr>
<td>University Technology Service (UITS)</td>
<td>21</td>
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<td>IUware (software downloads)</td>
<td>21</td>
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<tr>
<td>Purdue University Graduate School</td>
<td>21</td>
</tr>
<tr>
<td>Student Instructions for the Electronic Plan of Study</td>
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</tr>
<tr>
<td>People</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Dr. Christine Picard,</td>
<td></td>
</tr>
<tr>
<td>Associate Professor, Program Director</td>
<td></td>
</tr>
<tr>
<td>317-278-1050</td>
<td></td>
</tr>
<tr>
<td>SL 204</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cpicard@iupui.edu">cpicard@iupui.edu</a></td>
<td></td>
</tr>
<tr>
<td>Dr. John Goodpaster</td>
<td></td>
</tr>
<tr>
<td>Associate Professor, Associate Director</td>
<td></td>
</tr>
<tr>
<td>317-274-6881</td>
<td></td>
</tr>
<tr>
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<tr>
<td><a href="mailto:jvgoodpa@iupui.edu">jvgoodpa@iupui.edu</a></td>
<td></td>
</tr>
<tr>
<td>Dr. Nicholas Manicke</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
</tr>
<tr>
<td>317-274-6819</td>
<td></td>
</tr>
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<tr>
<td><a href="mailto:nmanicke@iupui.edu">nmanicke@iupui.edu</a></td>
<td></td>
</tr>
<tr>
<td>Dr. Susan Walsh</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>317-274-0593</td>
<td></td>
</tr>
<tr>
<td>SL 350</td>
<td></td>
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<tr>
<td><a href="mailto:walshsus@iupui.edu">walshsus@iupui.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Gina Londino-Smolar</td>
<td></td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>317-274-6820</td>
<td></td>
</tr>
<tr>
<td>EL 132</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:glondino@iupui.edu">glondino@iupui.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Kitty O'Doherty</td>
<td></td>
</tr>
<tr>
<td>Graduate Program Administrator</td>
<td></td>
</tr>
<tr>
<td>317-274-8969</td>
<td></td>
</tr>
<tr>
<td>LD 326</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:czinski@iupui.edu">czinski@iupui.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Donna Roskowski</td>
<td></td>
</tr>
<tr>
<td>Academic Specialist</td>
<td></td>
</tr>
<tr>
<td>317-274-2094</td>
<td></td>
</tr>
<tr>
<td>EL 137</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:roskowsd@iupui.edu">roskowsd@iupui.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Introduction

Welcome to the Forensic and Investigative Sciences non-thesis Masters 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 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 and course registration.

Course Registration

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). Should you have authorization problems when registering for these courses please see Kitty O’Doherty. 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 One, Public Services, then Schedule of Classes.

Full-time students must enroll for a minimum of 8 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.

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.
**Enrollment Status**

**Full-Time, Half-Time, Part-Time Student Enrollment Status for Loan Deferment, Medical Insurance, etc.**

Certification of full, half or less than half-time enrollment status for loan deferment, medical insurance, etc. is based on hours of enrollment in a term (Fall, Spring, Summer). Listed below are the requirements that constitute full-time student status for official enrollment certification purposes by the Office of the Registrar and for financial assistance.

Full time enrollment as defined below, is often required in order for students to be covered for health/medical insurance or to defer repayment of student loans. For example, a dependent student may be covered under their parent's medical insurance plan as long as that student remains enrolled as a full time student. If that student were to drop below full time status, they may not be covered. This should be considered when dropping from full time to half/part time status.

**Fall, Spring, Summer Term Enrollment Status Requirements**

<table>
<thead>
<tr>
<th></th>
<th>Full time</th>
<th>Half time</th>
<th>Less than Half time</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Undergraduate</td>
<td>12 hrs.</td>
<td>6 hrs.</td>
<td>1-5 hrs.</td>
</tr>
<tr>
<td>Graduate &amp; Professional</td>
<td>8 hrs.</td>
<td>4 hrs.</td>
<td>1-3 hrs.</td>
</tr>
</tbody>
</table>

For certain graduate students, typically those doing dissertation work, the number of credits to be considered full-time may be lower. The Office of the Registrar is responsible for determining standards for full and half time enrollment and if an exception to those standards may be made. Questions regarding exceptions for academic purposes should be directed to the
Office of the Registrar. Questions regarding exceptions for financial aid purposes should be directed to the Office of Student Financial Services.
Enrollment Requirements for Fellowships/Assistantships

<table>
<thead>
<tr>
<th>Fellowships¹,²</th>
<th>Fall/Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantships⁴</td>
<td>Grad. - 6 units³</td>
</tr>
<tr>
<td></td>
<td>Grad. - 6 units⁵</td>
</tr>
</tbody>
</table>

1. Except for those enrolled in thesis or dissertation units/hours.
2. Some fellowships require enrollment in more than 6 units (credit hours). Consult the IU office providing the fellowship for more information.
3. For summer fellowships, consult the IU office providing the fellowship for enrollment requirements.
4. Graduate students on an assistantship (student academic appointment) at 37.5% FTE or greater must enroll in a minimum of 6 units.
5. While the minimum hours of enrollment to receive a Fellowship/Assistantship is 6 hours, students still must be enrolled in 8 credit hours per semester to be considered full time for official University enrollment verification purposes.

Non- Thesis M.S. Degree Requirements

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

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 30 semester credit hours. It is anticipated that the program can be completed within 12 months by full time students.

Note that all FIS classes will be taught in sequence and space is reserved for FIS graduate students. However, elective classes offered by other departments are not always offered or may be full. You will need to remain flexible in terms of what electives you select.

Special Topics Courses

FIS 496 Special Topics are one credit workshops cover a wide range of applied topics. Although they have undergraduate course numbers, graduate students may take up to six credits of these 496 courses and apply that to their plan of study. These courses will appear in the course catalog with a description. Amy Maidi is the coordinator for these courses.

Research Credits
Although the degree you are completing does not require a thesis, there is nothing preventing you from getting involved in research. Every FIS faculty member maintains an active research laboratory. Currently research credits are denoted as FIS 69800. Keep in mind that you need to meet with the FIS faculty member for whom you wish to work and agree upon the number of credit hours and hours per week in the lab prior to beginning any research.
# Checksheet for Forensic Biology Students

## Core Courses (16 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th># credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 50500</td>
<td>Current Issues in Forensic Science</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>FIS 50100</td>
<td>Advanced Forensic Microscopy</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>FIS 50800</td>
<td>Forensic Laboratory Management</td>
<td>Summer</td>
<td>2</td>
</tr>
<tr>
<td>FIS 51500</td>
<td>Forensic Science and the Law</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>FIS 59700</td>
<td>Design of a Research Project</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>FIS 69500</td>
<td>Seminar</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>LAW-D-774</td>
<td>Law Clinic Class</td>
<td>Summer</td>
<td>2</td>
</tr>
</tbody>
</table>

## Biology Courses (11 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th># credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 52100</td>
<td>Forensic Biology I Lecture</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>FIS 52101</td>
<td>Forensic Biology I Lab</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>FIS 53000</td>
<td>Population Genetics</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 507</td>
<td>Principles of Molecular Biology</td>
<td>Fall</td>
<td>3</td>
</tr>
</tbody>
</table>

## Approved Electives (need 3 credits):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th># credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 30100</td>
<td>Forensic Microscopy Lecture</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>FIS 49600</td>
<td>Special topics in Forensic Science</td>
<td>Fall, Spring, Summer</td>
<td>1 each</td>
</tr>
<tr>
<td>SPEA-J-501</td>
<td>Criminological Thought and Policy</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PSY-60000</td>
<td>Statistical Inference</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PSY-60100</td>
<td>Experimental Design</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>SPEA-J-502</td>
<td>Research methods in criminal justice</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-69700</td>
<td>Cell Biology</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>MGEN-612</td>
<td>Molecular and Biochemical Genetics</td>
<td>Spring</td>
<td>3</td>
</tr>
</tbody>
</table>
Elective courses that appear in red are strongly encouraged
# Checksheet for Forensic Chemistry Students

## Core Courses (16 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th># credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 50500</td>
<td>Current Issues in Forensic Science</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>FIS 50600</td>
<td>Advanced Forensic Microscopy</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>FIS 50800</td>
<td>Forensic Laboratory Management</td>
<td>Summer</td>
<td>2</td>
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<tr>
<td>FIS 51500</td>
<td>Forensic Science and the Law</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>FIS 59700</td>
<td>Design of a Research Project</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>FIS 69500</td>
<td>Seminar</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>LAW-D-774</td>
<td>Law Clinic Class</td>
<td>Summer</td>
<td>2</td>
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</table>

## Chemistry Courses (11 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th># credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 51100</td>
<td>Forensic Chemistry I</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>FIS 51101</td>
<td>Forensic Chemistry I Lab</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>FIS 51200</td>
<td>Forensic Chemistry II</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>FIS 51201</td>
<td>Forensic Chemistry II Lab</td>
<td>Spring</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 621</td>
<td>Advanced Analytical Chemistry</td>
<td>Fall</td>
<td>3</td>
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</table>

## Approved Electives (need 3 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th># credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 30100</td>
<td>Forensic Microscopy Lecture</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>FIS 49600</td>
<td>Special topics in Forensic Science</td>
<td>Fall, Spring, Summer</td>
<td>1 each</td>
</tr>
<tr>
<td>SPEA-J-501</td>
<td>Criminological Thought and Policy</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PSY-60000</td>
<td>Statistical Inference</td>
<td>Fall</td>
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<tr>
<td>PSY-60100</td>
<td>Experimental Design</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>SPEA-J-502</td>
<td>Research methods in criminal justice</td>
<td>Spring</td>
<td>3</td>
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<tr>
<td>CHEM-69600</td>
<td>Special Topics</td>
<td>Fall, Spring</td>
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<tr>
<td>------------</td>
<td>---------------</td>
<td>--------------</td>
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</tr>
</tbody>
</table>

Elective courses that appear in red are strongly encouraged
**Purdue Career Account**

You will receive information from the Graduate Office near the end of your first semester with a passcode and instructions for activating your account.

All Ph.D. and MS students in Purdue Graduate programs will log in to their Purdue Career Account on the [mypurdue.purdue.edu](http://mypurdue.purdue.edu) website to initiate these official forms: Plan of Study, Change to the Plan of Study, Request for Appointment of Examining Committee (e-Form 8), and your Thesis/Dissertation Deposit Forms (ETAF/Electronic Thesis Acceptance) forms. When you receive notice to create this account you will use your Purdue ID (PUID) number and Purdue Career Account User ID to activate your account. Follow the steps below to find your 10 digit PUID and User ID:

1. Use One.iu.edu to access the SIS Student Center:

   ![Student Center](image)

2. Log in using your CAS credentials:

   ![Central Authentication Service](image)

3. Scroll down to the Personal Information section, and click on Demographic Data:

   ![Personal Information](image)

4. Look under Other Identification Numbers for your 10 digit Purdue student number and User ID:
### Other Identification Numbers

External Identification Numbers are a student service. Indiana University has no responsibility except to display the information as provided.

<table>
<thead>
<tr>
<th>Ext Sys ID Type</th>
<th>Effective Date</th>
<th>Ext System ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purdue Univ West Lafayette</td>
<td>06/19/2014</td>
<td>0022222222</td>
</tr>
<tr>
<td>Purdue Career Account User ID</td>
<td>06/19/2014</td>
<td>jsmith</td>
</tr>
</tbody>
</table>
Plan of Study (Form 6)

Purdue MS degrees at IUPUI require a Plan of Study to be filed with the Graduate School. All plans of study must be submitted electronically through their Purdue Career Account at https://mypurdue.purdue.edu.

The Plan of Study (Form 6) 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. Your plan of study may include research credits (FIS 59000) and up to six credits of FIS 49600. Plans of Study will not be accepted by the Graduate School until an official final transcript indicating the award of a Bachelor’s Degree is received.

Everyone will need to use their Purdue Career Account to submit their Plan of Study (and Change to the Plan of Study, if needed). To access these eForms, a Purdue Career Account has been generated for you by the IUPUI Graduate Office. After admission to the FIS MS program you should have received an e-mail from the Graduate Office with instructions on how to set up and activate your account.

How to fill out your Plan of Study (POS)
Please see directions via this link: http://graduate.iupui.edu/doc/forms/plan-of-study-purdue.pdf

You must have a cumulative GPA of 3.00 (i.e. a B- or better) for all courses you list on your Plan of Study. You may be required to repeat any course in which you receive a grade of C+ or below. Grades below B- are not allowed on the Plan of Study.

The official Plan of Study must be submitted at least one semester prior to graduation. Your graduation will be delayed if you have not submitted your Plan of Study prior to the semester you intend to graduate. Once you have submitted your Plan, it will be routed to the appropriate administrators for e-signatures.

Graduate faculty identifiers are listed on page 15.
Candidacy

In the final semester, non-thesis students must register for 0 credits of CAND (CAND 99100 plus 1 fee-bearing credit). 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 CAND the following semester. You must always be registered for CAND in the semester you expect to graduate.
FIS MS Non-Thesis Graduate Student Checklist

Prior to 1st Semester

- Accept admission via Purdue Grad School link
- Submit official final transcripts from undergraduate program
- Arrange for housing in Indianapolis
- Prepare to submit proof of immunizations to Registrar’s office

1st Semester

- Create computing/e-mail account
- Orientation
- Register for classes
- Student ID/Crimson Card
- Parking tag
- Create Purdue account (directions sent to you by Grad Office toward end of 1st semester)

2nd Semester

- Register for classes

Summer Session and any subsequent semesters

- Register for course work

One Semester Prior to Graduation

- Submit Plan of Study (E-form, via Purdue account)

Failure to meet this deadline will delay your graduation by one semester!

Final Semester

- Register for CAND (candidacy) and final course work
- As soon as possible, complete the Graduation Application and Survey found at: http://www.science.iupui.edu/academics/preparing-graduation

- At the end of your final semester an audit will be done by the FIS program and the IUPUI Graduate Office to confirm that you’ve completed all requirements. You will not have any final forms to sign.

- Graduation is not the same as Commencement. Your graduation is the semester in which you finish your final classes, have completed all requirements and paperwork is filed by your program to certify you have met requirements. Commencement is the ceremony held in May of each year. August graduates may walk in the May commencement prior to finishing their
courses. Participating in this ceremony DOES NOT mean you have graduated.

- Approximately two months after your graduation you will receive an e-mail from the School of Science notifying you that your diploma is ready.
Common Questions

What if I am interested in a course that is not listed as an elective? What if I am having trouble deciding on an elective?

What if I have questions about jobs, careers and other degree programs?

Dr. Christine Picard is the advisor and is available to you as you proceed through the program. Note that her approval is needed if you wish to take an elective course that does not appear in the lists above.

When should I ask Kitty for help?

Kitty O’Doherty can assist you with graduate program policies, program requirements and deadlines. Kitty will also process graduate program documents (e.g., Plan of Study. Lastly, Kitty monitors FIS graduate course scheduling and rosters.

When should I file my Plan of Study?

You must file your Plan of Study one semester in advance of your graduation. For the 12 Month M.S. Program, you start in the Fall semester and file your Plan of Study in the Spring semester.

When should I register for candidacy?

You should only register for the zero credit CAND course in the semester in which you are graduating. For the 12 month M.S. Program, you start in the Fall semester and graduate the following summer semester.
Miscellaneous Items

English for Academic Purposes (EAP)

By University policy, most graduate students who are non-native speakers of English are required to take the EAP Placement Test prior to registering for classes, before the start of their first semester on campus, even if they completed the TOEFL test. Students' letter of admission from the Office of International Affairs will indicate if they are required to take this test.

Some students who are permanent residents, political asylees, or undocumented without a U.S. degree are strongly encouraged to take the EAP Placement test. Graduate students in this category should speak to their advisor or the EAP Program about enrolling into an EAP course. Both undergraduate and graduate students may elect to take EAP courses even if they are not required to.

Because the EAP Placement Test 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 EAP classes that best meet students' academic needs that will provide favorable English experiences necessary for a successful career at IUPUI and beyond.

The EAP Placement Test is always given during the fall (August) and spring (January) orientation weeks sponsored by the Office of International Affairs. Students who have not already taken the EAP Placement Test will be registered for a specific test time during the orientation activities.

Students arriving to the campus early can take the EAP Placement Test at the IUPUI Testing Center. Pay the test fee ($30.00) in the Campus Center, Student Financial Services, Room 250. Bring a picture ID (your passport is acceptable) and your test fee payment receipt when you come to the testing center.

The courses prescribed based on the students’ results on the EAP Placement Test are required. Students who have not completed their EAP requirements will not be able to graduate.

NOTE for graduate students and advisers: Graduate students who are being considered for a teaching role (tutor, lab assistant, teaching assistant, course instructor) are also required by university policy to take the SPEAK test and complete any required supplemental EAP courses recommended based on that test. The Graduate Office monitors compliance with the campus policy. To register for the SPEAK Test, the department representative (secretary, advisor, etc.) should contact the EAP Program Office (274-2188) to register the graduate student for the next available testing time. There is a $30 test fee, which is charged to the student’s department.
More details about the SPEAK test can be found at http://liberalarts.iupui.edu/english/index.php/academics/eap/eap_contact.

The Department of English lists information such as test dates, testing locations, registration instructions, and more.

**Crimson Card/Student Identification**

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

**Sexual Harassment Policies**

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.

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>274-7911 (dial 4-7911)</td>
</tr>
<tr>
<td>Fire</td>
<td>274-2311 (dial 4-2311)</td>
</tr>
<tr>
<td>Ambulance</td>
<td>634-1313 (dial 9-634-1313)</td>
</tr>
</tbody>
</table>

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.**

**Academic Responsibilities & Misconduct**

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:
Cheating

Cheating is 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.

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.

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.
h. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

i. A student must give credit to the originality of others and acknowledge indebtedness whenever:

I. Directly quoting another person’s actual words, whether oral or written;

II. Using another person’s ideas, opinions, or theories;

III. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;

IV. Borrowing facts, statistics, or illustrative material; or

V. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

**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.

**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.

**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**

You will submit your Plan of Study and Request for Appointment of Examining Committee (as well as the Change to the Plan of Study if needed) electronically through your Purdue Career Account, [https://mypurdue.purdue.edu](https://mypurdue.purdue.edu).

**Plan of Study (Form 6)**

The student completes the form electronically through their Purdue Career Account. All Forensic courses are primary (P), those outside the department are related (R). There will be a drop-down menu for your courses. You will include the names of your committee chair and the committee members and their faculty identifiers:

- Goodpaster X0542
- Picard X0682
- Manicke X0738
- Walsh X0767

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

**Request for Change to Plan of Study (Form 13)**

This form is used to revise a previously approved Plan of Study.
Useful Contact Information

One.IU
Campus portal for access to your IUPUI student account, registration, finance, etc.
https://one.iu.edu/

Purdue Career Account
https://mypurdue.purdue.edu

IUPUI Main Website
http://www.iupui.edu

IUPUI Forensic and Investigative Sciences Program 402 N. Blackford Street, LD 326 Indianapolis, IN 46202
Front Desk: (317) 274-6872
FAX: (317) 274-4701
www.forensic.iupui.edu

Kitty O’Doherty,
Graduate Program Administrator (317) 274-8969
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
(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

Crimson Card - Campus Card Services
http://www.jagtag.iupui.edu/ (317) 274-5177
IUPUI Campus Center, Suite 217

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

IUPUI Campus Police Department
On Campus Emergencies: (317) 274-7911
Telephone: (317) 274-2058 1232 W. Michigan St.
Indianapolis, IN 46202

University Technology Service (UITS)
http://uits.iu.edu 274-HELP

IUware (software downloads)
http://www.iuware.iu.edu/

Purdue University Graduate School
http://www.gradschool.purdue.edu/
Student Instructions for the Electronic Plan of Study

Logging In

1. You will need to log in to myPurdue at [http://mypurdue.purdue.edu](http://mypurdue.purdue.edu) using your Purdue Career Account (CA) username and password. Then, click on the “Academics” tab. Click on the “Graduate Plan of Study” in the box labeled Graduate Students.

   ![myPurdue screenshot showing the location of the Graduate Students button](image)

   1. This will bring you to the Purdue University Graduate School Plan of Study Generator. You will need to use the same Purdue CA username and password to log in.
Purdue University Graduate School
Authorization Screen

This is the login page for the Graduate School Plan of Study Generator. Students trying to access this area must have a Purdue Career Account.

Enter your Purdue Career Account userid and password. If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

User ID / Alias
User Password

Login  Clear

Upon logging in, you will be directed to the Graduate School Plan of Study Generator.

For questions about the Plan of Study Generator, please contact:
Graduate School Main Office at 494-2600, or gradweb@purdue.edu
2. Click on “Plan of Study Generator”

3. Then click on “Create New Plan of Study”
Completing the Plan of Study

1. You will be taken to a page that asks you about basic information needed to create a plan of study – your campus, degree granting department, first semester of graduate study at Purdue (IUPUI), and e-mail address. Fill in your appropriate information. For “First semester of graduate study at Purdue” (IUPUI), the formatting is as follows:
   • Summer 2016-17 represents the summer semester of 2017.
   • Fall 2016-17 represents the fall semester of 2016.
   • Spring 2016-17 represents the spring semester of 2017.

   Your e-mail address is used for any notifications related to your plan of study. (Be sure to use one you check often, and confirm that it is entered correctly!)

   For more specific help with this page, click on the “Help” button. When you wish to proceed, click on “Process and Continue.” Warning message(s) may appear if there is any missing information, in which case make the appropriate correction(s) and click on “Process and Continue” again. Click on “Cancel” to erase this plan of study draft entirely.

   Next you will be taken to a page that asks for your degree title (Master’s, PhD, etc.), non-thesis/thesis track, and the date you anticipate receiving your degree.
2. For “Degree Date Expected,” the formatting is straightforward and abides by May 2016 representing May of 2016 and so forth. For more specific help with this page, click on the “Help” button. When you wish to proceed, click on “Process and Continue.”

3. After clicking “Process and Continue” you will be taken to a page with 5 main links. You will complete each item in order. Completing each section will return you to this page:
Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

☑ Student and Degree Information
   List: degree title, campus, department, expected graduate date, email address.

☐ Research Area and Concentration
   List: research area, concentration and language requirements.

☐ Course Work
   List courses for your plan of study.

☐ Advisory Committee
   List advisory committee members.

☐ Comments and Special Notes
   List any special notes or comments.
   No information on this page is required

Before submitting, please Preview Plan of Study to ensure your plan is accurate and complete.

Open a new browser window containing the Graduate School's Policies and Procedures Manual, Section VII for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.

[Help] [Save without Submitting] [Submit as Draft] [Submit as Final] [Delete this Plan]
a. **Student and Degree Information:**
   o Here you will be able to enter your basic academic information.

b. **Research Area and Concentration**
   o Here you will be able to enter information related to your research area and concentration(s).
   i. If your concentration is not available, enter it in the research area.
   ii. Not everyone has a concentration or research area, if you do not, leave it blank.

c. **Course Work** ***This section is used differently for IUPUI students! See below for details.***
   o Here you will be taken to a page with 4 choices:
   i. **You can fill in the courses you’ve taken at Purdue/IUPUI already as a graduate student.**
      - Be sure to check the box in the “Use” column to upload the course onto your plan of study.
      - Due to IUPUI to Purdue data transfers IUPUI students’ current term registration will never be available during that term. You will enter all recently completed and current **terms’ courses as FUTURE.**

---

**Purdue University Graduate School**

**Completed Purdue courses that apply to this plan of study**

Indicate which courses from your current academic record are to be used on this plan of study. Courses are listed in alphabetical order by subject. Only courses you were registered for at the beginning of the semester or those completed as a graduate student and for a grade are listed. List any courses taken as undergraduate courses on the “Transfer and Undergrad Elective” page.

For each course being used:
- click the “Use” box
- indicate the Area (Primary, Related, or Not Applicable)
- if a grade of B or better is required by your department check the “B or Better” box
- if this course was previously used on a bachelor’s plan check the “M.A./M.S.” box

To rename a course, uncheck the “Use” box

Courses taken in non-degree status are marked with non-degree registration.

For more detailed instructions click on the HELP button at the bottom of the page.

Note: Grades passed here are as of the end of the semester that they were taken. Late grade changes or course title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

<table>
<thead>
<tr>
<th>Use</th>
<th>Area</th>
<th>B or Better</th>
<th>M.A. Required</th>
<th>Course / Session / Credit Hours / Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Related</td>
<td>Yes</td>
<td>Yes</td>
<td>EDI 59130 COMP ED/COMP METHODS / Spring 2018-09 / 3 / A</td>
</tr>
<tr>
<td></td>
<td>Related</td>
<td>No</td>
<td>No</td>
<td>EDI 0530 QC/AL RES MET IN EDUC / Fall 2018-09 / 3 / A</td>
</tr>
<tr>
<td>Primary</td>
<td>Related</td>
<td>No</td>
<td>No</td>
<td>EDI 5000 HIST WOMEN’S EDUCATION / Fall 2018-09 / 3 / A</td>
</tr>
<tr>
<td>Primary</td>
<td>Related</td>
<td>No</td>
<td>No</td>
<td>EDIS 6000 SEMN, FOUNDATIONS EDUC / Spring 2018-09 / 3 / A</td>
</tr>
</tbody>
</table>

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help  Process and Continue
ii. You can fill in excess courses taken as an undergraduate or Non-Degree at Purdue/IUPUI and/or transfer courses from other schools.

- Be sure to fill in all the required information marked with a red asterisk (*). When you are finished, click on “Add”.
- If you are taking an IU numbered course and the system does not recognize it, enter it in the Transfer courses section.

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![Purdue University Graduate School](image)

Transfer courses to be applied to this plan of study

Use this section to add graduate coursework to your plan which was completed as either undergraduate excess or as a graduate student at another institution. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

Instructions:
- For each course, fill in all fields marked with an * and click the “Add” button.
- Enter the course title and subject exactly as it appears on the official transcript.
- For courses not yet completed, enter “FUTURE” in the grade field.
- To modify course information already added, type over the information you want to modify and click on the “Modify” button.
- To remove a course already added, click on the “Delete” button.

For more detailed instructions, click on the “Help” button at the bottom of the page.

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iii. You can fill in any courses you are currently taking and future courses you will be taking at Purdue/IUPUI.

- Note: Under “Course No.”, make sure you put in a total of 5 characters, such a “59800”
- Note: Under “Session to be Completed,” the date representation is as follows:
  - Summer 2015-16 represents the summer semester of 2016.
  - Fall 2015-16 represents the fall semester of 2015.
  - Spring 2016-17 represents the spring semester of 2017
- If you are taking an IU numbered course and the system does not recognize it, enter it in the Transfer courses section.

- **If a previously completed semester is not included, enter those courses as FUTURE.**
- If the system does not allow you to add previous semesters as FUTURE, you can change the semester/year completed to a different semester (in the future).
  - When the system updates with your actual transcript data, the semester/year will update to the correct date automatically.
Purdue University Graduate School

Purdue courses to be taken that will apply to this plan of study

The action buttons for each row (Add, Modify, Delete) are the rightmost column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row. You must fill in each row, then click on the Add button to add the row. After a course has been added you may modify or delete the information.

Required information for each line is marked with an asterisk (*).

Courses are displayed in sort order by Program Area, Subject, and Course Number.

For more detailed instructions, click on the Help button at the bottom of the page.

Open a new browser window containing the Graduate School Course Information of the On-Line Course Catalog for information on university courses.

Note: Course No. is part of the subject-course no. combination (e.g. COMM 11400) – not the Banner CRN.

<table>
<thead>
<tr>
<th>Area</th>
<th>Subj. Abbr.</th>
<th>Course No.</th>
<th>Credit Hrs.</th>
<th>B or Better Required</th>
<th>Course Title</th>
<th>Session to be Completed (specify academic year, i.e., 1999-99)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Related</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Process and Continue will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help | Process and Continue
b. Advisory Committee

- This page is split into 2 window frames:
  
i. The top frame can be scrolled downwards and has an “Add” button for adding a faculty member.
    - Note: The “Faculty 4+5 Code” is unique for each faculty member and can be looked up using the search function in the bottom frame.

  ii. The bottom frame is used to search for faculty based on his/her department.
    - To search for a faculty member, select a department first.
    - Then click “Search”
    - Use the Faculty 4+5 Code in the top frame.
      - First, use the department search drop down box in the bottom frame to find the faculty member
      - Type their Faculty 4+5 Code in the top frame.
      - Click “Chair,” “Co-Chair,” or “Member” as appropriate for each faculty member.
      - Then click “Add”
      - The “Advisor Name” should then be automatically populated indicating your faculty member was successfully added.
    - **Note:** If there are any errors, error messages will be displayed after you click the “Add” button.

    - **Note:** For multi-person committees, you can have 1 Chair and Members, or 2 Co-Chairs and Members. You cannot have 2 Chairs, or more than 2 Co-Chairs.
    - **Note:** More than 50% of your advisors must be Regulars (as opposed to Specials).
    - **Note:** A Special appointed faculty member must be specifically appointed for the department of your PoS.

  i. If a faculty member you’d like to add to your committee is creating an error (and it is not caused by any issue noted above), save your Plan and check with your department graduate advisor.
Use the "Faculty Advisory Search" section at the bottom of the page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more than one department or program, search for them in the department that they will be representing while on your committee.

If you are unable to find that person from the list, please contact your department's Plan of Study Coordinator to obtain the "Faculty 4-5 Code".

Your Chair or at least one (1) Co-Chair must be from the department granting your degree.

The action buttons for each row (Add, Modify, Delete) are in the rightmost column. To add a new row, click on the Add button to add it. After a new row has been added, you may modify or delete the information.

For more detailed instructions, click on the Help button at the bottom of this section.

Process and Continue will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the "search" button, and retrieve the faculty 4-5 code associated with the person who will serve on your committee. Please continue the searches until you have found the codes for all people who will serve on your committee.

<table>
<thead>
<tr>
<th>Search Department: BIOLOGICAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>AMALIAN, RUMI</td>
</tr>
<tr>
<td>ANSELMA, JYREN Z</td>
</tr>
<tr>
<td>ABDULAHAD, S A</td>
</tr>
<tr>
<td>ABDULLAH, ANIL</td>
</tr>
<tr>
<td>AKHMET, HARI S</td>
</tr>
<tr>
<td>AKHTAR, LAZARUS</td>
</tr>
<tr>
<td>ALGARABELLO, ALESSANDRO</td>
</tr>
<tr>
<td>ARUN, SANGEETA</td>
</tr>
<tr>
<td>ASLAM, ZAFAR, M</td>
</tr>
<tr>
<td>ASLAN, ANA</td>
</tr>
<tr>
<td>ASLAN, ANA</td>
</tr>
<tr>
<td>AZIZ, HAFIZ</td>
</tr>
<tr>
<td>HASSAN, ABDUR</td>
</tr>
<tr>
<td>PEYTON, JASON</td>
</tr>
<tr>
<td>PEYTON, JASON</td>
</tr>
</tbody>
</table>

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Comments and Special Notes

- Here you can enter information that may be required by your department, or a justification of any exception to the Graduate School policy related to your plan of study.
- Enter a subject regarding your comment/special note in the “Subject” line.
- Enter a text regarding your comment/special note in the “Text” box.
- When you are finished with your note, click “Add”
- When you wish to proceed, click on “Process and Continue”
4. After entering your information on the 5 main links, it is recommended you click on the “Preview Plan of Study” button to preview your plan of study for accuracy and completeness and see if any changes need to be made.
Request for Master's Degree Advisory Committee and Plan of Study Approval

- **Student and Degree Information**
  - List: degree title, campus, department, expected graduate date, email address.

- **Research Area and Concentration**
  - List: research area, concentration and language requirements.

- **Course Work**
  - List courses for your plan of study.

- **Advisory Committee**
  - List advisory committee members.

- **Comments and Special Notes**
  - List any special notes or comments. No information on this page is required.

Before submitting, please **Preview Plan of Study** to ensure your plan is accurate and complete.

Open a new browser window containing the **Graduate School's Policies and Procedures Manual, Section VII** for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

**It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.**

---

**Request for Master's Degree Advisory Committee and Plan of Study Approval**

<table>
<thead>
<tr>
<th>Status</th>
<th>SAVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>STUDENT GRADUATE</td>
</tr>
<tr>
<td>Student Email</td>
<td><a href="mailto:student@purdue.edu">student@purdue.edu</a></td>
</tr>
<tr>
<td>Campus</td>
<td>Indianapolis (IUPUI)</td>
</tr>
<tr>
<td>Admitted Program</td>
<td>BIOLOGICAL SCIENCES</td>
</tr>
<tr>
<td>Degree Title</td>
<td>MASTER OF SCIENCE  THESES</td>
</tr>
<tr>
<td>Degree Granting Major</td>
<td>BIOLOGICAL SCIENCES</td>
</tr>
<tr>
<td>Program</td>
<td>Biology M5</td>
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<td>Date Degree Expected</td>
<td>DEC 2016</td>
</tr>
<tr>
<td>Concentration</td>
<td>DEVELOPMENTAL BIOLOGY</td>
</tr>
<tr>
<td>Research Area</td>
<td>NONE</td>
</tr>
</tbody>
</table>

**Items in purple are completed. / Items in green are incomplete. Courses: **

**Grades posted here are as of the end of the semester that they were taken. Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.**

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses Title</th>
<th>Subj. Abb.</th>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Regis. Type</th>
<th>Grad.</th>
<th>B or better</th>
<th>Transfer From</th>
<th>Date Completed To Be Completed</th>
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</thead>
<tbody>
<tr>
<td>PRIMARY, HIST. WOMEN'S EDUC.</td>
<td>EDST 106000</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>YES</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>PRIMARY, COMP ED-COMP METHODS</td>
<td>EDCL 39100</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>YES</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>RELATED, QUAL. METH IN EDUC.</td>
<td>EDCL 61500</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>RELATED, SEMINAR FOUNDATIONS EDUC</td>
<td>EDST 80000</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Spring 2009</td>
</tr>
</tbody>
</table>

**Graduate course tally:**
- Purdue POS GPA: 4
- Primary Area Credit Hours: 6
- Related Area Credit Hours: 6
- Area Not Specified Credit Hours: 0
5. After you are reasonably sure you have finalized your plan of study draft, you have 3 ways of proceeding.
   o **Save without Submitting**
     i. It is recommended to use “Save without Submitting” if you are not done with the rough draft of your plan of study and want to come back later to make changes. Your saved plan of study can be reviewed by the appropriate staff before your final submission. You will more easily be able to make changes later if you wish.
   o **Submit as Draft — Not Required Step**
     i. “Submit as Draft” is used to submit the rough draft of your plan of study for further review by the appropriate staff before your final submission. This option will not actually finalize your plan of study, so you will be able to make changes later if you wish.
   o **Submit as Final**
     i. “Submit as Final” will submit your plan of study to all relevant staff and begin the process of approval. You will not be able to make any additional changes after this point, apart from submitting a Change to the PoS request.

“Delete this Plan” will delete this plan of study draft entirely, so it will no longer exist in your record and cannot be accessed again.
After you click on either “Save without Submitting,” “Submit as Draft,” “Submit as Final,” or “Delete this Plan,” you will be taken back to a page of all plans of study created on your account. The word “Edit” will appear next to any SAVED or DRAFT plans of study (i.e. plans of study that you have yet to submit) and “View” will appear next to any OUTSTANDING or APPROVED plans of study (i.e. plans of study that are awaiting signatures or have completed processing).

<table>
<thead>
<tr>
<th>Action Link</th>
<th>Form</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Plan of Study: MASTER OF SCIENCE: THESIS</td>
<td>Saved</td>
<td>11/18/2015</td>
</tr>
</tbody>
</table>
Making Changes to a Plan of Study

To make any change(s) to your plan of study once it has been approved (“APPROVED” appears under “Status” on the main hub page with a list of all the plans of study you have created), click on “Create Change Request.” Afterwards, starting from the top of the page and moving downwards, you should see the following blue links:

- **Your approved plan of study**
  - Click here to preview your currently approved plan of study.

- **Change Degree Title or Thesis Option**
  - Click here to change your degree title (Master’s, PhD, etc.) and corresponding thesis option (non-thesis, thesis, or blank).
  - Be sure to enter a brief explanation of why you are changing your degree title and/or thesis option.
  - If there are any errors, they will be indicated after you click “Change Degree.”

- **Replace a course on your plan of study**
  - Click here to replace a course listed on your plan of study with a course that is not currently listed.
    - Pressing “Cancel” will take you back to the previous page and nullify any changes.
    - In Step 1, select the course from your plan of study that you wish to replace.
    - In Step 2, you have 2 options in replacing a course:
      - (Option A) Replace a course on your plan of study with a course from your academic record that is NOT currently on your plan of study.
      - Select a course from a drop down list of all the courses in your academic records that are NOT listed on your plan of study.
      - (Option B) Replace a course on your plan of study with a course that is NOT in your academic record AND NOT currently on your plan of study.
    - In “Session to be taken,”
      - Summer 2015-16 represents the summer semester of 2015.
      - Fall 2015-16 represents the fall semester of 2015.
      - Spring 2016-17 represents the spring semester of 2017.
    - In Step 3, select a reason for your change from the drop-down list.
    - In Step 4, enter an explanation if requested in Step 3 or as needed.
    - When you are satisfied with your changes, click on “Replace Course.”

- **Add a course to your plan of study**
  - Click here to add a course to your plan of study.
    - Pressing “Cancel” will take you back to the previous page and nullify any changes.
    - In Step 1, select the appropriate program area for your new course.
    - In Step 2, you have 3 ways of adding a course. Choose ONE option only!
    - (Option A) Add a course you have taken but is not on your plan of study.
• (Option B) Add a course to be taken in the future.
  o In “Session to be taken”
    ▪ Summer 2015-16 represents the summer semester of 2015.
    ▪ Fall 2015-16 represents the fall semester of 2015.
    ▪ Spring 2016-17 represents the spring semester of 2017.
  • In Step 3, select a reason for your change from the drop-down list.
  • In Step 4, enter an explanation if requested in Step 3 or as needed.
    ▪ When you are satisfied with your changes, click “Add Course.”
• Delete a course from your plan of study
  o Click here to delete a course from your plan of study.
  o Pressing “Cancel” will take you back to the previous page and nullify any changes.
  o In Step 1, select the course from your plan of study that you wish to delete.
  o In Step 2, select a reason for your change from the drop-down list.
  o In Step 3, enter an explanation if requested in Step 2, or as needed.
  o When you are satisfied with your changes, click on “Delete Course.”
• Add a committee member to your plan of study
  o Click here to add a new committee member to your plan of study.
  o In Step 1, ensure the 4-letter “Faculty Dept. Code” and 5-character “Faculty Identifier” are accurate.
  o In Step 2, enter an explanation for why you wish to delete a committee member from your plan of study.
  o When you are satisfied with your changes, click on “Delete Member.”
• Preview Request for a Change to the Plan of Study
  o Click on this link to see all changes you wish to finalize on your plan of study.

There is no option to replace a committee member, so to replace a member on your committee, delete that member first using the “Delete a committee member from your plan of study” link and then add/him her using the “Add a committee member to your plan of study” link.

Below the blue underlined links, there are 5 gray navigational buttons that appear at the bottom of the page:

• Help
  o No page-specific instructions are available at this time.
• Save without Submitting
  o Use this option if you want to come back in the future and make further changes to your saved version.
• Submit as Draft
  o Use this option if you want to submit a draft for review without finalizing the changes into your plan of study.
- **Submit as Final**
  - Use this option if you are confident of your changes and want them to be reflected on your final plan of study.

- **Delete this Request**
  - Use this option if you want to delete this request for a change to the POS entirely.

**Note:** *You always have the option to request another change to your plan of study later so there is no need to panic if you accidentally click on this button.*