“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 tool mark 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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Student Instructions for the Electronic Plan of Study

Making Changes to a Plan of Study

Your approved plan of study
Change Degree Title or Thesis Option
Replace a course on your plan of study
Add a course to your plan of study
Delete a course from your plan of study
Add a committee member to your plan of study
Preview Request for a Change to the Plan of Study

INITIATING THE THESIS ACCEPTANCE FORM
Introduction

Welcome to the Forensic and Investigative Sciences Master’s Program at IUPUI!

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 (if applicable). In addition, teaching assistants will participate in a workshop to help prepare them for their instructional duties.

People

<table>
<thead>
<tr>
<th>Dr. Christine Picard, Associate Professor, Program Director</th>
<th>Dr. John Goodpaster, Associate Professor, Associate Director</th>
<th>Dr. Nicholas Manicke, Associate Professor</th>
<th>Dr. Susan Walsh, Assistant Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL XXX <a href="mailto:cpicard@iupui.edu">cpicard@iupui.edu</a></td>
<td>LD 326H <a href="mailto:jvgoodpa@iupui.edu">jvgoodpa@iupui.edu</a></td>
<td>LD326X <a href="mailto:xxxx@iupui.edu">xxxx@iupui.edu</a></td>
<td>SL XXX <a href="mailto:xxxx@iupui.edu">xxxx@iupui.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ms. Gina Londino, Senior Lecturer</th>
<th>Ms. Kitty O'Doherty, Graduate Program Administrator</th>
<th>Ms. Donna Roskowski, Academic Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL XXXX <a href="mailto:xxxx@iupui.edu">xxxx@iupui.edu</a></td>
<td>LD 326K <a href="mailto:czinski@iupui.edu">czinski@iupui.edu</a></td>
<td>EL XXXX <a href="mailto:xxxx@iupui.edu">xxxx@iupui.edu</a></td>
</tr>
</tbody>
</table>
**Thesis Program**

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. All master’s degrees in the Purdue programs at IUPUI are supported administratively from the University Graduate School, IUPUI Graduate Office. Upon graduation, these documents will be transferred to Purdue University.

**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). Kitty O’Doherty (LD 326K, czinski@iupui.edu) 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 by going to One.iu.edu, then typing in “Create My First IU Account”. The Schedule of Classes can also be accessed from the One.iu portal. Select One, Public Services, then Schedule of Classes.

Full-time students that are supported by a teaching or research assistantship must enroll for a minimum of 6 credits in every semester (1-2cr in summer) of residency. Full-time, non-supported 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 (supported students only), 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.

**Thesis Advisory Committee Selection**

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

**Activity and Forms to Submit**

- Thesis Advisor Selection, Form F-2 **By end of first semester**
- Establish Thesis Advisory Committee, Form F-3 **By end of first semester**
- File Plan of Study, GS Form 6 **By the end of the third semester**
- Convene Thesis Committee Meeting **By end of first year**
- Convene Thesis Committee, GS Form 8 **At least four weeks prior to defense**
- Complete Thesis Format Check **By Purdue deadlines**

**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 two years by full time students. The credit hours are to be distributed as follows:

**CORE COURSEWORK FOR ALL STUDENTS (10 credit hours of coursework):**
- FIS 50500 (3) - Professional and Ethical Issues in Forensic Science
- FIS 50600 (3) - Advanced Forensic Microscopy
- FIS 51500 (3) - Legal Issues in Forensic Science
- FIS 69500 (1) - Graduate Seminar

**ADDITIONAL COURSEWORK FOR BIOLOGY STUDENTS (11 credit hours):**
- FIS 52100 (3) Forensic Biology I Lecture & Lab FIS 52101 (2)
- FIS 53000 (3) Population Genetics
- Elective (3)

**ADDITIONAL COURSEWORK FOR CHEMISTRY STUDENTS (11 credit hours):**
- FIS 51100 (3) - Forensic Chemistry 1 Lecture & Lab FIS 51101 (1)
- FIS 51200 (3) - Forensic Chemistry 2 Lecture & Lab FIS 51201 (1)
- Elective (3)

**RESEARCH CREDITS (9 credit hours):**
- FIS 69800 (variable)
## Approved Electives

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS 49600</td>
<td>Special Topics in Forensic Science</td>
<td>Fall, Spring, Summer</td>
<td>1 each</td>
</tr>
<tr>
<td>BIOL 50700</td>
<td>Molecular Biology</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-69700</td>
<td>Cell Biology</td>
<td>Spring</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>CHEM 62100</td>
<td>Advanced Analytical Chemistry</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>CHEM-69600</td>
<td>Special Topics</td>
<td>Fall, Spring</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses listed in red are strongly encouraged as electives.
FIS MS 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 and research FIS 69800 as advised
___Student ID/Crimson Card
___Parking tag
___Select Thesis Advisor (paper form F-2)
___Create Purdue account (directions sent to you by Grad Office toward end of 1st semester)

2nd Semester
___Register for classes and research FIS 69800 as advised
___Appoint Thesis Advisory Committee (paper form F-3)

Summer Session
___Register for course work and research FIS 69800 as advised

3rd Semester
___Register for course work and research FIS 69800 as advised
___Submit Plan of Study (E-form, via Purdue account)

4th Semester
___Register for course work and research FIS 69800 as advised

Final Year
___Keep graduation deadlines calendar handy
___Attend Thesis Format Pre-Check Workshop presented by the Grad Office
___Purdue Formatting Guidance: https://www.purdue.edu/gradschool/research/thesis/templates.html
___Complete Graduation Application and Survey
___Write thesis, provide copy of thesis to committee at least 2 weeks before defense
___Ensure that Plan of Study has been approved one semester before graduation

Final Semester
___Register for CAND (candidacy) and one fee bearing credit, such as research
___As soon as possible, complete the Graduation Application and Survey found at: http://www.science.iupui.edu/academics/preparing-graduation
___Schedule Defense by filing the Request for Appointment of Exam Committee via Purdue account at least 2 weeks prior to exam
___Schedule post-defense thesis review with Summer Layton of the IUPUI Grad Office
___Defend thesis

___Submit Electronic Thesis Acceptance (ETAF) forms:

- Thesis acceptance form 9
- Confidentiality
- Thesis/Dissertation Agreement
- Publication Delay (if applicable)
- Research Integrity and Copyright Disclaimer/iThenticate Plagiarism Detection Review (your advisor must perform the review and sign)

___Electronic thesis deposit

___Thesis Receipt

___Deliver bound copies of thesis to Committee Chair and Grad Administrator (check with your advisor first)

- 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.
# MS Thesis Administrative Requirements

<table>
<thead>
<tr>
<th>Activity and Form to Submit</th>
<th>Deadlines and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Advisor Selection, paper <strong>Form F-2</strong></td>
<td>ASAP</td>
</tr>
<tr>
<td>Establish Thesis Advisory Committee, paper <strong>Form F-3</strong></td>
<td>After thesis advisor selection</td>
</tr>
<tr>
<td>File electronic File Plan of Study, <strong>e-Form</strong></td>
<td>By the end of your 3rd semester</td>
</tr>
<tr>
<td>Convene Thesis Committee Meeting</td>
<td>By end of first year</td>
</tr>
<tr>
<td>Attend Thesis Writing Workshop</td>
<td>In semester prior to defense</td>
</tr>
<tr>
<td>Convene Thesis Committee, <strong>e-Form 8</strong></td>
<td><strong>At least</strong> 4 weeks prior to defense date</td>
</tr>
<tr>
<td>Thesis Format Check</td>
<td>Make appointment with Summer Layton. IUPUI Grad Office</td>
</tr>
<tr>
<td>Defend Thesis</td>
<td>Consult Graduation Deadlines Calendar for the semester you intend to defend</td>
</tr>
<tr>
<td>Post-defense Thesis Format Check</td>
<td>Make appointment with Summer Layton. IUPUI Grad Office</td>
</tr>
<tr>
<td>Deposit</td>
<td>Consult Graduation Deadlines Calendar for the semester you intend to defend</td>
</tr>
</tbody>
</table>
Example Schedules

For a Thesis Forensic Biology Student:

<table>
<thead>
<tr>
<th>TERM</th>
<th>Fall (1st year)</th>
<th>Spring (1st year)</th>
<th>Summer (1st year)</th>
<th>Fall (2nd year)</th>
<th>Spring (2nd year)</th>
<th>Summer (2nd year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSES</td>
<td>FIS 50500 (3)</td>
<td>FIS 50600 (3)</td>
<td>Elective (3)</td>
<td>FIS 51500 (3)</td>
<td>CAND (0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIS 52100 (3)</td>
<td>FIS 53000 (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIS 52101 (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIS 69500 (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESEARCH</td>
<td>FIS 69800 (2)</td>
<td>FIS 69800 (3)</td>
<td>FIS 69800 (3)</td>
<td>FIS 69800 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td>9</td>
<td>6</td>
<td>2</td>
<td>6</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>

<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 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 59700</td>
<td>Design of a Research Project</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>FIS 69500</td>
<td>Seminar</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 50700</td>
<td>Molecular Biology</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 53000</td>
<td>Population Genetics</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>FIS 51500</td>
<td>Forensic Science and the Law</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>LAW-D-774</td>
<td>Law Clinic Class</td>
<td>Summer</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

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 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:
2) Log in using your CAS credentials:

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

4) Look under Other Identification Numbers for your 10 digit Purdue student number and User ID:
Plan of Study

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 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 Bachelor’s Degree is received. 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.

Everyone will need to use their Purdue Career Account to submit their Plan of Study (and Change to the Plan of Study, if needed), as well as a Request for Examining Committee and other progression forms (for thesis students.) 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.

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.

Please feel free to see the Graduate Program Administrator with any questions regarding this or other forms. Other special request forms) may be found on the Purdue University Graduate School website: http://www.purdue.edu/gradschool/faculty/forms.html.

How to fill out your Plan of Study (POS)

http://graduate.iupui.edu/doc/forms/plan-of-study-purdue.pdf

(Full directions from this link are at the back of this handbook)

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.
CANDIDACY

In the final semester, thesis and 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.**

Please note that **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.
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. **This form is to be filed at least two weeks prior to the actual examination date. Not adhering to this deadline will delay your graduation.**

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](http://www.gradschool.purdue.edu/thesis.cfm).

Please watch for the **mandatory** Thesis Format Pre-Check workshop to be announced for the semester prior to or the semester in which you intend to graduate. Students will need to register at Scigrad@iupui.edu once the date is announced.

Ms. Summer Layton of the IUPUI Graduate Office (317-274-0134 and sllayton@iupui.edu) has been designated thesis format advisor. Ms. Layton will provide instructions regarding the post-defense thesis format review and deposit process. Before submitting/uploading a thesis, students are required to have at least one thesis review meeting with Ms. Layton. To schedule a thesis review appointment, contact sllayton@iupui.edu.

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. A complete list of graduate deadlines is available each semester on the IUPUI School of Science website: [www.science.iupui.edu](http://www.science.iupui.edu).

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.
After your Defense

Post - Defense Checklist

– 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.
– After your defense, make any corrections suggested by your committee.
– Allow your advisor to double check that all the appropriate corrections have been made.
– Post-defense format review appointments are scheduled in advance. Contact Summer Layton by email for these appointments, slayton@iupui.edu. (Contact Ms. Layton well ahead of your defense to schedule – do not wait until the week of your defense!)

In addition to electronically submitting your thesis through Summer Layton, Forms 9 originals go to Ms. Layton for deposit. Print one final copy of thesis on a high quality printer. Copy signed form (9) 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:

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.

Thesis Submission

All graduate students are required to deposit electronically.

Follow the School of Science graduation deadlines. Make an appointment well in advance with Summer Layton, slayton@iupui.edu, of the IUPUI Graduate Office for post-defense format reviews. She will explain the process of submitting a copy of your thesis to Purdue University through ProQuest (fees apply.)

The Graduate Office will review your thesis submission. Once the 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, has been notified that the Purdue University Graduate Office has approved your thesis, you will receive an e-mail regarding instructions on how to upload your thesis to IUPUI ScholarWorks. Note: You should only upload your thesis to IUPUI ScholarWorks AFTER you receive the e-mail from the IUPUI librarian.

You will upload your thesis to IUPUIScholarWorks. If you have any issue with the upload, you
should contact https://scholarworks.iupui.edu.

Deliver one copy of your thesis 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 Summer Layton.)

**MS Diplomas:** are available from Molly Rondeau in the SOS Dean’s Office, phone: 317-274-0672

**Final Details**

Clean up your work area.

Leave a forwarding address with the Forensic Science graduate administrator.
**SUMMARY OF GRADUATE FORMS**

1. **Graduate Thesis Advisor Form** (paper 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. This form is not electronic, it is available at the back of this handbook or from the Graduate Program Administrator.

2. **Appointment of Thesis Advisory Committee** (paper 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. This form is not electronic, it is available at the back of this handbook or from the Graduate Program Administrator.

3. **Plan of Study**: The student completes the form electronically through their Purdue Career Account. All major area chemistry courses are primary (P), those outside the major area 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:

<table>
<thead>
<tr>
<th>Goodpaster</th>
<th>X0542</th>
<th>Picard</th>
<th>X0682</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manicke</td>
<td>X0738</td>
<td>Walsh</td>
<td>X0767</td>
</tr>
</tbody>
</table>

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

4. **Request for Change to Plan of Study** (e-Form 13): This form is used to revise a previously approved Plan of Study. It is very important to submit this form if ANY change has been made (advisor change, course change.)

5. **Request for Appointment of Thesis Examining Committee** (e-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 (two weeks for MS). It cannot be submitted until a date and time for the thesis defense have been established.

6. **Report of MS Thesis Examining Committee** (e-Form 7): These forms are endorsed by your thesis committee and routed through university administration after your defense. These forms are initiated and approved on your behalf and not a form that you will need to initiate or sign.

7. **Electronic Thesis Acceptance Form** (ETAF e-forms): Includes the Thesis/Dissertation Acceptance, Master’s Thesis Agreement, Publication Delay, and Research Integrity and Copyright Disclaimer, Confidentiality, and the iThenticate Plagiarism Screening. Other special request forms may be found on the Purdue Graduate School website. You will receive direction on these forms from Summer Layton of the IUPUI Grad Office.

8. **Thesis Receipt** (GS Form 16): The Graduate School will provide a copy of this form when the thesis is
Miscellaneous Items

Information for Non-Native Speakers of English

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 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:


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

**Health Insurance**

Health Insurance Coverage for graduate students is mandatory (a condition of hire) for any student enrolled in at least 8 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://graduate.iupui.edu/support/health-insurance.shtml. If you have questions about your insurance you can email questions to studenhc@indiana.edu.

**Access to Laboratories**

Full-time students should see Dr. Anne Shanahan (274-6893, LD 303) and/or Ms. Angela Longfellow (SL 314) for access to research laboratories, teaching laboratories, and other areas in the LD or SL buildings. Students should see Ms. Donna Roskowski () for access to the FIS teaching spaces in the SELB (EL) building. Students must obtain a Crimson Card (must have Prox Card) to access any laboratory.

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.

**Crimson Card / Student Identification**

Full-time students will need a Crimson Card from Campus Card Services in the Campus Center. Students must bring a valid, government-issued photo ID, proof of university registration, and their 10-digit student identification number.

**Mailbox**

Each full-time Thesis student is assigned a mailbox in the Main Office of the Chemistry Department (LD 326). All of your mail will be placed in these boxes. Through the Dean’s Office (LD 222) you may rent a locker in the 3rd floor SL/LD study area.

**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 One.IU 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 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 based on 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

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

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

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

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, H2S, phosgene, NH3, 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 Donna Roskowski 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 Donna Roskowski, who is the Forensic Safety Coordinator.
Academic Responsibilities & Misconduct

The following is an excerpt taken from the IUPUI Code of Student Rights, Responsibilities and Conduct (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 consider 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 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 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.
Useful Contact Information

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

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

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, Grad 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
https://crimsoncard.iu.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/
INSTRUCTIONS FOR PLAN OF STUDY AND EXAM FORMS

Student Instructions for the Electronic Plan of Study

Logging In

1. You will need to log in to myPurdue at 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.
2. 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.

![Authorization Screen](image1)

3. Click on “Plan of Study Generator”

![Intranet Database](image2)
4. 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.
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.

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 right-most column. If the action buttons are not visible, use the horizontal scroll bar to see 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 information.

Required information for each line is marked with an asterisk (*). Courses are displayed in sort order by Program Area, Subject, and Course Number or 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 Online Course Catalog for information on university courses. See: 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</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Related</td>
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<td></td>
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<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.
b. **Advisory Committee**
   
   i. This page is split into 2 window frames:
      
      a. 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.
      
      b. 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.
   
   ii. First, use the department search drop down box in the bottom frame to find the faculty member.
   
   iii. Type their Faculty 4+5 Code in the top frame.
   
   iv. Click “Chair,” “Co-Chair,” or “Member” as appropriate for each faculty member.
   
   v. Then click “Add”
   
   vi. The “Advisor Name” should then be automatically populated indicating your faculty member was successfully added.
   
   vii. **Note:** If there are any errors, error messages will be displayed after you click the “Add” button.
   
   viii. **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.
   
   ix. **Note:** More than 50% of your advisors must be Regulars (as opposed to Specials).
   
   x. **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 Advisor Search" section at the bottom of this page to obtain the identifiers for all people who may serve on your committee. If a faculty person is associated with your thesis 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 Dean or Chairman.**

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 the right most column. You must fill in each row, then click on the Add button to add the row. After a member 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.

<table>
<thead>
<tr>
<th>Participation of Member</th>
<th>Faculty 4-5 Code</th>
<th>Advisor Name</th>
<th>Area of Advisor (optional)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
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<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.

**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 search until you have found the codes for all people who will serve on your committee.**

**Search**

**Department: Biological Sciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty 4-5 Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelo, Robert, CLA2100</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Andrews, Kimberly, GCM2100</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Anderson, John, SC 4201</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Anderson, Jack, FLL2100</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Aragon, Margie S.</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Atkinson, Lewis, DNM4201</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Baldwin, Robert A.</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Barnes, Thomas W.</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Bear, Steven, LHH5201</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Burns, William</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Catt, Kelly, LHH5201</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Davis, Mary</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Edwards, Allen</td>
<td>E220-9C217</td>
</tr>
<tr>
<td>Fox, Elizabeth</td>
<td>E220-9C217</td>
</tr>
</tbody>
</table>
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”

Purdue University Graduate School

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

The following are notes associated with this plan of study.
All notes are made available to Purdue faculty and staff.
To add a note, fill in the Subject and Text boxes and click “Add”.
To delete a note, click “Delete” next to the note to be deleted.
To modify a note, edit the Subject or Text boxes and click “Modify”.

Refer to the Help button, at the bottom of the page, for more information when an "Exception" is denoted in the Subject line.

Subject: <Enter subject text here.>

Text: <Enter note text here.>

Action: Add

"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
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

<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:gstudent@purdue.edu">gstudent@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 : THESIS</td>
</tr>
<tr>
<td>Degree Granting Major</td>
<td>BIOLOGICAL SCIENCES</td>
</tr>
<tr>
<td>Program</td>
<td>Biology MS</td>
</tr>
<tr>
<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>Course Title</th>
<th>Subj. Abbr.</th>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Regis. Type</th>
<th>Grade</th>
<th>B or better</th>
<th>Transfer From</th>
<th>Date Completed To Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>HIST WOMEN'S EDUCATION</td>
<td>EDST</td>
<td>50600</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>YES</td>
<td>-</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>PRIMARY</td>
<td>COMP ED COMP METHODS</td>
<td>EDCI</td>
<td>59100</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>YES</td>
<td>-</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>RELATED</td>
<td>QUAL RES METH IN EDUC</td>
<td>EDCI</td>
<td>61500</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>-</td>
<td>-</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>RELATED</td>
<td>SEMINR FOUNDATIONS EDUC</td>
<td>EDST</td>
<td>60000</td>
<td>3</td>
<td>RE</td>
<td>A</td>
<td>-</td>
<td>-</td>
<td>Spring 2009</td>
</tr>
</tbody>
</table>

Graduate course tally:
- Purdue POS GPA: 3.4
- 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.

- **Save without Submitting**
  - 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.

- **Submit as Draft – Not Required Step**
  - “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.

- **Submit as Final**
  - “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.
      - 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
- Click here to delete a course from your plan of study.
- 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 delete.
- In Step 2, select a reason for your change from the drop-down list.
- In Step 3, enter an explanation if requested in Step 2, or as needed.
- When you are satisfied with your changes, click on “Delete Course.”

Add a committee member to your plan of study
- Click here to add a new committee member to your plan of study.
- In Step 1, ensure the 4-letter “Faculty Dept. Code” and 5-character “Faculty Identifier” are accurate.
- In Step 2, enter an explanation for why you wish to delete a committee member from your plan of study.
- When you are satisfied with your changes, click on “Delete Member.”

Preview Request for a Change to the Plan of Study
- 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**
  - *No page-specific instructions are available at this time.*

- **Save without Submitting**
  - Use this option if you want to come back in the future and make further changes to your saved version.

- **Submit as Draft**
  - 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.

END OF INSTRUCTIONS
INITIATING THE THESIS ACCEPTANCE FORM

Instructions for:
Students Depositing a Thesis or Dissertation

- The Graduate School has released a new electronic Thesis Acceptance Form which replaces GS Forms 9, 32, 15, and 36.

- Please follow the instructions on the following pages if you are a student depositing a thesis or dissertation.

- We offer additional instructions for:
  - Chairs
  - Committee Members
  - Graduate Program Department Head

- If you experience an issue with the form or have questions about the process which are not covered here, please feel free to contact the Thesis & Dissertation Office by telephone at (765) 494-3231 or by email at gradhelp@purdue.edu.
TO INITIATE THE THESIS ACCEPTANCE FORM:

1. Access the myPurdue page at:
   
   https://mypurdue.purdue.edu

2. Log-in using your Purdue Career Account Credentials.
3. Select the *Academics* tab.
4. Find the **Graduate Student** section and click the *Graduate School Plan of Study*.

5. Click on *Form 9 (Thesis/Dissertation Acceptance)*.

7. If you have submitted Form 8 more than once (for multiple graduate degrees), you will select the degree that pertains to the thesis or dissertation you are currently depositing.
If you have not submitted more than one Form 8, you will not see this page.

8. Review your personal information, update your thesis or dissertation title if necessary, and then click *Save and Continue.*
9. Review your Thesis/Dissertation Committee. If the list is correct, click *Save and Continue*.

If you need to make a change to the list, click Save without submitting, log out of the Graduate School Database, and contact your department’s Plan of Study Coordinator. Ask him/her to email gradhelp@purdue.edu with your updated committee list. After you receive a confirmation email that your list has been updated, login to the Graduate School Database again and complete the form.
10. Carefully read all material on the Confidentiality page, discuss your options with your major professor, make your selection(s), and then click **Save and Continue**.

11. Carefully read all material on the Thesis/Dissertation Agreement page, make your selection, and then click **Save and Continue**.
12. Carefully read all material on the Delay of Publication page, discuss your options with your major professor, make your selection(s), and click Save and Continue.

13. Carefully read all material on the Research Integrity and Copyright Disclaimer page. To proceed with this form and deposit your thesis or dissertation, you must click “Yes, I certify”. After you have made your selection, click Save and Continue.
14. Confirm that you have completed all sections (completed sections are marked with a check), and then click *Preview Thesis/Dissertation Form*.
15. Confirm that all your information and responses are correct, and then click *Submit*.
16. If your form has been successfully submitted, you will see your decision has been successfully submitted in red at the top of the screen.

The form will now proceed to the members of your thesis or dissertation committee (or if you requested a Confidentiality Period longer than 1 year, the form will proceed to the Office of Sponsored Programs).

If you do not receive the “Thesis Form is successfully submitted” message, please check that you have completed all sections and resubmit. If after resubmitting you still do not receive the message, please contact us at gradhelp@purdue.edu.