Purdue School of Engineering and Technology

Indiana University-
Purdue University Indianapolis (IUPUI)

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http://www.engr.iupui.edu/engtech/gradprogs
Welcome

• Disciplinary Foci
  • Computer and Information Technology
  • Construction Engineering Management Technology
  • Engineering Technology
  • Organizational Leadership and Supervision

• Area of Specialization
  • Facilities Management
  • STEM Education

*Your degree is granted by the Purdue University Graduate School upon successful completion of all degree requirements.*
Important Links

- School of Engineering and Technology Graduate Programs Office, ET 215
  http://www.engr.iupui.edu/gradprogs/

- Purdue University Graduate School, West Lafayette
  http://www.gradschool.purdue.edu

- IUPUI Graduate Office, UN 207
  http://www.iupui.edu/~gradoff/

- Office of International Affairs at IUPUI, ES 2126
  http://international.iupui.edu/
• Defines the academic program leading to the degree.

• Follow the guidelines and procedure in the MST handbook

• Visit the Chair of the MST Program in the Department of Computer, Information & Leadership Technology (ET 309), and your program department with questions about requirements, plans of study, or any other academic matters.
Your IUPUI e-mail is the primary mode of communication used between the Graduate Programs office and all graduate students.

Be sure that the Graduate Programs Office always has your current and active email address on file!

Once you have been formally admitted, our Graduate Programs office will send you an enrollment packet.

If you have questions regarding advising and registration, you may contact the Graduate Programs Coordinator (ET 215).
Included in the enrollment packet, are the following materials:

- Your IUPUI university ID number
- Name and contact information of your initial academic advisor
- A Technology Master’s Program Handbook.
- Information on university services such as parking and permits, current tuition and fees, and the “JagTag” student ID card.
Schedule of Classes. The official *Course Offerings* for each semester is accessible on *OneStart* ([https://onestart.iu.edu](https://onestart.iu.edu)).

You will need to activate your IUPUI username to register. If you need assistance with registration contact your advisor or their Administrative Assistant.

Consult with your advisor to decide which courses you should take in your first semester.

When you have your class schedule prepared and are ready to register you can register directly via the web-based student information system *OneStart*.
## Requirements and Options

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Examination Requirements

- Must pass a final oral examination in order to graduate
- Take during the session in which candidacy is declared.
- Must be scheduled with your advisor no less than three weeks prior to the date of the examination.

*If the student's performance is not acceptable in one or more areas, the examining committee will specify what the student must do in order to eliminate the deficiency(ies).*
Will conduct the examination and evaluate mastery of content related to the plan of study.

Includes the members of the student's advisory committee
- Additional members may be appointed by the Dean for Graduate Studies.
- The advisory committee chairperson (the major professor) may also recommend additional members for appointment.
Inactive Academic Status

- Students who do not enroll in classes for three (3) consecutive academic sessions, including summer session.

- Students are required to submit a new graduate application for re-admission to the program before they are permitted to enroll again.
  - Supporting application materials are not required for re-admission.

- Students should wait for their applications for re-admission to be officially approved by the Purdue University Graduate School before enrolling for classes.
  - Registration activities that take place while in "inactive academic status" and before a new application for re-admission had been officially approved by the Graduate School are considered invalid registrations and will not count toward graduate credit.
Minimum Grade Requirements (to be in good academic standing)

- Cumulative grade point average of at least 3.00 out of 4.00
  - A graduate student who is not in good standing at the end of the semester is automatically placed on “academic checklist” and is provided with a “warning letter” and registration is restricted.
  - Students on academic checklist are required to meet with their advisors and complete the form “Request for Temporary Checklist Clearance” for the checklist to be temporarily released for registration that semester.

- Any course on the Plan of Study that carries a grade of “D” or “F” must be repeated

- If a course is taken more than once while the student is enrolled as a graduate student, only the most recent grade received in the course will be used in computing the grade point average

- Transfer courses are not included in the computation of the cumulative grade point average.
Appointment of a Major Professor/Advisor

- Must be selected to chair the student’s advisory committee and assist the student through the program
- Serves concurrently as advocate, mentor, and supervisor of the graduate student
- Each graduate student is assigned a temporary advisor upon admission
- Once you start your program and have taken a few classes, you will want to consult with at least three different professors in the School of Engineering and Technology to determine who you would like to serve as your major professor and academic advisor
  - Each graduate student is expected to choose a major professor before the end of the second semester
The student and the major professor are responsible for the selection of an advisory committee.

The duties of the committee are to assist the student in the preparation of the plan of study and to offer advice during the period of graduate work.

The student’s advisory committee consists of three members of the graduate faculty.

- The major professor and one other member should be from the School of Engineering and Technology graduate faculty, and an advisor for the related area (who must also be a member of the Purdue University graduate faculty).
- A co-advisor may be designated when advantageous to the student and where it can build faculty experience.
- If a student’s plan of study and/or research project would be significantly improved by the expertise of a faculty member or a person outside of the university, they may request consideration for special certification for such service.
Purdue University’s Graduate School is responsible for the appointment of Graduate Faculty based on:
- credentials
- employment status
- evidence of ability to mentor students

Graduate Programs Office (ET 215) maintains a current list of graduate faculty

Should be selected preferably during the first enrollment semester, but not later than the second enrollment semester.
- directed project proposal must be approved before actual work on the project may begin
- discuss the plan of study with preferred potential advisory committee members and secure their permission to list them on the plan of study before the plan is submitted for signature
- All admission conditions, if any, must be met or are being met at the time the plan of study is filed.

After the Plan of Study is officially approved any changes to the plan would require a “Change to the Plan of Study” GS Form 13 be completed and submitted to the Graduate Programs Office (ET 215.)
Plan of Study Requirements

- Consists of a primary area and one or more related areas.

- The major professor will discuss the student's background, interests, and degree objectives as part of the preparation for the first enrollment.

- The major professor will also recommend possible related areas and advisors. It is important that major professors maintain a reference list of potential IUPUI courses, and appropriate faculty contacts, relevant to their areas in order to assist graduate students in developing their plan of study.

- Must list all courses the student will take to meet the degree requirements. Note that a minimum of 18 credit hours must be approved Purdue coursework.

- Signed by each member of the advisory committee and the student. After review, the plan is signed by the Dean for Graduate Studies. The plan is then submitted to the Graduate School for formal approval.

- It is important that the major professor access the approved plan of study and periodically review progress of its completion with the graduate student.
Primary Area

- Technology - 9 credit hours and should include the following core courses (or acceptable substitutes to be discussed with the major professor):
  - TECH 507 Measurement and Evaluation in Industry and Technology
  - TECH 508 Quality and Productivity in Industry and Technology
  - TECH 646 Analysis of Research in Industry and Technology

- Undergraduate courses may not be included in the primary area of the plan of study without special permission from the Graduate Technology Committee followed by the Associate Dean for Graduate Programs of the School of Engineering Technology.
Related Area

- 18 - 21 semester hours from another area

- Common related areas on plans of study include:
  - Facilities Engineering
  - Curriculum and Instruction
  - Adult Education
  - one of the disciplines within the School of Engineering and Technology (e.g., ECET, MET, CGT, CIT, OLS, etc.)
A related area may include undergraduate courses (300 or 400 level) only when followed by appropriate 500- and 600-level courses.

Undergraduate courses are subject to the approval of the student's advisory committee and the Dean for Graduate Programs.

100- and 200-level courses may not appear on a plan of study.

No more than 6 semester hours of 300- and 400-level courses may be applied to graduate plan of study and a grade of “B” or better is required.
The combination of undergraduate excess credit, transfer credit, post-baccalaureate registrant credit, and independent study credit included in a Master’s Degree plan of study must not exceed 15 semester hours.
Undergraduate students attending IUPUI who have time to take courses in excess of their undergraduate degree course requirements may earn a maximum of 12 semester hours of credit in 500-level courses.

Will be certified by the department only if the student:
- took the course during the senior year
- received a grade of at least "B" in the course
- the course was designated as a graduate course
- the course must not have been used to satisfy another degree requirement, whether for an undergraduate or a graduate degree program requirement
A maximum of half the required course credit hours (15) at another accredited institution may be included in the Master’s Degree plan of study.

All courses transferred must be acceptable for graduate credit at the school at which they were taken, must not have been used to meet the requirements for another degree, and must have been completed with a grade of “B” or better.

- Grades from transfer courses will not be included in computation of the graduate point index.

WITHOUT EXCEPTION, ALL EXCESS UNDERGRADUATE AND TRANSFER CREDITS TO BE USED ON THE MASTER’S PLAN OF STUDY MUST BE APPROVED BY THE STUDENT’S ADVISORY COMMITTEE.
The Graduate School has created an enrollment category known as graduate non-degree to enable those who have a bachelor's degree to enroll in courses. A limited amount of credit earned in this category is available for inclusion on a plan of study at the discretion of the advisory committee, the recommendation of the Assistant Dean for Graduate Studies, and the approval of the Graduate School.

A maximum of 12 semester hours of graduate credit earned as a post-baccalaureate registrant may be included in a plan of study. No post-baccalaureate course in which a grade of less than "B" was earned will be permitted on the plan of study.

NOTE: The sum of credits earned as undergraduate excess credit and in post-baccalaureate registrant status that may be used on a plan of study is limited to 12 semester hours.
A maximum of 6 semester hours of independent study credit (e.g., OLS 590, CGT 590 etc.) may be included in a plan of study.
Contact your Advisor for assistance in preparing the Master’s plan of study. Once you have completed a draft, it should be reviewed by the Graduate Programs Coordinator.

Obtain the “Master’s Plan of Study” GS Form 6, and all other Graduate School forms from the web at http://www.engr.iupui.edu/gradprogs/gradForms.shtml.

The following are steps to preparing and submitting a plan of study for approval:
- Review the preceding portions of the Handbook to determine the requirements for the option you wish to pursue. Select courses that meet the degree requirements, and are appropriate for your area and interest.
- Prepare a draft of your plan of study.
- Select a faculty member as your major professor and to be the chair of your advisory committee.
- In consultation with your major professor, select two additional faculty members to serve on your graduate advisory committee.
- Prepare a computer-generated or typed version of your plan of study and submit it to your department.
- Once the department has checked your Plan of Study for accuracy and thoroughness, sign it, and carry it to the members of your advisory committee for their signatures.
- Submit the original copy with all necessary signatures to the School’s Graduate Programs Office (ET 215).
The Directed Project

• Defined as an applied research project that is more extensive and sophisticated than a graduate-level independent study and less formal than a master’s thesis.

• The overall objective of the requirement is to engage each graduate student in a study, typically industry, business or education focused, which is sufficiently involved as to require more than one semester to conceive, conduct, and report.
Characteristics

• Written for business, industry or other organizations
• Results in a tangible product of value to business and industry, or education for business and industry
• Usually involves a technical problem solving activity
• Is documented to permit replication
• Usually involves some form of validation
• Generally requires application of a synthesis of coursework
• Can be published (recommended but not required)
By successfully completing a Directed Project, a student demonstrates his/her ability to:

- Identify a business or industry relevant solution to a technology related problem
- Define and/or validate a business or industry relevant problem
- Address a technological problem in a systematic and replicable manner
- Effectively use technical/professional research and/or development procedures
- Identify criteria for success/solution of the problem
- Gather information appropriate to the problem by employing business research procedures
- Document the research and development activity in a manner that permits replication and assessment of key decisions and alternatives
- Write effectively in a form customary to business and industry, using APA format
- Prepare and deliver a presentation in a form customary to business and industry
Effective Practices

- Should require students to select and employ an effective Research & Development procedure(s) to address the problem.

- Generates a new solution, product or procedure. It may involve “proof of concept” and it must be of direct value to business or industry or to the education for business or industry.

- Implementation Plan (i.e., recommendations for deploying the developed solution). This plan should include the suggested near and mid term steps.

- Industry partners are encouraged for validation or other involvement.

- Teams of students working on larger projects are permissible as long as each has a unique and significant contribution and that there is a high degree of independence so that one student’s success is not predicated on another’s.

- Employ either
  - business or industry style manuals such as the Chicago Manual of Style
  - other relevant business/industry writing style manual
  - the APA manual when required by the advisor.
Directed Project XXX 598 Enrollment

- Prior to enrollment in XXX 598 Directed Project, a student should complete TECH 646 Analysis of Research in Industry and Technology.

- If scheduling does not permit completion of this course prior to enrollment in XXX 598 Directed Project, a student may complete at least two consecutive enrollments in XXX 598.
  - The first enrollment is for 1 semester hour of credit in the next-to-last academic term. Subsequent registration in XXX 598 is not permitted until the approved and signed proposal has been filed in the Graduate Studies Office.
  - The second XXX 598 enrollment is for 2 semester hours of credit.

- Should the student not complete the project in the two enrollment periods, s/he is required to enroll for 1 semester hour of credit each term until the project has been completed. The candidate must be enrolled in XXX 598 for at least 1 semester hour of credit in the academic session in which the degree is awarded.
Performance in any XXX 598 Directed Project course is graded using the following scale:

- **Pass** – used where the student has met or exceeded requirements
- **No Pass** – used where the student has not met requirements and has not invested appropriate amounts of effort
- **Incomplete** – used where the student has invested appropriate amounts of satisfactory effort but the project is not yet finished
The directed project final report uses the project proposal as its foundation.

During the proposal development process, a procedure was evolved that should have been followed to conduct the project.

The final report now modifies the Methodology section to describe what exactly was done, and adds new sections to discuss what the findings and conclusions are.

Any deviations from the proposal must also be noted and justified.

The tense found in the proposal draft is changed from future (what is planned) to past (what was done) when converting the proposal document into the final report.
Final Report Contents

The final directed project/thesis report is structured as follows:

- Cover page
- Abstract
- Introduction
- Problem Statement
- Significance
- Literature Review
- Purpose
- Definitions
- Assumptions
- Scope
- Methodology
- Results
- Limitations
- Conclusion
- References
- Appendices (as needed)
The major professor and student are jointly responsible for finding a common date, time, and period when all advisory committee members can meet for the examination.

The major professor is expected to take initiative in assisting the student with this procedure. The date, time, period, facilities, and equipment needs for the meeting are to be transmitted to the School of Engineering and Technology Graduate Programs Office by the major professor. This notice may be transmitted electronically.

Following the notice of final examination date, the department will schedule an appropriate meeting room (equipment other than standard equipment offered is the responsibility of the student to arrange), and prepare the necessary forms.

The school graduate office will then distribute copies of approved forms to the student and all advisory committee members. This activity must be completed NO LESS THAN THREE WEEKS PRIOR TO THE EXAMINATION DATE.
The day prior to the final examination date, the department will forward a file of relevant student records, including “Report of the Examining Committee” GS Form 7 to the major professor.

If the examining committee is to be different from the advisory committee, a replacement member must be appointed, a Request for Appointment of Examining Committee form completed and submitted to the Graduate Programs Office to be forwarded to the Purdue University Graduate School NO LESS THAN THREE WEEKS PRIOR TO THE EXAMINATION DATE. Students seeking the thesis masters degree are required to complete the Form 8 no less than three weeks prior to the examination date.

It is the major professor’s responsibility to obtain all required committee member signatures and return the signed form to the school graduate office in advance of the established deadlines.
Completing the XXX598 Requirement

- At the conclusion of the final oral examination, the major professor and each member of the examining committee will sign the Report of the Examining Committee GS Form 7; the major professor will forward the form to the Graduate Programs Office for processing.

- **NOTE:** The Graduate School permits NO EXCEPTIONS to the deadline. If all degree requirements are not met in the semester in which candidacy is declared, the student must register for 1 semester hour of XXX 598 each subsequent semester until all requirements are met.

- **If any problems or deficiencies in the report are indicated by the examining committee, these must be corrected before the project or report will be approved by each committee member. In order for graduate to occur during any semester, completion of all required edits/corrections must occur and be approved before the established deadlines.**

- The last step involves submitting a copy of the approved project report to each of the following:
  - The Dean for Graduate Studies
  - The major professor
  - Each member of the examining committee requesting a copy
First Semester

- Be aware of admission condition/s, if any, that must be satisfied

- If the transcripts submitted with the application for admission were not complete:
  - Arrange to have two (2) copies of the final transcript showing award of the baccalaureate (bachelor's) degree sent to the Graduate Programs Coordinator, School of Engineering and Technology – ET 215, 799 W. Michigan St., Indiana University Purdue University Indianapolis, Indianapolis, Indiana 46202.

- With the help of the major professor:
  - Discuss your career and educational objectives
  - Draft a preliminary plan of study.
  - Review the optional Disciplinary Foci and Areas of Specialization as you work.
  - Register for classes
Succeeding Semesters

- Select a Master’s committee consisting of your major professor and at least two graduate faculty members
- Discuss the preliminary plan of study with each of the members of the advisory committee
- Using the Plan of Study (GS Form 6), submit a draft plan of study to your committee members
- Refine the plan of study, if needed, based on the committee’s suggestions
- Have the department secretary check through the Plan of Study for thoroughness and accuracy
- If you have admission condition/s, ensure that the condition/s are met
- Submit your final plan of study to your committee members and the Graduate Programs Office
- Identify a tentative directed project problem area
- Register for TECH 646 prior to starting your Directed Project to begin planning for your directed project or thesis
- After the directed project proposal is approved, begin work on the directed project (2-3 semester hours of XXX 598 to complete the actual directed project)
- Register for classes for the next semester
- Apply for graduation before the start of your last semester. Watch for the deadline!
Final Semester

- Register for at least 1 semester hour of XXX 598 and complete work on the directed project
- Register for any remaining courses on the plan of study
- Register for Candidacy (CAND) 991 to declare your status as a “candidate for degree”. CAND 991 is a “no credit, no cost” registration
- Insure that any changes in your plan of study have been approved using the Change to the Plan of Study (GS Form 13)
- Arrange the scheduling of the final oral examination at least three weeks prior to the exam date
- Thesis students must submit a “Request for Examining Committee” (GS Form 8) no less than three weeks prior to the exam date
- Satisfy the final oral examination requirement and make any revisions to the thesis or directed project that are required by your committee
- Submit a final signed copy of your thesis or directed project to the School of Engineering and Technology Graduate Studies Office prior to the deadline established by Purdue’s Graduate School
Checklist of Steps

- Explore a topic as part of plan of study development.
- Prepare a brief preliminary proposal describing the problem, rationale, related literature, and procedures.
- Discuss the preliminary proposal with the major professor.
- Expand and refine the proposal, if needed, based on the major professor's suggestions.
- Circulate the tentative proposal for advisory committee comments and revisions.
- Secure approval signatures from all members of the advisory committee on the cover page of the final version of the proposal.
- Distribute a copy of the approved proposal to each advisory committee member and file the original in the Graduate Programs Office (ET 215).
- Carry out the proposed investigation.
- Prepare an appropriate report following the format described in Section 8, including, but not limited to, a description of the problem, rationale, related literature, procedures, results and/or recommendations, and a discussion of the results/recommendations.
- Confer with all members of the advisory committee to establish a date and time for the final oral examination. (For Thesis option, complete the Form 1 and submit to the Office of Graduate Studies.) This must be done a minimum of three weeks prior to the exam date. A conference room will be arranged and confirmation sent to all committee members.
- Thesis students must submit a Request for Examining Committee (GS Form 8) no less than three weeks prior to the exam date.
- Meet with the major professor to edit the report into a final draft.
- Only after receiving permission from your major professor, deliver a copy of the final report to each examining committee member at least two weeks prior to the final oral examination.
- Defend the investigation to the examining committee and other interested faculty and students during the final oral examination.
- Correct any identified deficiencies.
- Secure approval signatures from each member of the examining committee on the completed report.
- Submit the original signed final project report to the School of Engineering and Technology Office of Graduate Studies, a copy to the major professor, and a copy to each examining committee member requesting a copy.
General Structure

- The duties of administering the master’s degree program are locally assigned to the Associate Dean for Graduate Programs in the Purdue School of Engineering and Technology, IUPUI.

- The Office of Graduate Programs reports to Purdue University Graduate School for matters related to curriculum and course and student admissions.

- The Associate Dean coordinates all graduate program efforts within the school and serves as ex-officio on the Graduate Education Committee of the school, which is a standing Faculty Senate committee as outlined in the school bylaws.
Education Committee

- The school Graduate Education Committee is comprised of one faculty member from each department.

- The committee chair is elected by the faculty Senate each year. The Graduate Education Committee establishes program policy, criteria, and directions.
Faculty Members

- The offering of graduate courses and the detailed supervision of graduate students is the province of the graduate faculty.

- Authority to teach graduate-level courses and to supervise graduate students is granted by the Dean of the Graduate School at Purdue University West Lafayette upon recommendation by the head of the graduate program.

- The Graduate School recognizes two types of appointment to the graduate faculty; regular and special.
  - Faculty with a regular appointment are considered Purdue employees. Prior to being eligible to be considered to the graduate faculty, faculty members are expected to attend a mentoring workshop.
  - Special appointments are for non-faculty Purdue employees and non-Purdue employees. Upon appointment to the graduate faculty, the faculty member and their department head will receive notification of graduate faculty appointment.
Covered in the *Policies & Procedures for Administering Graduate Student Programs* published by the Graduate School at Purdue University [http://www.gradschool.purdue.edu/faculty/publications.cfm](http://www.gradschool.purdue.edu/faculty/publications.cfm)

Section I. E. 1. states: “Appointments to the Graduate Faculty will enable the faculty member to teach graduate-level courses, to serve on graduate student committees, and to co-chair graduate student committees. It is the responsibility of the head of the graduate program to approve the level of participation of a Graduate Faculty member on a student’s committee.”

The School policy for Graduate Faculty serving on graduate student committees is as follows:

- Faculty with an earned doctorate can serve on and chair MS committees. They can also serve on and chair MS directed project and thesis committees.
- Faculty with an earned masters degree can serve on and co-chair MS directed project or thesis committees. After co-chairing their first MS committee they can then serve as a chair for MS directed project committees.
Covered in the *Policies & Procedures for Administering Graduate Student Programs* published by the Graduate School at Purdue University
http://www.gradschool.purdue.edu/faculty/publications.cfm

Section I. E. 2. it states: “At five-year intervals, heads of graduate programs will be asked to evaluate the performance of graduate faculty in their programs and to recommend either continuance of graduate faculty status for another term of five years or a review of graduate faculty status by the program and the Graduate School. Heads of graduate programs may initiate reviews at any time. If a review is called for, it will be conducted by the program head, in consultation with other program Graduate Faculty, and the dean of the Graduate School.”

The School of Engineering and Technology’s policy for reviewing graduate faculty is as follows:
- Faculty members must summarize their graduate program activity over the previous five years. The documentation should include scholarly publications, grants awarded, activity on graduate student committees, graduate courses taught, and any other service to the School’s graduate program.
- The documentation will be reviewed by the program head and the chair of the program’s graduate committee. As specified by the graduate school, the review will consider two criteria: continued productivity as a graduate faculty member and effectiveness as a graduate faculty mentor.
- Upon completion of a successful review, graduate faculty status will be renewed for another five year term.
Responsibilities

- Students may request a specific major professor

- The major professor/student relationship must be a mutually acceptable one.
  - Students may request a change in advisor, but such changes should be made early in the program of study.

Advisory Committee

- Each graduate student will have a faculty advisory committee consisting of at least three graduate faculty members:
  - the major professor, who serves as advisor
  - a second faculty member, whose area of expertise relates to the student's primary area
  - the third member, whose area of expertise relates to the student's related area.

- It is the responsibility of the students’ major professor and committee members to maintain current knowledge of the various schedule and deadlines
  - These deadlines are published on the School graduate web page for convenience of both faculty and students.
As the primary contact and guide for the graduate student, the major professor's tasks include the following:

- Advising the student
- Assisting with the development of the plan of study
- Assisting with the development of the directed project or thesis proposal
- Supervision of the performance of the directed project or thesis
- Conducting the final oral examination
Graduate faculty serving as major professors (advisors) to technology graduate students assist them with their course registration each semester.

A listing of anticipated TECH and departmental graduate course offerings will be to assist in development of the plan of study.
Contractual agreement among the student, the advisory committee, and the Graduate School, listing the courses to be taken, when the courses will be completed, and the advisory committee members.

The major professor (advisor) is listed as committee chair.

The second committee member must be a member of the School graduate faculty, approved to serve on master's degree committees.

The third member's expertise must be in support of the student's related area; this committee member may be from any school department and is often an instructor in one of the student's related area courses, but is not required to be.

XXX 598 and 698 are not listed as part of the regular coursework on the plan of study. On the Master's Degree Electronic Plan of Study form, the XXX 598 or 698 requirements is stated in the "Supplemental notes" space in the upper section of the form.

Identifies the courses to be taken and when those courses are to be completed.

- Once the courses are selected, dates are identified, and committee consensus is obtained, a plan of study is submitted electronically and automatically forwarded to the Office of Graduate Studies for approval.
- The student is responsible for monitoring the progress of the electronic plan as it progresses through the approval process.

A normal course load for full-time graduate students is 8 or more credit hours per semester if they do not have a graduate appointment. For Graduate Assistants (either teaching or research) 6 or more credit hours per semester is considered a full load. If international graduate students wish to take fewer than these hours per semester, they must first obtain approval from the Office of International Affairs by completing the Exception to Full-Time Enrollment Form.
The student works closely with the major professor during the writing process. As drafts are completed, students should secure their major professor’s permission before they are provided to the other advisory committee members for review and comment. It is the major professor’s responsibility to resolve any inherently incompatible suggestions advanced by committee members.

It is the responsibility of the major professor to determine that the student is ready for the examination and completion of the degree program. Poorly prepared students or those with an unfinished directed project should not be scheduled for the examination.

- The major professor should brief the student on what can be expected during the examination.

The directed project is completed when all stated work has been performed and a final report, approved (signed) by all advisory committee members, is filed in the Graduate Studies office.
Held during the final semester of the student's degree program.

- The presentation portion is to be open to the university faculty and student communities.
  - If a member of these communities wishes to raise a question, they must submit it in writing to the major professor.

All Thesis-option students are required to submit a completed Form 8 - Request for Appointment of an Examining Committee no less than three weeks prior to the examination date.

- The day before the examination date, the Major professor will be provided the student's oral examination file, including “Report of the Master’s Examining Committee” GS Form 7 which can be found at http://www engr iupui edu/gradprogs/gradForms shtml
A typical examination proceeds as follows:

- Advisory committee reviews the student's plan of study and the directed project report while the student waits outside the examination room.
- The student and any observing faculty, students, and guests are then invited into the room.
- The committee members may ask questions about course work, the student's objectives, etc.
- The student is requested to give a presentation concerning the directed project. After the presentation, the committee may ask questions concerning the project, indicate changes or corrections in the report, etc.
- Once all questioning is complete, the student is requested to wait outside the examination room. All other observers are also to be excused from the room. The committee then determines the outcome of the examination: pass the directed project as is, pass with conditions (such as report revision), or not pass.
- The student is invited back into the room and informed of the outcome.

If the committee members agree that the student should be awarded the degree, all committee members sign the Graduate School Form 7, Report of the Examining Committee, adding their graduate faculty identifier number, and marking either "yes" or "no" under the Ph.D. recommendation space. The major professor also signs both copies of the candidate audit form, then returns the entire file to the Office of Graduate Studies for processing.

NOTE: If all degree requirements are not met in the semester in which candidacy is declared, or if all requirements are not completed by the Graduate School deadlines, the student must register for 1 credit hour of XXX 598 or XXX 698 in each subsequent semester until all requirements are met. An “Exam or Degree Only” registration may also be feasible.
Commencement Ceremonies

- IUPUI has only one commencement ceremony per year

- Students are allowed to participate in commencement ceremonies if they are eligible to receive their degree based on the following:
  - Successful completion of all course work on their plan of study
  - Successful completion of the final oral examination

- The Major Professor will decide if criteria have been met for the student request.
Tools for Academic Success

- Use IUPUI and Purdue websites to find useful dates, deadlines, and information for your classes. This is a very brief overview – explore the sites over the next week to become comfortable finding and using student resources.

- New and old IUPUI Schedule of Classes.
- Dates and deadlines.
- Final Exam Schedule.
- Textbook information.
- Quick searches.
- Links to IUPUI email (imail/umail).
- Links to One Start.
- Links to Oncourse.
Let’s take a look...IUPUI Website

- Use IUPUI and Purdue websites to find useful dates, deadlines, and information for your classes.
  
  www.iupui.edu

- From the Registrar’s Home Page
  - IUPUI Schedule of Classes: upcoming and past terms
  - Final Exam Schedule – as always pay attention to course syllabus
  - Important Dates and Deadlines

- Locate textbook information

- Quick searches

- Links to IUPUI email (imail/umail).

- Links to One Start.

- Links to Oncourse.
When you cannot locate the needed information, then the next best tool is to contact your department or email your major advisor.

Official IUPUI communication is conducted through your student email account. No academic or personal student information should be communicated through non-IUPUI accounts such as yahoo, etc.

Check it at least once per week!

When sending emails or making phone calls, provide the following information:

- 10-digit Student ID#
- Name of graduate advisor
Let’s take a look... One Start

- One Start contains all of your academic tools, account statements, financial aid information, and many other useful links.

  https://onestart.iu.edu

- Oncourse Dashboard links directly to current course sites.

- Student Self-service
  - Bursar Account Status
  - Holds on your record
  - Go to Student Center

- Registering for classes
All online and regular classes use Oncourse to manage assignments, communication, and student resources. Classes that meet face-to-face may not use all Oncourse tools and students should always refer to the course syllabus for specific information.

https://oncourse.iu.edu

- Course Syllabus
- Messages
- Grade book
- My Workspace
Let’s take a look...APA Style

- Use Purdue’s OWL website to ensure that all of your written assignments conform to the APA Style guidelines.

http://owl.english.purdue.edu/owl/resource