

The University Graduate School

# Academic Affairs Workshop

October 3 and 6, 2016

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[graduate.indiana.edu](http://graduate.indiana.edu) | [grdschl@indiana.edu](mailto:grdschl@indiana.edu) | (812) 855-8853



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# Program

- **Bloomington Staff Updates**  
*Kim Bunch*
- **Admissions**  
*Judy Post, Kim Bunch*
- **Master's Degree Processing**  
*Erica Whichello*
- **PhD Degree Processing and Exceptions eDoc**  
*Shelly Gerber-Sparks*
- **Bulletin, Curriculum, Graduate Faculty**  
*Jeff Rutherford*

Slides available on University Graduate School website.

# Bloomington Staff Updates

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Kim Bunch  
Director of Finance and Administration



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# University Graduate School Staff

- **James Wimbush**, Vice President, Diversity, Equity, and Multicultural Affairs; Dean, The University Graduate School ([jwimbush@iu.edu](mailto:jwimbush@iu.edu))
- **David Daleke**, Vice Provost for Graduate Education and Health Sciences; Associate Dean, The University Graduate School ([daleked@iu.edu](mailto:daleked@iu.edu))
- **Janice Blum**, Associate Vice Chancellor for Graduate Education, IUPUI, and Associate Dean, The University Graduate School ([jblum@iupui.edu](mailto:jblum@iupui.edu)), 317-274-5845
- **Maria Hamilton Abegunde**, Director, The Graduate Mentoring Center ([maehamil@iu.edu](mailto:maehamil@iu.edu)), 856-9379
- **Jack Schmit**, Assistant Dean, The University Graduate School ([schmit@iu.edu](mailto:schmit@iu.edu)), 855-9104
- **Bianca Evans**, Assistant Dean for Diversity and Inclusion, The University Graduate School, ([biaevans@iu.edu](mailto:biaevans@iu.edu)), 855-1594
- **Kim Bunch**, Director of Finance and Administration ([kbunch@iu.edu](mailto:kbunch@iu.edu)), 855-1119
- **Jeff Rutherford**, Assistant Dean of Academic Affairs ([jruther@iu.edu](mailto:jruther@iu.edu)), 855-4010
- **Anna Vinson-Chastain**, Database Analyst ([avc@Indiana.edu](mailto:avc@Indiana.edu)), 856-5226

## University Graduate School Staff (continued)

- **Ryan Carlberg**, Executive Administrative Assistant to the Dean ([rycarlbe@Indiana.edu](mailto:rycarlbe@Indiana.edu)), 855-5697
- **Beth Nicodemus**, Systems and Database Specialist ([ejnic@iu.edu](mailto:ejnic@iu.edu)), 855-8854
- **Jennifer Barron**, Program Coordinator, McNair Scholars Program ([iebarron@iu.edu](mailto:iebarron@iu.edu)), 855-4005
- **Emily Winters**, Graduate Fellowships and Awards Coordinator ([ejwinter@iu.edu](mailto:ejwinter@iu.edu)), 855-8852
- **Shelly Gerber-Sparks**, Ph.D. Recorder ([gerbers@iu.edu](mailto:gerbers@iu.edu)), 855-9345
- **Erica Whichello**, Master's Recorder ([ewhichel@indiana.edu](mailto:ewhichel@indiana.edu)), 855-1117
- **Judy Post**, Graduate Admissions and the Continuing Nondegree Program Coordinator ([jpost@indiana.edu](mailto:jpost@indiana.edu)), 856-4503
- **Rebecca Winkle**, Graduate Recruitment and Outreach Coordinator ([rgconway@iu.edu](mailto:rgconway@iu.edu)), 855-4039
- **Erin Miller**, Administrative Assistant to the Associate Dean ([elm5@iu.edu](mailto:elm5@iu.edu)), 855-1362
- **Danielle Ball**, Administrative Secretary ([dncball@indiana.edu](mailto:dncball@indiana.edu)), 855-8853

# Admissions

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Judy Post  
Graduate Admissions and Continuing Non-Degree Coordinator

Kim Bunch  
Director of Finance and Administration



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# Behavioral Conduct Committee

- Students are asked to disclose prior criminal/illegal behavior, pending charges and behavioral issues. Students attach statement to application.
- Each applicant is reviewed by the campus Behavioral Conduct Committee prior to being offered admission to the university. Committee meets every two weeks.
- Please route the application to the Graduate School and add all relevant information such as transcripts and admission letter but do not notify applicant of admission status until they are reviewed.
- The University Graduate School will contact you once it's reviewed.
- If you have additional questions, you can contact Kim Bunch, [kbunch@iu.edu](mailto:kbunch@iu.edu) or Jeff Rutherford at [jruther@iu.edu](mailto:jruther@iu.edu)

# Admissions Processing Workshop

- Admissions Processing Workshop Dates:
  - October 24, 10:30-noon, IMU Oak Room
  - October 25, 2:30-4, IMU Oak Room
- OnBase access
  - We have almost three years worth of student records scanned into Onbase and we are adding the e-app and all documents attached to the e-app.
  - This is currently being piloted with three departments and we hope to release this to all departments during the spring semester.



# Continuing Nondegree Program

## Answers to Common Questions

- Bloomington Campus only. IUPUI has their own program.
- Contact information: [nondegr@indiana.edu](mailto:nondegr@indiana.edu) or Judy Post  
<http://graduate.indiana.edu/admissions/non-degree.shtml>
- CND Program allows enrollment in graduate courses, undergraduate courses, or combination—graduate fees assessed for all.
- Bloomington Office of International Services (OIS) processes all international applications, please be aware of this and allow for extra processing time.
- Students may enroll only in courses for which they obtain permission.
- Financial aid is not available.

# Questions:

- **CONTACTS:**

**E-App issues for students:** [grdschl@Indiana.edu](mailto:grdschl@Indiana.edu)

**Department E-App training:** Judy Post,  
[jpost@indiana.edu](mailto:jpost@indiana.edu)

**IUIE Training:** Anna Vinson-Chastain, [avc@Indiana.edu](mailto:avc@Indiana.edu)

**E-App technical issues/updates to E-App:** Kim Bunch,  
[kbunch@iu.edu](mailto:kbunch@iu.edu)

Add/Remover users for e-doc groups, please complete the form below: <https://onestart.iu.edu/kr-prd/EDocLite?userAction=initiate&edlName=UGS.AddRemoveUserRequest.Doctype>

# Master's Degree Processing

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Erica Whichello  
Master's Recorder



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# Frequently Asked Questions and Information

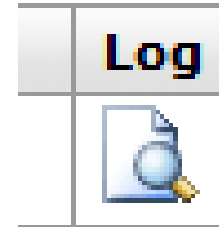
- Application for Graduation
- MAAD eDoc Processing
- Revalidation
- Thesis Submission

# Application for Advanced Degree (and Graduation)

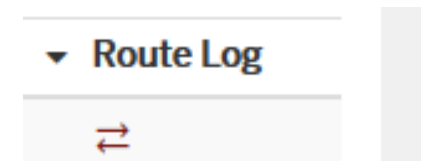
- eDoc System
  - Combines application for commencement participation and graduation into one eDoc
  - Use Route Log to track the location and status of eDoc (see next two slides for more information)
- Time Frame on eDocs
  - **Name to Appear in the Commencement Program**
    - December Commencement - September 25<sup>th</sup>
    - May Commencement - February 25<sup>th</sup>

# Finding Route Logs

- Action List, final column



- Document Search, final column



# Reading Route Logs

## Examples:

- Name, with that individual
- Group: UGS.MAAdvDeg.BL.UGS  
Ends in UGS, with UGS
- Group: UGS.BL.MAAdvDeg.REEI1  
Last few letters should be specific to your department, with your department

Click on link to view members of a Group

# MAAD eDoc

**Submission Deadline:** approve by the 15<sup>th</sup> of the month the student wishes to graduate (degrees are awarded monthly)

## Before Approving please check:

- **Student portion:** Name, ID#, and degree all correct and match SIS Program/Plan
- **Coursework:**
  - List all coursework needed for Masters-- no need to list coursework beyond Masters (usually a total of 30 or 36)
  - Confirm requirements meet bulletin entry (admit term or more recent bulletin)
- **Substitutions/Waivers/Revalidations:** Need to be approved prior to eDoc submission. Attach approved memos to eDoc in notes. \*\*New eDoc process going live Now. See slides in PhD Processing section of this presentation.\*\*



# MAAD eDoc

## After Approving please check:

- **Education Panels in SIS:** final official bachelor's transcript received
- **Grade Changes:** all R and NR grades need changed to a letter grade

These pieces of information are needed by the 27<sup>th</sup> of the same month

# What About Revalidation?

- All Courses Over 5-Year Limit
    - 6 Years for Dual Degrees
    - **Each** course must be **individually** revalidated
    - Use Bulletin guidelines
    - 4-Step Process
      - List Course
      - Brief description of course
      - Method of revalidation
      - Brief explanation of how method was used to revalidate course
- \*\*New eDoc process going live Now. See slides in PhD Processing section of this presentation.\*\*

# Thesis Submission

## **Submission Methods** (Electronic via ProQuest) and **Formatting** Requirements on our website under “Thesis & Dissertations”

- Initial Submission (Content Complete & Committee Approved) due by 15<sup>th</sup> of the month
- Thesis revisions (layout/formatting) as requested by the Master’s Recorder, AND Signature Pages (all original, no proxies or copies) due by the 27<sup>th</sup> of the month
- These deadlines are different in May, end of Summer, and December. Check our website under “Deadlines”

# Doctoral Degree Milestones & Processing

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Shelly Gerber-Sparks  
PhD Recorder



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# PhD Milestones Tracked by the UGS & Related Policies

## Required Steps

### 1. Nomination to Candidacy Edoc

- Student may graduate eight months, or longer, after passing their quals.
- Candidacy time is calculated from the date of the quals.
- Continuous enrollment requirement begins first semester after semester in which student passes quals.

### 2. Nomination of Research Committee Edoc

- Four IU Graduate Faculty members, two endorsed with the chair one of those endorsed
- Six months, or longer, after UGS approves research committee, the student may defend his/her dissertation.
- Committee can be changed up to defense announcement without restarting six month clock.

### 3. Defense Announcement Edoc

- Announcement must be received by UGS at least 30 days before date of defense.
- All members of committee are to attend defense, on-campus, with student.

### 4. Submission of dissertation & completion of final requirements

- Submission of dissertation is made directly to ProQuest and electronically reviewed by the UGS recorders for formatting.
- Submission of signed abstract and signed acceptance pages – all original signatures
- Grade changes (if applicable)
- Lapses in enrollment resolved (if applicable)
- Fulfillment of embargo requirements (if applicable)
- Department copied on all degree completion emails

## Optional Step

### PhD Commencement Participation Application Edoc

- Submitted by PhD students wanting to participate in the December or May commencement ceremony
- September to December graduates = December ceremony, 09/25 deadline
- January to August graduates = May ceremony, 02/25 deadline
- Edoc now asks department to confirm research committee has been approved by UGS

# New Edocs to Request Exceptions to Degree Requirements

- Substitution / Waiver Request
- Revalidation Request
- Individualized Minor Request



# New Features:

- New look with auto-fill on some fields
- Instructions related to completing located at top of edocs
- Multiple courses or requirements can be substituted or waived with one substitution / waiver edoc or one revalidation edoc.
  - Each Substitution / Waiver Request edoc can accommodate up to five individual requests.
  - Each Revalidation request edoc can accommodate up to 10 individual requests.

- Check the “Request Status” field on Revalidation Request and Substitution / Waiver Request edocs to determine approval/denial status for each request
  - On all other edocs, “approval” of the edoc indicates approval of all information on the edoc.
  - With revalidation requests and substitution/waiver requests, approval of the edoc itself does not indicate approval of all items on the edoc.
- Paper/Email requests will be accepted until start of Spring 2017 term.

- **Substitution / Waiver Request**
  - Submit prior to student taking course approved by the department to be used as a substitute or when waiver is initially approved by the department
- **Revalidation Request**
  - Submit in same term, or after, a student passes quals but before nomination to candidacy edoc is submitted
- **Individualized Minor Request**
  - Submit before student completes coursework for the minor

Edocs are now live and ready for use on One.IU.Edu.

# Recorders' Q & A Sessions

Started in Summer 2014, the focus of the Recorders' Q & A Sessions is to provide department staff with ongoing training and opportunities to ask questions in a small group setting.

The two sessions scheduled for Fall 2016 will specifically focus on the new exceptions edocs but other questions are welcome.

## **Next scheduled Q&A Sessions are:**

**Tuesday, November 1st**

UGS Conference Room, Wells Library, E546, 10 a.m. to 12 p.m.

**Thursday, November 3rd**

UGS Conference Room, Wells Library, E546, 1 p.m. to 3 p.m.

RSVP via email at least one week in advance – [gerbers@iu.edu](mailto:gerbers@iu.edu)

# Bulletin, Curriculum, & Faculty

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Jeff Rutherford  
Assistant Dean for Academic Affairs



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# Graduate School Academic Bulletin

- Accessed at [bulletins.iu.edu](http://bulletins.iu.edu) or through [graduate.indiana.edu](http://graduate.indiana.edu)
- Production timeline: fall through spring
  - Bulletin contact address: [grdblltn@iu.edu](mailto:grdblltn@iu.edu)
  - Revisions based on browser entry, utilize technical guide
- Ensure accuracy of content
  - Verify program approval, graduate faculty, courses
  - Check bulletin requirements against program materials
- Long-term developments: routing system, version history, copy editing

# New Programs and Program Changes

- Review program development guidelines and approvals matrix at EVPUAA site, [uaa.iu.edu](http://uaa.iu.edu), Academic Affairs, Academic Program Approval Process for changes to academic credentials and structures
- Consult with Graduate School for revisions to existing curricula
- Ensure programming changes are included in academic bulletin
- Ensure bulletin credentials have passed approvals and are coded

# Course Proposals

- Proposals routed through CARMIIn; guide available under Faculty and Staff Resources
- CARMIIn reminders:
  - Course description must be 50 words or less
  - Complete 'Essential Syllabus Information' or attach a course syllabus
  - Provide the grading structure in 'Learning Assessment' (ESI5)
  - If a course carries both undergraduate and graduate credit, provide an explanation of how work expectations will differ between graduate and undergraduate enrollees



# Graduate Faculty and Endorsements

- All tenured and tenure-track faculty automatically hold Graduate Faculty status and can serve on research committees
- Endorsement to chair doctoral research is granted separately
  - Chair or director should send a brief memo of endorsement with an attached CV to Dean Daleke ([daleked@indiana.edu](mailto:daleked@indiana.edu))
- Outside committee membership available to non-Graduate Faculty

# BTAA Traveling Scholar Program

Enables doctoral-level students at any BTAA university to take advantage of educational opportunities at any other BTAA university without changes in registration or increases in tuition.

University of Chicago, University of Illinois, Indiana University, University of Iowa, University of Maryland, University of Michigan, Michigan State University, University of Minnesota, University of Nebraska, Northwestern University, Ohio State University, Pennsylvania State University, Purdue University, Rutgers University, State University of New Jersey, University of Wisconsin

*application: [BTAA.org](http://BTAA.org)*

*contact: [jruther@iu.edu](mailto:jruther@iu.edu)*

## Three Minute Thesis

Competition challenges graduate students to present their research in a three-minute format to a non-specialist audience.

Stipend prizes awarded; winner proceeds to regional competition at Midwestern Association of Graduate Schools.



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