

The University Graduate School
Academic Affairs Workshop

September 18 and 22, 2014

Jody Smith, Assistant Director of Academic Affairs
josmith@iu.edu, 855-4010



INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL

Presenters in order of initial presentations

- **David Daleke**, Vice Provost for Graduate Education and Health Sciences; and Associate Dean, The University Graduate School, daleked@iu.edu, 855-6902
- **Kim Bunch**, Director Of Finance and Administration, kbunch@iu.edu, 855-1119
- **Jody Smith**, Assistant Director of Academic Affairs, josmith@iu.edu, 855-4010
- **Yolanda Treviño**, Assistant Dean, The University Graduate School, ytreviño@iu.edu, 855-8853
- **Kerchanin Allen**, Temporary Fellowships Coordinator, 855-8852
- **Autumn Winfrey**, Graduate Admissions and the Continuing Nondegree Program Coordinator, alwinfre@iu.edu, 856-4503
- **Maria Hamilton Abegunde**, Director, The Graduate Mentoring Center, maehamil@iu.edu, 856-9379
- **Dana Harden**, Master's Recorder, druddick@iu.edu, 855-1117
- **Shelly Gerber-Sparks**, Ph.D. Recorder, gerbers@iu.edu, 855-9345
- **Beth Nicodemus**, Systems and Database Specialist, ejnic@iu.edu, 855-8854

Agenda

- **Welcome**
(David Daleke)
- **Staffing**
(Kim Bunch)
- **Bulletin, Curriculum, Degrees, and Graduate Faculty Status**
(David Daleke, Jody Smith)
- **Recruitment, Financial Support, Admissions, and Student Support**
 - Recruitment Efforts (Yolanda Treviño)
 - Financial Support (Kerchanin Allen)
 - GradGrants Center (Kim Bunch)
 - General Admissions Procedures (Kim Bunch and Autumn Winfrey)
 - Continuing Nondegree Program (Autumn Winfrey and Jody Smith)
 - CIC Traveling Scholar Program (Jody Smith)
 - Graduate Mentoring Center (Maria Hamilton Abegunde)
- **Recording and Degree Conferral**
 - Masters Degree Requirements (Dana Harden)
 - Doctoral Degree Requirements (Shelly Gerber-Sparks)
 - eDoc Lites (Beth Nicodemus)

Welcome

Academic Affairs Workshop 2014

David Daleke

Vice Provost for Graduate Education and Health Sciences
Associate Dean, The University Graduate School



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Key Activities

1. **Facilitate approval** of new graduate degrees, minors, and certificates;
2. Augment **recruitment and retention**, particularly in areas of special need such as diversity-building and STEM via fellowships and programming;
3. Assist academic units with **program review**;
4. **Recording of graduate degrees** and quality control of degree requirements;
5. **Establish pipeline programs** for transition from undergrad to graduate (e.g., McNair Program [funded by DOE], Tsinghua Summer Undergraduate Research Program, and IU Undergraduate Research Conference) and graduate to postdoc and the professoriate (e.g., Alliance for Graduate Education in the Professoriate [funded by NSF], IU Future Faculty Teaching Fellowship Program, and Preparing Future Professionals Program);
6. Advocate for the quality of **graduate and professional student life** by working with the Graduate and Professional Student Organization (IUB) and Graduate and Professional Student Government (IUPUI) on issues of graduate and professional student concern;
7. Operation of the **GradGrants Center** to assist graduate students with identifying and writing grant proposals;
8. Operation of the **Graduate Mentoring Center** to provide programming for IUB graduates and postdocs.

Challenges in Graduate Education

1. Lengthy time-to-degree and poor completion rate for the Ph.D.;
2. Availability of graduate student funding and increasing student debt burden;
3. Decreasing federal student support;
4. International competition for graduate students;
5. Lack of a diverse pipeline for graduate school, particularly in STEM fields; and,
6. Inadequate career preparation and knowledge of different career pathways, particularly for Ph.D. recipients.

University Graduate School Web Site

<http://graduate.indiana.edu>



The University Graduate School - Bloomington

Staffing

Kim Bunch
Director of Finance and Administration



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Staff

- **James Wimbush**, Vice President, Diversity, Equity, and Multicultural Affairs; Dean, The University Graduate School (jwimbush@iu.edu)
- **David Daleke**, Vice Provost for Graduate Education and Health Sciences; Associate Dean, The University Graduate School (daleked@iu.edu)
- **Janice Blum**, Associate Vice Chancellor for Graduate Education, IUPUI, and Associate Dean, The University Graduate School (jblum@iupui.edu, 317-274-5845)
- **Maria Hamilton Abegunde**, Director, The Graduate Mentoring Center (maehamil@iu.edu, 856-9379)
- **Jack Schmit**, Assistant Dean, The University Graduate School (schmit@iu.edu, 855-9104)
- **Yolanda Treviño**, Assistant Dean, The University Graduate School (ytreviño@iu.edu, 855-1594)
- **Kim Bunch**, Director of Finance and Administration (kbunch@iu.edu, 855-1119)
- **Jody Smith**, Assistant Director of Academic Affairs (josmith@iu.edu, 855-4010)
- **Nan Harvey**, Database Analyst (nlharvey@iu.edu, 856-5226)

Staffing (continued)

- **Julia Jennings**, Executive Administrative Assistant to the Dean (jenninj@iu.edu, 855-5697)
- **Beth Nicodemus**, Systems and Database Specialist (ejnic@iu.edu, 855-8854)
- **Jennifer Barron**, Program Coordinator, McNair Scholars Program (gebarron@iu.edu, 855-4005)
- **Yvonne Dwigans and Kerchanin Allen**, Graduate Fellowships and Awards Coordinator (ylivings@iu.edu and allenka@indiana.edu, 855-8852)
- **Shelley Gerber-Sparks**, Ph.D. Recorder (gerbers@iu.edu, 855-9345)
- **Dana Harden**, Master's Recorder (druddick@iu.edu), 855-1117)
- **Autumn Winfrey**, Graduate Admissions and the Continuing Nondegree Program Coordinator (alwinfre@iu.edu, 856-4503)
- **Rebecca Winkle**, Graduate Recruitment and Outreach Coordinator (rgconway@iu.edu, 855-4039)
- **Vacancy**, Administrative Assistant to the Associate Dean (855-1362)

Academics

Bulletin, Curriculum, Degrees, and Graduate Faculty

David Daleke
Jody Smith



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The University Graduate School Bulletin

- Updated annually
- Deadline for 2015-2016 updates will be February 1
- Verification of every change submitted
- Department must carefully proof each new bulletin
- Two options, but online most correct

Curriculum

Important Things to Know

- The Graduate School requires syllabus information. You have two options for providing syllabus information via CARMIn:
 - Answer the “Essential Syllabus Information” questions (ESI 1-5)
 - Attach a syllabus to the course request
- Complete #16 (Course Description) as that information will eventually be used by the WCMS system and automatically appear in the bulletin. Maximum of 50 words.
- A learning assessment rubric is also required in #ESI-5 for accreditation purposes (i.e., A description of major course requirements and percentage breakdowns—for example: participation, 5%; three essays at 15% each; two exams at 25% each).
- If a course carries both undergraduate and graduate credit, please explain how the expectations of quantity and quality of work will differ for undergraduate and graduate enrollees.

Curriculum

Important Things to Know (Continued)

- Course requests go on the 30-day University-wide remonstrance list that is administered by University Student Services and Systems (USSS)
- A new remonstrance list is posted the first business day of each month
- After the 30-day remonstrance period, the course form is routed to The University Graduate School and then USSS for final approvals
- Please contact Mandy Bartley (bartley@iu.edu) if you are unfamiliar with CARMI (the electronic course approval system), there are job aids available at the USSS training website (<https://uss.siu.edu/Pages/CourseCatalog.aspx>)

Degrees/Graduate Faculty

- **Degrees:** Before a concentration, minor, graduate certificate, or degree can be conferred, its requirements must be in the University Graduate School's *Bulletin* after having been approved by all required levels of administrative approval.
 - See the Matrix for Administrative Approval Process for New Programs at <http://uapp.iu.edu/programs/docs/Academic%20Approval%20Matrix.pdf>)
 - See how to propose new programs on our web site at <http://graduate.indiana.edu/faculty-staff/membership.shtml>
- **Graduate Faculty:** All tenured or tenure-track faculty automatically hold Graduate Faculty status and can serve on research committees. To chair a committee, a Graduate Faculty member has to be nominated by their department to be endorsed to chair.
 - We request nominations twice a year.
 - Your faculty should be included in your *Bulletin* entry.
 - A list of Graduate Faculty and those endorsed can be found on our web site at Faculty & Staff Resources, <http://graduate.indiana.edu/faculty-staff/membership.shtml>

Broadening Participation

*Recruitment, Retention, Advancement
resources to tap into ...*

Yolanda Treviño, Ph.D.
Assistant Dean



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President's Diversity Initiative



President Michael A. McRobbie's commitment to expand funding demonstrates his belief that a place of higher learning and opportunity requires the presence of a supportive environment that nourishes, promotes, and fosters inclusion and diversity.

Recruitment Fellowships, Initiatives and Programs

1. President's Graduate Diversity Recruitment Fellowship



Five years of support: 2 fellowship years + 3 graduate assistantship years

2. Increase the presence of IU faculty/ senior graduate students at URM recruiting venues and advertise programs widely; send faculty to MSIs to meet with URM faculty and students



3. Sustained membership in the National GEM Consortium

4. Expand GU2IU program to disciplinary areas (50 new visitors)

President's Diversity Initiative

Mentoring and Community Building

1. Graduate Mentoring Center 
2. Innovators and Trailblazers in URM graduate education seminar series 
3. National Center for Faculty Development and Diversity 
4. Emissaries for Graduate Student Diversity
 - Recruitment and Outreach Cohort
 - Retention and Community building Cohort 
5. Compact for Diversity – Institute on Teaching and Mentoring 
 - Doctoral Scholars Award (3 yrs)
 - Dissertation Award (1 yr)

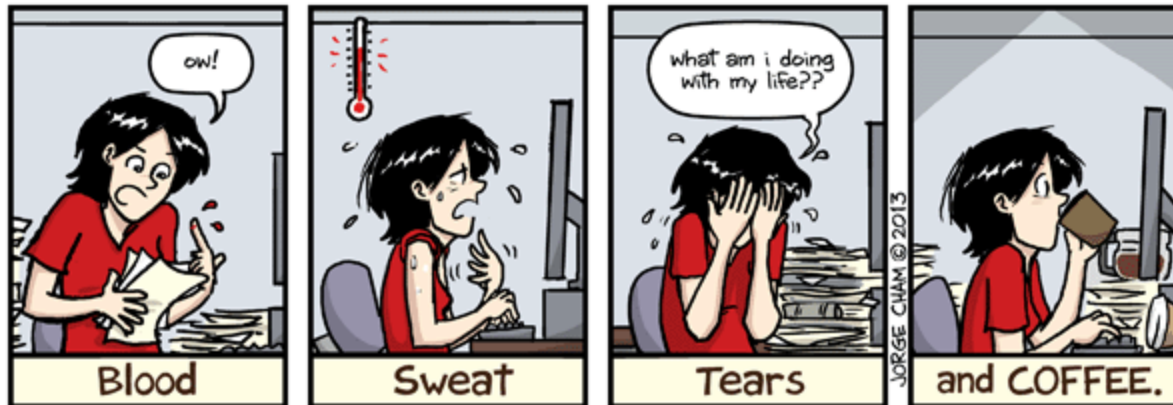
President's Diversity Initiative

Timely Degree Completion

1. President's Diversity Dissertation Fellowship



My thesis is written in



WWW.PHDCOMICS.COM

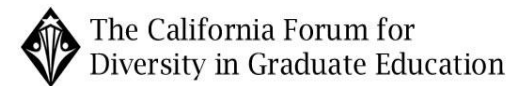
Recruitment Efforts

Summer 2014

- Research Experiences for Undergraduates Programs
- STEM Initiative / Summer Scholars Institute (IU and IUPUI)

Fall 2014

- Emissaries for Graduate Student Diversity
- CIC FreeApp Program
- Project 1000
- McNair Scholar Directory – September
- Membership with The National GEM Consortium
- Getting You into IU campus preview – October
- California Diversity Forum – 1,000+ attendees
- Institute for Broadening Participation – 7,000+ names
- IU Undergraduate Research Conference – November
- National Name Exchange – 8,600+ names



Emissaries for Graduate Student Diversity



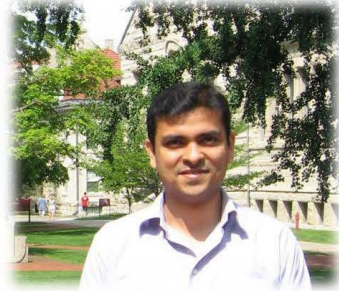
to broaden the participation of underrepresented students; and, to build a more inclusive IU Bloomington graduate student community.

Emissaries for Graduate Student Diversity

- Anthropology
- Astronomy
- Biology
- Business Administration
- Chemistry
- Communication and Culture
- Counseling and Educational Psychology
- Educational Leadership and Policy Studies
- Elementary Education
- Higher Education
- History
- Kinesiology
- Latin American Studies
- Psychological and Brain Sciences (Mathematical Psychology)
- Public Affairs
- Sociology
- Telecommunications

Emissaries for Graduate Student Diversity

The primary role of Recruitment and Outreach emissaries is to serve as initial peer contacts for pre-application graduate and professional students. Using effective peer-to-peer communication channels, emissaries will work to positively support the university's recruitment, outreach and advocacy efforts across diverse communities.



Blog: Graduate Student Life @ IU

**Wisdom from the
Indiana University
Emissaries for Graduate
Student Diversity on the
Bloomington campus**

<http://www.indiana.edu/~gradlife/>

Most often, you'll need the help of others to succeed.

Posted on **April 1, 2014** by **Seth M**

One of the benefits of the PhD at IU is the requirement across campus to obtain a minor. This requirement forces doctoral students to gain competency in a discipline tangentially related to their own primary program discipline. It is very useful to mix foci in this way to increase in breadth and depth of understanding with respect to your particular research interests.



Another aspect of cross-department work is the networking that takes place as a result. Some of my favorite professors have been those from other programs—both from my minor and from methods courses. Additionally, at the level of students, working with students of other departments and disciplines has been beneficial if not enjoyable. Comparing programs and experiences is one way to gain insight as well as stay sane. For me, it has been very healthy to hear what is working for my peers in other programs and disciplines. I highly recommend cross-pollinating your studies and work experiences in this way.

(Also, as a side logistical note, there are IU-sponsored **technologies** available if you would like to collaborate electronically.)

Emissaries for Graduate Student Diversity

The primary role of Retention and Community Building emissaries is to build a more inclusive graduate student community through formal and informal mentoring activities, particularly for underrepresented and minority students. A major function of community-building emissaries is to provide for the interchange/exchange of information that facilitate progression and successful completion of their graduate student program.



Recruitment Awards for 2015-16

- President's Graduate Recruitment Fellowship
- Graduate Scholars Fellowship
- Adam W. Herbert Graduate Fellowship
- McNair Graduate Scholars Fellowship
- Educational Opportunity Fellowship

Highlighted 2015-16 Eligibilities

Adam W. Herbert Graduate Fellowship

Supports graduate study at Indiana University for graduates of Historically Black Colleges and Universities (HBCUs) in STEM programs. PhD Fellowships are four (4)-year stipend awards of **\$25,000** per year. Masters fellowships are single year awards of **\$10,000**.

President's Graduate Recruitment Fellowship

Nominee must belong to an underrepresented minority group (African American, Hispanic American, Pacific Islander/Native Hawaiian or Native American, with tribal enrollment card or proof of descent); and applying to a PhD or MFA program. Fellowships are multi-year awards with two (2)-years of no assistantship duties and stipends of **\$20,000- 25,000** per year.

Graduate Scholars Fellowship

Nominee must belong to an underrepresented minority group (African American, Hispanic American, Pacific Islander/Native Hawaiian or Native American, with tribal enrollment card or proof of descent); and applying to a PhD or MFA program. Fellowships are multi-year awards with one (1)-year of no assistantship duties and stipends of **\$20,000- 25,000** per year.

Highlighted 2015-16 Eligibilities

Graduate McNair Scholars Fellowship

Nominee must provide documentation from their undergraduate McNair Scholars program certifying status as a McNair Scholar; and applying to a PhD or MFA program. Fellowships are multi-year awards with two (2)-years of no assistantship duties and stipends of **\$20,000- 25,000** per year.

Educational Opportunity Fellowship

Must be first generation college or low income. Award is one (1) year with a stipend of \$1,500 and fee award that reduces tuition to the in-state rate for up to 24 credit hours.

**Nomination Deadline
for
2015-16 Award Competition**

Friday, February 6, 2015

Financial Support

Award and Fellowship Nomination Submission Procedures...

Yvonne Dwigans and Kerchanin Allen
Graduate Fellowships and Awards Coordinator



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SharePoint Site

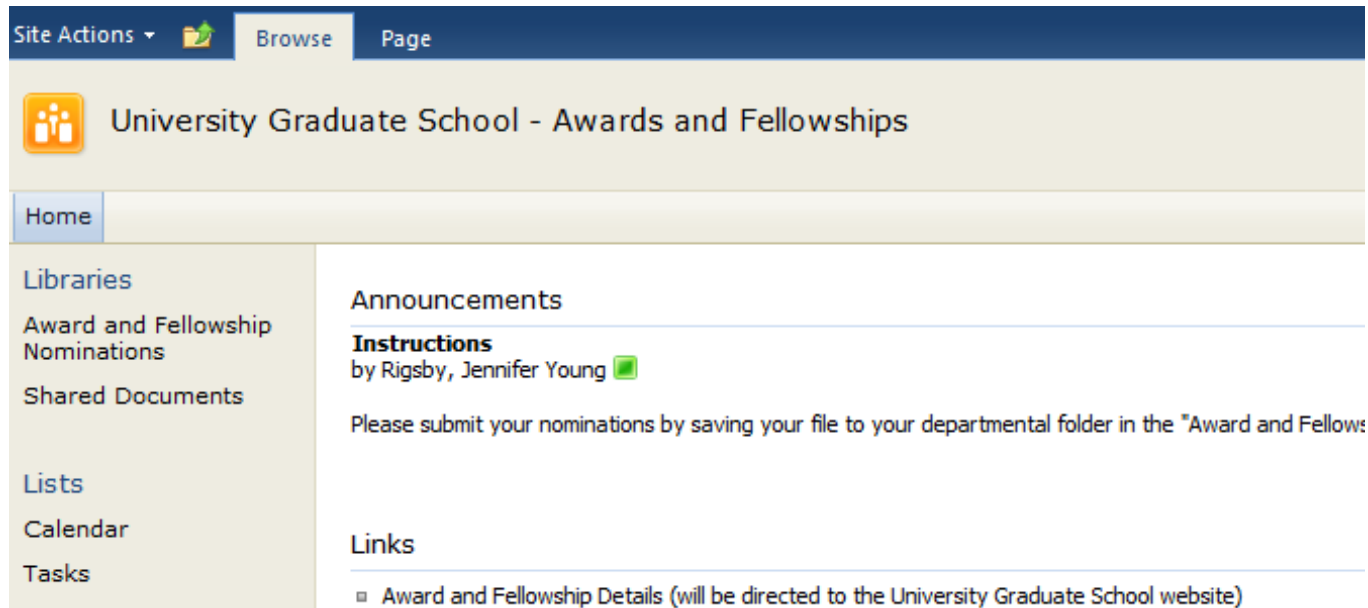
- All fellowship nominations are submitted through the The University Graduate School SharePoint site.
- For those of you not familiar with SharePoint, it is a cloud service for IU Faculty, grad students, and staff which allows document storage and sharing via the web using various online tools such as Word, Excel, PowerPoint, and OneNote. It is managed by the University, so your data is protected and compliant with University policy.

How to Submit a Nomination

1. Open the SharePoint site:

<https://www.sharepoint.iu.edu/sites/UGSAwardsAndFellowships/default.aspx>

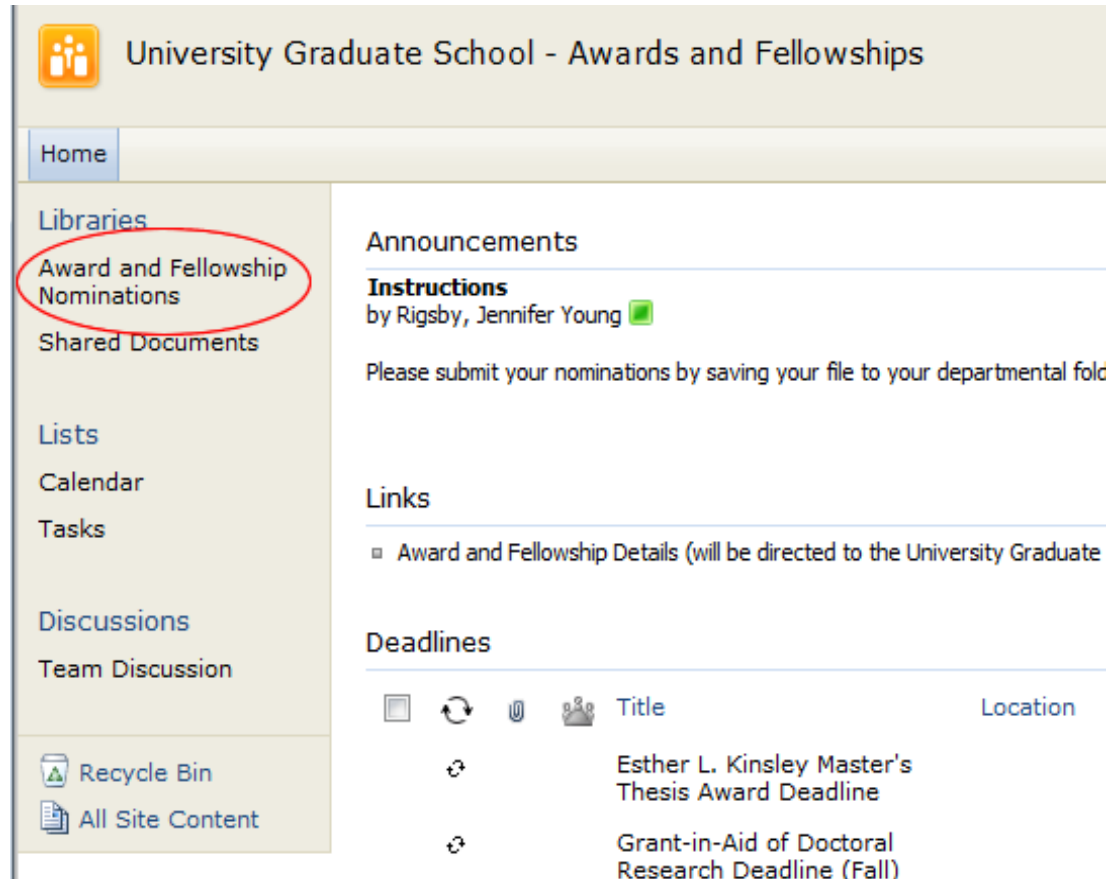
- We suggest adding this site to your favorites



The screenshot shows the SharePoint interface for the 'University Graduate School - Awards and Fellowships' site. The top navigation bar includes 'Site Actions', 'Browse', and 'Page'. Below the navigation bar, the site title 'University Graduate School - Awards and Fellowships' is displayed with a group icon. A 'Home' button is visible. The left sidebar contains navigation options: 'Libraries' (Award and Fellowship Nominations, Shared Documents), 'Lists' (Calendar, Tasks), and 'Announcements'. The main content area shows an announcement titled 'Instructions' by Rigsby, Jennifer Young, with a green status icon. The announcement text reads: 'Please submit your nominations by saving your file to your departmental folder in the "Award and Fellow...'. Below the announcement, there is a 'Links' section with a link titled 'Award and Fellowship Details (will be directed to the University Graduate School website)'.

How to Submit a Nomination

2. Click the *Award and Fellowship Nominations* link under Libraries



University Graduate School - Awards and Fellowships

Home

Libraries

- Award and Fellowship Nominations**
- Shared Documents

Lists

- Calendar
- Tasks


Discussions

- Team Discussion

Recycle Bin

All Site Content

Announcements







Instructions
by Rigsby, Jennifer Young 

Please submit your nominations by saving your file to your departmental folder

Links

- Award and Fellowship Details (will be directed to the University Graduate School)

Deadlines

				Title	Location
				Esther L. Kinsley Master's Thesis Award Deadline	
				Grant-in-Aid of Doctoral Research Deadline (Fall)	

How to Submit a Nomination

3. Click on your Department's folder (you might only see yours)



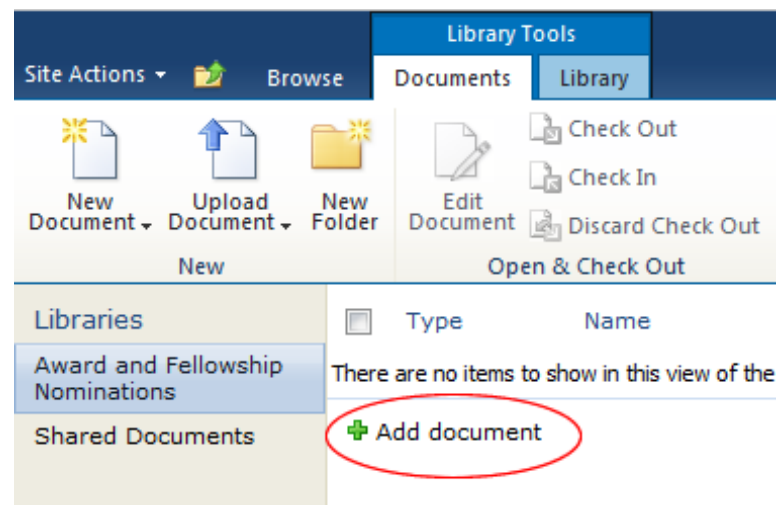
The screenshot shows a SharePoint interface for 'University Graduate School - Awards and Fellowships'. The breadcrumb path is 'Award and Fellowship Nominations'. The left sidebar shows 'Award and Fellowship Nominations' selected under 'Libraries'. The main content area displays a table of folders:

<input type="checkbox"/>	Type	Name
<input type="checkbox"/>	Folder	African American and African Diaspora Studies
<input type="checkbox"/>	Folder	African Studies
<input type="checkbox"/>	Folder	American Studies
<input type="checkbox"/>	Folder	Anthropology
<input type="checkbox"/>	Folder	Apparel Merchandising and Interior Design

A red circle highlights the table content.

How to Submit a Nomination

4. Click on the *Add document* link (if the add document button is not visible, click on the Upload Document in the banner)






How to Submit a Nomination

5. The upload document window pops up
- Leave the “*Overwrite ...*” checkbox checked
 - Click “*OK*” to save, this will bring up another window



How to Submit a Nomination



6. This window has a few questions you need to answer
- Select the Award/Fellowship for which you are submitting the nomination
 - If you are submitting more than one nomination
 - Attach one nomination per file
 - Select the rank of the one you are attaching, one being the highest
 - Enter the student's university ID number
 - Leave the *Title* field blank

Commit	Clipboard	Actions
<p> The document was uploaded successfully. Use this form to update the properties of the document.</p>		
Name *	Grant_in_Aid_Doctoral_Research_Applic.doc	
Awards and Fellowships *	Grant in Aid of Doctoral Research - fall	
Rank	1	
	Submit one nomination per file. If you have multiple nominations please rank them, 1 being the highest.	
Student University ID *	0000000000	
Title		
Created at 8/16/2012 3:10 PM by Rigsby, Jennifer Young 		
Last modified at 8/16/2012 3:54 PM by Rigsby, Jennifer Young 		
Save		Cancel

How to Submit a Nomination

7. Click save

- The window will go away and you will see your file has loaded to the site
- If you have more nominations to submit, click the “*Add document*” link

Type	Name	Modified	Modified By	Awards and Fellowships	Rank	Student University ID
	Grant_in_Aid_Doctoral_Research_Application2010 NEW	8/16/2012 3:54 PM	 Rigsby, Jennifer Young	Grant in Aid of Doctoral Research - fall	1	0000000000

[+ Add document](#)

Fellowship/Award Deadlines

- **Esther L. Kinsley Master's Thesis Award** Dept. deadline: Friday, Sept. 26, 2014
- **The Wells Graduate Fellowship** Dept. deadline: Friday, Nov. 21, 2014
- **Grant-in-Aid of Doctoral Research** Dept. deadline: Friday, Oct. 3, 2014 (fall) and Friday, Feb. 13, 2015 (spring)
- **Grant-in-Aid of Master's of Fine Arts Projects** Dept. deadline: Friday, Oct. 3, 2014 (fall) and Friday, Feb. 13, 2015 (spring)
- **Future Faculty Teaching Fellowship** Student deadline: **Friday, Oct. 10, 2014**; Dept. deadline: Jan. 23, 2015
- **Esther L. Kinsley Ph.D. Dissertation Award** Dept. deadline: Friday, Jan. 30, 2015
- **Ronald E. McNair Graduate Fellowship** Dept. nomination deadline: Friday, Feb. 6, 2015
- **Graduate Women in Science Fellowship** Dept. nomination deadline: Friday, Feb. 6,

Fellowship/Award Deadlines (cont'd)

- **Educational Opportunity Fellowship (EOF):** Students submit applications to department to be eligible. Dept. nomination deadline: Friday, Feb. 6, 2015
- **Graduate Scholars Fellowship** Dept. nomination deadline: Friday, Feb. 6, 2015
- **Adam W. Herbert Graduate Fellowship** Dept. nomination deadline: Friday, Feb. 6, 2015
- **President's Graduate Diversity Fellowship** Dept. nomination deadline: Friday, Feb. 6, 2015
- **John H. Edwards Fellowship** Dept. deadline: Friday, Feb. 13, 2015
- **Santosh Jain Endowed Memorial Scholarship** Dept. deadline: Friday, March 20, 2015
- **Irving and Shirley Brand Graduate Fellowship** Dept. deadline: Friday, April 24, 2015

Awards and Fellowships SharePoint Site

- To be added or removed from the UGS Awards and Fellowships SharePoint site, requests must be sent by email to Ms. Yvonne Dwigans, ylivings@iu.edu or Ms. Kerchanin Allen, allenka@indiana.edu.
- Requests must include your username and department.

Fellowship Details

Refer to the University Graduate School website, <http://graduate.indiana.edu/admissions/financial-support/fellowships-awards/index.shtml>, to access the:

- Guidelines for the nomination material which is required for each fellowship.
 - What materials need to be included
 - The order in which material needs to be submitted per nomination PDF
 - And any other important information
- Application PDFs which the student needs to submit
- Please note: If a nomination is not submitted correctly, it will be removed from the SharePoint site, and you will have to upload it again.

GradGrants Center

- **Provide several workshops for new and current students regarding funding opportunities.**
- **Can give departmental workshops**
- **Available to assist students who are searching for external funding**
- **Contact information:**
 - website: www.iub.edu/~gradgrnt**
 - email: gradgrnt@indiana.edu**

Admissions

Kim Bunch
Autumn Winfrey



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APPLICATION PROCESS

- Applications are routed via OneStart using Kuali/edoc
 - Attach Admission Letter to the eDoc.
 - Attach an original final undergraduate transcript. Departments are required to keep the original FINAL undergraduate transcript. A copy can be sent to us as long as you have the original. Departments need to maintain the transcript.
 - An email will be going out soon regarding missing final undergraduate transcripts.
 - Admissions workshops are scheduled for October 13, 15
 - IUIE workshops are scheduled for October 20, 21, 22
 - If edocs are returned to you, please check the notes section for the reason it was returned. Please use the notes section to send us additional information.
- Programs outside of The College should send materials directly to the Graduate Admissions Coordinator, Autumn Winfrey (alwinfre@iu.edu)

International Applications

- Make sure all students are marked as BACH EQUIV in iStart before you approve the edoc, or it will be returned.
- International Admissions will handle all updates in SIS, so make sure to copy them on any updates or not-comings.

GRE Scores and Application Fees

- Check SIS for GRE scores as they are loaded there first. Paper copies are no longer sent to departments.
- Domestic application fee is \$55.
- Contact Kim Bunch for application fee waivers.
- The e-app now accepts e-checks in addition to credit/debit cards.

E-App or IUIE Training

- **For eApp or IUIE training, changes to the department approvers and user groups contact:**

Kim Bunch, 855-1119, kbunch@iu.edu

Nan Harvey, 856-5226, nlharvey@iu.edu

Continuing Nondegree Program

Answers to Common Questions

- Bloomington Campus only
- Contact information: nondegr@indiana.edu or Autumn Winfrey
- Bloomington Office of International Services (OIS) processes all international applications
- CND Program allows enrollment in graduate courses, undergraduate courses, or combination—graduate fees assessed for all
- Financial aid is not available.
- <http://graduate.indiana.edu/admissions/non-degree.shtml>

CIC Traveling Scholar Program

Enables doctoral-level students at any CIC university to take advantage of educational opportunities at any other CIC university without change in registration or increase 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, State University of New Jersey
University of Wisconsin

Student completes online application at

<http://www.cic.net/projects/shared-courses/traveling-scholar-program/introduction>

Graduate Mentoring Center

Maria E. Hamilton Abegunde, Ph.D.
Postdoctoral Fellow
Director



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Establishment

The Graduate Mentoring Center (GMC) has been established to provide support services for mentoring and community building under the President's Diversity Funding Initiative.

Mission

- **Teach mentoring skills** via classes, multi-tiered programming, and diverse partnerships with a focus on graduate students and postdoctoral fellows.
- **Create opportunities that lead to mentorship** between diverse graduate students, postdoctoral fellows, faculty, and other professionals.
- **Develop a diverse cadre** of graduate student and postdoctoral mentors who will, in turn, work with research-focused undergraduates.
- **Offer opportunities to share research** on mentoring and other topics.
- **Serve as a resource** of graduate mentoring programs at IU and its affiliates.

Benefits

- **Mentorship training** for graduate students, postdoctoral fellows, and faculty.
- **Research opportunities** between graduate students, postdoctoral fellows, and faculty.
- **Intensive mentorship opportunities** for URM students with leaders from diverse fields.
- **Collaborations** to deliver mentorship training, services, and programs.
- **Diverse cadre of mentors and mentees.**
- **Centralized resources** on mentorship training, services, and programs.

Programming

(examples)

- Speaker Series: Innovators and Trailblazers in Underrepresented Minority (URM) Graduate Education
- Mentoring Classes
- Brown Bags
- Working Groups

Staff

- Director
- Graduate Assistants
 - Bloomington (2)
 - IUPUI (1)

Contact

Maria E. Hamilton Abegunde

maehamil@indiana.edu

812-856-9379

Kirkwood Hall 102

Master's Degree Processing

Dana Harden



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Frequently Asked Questions and Information

- Thesis: Traditional and Electronic
- Applications
- Deadlines
- Revalidation
- Backdated Degrees

Traditional and Electronic

- **Traditional:**
 - 2 Copies required by UGS
 - 100% cotton paper
 - Deadline: 27th of the month
- **Electronic: ProQuest**
 - Deadline: 15th of the month (Initial Submission)
 - By the 27th of the month: Thesis corrections as determined by the Master's Recorder
- **Same Guidelines for Both**

What about the Application for Graduation?

- eDoc System
 - Combines application and recommendation form into one eDoc
 - eDocs are preferred over paper applications
 - Use Route Log to track the location and status of eDoc
 - Deadline: 15th of the month the student wishes to graduate
- Time Frame on Paper Applications
 - Allow enough turnaround time for recommendation form to be sent, returned, and reviewed
 - **Name to Appear in the Commencement Program**
 - December Commencement - September 25th
 - May Commencement - February 25th

Deadlines?

- **To Have Degree Conferred:**
 - **15th of the Month** (with the exceptions of May and December):
 - Initial Electronic Thesis Submission
 - Recommendation Form

 - **27th of the Month** (with the exceptions of May and December):
 - Corrected Thesis
 - Bound Thesis
 - Final Undergraduate Transcript
 - Signed Acceptance Page
 - Grade Changes

What About Revalidation?

- All Courses Over 5-Year Limit
 - Must be individually revalidated
 - Must use Bulletin guidelines
 - 6 Years for Dual Degrees
 - 4-Step Process
 - List Course
 - Brief description of course
 - Method of revalidation
 - Brief explanation of how method was used to revalidate course

How Does a Backdated Degree Request Work?

- Reason For Backdating
 - Must be administrative error
 - Cannot be student's fault or because they forgot to turn in application to graduate
- Approval Required by:
 - Department, UGS, and Registrar
 - Memo should be addressed to Dean Daleke and sent to me

Doctoral Degree Processing

Shelly Gerber-Sparks



INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL

PhD Milestones Tracked by the UGS

1. Nomination to Candidacy
2. Nomination of Research Committee
3. Defense Announcement
4. Submission of dissertation
5. Completion of all final degree requirements

Most Frequent Questions

- **Tracking edocs and verifying accuracy of information**
 - Please track the progress of each edoc to make sure it reaches the UGS and review all edoc information for accuracy prior to approving
- **Revalidations**
- **Requesting substitutions or waivers of requirements**
 - Should be requested and approved by UGS prior to taking any substitute course or immediately after the department determines the student is eligible for a waiver
 - Process changed – send to recorder for processing now
- **Individualized minors**
 - Should be requested and approved by UGS prior to taking any of the courses that make up the requested individualized minor
- **Research Committee Membership**
 - Who and how many?

Research Committee Membership Requirements

All Research Committees:

- Must have 4 current IU Members
- All 4 must be listed on the Graduate Faculty or Emeritus Lists
- Two (2) members, including the Chair, must have the Graduate Faculty endorsement
 - You can check the status of members on the Graduate Faculty and Emeritus lists on the University Graduate Schools website, <http://graduate.indiana.edu/faculty-staff/membership.shtml>
- Members from outside the University may serve on a committee, but they are in addition to the 4 IU members.
 - Students with outside members should attach the outside members' CV to the Nomination of Research Committee e-doc prior to submitting it

If the Research Committee membership changes

- Changes to the membership of a research committee are requested by submitting a Change of Research Committee e-doc
- Any change must adhere to UGS committee requirements
- Any change in committee membership should be reported right away but a change of research e-doc can be submitted right before the student's defense if needed.

Important To Note: Changes and Reminders

- Deadlines changed for PhD Commencement Participation Application
 - September 25th for December ceremony
 - February 25th for May Ceremony
 - Confirm month of graduation on Commencement app is correct – impacts future registration
- All R, NR, or I grades need changed to a letter grade before a degree can be awarded
- Signatures on the abstract and acceptance pages must be original – no proxy, electronic, photocopied, or scanned signatures are permitted
- G901 summer registration
 - Who is eligible and how is it approved?

G901

- G901 is only possible during a summer term when a student will complete their degree in that summer term and has a least one semester of G901 enrollment eligibility remaining.
 - The student must have either already defended or have a defense date set within the summer term and have stated their intention to complete within the term.
 - The student must have not taken more than five semesters of G901 prior to the summer enrollment
 - To request summer G901 registration, send an email to the PhD recorder (Shelly Gerber-Sparks) with the following information:
 - Student's Name & IU ID#
 - Date of defense
 - How many G901 terms the student has enrolled in to date
 - Each summer G901 registration request is approved by Dean Daleke on a case-by-case basis

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.

Next scheduled Q&A Sessions are:

Wednesday, October 15, 2014

Wednesday, February 11, 2015

in the Kirkwood Hall UGS Conference Room

from 10 a.m. to 12 p.m.

RSVP via email at least one week in advance – gerbers@iu.edu

eDocs

Beth Nicodemus



INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL

eDoc Lite

- A system to replace paper forms that route to various people for approval
- The eDocs are set-up with a structured route path that each eDoc follows
- The University Graduate School forms route based on the department, or departments, the student has selected on the form
 - Each department has designated one or more people who should approve the documents

eDoc Lite (continued)

- **Benefits**

- More efficient for the student to complete
- Approval process is more efficient
- Easy to track

eDoc Lites Managed by UGS

- **Currently available**
 - Master's Application and Recommendation for Advanced Degree
 - Ph.D. Commencement Participation Application
 - Defense Announcement
 - Nomination of Research Committee and Change of Research Committee
 - Nomination to Candidacy

Nomination of Research Committee

- Student fills out most of the form, including the Research Committee member information
- It routes to Department's staff, who:
 - Enters the date the candidacy was approved
 - Verifies that at least two members of the committee are endorsed (including the chair)
 - Approves any members that are in the section for outside members

Nomination of Research Committee, (continued)

- Then it routes to the Research Committee
 - All members receive the document for approval at the same time
 - It can be approved by them in any order
- After the Committee has approved the document, you have the option to have the document route back to a person in the department, or directly to the University Graduate School.
- When Shelly Gerbers-Sparks gives the Nomination her official University Graduate School approval, she will enter that date in the “For University Graduate School Use Only” section

Change of Research Committee

- This form is similar to the Nomination of Research Committee
- The student is only required to provide information that pertains to the change
- Routes in a similar manner
 - If a committee member is being added, the student is required to enter the new member's information and the document will route to them for approval
 - If they are not adding members, then the document is not required to route to any committee members

Nomination to Candidacy

- Student fills out most of the form, including the Minor representative(s) and Advisory Committee Members
- It routes to Department's staff, who:
 - Enters the admit term
 - Qualifying exam dates
 - Additional Requirements
 - Confirms the minor rep and Advisory Committee members are correct
 - Attaches the course list and indicates revalidation or substitutions

Nomination to Candidacy (continued)

- Advisory Committee Approves
- Minor Representative approves and provides outside minor exam requirement information
- Department Chair / Graduate Advisor approves
 - If needed, this can be set up at the 'major' level
- Graduate School reviews and provides final approval

Tips for Finding Submitted eDocs

You may want to check the status of a student's eDoc, or see who has it in their action list; to do this, you will need to do a document search. There are a couple of ways this can be done.







- Search by the document ID number
- Search by the student's network ID

Searching by Document ID

This is the easiest method of searching

- OneStart >> Notifications >> Document Search

The screenshot shows the 'Document Search' interface. At the top, there is a header 'Document Search' with an 'options' button. Below the header, there are three buttons: 'detailed search', 'superuser search', and 'clear saved searches'. A dropdown menu labeled 'Searches' is visible, with a note '* required field' to its right. The main search form consists of several rows of input fields:


Document Type:	<input type="text"/>	 
Initiator:	<input type="text"/>	 
Document Id:	<input type="text" value="11476411"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	

At the bottom of the form, there are two buttons: 'search' and 'clear'.


Searching by Student Network ID

You can search by the student's network ID. If you do this, it will pull up ALL eDocs the student has submitted, so you could get a pretty long list.







- OneStart >> Notifications >> Document Search

Document Search 

[detailed search](#) [superuser search](#) [clear saved searches](#)

Searches 

* required field




Document Type:	<input type="text"/>	 
Initiator:	<input type="text" value="nkdwitt"/>	 
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	

Checking the Status of an eDoc

Once you have the search results, you will want to either open the document or view the route log.

- Click the document id to view the document
- Click the Route Log icon to view the approval history of the document

3 items retrieved, displaying all items.

<u>Document Id</u>	<u>Document Type</u>	<u>Title</u>	<u>Status</u>	<u>Initiator</u>	<u>Date Created</u>	<u>University ID</u>	<u>Last Name (case specific)</u>	<u>First Name (case specific)</u>	<u>Department/Program</u>	<u>Major</u>	<u>Dual Degree Program</u>	<u>Route Log</u>
11410664	UGS-MA App and Rec for Advanced Degree	Routing Document Type 'UGS-MAAdvancedDegree.ParentDoctype'	ENROUTE	Han, Yang	10/03/2012 04:13 PM	0002900615	Han	Yang	BL-JOUR	BL-JOURMA	Select	
11263375	UGS-MA App and Rec for Advanced Degree	Routing Document Type 'UGS-MAAdvancedDegree.ParentDoctype'	ENROUTE	Wang, Jingxian	09/10/2012 06:10 PM	0002708037	Wang	Jingxian	BL-JOUR	BL-JOURMA	Select	
11262681	UGS-MA App and Rec for Advanced Degree	Routing Document Type 'UGS-MAAdvancedDegree.ParentDoctype'	ENROUTE	Chen, Jun	09/10/2012 04:08 PM	0002759168	Chen	Jun	BL-JOUR	BL-JOURMA	Select	

Checking the Status of an eDoc (continued)

The route log will tell you several things:

- Status: enroute, final, disapproved, saved
- Who currently needs to approve
- Approval history
 - Who has already approved the document
 - Whether it was returned to a previous approver
 - Did it take someone a long time to approve
 - Other out of the ordinary activity

Checking the Status of an eDoc (continued)

Route Log

ID: 11486322

Title	Routing Document Type 'UGS.Committee.Doctype'		
Type	UGS.Committee.Doctype	Created	02:01 PM 10/16/2012
Initiator	Carpenter, Laura J.	Last Modified	02:26 PM 10/16/2012
Route Status	ENROUTE	Last Approved	
Node(s)	UGS.Committee.Member1, UGS.Committee.Member4, SimpleJoin	Finalized	

Actions Taken

	Action	Taken By	For Delegator	Time/Date	Annotation
<input type="button" value="show"/>	COMPLETED	Carpenter, Laura J.		02:26 PM 10/16/2012	
<input type="button" value="show"/>	APPROVED	Sloffer, Susan		03:07 PM 10/17/2012	
<input type="button" value="show"/>	APPROVED	Newman, Shariene D.		03:21 PM 10/17/2012	
<input type="button" value="show"/>	APPROVED	Danish, Joshua Adam		09:22 AM 10/18/2012	

Pending Action Requests

	Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/>	IN ACTION LIST APPROVE	Alexander, Joyce M.	03:07 PM 10/17/2012	
<input type="button" value="show"/>	IN ACTION LIST APPROVE	Fisher, Thomas F.	03:07 PM 10/17/2012	

Thank you!

From the staff of

The University Graduate School - Bloomington Office