Minutes of the
Graduate Directors Meeting
Friday, September 16, 2016
11 am – 12 noon, Kettler Hall, Room 178

PRESENT: Hongli Luo (Technology), Michelle Kearl (Communication), Jeong-il Cho (SPED), Carrie Stumph (MBA), Abdullah Eroglu (ECE), Carol Sternberger (OGS), Brenda Blazier (OGS), Susan Humphrey (OGS), Andrea Myers (GSO President), Brian Fife (Public Policy), Jin Soung Yoo (Computer Science), Hosni Abu-Mulaweh (CME), Kim O’Connor (OLS), David Cochran (IPFW Voting Member on Purdue Graduate Council), Wylie Sirk (EDLD), Troy Bassett (English & Linguistics), Frank Paladin (Biology)

GUESTS: Christa Van De Weg and Patrick Mc Laughlin, Registrar

ABSENT: Brian Mylrea (OIE), Kerrie Fineran (CNSM), Doug Weakley (Mathematical Sciences), Barton Price (Graduate Advisor), Nila Reimer (Nursing)

The meeting was called to order by Carol Sternberger at 11:00 am.

- Approval of agenda by consensus.
- Approval of April 22, 2016 minutes by consensus.
- Andrea Myers, the new GSO President, presented a GSO update (see Attachment #1):
  - First GSO Social this year – Tin Caps Game – over 50 students attended
  - GSO is offering Professional Development Talks by Drs. Jordan Marshall and Marcia Dixon
  - GSO is sponsoring 3 Minute Thesis Workshops
  - GSO is offering Travel Talk by Patrick Selig and Ryong Han, two graduate students
  - GSO is sponsoring October Office Decorating Contest
  - GSO sponsored fundraiser at Buffalo Wild Wings

- Carol announced that the Midwest Association of Graduate Schools will be holding a GTA contest with video submissions and we will be having workshops open to everyone focusing on GTA's

- Carol gave an update about this year's 3MT Contest on Wednesday, March 15, 2017 at 5pm in Walb Classic Ballroom
  - Carol shared that the 1st 3MT Workshop was disappointing since we only had 6 students attend because last year we had 20.
  - CS & ENGR had the most students attend the first workshop and Biology, Public Policy and Communication also each had 1 student.
  - Next 3MT Workshop is Friday, October 21st in KT 117 - "Cram It In: Condensing Knowledge" from 4:15 – 5:45pm
  - Carol said this year there will also be a system wide 3MT Contest with PU - West Lafayette.
• GRE Scores Handout (Attachment #2) was passed out telling the five common mistakes when using GRE scores.

• Susan Humphrey handed out information about Purdue’s Policy of Privileged Registration (Attachment #3).
  o The Privileged Registration, either examination only or degree only, is a onetime registration.

• Susan passed out a handout regarding Purdue’s Deferral Policy (Attachment #4).
  o Student must email Graduate Director their reason for deferral during the 1st semester. Grad Director would then email Susan. Remember that a student can defer for up to one year but only 1 time and after one year they must reapply.
  o International students must go through Brian Mylrea in the OIE.

• EndNote Workshops (see Attachment #5)
  o Not just for thesis students

• GA Workshops – Each semester
  o The GA Workshops during Duty Week are mandatory and GA’s need to attend whether they are new or returning – this year we had students leave early or not come.

• Graduate Faculty Mentoring Workshop will be on Friday, October 14th, 3-5pm, in Walb G08
  o Any new faculty teaching graduate classes must attend – required for a Graduate Faculty Appointment – required for BOTH IU and PU (See Attachment #6)
  o Please send Brenda the name and contact information of faculty who need to be invited
  o Adjunct Faculty are not required to attend

• Slate – electronic approval process training
  o Please complete the Doodle Poll that Susan has sent to you so that a date can be determined for the training.

• My Blue Print – Patrick McLaughlin and Christa Van De Weg from the Registrar showed features of My Blue Print since we need to start using it by next Fall.
  o Carol stressed that the Bulletin MUST BE ACCURATE so that it can feed properly into My Blue Print – Contact Tammy Southern in the Registrar regarding the Bulletin

• Upcoming Graduate Director Meetings in 2016-17:
  *Friday, October 14th 11 am – 12 noon Kettler Hall Conference Room 178
  *Friday, November 11th 11 am – 12 noon Kettler Hall Conference Room 178
  *Changed from original meeting dates.

  Friday, February 17th 11am – 12 noon Kettler Hall Conference Room 178
  Friday, March 31st 12 noon – 1pm Kettler Hall Conference Room 178
  Friday, April 21st 1pm – 2pm Kettler Hall Conference Room 178

The meeting was adjourned.

Submitted by: Brenda Blazier, Office of Graduate Studies
Past events:

1. 3 Minute Thesis Workshop #1: Say it in 6
2. Buffalo Wild Wings fundraising Dinner
3. Travel talk by Patrick Selig and Ryong Han

Upcoming Events:

1. Professional Development Talk by Dr. Jordan Marshall
   Details: **September 20, 2016, Walb 114**
   
   12:00 pm
   
   Lunch provided
   
   Objective: Professional Development
   
   Topic: Public Outreach and Education

2. Professional Development Talk by Dr. Marcia Dixson
   Details: **October 14, 2016, Room TBA**
   
   11:00
   
   Lunch provided
   
   Objective: Professional Development
   
   Topic: Becoming a more effective teacher

3. 3 Minute Thesis Workshop #2: Cram it in
   Details: **October 21, 2016, KT 117**
   
   4:15-5:45
   
   Objective: Professional Development
   
   Topic: Learn to fit a large amount of information in the fewest words possible

4. October office decorating contest

   Objective: Social
   
   Date: Judging on **October 28, 2016**

   Description: Graduate assistants can decorate an office (or common space with approval from their own department) in the theme of Halloween. Judges will visit the areas on October 28th to assign them a score, and the highest scoring offices will be acknowledged.
Identify the **BEST applicants** for your next incoming class

Avoid these **five common mistakes** when using **GRE® scores**

1. **Avoid adding scores together.** Verbal Reasoning, Quantitative Reasoning and Analytical Writing scores should be treated as three separate and independent pieces of information. Using a single score masks critical information about an applicant's specific skills (e.g., quantitative reasoning) that may be important for your field or department.

2. **Avoid using an arbitrary cut score.** **GRE® scores** help you compare applicants, but if you use an arbitrary cut score as a criterion, you could miss an applicant who would be a great asset to your program.

3. **Avoid using only GRE scores.** Many factors can provide information about an applicant's potential for success. Using multiple criteria in admissions decisions helps ensure fairness and balances the limitations of any single measure of knowledge, skills or abilities.

4. **Avoid comparing percentile ranks of different admissions tests.** Looking at percentile ranks can help you better understand the meaning of applicants' GRE scores; however, you should never compare percentile ranks across different tests (e.g., GRE test with GMAT® test). Instead, use the GRE Comparison Tool for Business Schools to understand and appropriately interpret GRE scores in the context of GMAT scores: [ets.org/gre/comparison](http://ets.org/gre/comparison).

5. **Avoid missing out on your free copy of the **GRE® Guide to the Use of Scores**.** In this must-have resource, you'll find GRE score interpretation data, best practices and more: [ets.org/gre/guide](http://ets.org/gre/guide).

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d. **Research Supervision**

The student doing research in absentia is to be supervised or guided by the major professor and must maintain frequent contact so that the major professor can monitor the student's progress. If the candidate's dissertation research requires on-site supervision at the absentia location, the *Request for Research in Absentia (G.S. Form 12)* must be accompanied by a statement specifying who will provide this supervision and his or her qualifications.

5. **Completing Study While in Absentia**

a. **Final Examination**

A student may take a final examination while registered in absentia.

b. **Graduation**

A student may graduate while registered in absentia. The department should make certain that absentia students who intend to graduate are added to the preliminary candidate list at the appropriate time. (See Section X-A-1.)

6. **Stopping the Absentia Registration**

A student may stop registering in absentia by the submission of a request to remove the absentia. This request must be signed by the student, the major professor, and the head of the graduate program. Once a student stops registering in absentia, that student is no longer eligible to register in absentia for a later session.

Each department in which graduate research is being carried out is responsible for making periodic reviews of the graduate student records to determine whether all students who are actually doing research in absentia have been given proper approval and are registering each session as required.

G. **Registration in the Final Academic Session**

1. **Registration in the Session of Graduation**

a. All students must be registered in the session of graduation. If registering as a candidate using:

   - CAND 99100 - the student must register for course or research credits. CAND 99.00 is not a registration.
   - CAND 99200 - degree only is a stand-alone registration. Students should not register for any additional credits with this registration.
   - CAND 99300 - examination only is a stand-alone registration. Students should not register for any additional credits with this registration.

b. Students with outstanding incomplete grades for courses listed on the plan of study will not be eligible to graduate.

   Students must complete the course requirements and register for a future session to receive the degree.

2. **Privileged Registration**

   The privileged registration, either examination only or degree only, is a one-time registration.

   Federal regulations for international students in a nonthesis master's degree program states: *If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status.* As a result, international students who are in a nonthesis master's degree program and are registered for a privileged registration in their final session should contact the Office of International Students and Scholars to discuss their options.

   a. **Examination Only Registration**

   A student who has completed the Graduate School's registration (30 hours for a master's degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for the final examination and depositing the thesis prior to the first day of the academic session of graduation may request registration for examination only at a reduced fee. Thesis option students must also have been registered for at least one hour of 69800 or 69900 research credits, with a grade of S in the previous spring or fall session.

   The previous session does not include the summer session unless:

   - A graduate student completed work on degree requirements, requiring the appropriate number of registration credits;
   - A graduate student held a graduate staff appointment during the preceding summer session. Graduate students who held a summer session appointment will be held to a minimum summer registration of three credits;
   - A graduate student who did not hold a summer appointment will be held to a minimum registration for the preceding spring session.
If approved, this registration will remain valid only if both a positive Report of the Final Examination and a Thesis Receipt have been received in the Graduate School by the eighth week of the session (fourth week of an eight week summer session). Otherwise, the Graduate School will notify the Office of the Registrar, after the eighth week of a semester or the fourth week of the summer session to register the student for one 69800 or 69900 credit. (Registration for candidates previously registered in absentia must be changed to a minimum of three credit hours of 69900. This will maintain the candidate’s continuous registration in absentia and will make the student eligible to register for examination only or degree only in a future session.) If the student holds a graduate appointment, the department is responsible for changing the registration to no less than three credit hours of graduate-level course and/or 69800 or 69900 credits. Graduate staff employees enrolled for examination only should expect to pay Social Security tax on their graduate staff salaries. Likewise, graduate staff employees who do not meet the mid-session deadline for examination only and are enrolled for less than half-time should expect to pay Social Security tax on their graduate staff salaries.

Any graduate student, including those who hold any type of graduate appointment, may register for examination only.

b. **Degree Only Registration**

A student who has completed the Graduate School’s registration requirement (30 hours for a master’s degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for depositing the thesis and for whom a positive Report of the Final Examination has been received in the Graduate School prior to the first day of the academic session of graduation but who has not been awarded the degree may request registration for degree only at a reduced fee. Thesis option students must also have been registered for at least one hour of research, with a grade of S in the previous spring or fall session.

The previous session does not include the summer session unless:

i. a graduate student completed work on degree requirements, requiring the appropriate number of registration credits;

ii. a graduate student held a graduate staff appointment during the preceding summer session. Graduate students who held a summer session appointment will be held to a minimum summer registration of three credits;

iii. a graduate student who did not hold a summer appointment will be held to a minimum registration for the preceding spring session.

If approved, this registration will remain valid only if a Thesis Receipt is received in the Graduate School by the eighth week of the session (fourth week of an eight week summer session). Otherwise, the Graduate School will notify the Office of the Registrar, after the eighth week of a semester or the fourth week of the summer session to register the student for one 69800 or 69900 credit. (Registration for candidates previously registered in absentia must be changed to a minimum of three credit hours of 69800 or 69900. This will maintain the candidate’s continuous registration in absentia and will make the student eligible to register for degree only in a future session.) If the student holds a graduate appointment, the department is responsible for changing the registration to no less than three credit hours of graduate-level course and/or 69800 or 69900 credits. Graduate staff employees enrolled for degree only should expect to pay Social Security tax on their graduate staff salaries. Likewise, graduate staff employees who do not meet the mid-session deadline for degree only and are enrolled for less than half-time should expect to pay Social Security tax on their graduate staff salaries.

Any graduate student, including those who hold any type of graduate appointment, may register for degree only.

c. **Approval**

Privileged registration requires Graduate School approval. The completed Course Request (Registrar’s Form 23) must be sent to the Graduate School for approval and processing.

H. **Registration Limits for Student Loan Eligibility**

The Division of Financial Aid should be contacted for current information on eligibility and minimum hours of registration required to qualify for a graduate student loan.
4. Change of Date of Admission and Re-application to Graduate School

An applicant who, after being granted admission by the Graduate School, does not enroll for three or more consecutive academic sessions (including the summer session) must submit a new application and pay the application fee. Updated or additional admission information may be required. Conditions may be placed on admission, as described in Section III-C-1-a-(2).

a. Domestic Applicants

A request to change the date of admission for a domestic applicant is required only when more than three sessions will have elapsed between the original date and the new date of admission (e.g., fall 2015 to fall 2016). The department must submit this request, in writing, along with a copy of the applicant’s request for a change of date, to the Office of Graduate Admissions. Approval of a change of date request will allow an applicant a fourth session in which to register without submitting a new application. Only one change of date request can be honored, and the request must be submitted before the end of the session in which the student was originally admitted.

b. International Applicants

Although an international applicant’s admission is governed by the same regulations as those of a domestic applicant, the Certificate of Eligibility (I-20 or DS-2019), issued to international applicants by the Office of International Students and Scholars (ISS), is valid only for the session specific on the document. For this reason, a change of date request is required for any session change. The department must submit the request, in writing, along with a copy of the applicant’s request for a change of date, to the Graduate School. A copy of the change of date letter is then sent to the ISS office. The international applicant is required to return the original Certificate of Eligibility (I-20 or DS-2019) issued to him or her before a new certificate can be issued. If the change of date request extends beyond one year or three sessions, the applicant also will be required to update documentation of financial support. Only one change of date request can be honored, and it must be submitted before the end of the session in which the student was originally admitted.

5. Readmission

Students who have interrupted their graduate study must submit a new application if three or more consecutive academic sessions (including summer session) have elapsed since their last registration. Upon the recommendation of the department and on a case-by-case basis, special consideration will be given to students returning to continue their graduate studies after being called to active military service.

Five-year Rule: Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study for an advanced degree. A plan of study approved prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is invalid. (See Section V-A-2, VII-B-1-a, and VII-D-4.)

Readmission is granted by the dean of the Graduate School. The dean of the Graduate School will notify students who have been readmitted, and the readmission letter will be available to the department.

6. Change from Nondegree Status to a Degree Program

A student in non-degree status who wishes to be considered for admission to a degree program must submit a new application, accompanied by the same materials required of other degree-seeking applicants.
EndNote Workshops

Organize your research, format your citations, and create your bibliographies.

Let EndNote do the work for you!

Friday September 16th, 4:30pm
Monday September 19th, 12:00pm
Location: KT 205b

Registration preferred but not required.
http://guides.library.ipfw.edu/workshops
IPFW
Graduate Faculty Mentoring Workshop

Friday, October 14th, 2016
3:00-5:00 pm

WALB G08
Required for Graduate Faculty Appointments

Sponsored by the Office of Graduate Studies