

## IU MASTER STUDENT CHECK LIST

Transcripts. Transcript awarding undergraduate degree should be submitted to your program during the first year of study.

Transfer Credits. Verify with your program all eligible graduate transfer credits, earned outside the IU system, are posted to the IU transcript. Verify prior IU completed coursework is accountable.

Revalidation. Coursework older than five (5) years requires revalidation.

Application for Advanced Degree form. To be submitted to the Graduate Office no less than 60 days prior to the desired degree date. Be in touch with your program regarding this progression.

Recommendation for Advanced Degree form. To be submitted to the Graduate Office no less than 30 days prior to the desired degree date. Be in touch with your program regarding this progression.

Completing your degree by coursework or project?

Plan early and finish timely. Late completion moves the degree award date to the future.

Completing a thesis for your degree?

Arrange a time for your defense with your committee.

Plan early. Scheduling may take weeks.

Begin document formatting early. Follow the format requirements established by Indiana University, in the "A Guide to the Preparation of Theses and Dissertations". This is found on the IUPUI Graduate Office website:  
<http://www.iupui.edu/~gradoff/students/>

Precheck appointments and format review appointments are scheduled in advance. Contact Debra Barker by email for these appointments, [dsulliv2@iupui.edu](mailto:dsulliv2@iupui.edu)

Make sure all coursework is completed and grades submitted.

Preplan. Waiting until the end of your academic career to ascertain these details have been accomplished could delay your graduation.

## TRANSFER CREDIT

<http://www.indiana.edu/~bulletin/iu/grad/2008-2009/>

### **Transfer of Credit**

Upon recommendation of the department and with the approval of the dean, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements. No course may be transferred from another institution unless the grade is B or higher and unless the course was completed within the time limit prescribed.

The following restrictions apply:

Candidates for the M.A., M.S., LL.M., or M.A.T. degree may offer up to 8 hours of graduate credit from other institutions.

Transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the dean before credit earned at other institutions will be added to their records.

## IU Graduate School Master degree Requirements Checklist

1. Final transcript(s) verifying undergraduate degree (and prior graduate degree) submitted \_\_\_\_\_
2. EAP classes completed \_\_\_\_\_
3. Conditional Admission Requirements met \_\_\_\_\_
4. Required courses (30-36 credit hrs.) fulfilled \_\_\_\_\_
5. Transfer credits reported \_\_\_\_\_
6. Course substitutions reported \_\_\_\_\_
7. Courses counted from prior IU efforts reported \_\_\_\_\_
8. Revalidation complete \_\_\_\_\_
9. Application for Advanced Degree submitted (60 days) \_\_\_\_\_
10. Recommendation for Advanced Degree submitted (30 days) \_\_\_\_\_
11. Means of completion (thesis, coursework, etc.) \_\_\_\_\_
12. Format Precheck?            No? \_\_\_            Yes? \_\_\_            When? \_\_\_\_\_
13. Format check if completing by thesis \_\_\_\_\_
14. Thesis Deposit \_\_\_\_\_
15. All "I" and "R" grades removed \_\_\_\_\_
16. Student Name and Student Home address verified in OneStart \_\_\_\_\_

## HOW LONG DOES IT TAKE, CHOOSING TOPIC TO GRADUATION

Ponder topic

Narrow in on topic

Identify committee

Streamline topic

Conduct research

Finish research

Continue write up

Meet with committee

Finish document for defense

Schedule defense

(could take six months to reach this point)

Pass defense

Finish Committee revisions

Format review

Finish touching up approved format

Submit electronically

Electronic submission approved or required resubmission

Bindery requires 3 weeks for binding

Deposit by December 10

Equals – 9 months minimum

**SAMPLE – PRESENTATION ONLY**

**Application for Advanced Degree (MA, MS, MAT)**

**Application for Advanced Degree must be submitted to the IUPUI Graduate Office at least sixty (60) days prior to the 10<sup>th</sup> of the month student intends to graduate.**

Student: \_\_\_\_\_ Campus 10 digit ID: \_\_\_\_\_

Earliest expected date of graduation: \_\_\_\_\_ (month & year)

**Department/Program:** \_\_\_\_\_

Mark appropriate entries student will complete for this degree

**Master of Arts**

- ( ) with thesis
- ( ) with research skills / course work
- ( ) with language
- ( ) with essay, internship, or project
- ( ) with exam

**Master of Science**

- ( ) with thesis
- ( ) with research skills / course work (specify courses)
- ( ) with language (specify language \_\_\_\_\_)
- ( ) with essay, internship, or project
- ( ) with exam

**Master of Arts for Teachers\***

\* Students who wish to obtain certification for teaching Spanish in K-12 public schools must work with the School of Education.

**Student:** Verify your name and the Student Home address (diploma mailing) through OneStart.

I certify the above named student will meet the department requirements for this degree.

\_\_\_\_\_  
SIGNATURE REQUIRED  
Chair of Department or Departmental Graduate Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE REQUIRED  
Associate Dean, University Graduate School

\_\_\_\_\_  
Date

**SAMPLE – PRESENTATION ONLY**

**Recommendation for Advanced Degree (MA, MS, MAT)**

**Recommendation for Advanced Degree must be submitted to the IUPUI Graduate Office at least thirty (30) days prior to the 10<sup>th</sup> of the month the student intends to graduate.**

Student: \_\_\_\_\_ Campus 10 digit ID: \_\_\_\_\_

Earliest expected date of graduation: \_\_\_\_\_ (month & year)

**Department/Program:** \_\_\_\_\_

**Please indicate requirements for this degree that student will have fulfilled:**

- \_\_\_\_\_ Thesis
- \_\_\_\_\_ Essay, Internship, or Project
- \_\_\_\_\_ Comprehensive Exam
- \_\_\_\_\_ Language: \_\_\_\_\_  
(Method of demonstrating proficiency)
- \_\_\_\_\_ Research Skills: \_\_\_\_\_  
(List Courses)
- \_\_\_\_\_ Required Courses: \_\_\_\_\_  
(List Courses)
- \_\_\_\_\_
- \_\_\_\_\_

I certify that the above named student will meet the departmental requirements for this degree.

\_\_\_\_\_  
SIGNATURE REQUIRED  
Chair of Department or Departmental Graduate Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE REQUIRED  
Associate Dean, University Graduate School

\_\_\_\_\_  
Date

## IMPORTANT THINGS TO KNOW

- Students should verify their program has received a final transcript showing the completion of their bachelor degree (this should be submitted to the program during the first year of study).
- Make an appointment to check the format of thesis or dissertation (dsulliv2@iupui.edu). The format check will last approximately one and one half (1.5) hours. Note: Pre-check appointments are also available.
- Format check appointment:
  - Must bring a copy of the signed Acceptance page.
  - Must bring a copy of the signed Abstract page (if program requires one).
  - Materials must be in final form, no “notes” or “gaps” for modifications.
- Master’s students verify with program the “Application for Advanced Degree” and the “Recommendation for Advanced Degree” forms are submitted to the graduate office at least 60 days and 30 days, respectively, prior to graduation.
- Title Page: Make sure that the date on the title page reflects the month and year you will graduate, not the date of the defense. Your graduation date is the month and year that you submit your bound copies to the Graduate Office by the 10<sup>th</sup> of that month.
- Acceptance Page: Names of your committee members should be typed below the signature lines. This is the required format.
- Acknowledgements and Abstract pages should be double-spaced.
- Table of Contents: Curriculum Vitae is the last entry, and without a page number.
- References – may be single spaced; be consistent with formatting; i.e. layout, spacing, punctuation.
- Curriculum Vitae (CV, vita) – a summary of one’s personal history and professional qualifications; a resume. The Curriculum Vitae, bound in the back of the thesis/dissertation, is a requirement. Curriculum Vitae is not paginated.
- Page Numbers:
  - Page numbers must be consistent throughout the text. All numerals whether Roman or Arabic should be in the same place on the page throughout (**centered at the top or bottom**) and must be the same font and size as the text.

- Landscape format used for graphs and tables should also have page numbers that are in the same place as the rest of the text and facing the right direction.
  - **All** pages are numbered **except** the title page and CV. There are no exceptions to this.
  - The first page that has a number is the acceptance page (should be numbered “ii”). Continue with lower case Roman numerals until the first page of the text. Start with “1” on the first page of text.
- Paper – must be **white** 100% cotton watermarked paper, 20lb or 24lb.  
 Places to get 100% cotton watermarked paper:
- |              |                   |
|--------------|-------------------|
| Office Max   | various locations |
| Office Depot | various locations |
| Arvey Paper  | 634-3227          |
- (call stores ahead of time to see if they have it in stock)
- Paper may be called: 100% cotton paper; cotton rag; thesis paper; watermarked paper.
- Before printing on the watermarked paper, be sure the watermark is facing right side up.
  - **Degree will not be conferred until all “I” and “R” grades are removed.**

## COMMON FORMAT MISTAKES

### Fonts:

Font will be consistent throughout materials, including preliminary material, document, headings, and all page numbers.

### Footnotes:

Footnotes, if used, are placed at the bottom of the page and no smaller than 10pt font.

### Headings:

Your document should appear as professional as you intend. The style guides listed below include formatting for headings.

Other accepted heading styles are the heading function within your word processing program.

### Hyphens, dashes, and minus signs:

These are all different. The style guides below have a section dedicated to this topic.

### Hyperlinks:

Remove the hyperlink from your text and references. These should appear as the same style as your text.

### IUPUI:

There are several ways to refer to this campus. The correct formats are found in the *Indiana University Style Guide*

<http://creativeservices.iu.edu/resources/guide/index.shtml>

### Labeling, Inconsistency both in text and with chart, ie.:

Table or table;

Figure or figure;

Fig. or fig.;

et al. or *et al.*

### Margins:

Left side is one and one half inch (1.5”).

Top, Right, and Bottom is one inch (1.0”).

### Order of front and ending material:

The front matter:

Title page (**mandatory** – no page number)

Acceptance page with original signatures (**mandatory** – page ii)

Copyright page (**mandatory if copyrighted**)

Dedication (**optional**)

Acknowledgements (**recommended; double spaced**)

Preface (**optional**)

Abstract (**optional – consult your department; double spaced**)  
Table of Contents (**mandatory**)  
Lists of Tables, List of Figures, or List of Abbreviations (**recommended if appropriate**)

The ending matter:

Appendix (appendices) (**recommended if appropriate**)  
References (**if appropriate; these may be single spaced**)  
Curriculum Vitae (**mandatory**)

Orphans:

This is a single line of text at the bottom of the page or at the top of the page.

Page numbers:

Front matter is Roman numerals. Document is Arabic numerals.  
Font and size match the font and size of the document.  
Location is centered top or bottom as a header/footer at half inch (0.5”) from page edge.

Punctuation:

Consistency of in text lists.  
Consistency of in text references, whether in or out of parentheses.

Quotes, Indention of:

Quotes set out from sentence/paragraph are single spaced and indented on both left and right sides. Most common indention is half inch (0.5”) on both sides.

References:

There are several programs to assist with reference formatting. The Style Guides listed below also offer formats.

If you elect to manually format your references – be consistent.

Do not split a reference between two pages. Move the entire entry to the next page.

Using URLs, remove the hyperlink. Identify date accessed or retrieved.

Spell Check:

Do not assume your word processing program is 100% correct.

The University Graduate School recommends either *Webster’s Third International Dictionary* or *Webster’s Ninth New Collegiate Dictionary*.

Style Guides:

*The Chicago Manual of Style*;

Kate L. Turabian, *A Manual for Writers*;

*Modern Language Association (MLA)*; and

*American Psychological Association (APA)* (especially for works in the social sciences).

Symbols:

Verify the character code. Choices and recently used codes will vary by computer and computer program.

Title Page:

No bold on this page.

Title must be all CAPS.

Title must be double spaced.

Title must be no smaller than 12 pt and no larger than 16 pt.

The rest of the material on the title page is the same font and size as the document text.