Policies and Procedures for Administering Graduate Programs manual changes 2021-2022

Listed below are the changes (<mark>highlighted</mark>) for the Policies and Procedures for Administering Graduate Programs manual

I. ADMINISTERING GRADUATE PROGRAMS

b.   **DUAL DEGREE PROGRAMS** (<mark>this may include Purdue concurrent degrees, as well as, a Purdue degree and a degree from another institution</mark>)

1. <mark>Concurrent Graduate Program Status</mark>
    <mark>A student wishing to pursue two degrees in two different departments simultaneously must complete an application for admission to each department. This usually happens when a student currently is pursuing a Ph.D. degree in one department and wishes to pursue a master's degree in another department, but it may also include a situation where a student is pursuing two Purdue master's or two Purdue doctoral degrees at the same time. The student must submit a Notice of Dual Concurrent Graduate Program Status (G.S. Form 18) with the application for admission to the second department. For information on credit sharing permitted between multiple Purdue University degrees, see Section VII.G.</mark>

Changes by: Graduate Programs Office

III. ADMISSIONS

https://catalog.purdue.edu/content.php?catoid=14&navoid=16503#application-policies-and-procedures

Section III. B. 3. A.

The Graduate School accepts valid TOEFL scores earned through the Internet-based test and the paper-delivered test as well as the TOEFL Essentials Test.

Required scores for TOEFL Essentials have not yet been determined, as the test is under development. TOEFL Essentials will be launching in August 2021. Required scores will be determined from a concordance table being developed by Educational Testing Service and will correspond, as closely as possible, to the requirements for the TOEFL iBT.

Changes by: Admissions

III. ADMISSIONS

https://catalog.purdue.edu/content.php?catoid=14&navoid=16503&hl=%22Applicants+are+eligible%22 &returnto=search#application-policies-and-procedures

Admissions section. Under 2. Application Fee
Applicants are eligible for one application fee waiver per program in which he/she has participated. Fee waivers are valid until December 31st two years after the applicant became eligible. For example, if an applicant participated in the Big Ten+ Graduate School Exposition in October 2020, he/she must apply and request the fee waiver by December 31, 2022.

Proposals for new Application Fee Waivers and Departmental Paid Application Fee Satisfaction Programs are to be submitted to the Director of Graduate Admissions by April 15 using the "Form to collect Fee Waiver or Fee Satisfaction Requests ." Proposals are reviewed with legal counsel, and approved ones become effective July 1.

Changes by: Admissions

III. ADMISSIONS

https://catalog.purdue.edu/content.php?catoid=14&navoid=16503&hl=%22Applicants+are+eligible%22& returnto=search#application-policies-and-procedures

Policies and Procedures for Administering Graduate Student Programs (Section III. B. 3. D.):

a. Another alternative is available for international applicants who are non-native speakers of English transferring to Purdue from another graduate program (where English is the primary language of instruction in a country/location where English is the official language) because they will be continuing to study with their major professor who has been hired in a Purdue University position and has the credentials to serve as the chair of the student's doctoral or master's advisory committee.". These applicants must have no lapse in registration between the previous institution and Purdue University. In that specific situation, the applicant's English proficiency may be confirmed and satisfied by a letter from the previous university registrar (or equivalent) or graduate school.

b. Submit a Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) Academic scores for Purdue University Graduate School admission.

The Graduate School accepts valid TOEFL scores earned through the Internet-based test and the paper-delivered test. ==Applicants with disabilities or health-related needs should follow instructions found at https://www.ets.org/toefl/test-takers/ibt/take/disabilities/.==

The Graduate School also accepts International English Language Testing System (IELTS) Academic scores. An overall band score of 6.5 is required for admission. ==Applicants with disabilities or special needs should consult https://www.ielts.org/en-us/for-test-takers/special-requirements.== The minimum section requirements, effective Spring 2019, are as follows:

Changes by: Admissions

III. ADMISSIONS

Application fee waivers section B.2.==e==

==Engineering Undergraduate Research Office== – must be a Purdue University Engineering undergraduate student and a recipient of an academic year competitive fellowship program.

==Purdue Engineering Virtual Graduate Showcase== – must register for and attend the Purdue Engineering Virtual Graduate Showcase.

==Midwest Graduate School Summit==

- Delete: **==Virtual Graduate Fair and Global Symposium for Online Programs==**

Mandela Fellows for Young African Leaders" ==to "Mandela Washington Fellowship for Young African Leaders=="

 B.2.a - ==West Lafayette, Northwest, and Fort Wayne Campuses==

B.3.b- ==South Sudan==

C.2 ==·"Beginning July 1, 2020, admitted students will need to complete an online enrollment form in MyPurdue to accept enrollment. Admitted students who decline their offer of admission will complete a Slate enrollment form.==

 C.2.4 ==·"Applicants who are Denied Admission"==

C.9 ==Form 17:== https://www.purdue.edu/gradschool/documents/gpo/forms/GS-Form-17.pdf

Changes by: Admissions

Changes by: Admissions

III. ADMISSIONS

- <mark>III. The EEO statement updated</mark>
  <mark>https://www.purdue.edu/policies/ethics/iiic2.html</mark>).

- <mark>The footnote updated: last</mark> revised August 14, 2020.

Changes by Admissions

III. ADMISSIONS

Under Application Policies and Procedures:

2. Application Fee

a. The application fee is <mark>$70</mark> for domestic applicants (including permanent residents) and $75 for international applicants for programs leading to a degree and certificate.

d. Indianapolis Campus
The application fee is submitted directly to the IUPUI Bursar's Office. The IUPUI application fee is <mark>$60</mark> for all applicants.

4. Transcripts

The Office of Graduate Admissions also accepts electronic transcripts from accredited U.S. colleges and universities sent via eSCRIP-SAFE, Docufide, Parchment Exchange or directly from the accredited U.S. College and university<mark>. Effective August 1, 2014,</mark> the Office of Graduate Admissions will also accept electronic transcripts from colleges and universities in India via TrueCopy Credentials or Parchment Exchange. The transcript must be sent to <mark>gradadm@purdue.edu</mark> in order to verify the authenticity of the documents. If any departments receive emails stating that electronic transcripts are waiting for them, please notify that institution of the correct email address. The Office of Graduate Admission does not accept electronic transcripts from international colleges or universities except for those noted in the program above. Transcripts will not be returned.

III. ADMISSIONS

Applicants are eligible for one application fee waiver per program in which he/she has participated. Fee waivers are valid until December 31st two years after the applicant became eligible. For example, if an applicant participated in the Big Ten+ Graduate School Exposition in October <mark>2019</mark>, he/she must apply and request the fee waiver by December 31, <mark>2021.</mark>

Admissions Policies and Procedures

 The department must complete a <mark>GS Form 45 (</mark>Change of Date/Deferral), along with a copy of the applicant's request for a change of date and send by campus mail to the Office of Graduate Admissions or electronically to <mark>gradweb@purdue.edu</mark>.

Changes by: Records

III. ADMISSIONS

Section B – Policy Applications and Procedures

Section begins:

The following sections detail the various components of the graduate application. Because initial review of all graduate applications is done by the graduate department (See section III.C. Admissions Policies and Procedures), graduate departments <mark>should receive all supporting documents including transcripts, letters of recommendation, and statements of purpose. These documents may be submitted electronically through the online application system, Slate, or be sent directly to the department.</mark>

Section B, point 2a – Application Fee

A foreign currency payment is a "pending" payment and does not automatically update the application fee <mark>payment</mark> status. Purdue University Accounts Receivable will post the U.S. dollar equivalent to the applicants' Business Partner account, generally within two to five days after your local bank initiates payment. When this has occurred, the application fee <mark>payment</mark> will be updated.

Section B, 2c – Application Fee Waivers

Proposals for new Application Fee Waivers and Departmental Paid Application Fee Satisfaction Programs are to be submitted to the <mark>Office</mark> of Graduate Admissions by April 15 using the "Form to collect Fee Waiver or Fee Satisfaction Requests ." Proposals are reviewed with legal counsel, and approved ones become effective July 1.

Section B, 2c – Application Fee Waiver List

<mark>**Midwest Graduate School Summit**</mark> - must register and participate in the event. For more information on this program, please visit their website

Changes by: Admissions

V. REGISTRATION OF GRADUATE STUDENTS

    D.   **Big Ten Academic Alliance Traveling Scholar Program**

Purdue University is a participant in the BTAA Traveling Scholar Program for graduate students enrolled in any Big Ten institution. The participating institutions are the Big Ten universities plus the University of Chicago.

This program enables doctoral students in good standing to take advantage of special resources available on campuses other than their home campus, such as special course offerings, unusual research opportunities, unique laboratories, special library collections, or study with a particular professor. Visits of traveling scholars are limited to two sessions or three quarters regardless of the number of courses taken. Credit earned by a BTAA traveling scholar at a host university is automatically accepted by the home university upon receipt of a transcript or grade report from the host university.

Doctoral students interested in the BTAA Traveling Scholars program should consult with their faculty advisor then complete an application available on the BTAA Traveling Scholars website.

Changes by: The Office of the Dean

VII. Administering Graduate Degree Programs

https://catalog.purdue.edu/content.php?catoid=14&navoid=16498

Section VII. Text in red represents modifications

- **Section VII.A.2.a:**
  Once approved, all non-thesis students within the major will be given technical access to list just one advisory committee member on the plan of study, even if this option is not appropriate for all. It is the department's responsibility to carefully review each proposed plan of study; if a student who does not qualify for the one-member advisory committee option lists only one member, the form must be rejected.

- **Section VII.B.1.a.4:**
  Graduate courses taken as an undergraduate student, even if completed after receipt of the baccalaureate degree and with the intent to use the credits toward a graduate degree program, are not eligible to satisfy requirements for a graduate degree. Students who hold a conferred undergraduate degree and who wish to begin taking graduate courses should be advised to apply as a non-degree seeking graduate student instead of continuing to register as an undergraduate student.

- **Section VII.B.1.c:**
  Graduate students using twelve credits from one Purdue master's degree toward another Purdue master's degree may use a maximum of 30 credits from only one of the Purdue master's degrees toward the Purdue Ph.D. degree.

- **Section VII.G:**

Although the Graduate School discourages the admission of students who hold a Ph.D. degree from any institution for a second Ph.D. degree, it recognizes that there may be special circumstances in which such an admission is appropriate. Such decisions can be made at the level of the departmental graduate committee and will be processed like other recommendations for admission that come to the Graduate School. (See Section III-B-10.) Credits used toward an awarded Ph.D. degree may not be used toward another Ph.D. degree.

Changes by: Records

VII. ADMINISTERING GRADUATE DEGREE PROGRAMS

- Section VII.F.3,
  A student who transfers to Purdue with his or her major professor, has passed the preliminary examination that qualifies a doctoral student for candidacy and been admitted to candidacy at the previous institution, may request that the student's advisory committee (with endorsement of the head of the graduate program) petition the dean of the Graduate School to admit the student to candidacy at Purdue. The petition must include a completed *Report of the Preliminary Examination* (G.S. Form 10), which can be obtained from the Graduate School, a description of the candidacy examination at the previous institution, and the committee's analysis of that examination that led to the request. This doctoral candidacy status is separate from candidate status as it relates to graduation processes. For more information on graduation candidacy, see Section X.
- Section X.A,
  The primary responsibility for identifying and clearing graduation candidates for advanced degrees rests with the students, major professors, and departments. Graduation candidates must be registered in the session of graduation for a candidate course (CAND 99100, 99200, or 99300).

Changes by: Admissions

VII. ADMINISTERING GRADUATE DEGREE PROGRAMS

VII. Administering Graduate Degree Programs > C. Thesis and Dissertation Policies

Language changes below

1. **THESIS AND DISSERTATION DEPOSIT TIME LIMIT**:
   For exceptional cases, faculty may request a one-semester extension for their student by submitting a letter to thesishelp@purdue.edu with the request. Denied requests may be appealed to the Dean of the Graduate School, who will make a final determination.

2. **REQUIRED THESIS FORM**

All West Lafayette, IUPUI, Northwest and, Fort Wayne candidates are required to submit the ETAF through their Plan of Study portal. This form should be submitted on the day of Defense or no later than the date of the Final Examination Deadline each semester.

Effective September 1, 2014, Purdue's Graduate School requires that all theses and dissertations be reviewed using the iThenticate software and any issues identified by the software and any issues identified by the software addressed prior to the deposit of the final thesis or dissertation with the Graduate School. Satisfaction of this requirement will be certified by both committee chair and degree candidate on the ETAF. Click here for more information.

3. **THESIS AND DISSERTATION DEPOSIT FEE**
All master's candidates are required to pay a Thesis Deposit Fee of $90 and Doctoral candidates submitting a dissertation are required to pay a Thesis Deposit Fee of $125. The fees will be uploaded to a student's myPurdue account within 3-5 business days after the deposit is approved.

West Lafayette, PFW, and PNW candidates will pay the fee through their local bursar's office. IUPUI candidates will receive an e-bill following their successful thesis deposit.

4. **OPEN ACCESS THESES AND DISSERTATIONS**

Embargo

Students who wish to delay public release of their thesis must make the appropriate selection on the Electronic Thesis Acceptance Form (ETAF), provide the reasoning for the requested embargo, and make the same embargo selection in their HammerRR profile. The information that is provided to ETAF and HammerRR will be validated for consistency at the time of your thesis submission. If inconsistencies are present between the ETAF and HammerRR, the HammerRR profile will be updated by administrators to match what you have selected and what your committee chair has approved on the ETAF. Embargo periods are 6 months, 1 year, or **a maximum of 2 years**. *Only MFA and select PhD candidates have the option to add an indefinite embargo and must consult with Thesis and Dissertation Office staff before submitting this embargo length.* During the embargo period, the deposited thesis abstract will be available for viewing; however, the main content will remain unpublished until the embargo period has expired. Students may embargo their thesis when applying for patents, have publications pending, or when proprietary rights are involved.

Confidentiality

Candidates whose theses contain sensitive ITAR/Export Controlled material, have a contract on file with Sponsored Program Services (SPS), or are including proprietary information may request confidentiality of their thesis. Confidentiality can be requested for one or two years and students who have contracts on file with SPS may request longer periods.

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5. **THESIS AND DISSERTATION STRUCTURES AND FORMATTING**
Article-based

An article-based thesis is a collection of published (or will be published) research articles consisting of an introductory and concluding chapter. A typical article-based thesis suggests the following structure:
- Preliminary pages
  - Title page
  - Statement of Approval page
  - Dedication (optional)
  - Acknowledgments (optional)
  - Table of Contents
  - List of Tables

- o List of Figures
- o Abstract
- Main Body pages
  - o Introduction
  - o Published Article #1 (References at end of chapter)
  - o Published Article #2 (References at end of chapter)

Theses authored using this structure ***must*** include acknowledgement of prior publication within the respective chapter. Although each journal may have specific statement requirements, the acknowledgment should be single spaced and appear 3 single spaces under the chapter title. Consult your publisher regarding required information that should appear in this acknowledgment. In addition to the prior publication acknowledgement, candidates must submit permissions to re-use all previously published content within the thesis, regardless of copyright, to thesishelp@purdue.edu.

Changes by: Thesis and Dissertation Office

VII. ADMINISTERING GRADUATE DEGREE PROGRAMS

Section IV. E.

The Graduate School is not approving COVID-related Change of Duty Station requests beyond August 13, 2021. Change of Duty Station requests after that date with COVID-related requests for remote work will need to be processed through FMLA. After August 13, 2021 Change of Duty Station requests will only be approved for work that must be conducted at another location as opposed to COVID or preference. If research credits (69800 or 69900) are being taking during the time away from campus, a Graduate School Form 19 (Request for Off-campus Ph.D. or Master's Research) will also need to be completed

Changes by: Admissions

III. C.1.e:

Changes to reflect correct language. 08/16/2021 – Admissions/GPO

- Section III.C.1.e:
  ~~Dual~~ **Concurrent Graduate Program Status**
  A student wishing to pursue two degrees in two different departments simultaneously must complete an application for admission to each department. This usually happens when a student currently is pursuing a Ph.D. degree in one department and wishes to pursue a master's degree in another department. The student must submit a Notice of ~~Dual~~ Concurrent Graduate Program Status (G.S. Form 18) with the application for admission to the second department.

Admissions

Form 31

It was replaced 08/2021

Admissions

The Graduate School accepts valid TOEFL scores earned through ~~the paper-based test and~~ Internet-based testing. The TOEFL paper-delivered tests was discontinued as of April 11, 2021. Scores dated up to two years prior to the date of recommendation for admission will be valid through April 11, 2023.

The minimum Internet-based test scores required for admission are the following:

TOEFL iBT

- Writing 18
- Speaking 18
- Listening 14
- Reading 19
- Total 80

TOEFL Essentials

- Writing 8
- Speaking 8
- Listening 8
- Reading 8
- Total 8

1. **Update the Graduate Program Requirements page link** to
   https://www.purdue.edu/gradschool/prospective/gradrequirements/index.html

Admissions: section C.5

2. <mark>**Deferral**</mark> **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. (During the 2021-2022 academic year, the Graduate School will consider more than one deferral for an admitted student - if requested by the department - for COVID-19-related reasons.) 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 defer 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 2021 to fall 2022). The department must complete a <mark>GS Form 45 (</mark>Deferral Request)<mark>,</mark> along with a copy of the applicant's request for a <mark>deferral and send using the appropriate deferral process outlined by the respective campus Office of Graduate Admissions.</mark> Approval of <mark>the deferral</mark> request will allow an applicant a fourth session in which to register without submitting a new application. Only one <mark>deferral</mark> request can be honored, and the request must be submitted before the end of the session in which the student was originally admitted.

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 specified on the document. For this reason, a <mark>deferral</mark> request is required for any session change. The department must complete a <mark>GS Form 45 (</mark>Deferral Request<mark>)</mark>, along with a copy of the applicant's request for a <mark>deferral,</mark> and send using the appropriate deferral process outlined by the respective campus Office of Graduate Admissions.</mark> A formal <mark>deferral</mark> request must be submitted to the Graduate School before the end of the session in which the student was originally admitted. The Graduate School will not require new/updated English proficiency scores for admitted international students seeking deferral requests.

Updates form 45

: Admissions under 3 English proficiency

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REMOVED:

Required scores for TOEFL Essentials have not yet been determined, as the test is under development. TOEFL Essentials will be launched in August 2021. Required scores will be determined from a concordance table being developed by Educational Testing Service and will correspond, as closely as possible, to the requirements for the TOEFL iBT.

4. **Updated: Transcripts**

a. **Uploaded/Unofficial Transcripts**

Applicants should upload to the online application system, Slate, transcript(s) and/or academic document(s) for every institution of higher education they attended. If a transcript is not in English, they must also upload an English translation certified by the college or university which issued it. Both the original language and English translation are required. Copies of diplomas or other official proof of degree must be included if the degree has been conferred and the conferral information is not listed on the transcript.

The uploaded transcript and/or academic document may be from the official or unofficial version of the document. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. A print-out from the student information system will not be accepted.

Graduate departments who receive hard-copy official transcripts and/or academic documents may also upload these documents to the appropriate application record in Slate.

Uploaded/unofficial transcripts may be used to review and recommend an application for admission. The Graduate School will admit on official or unofficial uploaded transcripts.

All final, official credentials are required during your second term of enrollment and you will not be allowed to register for subsequent semesters until all required documents have been received. University officials may contact institutions directly to verify official documents. If we are unable to verify the student's transcripts or credentials, the University reserves the right to drop the student from active status and may refer the matter to authorities.

b. **Official Transcripts**

Applicants will need to provide official transcripts and/or academic records at the request of the graduate program or if the applicant is admitted and chooses to enroll[2]. If colleges or universities attended do not provide transcripts in English, the official, original language transcripts must be accompanied by certified English translations. Both the original language and English translation are required[3]. Official documents must be received by the Graduate School before the applicant can register for their third session[4].

A baccalaureate degree received or its equivalent must be recorded on the corresponding transcript or documented by other official evidence. If an applicant is admitted and was studying for a degree at the time the application was submitted, the applicant will be required, during the second session of enrollment, to submit a final transcript. If completion of the degree is a condition for admission, the applicant will be required, during the second session of enrollment, to submit official evidence of being awarded the degree.

The Graduate School welcomes applications from Bologna bachelor's degree recipients. Bologna bachelor's degrees are conferred in European countries listed on the following website.

Applicants with three-year baccalaureate degrees from countries that are not part of the Bologna Process may also be considered for admission, on a case-by-case basis, using holistic review. Departments may recommend applicants from these countries with three-year baccalaureate degrees with or without conditions, depending upon the outcome of the holistic review of the candidate. Conditions for admission should be clearly communicated to students at the time of their admission.

An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Official documents should be submitted to:

> Office of Graduate Admissions
> Purdue University Graduate School
> 155 South Grant Street, YONG 170
> West Lafayette, IN 47907

Transcripts and/or English translations must be mailed directly from a Registrar's office to the Office of Graduate Admissions. Applicants can choose to send the transcripts themselves, but the transcripts must be in an envelope sealed by the Registrar.

The Office of Graduate Admissions also accepts electronic transcripts from accredited U.S. colleges and universities sent via eSCRIP-SAFE, Docufide, Parchment Exchange or directly from the accredited U.S. college and university. The Office of Graduate Admissions also accept electronic transcripts from colleges and universities in India via TrueCopy Credentials or Parchment Exchange. The transcript must be sent to gradadm@purdue.edu in order to verify the authenticity of the documents. If any departments receive emails stating that electronic transcripts are waiting for them, please notify that institution of the correct email address. The Office of Graduate Admissions does not accept electronic transcripts from international colleges or universities except for those noted in the program above. Transcripts will not be returned.

c. **Required Documents by Enrollment Objective**

The following is a list of applicant requirements for submitting transcripts and/or academic documents based upon enrollment objective:

- **Degree-Seeking Applicants:** If applicants are applying to a master's, doctoral, or educational specialist degree program, they must upload transcript(s)/academic document(s) into the online application. The transcripts must be from each college or university attended, including evidence of a baccalaureate degree awarded. If currently studying for a baccalaureate degree, applicants will later be required to submit a document that verifies the awarding of that degree. If requested by the graduate program or if they are admitted and choose to enroll, applicants must submit official transcripts and/or academic documents directly to the Office of Graduate Admissions3.

- **Re-entry Applicants:** If applicants are seeking re-entry to a degree program and attended another college or university since they last attended graduate school at Purdue, they must upload a transcript of that study into the online application system. If requested by the graduate program or if they are admitted and choose to enroll, applicants must submit official

transcripts and/or academic documents directly to the Office of Graduate Admissions[3].

- **Certificate Applicants:** If applying for certificate classification, applicants must upload evidence of a baccalaureate degree. Some graduate certificate programs require additional documentation. Applicants can refer to the Graduate Program Requirements Web page for specific details.

- **Teacher License:** If applying for the teacher license classification, applicants must upload a transcript from the college or university where the baccalaureate degree was awarded. If currently studying for a baccalaureate degree, applicants will later be required to submit a document that verifies the degree has been awarded. If requested by the graduate program or if they are admitted and choose to enroll, applicants must submit official transcripts and/or academic documents directly to the Office of Graduate Admissions.

- **Non-Degree Applicants:** If applying for non-degree classification, applicants must upload evidence of a baccalaureate degree. This may be a transcript, a copy of the diploma, or a letter from the college or university verifying the degree.

The Purdue University Graduate School reserves the right to require official transcripts and/or academic documents at any time during the admissions process.

d. **Transcript Retention Policy**

The Graduate School images into Banner Document Management Suite all official transcripts for admitted graduate students. After imaging and validating, admitted applicant transcripts are shredded. The Graduate School recognizes that, in rare and unusual instances, students have access to only one official transcript (or a very limited number of transcripts). In these rare instances, the Graduate School will retain these documents, after careful review, for applicants on a case-by-case basis until the end of the first session for which they are admitted. Applicant requests to preserve their paper documents must be submitted in writing at the same time the original documents are submitted to the Graduate School.

Combined Degree Programs (Purdue undergrad/grad)

A combined-degree program is reserved for exceptional students and results in the joining of curricula of an existing baccalaureate or professional degree program and an existing master's degree program within the Purdue University system. Combined degree programs formally approved by the participating academic units and the Graduate School may use a limited number of dual counted credit hours of 50000- and 60000-level coursework taken to satisfy the baccalaureate or professional degree on the master's degree plan of study. Undergraduate excess credits can be used in combination with shared credits in the combined degree but the sum of the dual-counted and undergraduate excess credits may not exceed maximum shown below.

Master's Degree Required Credit Hours	Maximum Number of Credit Hours (From F
30-36	12
37-45	15
46-+	18

I wanted to let you know that the Graduate School has changed the term used for a student pursuing two Purdue graduate programs simultaneously from "Dual Degree" to "Concurrent Degree." This change in term has been updated in the following locations:

- The G.S. Form 18 on the Graduate School Forms page
- Section I.G.5.b.1 of the 2021-22 University Catalog
- Section III.C.1.e of the 2021-22 University Catalog

The new term is to reduce confusion with dual degree scenarios that require approval through a proposal in Curriculog. In concurrent degree situations at the same campus, as always, students just need to submit a G.S. Form 18 with their secondary program application to indicate their intention to pursue multiple graduate programs simultaneously.

Policies and Procedures for Administering Graduate Student Programs

OUTSIDE EMPLOYMENT, OTHER OUTSIDE ACTIVITIES, AND CONFLICTS OF INTEREST Purdue employees may not engage in outside employment and other outside activities that would conflict with their University duties. Graduate student employees are required to file a Disclosure of and Application for Permission to Engage in a Reportable Outside Activity form before engaging in any reportable outside activities. Such outside activities include employment and connections with business enterprises, public offices, professional associations, educational institutions, and foundations (see the definition of a reportable outside activity in policy III.B.1.) In addition, graduate student employees are required to

complete a Conflict of Interest Disclosure Statement for any business enterprise activities in which the employee expects to derive a profit from any University contract or purchase (see the definition of financial conflicts of interest in policy III.B.2). For additional information and the University's policies on these topics, refer to the following: 1. Individual Financial Conflicts of Interest (III.B.2) 2. Conflicts of Commitment and Reportable Outside Activities (III.B.1)

I. ADMINISTERING GRADUATE PROGRAMS

D. Signature Authority and Approvals

Each of the administrative levels outlined above is required to electronically approve various items related to graduate education for both faculty and students. Each department, college and campus establishes specific individuals as having the authority to approve requests, such as final exam requests or thesis deposit forms. Proxies may also be established. This is called Signature Authority and it is documented and placed on record with the Graduate School using the Curriculog Signature Authority proposal. This proposal defines who has authority to approve:

- Graduate Faculty Appointment Requests
- Plans of Study
- Preliminary and Final Examination Forms
- Thesis Deposit Forms
- Graduate Applications
- Other Miscellaneous Forms
- Curriculog Proposal Forms

This form captures the individual's role, contact information, and signature, which is used to verify approvals and items from the list above that they may approve. This information is also used to establish the electronic routing path for approvals in various systems. The Signature Authority form also records the required signature for the plan of study coordinator in each department.

As individuals change roles or separate from departments, colleges, or campuses, the Graduate School should be notified of such changes, and a Curriculog Signature Authority proposal should be completed to ensure that approvals are being sought from the correct individuals. Individuals serving in any position that has signature authority must have graduate faculty status as defined below (Section I.F.). Any unit may contact the Graduate School to examine and/or verify the current individuals recorded as having signature authority for their unit.