

Purdue School of Engineering and Technology

Indiana University-Purdue University Indianapolis (IUPUI)

**MOTORSPORTS ENGINEERING
PROGRAM**

Graduate Program Handbook

for

Master of Science in Engineering
(MSE)

Motorsports Engineering Major
(MSTE)



IUPUI

MOTORSPORTS ENGINEERING PROGRAM

SCHOOL OF ENGINEERING AND TECHNOLOGY

Indiana University–Purdue University
Indianapolis

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1. INTRODUCTION

The Purdue School of Engineering and Technology (ENGT) welcomes you to IUPUI campus and the MSTE Graduate Program. We expect your time here to be an experience of enriched learning, exploration and discovery, and professional and personal growth. We hope it will be an invigorating experience that fosters a lifetime of learning. This handbook describes the requirements and regulations for the graduate degree programs in the Motorsports Engineering Program (ET Building, Rm. 210) of the Purdue School of Engineering and Technology at IUPUI. The guidelines and procedures set forth in this handbook will help you in preparing your Plan of Study (see Section 2) and in meeting the necessary degree requirements for completing the program and graduation. We invite you to visit the Chair of the Graduate Program, Dr. Hamid Dalir, and academic advisor, Ms. Loretta Githiri, in the Motorsports Engineering Program (ET 210) with questions about requirements, plans of study, or any other academic matters. Important announcements are also posted on the bulletin board outside the MSTE Office (ET 210) and on Canvas MSE-MSTE sites.

The Master's degree program offers the following Purdue University Master's degrees: Master of Science in Engineering with a Major in Motorsports Engineering (MSE-MSTE). A detailed description of this degree and requirements are provided in Section 2 of this handbook. Your degree is granted by the Purdue University Graduate School upon successful completion of all degree requirements in the Motorsports Engineering Program at IUPUI.

Administration of MSTE graduate program is shared among the MSTE Program (ET 210; <https://et.iupui.edu/departments/ent/programs/mste/>), and the IUPUI Graduate Office (University Library, Room 1170; <http://www.iupui.edu/~gradoff/>). You should become familiar with their roles and procedures. In addition, if you are an international student, you will have contacts with the Office of International Affairs (OIA) at IUPUI (Education and Social Work Building, ES Rm. 2126) regarding visas and immigration regulations. For more information on Purdue West Lafayette, please contact Dr. Hamid Dalir in the MSTE Program (ET 210).

1.1 Special Information for New Students

Communication: Email is the official form of communication with all students at IUPUI and is the primary mode of communication in use with our graduate students. Activate your IUPUI network and email account. All university email communication will be sent to your IUPUI email account. If you have another email that you prefer to use, you have the option of setting your IUPUI email to forward to your preferred account.

Course Selection: One of the first questions to address, as a new student, is how to get properly registered for graduate classes. This process may begin as soon as you have received the official notification of admission from the Purdue Graduate School. To be prepared for registration you should:

1. Have information about the program, its requirements, and the courses. Along with this Graduate Program Handbook, you should also refer to the following:
Schedule of Classes. Course offerings and schedule of classes are available online at this website: <https://studentcentral.iupui.edu/register>.
Faculty Research Expertise. Please contact the Chair of the Graduate Programs, Dr. Hamid Dalir, to get the latest information on Motorsports Engineering Faculty Research Expertise.
2. Study these documents and then consult with your advisor or the Chair of MSTE Graduate Program. All students are required to contact the Chair of the Graduate Programs, Dr. Hamid Dalir when they are admitted to the MSTE Graduate program. The purpose of the consultation is to begin planning your graduate program and decide, in particular, which courses you should take your first semester. The consultation also serves as a first step to selecting a major professor, the person who will be your academic advisor. Each graduate student is assigned or expected to choose a major professor/academic advisor before the end of the first semester, with the approval of the professor and the MSTE Graduate Program Chair. Each Student who is employed as a teaching assistant or a research assistant on a particular research project will be assigned a major professor. If thesis option is selected, the major professor will be the thesis advisor. The Graduate Program Chair is the academic advisor for non-thesis students. The major professor will serve as chair of the student's advisory committee (see Section 2).
3. After consulting with the academic advisor, prepare a tentative list of classes for the initial semester according to the web-based "*Course Offerings*" and "*Schedule of Classes*" for the particular semester. Online course offerings and schedule of classes can be accessed through the Office of the Registrar website at registrar.iupui.edu. When you have your class schedule prepared and are ready to register, you may register directly via the web-based student center, *one.iu.edu*.

Registration: Registration and fee information is available on the registrar's website: <https://studentcentral.iupui.edu/register/index.html> and bursar web sites <https://studentcentral.iupui.edu/pay-bill/index.html>.

Late Registration Fees: Students completing their registration after the first week of class are automatically assessed late fee by the Bursar.

Questions or problems regarding the registration process should be directed to the Office of the Registrar.

Registration for subsequent semesters:

Students are required to meet with their major professor or academic advisor (Chair of Graduate Program) to discuss a tentative plan of study and to choose courses for registration.

Registration for Summer and Fall Semesters begins approximately the second week in March, and registration for the Spring Semester begins approximately the second week of October. Students should complete the registration procedure as follows:

1. Access the Schedule of Classes. This is available at (<http://one.iu.edu>). (See Introduction)
2. Meet with the Major Professor or Academic Advisor to select courses.
3. Meet with your Academic Advisor to begin completion of the Registration Form
4. Get the signature of the Major Professor or temporary advisor for approval.
5. If a TA or RA has been awarded, meet with the ENT Department Assistant to the Chair for completion of paper work.
6. Submit Registration Form, and tuition waiver form if applicable, to the ENT Department Assistant to the Chair.
7. Register online.

Additional Registration Guidelines for Employed Students

Students who have research assistantships or teaching assistantships should always meet with the ENT Assistant to the Chair, Ms. Tiffany Lewallen (tlewalle@iupui.edu) in ET 210 before completing the final steps for registration (Section 3). Completion of this step each semester will ensure that proper documentation exists for the prompt payment of salary and, when appropriate, for payment of tuition (no reimbursement for student fees).

Students seldom register for more than nine (9) credits of course work in a single semester. Students who have graduate assistantships, including teaching assistantship, research assistantships in the Motorsport Engineering Program are required to register for a minimum of six (6 credits for the fall and the spring semesters. Requests for exceptions to the requirement may be submitted to the Graduate Program Chair and are reviewed on a case-by-case basis.

2. MASTER'S DEGREE PROGRAM IN MOTORSPORTS ENGINEERING

The Motorsports Engineering Program offers the following Master's degree program: Master of Science in Engineering with a Major in Motorsports Engineering. The specific degree awarded depends on the emphasis chosen by the student as well as the undergraduate degree received and academic background of the student. The degree program is described as follows:

- **Master of Science in Engineering with a Major in Motorsports Engineering (MSE-MSTE)**

Students who are graduates of recognized programs in Engineering, Science, or Technology, and meet the minimum requirements for undergraduate proficiency in motorsports engineering are qualified to apply for this degree. The minimum requirements are listed in Appendix A of this handbook.

Combined BS-MS Programs. Outstanding undergraduate students in the IUPUI Motorsports Engineering may apply for admission to MSE-MSTE while still in those B.S. programs. The requirements for the Master's degree remain the same, but allow special admission, credit transfer and mutual program adjustments. These are specified in Section 6 for the Bachelor of Science-Master of Science Motorsports Engineering program, respectively.

Admission Requirements

In all cases, applicants are required to have a minimum undergraduate GPA of 3.00/4.00 for admission to the program. International applicants who are graduates of non-US institutions and whose first language is not English are required to take the TOEFL or IELTS exam and achieve the minimum scores as shown below.

All applicants are required to take the GRE (Graduate Record Examination) and report the scores along with their applications. Preferred GRE scores are at least 155 on the quantitative section and a 3.0 on the analytical writing section.

	TOEFL Internet-based	TOEFL Paper-delivered	IELTS
Reading	19	19	6.5
Writing	18	18	5.5
Speaking	18	n/a	6.0
Listening	14	14	6.0
Total	80	n/a	6.5

Degree Requirements for MSE-MSTE Program

The Motorsports Engineering Master's degree requires a minimum of **30 credit hours of graduate course work**. Each student designs his or her own Master's Plan of Study (POS) with approval from the Advisory Committee.

Thesis and Non-Thesis Options

Students may choose either the thesis or the non-thesis option for their programs. The requirements for thesis and non-thesis options are as follows:

Thesis Option - MSE-MSTE:

- 1) Nine (9) credit hours of research thesis (MSTE 69800)
- 2) Minimum fifteen (15) credit hours of primary area courses
- 3) Maximum three (3) credit hours of related area courses
- 4) Three (3) credit hours of mathematics or mathematics related courses.

Note: "Satisfactory" or "Fail" (S/F) is assigned as a final grade for MSTE 69800 M.S. Research Thesis course, while S/F grades are not permitted for any other course on the plans of study.

Non-Thesis Option - MSE-MSTE:

- 1) Minimum of fifteen (15) credit hours of primary area courses
- 2) Maximum of twelve (12) credit hours of related area courses, including up to six (6) credit hours of MSTE 59800 Motorsports Engineering Projects. Refer to Appendix B for the requirements for Motorsports Engineering Projects.
- 3) Between the primary and related area courses, at least eighteen (18) credit hours (8 courses) must be MSTE
- 4) Three (3) credit hours of mathematics or mathematics-related courses.

Primary Area and Related Area Courses

Courses are classified under primary area and related area. Those courses directly related to the area of specialty are classified as primary and those courses outside the specialty area are classified as related area. This list may change from time to time, and the Graduate Coordinator will have updated information. In addition, other courses in the primary and related areas may be offered by Purdue University's Engineering Professional Education (EPE, formerly CEE) through the IU-PUI Course Offering.

Primary Area Courses:

MSTE 57200 Vehicle Dynamics
 MSTE 58200 Motorsports Aerodynamics
 MSTE 59200 Motorsports Simulations
 MSTE 57800 Composite Materials for Automotive Applications
 MSTE 57900 Design and Analysis of Materials and Structures in Lightweight Vehicles
 MSTE 57400 Advanced Vehicle Dynamics
 MSTE 58400 Advanced Motorsports Aerodynamics
 MSTE 58000 Design, Analysis and Experimental Characterization of Advanced Composite Materials
 MSTE 59400 Advanced Motorsports Simulations

Related Area Courses

Any Motorsports Engineering graduate course outside the primary area is considered a related area course, with the exception of project course specified below which is considered related area courses for non-thesis students only:

MSTE 59800 Motorsports Engineering Projects (for non-thesis option only)

Additional related area courses are:

MATH 52800 Advanced Mathematics: Engineering and Physics II

ME 50400 Automotive Controls

MSTE 59700 Selected Topics in Motorsports Engineering

MSTE 59900 Motorsports Advanced Internship

ME 56200 Advanced Dynamics

ME 55000 Advanced Stress Analysis ME 56300 Advanced Vibrations

ME 55800 Advanced Materials

Mathematics Courses

Three (3) credit hours of mathematics courses are required in the plan of study as a related area for both thesis and non-thesis options. This requirement may be met by taking any of the one acceptable three-credit hour courses from the Mathematics Department (see the list below):

MATH 53700 Applied Mathematics for Scientists and Engineers I

MATH 52800 Advanced Mathematics for Engineering and Physics II

MATH 51000 Vector Calculus

MATH 51100 Linear Algebra with Applications

MATH 52300 Introduction to Partial Differential Equations

MATH 57800 Mathematical Modeling of Physical Systems

Note: MATH 53700 and MATH 52800 are the preferred math courses. Chair of the Graduate Programs, Dr. Hamid Dalir, must be consulted for other math related courses.

2.1 MASTER'S ADVISORY COMMITTEE

All thesis students must have a Master's Advisory Committee consisting of at least three Graduate faculty members. The duties of this committee are to assist the student in the preparation of the Plan of Study, advise the student on research related to the Master's thesis, and conduct examination on the Master's thesis. During the first semester of enrollment, the student shall select a Major Professor who will serve as their Chair of the Advisory Committee. The Major Professor-student relationship must be established by mutual consent, and consent is presumed by acceptance of a research assistantship if offered. With the agreement of the Major Professor, the student will select other advisory members to be on the Committee. The major professor must be members from the MSTE graduate faculty.

- All **non-thesis students** will include the MSTE Graduate Chair as their **sole Committee Chair**.
 - **No other Committee members are required.**

The Advisory Committee is expected to be established at the beginning of the second semester of enrollment. The Advisory Committee, as agreed by the Major Professor and the student, shall be recorded in a plan of study and presented to the Dean of the IUPUI or Purdue Graduate School for

approval and formal appointment. The Dean may appoint additional members, if it is advisable. After the Plan of Study is approved, (see Section 7) any changes to the Advisory Committee would require a change to the Plan of Study.

2.2 **MASTER'S PLAN OF STUDY**

It is strongly recommended that all Master's students file a Plan of Study immediately upon completing 12 credit hours of coursework. The Master's Plan of Study is available in electronic form through the Purdue Graduate School database. Students can gain access to the database after Purdue ID's are assigned approximately eight weeks into their first semester.

A Master's Plan of Study is filed by completing Graduate School Form 6 "*Request for Master's Degree Advisory and Plan of Study Approval*" (refer to Appendix D and attachment for a sample copy). In all cases, the plan of study must be filed and approved by the Graduate School before the start of the final semester of graduation. If it becomes necessary or desirable to change the Plan of Study at a later date, a plan of study change form may be used for this purpose. An example of a portion of a Master's Plan of Study is provided in Figure 1.

The following guidelines must be observed in preparing a plan of study. Additional guidelines and information on filling out the Plan of Study are given in Section 2.1.3 of the handbook.

- 1) Indicate courses in your primary area with a "P" in the left-most column labeled "Area". List primary area courses together as a group.
- 2) Related area courses should be indicated with an "R" in the "Area" column. List related area courses together as a group
- 3) Mathematics courses are also indicated with an "R" on the Plan of Study, in the "Area" column.
- 4) Graduate level credits earned while in non-degree status at IUPUI may be used toward the master's degree, up to a maximum of 12 credits, if they meet degree requirements.
- 5) Graduate level credits earned at another recognized university may be used toward the master's degree, with the approval of the student's advisory committee and the Graduate Program Director, Dr. Hamid Dalir. A maximum of 12 credit hours earned before enrollment in the Master's program may be transferred toward the Master's degree. Undergraduate level courses taken at other universities will not be accepted for transfer credit. All courses transferred must meet the following requirements:
 - a. they are acceptable for graduate credit at the school at which they were taken;
 - b. have not been used to meet the requirements for another degree; and have grade of "B" or better.

Grades from transfer courses will not be included in calculation of the grade point index. Without exception, all transfer and excess undergraduate credits used on graduate plans of study must be approved by the student's Advisory Committee and by the Graduate Program Director, Dr. Hamid Dalir. A special request for approval is not necessary; simply include such courses on the Plan of Study and attach a copy of the catalog description of the course. Additional documentations to comply with requirements above may be required for approval.

2.3 **Preparation and Filing of Master's Plans of Study**

Contact the Academic Graduate Advisor in ENT Department, Ms. Loretia Githiri, in ET 210 for assistance in preparing the Master's Plan of Study (POS). The advisor must review the draft copy of your plan of study. You may obtain the Master's POS from the "Graduate Database" located on the Oncourse site. The form must be typed and can be done so directly on the electronic document. A sample plan of study is shown in Figure 1.

The following are steps in preparing and submitting a plan of study for approval:

1. Review the preceding portions of this handbook, including the list of 500-level courses, and select courses that meet the degree requirements, and are appropriate for your area and interest. If possible, check the time the courses you need will be offered.
2. Prepare a draft of your plan of study. Label "P" for the primary area courses and "R" for related area courses respectively. Please note, math courses are labeled "R".
3. Select an MSTE faculty member as your major professor and to be the chair of your advisory committee. Confer with him/her for advice on the plan and ultimately his/her informal agreement to the plan.
4. In consultation with your major professor, select two additional faculty members to serve on your graduate advisory committee.
5. Prepare a computer-generated or typed version of your plan of study, sign it, and carry it to the members of your advisory committee for their signatures.
6. Submit the original copy with all necessary signatures to the School's Graduate Engineering Programs Office. Your plan of study will be reviewed by the Graduate Coordinator to ensure that the plan meets all format and program requirements, after which it will be submitted to the Purdue Graduate School for final approval.

Note: Information relevant to completing the Plan of Study includes the following:

1. There are the MSE-MSTE possible degree options. Their degree codes are:

Degree Code	Degree Title	Option
MSE-MSTE	Master of Science in Engineering-Motorsports Major	Non-Thesis
MSE-MSTE	Master of Science in Engineering-Motorsports Major	Thesis

2. The space for indicating the research area is left blank in most cases.
3. The title of a topic course (MSTE 59700) must start with TPCS, followed by the title.
4. Courses transferred from other schools should be listed on the (POS) with the same title and number as on the transcript from the school at which they were taken. Do not use the equivalent number from a Purdue course. One copy of the catalog description for each course/s transferred should be supplied to the MSTE Program.
5. The column labeled "Regular Regis." is used to indicate whether a course was (or is to be) taken at IUPUI ("X") or transferred from another school ("TR").

6. The column labeled “Non-Degree Regis.” is used to indicate courses that were (or are to be) taken while a student was in non-degree status and was not officially admitted to a degree program. A maximum of 12 credit hours taken in non-degree status with grade of “B” or higher may be used on a POS.
7. In order to use a graduate course that is an undergraduate excess on the POS the course must be declared as an undergraduate excess on the transcript. Otherwise, a letter certifying that the course was not used as a part of any degree is required from the school at which the course was taken.
8. Thesis research (MSTE 69800) should not be listed on the plan of study.

2.4 Combined BS-MS Program

This program allows IUPUI BS-MSTE students to take four graduate courses (12 credits) as MSTE electives during their senior (or fourth) year, which will provide credit for both B.S. degree (normally 128 credits) and M.S. degree (normally 30 credits). The curriculum includes all the core undergraduate courses that are currently required for BS-MSTE majors and all the current graduate course requirements of the traditional MSTE Master’s program. Each degree will be awarded separately. Students must apply for their BS graduation the semester before they have completed their BS program and their MS program.

Students must maintain a minimum GPA of 3.2 for the first 85 credit hours of BS course work in the plan of study to be conditionally admitted to the program. Formal admission to the graduate program will be made after the student meets the usual minimum 3.00 GPA admission requirement and receives at least a “B” grade in each of the four graduate courses in his/her BS plan of study. The MSTE graduate program advisor, Ms. Loretia Githiri (lgithiri@iupui.edu), or undergraduate program advisor, Ms. Laura Centeno-Diaz (lcenteno@iupui.edu), may review conditionally admitted students at any stage and advise against formal application if progress is unsatisfactory.

There will be two plans of study for students in this program, each including the 12 credit hours allowed overlap: 1) BS plan of study filed no later than one semester before completing the BS degree requirements (normally in the 7th semester), and 2) MS plan of study filed after submitting the BS plan of study (normally in the 9th semester), and before the expected semester of graduation.

If a student withdraws from the program, or if the student’s performance is judged to be unsatisfactory for the dual degree program by the MSTE Graduate Program Director, Dr. Hamid Dalir, because of not meeting the minimum grade requirements, the student can receive the BS-MSTE upon completion of all the requirements for that degree.

2.5 Master Degree Milestones

The following are “milestones” that should be used as a guide to accomplish needed tasks to complete the degree requirement:

First Semester Registration:

- Prior to registration meet to discuss with the graduate advisor about possible courses to take. It is always helpful to talk with course instructors regarding courses you are interested in taking.
- For assistance with registration, go to the Graduate Programs Office in ET 215.

During the First Semester:

- Satisfy conditions for admission and/or English proficiency requirements, if relevant.

- Get to know professors in the Program and learn about their areas of research expertise.
- Choose the major professor or research advisor

Second Semester:

- Decide on an area of specialization.
- Choose the Advisory Committee
- Begin to prepare the Master's plan of study. Contact the Coordinator for Graduate Programs, Ms. Loretia Githiri (lgithiri@iupui.edu), for assistance in preparing the plan.

One Semester Prior to the Final Semester of Graduation:

- Fill out an "*Application for Graduation*" form, available in the Graduate Programs Office, ET 215.
- Have an officially approved Master's plan of study on file with the Purdue University Graduate School and the ET Office of Graduate Programs.

Final Semester (Thesis Option):

- Register for “*Candidacy 99100*” (0 credit hour) in your final semester of graduation.
- Attend a briefing session on Master’s thesis preparation. Check with the Coordinator for Graduate Engineering Programs, Ms. Loretia Githiri (lgithiri@iupui.edu), on dates for the briefing session.
- Obtain major professor’s approval of the thesis prior to scheduling the final examination.
- File Graduate School Form 8 “*Request for Appointment of Examining Committee*” with the Department and the School’s Graduate Office a minimum of 3 weeks prior to the proposed date of final oral examination/thesis defense. (Refer to Appendix D for a list of Graduate School forms and see sample copy of Form 8 attached.) Also, schedule the final examination (thesis defense) with major professor and advisory members at least 3 weeks in advance. You are required to meet the deadlines by which the final thesis examination must be completed. (Read Appendix G for more information on preparing final oral/thesis exam). Distribute copies of thesis to members of the Advisory Committee at least 2-3 weeks before the oral exam to allow sufficient time for members to review the thesis.
- Immediately following the oral exam insure that your advisory committee members sign Graduate School Form 7 “*Report of Master’s Examining Committee*” and submit the form at the Graduate Programs Office (ET 215).
- After the exam and all necessary changes have been made to your thesis, submit one copy to the ET Graduate Office, where it will be filed electronically.

Final Semester (Non-Thesis Option):

- You must register for “*Candidacy 99100*” (0 credit) in your final semester of graduation.

See the Non-Thesis & Thesis Checklists on the next two pages....

MSE-MSTE NON-THESIS GRADUATION CHECKLIST

- ◇ **Apply to Graduate Before the Appropriate Graduation Deadline:**
 - **May graduation deadline: October 15**
 - **August graduation deadline: January 15**
 - **December graduation deadline: May 15**
<https://et.iupui.edu/students/graduation/>

- ◇ **Submit Plan of Study for Approval:**
 - Must be **Submitted** and **Approved** BEFORE classes start
 - **Submit Plan of Study *electronically* via Purdue Graduate Database**
 - **REMINDER****
 Plan of Study is LATE after classes start and a **\$200 Late Fee** is accessed

- ◇ **Register for CAND 99100:**
 - **Monica Henry & Anita Sale (Instructors)**
 - You must be enrolled in **CAND 99100** BEFORE classes start
 - **REMINDER****
 CAND 99100 enrollment *after 1st day of class* is LATE a **\$200 Late Fee is accessed

- ◇ **Register for at least 1 credit hour of a Fee Bearing course:**
 - **MSTE 69800** (Instructor: **Hamid Dalir** 1 credit hour)
 **If you have completed your course requirements, you can use the above course:
 **No report required for only 1 credit of this course for Non-Thesis Students

- ◇ **NON-THESIS Students**
 - Plan of Study:
 - MUST include **Hamid Dalir** as sole **Chair** and do not include any other instructors
 - Follow the Plan of Study Guidelines:
 - <https://graduate.iupui.edu/doc/forms/plan-of-study-purdue.pdf>
 - Be sure ALL **course Titles** are listed **as they appear on your Transcripts**.
 - Use **Research Area** for your areas of study **NOT Concentration**.
 - Always **submit** Plan of Study as **FINAL**
 - *Note: your plan can be changed at anytime after it has been approved!!*

Please Schedule an appointment with Ms. Loretta Githiri for more details on Your Plan of study Submission!!!

MSE-MSTE THESIS STUDENTS GRADUATION CHECKLIST

Apply to Graduate Before Deadlines: (see Deadlines)

- **May graduation deadline: October 15**
- **August graduation deadline: January 15**
- **December graduation deadline: May 15**

<https://et.iupui.edu/students/graduation/>

Submit Plan of Study for Approval:

Must be **Submitted** and **Approved** BEFORE classes start

Submit Plan of Study **electronically** via **Purdue Graduate Database**

REMINDER: **Plan of Study** is **LATE** after classes start and a **\$200 Late Fee** is accessed

Register for CAND 99100:

Monica Henry (Instructor)

You must be enrolled in **CAND 99100** BEFORE classes start

CAND 99100 enrollment after 1st day of class is LATE a \$200 Late Fee is accessed

CAND 99100 is also used for Early Deposit

Register for at least 1 credit hour of a Fee Bearing course:

MSTE 69800 (Enroll in your Research Faculty's MSTE 69800 Course)

**** If you have completed your course requirements, you can still use the above course:**

All Thesis Students are required to attend the Fall or Spring

Purdue Thesis Workshop.

Be sure to attend the workshop before writing your Thesis.

**Times and Dates for the Purdue Thesis Workshop will be announced by
MSTE Graduate Academic Advisor**

Continues on the next page

continued..

MSE-MSTE THESIS STUDENTS GRADUATION CHECKLIST

THESIS Students

◇ Plan of Study:

- **MUST** include **ALL** of your **Research Members**
 - **Example: 1 Chair and 2 members ... or 2 Co-Chairs and 1 additional member**
- Follow the Plan of Study Guidelines:
 - <https://graduate.iupui.edu/doc/forms/plan-of-study-purdue.pdf>
 - Be sure ALL **course Titles** are listed **as they appear on your Transcripts**.
 - Use **Research Area** for your areas of study **NOT Concentration**.
 - Always **submit** Plan of Study as **FINAL**
 - *Note: your plan can be changed at anytime after it has been approved!!*
 - **Do not** include your 9 credit hours of Research on your Plan of Study.

Please Schedule an appointment with Loretta Githiri for more details on Your Plan of study Submission!!!

◇ Oral Defense:

- Submit **Exam Form 8** (electronically via Purdue Graduate Database)
- **Submit a Draft** of your **Thesis** to ALL your Committee Members **PRIOR** to scheduling your defense:
 - **Must Submit 2 week prior to Defense Date** (for both Form 8 & Draft Copies to members)
 - See **ENT Front Desk Staff** for assistance securing a room for your defense
 - Contact **Tiffany Lewallen (tlewalle@iu.edu)** for assistance in securing a room

Before securing a room check to ensure all members of your committee can make your defense time & date

◇ After Passing Oral Defense:

- **Submit** your **ETAF Exam Form 9 Thesis Acceptance** (electronically via Purdue Graduate Database)
- **Thesis Format Review:** Send your **accepted/approved Thesis** to Ms. Tiffany Lewallen (tlewalle@iu.edu) for Review
- **Send your Thesis via PDF directly to Tiffany Lewallen or via University GOOGLE DROP**

APPENDIX A

CANDIDACY REGISTRATION REQUIREMENTS

Candidacy registration is required of all graduate students in the final semester of their plan of study. The Graduate School has three options to choose from in order to certify awarding of the degree (graduation) at the end of a fall, spring or summer term.

CAND 99100 is zero credit (0) and zero cost (\$0)

All Thesis and Non-Thesis Graduate Students who are:

Enrolled in at least 1 credit of fee-bearing coursework, i.e. regular course(s), directed project, or thesis credit(s)

**Best value with least effort*

CAND 99200 is zero credit (0) with a fee of \$125

Thesis Graduate Students who have:

Completed all degree requirements
Passed the final oral examination
HAVE NOT YET completed a thesis deposit

FAILURE to successfully deposit the thesis with the Graduate School within the first 7 weeks of the term will require:

1. Withdrawal from CAND 99200
2. Late registration into CAND 99100
3. Late registration into at least 1 thesis research credit
4. Payment of all late registration fees and credit hour costs

Non-Thesis Graduate Students who have:

Completed all degree requirements
HAVE NOT YET completed the Directed Project
OR (not both)
HAVE NOT YET resolved one or more

FAILURE to successfully resolve all Incomplete (**I**) grades by the end of the term will require:

1. A grade of "F" to be assigned for CAND 99200
2. Enrollment in CAND 99100 the subsequent term
3. Enrollment in a *fee-bearing* course the subsequent term
4. Resolution of all remaining grades of Incomplete (**I**)

**Ok value and minimum effort "Degree Only Registration."*

APPENDIX A (continued)**CAND 99300 is zero credit (0) with a fee of \$125****Thesis Graduate Students who have:**

Completed all degree requirements
but HAVE NOT YET passed the final
oral examination or
HAVE NOT YET completed a thesis deposit

FAILURE to successfully deposit the the-
sis with the Graduate School within the
first 7 weeks of the term will require:

1. Withdrawal from CAND 99300
2. Late registration into CAND 99100
3. Late registration into at least 1
thesis research credit
4. Payment of all late registration fees
and credit hour costs

Non-Thesis Graduate Students who have:

Completed all degree requirements but
HAVE NOT YET completed the Di-
rected Project
AND
HAVE NOT YET resolved one or more

FAILURE to successfully resolve all In-
complete (**I**) grades by the end of the term
will require:

1. A grade of "F" be assigned
for CAND 99300
2. Enrollment in CAND 99100 the
subsequent term
3. Enrollment in a *fee-bearing* course
the subsequent term
4. Resolution of all remaining grades
of Incomplete (**I**)

****Least value and most effort. Exam only registration.***