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Associate Vice Chancellor Graduate Education, Associate Dean, Indiana University Graduate School, Affiliate Associate Dean Purdue University Graduate School

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Assistant Dean, Student Development & Academic Affairs
- Recruitment, Retention and Degree Awards
- Diversity
- Student Programs

Monica Henry
IUPUI Graduate Office Manager
Admissions, Staff and Faculty Training
Administration of University Fellowships
Fiscal Affairs

Learn more about our Graduate Office Staff at:

https://graduate.iupui.edu/about/staff-profiles/index.html

Graduate School Services and Resources

Admissions for Graduate and Professional Programs

https://graduate.iupui.edu/admissions/programs.html

Tracking Student Progression and Degree Awards for IU and Purdue Graduate Programs

https://graduate.iupui.edu/academics-research/graduation.html

https://graduate.iupui.edu/theses-dissertations/defense/index.html

Graduate Office Events

https://apps.iu.edu/ccl-prd/events/view?type=week&pubCalId=GRP13560

Faculty Resources

https://graduate.iupui.edu/theses-dissertations/index.html
https://graduate.iupui.edu/forms/index.html

Graduate Faculty Appointments

https://graduate.iupui.edu/faculty-staff/membership.html

Student Resources

http://graduate.iupui.edu/support/index.shtml
http://graduate.iupui.edu/academics-research/index.shtml

Travel Awards and Financial Aid for Students

Travel Awards - https://graduate.iupui.edu/admissions/financial-support/travel-fellowships.html

Graduate Office Committees

Graduate Affairs Committee – Reviews new or changes to existing graduate and professional degree/certificate programs, makes recommendations on campus policies related to graduate and professional students, each school has at least one or more members on this committee, members must be recommended by their Dean

Graduate Curriculum Committee – Committee reviews new graduate courses or proposed changes to existing graduate courses to ensure that the curriculum conforms to campus policies, best practices and offers students a wide spectrum of educational opportunities linked to degrees and certificates

Graduate Recruitment Committee – Forum for sharing best practices and resources focused on student recruitment, each school has one or more staff or faculty representatives

Graduate Fellowship Committee – Team of faculty members tasked with reviewing nominations for University Fellowships, diversity fellowships, with each member recommended by their Dean

Graduate Faculty Council – Committee with elected representation from all IU campuses, recommendations of policies for IU graduate and professional programs, University Graduate School Fellowship Awards, resources for best practices in graduate and professional programs

CIRTL Steering Committee – Oversight of campus CIRTL program

CIRTL Programing Committee – Faculty and staff interested in mentoring graduate students as they conduct teaching as research projects with IUPUI classrooms

Launching fall 2017: IUPUI Mentoring Center for Faculty, Graduate and Professional Students

Annual Student Programing and Partners

Monthly newsletter Grad Jag reaching all graduate and professional students listing events, workshops, career development options on and off campus, and student pathways to success

Preparing Future Faculty and Professionals (workshops, annual conference, 3 minute thesis event for graduate and professional students) [https://graduate.iupui.edu/support/pffp/index.html](https://graduate.iupui.edu/support/pffp/index.html)

Teaching Assistant Orientation [https://ctl.iupui.edu/Programs/TA-Development/IUPUI-TA-Orientation](https://ctl.iupui.edu/Programs/TA-Development/IUPUI-TA-Orientation)

CIRTL – Center for the Integration of Teaching, Research and Learning – international consortium with online course, webinars, workshops and campus events for grad students and faculty interested in teaching as research, learning through diversity, and learning communities (Graduate Office partnership with CTL and IUB Graduate Office) [https://cirtl.iupui.edu/](https://cirtl.iupui.edu/)

- Culturally Responsive Learning Community for graduate and professional students who are teaching: Sponsored by the Graduate Office, the CTL and the Multicultural Center [https://diversity.iupui.edu/offices/mc/learning_community/index.html](https://diversity.iupui.edu/offices/mc/learning_community/index.html)

Writing Group (meets weekly) and Writing Workshops offered for graduate and professional students

[https://graduate.iupui.edu/support/pffp/resources.html](https://graduate.iupui.edu/support/pffp/resources.html)

GradGrants – student resource to search for fellowships, assistance with grant preparation

[http://www.indiana.edu/~gradgrnt/](http://www.indiana.edu/~gradgrnt/)
UPnGO – Student organization to promote an inclusive student community and events to support diverse graduate and professional students from across campus

https://theden.iupui.edu/organization/upngo

GPSG – The Graduate and Professional Student Government collaborates with the Graduate Office on programs and campus events, offers travel and research funds for graduate and professional students, and hosts the ELITE50 a recognition event for the talented graduate and professional students on campus

http://studentaffairs.iupui.edu/involved/graduate%20professional%20student%20government/index.shtml
WORKSHOPS & EVENTS FOR PROSPECTIVE GRADUATE/PROFESSIONAL STUDENTS

Getting into Graduate School Information Sessions
(held four times/year)
- Learn more about making the decision to go to graduate school and what is involved with the application package.

Accelerate Acceptance Speed Sessions
(held annually during the spring semester)
- Get insight into the admissions process with quick tips on Personal Statements, Letters of Recommendation, GRE Test Preparation, and more
- Learn from graduate admissions experts who will present information in a “speed-dating” model

Graduate Expo
(held annually during the fall semester)
- Visit with 15+ IUPUI and 40+ outside university graduate/professional programs
- Network with faculty, graduate students, and representatives from top-ranked universities
- Participate in break-out sessions

Graduate School Boot Camp
(held annually during the fall semester)
- Submit a draft personal statement prior to the event for faculty review
- Revise your personal statement during Boot Camp
- Participate in breakout sessions with topics such as: Chat with Faculty, Funding Graduate School, and Preparing for the GRE.
- Meet with a representative from your program of interest

Getting You Into IUPUI Institute
(held annually)
- Apply to attend the Getting You Into IUPUI multi-day Institute if you are from an underrepresented or under-served background and are interested in pursuing a doctoral or MFA program offered by IUPUI

Go to graduate.iupui.edu for more information and to register for these free events.

PROGRAMS, WORKSHOPS & RESOURCES FOR CURRENT IUPUI GRADUATE/PROFESSIONAL STUDENTS

Preparing Future Faculty & Professionals (PFFP)
- Develop the acumen and skills needed for success in an academic position or nonacademic position in industry, business, non-profit, or government
- Learn about the full range of career options, responsibilities and mentoring in academic and non-academic careers through year round programming, including the annual fall “Pathways” conference.
- Attend targeted seminars and hands-on activities related to research, teaching and service and/or career awareness

Writing Group
- Get peer and expert support for academic writing projects such as theses and dissertations
- Develop skills that drive degree completion as well as support career success
- Meet weekly during the semester

GradGrants Center
- Attend free workshops on a variety of funding-related topics
- Learn how to navigate funding/grant databases
- Attend one-on-one proposal drafting advising sessions

Format Checks with Graduate Recorders & Thesis/Dissertation Formatting Workshops
- Get help with formatting guidelines such as what fonts and margins to use, what sections to include, how to number your pages, and more

National Center For Faculty Development & Diversity
- Offers resources and programming such as moderated writing challenges, webinars, and trainings focused on personal and professional success
- Promotes mentorship, training and online community of support for graduate students, post-docs, tenure track faculty, midcareer professionals, and administrators

(over)
STUDENT ORGANIZATIONS FOR IUPUI GRADUATE/PROFESSIONAL STUDENTS

Underrepresented Professional and Graduate Student Organization (UPnGo)
• Promotes diversity and improves retention by providing avenues for academic, professional, and social support
• Offers students opportunities to foster networks and collaborations, enhance graduate experiences, facilitate the transition from undergraduate to graduate school, receive academic support, and gain information about fellowships, service, and activism

Graduate and Professional Student Government (GPSG)
• The official voice of 8,000+ graduate and professional students on the IUPUI campus
• Promotes active dialogue between the community and school administration, and works regularly with faculty and staff to determine future directions for the university

SACNAS
• An organization for both undergraduate and graduate students
• Fosters the success of Hispanic/Chicano and Native American scientists - from college students to professionals

IUPUI GRADUATE OFFICE: WHAT WE DO BEHIND THE SCENES

• Monitor electronic applications
• Admit applicants based upon the recommendation of graduate programs
• Maintain electronic student records
• Monitor progression to degree completion and confirm degree requirements are met for all IU Graduate School programs and for Purdue University's master's programs at IUPUI
• Monitor the progress of non-native English Speaking graduate students in meeting requirements for English for Academic Purposes (EAP)
• Submit names for the commencement bulletin and mail diplomas
• Partner with University units to ensure student success
• Actively recruit top-notch graduate/professional students
• Administer the Graduate Affairs Committee (GAC), the governing and advisory body for the IUPUI campus, who oversees approval of new graduate degrees
• Administer the Curriculum Sub-Committee of the GAC, which reviews proposals for new courses, revisions of existing courses, and discontinuation of existing courses
• Administer IUPUI graduate student fellowships and awards
• Oversee the Graduate Non-Degree Program

For more information on any of these resources, go to graduate.iupui.edu, email gradoff@iupui.edu, or call 317-274-1577.

IUPUI GRADUATE OFFICE
THE UNIVERSITY GRADUATE SCHOOL

The Graduate Office at Indiana University–Purdue University Indianapolis (IUPUI) is an office of the Indiana University Graduate School, and serves all graduate programs on the IUPUI campus. The office is committed to the academic and professional development of a diverse community of graduate and professional students, faculty, and staff through effective delivery of services and innovative activities by fostering collaborations within and across disciplines, campus, and beyond.