INTENT TO GRADUATE / PROGRESSION FORM

Name: ____________________________ Student ID No.: ____________________________ Thesis Option: __________
Semester & Year Graduating: ____________ Non-Thesis Option: ____________

Notes:

INSTRUCTIONS:

Fill in the above portion of the form completely and make sure it is legible. Check either the Thesis or Non-Thesis Option box and fill in the semester and year you are graduating. If you are planning to "Walk in May" but graduate in August or December, please indicate this in the "Notes" section above. Check your transcript and make sure you have the necessary credit hours and that you do not have any outstanding "I" or "NR" grades from prior semesters. Only the current semester should show "NR" which will automatically change when grades are submitted. Check off any of the items below that pertain to you after checking your transcript. Turn in this form at the end of the first month of the beginning of the semester you are planning to graduate. For anyone walking in May but actually graduating in August or December, you must turn the form in by the end of January. If you have any questions, contact Pat King at 274-2258 or patmking@iupui.edu.

_____ THESIS OPTION: You must have 36 credit hours, 4 of which include your thesis (L699). You must have submitted your Program Committee Appointment Form and your M.A. Thesis Proposal Form (with proposal attached) and they should have been turned in to the Graduate Secretary, Pat King. If this paperwork is not in your file prior to submitting this form, your progression paperwork will not be processed until such time as this is completed.

_____ NON-THESIS OPTION: You must have 40 credit hours. You must have submitted the Non-Thesis Option Proposal Sheet, complete with all signatures and the paperwork given to the Graduate Secretary, Pat King. If this paperwork is not completed and in your file prior to submitting this form, your progression paperwork will not be processed until such time as this is completed.

_____ INCOMPLETE -- "I" -- GRADES: It is your responsibility to check your transcript to make sure you do not have any outstanding "I" grades for courses counting toward your degree. If there is an "I" grade on your transcript your paperwork for progression will not be processed until such time as this is completed. The instructor must either submit a "Removal of 'I' form" to the Registrar, or if done electronically, call the Registrar and notify them that the grade was posted and provide the class number and semester for which it was posted. The Registrar must then manually enter the grade into the system. Any "I"s on your transcript will result in your paperwork not being processed until such time as they are removed.

_____ "NR" -- NOT REPORTED -- GRADES: This is the same as the "I" grade information above with the exception of having a form to fill out. After the instructor submits the grade they must contact the Registrar who must manually enter the grade into the system. The exception for this would be the current semester grade reporting which automatically shows "NR" when you registered for the class. That is automatically changed when grades are entered at the end of the semester. Any NR's for prior semesters will result in your paperwork not being processed until such time as a grade is posted.

_____ COURSE SUBSTITUTIONS: If you are planning to use a course from another University/College or another school within IUPUI, it must be approved by the Director of Graduate Studies who will have to complete a Course Substitution Form. The course substitution form must also be approved by the Graduate Office. The Graduate office will return the approved form to the English Graduate Secretary who will place it in your file. If this form has not been completed prior to submitting this form, your progression paperwork will not be processed until such time as this is completed.

_____ COURSE REVALIDATION(S): If you are counting a class that is beyond the 5 year limit toward your MA or Certificate, you must have the course revalidated by the Instructor. Contact the instructor and ask them if the course can be revalidated. This must be approved by the Director of Graduate Studies prior to creating a plan of revalidation with the Instructor. The instructor can obtain the form from the Graduate Secretary, Pat King. This must be completed at the beginning of the semester in which you plan to graduate and the completed form submitted to the Graduate Secretary. The revalidation(s) must be approved by the Graduate office prior to progression paperwork being processed.

RETURN COMPLETED FORM TO: Pat King, Graduate Secretary, CA 502L 3/13/2013