Graduate Handbook

Spring 2016
SCHOOL OF INFORMATICS AND COMPUTING CONTACTS

DEANS
Mathew Palakal, Ph.D.
Executive Associate Dean
Professor, Informatics
mpalakal@iupui.edu
IT 475H; 317 278-7689

Karl F. MacDorman, Ph.D.
Associate Dean, Academic Affairs
Associate Professor, Human–Computer Interaction
kmacdorm@iupui.edu
IT 475J; 317 215-7040

CHAIRS
Rachel Applegate, Ph.D.
Chair, Department of Library and Information Science
Associate Professor, Library and Information Science
rapplega@iupui.edu
IT 561; 317 278-2395

Davide Bolchini, Ph.D.
Chair, Department of Human-Centered Computing
Assistant Professor, Human–Computer Interaction
dbolchin@iupui.edu
IT 595; 317 278-5144

Huanmei Wu, Ph.D.
Interim Chair, Department of BioHealth Informatics
Associate Professor, Bioinformatics, CIT
hw9@iupui.edu
WK 303; 317 278-1692

PROGRAM DIRECTORS
Josette Jones, Ph.D.
Director, Health Informatics
Associate Professor, Health Informatics, Nursing
jofjones@iupui.edu
WK 121; 317 274-8059

Huanmei Wu, Ph.D.
Director, Bioinformatics
Associate Professor, Bioinformatics, CIT
hw9@iupui.edu
WK 302; 317 278-1692

STAFF
Elizabeth Bunge
Graduate Program Coordinator
ebunge@iupui.edu
IT 476; 317 278-9200

Robyn Hart
Assistant to the Chair, BHI
robhart@iupui.edu
WK 316; 317 278-7602

Stephanie Marshall
Career Services Counselor
stechamb@iupui.edu
IT 491; 317 278-4143

Michelle Mitchell
Assistant to the Chair, HCC
mopenbri@iupui.edu
IT597; 317 278-7606

Pat Rhodes
Career Services Counselor
patrhode@iu.edu
IT 489; 317-278-7611
ACADEMIC POLICIES AND PROCEDURES

**Academic advising.** An Academic Advisor is assigned to you upon joining the School. All academic matter should be discussed with your Academic Advisor and/or your Program Director.

**For academic matters use your IU email and check it daily.** Your IU email is used as an official means of communication, and you should check it daily for pertinent information. Although you may forward your IU email to an outside account, please email faculty and staff from your IU account. University Information Technology Services (UIT) has many online technology resources including assistance with email. [uiits.iu.edu](http://uiits.iu.edu)

**Adding and/or dropping courses.** Students register for courses through One.IU. [www.one.iu.edu](http://www.one.iu.edu) To drop a course, follow the guidelines set by the Registrar. [registrar.iupui.edu/drop.html](http://registrar.iupui.edu/drop.html) Important deadlines are listed on the Academic Calendar. [registrar.iupui.edu/accal.html](http://registrar.iupui.edu/accal.html) Note especially the deadlines for Adds and Drops.

**Academic misconduct.** Students are held responsible for adhering to the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at [www.iu.edu/~code/code](http://www.iu.edu/~code/code).

**Plagiarism.** Plagiarism results in an F on an assignment or course, loss of funding, and if repeated dismissal from the program. Students complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test and submit proof of their results to the Graduate Program Coordinator. [www.indiana.edu/~istd](http://www.indiana.edu/~istd)

**Full-time status.** Full-time status can be important for financial aid eligibility, renewal or fulfillment of the terms of a student visa, deferral of student loan repayment, and/or eligibility for certain health insurance plans.

<table>
<thead>
<tr>
<th>Employment</th>
<th>Hours per week</th>
<th>Paid</th>
<th>Student must take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Academic Appointee</td>
<td>15–20</td>
<td>Monthly</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Graduate Temporary Hourly</td>
<td>1–14</td>
<td>Biweekly</td>
<td>8 credit hours</td>
</tr>
</tbody>
</table>

**Grade requirements.** Students must maintain a minimum cumulative GPA of 3.0 and earn a minimum of a B– in every core course and in every elective course. (For the MLS, the minimum is C for electives only.) If a minimum grade is not earned in a core course, that course must be retaken. Students may not take any course Pass/Fail.

Registrar’s Grade Information: [registrar.iupui.edu/gradecover.html](http://registrar.iupui.edu/gradecover.html)

**No grade replacement.** Graduate students may not replace a grade. If a course is repeated then both grades apply toward the cumulative GPA.

**Academic probation.** Students are placed on academic probation following a semester in which their graduate cumulative or semester grade point average falls below 3.0. Students on probation are required to attain an average of at least 3.0 on all graduate coursework completed by the end of the next semester. Failure to do so is cause for dismissal.

**Graduate non-degree credit transfers.** A maximum of 9 graduate credit hours completed under graduate non-degree (GND) status may be applied to the Master’s degree.

**Five-year limit.** A Master’s degree must be completed within 5 years.

**Leave of absence.** All leaves of absence should be discussed with and approved by your Program Director. A student who leaves a program for more than one semester must additionally fill out the Leave of Absence Form available at [soic.iupui.edu/files/student-leave-of-absence.pdf](http://soic.iupui.edu/files/student-leave-of-absence.pdf) and submit the form to the Graduate Program Coordinator. A student who does not follow this protocol will be discontinued from the program and must
reapply.

**Intent to graduate.** The semester prior to completing your degree you will need to submit an Intent to Graduate Form. Deadlines are provided on the link below with information on commencement and diplomas. soic.iupui.edu/about/preparing-to-graduate

**FINANCIAL AID, SCHOLARSHIP, AND FUNDING OPPORTUNITIES**

Financial aid is awarded on the basis of need and merit. To be considered for financial aid, you must file a Free Application for Federal Student Aid (FAFSA). This form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For priority consideration, returning students must file by March 1 of the academic year proceeding the academic year for which they are applying. For entering students, the Office of Student Financial Services posts a yearly deadline. [www.iupui.edu/~finaid/](http://www.iupui.edu/~finaid/). If you have questions or problems related to financial aid, you should contact the Office of Student Financial Services.

The School of Informatics and Computing offers University Fellowships, scholarships, faculty and teaching assistantships, and hourly positions. GREs are required for most scholarship positions. Note: The number of positions available is limited.

Students working for the university as a regular hourly student or in a student academic position must be enrolled at least half time (4 credit hours per semester, 2 credit hours per summer session) to avoid being charged Social Security and Medicare taxes.

Students on a Dean’s Scholarship must be enrolled full time (at least 8 credit hours per semester) to qualify for this funding. Students who drop below full-time status will not receive the scholarship for that semester.

**SCHOOL AND UNIVERSITY RESOURCES**

- For most needs, check the School of Informatics and Computing’s Resources for Current Students page: soic.iupui.edu/biohealth/graduate/current-students/ (BHI Department)
- soic.iupui.edu/hcc/graduate/current-students/ (HCC Department)
- soic.iupui.edu/lis/master-library-science/current-students/ (LIS Department)
- School of Informatics and Computing Career Services: soic.iupui.edu/careers
- Jagtag (student ID): [www.jagtag.iupui.edu](http://www.jagtag.iupui.edu)
- Graduate Office: [www.iupui.edu/~gradoff](http://www.iupui.edu/~gradoff)
- IUPUI Parking Services: [parking.iupui.edu](http://parking.iupui.edu)
- Adaptive Educational Services: [aes.iupui.edu](http://aes.iupui.edu)
- Office of Student Scholarships: [www.iupui.edu/~scentral](http://www.iupui.edu/~scentral)
- Office of International Affairs: [international.iupui.edu](http://international.iupui.edu)
- Campus Police: [police.iupui.edu](http://police.iupui.edu)
- Office of the Registrar: [registrar.iupui.edu](http://registrar.iupui.edu)
- IUPUI course policies: [registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)
- Student Account Services (Bursar): [bursar.iupui.edu](http://bursar.iupui.edu)
- Division of Student Life: [life.iupui.edu](http://life.iupui.edu) (This is a rich resource to learn more about the Campus Center, Campus Recreation, Counseling and Psychological Services, Student Housing, the Student Advocate, Health Services, Student Involvement, and many other student resources.)
- Knowledge Base: [kb.iu.edu](http://kb.iu.edu) (A valuable resource for technology questions including E-mail, tutorials on software, creating your own website, and much more.)

Last updated January 2016