REMEMBER THIS INFORMATION WHEN ADVISING NEW STUDENTS

- If this student is being hired for an assistantship, they must take two forms of identification (preferably a driver’s license and social security card) to Judy Atkinson in the College of Agriculture Business Office (AGAD 111).
- Register the student for class(es). A Form 23 is required. Blank Form 23’s are available in the YDAE Graduate Office (AGAD 219). Completed Form 23 needs a code in box 9 and a signature in box 9a if the student is on an assistantship. Deliver Form 23 to YDAE Graduate Office.
- Allow 24 hours for the student’s registration to be processed.
- Obtain a Purdue Student ID at the Memorial Union, room 130. (Only registered students are given an ID).
- After the student received their ID, they must head to the ITaP office in the basement of Stewart Center to obtain their Purdue email and their Purdue Career Account.
- The student should take the Purdue ID and go to the Visitor’s Information Center in the Northwestern St. Parking Garage to obtain a parking pass.

KEY POINTS IN REGISTRATION

When registering students, remember the following information:

- Students must have 10 minutes between each class.
- Students holding graduate staff appointments must be enrolled as a grad student in a degree or teacher license program and be registered for at least three credit hours of course and/or research work.
- The maximum number of 698 research hours that a student can take during their program is as many as it takes to finish their thesis within five years of completing the Final.
- All students admitted to the graduate school may not register for undergraduate courses only at any time.
- If a student is taking an undergraduate course, they must also register for at least 1 credit hour of a graduate level course.
- A graduate student will only receive residency credit for a maximum of 18 credit hours for fall and spring sessions and 9 credit hours for the summer sessions.

- Exam Only registration: when course work, prelims, thesis format approved (but not yet deposited), and final examination is still needed.
- Degree Only registration: when course work, prelims, thesis format approved (but not yet deposited), and final examination is passed
FOR ADVISORS

PLAN OF STUDY (POS)

- Students must be registered at WL Campus during the semester that the POS is submitted.
- Master’s students should file their POS within their 1st semester. PhD students within their 2nd semester.
- Courses listed on the POS must be less than 5 years old.
- Courses taken while in regular graduate status must be “C” or above.
- Up to 12 credits taken while non-degree, excess undergraduate credit, or transfer credit must be “B” or above.
- Courses taken as Pass/Fail or audited may not be used on a POS.
- Master’s thesis must have at least 6 hours of 698 research.
- Master’s thesis must take EDPS 533.
- Master’s nonthesis must have 30 hours of course work listed on their POS.
- No 589’s (pass/fail coursework) on POS.
- Professors on committee have a regular or special certification.
- The committee chair or at least one co-chair must be from the YDAE faculty. It is strongly recommended that at least 1 committee member also be selected from the YDAE faculty.

KEY FORMS

- All requests for prelim or final exam forms must be submitted 3 weeks before the date that the exam is to be held (Click here for GS form 8 - Request Form and GS form 7 - Report Form or pick them up from AGAD 219).
- Research in Absentia forms (Click here for GS form 12 or pick up from AGAD 219) should be submitted to the Graduate School not less than one month proceeding the session in which absentee registration is desired. Students should have completed all course work on their POS, passed preliminary examinations and have made significant progress on their thesis research topic.
- A student must be registered for at least a 1 credit hour graduate level course, degree only or exam only in order to have any Graduate School forms processed.

FOR DOCTORAL STUDENTS ONLY

- Students must have an approved POS before scheduling Prelims.
- Two semesters must elapse between Prelims and Final (student must be enrolled for the 2 semesters) AND Final must be passed within 5 years after Prelims.
- At least 2 academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations.
- Degree must be completed within 5 years after Final.
- The Preliminary exam committee must consist of a minimum of three members of the graduate faculty.
- The Proposal committee will consist of a minimum of 4 members of the graduate faculty.
- The oral defense of the doctoral dissertation committee will consist of a minimum of 4 members of the graduate faculty.

Parr Scholarship

ONLY for graduate students in YDAE.

How to apply?
1. Obtain an application form from AgEd 219 or from the YDAE Graduate website.
2. Submit the application along with the other required documents listed on the application to AGAD 219 before June 1st of each year.