

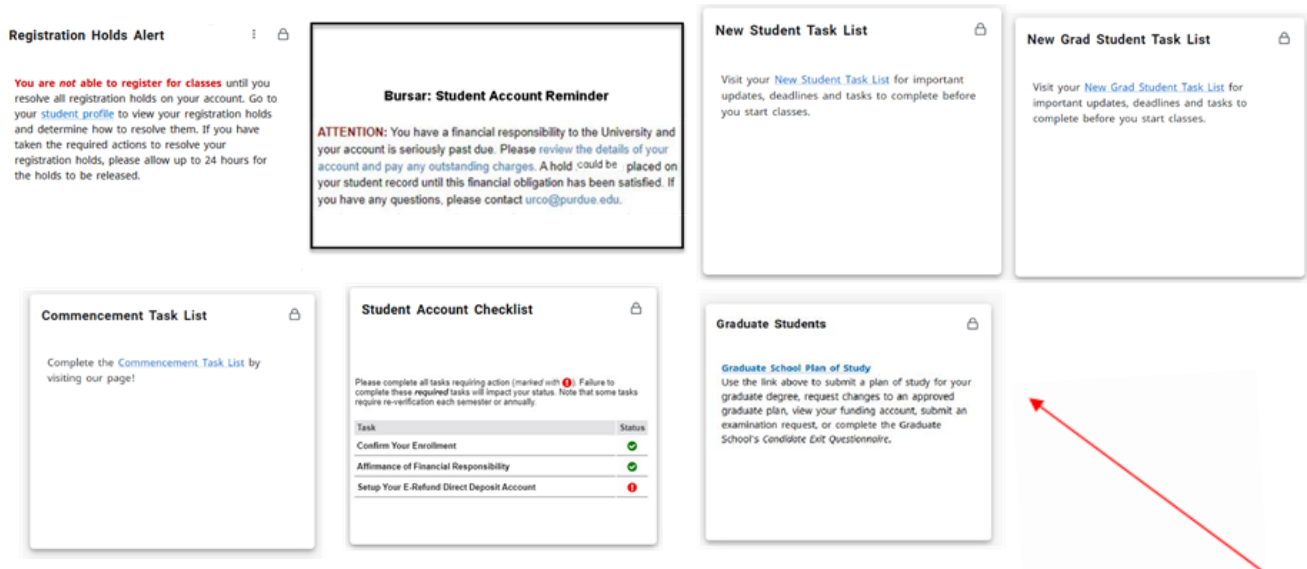
Form 12: Research in Absentia

Doctoral students who have satisfactorily completed all required courses for the Ph.D. degree, have passed the preliminary examination, and who are not on a TA/RA appointment may request to register for 69900 research credits in *Absentia* status. Students approved for *Research in Absentia* are required to register for a minimum of three research credits each session while working on the dissertation. Please note:

- Students who will hold a TA/RA should submit a Change of Duty Station Request rather than a Form 12 if they will be working off campus greater than 22 days.
- Thesis-option master's students or doctoral students who do not meet the requirements for *Research in Absentia* should submit a G.S. Form 19 instead of a Form 12 to document their off campus research location.

Student Instructions

1. Login to [myPurdue](https://my.purdue.edu) using your Purdue BoilerKey passcode. Under the “Academics” tab, select the “Graduate School Plan of Study” link in the “Graduate Students” box.



The screenshot displays the myPurdue dashboard with several notification cards:

- Registration Holds Alert:** A red alert stating, "You are not able to register for classes until you resolve all registration holds on your account. Go to your student profile to view your registration holds and determine how to resolve them. If you have taken the required actions to resolve your registration holds, please allow up to 24 hours for the holds to be released."
- Bursar: Student Account Reminder:** A yellow alert with the text: "ATTENTION: You have a financial responsibility to the University and your account is seriously past due. Please review the details of your account and pay any outstanding charges. A hold could be placed on your student record until this financial obligation has been satisfied. If you have any questions, please contact urco@purdue.edu."
- New Student Task List:** A blue alert: "Visit your New Student Task List for important updates, deadlines and tasks to complete before you start classes."
- New Grad Student Task List:** A blue alert: "Visit your New Grad Student Task List for important updates, deadlines and tasks to complete before you start classes."
- Commencement Task List:** A blue alert: "Complete the Commencement Task List by visiting our page!"
- Student Account Checklist:** A table with the following items:

Task	Status
Confirm Your Enrollment	✓
Affirmance of Financial Responsibility	✓
Setup Your E-Refund Direct Deposit Account	✗
- Graduate Students:** A blue alert: "Graduate School Plan of Study Use the link above to submit a plan of study for your graduate degree, request changes to an approved graduate plan, view your funding account, submit an examination request, or complete the Graduate School's Candidate Exit Questionnaire."

A red arrow points from the bottom right towards the "Graduate Students" card.


Form 19 Off Campus Research Student Instructions

2. Login to the student portal using your Purdue Career Account credentials.


Enter your Purdue Career Account userid and password.
If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

User ID / Alias

User Password



3. Select the “Form 12: Request for Ph.D. Degree Candidate Research in Absentia” link at the bottom of the page.


Graduate School Database

Welcome NICOLE

The pages below provide access to your personal academic information. This system does not have a timeout feature, so it is your responsibility to keep your information secure by clicking the "Logout" button or closing the web browser once you have finished this session.

The Graduate School posts upcoming graduation-related dates and deadlines on the [Graduation Deadlines Calendar](#) webpage. However, check with your department's [Graduate Contact](#) to see if an earlier internal student submission deadline has been established for any of the forms below. Early submission deadlines are encouraged to allow sufficient time for departmental review.

EDCI-MSED Audit: Cleared for Fall 2017 Graduation

Students who are cleared for degree in a spring session and who participate in the May commencement exercise may receive their diploma on stage at the ceremony. However, students who participate in the August or December commencement exercises will not receive their diploma on stage because final grades do not post until the week following the ceremony. For more information, see the [Commencement Webpage](#).

[Plan of Study Generator](#)

Every degree-seeking graduate student must submit a plan of study and obtain all required departmental approvals **prior to the first day of the session of anticipated graduation**. The Graduate School recommends submitting the plan at least a month in advance of the posted deadline to allow sufficient time for department review.

[Form 7: Report of Masters Examining Committee \(view only\)](#)


[Doctoral Candidate Exit Questionnaire](#)
[Survey of Earned Doctorates \(SED\)](#)

Doctoral students must complete the Exit Questionnaire and SED prior to depositing their dissertation with the Graduate School.

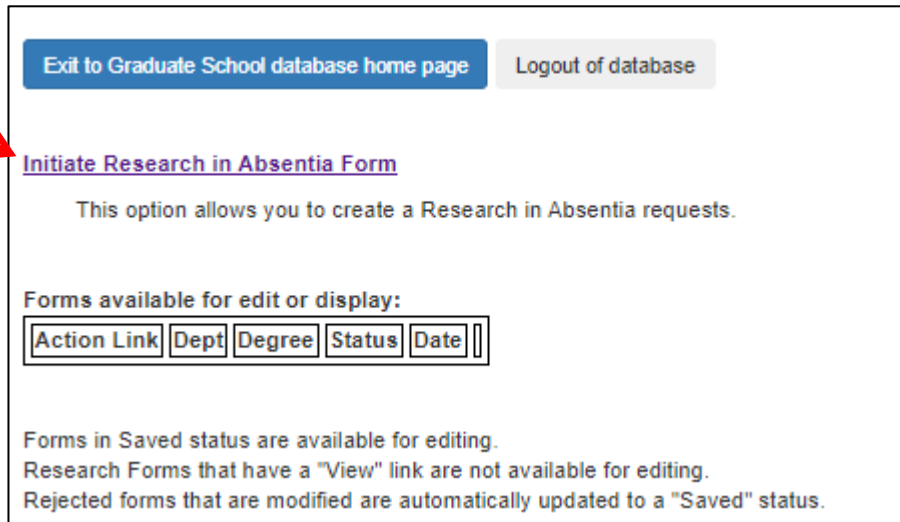
[Master's Candidate Exit Questionnaire](#)

Thesis-option students must complete this survey prior to their deposit appointment. All other master's students should complete the survey prior to the last day of classes in the session of graduation.

[Form 19: Request for off-campus Ph.D. or Master's Research](#)
[Form 12: Request for Ph.D. Degree Candidate Research in Absentia](#)



- Click the blue "Initiate Research in Absentia" link.



Exit to Graduate School database home page Logout of database

[Initiate Research in Absentia Form](#)

This option allows you to create a Research in Absentia requests.

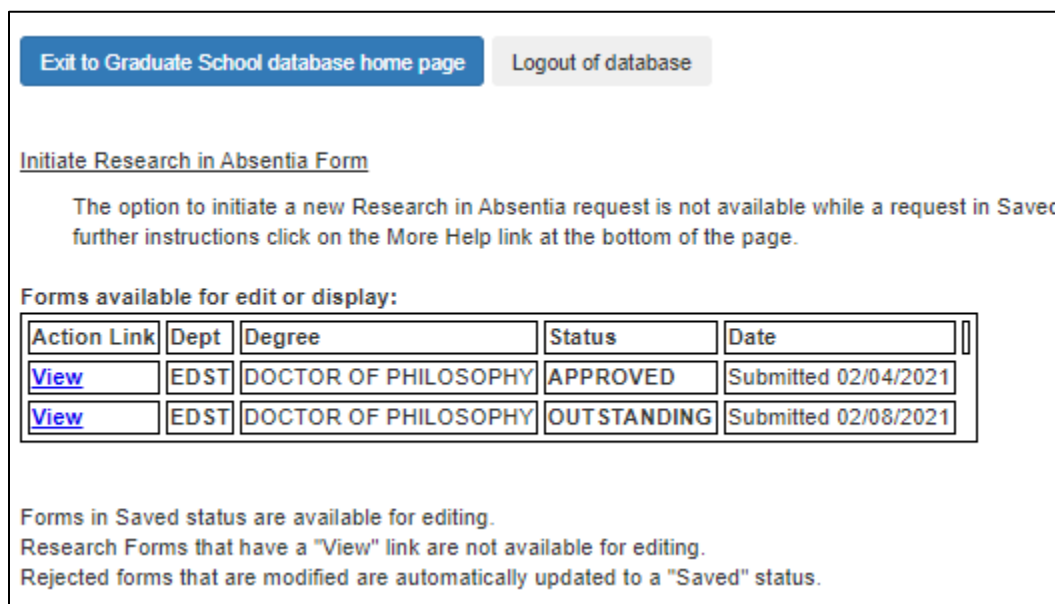
Forms available for edit or display:

Action Link	Dept	Degree	Status	Date

Forms in Saved status are available for editing.
 Research Forms that have a "View" link are not available for editing.
 Rejected forms that are modified are automatically updated to a "Saved" status.

- Form 12s that have already been created but are awaiting submission will display in the "Forms available for edit or display" table with a blue "Edit" to the left of the form. Saved forms can either be submitted or deleted.

Forms that are awaiting signature or which have been approved will also appear in this table, but with a "View" link.



Exit to Graduate School database home page Logout of database

[Initiate Research in Absentia Form](#)

The option to initiate a new Research in Absentia request is not available while a request in Saved, further instructions click on the More Help link at the bottom of the page.

Forms available for edit or display:

Action Link	Dept	Degree	Status	Date
View	EDST	DOCTOR OF PHILOSOPHY	APPROVED	Submitted 02/04/2021
View	EDST	DOCTOR OF PHILOSOPHY	OUT STANDING	Submitted 02/08/2021

Forms in Saved status are available for editing.
 Research Forms that have a "View" link are not available for editing.
 Rejected forms that are modified are automatically updated to a "Saved" status.

Form 19 Off Campus Research Student Instructions

6. Complete all fields on the Form 12, and then select the blue “Submit” button at the bottom of the page.

G.S. Form 12: Request for Ph.D. Degree Candidate Research in Absentia

See Policies & Procedures For Administering Graduate Student Programs (Section V.F.) for more information.

Student Information

Name: [REDACTED] PUID: [REDACTED]

The following items are required to petition for the absentia privilege. Have you:

Satisfactorily completed all of the coursework on your plan of study?

Passed Preliminary Examinations?

Made significant progress on your dissertation research topic?

Current Address: Off-campus Address:

Degree Title: Department:

Session: Term: Year: Program Code:

Give the specific title of your research project or investigation area, and describe briefly the status of your research project and the nature of the work to be done while off-campus

Title: Description:

Give the name and the location of the institution or organization at which you will be located, the name of any local supervisor, supervisor contact information, and list any facilities you will be using.:

Institution Name: Institution Location:

Local Supervisor: Facilities:

What Purdue facilities will you be using, and how will adequate supervision be maintained by your major professor?

Purdue Facilities:

What financial support do you expect to receive while off campus?

Financial Support:

What is the expected completion date of your dissertation/thesis?

Completion Date: Term Year

Research Course: Credit:

Submit

NOTES:

- You have to have an approved Ph.D. Plan of Study and have passed the preliminary examination to request Absentia status.
- Once submitted, the Form 12 will require approvals from your department and the Graduate School.
- Form 12s that are rejected at any level will return to “Saved” status for editing/deleting.