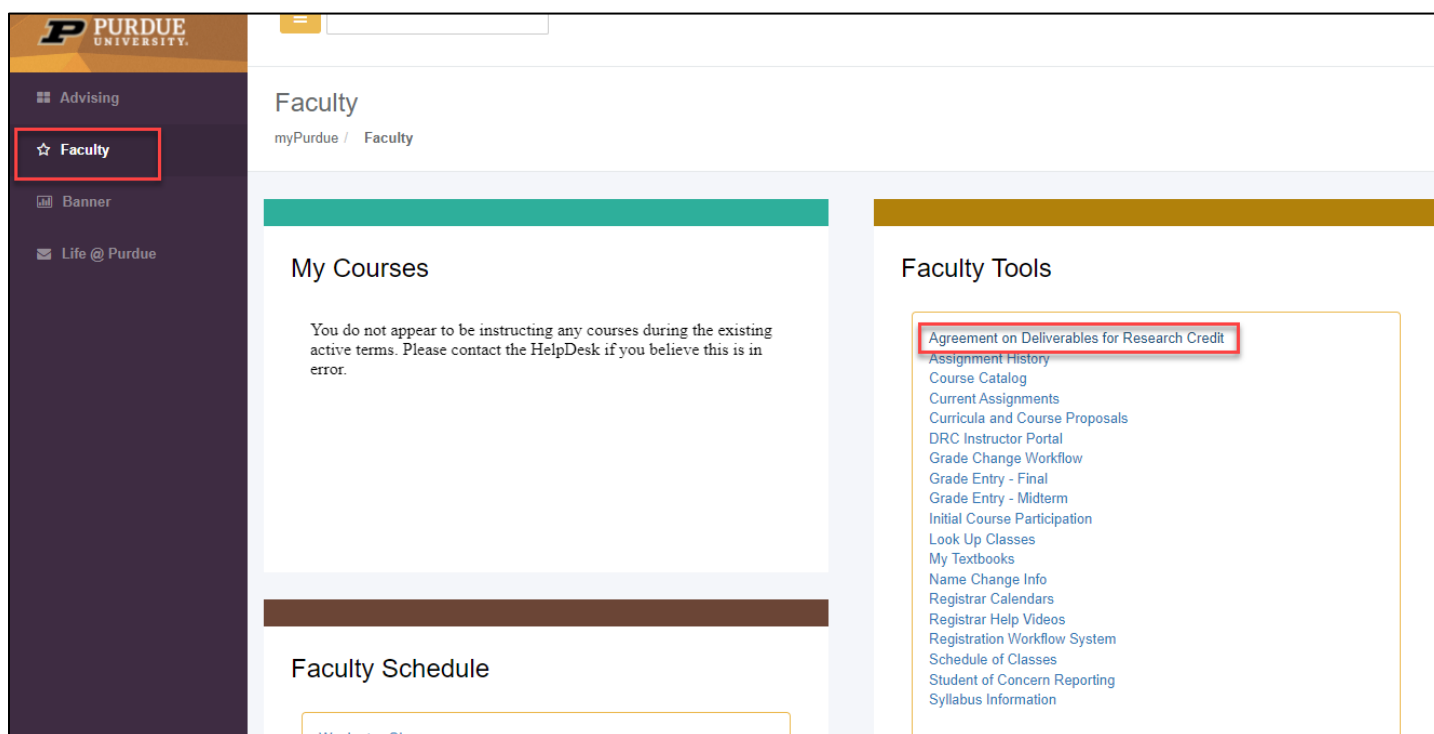


Agreement on Deliverables for Research Credit – Proxy Steps

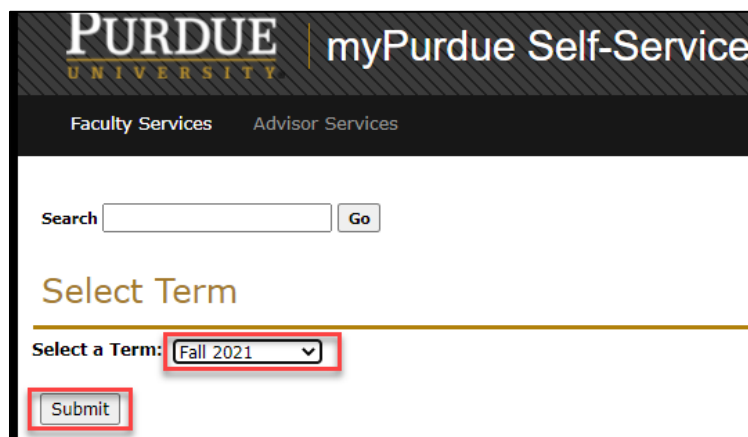
Each term, faculty teaching research are required to communicate the course requirements needed to satisfy the research objective of the course. The **Agreement on Deliverables for Research Credit** functionality will provides a mechanism for tracking this communication. This functionality applies to all courses numbered 59800, 59900, 69800, or 69900, as well as Tech 64000, if the course is also set up with a schedule type of “Research” (RES).

Once registration opens for a given term, faculty or the department proxy have access to log into myPurdue and complete the agreement for the students in the subject area(s) associated with their user account. The Agreement on Deliverables box should be checked for all students registered for research by the end of the second week of classes each term.

1. Log in to <https://mypurdue.purdue.edu>
2. The functionality can be accessed via a link called **Agreement on Deliverables for Research Credit** in the Faculty Tools channel on the Faculty tab.



3. When you go to the **Agreement on Deliverables for Research Credit** page, you will be asked to select the term. Once you select a term, click *Submit*.



- The page will direct to a list of research courses that fall within the subject area(s) you are a proxy for. Enrollment is found within each course. Click on the CRN to submit the agreement of deliverables for credit.

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Select a CRN

Click on the CRN to enter or update Deliverables/Outcomes Documented.

Assignments	CRN	Course	Enrollment	Deliverables/Outcomes Documented
21770	HORT 69800 001: Research MS Thesis	1	1 of 1 records are in compliance for this class	
10965	HORT 69800 014: Research MS Thesis	1	0 of 1 records are in compliance for this class	
24095	HORT 69800 016: Research MS Thesis	2	2 of 2 records are in compliance for this class	
24872	HORT 69800 017: Research MS Thesis	2	2 of 2 records are in compliance for this class	
24873	HORT 69800 018: Research MS Thesis	1	1 of 1 records are in compliance for this class	
27957	HORT 69800 019: Research MS Thesis	1	1 of 1 records are in compliance for this class	
28603	HORT 69800 020: Research MS Thesis	1	1 of 1 records are in compliance for this class	
21778	HORT 69900 006: Research PhD Thesis	1	1 of 1 records are in compliance for this class	
21781	HORT 69900 009: Research PhD Thesis	1	0 of 1 records are in compliance for this class	
21782	HORT 69900 010: Research PhD Thesis	1	1 of 1 records are in compliance for this class	
49220	HORT 69900 021: Research PhD Thesis	1	1 of 1 records are in compliance for this class	
16820	HORT 69900 028: Research PhD Thesis	2	2 of 2 records are in compliance for this class	
18063	HORT 69900 031: Research PhD Thesis	1	0 of 1 records are in compliance for this class	
21710	HORT 69900 033: Research PhD Thesis	1	1 of 1 records are in compliance for this class	
23794	HORT 69900 034: Research PhD Thesis	2	2 of 2 records are in compliance for this class	
24874	HORT 69900 035: Research PhD Thesis	1	1 of 1 records are in compliance for this class	
28310	HORT 69900 037: Research PhD Thesis	1	0 of 1 records are in compliance for this class	

[Return to Menu](#)

- Click the checkbox next to each student that you have been told had the course requirements communicated to and then click Submit. You may also use the *Select All* or *Un-select All* buttons at the bottom of the student list to check or uncheck all boxes at once.

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Research Credit Deliverables/Outcomes

According to Graduate Council policy, before the end of the 2nd week of each session of registration for research credits, a written set of minimum expectations (e.g., data set, draft of chapter, sampling plan, IRB, lit review, manuscript, objectives of proposal) will be submitted to the student by the departmental/program representative (faculty member, program chair) supervising the credits. Ideally these expectations would be discussed and developed jointly by the student and departmental representative. The expectations and deliverables should align with the number of credits that the student is registered for (i.e., greater expectations for more credits). The student should acknowledge receipt of the expectations. If questions or concerns surface regarding expectations and credit load at any time throughout the semester, the student and departmental/program representative should discuss the concerns and resolve the concern to an agreed upon endpoint.

By checking the research credit deliverable (Deliverables/Outcomes Documented) checkbox for each student, you confirm that the requirements shown above, set forth by the Graduate Council, have been met.

NOTE: The U.S. Department of Education has mandated that higher education institutions cannot award federal financial aid to students that never participated in courses.

0 of 1 records are in compliance for this class.

Course Information
Research MS Thesis - HORT 69800 001
CRN: 21770
Students Registered: 1

Please submit often. There is a 90 minute time limit starting at 10:54 am on Dec 03, 2021 for this page.

Record	Name	ID	Credits	Status	Deliverables/Outcomes Documented
1	Student, Imogene E.	Confidential 013181330	2.000	***Registered*** Aug 23, 2021	☒

Submit
Reset
Select All
UnSelect All

Please submit often. There is a 90 minute time limit starting at 10:54 am on Dec 03, 2021 for this page.

6. Once you submit you will receive a success message and the “in compliance” sentence will reflect the record(s) being in “In Compliance.”

1 of 1 records are in compliance for this class.

Course Information
Research MS Thesis - HORT 69800 001
CRN: 21770
Students Registered: 1

 Please submit often. There is a 90 minute time limit starting at 10:55 am on Dec 03, 2021 for this page.

 The changes you made were saved successfully.

Deliverables/Outcomes Documented

Record	Name	ID	Credits	Status	Deliverables/Outcomes Documented
1	Student, Imogene E.	Confidential 013181330	2.000	**Registered** Aug 23, 2021	☒ In Compliance 

 Please submit often. There is a 90 minute time limit starting at 10:55 am on Dec 03, 2021 for this page.

7. Repeat this process for all the research courses in your subject area(s).

Please note - while you may have access into ‘faculty roles,’ you should be mindful of your limitations. The only faculty actions you are permitted to assist with is the Agreement on Deliverables. Any other faculty actions would be in violation of your user agreement and could jeopardize your access.