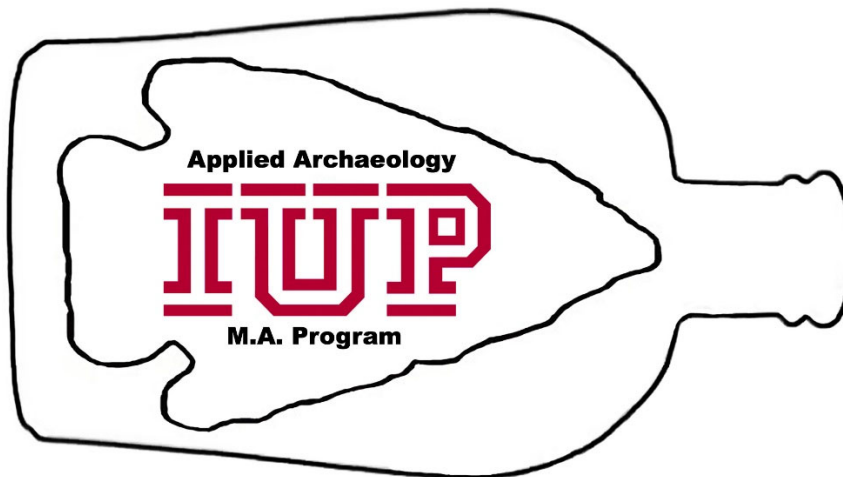




Indiana University of Pennsylvania

M.A. Program in Applied Archaeology

Department of Anthropology



2019-2020 Handbook

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INTRODUCTION

This handbook was developed to provide you with answers to frequently asked questions and will help you successfully complete the program in a timely manner. We encourage you to develop a positive working relationship with the graduate coordinator, your academic advisor, and your thesis chairperson, so you can have a productive and challenging experience!

Mission Statement and Program Objectives

The Department of Anthropology provides a high-quality and experiential education for students wishing to pursue careers related to the management and stewardship of cultural resources in the United States. Specifically, students graduating from our program will 1.) fulfill the U.S. Secretary of the Interior's standards for professional archaeologists (an option for those already employed in the CRM field) and 2.) meet all the requirements for being a professional archeologist except for a full year of experience as a project supervisor (an option for students who enter the program immediately after graduation with a bachelor's degree, or who otherwise do not meet the experience requirement).

With a robust curriculum, a dynamic and intensive applied focus, and access to emerging and state of the art archaeological technologies, the Department of Anthropology is committed to transforming Applied Archaeology graduate students into informed, empowered and responsible professionals ready for employment in cultural resource management in both private industry and federal and state agencies. With an [MA in Applied Archaeology](#), you will have the discipline-specific knowledge, technical training, and experience to be employed as professional archaeologists in a variety of settings. IUP is one of the few universities in the nation that offers an MA degree specifically focused on cultural resource management. With an MA in Applied Archaeology, you can pursue successful careers in:

- Private environmental consulting & engineering firms
- Federal agencies (e.g., National Park Service, National Forest Service)
- State agencies (e.g., State Historic Preservation Office, Department of Transportation)
- Museums & Heritage tourism
- Cultural resource management firms
- Historic preservation
- Higher education

Admission

Students who enter the program usually hold a bachelor's degree in anthropology, history, geography, or a related field. Depending on your undergraduate coursework, you may be required to take courses as a condition of your admission to prepare for the program, especially an archaeological field school. You must also meet all the requirements of the graduate school and take the General Test of the Graduate Record Exam (GRE) before admission. There is no deadline for admission; student applications are reviewed on a rolling basis. For more information on the general IUP Graduate Admission policy, please see www.iup.edu/admissions/graduate/. For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

Faculty and Staff

Who's Who in the Department and College of Humanities & Social Sciences:

Chair, Department of Anthropology:

Dr. Benjamin Ford
McElhaney Hall, Rm. G-1D
Ben.ford@iup.edu; Ph: 724-357-3932

Graduate Coordinator:

Dr. Lara Homsey-Messer,
McElhaney Hall, Rm. G-1B
lmesser@iup.edu; Ph: 724-357-2117

Director, Archaeological Services Center:

Dr. William Chadwick
McElhaney Hall, Rm. G-1H
williamchadwick@iup.edu; Ph: 724-357-2659

Department Secretary:

Ms. Barbara Wodowski
McElhaney Hall, Rm. G-1A
barbara.wodowski@iup.edu; Ph: 724-357-2841

Dean, College of Humanities and Social Science

Dr. Yaw Asamoah
McElhaney Hall, Rm. 201
osebo@iup.edu; Ph: 724-357-2280

Assistant Dean, CHSS

Dr. Dorothy M. Gracey
McElhaney Hall, Rm. 201
dgracey@iup.edu; Ph: 724-357-2280

The Graduate Committee (*sets policy & curriculum, recommends new applicants & assistantships*):

Dr. William Chadwick: Geophysical Archaeology, Geospatial Technology, Geoarchaeology, CRM
Dr. Benjamin Ford: Historical Archaeology & Historic Preservation, Maritime Archaeology; CRM
Dr. Lara Homsey-Messer: Environmental Archaeology, Geoarchaeology, Public Archaeology, CRM
Dr. Andrea Palmiotto: Zooarchaeology, Environmental Archaeology, Forensic Archaeology

Affiliated Graduate Faculty in the Department of Anthropology:

Dr. Abigail Adams: Cultural Anthropology, Medical Anthropology & Global Health, Human Rights
Dr. Francis Allard: East Asian Archaeology, Museum Studies, Biological Anthropology
Dr. Victor Garcia: Cultural Anthro., Director, Mid-Atlantic Research & Training Institute, Latin America
Dr. Amanda Poole: Cultural Anthropology, Applied Anthropology, Refugee Resettlement, Africa

Who's Who in the School of Graduate Studies and Research (SGSR)

Dean

Dr. Randy Martin
Stright Hall, Rm. 129
rmartin@iup.edu; Ph: 724-357-224

Assistant Dean for Research

Dr. Hilliary Creely
Stright Hall, Rm. 114
hcreely@iup.edu; Ph: 724-357-2655

Dean's Associate for Administration

Dr. Kathryn Bonach, Rm. 126
kbonach@iup.edu; Ph: 724-357-1293

Thesis/Dissertation Support Staff

Ms. Brenda Boal, Rm. 120
bboal@iup.edu; Ph: 724-357-2224

Administration Support Staff for Administration,

Mr. Timothy Rager, Rm. 127
trager@iup.edu; Ph: 724-357-2051

Administration Support Staff for Research

Mr. Nathan Winters, Rm. 107B
nwinters@iup.edu; Ph: 724-357-2439

Financial Assistance

- ***IUP Graduate Assistantships and Tuition Waivers:*** A limited number of graduate assistantships (GAs) and tuition waivers are available each year. *Generally, assistantships are awarded for a single academic year.* You are automatically considered for an assistantship when you indicate your interest on the online application. Whether you receive an assistantship your first year or not, you may indicate your interest in a GA for your second year by sending an email to the Graduate Coordinator. GAs are not awarded to students in the program more than two years.
 - ***Payroll Paperwork & Background Clearance:*** Once you have been offered an assistantship, an official Letter of Agreement is prepared by SGSR for your signature and is kept on record with the SGSR. **The Letter of Agreement is sent via your IUP email,** assuming that the assistantship is awarded in a timeframe that allows for mailing of the document. This Letter of Agreement outlines your responsibilities for fulfilling your assistantship. Please sign this document immediately and return it as directed to the SGSR to ensure the award. In this same email, you will be directed to obtain necessary Background Clearance. Please contact Ms. Barbara Wodowski, Department Secretary, prior to your official move to Indiana for specific requirements, including a social security card, ID card, etc. All required documents must be processed before a paycheck is issued. Paperwork must be submitted to Payroll Services in Sutton Hall before you can start work.
 - ***Assistantship Responsibilities:*** You are responsible for meeting with your faculty supervisor during the first week of classes and fulfilling all requirements of your GA duties as outlined in your Letter of Agreement, including all weekly hours scheduled. Each assistantship requires a specific number of hours of work per term according to your specific award. If, at any point in the semester, you are not able to fulfill your responsibilities for any reason, you must report this to your faculty supervisor and Graduate Coordinator immediately.
 - ***Activity Fees:*** If your GA includes a tuition waiver, you are still responsible for all assessed University fees.
- ***Faculty Grants and Archaeological Services:*** some students are supported through grants to faculty, such as external grants from the National Science Foundation, or internal grants from the College of Humanities and Social Sciences or Faculty Senate. You are paid hourly on a grant, generally \$8-14/hr. If you work on a grant, you must complete the Background Clearance Check and complete the appropriate paperwork for payroll. Please see Ms. Barbara Wodowski, Department Secretary, for details. Other work is available through IUP Archaeological Services on a project by project basis. Please see Dr. William Chadwick, Director of Archaeological Services, for details and an application.
- ***Thesis Research and Presentation Funding:*** There are several sources of financial assistance through SGRS too assist you with the costs associated with conducting, traveling, and/or presenting your research. This are detailed on page 18, under the heading “Research.”

Academic Advisement

- ***Academic Advisor:*** You are assigned an academic advisor when you are admitted to the program. Academic advisors are responsible for mentoring you and will assist in forming your committees, completing your graduate study plans, and scheduling classes during your first year in

the program. Each semester, your academic advisor will receive PIN #s from SGSR which you will need to obtain in order to register for courses. Once you form a thesis committee, the chair of that committee will become your academic advisor for the rest of your tenure in the program.

- **Thesis Chairperson:** A Thesis Chair is selected by you and is the faculty member who is the primary mentor for the written thesis or internship. You are encouraged to work with a faculty member whose area of specialization best matches your interests and research topic. The official selection of your Primary Thesis Committee Chair occurs when your Research Topic Approval Form (RTAF) is approved by the Assistant Dean for Research in the SGSR prior to the start of your planned research. Informally, this selection should occur during the second semester of your first year when you begin to develop your research proposal in ANTH 612 (Seminar in Cultural Resource Management I), or soon after.
- **Thesis Committee:** The Thesis Committee is also selected by you, and exists to approve the Thesis and assist you with your research and thesis manuscript. It is composed of your Thesis Chairperson, plus 2-4 additional faculty members. These are generally from within the Anthropology Department, but can also be faculty members who teach in related departments or outside institutions (e.g., PennDOT) if they provide special expertise on the topic. At least two of your committee members **must** be graduate faculty in the Department of Anthropology. If you plan to have an external member, please consult your Thesis Advisor and the Graduate Coordinator. The committee is officially formed when the RTAF is approved by the SGSR in the semester prior to graduation at the latest. *NOTE: Check with the Graduate Coordinator if a change in committee membership is necessary or if a sabbatical leave should interrupt the committee; you will have to submit a revised RTAF.*

Campus Resources & Student Support

University Resources:

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Office of the Bursar: www.iup.edu/bursar/

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

IUP Campus Library: www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

Applied Research Lab: www.iup.edu/arl/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/itsupportcenter/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center: <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center: <http://www.iup.edu/parking/>

University Police: <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Program Resources:

Program website: <http://www.iup.edu/anthropology/grad/>

Program Blog: <http://iblog.iup.edu/trowelsandtribulations/>

American Cultural Resources Association (ACRA): <http://acra-crm.org/>

Register of Professional Archaeologists (RPA): <http://rpanet.org/>

Society for American Archaeology (SAA): <http://www.saa.org/>

Pennsylvania Archaeological Council: <http://www.pennarchcouncil.org/>

American Antiquity Style Guide (for thesis):

http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/StyleGuide_Final_813.pdf

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

II. PROGRAMS AND DEGREES

Curricular Requirements for M.A. degree in Applied Archaeology (36 credits)¹:

I. Required Core Program, 18 Credits

ANTH 610: Archaeological Laws and Ethics (3 cr)
ANTH 612: Seminar in Cultural Resource Management I: Method and Theory (3 cr)
ANTH 616: Pre-Columbian North American Archaeology (3 cr)
ANTH 618: Historical Archaeology (3 cr)
ANTH 714: Seminar in Cultural Resource Management II: Analysis and Interpretation (3 cr)
ANTH 745: Seminar in Archaeological Interpretation (3 cr)

II. Electives, 12 Credits (at least 9 credits with ANTH prefix², others must be approved)

ACCT 502 Foundations of Financial Accounting (3)	ACCT 606 Management Accounting (3)
ANTH 514 Native Americans (3)	ANTH 589 Prehistoric Technologies (3)
ANTH 556 Ethnographic Research Methods (3)	ANTH 590 Applied Spatial Methods (3)
ANTH 560 Ethnographic Field School (6) ³	ANTH 591 Zooarchaeology (3)
ANTH 581 Special Topics (3)	ANTH 592 Soils Science (3)
ANTH 584 Specialized Methods (3)	ANTH 625 Public Archaeology (3)
ANTH 586 Historic Artifact Analysis (3)	ANTH 720 Issues in Historic Preservation (3)
ANTH 587 Geoarchaeology (3)	ANTH 740 Adv. Arch. Field Methods (3-6) ³
ANTH 588 Geophysical Applications (3)	
GEOG 515 Remote Sensing	GEOG 517 Technical Issues in GIS (3)
GEOG 516 Introduction to GIS (3)	GEOG 625 Environmental Planning (3)
HIST 605 Introduction to Public History (3)	HIST 770 Archival Principles and Practice (3)
HIST 606 Topics in Public History (3)	HIST 771 Museum Studies (3)
HIST 614 Research Methods (3)	HIST 772 Oral History Theory & Method (3)

III. Thesis & Internship, 6 Credits

(all students are required to complete a thesis, which may take the form of a cultural resource management report or policy study of a cultural resource issue)

ANTH 698 Internship (3 cr):

Students may elect to take a faculty-supervised internship with organizations in non-academic settings, such as cultural resource management firms, government agencies, private nonprofit organizations, tribal governments, or museums.

ANTH 795 Thesis (var. 3-6 cr):

MA Degree candidates can opt to take 3 or 6 credits of thesis; the 3 credit option requires you to complete at least 3 credits of internship. The internship may be used as preparation for the thesis. For details, contact the Graduate Coordinator.

¹ A full-time course load is 9 credits each semester.

² It is recommended that you complete one course in cultural anthropology as part of these electives.

³ Up to 3 may be applied toward the elective program requirements.

Optional Certificates

GIS Certificate Option⁴: Students may take an additional four courses (**not** part of the Applied Archaeology degree) in order to receive a certificate in Geographic Information Science and Geospatial Techniques from the Geography Department. Your academic advisor will work you to meet the requirements of the GIS certificate program expeditiously. Please note, however, that we cannot guarantee that both programs can be completed within two academic years.

Degree Completion and Student Evaluation

Information specific to the M.A. in Applied Archaeology is described below. For university-wide information, view the Graduate Catalog at www.iup.edu/graduatestudies/catalog/. To access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>.

- **Research Topic Approval Form (RTAF):** Before you begin any substantial thesis research (e.g., fieldwork), you must submit a RTAF to the SGSR for approval (www.iup.edu/graduate). The RTAF formalizes your Thesis Committee selection, and provides a 1-2 page summary of your project for SGSR approval. Your Committee will approve your RTAF before it is forwarded to the Graduate Coordinator for signature, who will then forward it to the CHSS Dean and the SGSR Assistant Dean⁵ for approval. **You may only begin research after written notification of approval from the SGSR.** The RTAF must be submitted no later than the semester prior to graduation. Should changes occur, either in committee membership or topic, a new RTAF must be completed and approved. *NOTE: If your research involves human subjects, you will need to additionally obtain Institutional Review Board (IRB) approval. Refer to the [IUP IRB webpage](#) for more details. Your RTAF will not be approved until the IRB has approved your protocol.*
- **Thesis Proposal:** You must also submit a more comprehensive research proposal to your thesis chair and committee before conducting any substantial thesis research. This proposal should provide substantial detail concerning methods and expected outcomes. It is internally approved by all members of your thesis committee via email.
- **Thesis Completion:** You will work independently, guided by your committee, to complete your thesis research and write the thesis itself. Once completed, you will submit it to your chairperson for initial review. After making required corrections, you will submit it to the rest of your committee. Once the committee has had a chance to review your thesis you will schedule a defense at least two weeks prior to the deadline for submission of your thesis to the SGSR. After passing your defense and making all necessary edits and corrections, you will submit the thesis to the SGSR by the required deadline for your desired graduation date. **The draft thesis should be submitted to your committee chairperson no later than 8 weeks prior to the SGSR due date.** See the SGSR's "[Thesis and Dissertation Information](#)" webpage for more details and deadlines and checklist. Graduate students are strongly encouraged to utilize the [Graduate Editing Service](#) when preparing a draft for their Thesis chair.

⁴Up to 6 credits of the electives may be taken from the Geography Department's (GIS) courses.

⁵Only in exceptional circumstances will RTAFs be processed by the Department of Anthropology during the summer months. Please see your graduate coordinator to discuss your intended graduation dates to ensure that the RTAF is processed in a timely fashion during the regular academic year.

- **Thesis Defense:** You will be required to present a public defense of your thesis at least two weeks prior to the SGSR due date for submitting your thesis. For the defense you will be expected to give a 20-minute presentation of your thesis research. Your presentation will be followed by an open Q&A session. Your committee will then meet privately to decide whether you have passed the defense and whether any corrections/additions will be needed prior to submission to the SGSR.
- **Application for Graduation:** See the [Thesis/Dissertation Manual](#) for calendar requirements for graduation application and submission of thesis materials.

Thesis Completion

You are required to present a public defense of your thesis at least two weeks prior to the SGSR due date for submitting your thesis. For the defense, you will be expected to give a 20-minute presentation (generally PowerPoint) of your thesis research. Your presentation will be followed by an open Q&A session. Your committee will then meet privately to decide whether you have passed the defense (see below).

Evaluation Outcome for Thesis

After your public defense, your committee will meet to evaluate the thesis; possible outcomes are 1) pass, 2) pass with revisions; 3) revise and resubmit, and 4) fail. **If you do not pass your defense you will need to revise your thesis and present a second defense during a subsequent thesis review cycle.**

- **Effective fall 2017 for students admitted and students admitted after --** Thesis credits will be assigned Pass or Fail as the final evaluation outcome for all 6 credits and carry no quality points weighted towards a student's CGPA. Failure of thesis credits (e.g., due to plagiarism) is grounds for dismissal and university judicial review.
- **Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 –** Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program.

III. UNIVERSITY POLICY AND PROCEDURE

University policy serves as the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the Graduate Coordinator, Dr. Lara Homsey-Messer, or the School of Graduate Studies and Research. Specific university-wide policies are as follows:

- **Academic Calendar:** View the IUP Academic Calendar at www.iup.edu/news-events/calendar/academic/.
- **Academic Grade Appeal Policy:** For Information regarding the Grade Appeal policy, view the Graduate Catalog at www.iup.edu/graduatestudies/catalog/.

- **Academic Integrity:** For more information, view the Graduate Catalog at www.iup.edu/graduatestudies/catalog/. Please also reference *The Source: A Student Policy Guide*: at <http://www.iup.edu/academicintegrity/> or www.iup.edu/studentconduct/thesource/.
- **Academic Status and Satisfactory Academic Progress:** For more information, view the Graduate Catalog at www.iup.edu/graduatestudies/catalog/
- **Affirmative Action Statement:**
Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.
- **Bereavement-Related Class Absences:** For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.
- **Continuous Graduate Registration for Dissertation and Thesis: Effective Fall 2017 and after:** Master's thesis, MFA thesis, and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis:

*Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) **all** doctoral and master's thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.*

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or master's thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/. To access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

- **Graduate Fresh Start Policy:** a graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Application for Graduate Fresh Start: a graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months); or
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record: All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record: The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy. Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards: A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be

academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

- **Graduation Residency Requirement Policy:** For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree. Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.

NOTE: Active-duty service members who are graduate students will be handled on a case by case basis. Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

- **Program Level Exams Appeal Policy:**

Appeals for Program Level Exams such as candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program / department failed to follow program/ department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination. Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.***

If it is found that policy/ and/or procedure has been violated, the Dean of the SGSR will instruct the program/ department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

- **Reexamination Policy: Candidacy/Comprehensive Examination⁶:**

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

⁶ The M.A. in Applied Archaeology does NOT require candidacy/comprehensive exams; the policy is university-wide and not applicable to our program.

- **Registration:** information on registration can be found at <http://www.iup.edu/registrar/students/registration/>. For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/
- **Social Equity:** The Office of Social Equity website is www.iup.edu/socialequity/.
- **Student Conduct:** Policies from the Office of Student Conduct (e.g., *IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*) can be found at www.iup.edu/studentconduct/policies/
- **Time Limitations:** 2 to 2½ years is the standard time spent earning the MA degree (2 to 2½ years for coursework and research, and 1 semester for writing the thesis). Two years is the minimum excluding transfer credits. **All of the work toward the degree program must be completed within 5 consecutive years from the first enrollment date, per university policy:**

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

- **Time-to-Degree Masters/Doctoral Dismissal Appeal Policy:**

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.*

*Upon receipt of the written appeal, the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.** If it is found that policy and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.*

- Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.*

- **Title IX Reporting Requirement:** For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

- **Transfer of Credits (Effective fall 2017) Policy:**

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (1/3) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course. If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript. Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/. To Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>.

IV. DEPARTMENTAL FACILITIES AND RESOURCES

McElhaney Hall, Ground Floor

Graduate students have 24-hour access to their offices and research space within McElhaney Hall. After an established time, currently 1:00 am, undergraduates must exit the building. Please respect these hours for undergraduates, which have been established for safety and liability purposes. Do not leave doors propped open as this may result in a loss of open access for the entire program.

- **Graduate Office Suite:** the graduate office suite is located in G-12 McElhaney Hall. All GAs are assigned office space and a desktop for official use (note they are **not** secure). Graduate students without GAs may work in the non-designated areas in the front of the office suite, or in G-3 (see below). All graduate students are assigned a mailbox in the G-12 complex; phone messages, mail, etc. that are received in the department office are placed in the mailboxes and they should be checked and cleaned out frequently. There is a communal kitchenette at the east end of the complex; **please do not store food in the offices or labs as it attracts unwelcome visitors**. All electronic devices and valuables are to be secured by the student, and brought into the complex at your own risk. Students should store personal valuables off-premises. Please do not bring additional appliances. Overnight sleeping in offices is also prohibited. Office keys must be returned at the end of each academic year; failure to do so may preclude graduation. To obtain a key to the G-12 complex & McElhaney Hall, please see the Department chair.
- **G-3 Laboratory:** McElhaney G3 is a large, general-purpose laboratory used by both undergraduate and graduate students. G-3 contains work space, educational artifact collections, hard copies of soil surveys, a photography area, desktop computers, and color printers for approved use (printers are not to be used to print papers unless authorized by the Department or the Director of Archaeological Services). If the professor of one of your classes indicates that you can work on class materials, like faunal or artifact collections, you are expected to use the materials in the area designated only. If you have been given an area to use for your thesis analysis, you are expected to keep it orderly and to store your materials on shelves or in the lab table cabinets when you are not using them. Do not assume that supplies in the lab are available for your use.
- **PHAST/Curation Office (G-4):** G-4 is reserved for PHAST crew use, and as a Curation facility. Instrumentation includes ground penetrating radar instruments, magnetometers, electrical resistivity, magnetic susceptibility and specialized software. If you are interested in using the instruments, you should plan to take one of the field or on-campus classes. All of the instruments and computers in the laboratory are available for use with permission. Students with thesis topics employing geophysical technologies may contact the department chair for office space in G-5. All of the computers in G-3 and G-5 belong to Archaeological Services and can be used on a limited basis with permission. If you want to use the instruments and have been trained, you can submit a request to the department chair.
- **G-2 Classroom:** G-2 has 24 laptop computers. These are generally used during class (they must stay in the classroom), and are loaded with Microsoft Office Suite and other specialized software. If you need to use one outside of G-2 for extended use and/or travel, please see the Graduate Coordinator. On the west end of G-2 is McElhaney G-3A/B—the Faunal Lab. This is Dr. Sarah Neusius' lab and should only be entered with her permission.
- **Geophysical/Geospatial Room (G5):** G5 is where we keep the geophysical equipment, GPS units and total stations, terrestrial LiDAR, several desktops for specialized analyses, and the large-scale plotter for printing posters. You have access to this room, but please ask to print posters. It is tricky and the ink when we goof is VERY expensive. Using the plotter without permission will result in permanent loss of access.
- **Wet Lab (G-11):** The wet lab houses a flotation system and equipment for geologic analyses. No equipment may be removed from this room. There is also field equipment in the closets on the right-hand side (e.g., soil probes, screens, soil chemistry kits etc); these may be signed out with permission from the Director of Archaeological Services.

- **Microscopy Lab (G-12L) and 3D Lab (G-12C):** These two labs are in the graduate suite G12. Room L houses our portable X-ray Fluorescence unit (pXRF) and several research-grade stereoscopes, digital balances, and a polarizing microscope. All scopes have digital imaging software. To use this equipment, see Dr. Homsey-Messer. Room C houses 3D scanning and printing devices. To use this equipment, see Dr. Andrea Palmiotto.

Transportation and Parking

The Department and Archaeological Services have a 12-passenger van and a 7-person minivan. Only student employees can use the vans, and only by completing a request form and submitting it to the Department Chair who coordinates the use of the vehicles. **Parking:** There is metered parking in the Hub Parking lots. Commuter space is available at Robert Shaw lot which has bus access to McElhaney. This lot requires a commuter tag. You can apply for this free tag online at www.iup.edu/police/PARKING.SHTM.

Activities & Professional Development Opportunities around the Department

- **Anthropology Graduate Colloquium:** The Anthropology Graduate Colloquium is a graduate student organization that works with the Undergraduate Anthropology Club to bring speakers to campus and organize other events like field trips to sites and museums.
- **SAA Ethics Bowl:** each year, we organize a 3-5-person team to compete at the Society for American Archaeology's annual Ethics Bowl. Weekly practices occur during the Spring semester, (in tandem with ANTH 610, Laws and Ethics). If interested, see team coach Dr. Homsey-Messer.
- **International Archaeology Day Open House:** held in tandem with the Archaeological Institute of America's International Archaeology Day every October, we open up McElhaney to the IUP campus and Indiana communities to promote archaeological awareness, stewardship and accountability. Stations (e.g., kids activities, historic artifact identification etc) are run by undergraduate and graduate students in the Department. In even years, the event is organized by ANTH 625, Public Archaeology. In odd years, it is supervised by the Public Archaeology GA under the supervision of Dr. Homsey-Messer. Please see her if interested.

V. RESEARCH RESOURCES

Financial Assistance

- **Professional Development Funds:** Graduate students can apply for up to \$300 to support their participation in scholarly and creative activities that add to their professional development in a significant way. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly and educational progress. Support to individual students will not exceed \$300 per academic year.
- **IUP Student Travel to Present Papers:** This fund supports travel for graduate students currently enrolled in a graduate program and who are presenting papers at professional meetings. Students may

apply for up to a total of \$750 in funding for the fiscal year (July 1-June 30). . See the graduate school website for up-to-date details.

- ***IUP Graduate Student Research Grants:*** This fund supports student research which contributes new insights in the student’s chosen academic field. The amount of the grant that students may receive in support of their project is \$1000. Applications for support must reflect excellent academic scholarship and must carefully follow the proposal guidelines funding consideration. Two grant competitions are held annually, generally in November and February.

For more information on the above, visit the website of the School of Graduate Studies and Research www.iup.edu/graduatestudies/ and click on *Research*:

- ***External Funding Sources:*** Students are also encouraged to pursue outside funding for their research. Potential external funding agencies from which are students have been previously successful include Sigma Xi Scientific Research Society [Grants-in-Aid](#), [Lambda Alpha National Anthropology Honor Society](#), and the [Society for Pennsylvania Archaeology](#)/Pennsylvania Archaeological Council.

Statistics and Software Assistance

- ***Applied Research Lab (ARL):*** The ARL is a free consulting center providing expert assistance to the IUP research community. Our goal is to empower researchers to produce high-quality research in a timely manner. As an interdisciplinary lab, we provide consultations tailored to the research design and analysis needs of your project. We also aim to increase research competencies by offering a variety of workshops, demonstrations, and tutorials designed to help researchers apply best methodological practices to their projects. For more information visit ARL’s website at www.iup.edu/arل/.
- ***Software Availability:*** Graduate students are eligible for free license copies of some programs such as Microsoft Office 365, EndNote, SPSS etc. Please see [IT Support](#) for details.

VI. STUDENT RIGHTS AND RESPONSIBILITIES

For more information regarding student rights and responsibilities, view the Graduate Catalog at www.iup.edu/graduatestudies/catalog/

VI. SIGNATURE PAGE

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Printed Name

Signature

Date

Submit to _____ by [Date]

The Department of Anthropology will keep this signed document on file.