Indiana University of Pennsylvania

IUP Masters in Public Affairs (MAPA) Program Handbook

Department of Political Science

Handbook Updated 2019-20

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Admission

- Once your application is complete, a committee of the Political Science department faculty will review it. It is important that you check the email that you provide for information about the progress of your application.

- If you are not a U.S. citizen or official U.S. resident, IUP's Office of International Education will provide information about how to apply for a student visa. See the information regarding the admission process for international graduate applicants in the link below for the graduate catalog.

Graduate Admissions: 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/

Financial Assistance

Graduate Assistantships

- Please indicate on your general application for admission into the program whether you'd like to be considered for a graduate assistantship. Please note that our program does not usually have funds to provide individuals with more than a partial assistantship and such assistantships are not usually sufficient to grant to all who apply for them. For fall admits you will usually learn by mid-June whether you will receive a graduate assistantship for the upcoming academic year.

  http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/

- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

- Usually the faculty program coordinator for the Masters in Public Affairs is your advisor.
- Your advisor will assist you in deciding which field concentration would best suit your interests and advise you to register for the courses that correspond to your program.
- You should make an appointment with your advisor prior to registering for classes. For your first semester you may need to register before a person-to-person meeting is possible. In this case advisement may be conducted via phone or email.

Campus Resources & Student Support

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 Librarywww.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

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with 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.

Program and Degree

Master's Program in Public Affairs (MAPA)

The MAPA program addresses the needs of both full-time traditional students and part-time non-traditional students seeking a practitioner-oriented Master's Degree. That is, it assumes that students seek terminal degree training that will facilitate their entrance into or promotion within a public sector work environment. The program is multidisciplinary and specifically designed for students seeking careers in the public sector as, for example, project directors, staff analysts, human service supervisors, interest group activists, trade association representatives, or emergency management specialists. In all cases, students are provided classroom, research, and practicum opportunities designed to enhance their

success in securing and developing such positions. This background is also appropriate for and useful to students seeking additional future education at the doctoral level.

This program is also designed for students interested in international development and comparative administration or becoming Foreign Service professionals. Students choose one of the six following areas of specialization: Local Government Management, Human Resources Management, Planning and Regional Development, Human Services Administration, or Criminal Justice Administration. Descriptions of each of these specializations are below.

Admission Criteria
The requirements for admission are (1) an undergraduate cumulative grade point average of 2.8 or better; (2) undergraduate course work in political science, economics, and public or international affairs or equivalent professional experiences; (3) for international students, a TOEFL score of 550 or better.

Program Requirements
The MA in Public Affairs requires 36 or 39 graduate credits, including a directed research requirement (a thesis, internship or independent study). Students develop a core competence in methodology and in public administration and also select one of six interdisciplinary field specializations.

MA in Public Affairs (36-39 cr.)

Methodology Core (6-9 cr.)*
Students must complete both of the following two courses:

- **PLSC 500** - Research Methods in Political Science*
- **PLSC 674** - Analytical Techniques

Plus one additional course from the following:

- **CRIM 605** - Research Methods
- **GEOG 612** - Quantitative Techniques in Geography and Regional Planning
- **GSR 615** - Elements of Research
- **SOC 761** - Microcomputing Applications in Sociology

* A student whose undergraduate transcript shows a "B" or better in a political science research methods course may petition the Master of Arts in Public Affairs coordinator for exemption from PLSC 500.

II. Public Administration Core **12 credits**

Students must complete the following **four** courses:

PLSC 570 Introduction to Public Administration
PLSC 666 Public Policy Analysis
PLSC 671 Seminar in Public Administration
PLSC 668 Public Sector Financial Administration

III. Field Specializations **15 credits**

A. Local Government Management **15 credits**
(at least 3 credits must be at 600 level)

Field Core **6 credits**
PLSC 554 Metropolitan Problems
PLSC 555 Intergovernmental Relations

Electives **9 credits**
GEOG 532 Urban Geography
GEOG 534 Political Geography
GEOG 564 Land Use Policy
ELR 621 Labor Relations
PLSC 631/ ELR 631 Human Resource Management in the Public Sector
PLSC 678 Ethical Dimensions of Leadership

B. Human Resources Management **15 credits**

Field Core **9 credits**
ELR 610 Employee Rights Law
PLSC 631/ ELR 631 Human Resource Management in the Public Sector
ELR 632 Compensation Administration

Electives **6 credits**
ELR 526 Case Studies in Labor-Management Relations
ELR 622 Discrimination in Employment
ELR 641 Contract Administration
ELR 751 Conflict Resolution

C. Planning and Regional Development **15 credits**

Field Core **6 credits**
GEOG 550 Introduction to Planning
GEOG 552 Planning Methods

Electives **9 credits**
(at least 3 credits must be at 600 level)
GEOG 531 Population Geography
GEOG 554 Planning Design
GEOG 558 Land Use Law

GEOG 564 Land Use Policy
GEOG 568 Planning Theory
GEOG 614 Thought and Philosophy in Geography and Planning
GEOG 623 Regional Development

D. Human Services Administration **15 credits**

Field Core **9 credits**
SOC 711 Human Services Administration
SOC 754 Social Inequality
SOC 756 Social Change

Electives **6 credits**
SOC 710 Sociology of Human Services
SOC 721 Sociology of Health Care
SOC 732 Addiction and the Family
SOC 757 Aging and Society

E. Criminal Justice Administration **15 credits**

Field Core **9 credits**
CRIM 600 Criminological Theory
CRIM 610 Legal Issues in Criminology
CRIM 632 Organizational Dynamics within the Criminal Justice System

Electives **6 credits**
CRIM 601 Proseminar
CRIM 765 Criminal Justice Planning and Evaluation
CRIM 770 Seminar in Contemporary Corrections

F. International Development Administration **15 credits**

Field Core **6 credits**
PLSC 522 International Law and Organizations
PLSC 589 International Development Strategies

Electives **9 credits**
(at least 3 credits must be at 600 level)
PLSC 587 Political Studies: Latin America
or PLSC 582 Political Studies: Africa
or PLSC 583 Political Studies: Asia
or PLSC 584 Political Studies: Middle East

PLSC 675	International Political Economy
ECON 545	International Trade
ECON 546	International Payments
GEOG 531	Population Geography
GEOG 623	Regional Development
ELR 621	Labor Relations in the Public Sector
SOC 710	Sociology of Human Services
SOC 711	Human Services Administration

IV. Directed Research Requirement **3 credits**

Students must complete **one** of the following:

A. PLSC 795 Thesis

B. PLSC 699 Independent Study

For non-traditional students and mid-career professionals, the focus of the independent study will be to create and conduct field-based research. Only allowed for students who are already employed in a relevant field.

C. PLSC 698 Internship

Practical experience in government and politics. Students individually seek out a cooperating local or state government agency, political party, interest group, or a federal or international agency where arrangements can be made for an internship experience. Students report periodically to the professor in charge, undertake reading assignments and write such reports and papers as the professor may require. **Prerequisite:** Must have approval of instructor and department chairperson.

Course Descriptions

PLSC 500 Research Methods in Political Science 3 cr.
Provides students with a working knowledge of the statistical techniques commonly applied to the study of political phenomena and an understanding of the basic assumptions, limitations, and theoretical foundations of these various techniques. Focuses on measurement principles, research design and data collection, univariate distributions, sampling, and bivariate analysis.

PLSC 504 Women and Politics 3 cr.
Focuses on the role of women in political life, and policies that especially affect women in both developing and developed countries.

PLSC 522 International Law and Organizations 3 cr.
A survey of the main concepts and history of international law and an analysis of the major international organizations such as United Nations, the European Union, and the Organization of American States. Knowledge of how such organizations operate is essential to understanding international relations.

PLSC 550 The Presidency 3 cr.
Examines the office of President with attention to Constitutional foundations, evolution, structure, powers, and functions. Comparisons are made between Presidential and parliamentary systems and between offices of President and governor.

PLSC 551 The Legislative Process 3 cr.
Legislative process in the U.S. with emphasis on Congress. Focus on organization and function of legislative bodies, with American legislative institutions compared with those of other nations.

PLSC 554 Metropolitan Problems 3 cr.
Analyzes multiplicity of problems facing our metropolitan areas, such as urban renewal, shrinking tax base, federal aid to cities, subsidized mass transit, municipal authorities, and political consolidation.

PLSC 555 Intergovernmental Relations 3 cr.
Explores the characteristics of federal system of government with emphasis on theories, origins, institutions, and problems in intergovernmental relations in the U.S.; federal systems in other nations; and trends.

PLSC 558 Judicial Process 3 cr.
Explores nature and limits of judicial power, courts as policymaking bodies, selection of judges, decision process, external forces impinging on the courts, and role of Supreme Court in its relationship with Congress, the Presidency, and federalism.

PLSC 559 Constitutional Law and Civil Liberties 3 cr.
Study of civil liberties and civil rights issues through leading Supreme Court decisions. Topics include First Amendment rights, procedural due process, and the Bill of Rights and equal protection problems.

PLSC 560 Classical Political Thought 3 cr.
Evolution of Western political tradition of Constitutionalism from Plato and Aristotle to Locke and Montesquieu; religious and rational foundations; medieval theories of authority and representation; early modern theories of state and sovereignty. Concepts of law, natural rights, liberty, equality, and justice are treated in detail.

PLSC 561 Modern Political Thought 3 cr.
Development of Western political thought since the mid-sixteenth century; classic liberalism; conservative thought; modern irrational ideologies such as fascism and national socialism; socialist thought; contemporary collectivist liberalism.

PLSC 562 American Political Thought 3 cr.
Develops an understanding of American political thinkers from the Puritans through the current Afro-American writers. Political phenomena are examined relating to past writings, and inferences are made for future political behavior.

PLSC 565 Intelligence Process and Policy 3 cr.
Demystifies intelligence and focuses on the critical thinking and intellectual skills the process of intelligence requires to provide government, private, and non-profit decision makers with useful

information upon which to base sound decisions: collecting, analyzing, and providing data to those decision makers. Students will also examine the impact of the structure and role of the intelligence community in formulating U.S. national security policy.

PLSC 570 The Practice of Public Administration 3 cr.
Examines the environment and structure of public sector organizations, organizational theory, organizational culture, intergovernmental and intra-organizational relations, leadership and ethics, the planning, management and evaluation of programs and services, the administration of human resources, budgeting and finance, and management information. Emphasizes the integration of theory and practice through case studies and projects.

PLSC 571 Issues in Public Administration 3 cr.
An intensive study of the role of federal agencies and their administrators in determining and developing public policies. Public administration in practice is emphasized by using case studies, third-person teaching, problem-based exercises, and debates.

PLSC 581 Special Topics 1-3 cr.
In-depth study of a specific problem or topic not regularly treated in courses. May be repeated.

PLSC 583 Political Studies: Asia 3 cr.
Comparative study of government and politics of Asia.

PLSC 584 Political Studies: Middle East 3 cr.
Comparative study of government and politics of the Middle East.

PLSC 587 Political Studies: Latin America 3 cr.
Comparative study of government and politics of Latin America
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PLSC 588 Dimensions of National Security 3 cr.
Deals with national security problems, including decision-making and budgeting levels of strategy, the utility of force, and the impact of the military on American society.

PLSC 589 International Development Strategies 3 cr.
Deals with the political characteristics of emerging nations; the impact of economic and social change upon political structure; evolving patterns of political development; and techniques of nation-building.

PLSC 631 Human Resource Management in Public Sector 3 cr.
In-depth study of human resources management systems with special focus on public sector organizations. Emphasizes the development of an understanding of traditional functional systems as well as skills necessary to manage such systems successfully.

PLSC 666 Public Policy Analysis 3 cr.
Examines public policy using analytical tools and policy models. Considered within this framework are values and resources, the cultural-political environment, the policymaking process, and evaluation methods and their application to major policy areas.

PLSC 668 Public Sector Financial Administration 3 cr.
Concerned with the administration of fiscal and monetary processes of government on all three levels. Included are topics related to revenue and expenditure, how the former are calculated and provided for, and how the latter are prioritized and allocated via the budgetary process; control systems that are concerned with recordkeeping; and the monitoring of the flow of revenues.

PLSC 670 Foreign Policy Studies 3 cr.
Considers selected problems in international affairs. Emphasis on those problems and conflicts which have evolved in the postwar era, particularly as they relate to position of the United States in world affairs. Specific problems are approached both in terms of countries involved and the existing balance in world economic, ideological, and power structure.

PLSC 671 Seminar in Public Administration 3 cr.
Intensive study of role of agencies and their administrators in determining and developing public policy. Public administration in practice is emphasized by utilizing case studies.

PLSC 674 Analytical Techniques 3 cr.
Exposes the student to approaches, methods, tools, focus, and boundary lines of political science study. As a research methods course in graduate political science, it should be scheduled early in the program.

PLSC 675 International Political Economy 3 cr.
Examines the interaction between governments and markets on economic issues. This examination will occur comparatively both within countries and between nations. Acquaints students with the theoretical issues, trends, and findings of some of the major studies on and subfields within international political economy. Assumes a basic familiarity with foreign policy, comparative politics, and economics. Focus is on both international political economy as a subject and a field of study.

PLSC 678 The Ethical Dimensions of Leadership 3 cr.
Focuses on the ethical dimensions of leadership and strategies to integrate ethical considerations into organizational, administrative, decision-making, and policy processes. To facilitate discussion and the application of ethics to professional practice, a series of speakers examines the relationship between ethics and leadership within varying contexts. Case studies, videos, and exercises link theory and practice. Students are expected to complete all assigned readings prior to each class to facilitate their active participation in all discussions. A literature review project provides students with the opportunity to pursue individualized interests related to leadership and ethics.

PLSC 698 Political Science Internship 3-6 cr.
Practical experience in government and politics. Students are individually assigned to a cooperating local or state government agency, political party, or interest group or to a federal or international agency when arrangements can be made. Students report periodically to professor in charge and undertake reading assignments and write such reports and papers as the professor may require. Prerequisite: Must have approval of instructor and department chairperson.

PLSC 699 Independent Study 1-3 cr.
Readings and written assignments on a specific topic determined by student and instructor in charge. May be repeated.

PLSC 744/CRIM 744
An in-depth study of the legal and international issues that the U.S. faces in response to combating international terrorism. Emphasis is placed on identifying causes of terrorism and the most plausible threats; terrorist networks, their commonalities and differences, and the difficulty in countering; and determining appropriate responses, to include political and legal implications, threat analysis, physical security, and target hardening. Prerequisites: Enrolled in CRIM or PLSC graduate program, or permission of instructor.

PLSC 795 Thesis 3 cr.

Evaluation of Students

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

Degree Completion

When the student is in his/her last semester upon which all degree requirements would be fulfilled, the student must apply for graduation before the deadline for applying for graduation. After applying for graduation the student will receive an email with a request to rsvp for graduation ceremonies.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Thesis Completion

Thesis Defense Department Protocol

The defense of a thesis is generally a closed meeting only the committee and chair of the thesis as well as with the student attend. If the student defending the thesis would prefer otherwise he or she may petition his/her chair for an exception to this rule.

Evaluation Outcome for Thesis

Effective fall 2017 for students admitted fall 2017 and thereafter thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

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. "Extended" dissertation credits are not calculated into a student's CGPA.

Thesis Assessment Criteria

The following general criteria should be used by students as they prepare and write a thesis and should be applied by thesis chairs and committees when they assess the overall quality of a Master's thesis.

I. Introduction

- Does the student clearly state the focus of the research?
- Does the student provide an understanding the research in terms of its significance, and how it fits into a larger context?
- Does the student support the background information, ideas, and hypotheses with citations of the appropriate sources?
- Does the student clearly state the questions being answered/hypotheses being tested?

II. Methods

- Is the research method used appropriate to the specific focus of the research?
- Is the method described in sufficient detail for another researcher to be able to repeat the research using other data?

III. Results

- Are results/conclusions clearly described and presented in an appropriate format?
- Are the figures and tables, if used, of appropriate and well labeled? Are figure legends concise and informative? Are the figures and tables appropriately referred to and described in the text of the thesis?
- Were the appropriate statistical analyses employed (if used)?
- Are thesis conclusions supported by the data?
- Are the data presented adequate to the support of thesis arguments?

IV. Discussion

- Does the discussion provide a thoughtful summary of the research and draw appropriate conclusions?
- Does the student show clearly that the questions posed at the beginning of the study have been addressed/answered? and
- Does the student address the adequacy of the obtained information in addressing thesis questions?
- Does the student discuss how her/his findings contribute to our understanding of the area of study?
- Does the student cite relevant literature sources?

- Does the student identify questions that remain unanswered and suggest possible follow-up research?

V. References

- Does the student use a sufficient number of primary and secondary, peer-reviewed literature sources?
- Are all citations in a uniform, accepted reference format?
- Does the thesis show any evidence of deliberate, intentional plagiarism, i.e. done with the conscious goal of "passing off" someone else' work as that of the student?

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

University Policy and Procedure

University policy is 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 your MAPA program coordinator Dr. Wheeler or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy
For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide:www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

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
***Note: Admission effective fall 2017 and after**: Masters 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 masters 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 masters 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.

***Note: Admissions prior to fall 2017:** doctoral dissertation students and MFA thesis students beginning the program "prior" to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only.

> *Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).*
>
> *Once the student has registered for the number of dissertation credits required by their 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 extended 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 M.F.A. student.*
>
> *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, including the extended 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.*
>
> *Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.*
>
> ***Note:** The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral or M.F.A. student's intent to "quit" the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.*

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

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.

Conditions for a Graduate Fresh Start Application

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);
- 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 though 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 Graduate Residency Requirement Policy

Graduate Students

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.-

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 violations(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.

Registration

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: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

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.

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

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 violations(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 to 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.

a. 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.

b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. 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 will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.

   No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

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 or 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/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Research

Research Support:

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

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

Student Rights and Responsibilities

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

Political Science Faculty

DAVID D. CHAMBERS - Ph.D., University of Illinois (Political Science), 1990. Joined IUP Political Science Department in 1988. Teaching and research areas and interests include American Public Policy, Public Administration, The Presidency, Intergovernmental Relations and Research Methods.

STEVEN F. JACKSON - Ph.D., University of Michigan (Comparative Politics and World Politics), 1994. Joined IUP Political Science Department in 1994. Teaching and research areas and interests include Comparative Government, International Relations, and Asia / Pacific Rim Politics.

ALEEA I. PERRY - Ph.D., University of Illinois Chicago (Public Administration), 2016. Joined the department in 2016. Teaching and research interests include public administration, state and local government, metropolitan problems, and public sector financial management.

RACHEL STERNFELD - Ph.D., University of Texas (Government), 2014. Joined the department in 2014. Teaching and research areas include middle east politics, international law and organizations, terrorism, and comparative government.

GWENDOLYN TORGES - Ph.D., University of Arizona (Political Science), 2004. Joined IUP Political Science Department in 1998. Teaching and research areas and interests include Constitutional Law, Judicial Process, American Government, Federal Indian Law and International studies. Dr. Torges is the University's Pre-Law director and is the co-advisor to the Political Science Student Leadership Committee.

SARAH WHEELER - Ph.D., University of Pittsburgh (Public Affairs and International Affairs), 2001. Began teaching at IUP in the Political Science Department in 2001. Teaching and research areas and interests include Latin American Politics, Developing Nations and Women in Politics. Dr. Wheeler is the department's Graduate Coordinator and Internship Director.

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.

_____
Print Name

_____
Signature

_____
Date

Submit to Dr. Sarah Wheeler by the start date of your first semester.

The Political Science department will keep this signed document on file.