

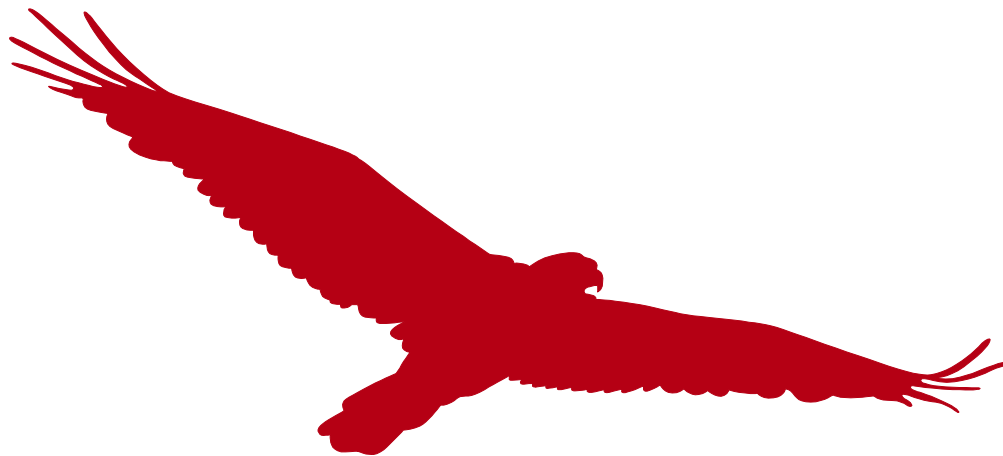


Indiana University of Pennsylvania

## IUP Graduate Program Handbook for Master's in Criminology

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Department of Criminology and Criminal Justice



Handbook Updated 2019

Master's Program in Criminology (Campus and Online)

Department of Criminology and Criminal Justice

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724-357-2720 Main Office

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Program Website: <http://www.iup.edu/criminology/>

## TABLE OF CONTENTS

Welcome.....	5
IUP’s Civility Statement .....	5
Mission Statement .....	6
Department of Criminology and Criminal Justice.....	6
Faculty and Staff.....	6
Admission .....	7
Financial Assistance.....	7
Academic Advisement.....	7
Campus Resources & Student Support .....	8
IUP Email .....	8
Graduate Student Assembly.....	8
Programs and Degrees	
Master’s Programs .....	8
Course Descriptions.....	10
Evaluation of Students .....	12
Degree Completion .....	12
Thesis Completion .....	12
Evaluation Outcome for Thesis.....	13
University Policy and Procedure.....	14
Academic Calendar.....	14
Academic Grade Appeal Policy.....	14
Academic Integrity .....	14
Academic Status and Satisfactory Academic Progress.....	14
Affirmative Action .....	14
Bereavement-Related Class Absences .....	14
Continuous Graduate Registration for Dissertation and Thesis .....	14
Graduate Fresh Start Policy.....	16
Graduation Graduate Residency Requirement Policy.....	16
Program Level Exams Appeal Policy.....	16
Reexamination Policy: Candidacy/Comprehensive Examination.....	17
Registration.....	18
Social Equity.....	18
Student Conduct.....	18
Time Limitation.....	18
Time-to-Degree Masters Dismissal Appeal Policy.....	18
Title IX Reporting Requirement .....	18
Transfer of Credits .....	18
Research .....	19
Student Rights and Responsibility .....	19
Thesis Proposal Defense Verification .....	20
Signature Page .....	21

## **WELCOME**

Welcome! The faculty members in the Department are confident that you will find this program both challenging and rewarding. We look forward to working with you throughout your studies and wish you every success in earning a Master of Arts degree in Criminology at IUP.

The Department of Criminology and Criminal Justice at IUP was established in 1966. In its early years, the department had a law enforcement focus, due in great part to the Law Enforcement Assistance Administration's higher education funding dictates. However, with time, further insight was gained about the total needs of the academic and practice fields of criminology and criminal justice, resulting in a stronger, more integrated and broad-based program, encompassing all primary areas of the discipline. In 2014, the Department changed its name to the Department of Criminology and Criminal Justice to better represent the interrelationship between the two fields. Today, our undergraduate program enrolls approximately 1000 students – making it one of the largest departments on campus.

This expanded focus led to the establishment of a graduate program and a serious commitment to research. The M.A. program admitted its first students in the mid-1970's. In 1986, the university approved the creation of a doctoral program. The first class of six doctoral students began studies in the fall of 1988.

Associated with the shift to a research orientation, a professional journal and a center for research were created. The Criminal Justice Policy Review, housed in the Department of Criminology, released its inaugural edition in January 1986. That same year, the Center for Research in Criminology (CRC) was developed and officially recognized as a unit within the Department of Criminology. The CRC operates as a clearinghouse for justice related research in the department and throughout the university and serves to assist faculty and students in funding and implementing research projects. The department has also been instrumental in the development of the National Institute for Correctional Education, an organization that provides, among other things, a clearinghouse for information related to successful education programs implemented in prisons and jails.

It seems important to mention that all involved in the development and operation of this program recognize that the maintenance of excellence is an ongoing process. It is their belief that a vital element of this process is the thoughtful and candid input from students in the program and graduates in the field. These observations will allow the program to keep abreast of the fluid and ever-changing requirements of the discipline. Again, welcome!

### **IUP's Civility Statement**

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

**To strengthen the university for Academic Success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

**To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

**To contribute to the future**, I will strive for the betterment of the community; myself, my university, the nation, and the world.

### **Mission Statement and Program Objectives**

The Department of Criminology and Criminal Justice offers students seeking careers in Criminology a broad liberal arts education that encourages them to think critically about crime and justice issues and also prepares them for careers in the criminal justice system.

### **Department of Criminology and Criminal Justice Master's Programs**

This program prepares students for administrative and research positions in the criminal justice system and related fields. It also is designed for professionals already working in these areas who wish to broaden their career opportunities. IUP's Criminology and Criminal Justice program has been in existence for over 40 years. The Master's program itself has been in existence since the mid-1970's. It offers students a strong theoretical foundation coupled with an emphasis on practical application and policy. This program also prepares students for doctoral studies.

The Online Master of Arts program was developed in 2009 to attract both traditional students as well as individuals working in criminal justice professions. Beginning in 2015, the online program has been ranked in the top 10 Best Online Graduate Criminal Justice Programs (<https://www.usnews.com/education/online-education/criminal-justice/rankings>).

### **Faculty and Staff**

Questions of further information about the campus master's program should contact Dr. Jonathan Cooper (Jon.Cooper@iup.edu). Information about the online master's program should contact Dr. Jennifer Gossett (Jennifer.Gossett@iup.edu). Both faculty members can also be reached at 724-357-2720.

A complete listing of faculty, including biographies, can be seen on the Criminology and Criminal Justice website at: <http://www.iup.edu/criminology/faculty/>

### **Admission**

Admission into the master's program, whether campus or online, requires the following:

- online application
- official transcripts from all colleges and universities attended
- at least two letters of recommendation
- a goal statement

The GRE is not required for admission into the master's program, but can be submitted for review.

More information can be found on the Graduate Admissions site: [www.iup.edu/admissions/graduate/](http://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/](http://www.iup.edu/graduatestudies/catalog/)

### **Financial Assistance**

Graduate Assistantships are available for full time students, in both the campus and online program. Interest in a graduate assistantship is marked in your online application to the program. Assistantships require working for a professor 8, 10 or 20 hours a week depending on the assistantship award.

This is a competitive process, with a limited number of assistantship provided to the department each year. The application deadline is March 15 to be considered for a one year assistantship beginning in the fall semester. The department does not grant graduate assistantships over the summer. Awardees will be notified by email for assistantship acceptance. Information specific to the assistantship will be emailed to students before the fall semester begins. Further information about graduate assistantships at IUP can be found at <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/> .

The Office of Financial Aid provides further information regarding other financial options for graduate students can be found at [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/) .

### **Academic Advisement**

The Master's Coordinators will assist students in academic advising to assist in timely completion of a master's degree, as well as answer question that arise with career planning, university resources and other student needs. Prior to scheduling, you will receive an email from the Coordinator or the Department Secretary with your pin number and class recommendations. Because emails can sometimes be lost, be aware of scheduling times so you can email the Coordinator for registration information (Jon.Cooper@iup.edu for campus students; Jennifer.Gossett@iup.edu for online students). Many of the courses are offered only once per academic year, and appropriate planning is encouraged. Class information for degree completion can be found at <http://www.iup.edu/criminology/grad/> .

## Campus Resources & Student Support

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)  
Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)  
Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)  
Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)  
IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)  
MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)  
Applied Research Lab: [www.iup.edu/ar/](http://www.iup.edu/ar/)  
IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)  
Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)  
IUP Writing Center: [www.iup.edu/writingcenter/](http://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 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](http://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/](http://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](http://www.iup.edu/graduatestudies/gsa) for more information.

## Programs and Degrees Master's Program

The master's program requires 30 semester hours of graduate credit. All students must take 21 credits of required core courses (see list below). Additionally, each student must complete either the thesis or non-thesis track. The thesis track is ONLY available to campus students. The thesis track 9(for campus students only) requires the completion of a 6-credit thesis project, under the direction of a thesis chairperson and two additional faculty members, and one 3-credit elective approved by the MA coordinator. The non-thesis track, available to campus and online students) requires the completion of 6 elective credits and CRIM 791: Synthesis Project. Electives will be offered during the fall, spring and summer semesters.

#### REQUIRED CORE COURSES

- CRIM 600: Criminological Theory
- CRIM 601: Proseminar
- CRIM 605: Research Methods
- CRIM 610: Legal Issues in Criminology
- CRIM 632: Organizational Dynamics within the Criminal Justice System
- CRIM 718: Quantitative Strategies for Analysis in Criminology
- CRIM 730: Ethical and Philosophical Issues in Criminology

The Department of Criminology currently offers two masters programs which are delivered at the Indiana campus and online. Although the curriculum for the two programs is identical, the programs are viewed as se distinct programs by the department. As such, students are only permitted to enroll in courses designated for their specific program. Campus students are not permitted to enroll in courses designated for the online program (section #801). On occasion, an online elective will be offered for campus students (usually during summer or winter session); when this occurs, you will be informed of this option.

Graduate students may be permitted to take courses outside the Department of Criminology, *if the course is deemed relevant to the student's program of study and is approved by the Coordinator*. For example, Criminology graduate students have taken elective courses in the Sociology, Psychology, and Political Science departments. Students **must** consult with the Coordinator **before** scheduling courses outside the department. The standard practice for review and approval of elective credits includes having the student submit a written statement proposing how the course is generally related to criminology and how the course will specifically contribute to his or her professional goals. The student should also supply a description of the course. Students should contact the professor of the course to be taken outside of the criminology department so that the course syllabus or reading list can also be reviewed. There is no guarantee that any course completed outside of the criminology department will be approved as credit applied towards satisfying the graduation requirements. *Please note, however, that if an elective is being offered in the Department of Criminology and Criminal Justice in a given semester, it is the expectation of the department that master's students enroll in that elective rather than one in a different department.*

Master's students are only permitted to complete **a maximum of 6 credits** from workshops and special topics (refer to the *Graduate Catalog* for the official policy) and they are limited to six credits of independent study. This also includes independent study credits. Seek advice from your Coordinator before you schedule elective classes. Students must contact their Coordinator to petition enrollment in an independent study. The first step in enrolling for an independent study should be meeting with the program coordinator and reviewing appropriate topics and faculty supervisors.



## Course Descriptions

### CRIM 600: Criminological Theory

An examination of criminological theories with an emphasis on origins and applications of relevant theoretical approaches to crime and criminally deviant behavior. Required of all master's students.

### CRIM 601: Proseminar

Survey of current research, critical issues in the administration of justice, and criminological theory. Designed to acquaint the student with recent developments in the discipline of criminology. Required of all master's students.

### CRIM 605: Research Methods

Methods and techniques of research in criminology. An in-depth examination of the role of research in the analysis, interpretation, and clarification of the problems in criminology and the administration of justice. The development of a research proposal/thesis prospectus will be the end product of the course. Required of all master's students.

### CRIM 610: Legal Issues in Criminology

An in-depth study of contemporary legal issues faced by criminal justice professionals. Emphasis is placed on criminal constitutional problems as well as the judicial review of administrative decisions made by criminal justice organizations. Required of all master's students.

### CRIM 630: Seminar in Administration and Management in Criminal Justice

The study of bureaucracy and complex organizations with an emphasis on the concepts and practices of the organization and management of agencies in the administration of justice.

### CRIM 631: System Dynamics in Administration of Justice

A study of dynamic systems and analytical techniques relevant for understanding new perspectives of the administration of justice.

### CRIM 632: Organizational Dynamics within the Criminal Justice System

An examination of organizational and systems theories, concepts, applications, and research within the criminal justice system. Attention is given to the role organizations play independently and collectively in the administration of justice. Required of all master's students.

### CRIM 645: The Dynamics of Cybercrimes

An examination of the current and future issues in cybercrimes. Emphasis will be given to criminals and victims, law enforcement, state and federal laws, criminology theories, and the development of research topics in cybercrimes.

### CRIM 694 Applied Teaching in Associate Degree Programs

Provides an overview of responsibilities and tasks required when teaching criminology and criminal justice classes at a community college. The adjunct faculty role will be identified. Pedagogical practices will be discussed and applied to the controversial topics that arise in this field. Evaluation includes the development of a portfolio, which encompasses a teaching philosophy statement, and a course design represented by a syllabus, lectures, assignments and exam questions.

CRIM 681: Special Topics

Special topics courses are offered at the discretion of the department in a wide area of subjects directly related to law enforcement, courts, corrections, or security.

CRIM 699: Independent Study

Research of a significant issue or problem in criminology or the administration of justice. Instructor, coordinator, and chair approval required. May be taken twice for a maximum of six semester hours.

CRIM 718/818: Quantitative Strategies for Analysis in Criminology

Computer analysis of quantitative data applied to the behavioral science of criminology: the logic of data analysis, fundamentals of statistical procedures commonly used in criminological analysis. Students also will learn to critique published criminological research.

CRIM 730/830: Ethical and Philosophical Issues in Criminology

An intensive examination of selected ethical and philosophical issues currently facing the field of criminology. Issues for analysis will be drawn from (but not limited to) such categories as the function of law; integrating theory and practice; ethical issues surrounding research strategies; punishment forms; social control strategies; and crime and justice in the future.

CRIM 748/848: Criminal Violence: Theory, Research, and Issues

An overview of general theories of violence and their applications to criminal violence. A variety of research and policy/programmatic issues will be explored, with attention given to issues relating to predicting dangerousness.

CRIM 765/865: Criminal Justice Planning and Evaluation

The study of planning and evaluation in criminology and the administration of justice and of the literature and practices, including problems and issues and tasks confronting planners and evaluators.

CRIM 770/870: Seminar in Contemporary Corrections

An examination of current issues and problems in contemporary corrections.

CRIM 781/881: Special Topics

CRIM 785/885: Seminar in the Contemporary Juvenile Justice and Delinquency

An examination of current issues and problems in contemporary juvenile justice and delinquency.

CRIM 790/890: Seminar in the Contemporary Judicial System

An examination of current issues and problems in the contemporary judicial system.

CRIM 791: Synthesis Project

Provides a synthesis of theory, research, and policy in criminology/criminal justice. This course will be taken during the student's final semester in the program, unless exceptional circumstances exist. The development of a substantial paper and oral presentation will be the required end products of this course. Prerequisites: CRIM 600, 601, and 605. Required of all non-thesis master's students.

CRIM 795: Thesis

### Evaluation of Students

Master's students will be evaluated through coursework completion by teaching faculty. There are not qualifier or comprehensive exams required for the master's program. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog:

[www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### Degree Completion

The requirements for degree completion include:

- overall minimum GPA 3.0
- completion of the ten required classes
- successful defense of thesis (if applicable)

In the semester of your planned graduation, all students MUST apply for graduation. If graduating in May, applications must be complete by May 1. Summer graduation requires applications to be submitted by August 1st. If someone is graduating in December, then the application is due December 1. To apply for graduation, each student must log into MyIUP. Select Student Services and Financial Aid, then Academic Records, then Apply for Graduation. Your IUP official academic record will display your name, IUP ID number, and Program of study. It is important that you check this information carefully, for if a program of study is incorrect, your graduation checkout will be affected. (If your program is incorrect, you must contact the School of Graduate Studies and Research office). Your diploma name will bear your full legal name in accordance with the Pennsylvania State System of Higher Education Board of Governor's Policy. Your diploma name will be the same as your transcript name in MyIUP. If your name is not correct, contact the Registrar's office at 724-357-2217. After checking the information and 'Submit' is clicked, any changes will need to be made by the School of Graduate Studies and Research in Stright Hall. Students can find information about the graduation application process and about commencement ceremonies at <http://www.iup.edu/commencement/howto/default.aspx>

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://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 (Campus Student Option)

Campus master's students have the option to complete a 6-credit thesis. The core course requirements and total number of credits are the same for both the thesis and non-thesis tracks. Students are advised to consult with the Coordinator regarding their choice of curriculum tracks. It is important that a student who wishes to do a thesis plan for this in advance. The student who wishes to do a thesis should obtain a *Thesis/Dissertation Manual* from <http://www.iup.edu/thesismanual/default.aspx> and discuss thesis ideas with the Coordinator or any other faculty member.

A thesis project is something that takes a considerable amount of time to complete. Students who are interested in pursuing research-oriented careers or attending a doctoral program should seriously consider completing a thesis as this will provide invaluable experience. Generally, thesis research will take

at least *two semesters* to complete. Students should familiarize themselves with the due dates established by the School of Graduate Studies and Research and plan accordingly. Due dates may be found at <http://www.iup.edu/page.aspx?id=16683>.

The tradition in our department is to have a three-person thesis committee. This committee includes one faculty member acting as the committee's chairperson and the student's research advisor. Two additional faculty members complete the committee. Interested students should first contact a member of the faculty who shares a similar research interest to discuss the prospect of completing a thesis. After this initial meeting, the student should develop a concept paper that briefly describes the research the student would like to conduct. This concept paper is typically four to five pages long, and once completed, it can be distributed to faculty members who may be asked to join the thesis committee. After forming the committee, the student should work closely with his/her thesis chair and develop a timeline for completing the various stages of the research.

A student's thesis committee determines when the project is ready for defense of the proposal and the completed thesis project. Once scheduled, all defense meetings are open, which means all faculty and students are welcome to attend, and ask relevant questions, if appropriate. A two week notice is required by the department for each defense meeting.

### **Evaluation Outcome for Thesis (Campus Student Thesis Track)**

The first stage of the thesis project is to write a research proposal that will generally include (but is not limited to) an introduction chapter, a literature review, and a proposed methodology. This thesis proposal must then be orally defended, with a pass or fail result, in front of their thesis committee. After a successful (pass) defense, the student is permitted to conduct the thesis research. This research will lead to the final chapters of the thesis, the Results, and the Conclusions. Once these chapters are completed, the final thesis must then be orally defended in front of the thesis committee. Before either defense, it must be publicly announced two weeks prior to the actual defense date and a copy of the document placed under the mailboxes in the departmental mailroom. Essentially, the thesis project mimics the standards imposed on any research project that would be published in an academic journal. Given that two weeks for review are required before any defense, it is important to keep in mind the final date the Graduate School will accept a thesis and create your timeline for thesis activities by working backwards from that date.

**Effective Fall 2017 for students admitted and students admitted after**, 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. Also, **ongoing thesis students admitted "prior" to Fall 2017**, will have thesis credits 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. For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://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 Dr. Jonathan Cooper or Dr. Jennifer Gossett, or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://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/](http://www.iup.edu/graduatestudies/catalog/)

### Academic Integrity

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
*The Source: A Student Policy Guide:* [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

### Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://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/](http://www.iup.edu/graduatestudies/catalog/)

### Continuous Graduate Registration for Dissertation and Thesis

**\*Note: Admission 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.

**\*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/](http://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

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.



### **Reexamination Policy: Candidacy/Comprehensive Examination**

There are no candidacy/comprehensive/qualifier exams in the Master's program.

### **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/](http://www.iup.edu/bursar/)

### **Social Equity**

The Office of Social Equity: [www.iup.edu/social-equity/](http://www.iup.edu/social-equity/)

For more information regarding University policy, view the Graduate Catalog:  
[www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Student Conduct**

Policies from the Office of Student Conduct: [www.iup.edu/studentconduct/policies/](http://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/](http://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 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/](http://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/](http://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**

Applied Research Lab: [www.iup.edu/arl/](http://www.iup.edu/arl/)

Institutional Review Board: <http://www.iup.edu/irb/>

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: [www.iup.edu/graduatestudies/](http://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/](http://www.iup.edu/graduatestudies/catalog/)

## 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 the Master's Coordinator by September 1 (fall admits)/ February 1 (spring admits)**

**The department will keep this signed document on file.**