



Indiana University of Pennsylvania

**IUP Graduate Program Handbook
M.Ed. in Health and Physical Education**

Department of Kinesiology, Health and Sport Science



Handbook Updated July, 2019

M.Ed. in Health and Physical Education
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WELCOME

Welcome to the Department of Kinesiology, Health and Sport Science! We are delighted that you have decided to join us.

Indiana University of Pennsylvania

What Can You Expect From Faculty?

The faculty members are here to help you, especially your graduate coordinator. You can expect assistance in making timely progress towards your degree. Your graduate coordinator (or major advisor identified in your admission letter) will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills.

Your graduate coordinator will provide you with accurate and timely information about academic requirements and academic evaluation. The faculty should tell you about the availability of courses you wish to take and the program of study requirements. There should be a *mutually agreed upon set of meetings* between you and your advisor (these could be e-meetings) so that you receive the guidance you need.

Faculty members will treat you professionally. Verbal abuse, hostile and threatening actions, and physical violence are not tolerated at IUP. Similarly, unprofessional requests such as being asked to babysit or to mow your advisor's lawn should be declined. The advisor/ advisee relationship is built on trust and anything that breaks that trust will damage the relationship. You should report to the School of Graduate Studies and Research any behavior that you feel is inappropriate.

What Can You Expect From the School of Graduate Studies and Research (SGSR)?

Graduate education and research are critical components of IUP. School of Graduate Studies and Research personnel are responsive and supportive and can assist with a range of questions or concerns. Areas the SGSR can assist with include: registration, University-wide policies and procedures, research funding, conducting responsible research, formatting your thesis or dissertation, deadlines, graduation, graduate assistantships, transfer credits, and more. Visit www.iup.edu/graduatestudies for additional information and a link to personnel who can assist.

The SGSR will also field any questions or concerns you may have about your graduate experience and will work with you to resolve challenges that may arise.

What Can the Faculty and SGSR Personnel Expect From You?

IUP expects that you will work hard to earn your degree. We expect that you will complete assignments by the deadlines provided by faculty members.

IUP expects that you will demonstrate professional integrity and academic honesty at all times. Civility is a valued trait at IUP and we expect every student to exhibit this trait.

We expect you to be aware of happenings outside of your project, thesis, or dissertation topic. You should be aware of current world events and significant changes occurring at the university. Our goal is to produce well-rounded alumni whose knowledge and awareness has both breadth and depth.

It is critically important that you *communicate regularly* with your graduate coordinator or assigned advisor.

You are responsible for adhering to the policies outlined in the Graduate Catalog (www.iup.edu/graduatestudies/catalog) and to the deadlines and requirements for graduation (www.iup.edu/page.aspx?id=16683). You and your graduate coordinator or major advisor should discuss all of the various requirements, but meeting them is your responsibility.

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.

Department of Kinesiology, Health and Sport Science

The Kinesiology, Health, and Sport Science Department is a diverse and interdisciplinary department that offers multiple nationally accredited programs of study designed to promote lifetime health, fitness, and physical activity across the lifespan.

Curriculum requirements are specific to each program of study and include opportunities for student-centered learning and “hands-on” practical experiences. Students learn and apply their skills using up-to-date technology in the classroom and clinical settings. Classes are taught by outstanding faculty members who are active in research and service to their academic disciplines and who are committed to student professional development.

Graduates are prepared to assume leadership roles in a variety of occupational settings, including educational, corporate, medical, and community sites.

Faculty and Staff

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Admission

Admission Requirements

To be admitted to the Kinesiology, Health, and Sport Science Department, the applicant must have completed the requirements for a bachelor’s degree from an accredited college or university and must fulfill the general requirements for admission to the School of Graduate Studies and Research for a master’s degree. A minimum TOEFL score of 540 (paper-based) which converts to a computer-based score of 193 is necessary for international students.

Other admission requirements to be admitted to the K-12 Teacher Certification program include:
Fulfillment of requirements set by the College of Education and Educational Technology.

International Students

In addition to the policies and resources described in the Graduate Catalog, International Students should also refer to the Office of International Education <http://www.iup.edu/international/> and the International Students website <http://www.iup.edu/page.aspx?id=10035> for guidance regarding required forms, ESL/academic assistance, transportation, housing, and social events. The International Student Handbook <http://www.iup.edu/page.aspx?id=10039> is also a valuable resource for international students attending IUP.

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

Financial Information

Financial support is offered to students in the form of Graduate Assistantships, Educational Loan Programs, graduate student research funding, as well as professional development and travel funding. A limited number of Doctoral Fellowships are also available on a competitive basis.

Graduate Assistantships (GAs) are selectively awarded to highly qualified graduate students and often on the basis of academic excellence. Full time students can be eligible for 20-hour or 10-hour per week GAs and some part time students may also have GA eligibility. Visit www.iup.edu/graduatestudies/assistantships for more information.

Educational Loan Programs such as the Federal Stafford Loan Program, Grad PLUS program or for Federal Work Study program are available to graduate students. Visit www.iup.edu/page.aspx?id=12041 for details.

Travel funds are available for graduate students presenting scholarly papers (all disciplines) or creative works (fine arts) at professional meetings. Doctoral and master's students may apply for up to \$750 in funding for the fiscal year and funds are distributed on a first-come, first-served basis. See the [application and instructions for doctoral students](#) or the [application and instructions for master's students](#).

Professional Development funds are available to support participation in scholarly and creative activities that add to professional development in a significant way. Applicants may request up to \$300 and must provide a clear description of the proposed activity. Examples of eligible activities include serving as a moderator, discussant, or session chair at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning experience, is not eligible for support. For additional information, see [Graduate Student Professional Development Fund application and instructions](#).

Research Grants are available to encourage and support graduate students as they undertake research and creative projects that will contribute new insights in their chosen academic field. The maximum amount of the grant that students may receive in support of their research project, creative project, thesis, or dissertation research is \$1,000 per year. Two grant competitions are held annually; proposals are due the first Monday in November and the first Monday in February. See [Graduate Student Research Grant Guidelines](#).

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

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

Academic Advisement

Once admitted to the program, students will work with the program coordinator to develop a sequence of coursework that meets the goals of the student. The role of the program coordinator is to advise each student on what courses to take and to provide a timeline of completion.

The student role in the advising relationship is to be responsible for meeting all program requirements as outlined in the program handbook as well as requirements discussed with the program coordinator.

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 Library www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

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

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 which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.

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

Graduate Student Assembly

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

Programs and Degrees

Master's Program

M.Ed. in Health and Physical Education

The Master of Education in Health and Physical Education offers both a 33-credit thesis program and a 36-credit non-thesis program. This degree includes emphasis tracks tailored towards specific career goals. Within this program, students can focus on (1) K-12 Teacher Certification, (2) Community Health Education, (3) Adapted Physical Activity, or (4) Athletic Coaching.

K-12 Teacher Certification

Students interested in earning PA teacher certification in K-12 Health and Physical Education can apply to this program. The majority of coursework can be completed online or through video conferencing, perfect for the working adult. Students in this track are required to attend a 4-week summer residency at IUP and complete a 6-12 credit student teaching experience. Teachers who are certified in another area and wish to add health and physical education to their credentials only need to complete 6 semester hours of student teaching. Students certified in another K-12 content area will complete an internship experience. Students must complete and pass the PRAXIS II exams. These exams are Fundamental Subjects Content Knowledge (5511/0511) and Health and Physical Education Content Knowledge (5857).

Community Health Education

Focuses on advocating and instructing health-related topics in the community, government or private settings. Graduates can seek employment as leaders in agencies involved in the training and prevention of health related behaviors and conditions. Graduates will have the prerequisite knowledge eligible to sit for the National Commission for Health Education Credentialing (NCHEC) Certified Health Education Specialist (CHES) exam.

Adapted Physical Activity

Designed for students who have an interest in working in school, community, or recreational settings where adapted physical activity programs are offered. Graduates will demonstrate the ability to develop, instruct, and assess programming for individuals with various disabilities. Graduates will have the prerequisite knowledge eligible to sit for the Adapted Physical Education National Standards (APENS) Certified Adapted Physical Education (CAPE) exam.

Athletic Coaching

Designed for students with career goals in athletic coaching at various levels. Graduates in this program will demonstrate the pedagogical knowledge and experience necessary to work as a leader in the sport coaching profession.

Program Requirements

K-12 Teacher Certification*

Core Courses (12cr.)

KHSS 517	Contemporary Issues in School and Community Health	3 cr.
KHSS 634	Current Literature in Health, Fitness, and Sport	3 cr.
KHSS 640	Research Methods for Health, Sport, and Physical Activity	3 cr.
KHSS 680	Seminar	3 cr.

Required Courses (24cr.)

KHSS 526	Health Science Instruction	3 cr.
KHSS 615	Program Design and Assessment in Health and Physical Education	3 cr.
KHSS 631	Motor Learning	3 cr.
KHSS 645	Advanced Teaching Techniques in Physical Education	3 cr.
KHSS 655	Health and Fitness for Elementary Children	3 cr.
KHSS 670	Advanced Seminar in Adapted Health Physical Education	3 cr.
KHSS 675	Fitness Technology for Health and Physical Educators	3 cr.
EDEX course	Any EDEX course 500 level and above	3 cr.

Degree Requirements

The total credit hours for the teacher certification track is 36 credits, and the total credit hours with certification is 42-48 credits.

Professional Practice for Teacher Certification (6-12 cr.)

Students seeking certification as health and physical education teachers must also student teach as required by the Pennsylvania Department of Education. Students demonstrating acceptable levels of knowledge, skills, and disposition will be permitted to enroll in EDUC 421 and/or EDUC 441 Student Teaching. A review of student teaching applicant's graduate record will be conducted by the HPE Graduate Pedagogy Committee, which will determine if the student has met all requirements to move ahead with certification. Those who are determined to be deficient will not be permitted to student teach. They will receive a degree without Pennsylvania teaching certification. Those who are certified as elementary teachers will complete 6 credits in secondary student teaching. Those certified as secondary teachers will complete 6 credits of elementary student teaching. Noncertified students must complete both the elementary and secondary student teaching for a total of 12 credits. A culminating activity is required.

*Students seeking teacher certification in health and physical education who do not have prerequisite methods courses may be required to take additional courses. Individual programs will be designed based on a review of transcripts.

*Students seeking teacher certification do not require elective or thesis credits.

Program Requirements

Community Health Education

Core Courses (12cr.)

KHSS 517	Contemporary Issues in School and Community Health	3 cr.
KHSS 634	Current Literature in Health, Fitness, and Sport	3 cr.
KHSS 640	Research Methods for Health, Sport, and Physical Activity	3 cr.
KHSS 680	Seminar	3 cr.

Required Courses (12cr.)

KHSS 520	Health Education and Promotion at the Workplace	3 cr.
NURS 610	Health Promotion and Social Issues	3 cr.
HSAD 605	Epidemiology in Health Service Administration	3 cr.
OR		
KHSS 672	Epidemiology of Physical Activity	3 cr.
KHSS 698	Internship	3 cr.

9-12 cr.

Electives and/or Thesis (Choose one)

Thesis Option (6 cr.)

KHSS 795	Thesis	6 cr.
	Electives in KHSS or related fields.	3 cr.

OR

Non-Thesis Option (12 cr.)

Electives in KHSS or related fields.	12 cr.
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Degree Requirements

Thesis Option: 33 Credits

Non-Thesis Option: 36 Credits

Program Requirements

Adapted Physical Activity

Core Courses (12cr.)

KHSS 517	Contemporary Issues in School and Community Health	3 cr.
KHSS 634	Current Literature in Health, Fitness, and Sport	3 cr.

KHSS 640	Research Methods for Health, Sport, and Physical Activity	3 cr.
KHSS 680	Seminar	3 cr.

Required Courses (12cr.)

EDEX 650	Exceptional Children and Youth	3 cr.
KHSS 537	Coaching Disability Sport	3 cr.
KHSS 670	Advanced Seminar in Adapted and Physical Education	3 cr.
KHSS 698	Internship	3 cr.

9-12 cr.

Electives and/or Thesis (Choose one)

Thesis Option (6 cr.)

KHSS 795	Thesis	6 cr.
	Electives in KHSS or related fields.	3 cr.

OR

Non-Thesis Option (12 cr.)

Electives in KHSS or related fields.	12 cr.
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Degree Requirements

Thesis Option: 33 Credits

Non-Thesis Option: 36 Credits

Program Requirements

Athletic Coaching Education

Core Courses (12cr.)

KHSS 517	Contemporary Issues in School and Community Health	3 cr.
KHSS 634	Current Literature in Health, Fitness, and Sport	3 cr.
KHSS 640	Research Methods for Health, Sport, and Physical Activity	3 cr.
KHSS 680	Seminar	3 cr.

Required Courses (12cr.)

KHSS 602	Sport Psychology	3 cr.
KHSS 603	Physiological Basis of Sport	3 cr.
KHSS 610	Coaching Management	3 cr.
KHSS 698	Internship	3 cr.

9-12 cr.

Electives and/or Thesis (Choose one)

Thesis Option (6 cr.)

KHSS 795	Thesis	6 cr.
	Electives in KHSS or related fields.	3 cr.

OR

Non-Thesis Option (12 cr.)

Electives in KHSS or related fields.

12 cr.

Degree Requirements

Thesis Option: 30 Credits

Non-Thesis Option: 36 Credits

Certificates and/or Certification and/or Licensure

K-12 Teacher Certification Students seeking a certification as health and physical education teachers must also student teach as required by the Pennsylvania Department of Education.

Course Descriptions

Please visit the following link for a full list of the graduate course descriptions:

www.iup.edu/graduatestudies/catalog/course-descriptions/khss--kinesiology,-health,-and-sport-science/

Evaluation of Students

Students that are in the M.Ed. in Health and Physical Education and K-12 Teacher Certification will be evaluated by the follow criteria.

Requirement

1. A minimum grade of C in all professional education courses and an overall grade point average of 3.0
2. Review and recommendation by the major academic advisor indicating completion of all departmental teacher education requirements.
3. Completion of student teaching with a minimum grade of C.
4. Successful completion of the two required PRAXIS Exams (see page 6 for further information).
5. Competency in working with students with special needs

Applications for Teaching certification cannot be processed until the student completes the M.Ed degree requirements.

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

Deadlines

Know the [deadlines](#) for submitting your [research topic approval form](#), [applying for graduation](#), and [final submission](#) of your thesis or dissertation and accompanying forms. Missing one of these deadlines will impact your plans for graduation.

Instructions for Submitting Application for Graduation on MYIUP

A. The graduation application process is now an online function at the www.iup.edu/myiup website. **Undergraduate students** (Associate Degree students and Baccalaureate Degree students) are required to apply for graduation in their NEXT TO FINAL semester of enrollment, by the established deadlines. **Graduate students** are required to apply early in their final semester of

enrollment, within the deadlines as established by the Graduate School. To apply for graduation, please follow these instructions.

1A. At the MYIUP homepage, log into the secure area. When prompted to enter your user ID and password.

2A. Select Academics and under Academic Records it will say apply for graduation. Select your level (Undergraduate or Graduate).

3A. Your IUP official academic record will display, and this contains your name, IUP ID number, Program of study, your major(s) and minor(s). **It is important that you check this information carefully, if a program of study, major, or minor is incorrect, your graduation checkout will be affected. If you want to add or change a major or minor, you must contact your assistant dean or your advisor.**

4A. You must select a graduation date. Please note that the online graduation application can only be used until the graduation application deadline. After the deadline date, the online program is not active. If you are applying after the deadline date, you must go in person to your college associate dean's office and petition for permission to graduate.

5A. Place the cursor into the address box and type in the address to where you want your diploma sent after you are cleared for graduation. Please note that whatever address you enter here has no impact on the address(es) IUP currently has on record for you. This diploma mailing address does NOT update any address you have with the university. This is strictly for mailing your diploma.

6A. Please double check all the information you have entered, and if you are satisfied it is correct, click on the gray submit button.

7A. The information you have entered will display. Anytime you come back to check this, the information you have entered will display. You can NOT update this information online. If you have any corrections after you have submitted your information, you must contact the Registrar's Office in Clark Hall.

8A. Please go to the link containing information regarding graduation for the date for which you are planning to graduate. This link should be under where you selected your graduation date. You should refer to this graduation information and be watchful for other information to be mailed or emailed to you.

9A. Log out of MYIUP.

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 Process or Protocol

Thesis defenses use a closed (only the committee and chair of the project) process.

Evaluation Outcome for Dissertation and/or Thesis

Admission effective fall 2017 and after: All thesis credits will be pass/fail credits. Students must complete the minimum number of master's thesis credits required by the program, but may take additional thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

***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.

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 [Program Coordinator] 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/theforce/

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.

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 through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

1. 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 violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

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

Reexamination Policy: Candidacy/Comprehensive Examination

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

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/social-equity/

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.

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

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

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

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

Upon receipt of the written appeal 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.

Title IX Reporting Requirement

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

Transfer of Credits (Effective fall 2017) Policy

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

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

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

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The

request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

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

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/

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. David Wachob by the start of your first official term in the program.

The KHSS department will keep this signed document on file.