



Indiana University of Pennsylvania

**IUP Graduate Program Handbook  
Master of Education in Mathematics Education**

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Department of Mathematics



2019-2020

Master of Education in Mathematics Education  
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## WELCOME

Welcome to the Department of Mathematics! We are delighted that you have decided to join us. This Handbook is developed to answer frequent and important questions related to the M.Ed. in Mathematics Education Program. It is not designed to replace student advising, but is offered as a means of assisting that process. We encourage you to read this Handbook carefully, as it can help to facilitate your advancement through the program. We also expect that you will familiarize yourself with the Graduate School Catalog as it details the policies of the Graduate School ([www.iup.edu/graduate/admit/catalog](http://www.iup.edu/graduate/admit/catalog)).

Using this Handbook effectively will enhance the advisement process and enable students to take a more active role in attaining their personal and professional goals. If you cannot locate information you need in this Handbook, please contact the program coordinators.

Whether you take the time to review this Handbook in depth or not, you will be held accountable to the Program's governing principles.

### 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

This unique program is designed for teachers, with online classes that enable you to hold your job while you earn your master's. You have two tracks from which to choose: A Secondary Mathematics Education track, which is totally online, and an Elementary and Middle Level Mathematics Education Track, which includes online as well as face-to-face classes. The face-to-face classes are offered one evening a week to fit the schedules of those who are teaching. Whether you are interested in furthering

your knowledge, working towards permanent certification, becoming a teacher-leader, or planning to eventually pursue a doctoral degree, the program prepares you to embrace the challenges of teaching mathematics to a diverse population of students in an ever-changing world.

For teachers in public schools, the program meets the credit requirements for Instructional Level II certification. However, it does not provide initial certification or grades 7–12 certification for those who hold a K-6 Level I certificate.

The objectives of the program include:

- Gaining confidence and invaluable insight into practical ways to teach math that are both appealing and effective for your students.
- Taking advantage of the best and most current research for effective classroom practices at the elementary, middle school, and secondary levels.
- Exploring the real day-to-day challenges of teaching.
- Learning how to work with diverse learners and test standards and incorporating technology into the classroom.
- Learning from faculty members who have experience teaching at the K-12 level and who understand the joys and challenges of teaching.

**Coordinator**

Dr. Valerie Long, Coordinator [vlong@iup.edu](mailto:vlong@iup.edu)

### **Admission**

- Applicants must have a minimum cumulative undergraduate grade-point average (GPA) of 3.0 (on a 4.0 scale). The degree must be earned from a regionally accredited institution. It is preferred that applicants have an undergraduate degree in education and or mathematics.
- Visit the following website for additional information:  
<http://www.iup.edu/admissions/graduate/requirements/>

### **Financial Assistance**

#### Graduate Assistantships

- Please visit the following website for information regarding assistantships:  
<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>
- Many of our students offer tutoring to undergraduates as part of their assistantship responsibilities. All tutors are expected to behave professionally and treat students with respect. Tutors should not initiate, solicit, or exchange personal information with students that they are tutoring. Any unfair treatment of students (e.g. giving preferential treatments to certain students or ignoring certain students) is inappropriate. Such behaviors may trigger an immediate review and loss of an assistantship.

Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

The Mildred Reigh scholarship is available to graduate students. The scholarship is awarded in May for the following school year. Visit the following website for information about the scholarship:  
<http://www.iup.edu/math/undergrad/current-students/scholarships/reigh/>

### **Academic Advisement**

Upon acceptance into the M.Ed. in Mathematics Education program, you will be assigned an advisor. Your advisor will be your main contact throughout the program. He/she will share with you a program of study, suggest courses to take for each semester, and answer questions you might have. As a graduate advisee you are expected to be in touch with your advisor for scheduling classes or with other concerns. You should also take the initiative to be aware of your options in the program.

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

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 of Education in Mathematics Education (36 credits)**  
**PROGRAM OUTLINE**

**I. Education and Educational Research (6 cr.) (All courses online)**

- EDSP 704/746/747/748 (choose one)
- GSR 615 Elements of Research

**II. Mathematics Education Core (12 credits) (All courses online)**

- MAED 650 Curriculum and Instruction in Mathematics Education
- MAED 654 Teaching Problem Solving in Mathematics Education
- MAED 652 Differentiating Instruction in Secondary Mathematics Education or ELMA 652 Diagnosis and Remedial Teaching of Mathematics
- MAED 660 Survey of Research in Mathematics Education

**III. Mathematics Education Content (12 cr.)**

**Secondary Mathematics Education Track**  
**(All courses online)**

- MAED 611 Algebra for Secondary Teachers
- MAED 612 Geometry for Secondary Teachers
- MAED 613 Probability and Statistics for Secondary Teachers
- MAED 614 Precalculus and Discrete Math for Secondary Teachers
- MATH 650 History of Mathematics

**Elementary and Middle School Mathematics Education Track**

- ELMA 517 Probability and Statistics for Elementary/Middle Level Teachers **(Online)**
- ELMA 520 Patterns and Functions for Elementary/Middle Level Teachers **(Online)**
- ELMA 556 Geometry for Elementary/Middle Level Teachers
- ELMA 557 Number Theory for Elementary/Middle Level Teachers
- ELMA 558 Logic and Logical Games for Elementary/Middle Level Teachers
- ELMA 561 Discrete Math for Elementary/Middle Level Teachers **(Online)**
- ELMA 571 Algebra for Elementary/Middle Level Teachers **(Online)**

**IV. Mathematics Education Electives (6 credits) (All courses online)**

- ELMA 559 Computer Related Topics in Mathematics Education
- MAED 616 Writing in Mathematics Education
- MAED 681 Special Topics in Mathematics Education
- MAED 698 Internship in Mathematics Education 1
- MAED 795 Thesis in Mathematics Education
- Any course from Category III

### Course Descriptions

Course descriptions are available in the Graduate Program Catalog at <http://www.iup.edu/graduatestudies/catalog/course-descriptions/>

### Evaluation of Students

A comprehensive or qualifying exam is not required for this 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

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

The Thesis and Dissertation Manual (TDM) is the governing document and provides detailed information regarding the thesis process. You are responsible for knowing and understanding the contents of this manual should you decide to do a thesis. The TDM is available at the School of Graduate Studies and Research Web site: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>. Students planning to complete a thesis should allow a minimum of two semesters to do so. The following are meant to serve as a general guide as you immerse yourself in the thesis process. Succinctly, the topics contained in the TDM can be broadly divided into four major categories:

1. **Deadlines, Forms, Checklists, and Instructions** – You must know and be aware of all deadlines associated with the thesis process. You must complete and submit all necessary forms on time. Be absolutely certain that you have addressed all items on all checklists contained in the TDM and that you have carefully followed all of the instructions for the various processes addressed in the TDM.
2. **Thesis Committee** – Choose your thesis advisor carefully. Your advisor should be eligible to be the chair of your thesis committee, and be knowledgeable in the area related to your thesis. For instance, if you are writing a Master's Thesis in the field of statistics, then you should select a statistician as your advisor. The other members of your thesis committee also should be knowledgeable in the area related to your thesis. You should communicate frequently with the members of your thesis committee.
3. **Responsibilities** – Acclimate yourself not only with your responsibilities but also with the responsibilities of all of those individuals involved in the thesis process.

4. **Format and Style** – There are several formatting and style rules that your thesis is required to follow. These rules are specific and failure to follow them will result in your thesis not being accepted by the School of Graduate Studies and Research.

With regard to the actual writing of your thesis, it is important to write intelligently, both in a grammatically and mathematically correct fashion. A poorly written thesis is unacceptable. An effective way to improve your writing skills is to carefully observe how mathematics is written in textbooks and published research papers. Upon request, the Mathematics Department may provide resources which you may use to facilitate a properly written thesis.

In addition to any requirements contained within the TDM, the Mathematics Department strongly suggests that your thesis be typeset using a LaTeX compatible typesetting software package. Packages such as Scientific Notebook and MiKTeX are also recommended and freely available. There are sample style files available for you to use in each of the recommended software packages. These files will include sample shells in which you can insert the contents of your thesis.

### Evaluation of Thesis

The thesis will be scored pass, pass with minor revisions, pass with major revisions, or fail. Students who score pass with major or minor revisions, will be asked to revise and resubmit to the committee. Revisions to the thesis need to be completed by the end of the following semester. If students do not meet this deadline, the result is a fail.

### Evaluation Outcome for Dissertation and/or Thesis

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

**Ongoing Dissertation and Thesis students admitted "prior" to fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

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/>

### Internship

#### Overview:

Internship experience can be a valuable for a mathematics education graduate student. Real world or research experience gives graduates advantages in job applications. **You should contact the program coordinator for more detailed information.**

Graduate internships for this program carry 3 credit hours. All interns are assigned a faculty supervisor by the program coordinator. In an internship, students usually work for 6-15 weeks and complete other requirements dependent on the position.

Finding a good internship requires considerable effort. It is very important that the interested student meet with the *program coordinator* at least one semester prior to the internship in order to craft a resume and start a search in a timely manner. The student will be assisted in the search by the program coordinator, but it is ultimately the student's responsibility to find an internship.

### **Intern Responsibility:**

Interns are expected to complete the following requirements:

- a) Record daily activity logs.
- b) Provide weekly updates to the faculty supervisor.
- c) Write a final written report.
- d) Give a final oral presentation.

The log should list the tasks that are performed each day. It should also mention skills and tools that are learned or used and how coursework in the program has contributed to your learning. It may include personal impressions and feelings about the job.

The final written report should be typed and should summarize the internship project(s). It should contain a description of the work assigned as well as a description of the actual work accomplished. It should also contain a statement concerning the professional and personal benefits derived from the internship.

The final oral presentation is a summary of the final written report and will be followed by a question/answer session. The presentation will be opened to interested students, faculty, and appropriate personnel from the internship site. The intern should meet with the faculty supervisor and the site internship supervisor before the proposed presentation to discuss content of the oral presentation.

All requirements of the internship must be completed before a grade is assigned. Grading will be based on the evaluation of the above requirements, on the site supervisor's midterm and final evaluations, and on other feedbacks about the intern gained from on-site visits by the faculty supervisor and from communications between personnel at the internship site and the faculty supervisor.

## **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 Valerie Long 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 (Effective fall 2017)**

Following the 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 12), 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 master's 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 necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and

mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

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

**\*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. Please refer to 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 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**

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.** This does not apply since the program does not include candidacy, comprehensive, or qualifying exams.

**Reexamination Policy: Candidacy/Comprehensive Examination.** This does not apply since the program does not include candidacy, comprehensive, or qualifying exams.

### **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/)

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 Valerie N Long by September 1**

**The Mathematics Department/Masters of Education in Mathematics Education will keep this signed document on file.**