

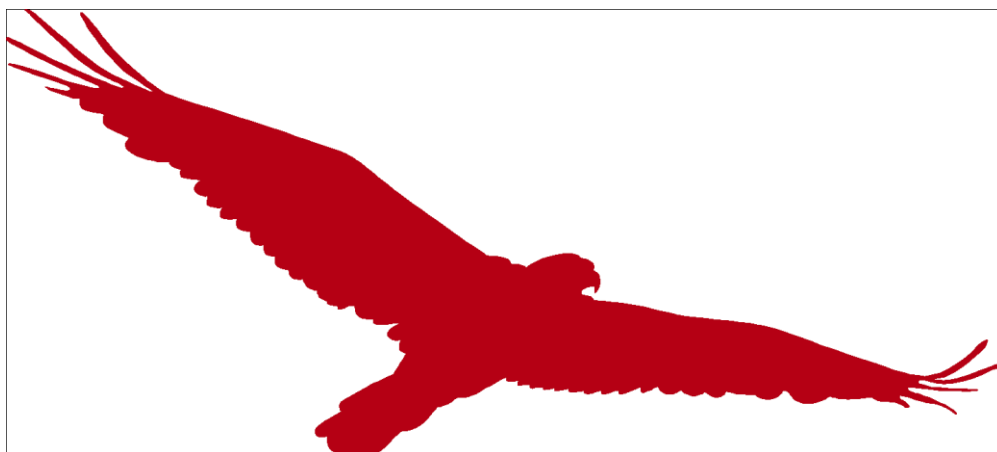


Indiana University of Pennsylvania

## IUP Graduate Program Handbook for Masters of Science in Sport Science

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Department of Kinesiology, Health and Sport Science



Handbook Updated 2019

Masters of Science in Sport Science  
Department of Kinesiology, Health and Sport Science  
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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. Students can choose the thesis or the internship option. The thesis option allows students to gain experience in the design and implementation of research within the field of exercise science. The internship option allows students to gain experience in the workplace in a variety of settings including hospitals, wellness centers, and corporate and community based fitness facilities. Graduation from this program will provide students with the necessary preparation for certification from organizations including the American College of Sports Medicine, the National Strength and Conditioning Association, and the National Academy of Sports Medicine.

### Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community.

IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college.

Almost 13,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

### 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.

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

The Kinesiology, Health, and Sport Science Department is a diverse and interdisciplinary department that offers multiple nationally accredited programs of study designed to:

- provide educational experiences that encourage lifetime health, fitness, and physical activity.
- prepare students for careers in health, physical education, athletic training, exercise science, sport management, and aquatics in varied occupational settings, including educational, corporate, medical, and community.
- foster service learning opportunities and partnerships within the university and with the local community.
- seek and develop ongoing funding, research, and scholarship opportunities to enhance academic programming and advance the knowledge base of the professional discipline.

### **Faculty and Staff**

#### **Dr. Richard Hsiao**

Sport Management & Sport Studies Graduate Coordinator and Professor  
Kinesiology, Health, & Sport Science  
724-357-0123  
[hsiao@iup.edu](mailto:hsiao@iup.edu)

#### Degrees

- Ph.D., Sport Administration, Florida State University
- M.B.A., Business Administration, Indiana University of PA
- M.S., Sport Management, Indiana University of PA

#### Interests Areas

- Risk Management
- Law Issues in Sport

- Marketing of Sport Enterprises & Service Industries
- Impact of Strategic Brand Image Management
- Globalization Effects in Relation to Sport Business Industry

### **Dr. Madeline Paternostro Bayles**

Exercise Science Graduate Coordinator and Professor

Kinesiology, Health, & Sport Science

724-357-7835

[mpbayles@iup.edu](mailto:mpbayles@iup.edu)

### **Degrees**

- Ph.D., Exercise Physiology, University of Pittsburgh
- M.S., Exercise Physiology, Adelphi University
- B.S., Cardiorespiratory Science, SUNY at Stony Brook

### **Interest Areas**

- Chronic Disease
- Safety Issues in Physical Activity
- Exercise Physiology
- Exercise Prescription
- Exercise Electrocardiography
- Health Fitness Instruction

## **Admission**

### **Admission Requirements**

To be admitted to the Master of Sport Science program, students seeking admission to graduate studies at IUP must meet the following criteria:

- Have earned a bachelor's degree from regionally accredited college or university
- Have a minimum undergraduate grade-point average of 2.4 (on a 4.0 scale) if the bachelor's degree was earned more than five years ago.
- Have a minimum undergraduate GPA of 2.6 (on a 4.0 scale) if the bachelor's degree was earned five or fewer years ago

Applicants who do not meet the undergraduate GPA criteria must submit a Miller Analogies Test (MAT) score of at least 395.

The Graduate Record Examination (GRE) is not required for application.

International student applicants must score 550 or 73 (computer based) on their Test of English Foreign Language (TOEFL). International student can apply for provisional admission for [Sport Management and Sport Studies tracks](#). View the provisional admission:

<http://www.iup.edu/admissions/international/requirements/undergraduate/provisional-admission/>

Graduate Admissions: [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

Graduate assistantships at IUP are selectively awarded to highly qualified graduate students. A graduate assistant (GA) is a student employee supported by funds in the form of a stipend and tuition dollars.

As the name suggests, a graduate assistant is a graduate student who works at the university in a support role. Graduate assistants, or GAs, are employed throughout the university, working in academic departments and administrative offices throughout campus.

Many GAs work in the department in which they are studying to earn their master's or doctoral degree. However, you may also assume responsibilities in Admissions, Student Affairs, Housing, and many other areas that help IUP function on a daily basis.

Graduate assistantships are available for students enrolled part-time and full-time. Graduate assistants may be offered a position at 8 hours, 10 hours, or 20 hours per week during the academic term and may be awarded for one term (fall or spring) or for two terms (fall and spring). All graduate assistants receive a stipend and tuition dollars.

Visit [www.iup.edu/graduatestudies/assistantships](http://www.iup.edu/graduatestudies/assistantships) for more information.

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

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

## **Academic Advisement**

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.

### 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's Program

Program Requirements (36 cr.)

Required Core Curriculum (9 cr.)

KHSS 602 Sport Psychology	3 cr.
KHSS 634 Current Literature in Health, Fitness & Sport	3 cr.
KHSS 640 Research Methods in HPE	3 cr.

### Options for Professional Specialization

In addition to the required core curriculum, students select one of the following professional specializations

#### Sport Management (27 cr.)

KHSS 601 Sport and Society	3 cr.
KHSS 635 Sports Leadership	3 cr.
KHSS 637 Sport Facilities Management	3 cr.
KHSS 652 Globalization of Sport Business	3 cr.
KHSS 660 Governance of Intercollegiate Athletics	3 cr.
KHSS 698 Internship*	3-6 cr.
Or KHSS 795 Thesis+	6 cr.
ELR 631 Human Resource Management	3 cr.

#### Exercise Science (27 cr.)

##### Clinical/Research Concentration

KHSS 514 Exercise Electro cardiology	3 cr.
KHSS 515 Lifestyle Behavior Management for Physical Activity	3 cr.
KHSS 620 Exercise Prescription for Chronic Diseases	3 cr.
KHSS 632 Assessment of Human Physiological Function	3 cr.
KHSS 643 Advanced Exercise Physiology	3 cr.
KHSS 672 Epidemiology of Physical Activity	3 cr.
KHSS 698 Internship *	3-6 cr.
Or KHSS 795 Thesis +	6 cr.

##### Strength and Conditioning Concentration

FDNT 558 Advanced Human Nutrition	3 cr.
KHSS 625 Management Concepts in Fitness	3 cr.
KHSS 632 Assessment of Human Physiological Function	3 cr.
KHSS 673 Advanced Exercise Physiology	3 cr.
KHSS 674 Functional & Tactical Strength & Conditioning: Theory & Practice	3 cr.
KHSS 680 Seminar	3 cr.
KHSS 698 Internship *	3-6 cr.
Or KHSS 795 Thesis +	6 cr.

\*Non Thesis students take KHSS 698 3-6 cr. and 3-6 cr. of electives +Thesis students take KHSS 795

### **Sport Studies (27 cr.)**

In addition to the required 9 credits of core courses, students may select electives from any of the approved graduate level courses to pursue a program of study in a special area of emphasis. Electives must be approved by the graduate program advisor/coordinator.

Electives:

**Thesis option:** KHSS 795 Thesis and 21 cr. of electives (12 credits of electives must be KHSS courses)

**Non-thesis option:** 27 cr. of electives (12 credits of electives must be KHSS courses)

For a listing of KHSS course descriptions visit: <http://www.iup.edu/graduatestudies/catalog/course-descriptions/khss--kinesiology,-health,-and-sport-science/>

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/)

### **Evaluation of Students**

- Graduate student will need to maintain the average of 3.0 GPA for each semester to maintain graduate student status in the Department of Kinesiology, Health, and Sport Science.

### **Degree Completion**

- Student will need to maintain the average of 3.0 GPA and complete all the required courses (36 cr.) in order to receive the MS in Sport Science degree from the Department of Kinesiology, Health, and Sport Science.
- Degree requirements: Student will need to complete all the program requirements listed above before graduation.

### **Deadlines**

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

Graduate students apply for graduation through MyIUP. Graduate students are required to apply for graduation by the established deadlines.

- May Graduation: May 1
- August Graduation: August 1
- December Graduation: December 1
- January Graduation\*: January 1

\*January graduation is offered to master's-level students in non-thesis tracks. All doctoral students and master's students writing a thesis can graduate in May, August, or December.

For more information on the application process for graduation visit:

<http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>

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/>

### **Evaluation Outcome for Thesis**

The thesis are evaluated according to the quality of the final manuscript as well as the final defense. Student will receive either pass, pass with revisions, revise and resubmit or fail

**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.

**Ongoing Thesis students admitted "prior" to fall 2017 –** 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/>

### **University Policy and Procedure**

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

#### **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:** 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.*

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/>

**\*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/](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/](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/>

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 \_\_\_\_\_ by [Date: \_\_\_\_\_ ]

**The Department of Kinesiology, Health, and Sport Science will keep this signed document on file.**