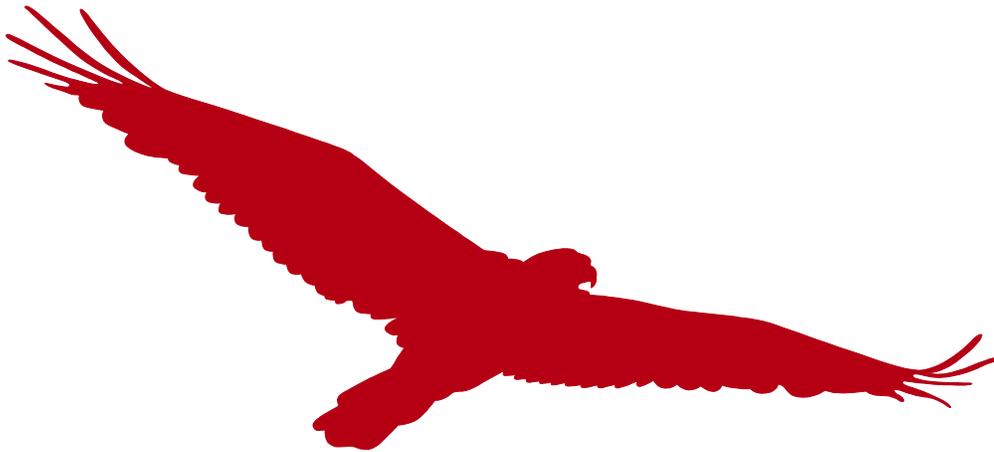Indiana University of Pennsylvania

Ph.D. in Safety Sciences

Department of Safety Sciences

2019/2020 Handbook Updated April 2019

Ph.D. in Safety Sciences

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Program Website: www.iup.edu/SafetyPhD

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Welcome

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Welcome to the PhD in Safety Sciences program at Indiana University of Pennsylvania.

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Indiana University of Pennsylvania

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As an institution of higher learning, Indiana University of Pennsylvania (IUP) is committed to the preservation, expansion, and transmission of knowledge in all its forms. As a university within the Pennsylvania State System of Higher Education, IUP has primary responsibilities of providing high quality education at a reasonable cost and assessing and responding to the higher educational needs of the commonwealth; as a university, IUP has the responsibility of being concerned with the needs of the nation as a whole and those of the international community at large so far as its resources allow.
At the graduate level, IUP is committed to encouraging intellectual excellence, research, and scholarship, to provide in–depth study in each student's special field; and to stimulate continued cultural and intellectual growth for faculty and students.

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.

The Department of Safety Sciences

The mission of the Department of Safety Sciences at Indiana University of Pennsylvania is to prepare highly qualified individuals for careers in safety, health, and environmental applied sciences.

Mission Statement and Program Objectives

The Doctor of Philosophy in Safety Sciences prepares safety professionals with advanced skills in the anticipation, recognition, evaluation, control, and prevention of safety, health, and environmental hazards in the work environment. Graduates of this degree program will be able to conduct independent research.

Faculty and Staff

Doctoral Program Coordinator
Dr. Jan K. Wachter

Department Chairperson
Dr. Tracey Cekada

Faculty Member	Office	Phone Number	E-mail Address
Dr. Christopher Janicak	136 Johnson Hall	724-357-3274	cjanicak@iup.edu
Dr. Jan K. Wachter	137 Johnson Hall	724-357-3275	Jan.wachter@iup.edu
Dr. Laura Rhodes	138 Johnson Hall	724-357-2357	lhrhodes@iup.edu
Dr. Helmut Paschold	124 Johnson Hall	724-357-3271	Helmut.Paschold@iup.edu
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Dr. Majed Zreiqat	121 Johnson Hall	724-357-3272	M.M.Zreigat@iup.edu
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Admissions

It is expected that students entering the Ph.D. program in safety sciences will already have completed a master's degree in safety sciences, occupational safety, industrial hygiene or other closely related discipline. A highly qualified applicant may enter the doctoral degree program with a baccalaureate degree. Such students must meet the Master of Science in Safety Sciences degree program admission requirements and complete the Master of Science in Safety Sciences degree requirements en route to the Ph.D.

Students with a master's degree in safety or a closely related field seeking admission to the Doctor of Philosophy in Safety Sciences degree program must meet the following criteria:

1. Have earned a master's degree from a regionally accredited college or university

    A student must have a master's degree in safety sciences or a closely related field such as industrial hygiene, environmental health, or ergonomics. Students not possessing a master's

degree in safety sciences or a closely related field but having a master's degree in a technical field such as industrial engineering may be admitted to the program provided they can demonstrate they meet competency areas in math, chemistry, physics, safety management, industrial hygiene, fire safety, and ergonomics. The competency areas can be met through prior coursework, certifications, or taking additional coursework.

2. Applicants will also be required to demonstrate an ability to conduct independent research through a thesis, published research article, etc.

3. Have a minimum graduate grade-point average of 3.0 (on a 4.0 scale)

4. Additionally, the doctoral coordinator, after consulting with the department screening committee, will submit a recommendation to Graduate Admissions. The following criteria are reviewed:

   a. All official college transcripts.
   b. Three letters of recommendation.
   c. Statement of goals.
   d. Resume (including list of relevant work experience and certifications).
   e. Example of written work, e.g., thesis, articles, reports, etc.

International Students

International students must also meet Graduate Admissions requirements for international students. These requirements include:

Submission of Test of English as a Foreign Language (TOEFL) scores for applicants from people whose native language is not English. The minimum TOEFL score for admission to the program is 540.

Submit a Foreign Student Financial Statement. International students must document their ability to assume full responsibility for the cost of graduate education per Graduate School requirements.

Details can be found at the School of Graduate Studies and Research website:

http://www.iup.edu/admissions/graduate/default.aspx

Safety Sciences Doctoral Education and Research Fee

All doctoral students will be charged a onetime doctoral education and research fee of $1,500 on entry to the program. This one-time nonrefundable fee will support the doctoral educational experiences.

Examples of resources supported by these fees are:

   a. guest speaker honorariums
   b. enhancement of technology resources used for instruction (including computer programs and software)
   c. student research support funds

d.   travel and expenses for students to present at regional and national conferences
e.   support the purchase of items to enhance classroom/facilities environment

Financial Assistance

Teaching Associates

A small number of advanced doctoral students are accepted for Graduate Teaching Associate (TA) positions. Such an assignment requires the student to teach two undergraduate classes per semester, usually at the freshmen or sophomore levels. Teaching Associates receives a salary for Fall and Spring semesters in which they teach and a summer tuition waiver of up to 9 credits. This is in lieu of the full tuition waiver provided with an assistantship. Students serving as Teaching Associates must be enrolled for at least one graduate credit per semester of the teaching assignment. Contact the Doctoral Program Coordinator for more information.

Graduate Assistantships

The Department offers assistantships to graduate students. Graduate students who have been admitted to the PhD program are eligible for part-time graduate assistant support. Part-time graduate students work 10 hours weekly, receive a stipend and a tuition waiver. Assistantships for part-time students are awarded on criteria such as academic merit, financial need and skill sets that match potential assignments. Contact the Doctoral Program Coordinator for more information.

Additional information regarding financial aid opportunities can be found at:

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

IUP Office of Financial Aid: *www.iup.edu/financialaid/*

Academic Advisement

The Doctoral Program Coordinator serves as the advisor for all doctoral students. The advisor is responsible for assisting the student with the development and implementation of the Program of Studies Plan. All students must complete their plan of study. This plan of study is designed to facilitate progress towards degree completion. The plan of study must be completed by the student and his/her advisor. The completed Plan of Study form is added to the student's departmental file. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion. The Doctoral Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements. The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc.

Students must contact their advisor each semester prior to registering for course work. All changes in the student's Program of Studies Plan must be approved by the advisor before the student registers for classes.

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/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center http://www.iup.edu/career/
IUP Parking Services and Visitor Center http://www.iup.edu/parking/
University Police http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

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

Program and Degree

The PhD program in Safety Sciences requires a minimum of 54 semester hours of graduate credits. Each student must also satisfactorily complete the comprehensive written examination, the oral examination, and the dissertation. The credits allocated for the program are as follows:

I. Required Course Work

I. Pedagogy Courses (6 semester hours)
SAFE 800	Pedagogical Practices in Safety Education	3 cr.
SAFE 808	Curriculum Evaluation in Safety Education	3 cr.

II. Advanced Applied Research Courses (9 semester hours)
SAFE 810	Applied Research I: Experimental Design	3 cr.
SAFE 811	Applied Research II: Multivariate Statistics	3 cr.
SAFE 812	Applied Research III: Tests and Measurements	3 cr.

III. Safety Management Courses (12 semester hours from the following list)

SAFE 802	Safety Management Systems	3 cr.
SAFE 804	Legal Aspects of Safety Sciences	3 cr.
SAFE 805	Strategies in Risk Control	3 cr.
SAFE 809	Human Performance and Organizational Safety Theory	3 cr.
SAFE 873	Disaster Preparedness	3 cr.

IV. Technical Safety and Colloquium Courses (15 semester hours from the following list)

SAFE 801	Environmental Impact Assessment and Documentation	3 cr.
SAFE 803	Epidemiological Analysis in Safety Sciences	3 cr.
SAFE 806	Advanced Topics in Environmental Health and Safety	3 cr.
SAFE 807	Doctoral Colloquium in Safety Sciences	3 cr.
SAFE 814	Advanced Topics in Ergonomics	3 cr.
SAFE 815	Advanced Topics in Industrial Hygiene	3 cr.
SAFE 874	Fire Safety in Building Design	3 cr.

V. Dissertation (12 semester hours)

SAFE 995	Dissertation	1-12 cr.

Course Descriptions

SAFE 800: Pedagogical Practices in Safety Education   3c-0l-3cr
Application of educational theories to the safety educator role in higher education will be explored. The course will review of the role of the teacher in both the classroom and internship settings, teaching strategies, and student-centered learning outcomes as they pertain to safety sciences.
Prerequisites: None

SAFE 801: Environmental Impact Analysis and Documentation   3c-01-3cr
Using an environmental impact statement as a model, this course is designed to provide the student with various regulatory, scientific, mathematical, and risk-based approaches and tools to conduct environmental impact assessments for industrial technologies by analyzing affected environments and by determining the significant environmental consequences of industrial technologies on various resources (e.g., air, water, land, human health, etc.). The student is also provided with information on how to generate reports/forms based on implementing regulatory and other requirements to document information from environmental/risk assessments and analyses. Prerequisites: None

SAFE 802: Safety Management Systems   3c-01-3cr
This seminar examines administrative concepts and principles regarding organizing and managing safety performance within an organization. The course is designed to explore the current research topics in managing safety including: dimensions of safety performance, management systems, culture & climate, decision-making & risk, leader-member relations, attitudes and values, & international and cultural issues. The course focuses on identifying underlying theoretical and conceptual frameworks characterizing organizational safety research and helping students develop a sense of the issues and questions that the field addresses.
Prerequisites: None

SAFE 803: Epidemiological Analysis in Safety Sciences   3c-0l-3cr
Course will focus on epidemiological based test procedures commonly used in published safety research.
Students will be required to formulate research hypotheses, test them using the appropriate quantitative
research methodologies, and interpret results.
Prerequisites: None

SAFE 804: Legal Aspects of Safety Sciences   3c-0l-3cr
This course examines the legal framework within which the safety, health and environmental
professional must perform. Consideration is given to the historical development of legal aspects of the
profession, including current guidelines that impact on regulatory compliance and professional practice.
Personal liabilities associated with professional practice, including the possibility of criminal sanctions for
workplace injuries, are presented.
Prerequisites: None

SAFE 805: Strategies in Risk Control   3c-0l-3cr
Tools and strategies for the qualitative and quantitative assessment and management of environmental
and occupational risks will be presented.
Prerequisites: None

SAFE 806: Advanced Topics in Environmental Health and Safety   3c-01-3cr
This course will present progressive topics in the environmental, health, and safety field. Leading edge
applications in the areas of industrial hygiene, ergonomics, environmental safety, fire protection and
safety management will be covered.
Prerequisites: None

SAFE 807: Doctoral Colloquium in Safety Sciences   3c-01-3cr This
graduate colloquium is designed to have the students work closely with their classmates and the
instructor to explore and present various components of safety research. Colloquium students will
explore and present details of various research methods in order to gain valuable practice with research
and technical presentations. Prerequisites: None

SAFE 808: Curriculum Evaluation in Safety Education   3c-0l-3cr
This course examines the various curriculum designs in safety at the undergraduate and graduate level.
The student will analyze current accreditation standards in safety education with an emphasis on
curriculum evaluation.   The students will learn methods for conducting ongoing curriculum revision
based on a quality outcomes assessment plan.
Prerequisites: None

SAFE 809: Human Performance and Organizational Safety Theory   3c-0l-3cr
Presents advanced topics in the field of human performance and organizational safety theory. Evaluates
human performance and organizational safety theory research methodology and research priorities.
Applies safety theory and analytical, quantitative and qualitative tools to tackle large-scale or complex
human performance and organizational safety behavioral issues. Covers and promotes leading edge
research, analysis and discussion as defined by recent and relevant published research.
Prerequisites: None

SAFE 810: Applied Research I: Experimental Design   **3c-01-3cr**

Covers experimental and advanced multivariate statistical procedures, including analysis of variance (ANOVA), multivariate analysis of variance (MANOVA), analysis of covariance (ANCOVA), post-hoc tests, planned comparisons, and randomized block designs.
Prerequisite: None.

SAFE 811: Applied Research II: Multivariate Analysis   **3c-0l-3cr**

This course will explore multivariate analysis techniques commonly used in safety sciences research. Topics include multiple regression, exploratory and confirmatory factor analysis, and linear discriminant analysis.
Prerequisites: None

SAFE 812: Applied Research III: Tests and Measurements   **3c-0l-3cr**

Introduces students to testing and measurement topics as they specifically pertain to the field of occupational safety. Includes test validity and reliability, test and measurement interpretation, survey design and construction, sampling strategies and qualitative analysis of information. Describes the social, legal and ethical aspects of occupational safety testing.
Prerequisites: None

SAFE 814: Advanced Topics in Ergonomics   **3c-0l-3cr**

Presents advanced topics in the field of ergonomics (physical, cognitive, and organizational). Evaluates research methodologies and priorities. Provides expertise and analytical, quantitative and qualitative tools required to tackle complex ergonomic issues in the workplace. Covers and promotes leading edge research, analysis and discussions by reviewing and analyzing published research.

SAFE 815: Advanced Topics in Industrial Hygiene   **3c-0l-3cr**

Presents advanced topics in the field of industrial hygiene. Evaluates research methodologies and research priorities. Provides expertise and analytical, quantitative and qualitative tools required to tackle complex industrial hygiene issues. Covers and promotes leading edge research, analysis and discussions by reviewing published research.

SAFE 873: Disaster Preparedness   **3c-0l-3cr**

Principles and techniques for preparing for various types of disasters. Students are acquainted with requirements to develop workable plans for natural and industrial types of disasters. Loss prevention measures are discussed and directed toward preservation of organization resources.
Prerequisite: SAFE Major or Permission of Instructor

SAFE 874: Fire Safety in Building Design   **3c-0l-3cr**

Examines the fundamental principles for the safe design of buildings from a fire hazard standpoint. Emphasis is given to an understanding of the building codes, fire properties of building materials, building design criteria to limit the spread of fire and smoke, control of ignition sources, storage of combustibles and flammables, life safety, and active fire protection systems.
Prerequisite: SAFE Major or Permission of Instructor

SAFE 995: Dissertation   **1-12 cr**

<h1 style="text-align:center">Evaluation of Students</h1>

Comprehensive Examination

Purpose and Description

The purpose of the comprehensive exam is to ensure that each student has achieved a fundamental knowledge base and can demonstrate an ability to accurately and appropriately apply that knowledge before proceeding to the relatively independent scholarship involved in dissertation research. Knowledge, integration, and application of scholarship are essential for successful scholarly work. Comprehensive examinations serve as developmental learning and assessment opportunities.

The comprehensive exam will consist of a <u>scholarly essay (research proposal) on a research topic of the students' choosing</u>. Polished academic writing is expected. A good comprehensive exam includes both review and integration of knowledge. Therefore, the student must formulate compelling and convincing arguments based on the scholarly knowledge and cite scholarly literature (i.e., peer reviewed articles) in the essay. The essay should demonstrate that the student knows, understands, and can apply scholarly knowledge.

The completed exam must demonstrate the student's mastery and ability to apply concepts from the program's core courses. The exam must also demonstrate the student's knowledge and effective application of research methods.

The structure for each student's exam will be based on the judgment of the student's dissertation committee. A suggested structure is noted below as a general guide.

Exam Structure Guide

The exam will take the form of a preliminary, yet inclusive, <u>research proposal</u> where the student may choose to propose a qualitative, quantitative, or mixed methods study. Exam essays will then consist of two parts: (1) introduction and literature review; and (2) proposed methodology. Each part may run approximately 10 to 15 pages culminating in a 20 to 30-page document excluding references. The exam must follow the most current APA publication style and include full bibliographic citations.

The first half of an exam essay will include an introduction that may also contain:
- a statement declaring the study as (1) quantitative, (2) qualitative, (3) mixed methods or (4) an evaluation
- a statement of the research problem
- a succinct research question or set of research questions, and
- a discussion outlining the study's significance and contribution to a specified body of knowledge.

The student is expected to present a literature review that addresses and integrates associated theoretical and scholarly perspectives thereby providing an overview of existing studies and foundational arguments relevant to the student's chosen research topic and demonstrating a working knowledge of the core topics presented throughout the program. This section of the essay will culminate in a synthesis of knowledge. Depending on the type of research (e.g., quantitative, qualitative, mixed methods or an evaluation), the student will locate the proposed research (1) within a conceptual framework, (2) within

the context of defined theoretical gaps, contradictions, and/or predicaments relative to the research focus; (3) a preliminary concept map, and/or (4) a logic model. In all cases the student will discuss how the methods will integrate to illuminate results.

The second half of the exam essay addresses anticipated methods for the proposed study. This section will start off by discussing the pertinent perspectives or research paradigms and how they influence the student's proposed methods, research design, and rationale. The following methodological points also require discussion and justification relative to the student's chosen topic, introduction and literature sections, and proposed design:

1. Research proposal essays must address:
   a. The research design's overall strengths and limitations
   b. Potential data sources
   c. Sampling strategy including criteria and rationale
   d. Data collection plans
   e. Plans for analysis
   f. Ethical aspects of the study
   g. Form of representation of findings

2. Essays focused on quantitative studies, certain mixed methods studies, and/or evaluations, as stipulated by the student's committee, should address:
   a. Identification of dependent and independent variables
   b. Measures of variables including scales, indices, and reliability and validity
   c. Validity issues of causes and effects

3. Essays focused on qualitative studies, certain mixed methods studies, and/or some evaluations, as stipulated by the student's committee, should address:
   a. Assurance of quality and credibility of the study

4. Essays focused on evaluations, as stipulated by the student's committee, should address:
   a. Identification of stakeholder groups and relevant stakeholder interests pertaining to the evaluation

Exam Procedures
To take the comprehensive exam, students must have completed all required coursework and have a dissertation committee approved by the doctoral coordinator. Students may then apply to take the comprehensive exam. Basic research, applied research, evaluation, policy and management research, or other types of safety studies as determined by the committee are acceptable. Note: Once all required course work is completed, students will need to begin to register for at least one dissertation credit (SAFE 995) in the fall and spring terms regardless of when the comprehensive examinations are taken.

The student must first meet with their committee to discuss their research idea. The research topic must be approved by the student's dissertation committee prior to starting the comprehensive exam. If, in the judgment of the committee, a different exam structure to the one noted above is deemed more valuable, a structure may be negotiated between the student and their committee as long as the comprehensive exam essay includes (1) a review of literature and (2) theoretical synthesis.

The committee will set the start date and the student will have two months (62 days) to complete their exam. Only once may the student request a one-month (31 days) extension from their designated committee two weeks prior to the due date.

Students may contact their committee members and request direction during the exam process. The student-committee relationship and interactivity should resemble that of the dissertation process.

Each student must submit their exam essay to their committee in MS-Word or in a form agreed upon by the committee. The dissertation committee members will read and evaluate the exam. Evaluation of the exam is based on the following criteria:

- Evidence of ability to apply knowledge: The student demonstrates a practical application of knowledge by citing examples, setting responses within an applied context, providing practical realistic problem solutions, and addressing related technical, scientific, political, social, organizational, and leadership nuances as appropriate.
- Evidence of ability to synthesize: The student demonstrates an ability to not simply report and analyze facts, but to integrate them as a supportive base and weave them through an innovative argument resulting in a logical cohesive formulation relative to the issues and questions at hand.
- Completeness and thoroughness: The student addresses all issues asked about in question; each subpart given appropriate attention; uses specific detail and concrete examples to illustrate points; discusses alternative explanations regarding a particular line of discourse.
- Organization and clarity of writing: The student uses precise, clear statements throughout; well organized; one line of reasoning completed before another begins; well written.
- Conceptual clarity: The student incorporates relevant terminology from the field of safety as appropriate; demonstrates an understanding of the language of the field and an ability to think conceptually.
- Accuracy: The student demonstrates an accurate understanding of subject matter in question; accurately and appropriately draws on relevant research findings, conceptual schemes, theoretical paradigms, etc.

Exam Feedback

After the committee members read the exam, they will jointly meet with the student for an oral defense. This oral defense can occur on-line for students who are not local. Based on the consensus of the dissertation committee members, a comprehensive exam is graded as (1) pass, (2) conditional pass, (3) revise and resubmit, or (4) fail.

A pass would indicate that there is clear demonstration that the student's exam essay shows evidence of the ability to apply knowledge and to synthesize information, is complete, thorough, organized, logical, and accurate, and reflects clear writing and conceptual clarity.

A conditional pass would indicate that while most of the initial specified conditions have been met in the essay, the committee would like to see some modifications. In the event of a conditional pass, the committee will specify the modifications and any other time conditions in writing to the student. The committee members may choose to leave the final decision to the chair or request to review the modifications themselves. The student must meet the specified conditions in order to receive a pass.

However, in some cases, a grade decision may be "revise and resubmit." A revise and resubmit decision would typically reflect that the essay met some of the evaluation criteria and the committee saw strong evidence of potential success, but the essay contains substantial deficiencies that warrant revision in order for the student to demonstrate sufficient mastery of the relevant literature and adequate skills for dissertation work. In the event of a revise and resubmit decision, the student is provided with written feedback from the committee and has one month (31 days) from the time they receive all feedback from their committee to revise and resubmit the exam. The committee members may exercise their option to request the student to sit for another oral exam. The committee members then decide on a grade of pass, conditional pass, or fail based on the revised essay. A student may revise and resubmit only one time. However, they may receive a conditional pass multiple times provided forward progress is evidenced by the committee.

Students who fail the comprehensive exam are dismissed from the program. The committee chair must report all exam outcomes to the doctoral coordinator.

A student who does not meet due dates established by the committee is also subject to failure. A student may, however, appeal to their committee for more time based on extenuating circumstances.

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

Degree Completion

Research Topic Approval Form (RTAF)

Once the student has completed their comprehensive exam, they should prepare a scholarly, polished 1-2-page summary of the research topic, including the method of study, materials, any equipment that might be used, and an estimated time frame to complete the process. Note: Regardless of when the RTAF is completed, students will still need to continue to register for at least one dissertation credit (SAFE 995) in each fall and spring term after required course work has been completed until they graduate.

The abstract (summary) should be an accurate, clear representation of the proposed study—an extended abstract of the proposal—that includes the nature and scope of the issue, a succinct summary of the literature, and the proposed method of study. It will be reviewed for approval by the program coordinator, the dean of the College of Health and Human Services, and the key administrators in the graduate school; therefore, it should be well-written, scholarly, fully referenced, and free of grammatical and spelling errors. The student should always have their dissertation chair review their summary before submission. Once the student has had their summary reviewed by their dissertation chair, and if the student has questions about the quality of his/her three-page summary, we recommend he/she email an advance copy to the program coordinator who can provide additional feedback (if needed) prior to the official submission. **You may begin writing the dissertation after you receive written notice approving the research topic from the Associate Dean for Research**.

Should changes occur, either in committee membership or topic, a RTAF Committee Change or Topic Change form must be completed and approved by your committee and the Assistant Dean for Research. N**o student can graduate without an up-to-date RTAF on file with the Thesis/Dissertation Office.**

If the project requires review by either the university's Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC), final approval of the Research Topic Approval Form will not be forthcoming from the Assistant Dean for Research until either the IRB or IACUC has reviewed and approved the research project.

The School of Graduate Studies and Research requires you to file a Research Topic Approval Form **at least two academic terms** before you expect to graduate. If the form is not filed by the required deadline, the candidates' graduation will be delayed until the next semester.

It is the student's responsibility to ensure that his/her RTAF form is approved by the School of Graduate Studies and Research. Once the RTAF form is approved, the student should receive a letter of confirmation indicating approval. If the student does not receive that letter, it is up to him/her to follow up and determine the status of the RTAF.

NOTE: The student cannot begin dissertation research activity beyond preliminary steps (such as background research, IRB/IACUC approved pilot study, or three-chapter review) until notice of approval has been received from the Associate Dean for Research. If RTAF approval is marked "conditional pending outside reader approval," the student may commence dissertation research, but cannot defend or graduate until the outside reader is approved.

Institutional Review Board (IRB)
For any research involving human subjects, dissertation research proposals must be submitted to the Institutional Review Board (IRB) for review and approval **prior** to initiating any research. The IRB process is a requirement of the federal government and is in place to assure that human research subjects are protected from risks of harm or abuse in research.

You will need to submit to the IRB a proposed protocol for carrying out your dissertation research AND RECEIVE APPROVAL before engaging in any research (data collection) activities. Students should carefully read the IRB information, guidelines, forms, and submission deadlines available at http://www.iup.edu/irb/. Your RTAF will not be approved by the graduate school until your IRB proposal has cleared the IRB review process.

Securing IRB approval does not have to be a difficult or lengthy process. The following tips should assist you in moving easily through it:
- Read the directions very carefully and be sure that you follow them fully. (This includes numbering pages of the documents you attach to the form.) In developing your protocol narrative, be sure to address all the points indicated on the form. If a point is not applicable to you, state that rather than simply skipping the point.
- Be mindful of any potential ways in which you might have a "power-over" relationship with human subjects and be sure to address how you will protect against coercion.
- Include all related documents, such as a copy of recruitment letter, advertisements, surveys, interview guide, consent form, etc.
- Your committee chair will need to sign the IRB application so be sure to allow for sufficient time to make needed revisions based on your chair's feedback.
- Telephone surveys can be done. The IRB will expect that you will obtain consent over the phone and will ask you to include the 'script' of what you will say to introduce yourself, the study,

inform the participant of their rights and obtain their consent. Include this script as an appendix to the form.

- Consider the readability and accessibility of the language in your consent forms, scripts, and data collection instruments, ensuring that the language matches characteristics of your sample.
- If you have a tricky or unusual element to your study, consider requesting an advance meeting for you and Chair with the IRB Chair to get suggestions on how best to address these challenges.
- Be aware of IRB Committee schedules and deadlines for submitting your materials (usually, 10 days in advance of a review.) A calendar of IRB deadlines and meetings is available at the IUP School of Graduate Studies and Research web site.
- Your IRB protocol may receive an expedited review if your study qualifies (see the IRB Protocol guidelines for more details), but in the case it does require a full board review *you must attend the hearing with your committee chair.* (Attendees you are not local can attend via the internet.) Members of the IRB will share their questions and concerns with you directly, allowing you the opportunity to respond. They may also offer suggestions to help you address ethical issues responsibly. You will also be able to make any necessary revisions immediately following the review and feedback and resubmit it to the IRB, allowing you to begin your research more quickly.

The Graduate School has established deadlines for submitting research topic approval forms and submitting dissertations. These deadlines can be found at this link:

http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/

Deadlines and the process for applying for graduation can be found at this link:

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/

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

Dissertation Completion

Upon acceptance of the dissertation by the dissertation advisor, the candidate shall then request a formal meeting of the dissertation committee for a formal dissertation defense. The meeting will be scheduled at a time convenient to all members. The candidate must place the dissertation in the hands of all committee members at least two weeks in advance of the scheduled dissertation defense. The student will be required to defend the completed dissertation during an oral examination conducted by the dissertation committee. During the defense the candidate is expected to respond to substantive and methodological questions related to the dissertation. The dissertation defenses are open to members of the University community.

Evaluation Outcome for Dissertations

The dissertation must be approved in writing by each member of the committee, as well as by the School of Graduate Studies and Research. Results from the dissertation defense can include pass the defense, fail the defense, or pass the defense based upon required revisions.

A "pass the defense" result indicates that the dissertation has successfully addressed the research questions posed, showing clear evidence of the ability to apply knowledge and to synthesize information, is complete, thorough, organized, logical and accurate, and reflects clear writing and conceptual clarity.

A "fail the defense" result indicates that there are major structural deficiencies in the dissertation that cannot be corrected through revisions, resulting in the dissertation not successfully addressing research questions posed. These deficiencies could be in areas such as flawed experimental design, insufficient or incorrect information collection and analysis, and unsubstantiated or illogical findings and conclusions.

A "pass the defense based upon required revisions" result indicates that the dissertation successfully has addressed the research questions posed but its quality could be improved, through revision, in one or more of the following areas: completeness, thoroughness, organization, accuracy, clear writing and conceptual clarity.

Effective fall 2017 for students admitted for initial matriculation in 2017 and 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/

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 the Safety Science Doctoral 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/thesource/

Academic Status and Satisfactory Academic Progress

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

Affirmative Action

> *Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.*

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

*Note: Admission effective fall 2017 and after: Master's thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

> *Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers)* **all** *doctoral and master's thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.*

> *Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.*

> *All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or master's thesis credits required by their program,*

but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

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

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).

Once the student has registered for the number of dissertation credits required by their program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one extended credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or M.F.A. student.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

Note: *The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral or M.F.A. student's intent to "quit" the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.*

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

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

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:
•   he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
•   he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
•   he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University though the provisions of this policy only once.

Prior Record

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

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

Academic Standards

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

Graduation Graduate Residency Requirement Policy

For the PhD in Safety Sciences Program, 45 of the 54 credits meeting program requirements must be taken at IUP.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

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

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

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

Reexamination Policy: Candidacy/Comprehensive Examination

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.

The student will notify in writing the Safety Sciences Doctoral Program Coordinator requesting permission for a "third" examination and will provide substantive reasons for this request. Upon approval of the Safety Sciences Doctoral Program Coordinator, the decision then is voted on by full-time tenure track faculty in the Safety Sciences Department. If the majority agree with permitting the student to take the third examination the request is then forwarded to the School of Graduate Studies and Research Dean (or designee) for review and potential approval.

Registration

http://www.iup.edu/registrar/students/registration/

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

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

Student Conduct

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

Time Limitations

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

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

Time-to-Degree Doctoral Dismissal Appeal Policy

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

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

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

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

    a. *Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.*

    b. *Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.*

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

Title IX Reporting Requirement

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

Transfer of Credits (Effective Fall 2017) Policy

A student may transfer nine (9) graduate credits from another institution, with Safety Sciences Department approval, 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. MS-credits from dual listed IUP MS/PhD Safety Sciences courses will be accepted for transfer into the PhD Program.

*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/arl/

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

Student Rights and Responsibilities

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

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 doctoral program coordinator may share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to Dr. Jan K. Wachter, Safety Sciences Doctoral Program Coordinator, by July 19, 2019.

The Department of Safety Sciences will keep this signed document on file.