



IUP Graduate Handbook

M.Ed. in Literacy/Reading Specialist Certification Program

Department of Professional Studies in Education

Handbook Updated *2023-2024*

M.Ed. in Literacy/Reading Specialist Certification Program

Department of Professional Studies in Education

570 S. 11th Street, Indiana, PA 15705

(724) 357-2400 (Office); (724) 357-2961 (Fax)

Program Website: <http://www.iup.edu/pse/grad/literacy-med-reading-specialist-certification/>

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Introduction

Welcome to the M.Ed. in Literacy/Reading Specialist Certification Program at Indiana University of Pennsylvania. This program is nationally recognized by the International Literacy Association (ILA). Upon successful completion of the program and passing the Praxis Reading Specialist exam, candidates are eligible to be certified as Reading Specialists in Pennsylvania. This performance-based program is centered on ILA standards and is grounded in literacy theories, research, and instructional practices. The program faculty look forward to working with you.

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.

Affirmative Action

<https://catalog.iup.edu/content.php?catoid=7&navoid=951>

Title IX Reporting Requirement

<https://catalog.iup.edu/content.php?catoid=7&navoid=959>

Student Conduct and Student Rights

<https://www.iup.edu/studentssupportandstandards/policies/index.html>
www.iup.edu/gradcatalog

Department of Professional Studies in Education

The Department of Professional Studies in Education (PSE), housed in Davis Hall on the IUP campus, offers several undergraduate and graduate programs in education. The PSE Department is part of the College of Education and Communications. As one of the many educator preparation programs at IUP,

this program is committed to meeting the standards of the Council for the Accreditation of Educator Preparation (CAEP).

Mission Statement and Program Objectives

The Master of Education in Literacy and Reading Specialist Program is designed to prepare practitioners who:

- Demonstrate knowledge of theoretical underpinnings of literacy instruction, historical trends, and current evidence-based literacy practices.
- Demonstrate ability to assess literacy skills and design programs to meet students' strengths and needs.
- Display positive dispositions toward literacy, teaching, and fulfillment of students' literacy potential.
- Demonstrate the ability to be reflective literacy professionals, who collaboratively with colleagues and advocate on behalf of teachers, students, families, and communities.

Faculty and Staff

All full-time faculty members have doctoral degrees in education. Faculty members with reading specialist certification and teaching experience supervise Practicum activities with children and adolescents. The PSE Office is staffed by an administrative assistant and student workers. The office may be reached by calling (724) 357-2400. The PSE Department e-mail address is pse-dept@iup.edu.

Program Coordinator:

Dr. Julie W. Ankrum
Dept. of Professional Studies in Education
Phone: 724-357-2400
E-mail: julie.ankrum@iup.edu

Admission

Students seeking admission to the Master of Education in Literacy and Reading Specialist Program must meet the following criteria:

- Hold a Bachelor's degree from a regionally accredited college or university.
- Be certified in teaching.
- Have a minimum undergraduate GPA of 3.0 (on a 4.0 scale) or commensurate with requirements of the Pennsylvania Department of Education.
- Be admitted to the School of Graduate Studies and Research (SGSR)

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

Graduate Assistantships

Students may apply for 30 hour per week graduate assistantship in a local school district. Students should indicate their interest in a graduate assistantship position by checking the box in the program application and also contacting the program coordinator for an interview. Information about graduate assistantships may be found at:

- <https://www.iup.edu/admissions/graduate/financialaid/index.html>
- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

The program coordinator serves as the advisor for students enrolled in the M.Ed. in Literacy/Reading Specialist Certification Program. The advisor will provide guidance on courses that should be taken each semester, according to students' full-time or part-time status. Students should take an active role in the advisement relationship through communication with the advisor, timely registration for classes, and responsiveness in submitting required documents and other information as needed (e.g., clearances, confirming certification requirements, handbook verification form).

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of Student Billing: <https://www.iup.edu/student-billing/>
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

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

<https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/> to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

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

Programs and Degrees

Master's Program

Students seeking a Master of Education in Literacy/Reading Specialist Certification are required to complete 30 semester hours. Students seeking certification as reading specialists must complete a minimum of 27 semester hours.

Courses are offered in the following semesters, and certain courses have prerequisites. Prerequisites may be waived for full-time students. Note: Courses marked with an asterisk are the courses required for the Reading Specialist certification.

Fall Courses:

- LTCY 600* Foundations of Literacy Instruction
- LTCY 644* Writing Development and Instruction (LTCY 600 is a pre- or co-requisite)
- LTCY 701* Assessment and Acceleration (LTCY 600 is a pre- or co-requisite)

Spring Courses:

- LTCY 607* Diverse Texts for Literacy Instruction
- LTCY 635* Differentiated Literacy Instruction to meet the Needs of All Learners (LTCY 600 is a pre- or co-requisite)
- LTCY 702* Literacy Instruction Across the Disciplines (LTCY 600 is a prerequisite)

Summer Courses:

- LTCY 648 Creativity and the Elementary School Child (an elective)
- LTCY 698* Analysis of Research in Literacy
- LTCY 705* Literacy Leadership and Collaboration (taken after LTCY 600, 644, 607, 698, 701, 702)
- LTCY 770* Practicum and Seminar for Reading Specialists (taken after LTCY 600, 644, 607, 698, 701)

Certification

All students in the M.Ed. in Literacy/Reading Specialist Certification (and Certification Only) programs are required to take the Reading Specialist Praxis exam and submit test scores to LiveText. Students who meet the coursework, GPA, and testing requirements are eligible to apply for Pennsylvania Reading Specialist certification through the TIMS system.

Students seeking reading specialist certification are required to achieve passing scores on the Praxis test for Reading Specialists. Scores should be submitted to THE PROGRAM COORDINATOR one semester prior to graduation as evidence of meeting ILA Standard 1. The best time to take the test is the semester when the student takes Practicum. All students should review previous course material before taking the test. To gain information about the test, go to the ETS website: www.ets.org

Follow these steps:

Under “Tests” in the middle of the page, click on PRAXIS.

Under “For Test Takers”, click on PREPARE FOR A TEST.

Click on “Check Your State’s Testing Requirements” to determine the current test required by the Pennsylvania Department of Education. <https://www.ets.org/praxis/pa/requirements/>

Use this site to access test preparation resources.

*PLEASE NOTE: Initial certification is required for Reading Specialist Certification. Any candidate who is dually enrolled in an initial certification program must FIRST obtain their initial certificate, and then apply for the reading specialist certificate.

Teacher Information Management System (TIMS)

The Teacher Information Management System (TIMS) is a PDE application process designed to replace the Teacher Certification System (TCS) and provide online educator certification services.

Step One – Log-on to your TIMS account through the PDE website.

You may already have an education website login established.

Step Two – Entering a Certification Request

Log In to the TIMS website.

From the TIMS homepage, or “dashboard”, select the “New Credential Application”.

Select your certification option from the pull-down menu and continue through the application.

Instructional I "Reading Specialist" Stop and save your application to obtain answers to your questions as you proceed through the screens.

SELECT CREDIT CARD AS PAYMENT.

You cannot change the application after it is submitted so check all pages carefully before clicking on the submit button. You can delete an incorrect application on the TIMS dashboard before it is submitted.

PDE cannot correct or return an application once submitted so this is an important step.

Step Three – What to Do AFTER Submitting Your Application in TIMS

After submitting the application to PDE via TIMS you will be prompted to print the coversheet.

Go to <http://www.iup.edu/marketplace> to submit your IUP Certification Fee.

Click on Teacher Certification Store and follow the instructions.

Submit a copy of your TIMS cover sheet and a copy of your Marketplace payment receipt to:

Teacher Education Office
104 Stouffer Hall
1175 Maple Street
Indiana PA 15705

Your certificate WILL NOT arrive in the mail. You will be able to print copies of your certificate.

Course Descriptions

Please refer to the Graduate Catalog for course descriptions: www.iup.edu/gradcatalog

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Students are evaluated using a variety of assessment methods throughout the program. Key assessments that are required for accreditation are evaluated using rubrics that provide levels of proficiency according to International Literacy Association Standards.

Candidacy

Students entering the program are admitted with pre-candidacy status. Candidacy status is granted after students have completed 12 credits and maintained a 3.0 GPA.

Degree Completion

Students may progress through the program as full or part-time students. Progression through the program should be continuous. Students who need to take a semester off must notify their advisor. Students who do not enroll in classes for two consecutive semesters will need permission to continue in the program.

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

Involvement in a Professional Literacy Organization

All candidates in the Master of Education in Literacy Program or Reading Specialist Certification Program are required to join and document participation in a professional literacy organization. Suggested organizations to join include the following: International Literacy Association and/or Keystone State Literacy Association (which includes membership in a local council, such as the Indiana Reading Council).

Clearances

Candidates who are employed by a school district must provide the M.Ed. in Literacy Program Coordinator confirmation of the district's required clearances prior to enrolling in LTCY 770, *Seminar and Practicum for Reading Specialists*. Candidates who are not employed by a school district must submit copies of current clearances, TB test, and liability insurance to the program coordinator prior to enrolling in LTCY 702, *Literacy Instruction Across Disciplines* and LTCY 770, *Seminar and Practicum for Reading Specialists*.

The required documents include

- Act 34: Pennsylvania State Criminal Records (dated within one year)
- Act 114: Federal Criminal History Record Information (dated within one year)

- Act 151: Pennsylvania Department of Public Welfare Child Abuse History Clearance (dated within one year)
- Act 24 (Print from the IUP Educator Preparation Education Office website, under Forms and Documents, complete and submit)
- TB Test (dated within one year)
- Liability Insurance (PSEA membership or Private insurance (Must have a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence if obtained via private insurance)
- Act 126: Documented completion of ACT 126 Training. www.reportabusepa.pitt.edu

Sexual Discrimination/Sexual Misconduct AND Mandatory Title IX/Protection of Minors Information

Candidates who enroll in Practicum are required to read documents provided on the *Sexual Discrimination and Sexual Misconduct Resources* website:

<https://www.iup.edu/socialiquity/policies/sexual-discrimination-and-sexual-misconduct-resources/>

Candidates must participate in Title IX training before working with children in Practicum.

Professionalism and Policies

Candidates in the Master of Education in Literacy and Reading Specialist Program are expected to maintain a high degree of professionalism as scholars and practitioners, and in their interactions with faculty and colleagues, students and their families, school personnel, and administrators. Candidates' professionalism will be evaluated each semester using the Dispositions Assessment (See Appendix C).

Remediation Plan

This plan will be enacted if a candidate fails to meet key aspects of the Master of Education in Literacy and Reading Specialist Program.

A. Purposes of the Plan

1. To address inability to meet program standards.
2. To communicate concerns clearly to candidates.

To provide due process.

B. Procedures

1. A candidate who is referred for remediation will receive a letter. A remediation plan will be designed and signed by candidates and faculty/advisors.
2. All faculty members in the program will receive a copy of remediation plan.
3. A member of the faculty or the advisor will monitor progress in the plan according to a designated timeline and provide feedback to the candidate.
4. Faculty review will determine subsequent course of action.

**Candidate reviews will take place each semester at Literacy Committee meetings by literacy faculty and the program coordinator using the Student Review Rubric or referral to the Literacy Committee.

C. Examples of Problematic Behavior

1. Excessive absence
2. Chronic tardiness
3. Lack of participation in class
4. Unprofessional/unethical conduct

5. Academic concerns (e.g., failure to submit assignments, poor performance on assignments, poor oral/written communication skills, cheating/plagiarism, lack of scholarship)
6. Interpersonal concerns (e.g., unprofessional interactions with faculty, unwillingness to respect others' points of view, poor hygiene/self-care)
7. Unwillingness to accept and incorporate feedback
8. Unable/unwilling to work collaboratively with others

Inappropriate use of technology

D. Potential Remediation/ Possible Outcomes

1. Referral to individual/group counseling
2. Focused reading in a particular area
3. Taking "incomplete" and attending course for 2nd time
4. Additional specific feedback/guidance from instructor
5. Volunteer work in schools
6. Referral to Writing Center
7. Referral to student judicial board
8. Decrease in course load
9. Prescribed courses
10. Additional coursework
11. Suspension from program.

Recommendation for dismissal from program

Application for Graduation

Graduation applications should be completed on MyIUP. Application deadlines are as follows:

- May 1 for May graduation
- August 1 for August graduation
- December 1 for December graduation

August graduates walk in the May graduation ceremony.

PRAXIS scores must be submitted for review in LiveText by the last day of classes in the semester in which students plan to graduate.

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at www.iup.edu/gradcatalog

Academic Good Standing

Academic Integrity

Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement
Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation
Transfer of Credits Policy

Research

Insert any information regarding research support for your students.

www.iup.edu/gradcatalog

www.iup.edu/research/

Appendices

Appendix A—Directions for Creating a LiveText Account

1. Go to www.livetext.com and clicking "PURCHASE/REGISTER" at the top.
2. **If you have not already purchased a membership**, Click the "Select This Option" button under "Purchase Membership."
 - a. On this screen, select the "**Standard Edition.**"
3. Enter your personal information and create your username and password.
4. Pay for your membership.
5. If you already purchased your membership and need to register, click the "Select This Option" button under "Register Membership."
6. Under Step 1 you will need to click the "Student" radio button.
7. Under Step 2 you will enter the Key Code you received.
8. Under Step 3 you will enter your Personal Information.
 - a. Please complete all areas.
 - b. Use your IUP email address for both school and personal email.
 - c. Your faculty ID is your banner ID
9. Under Step 4 you will create a username and password.
 - a. Please make it something you will remember.
 - b. You will also need to choose a security question from the drop down and complete the answer and a hint.
 - c. The hint cannot contain any part of the answer.
10. Click the terms of service box
11. Finally, click the "**Register My Membership Account**" button. You now have your account.

It may take a day for the service to update and recognize your courses from the nightly update from IUP. Once this is completed you will be able to log into your account and see all the courses you are assigned to by the university.

Appendix B—Assessment of Candidate Dispositions

Indiana University of Pennsylvania
M.Ed. in Literacy/Reading Specialist Certification Program
Assessment of Candidate Dispositions

Candidate's Name: _____ Banner ID: @_____

Who is completing this assessment? (circle one) Faculty Practicum Supervisor Candidate

The candidate...

Distinguished (D): ...exhibits the disposition frequently, consistently and independently.	Proficient (P): ...exhibits the disposition but may need guidance or support.	Basic (B): ...does not often exhibit the disposition or requires explicit guidance/recommendations for improvement.	Unacceptable (U): ...does not exhibit the disposition and/or fails to take corrective action.	Unable to Assess (UA) ...does not have the opportunity to demonstrate the disposition at this time.
Personal/Professional Dispositions		Rating	Comments and/or Examples	
The candidate...				
...is conscientious about attendance and punctuality.		D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>		
...is well-groomed and professionally attired.		D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>		
...maintains professional relations with district and university personnel, community members, and families.		D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>		
...practices professional discretion and confidentiality.		D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>		
...demonstrates initiative and enthusiasm in preparation and		D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>		

lesson delivery, adheres to deadlines, and is committed to student success.		
...accepts constructive criticism and modifies behavior accordingly	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...communicates clearly in oral and written expression.	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...is open to diverse perspectives.	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...demonstrates a commitment to lifelong learning.	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
... exhibits assertiveness and poise in the classroom.	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	

Rubric Information: The candidate...

Distinguished (D): ...exhibits the disposition frequently, consistently and independently.	Proficient (P): ...exhibits the disposition but may need guidance or support.	Basic (B): ...does not often exhibit the disposition or requires explicit guidance/recommendations for improvement.	Unacceptable (U): ...does not exhibit the disposition and/or fails to take corrective action.	Unable to Assess (UA) ...does not have the opportunity to demonstrate the disposition at this time.
Danielson Framework Domain 4 Professional Responsibilities and ILA Standards Elements	Rating	Comments and/or Examples		
The candidate...				
...displays positive dispositions related to their own reading and writing and the teaching of reading and writing, and pursues the development of individual professional knowledge and behaviors (ILA 6.2); enhances content knowledge and pedagogical skill through	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>			

professional development experiences (4e).		
...accurately reflects on lessons and cites adjustments to practice, drawing on a repertoire of strategies (4a).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...plans instruction based on assessment information (4b).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...provides frequent information to families about the instructional program and students' individual progress (4c).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...engages families in the instructional program (4c).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...maintains professional relationships with colleagues that encourage sharing, planning, and working together toward improved instructional skill and student success (4d).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...contributes to and participates in a learning community (4d).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...serves the profession through active involvement in learning opportunities and professional organizations (4e; ILA 6.2).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...acts with integrity and ethical conduct (4f).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...advocates for students (4f) and groups (ILA 6.4); develops and implements strategies to advocate for equity (ILA 4.3)	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...recognizes, understands, and values the forms of diversity that exist in society and their important in learning to read and write (ILA 4.1).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	
...engages in decision-making to solve problems (4f).	D <input type="checkbox"/> P <input type="checkbox"/> B <input type="checkbox"/> U <input type="checkbox"/> UA <input type="checkbox"/>	

Signature Page

PLEASE SIGN AND E-MAIL THIS PAGE TO THE PROGRAM COORDINATOR BY THE END OF THE FIRST WEEK OF THE SEMESTER.

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

**Submit to Dr. Julie Ankrum (jankrum@iup.edu), Program Coordinator by
THE END OF THE FIRST WEEK OF THE SEMESTER.**

The PSE Department/Literacy Program will keep this signed document on file.