

Administration and Leadership Studies



Indiana University of Pennsylvania

Cohort 15

Summer 2014

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WELCOME

Welcome to the doctoral program in Administration and Leadership Studies. We are delighted that you have decided to join us.

What Can You Expect From Faculty?

The faculty members are here to help you, especially your graduate coordinator. You can expect assistance in making timely progress towards your degree. Your graduate coordinator 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.

Faculty members will treat you professionally. Verbal abuse, hostile and threatening actions, and physical violence are not tolerated at IUP. The advisor/ advisee relationship is built on trust and anything that breaks that trust will damage the relationship. You should report to the School of Graduate Studies and Research any behavior that you feel is inappropriate.

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

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

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

What Can the Faculty and SGSR Personnel Expect From You?

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

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

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

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

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

YOUR RIGHTS

IUP ascribes to the following Rights of Graduate Students (adopted by the American Association of University Professors):

1. Graduate students have the right to academic freedom. Like other students, they should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Graduate students have the right to be free from illegal or unconstitutional discrimination, or discrimination on a basis not demonstrably related to job function, including, but not limited to, age, sex, disability, race, political viewpoint, religion, national origin, marital status, or sexual orientation, in admissions and throughout their education, employment, and placement.
3. Graduate students should be assisted in making timely progress toward their degrees by being provided with diligent advisers, relevant course offerings, adequate dissertation or thesis supervision, and periodic assessment of and clear communication on their progress. If a graduate student's dissertation or thesis adviser departs from the institution once the student's work is under way, the responsible academic officers should endeavor to provide the student with alternative supervision. If a degree program is to be discontinued, provisions must be made for students already in the program to complete their course of study.
4. Graduate students are entitled to the protection of their intellectual property rights, including recognition of their participation in supervised research and their research with faculty, consistent with generally accepted standards of attribution and acknowledgment in collaborative settings.
5. Graduate student assistants are to be informed in writing of the terms and conditions of their appointment. Graduate assistants should not be terminated with prior written notice. Graduate student employees with grievances, as individuals or as a group, should submit them in a timely fashion.
6. Good practice should include appropriate training and supervision, adequate office space, and a safe working environment. Departments should endeavor to acquaint students with the norms and traditions of their academic discipline and to inform them of professional opportunities. Graduate students should be encouraged to seek departmental assistance in obtaining future academic and nonacademic employment.
7. Departments are encouraged to provide support for the professional development of graduate students.

UNIVERSITY-WIDE INFORMATION FOR GRADUATE STUDENTS

International Students

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

Financial Information

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

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

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

A limited number for Doctoral Fellowships are awarded by doctoral program coordinators annually. Please contact your graduate coordinator for additional details.

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

Professional Development funds are available to support participation in scholarly and creative activities that add to professional development in a significant way. Applicants may request up to \$300 and must provide a clear description of the proposed activity. Examples of eligible activities include serving as a moderator, discussant, or session chair at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning

experience, is not eligible for support. For additional information, see [Graduate Student Professional Development Fund application and instructions](#).

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

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.

Registration

Graduate students are expected to register for classes within the guidelines posted on IUP's Academic Calendar (www.iup.edu/academiccalendar). Before registering for the Fall or Spring terms, remember to meet with your advisor to obtain the "Alternate PIN" necessary for online registration. An "Alternate PIN" is not required for Summer registration.

Dissertation, M.F.A, and Extended Credit Registration: After completing all course work, comprehensive examination, and language, and skill requirements (where applicable), doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring only).

Late Registration: *Continuing students* are assessed a late registration fee if their registration for the following term (Fall or Spring) occurs after the last day of the current semester or after the first day of classes. Visit www.iup.edu/page.aspx?id=17303 for information about the Late Registration Fee.

Visit www.iup.edu/page.aspx?id=132873 for more information about how to register, adjust a schedule, add or drop a class, withdraw, and more.

Deadlines

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

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. 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.

Housing

Graduate student housing is available in the University Towers apartments (www.iup.edu/page.aspx?id=14205). Graduate students also often pursue off-campus housing; resources are available online at www.iup.edu/page.aspx?id=9507.

Parking

Visit www.iup.edu/page.aspx?id=95749 to apply for your parking permit and to view maps of available parking areas on campus.

Resources

Library: IUP Libraries provide excellent support to graduate students who are taking courses at main campus, at off campus sites and branches, and online. Visit www.iup.edu/library/ for additional information. Doctoral students are permitted to reserve study carrels in the Stapleton Library located at IUP's main campus. Visit www.iup.edu/page.aspx?id=157522 for more information.

Contacts

Career Counseling: 724-357-2235

Disability Support Services: 724-357-4067

Veterans' Outreach Services: 724-357-2220

Writing Center: 724-357-3029

The Counseling Center: 724-357-2621

Borough or State Police, Fire, Ambulance: 911 on campus: (9) 911

University Police: 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

UNIVERSITY-WIDE POLICIES

Academic Policies

Graduate students are expected to adhere to the policies set forth in the Graduate Catalog. These policies are located online at www.iup.edu/page.aspx?id=133006 for master's students and www.iup.edu/page.aspx?id=132918 for doctoral students.

While you are responsible for knowing and understanding all applicable policies, we would like to draw your attention to several in particular:

Academic Good Standing
Academic Integrity
Grade Appeal
Time Limitations

Research Policies

Graduate students are expected to comply with all applicable federal, state, and university research regulations. Before conducting research at IUP, you should review the [research policies](#), paying extra attention to several in particular:

Export Control: [Export Control](#) Regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade. An export is any oral, written, electronic, or visual disclosure, shipment, transfer, or transmission of commodities, technology, information, technical data, assistance, or software codes to anyone outside the US, a non-US individual wherever they are, or a foreign embassy or affiliate.

Human Subjects Protection: [Human Subjects Protection](#) at IUP is overseen by the Institutional Review Board (IRB) for the Protection of the Human Subjects. The IRB is the regulatory body of IUP that is responsible for the review of research that involves human participants. The purpose of IRBs nationally is to protect participants in research as well as to protect researchers conducting research involving human participants.

Research Misconduct: [Research Misconduct](#) means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the research community for proposing, conducting, or reporting research, including failure to comply with Federal regulations for protection of researchers, human subjects, the public, or the welfare of laboratory animals.

Copyright: [Copyright](#) information is available to help guide you in writing your thesis or dissertation.

Plagiarism: [Plagiarism](#) is defined in section II.A.3. of the [Academic Integrity Policy](#).

Technology Transfer and Intellectual Property: [Technology Transfer and Intellectual Property](#) guidance and resources are available for students at IUP and through [PASSHE](#).

Thesis/Dissertation Manual

The Thesis-Dissertation Manual, available as a downloadable [PDF document](#), is intended to guide you through the process of completing your thesis/dissertation. Your thesis or dissertation is representative of your ability to conduct original research in your chosen field. As such, future employers may review your thesis or dissertation to make hiring or tenure decisions. For this reason, the School of Graduate Studies and Research and the graduate faculty have established standards in order to produce a publication of the highest quality. You are required to comply with the deadlines and procedures described in this manual.

Other Important Policies

IUP's *Use of Email Policy* defines IUP e-mail as an official means of communication for the university. The University provides e-mail services to all students and employees as an official method of communication. Students and employees have a responsibility to read their IUP e-mail accounts and, if responding to or sending e-mail about IUP business, use their IUP e-mail accounts to do so.

View www.iup.edu/itsupportcenter/howto.aspx?id=14583 for more information.

IUP is committed to a work environment free from any form of sexual harassment or sexual violence. The [IUP Sexual Harassment Policy](#) prohibits sexual harassment and sexual violence and provides reporting procedures. Additional information can be found online at www.iup.edu/page.aspx?id=115577.

Inclement Weather Policy: www.iup.edu/weatherpolicy

PROGRAM POLICIES AND REQUIREMENTS

School Administrators: COURSE OF STUDY 2014 – 2021

60 Credit Hours-**Tentative** Schedule

All courses are required

Summer, 2014

ALS 801 Leadership Theory
ALS 810 Advanced Topics in Human Development & Learning

Fall Term, 2014

ALS 850 School and Community
ALS 825 Critical Analysis of Issues in Education

Spring Term, 2015

ALS 805 Curriculum Evaluation
ALS 830 Analysis of Effective Instruction

Summer Term - 2015

ALS 858 School Law and Negotiations
ILR 651 Conflict Resolution

Fall Term – 2015

ALS 820 Doctoral Seminar in Research Methods (**Rough draft of Chapter 1 of your dissertation**)
ALS 802 Leadership: A Case Study Approach

Spring Term – 2016

ALS 883 Analysis of Qualitative Data in (**Rough draft Chapter 2 of your dissertation**)
Leadership Studies
ALS 880 School Finance

Summer Term – 2016

ALS 882 Research Instrument Design for Leadership (**Rough draft of Chapter 3**)
ALS 803 Leadership: Applied Practice

Fall Term - 2016

ALS 881 Leadership Seminar
ALS 898 Internship 3 credits

Year 3: Spring 2017

Written and Oral Comprehensive Exams
ALS 898 Internship 3 credits

Spring, Summer & Fall 2017-2021

(You must complete your dissertation by 2021)

ALS 995 Plan to continue working on your dissertation

Superintendent PRAXIS Examination 6021 Is a Requirement of the State of Pennsylvania.

9 Dissertation Credits are required. Once you pass your comprehensive examination, you must register for 1 or more dissertation credits each semester until the dissertation is finished. (The longer you take in writing the dissertation, the more the cost since you could end up registering for more than 9 credits)

INTRODUCTION

The doctoral program in Administration and Leadership Studies is designed for future college teachers and administrators and offers a rich mixture of theory and application through specifically designed courses. We expect our cohort to develop a spirit of a camaraderie that promotes the development of ethical beliefs, and a constructivist philosophy. In addition to traditional course work, the Gettysburg Leadership Walk is designed to complement the academic package and to promote leadership concepts and ideas for future research.

THE LEADERSHIP PROGRAM

We want to attract potential leaders into this program who can think critically, who can write well and who can speak effectively. In addition, candidates for this program must be sensitive, must be able to analyze complex problems, must be able to make rational decisions and must be able to articulate their own personal philosophy. Our intent is to help college teachers and college administrators to develop leadership attributes through extensive reading, through analysis of administrative leadership case studies, through self-assessment leadership profiles, and through application of leadership skills in a field setting. We believe that by keeping the program small, as well as highly selective, we will be able to attract top quality candidates into the program. We want to develop a program whose major objective is to educate quality leaders who can implement visionary programs in educational organizations. We believe that leadership skills can be taught. We believe that by creating an atmosphere of high expectations, by requiring students to prepare manuscripts for publication, and by requiring students to organize professional leadership seminars we will promote the development of leadership skills.

PROGRAM OBJECTIVES

After completing a doctoral program in Administration and Leadership Studies, our graduates will be able to:

1. Implement leadership strategies at their place of work. In order to meet this objective, students will be expected to implement an administrative project at their place of employment. The course, ALS 803 Leadership and Applied Practice, and ALS 898 Internship in Administration and Leadership Studies are designed to address this objective.

2. Develop and implement policies designed to improve the overall operation of your place of employment. The course ALS 802 Leadership: A Case Study Approach will provide a sound theoretical framework for understanding how organizational policies are developed and implemented. Maintaining positive school and community relations is an important objective of school and college administrators. The course ALS 850 School and Community relations provides students with opportunities to enhance college and community ties.
3. Analyze leadership characteristics of their fellow workers and be able to help others develop leadership potential. ALS 801 Leadership Theory and ALS 802 Leadership: A Case Study Approach identifies leadership concepts and helps students to analyze various administrative strategies for finding solutions to administrative problems.
4. Develop plans and procedures for working with groups in order to solve specific problems. The Leadership Retreat provides a great opportunity to work with peers to develop and listen to presentations related to leadership, research, and administrative theory. The courses related to leadership and conflict resolution help to develop skills in resolving conflicts, organizing teams, analyzing data, and planning for change.
5. Develop skills to initiate innovative changes designed to improve specific working conditions within your place of employment. Innovation is the key term in this objective. Innovation and leadership are concepts that will thread through all Leadership courses. Curriculum is a key area for innovative and creative ideas. The course ALS 805 Curriculum Evaluation explores cognitive learning theory as well as methods for assessing student learning.
6. Resolve conflicts within an organization using conflict resolution techniques. One of our core courses, ILR 651 Conflict Resolution provides a theoretical framework for managing conflict. In addition, our ALS 881 Leadership Seminar will focus on college administrative techniques, community relations, and departmental assessment strategies, and college governance.
7. Use research methods such as surveys, interviews, data analysis, and questionnaire design to assist in solving on-the-job problems. The research core, ALS 820 Doctoral Seminar in Research Methods, ALS 883 Analysis of Qualitative Data in Leadership Studies, and ALS 882 Research Instrument Design for Leadership

Development, provides candidates with substantial background in both quantitative and qualitative research techniques.

8. Analyze and diagnose on-the-job problems using skills learned in the administration and leadership courses. We expect students to be able to identify, diagnose and prescribe potential solutions to resolve on-the-job administrative problems. ALS 803 Leadership Application and 802 Leadership: A Case Study Approach are courses that directly relate to this objective.

9. Establish professional and personal relationships among peers and faculty to aid in your professional development throughout your career.

PROGRAM HIGHLIGHTS AND PROCEDURES

1. All Students must meet all Graduate School requirements including application fees, minimum grade point averages, and letters of recommendation,

2. Formal admission into the program begins during the 2014 Summer term. Candidates will be required to register for ALS 801 Leadership Theory ALS 810 Advanced Topics in Human Development and Learning.

3. All students in this program are required to complete an on-site internship. This internship must meet with your advisor's approval and must be designed to enhance leadership skills in a field setting.

ADVISORY COMMITTEE

The Administration and Leadership Studies program has an Advisory Committee which includes the Dean of the College of Education, two ALS faculty members, the Program Coordinator, the Chairperson of the Department of Professional Studies, and a representative number of doctoral students. The advisory group meets at least twice a year to review program components, suggest new techniques, new strategies and offer suggestions for improving the overall program.

Policy coordination related to students and general program administration is handled by the Program Coordinator of the Administration and Leadership Studies program in consultation with the Professional Studies in Education chairperson, the college dean, the graduate dean. The type of procedures and policies to be administered are:

1. Adherence to Graduate School policies regarding admissions, residency,

- student processing, graduation, etc.
2. Marketing and promotion of the Administration and Leadership Studies program.
 3. Development of a long-range schedule for course offerings.
 4. Management of inter-departmental agreements.

Arrange meetings with the chairperson of Professional Studies in Education to set schedules, advise, and confer regarding all aspects of the program. The Advisory Council will meet to advise the Program Coordinator on such issues as:

1. Resources, e.g., assistantships for program operation, library, travel, etc.
2. Faculty/student concerns such as course scheduling, program content, standards, etc.
3. Long range planning, strategic needs, program expansion, etc.
4. Problems related to the operation of the Administration and Leadership Studies program.
5. Doctoral student suggestions for improving the operation of the program.

ADMISSION

Upon notification of acceptance into the doctoral program by the Dean of the Graduate School, candidates are permitted to register for graduate classes. Throughout the students course work, the director of the Administration and Leadership Studies program serves as each student's advisor.

Students who are admitted to the Administration and Leadership Studies doctoral program must have master's degree in education or a master's degree in the liberal arts. Students who are admitted into the Administration and Leadership Studies doctoral program must also meet all graduate school requirements.

Admission to Candidacy:

You must apply for doctoral degree candidacy in January, 2015. You must have a minimum quality point average of 3.0.

Candidacy Examination:

You are required to submit candidacy exam to the Graduate Coordinator by January 15, 2015. If you do not pass your candidacy exam, you may request to do one rewrite of your candidacy examination. If you fail the second examination, then you will no longer be permitted to remain in the program.

How do we evaluate the candidacy examination?

1. Does the candidate present a clear argument related to a pressing educational issue?
2. Is the problem significant? In other words, can the candidate justify in writing why the problem needs further study. What arguments are presented? Is there a logical sequence to the argument.
3. Does the candidate establish a theoretical position? The theoretical position should include citations and should establish a logical argument of why the study is needed.
4. Is there evidence that the candidate can read and interpret research articles and then present arguments showing how the articles relate to the overall research problem?

If the Program Coordinator has concerns regarding the quality of a candidate's candidacy examination, then the coordinator has the option having other faculty member(s) read and evaluate the candidacy examination.

Doctoral candidates must have a minimum quality point average of 3.0.

Further explanations can be found in the Graduate Manual

The Comprehensive Examination:

Your comprehensive examination is an oral and written defense of the first three chapters of your proposed dissertation. (Spring/Summer 2017) The comprehensive examination is assessed by your dissertation chairperson, your dissertation committee and possibly the Program Director. Following approval of your comprehensive examination, the members of your dissertation committee will make additional recommendations before you submit a formal dissertation proposal. Your Comprehensive Examination should be submitted within 6 months after finishing your final academic course. **You are advised to bring a tape recorder to this meeting to record faculty suggestions intended to improve your dissertation proposal.**

Upon completion of your exam, you must write a report that addresses all faculty recommendations and how you intend to address each recommendation when you submit your formal dissertation proposal. Within one-week you should send this report to each member of your committee

Reexamination: If your comprehensive fails to meet your dissertation committees' approval, then you must make extensive revisions prior to resubmitting it to your committee. No student is permitted a third examination without a recommendation from the dissertation chairperson and the Graduate Dean.

After you pass your comprehensive, you must begin registering for dissertation credits.

Formal Dissertation Proposal

Following your comprehensive examination, you must now submit a formal dissertation proposal and your IRB. Your dissertation chairperson will review and approve your proposal and your IRB prior to committee review. A copy of your dissertation proposal and the human subject proposals must be placed in the hands of all committee members at least 10 days in advance of your formal proposal meeting. The proposal must be approved by all members of your dissertation committee before you can proceed with the dissertation. You should expect to have additional suggestions from your committee members at this meeting. Your dissertation proposal will include all the recommendations that your committee members made during your comprehensive examination. **You are advised to bring a tape recorder to this meeting. You may be asked to write a one-page executive summary regarding your committee's recommendations.**

Your formal dissertation proposal must include a detailed plan of analysis imbedded into Chapter 3. This detailed plan should include actual tables of what your data might look like if you undertake a quantitative study. If you decide to undertake a qualitative study, then you should provide a sample of your narrative analysis.

The Dissertation Committee: Your dissertation committee supervises your dissertation. The committee approves the dissertation proposal and is responsible for approving the finished doctoral dissertation. You must select three members for your dissertation committee who are members of the IUP faculty and who are qualified to serve on dissertation committees. You may request to add an additional member to your committee who is not a member of the IUP faculty. Usually this person has special expertise in your research interests.

The Dissertation: A dissertation is required of all doctoral candidates.

Publication of the Dissertation. An electronic option is now acceptable.

(Please be aware of Graduate School Application deadlines) Application for Graduation: Formal application for graduation must be filed through the department to the Graduate School no later than two months prior to the university's next published degree-granting date.

Filing a Complaint or an Appeal

Graduate Students should consult with their program coordinator if challenges arise while enrolled in a graduate program. If a student is unable to resolve the issue with the program

coordinator or department chairperson, they should then contact the Assistant Dean for Administration in the School of Graduate Studies and Research. Graduate students who want to appeal a decision made by the School of Graduate Studies and Research should contact the Assistant Dean for Administration in the School of Graduate Studies and Research, who will initiate an independent, third party review of the appeal. The decision rendered by the third party is final. Students should refer to the [Graduate Catalog](#) for specific information about policies such as [Academic Integrity](#), [Grade Appeal](#), and [Research Misconduct](#).

Disciplinary Action

University-wide disciplinary steps are included in the policies listed in the [Graduate Catalog](#). Policies include but are not limited to [Involuntary Withdrawal](#), [Academic Integrity](#), and [Research Misconduct](#). Students are also responsible for the departmental policies and procedures outlined in the student handbook and are subject to the related disciplinary action(s).

SIGNATURE PAGE

Dear (Name of Program) Student:

Congratulations on choosing to further your education at IUP! Our department is committed to your success.

This student handbook provides information that is essential to your successful program completion and also provides information about University services that may be helpful to you. Additionally, our statement of student rights and responsibilities provide the framework for your role as an IUP citizen and a member of the IUP community.

Signing below indicates that you acknowledge that you are responsible for the information outlined in this document.

Print Name

Sign Name

Date