



Indiana University of Pennsylvania

IUP Graduate Program Handbook [Applied and Industrial Chemistry]

Department of *Chemistry*



Handbook Updated [2018]

Professional Science Masters in Applied and Industrial Chemistry

Department of Chemistry
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Program Website: <http://www.iup.edu/chemistry/grad/chemistry-psm/>

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WELCOME

Welcome to the Department of Chemistry! Congratulations on choosing IUP's Professional Science Masters program in Applied and Industrial Chemistry. This graduate handbook will serve as a guide to the program requirements, and department policies important to obtaining a satisfying and successful graduate experience.

Indiana University of Pennsylvania

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

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

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Chemistry

The Department of Chemistry consists of 16 research-active faculty and three support staff. Five different Bachelor's degrees, including the American Chemical Society accredited Bachelor of Science in Chemistry, are offered in addition to the Professional Sciences Master's degree.

The Professional Science Master's degree is for the student interested in broadening their skills in chemistry, and adding a professional component from Business. As of 2014, IUP is one of the few programs in the nation to provide a chemistry oriented professional science master's degree program for those students who intend to go into law, government, policy, management, journalism, or industrial careers which require an advanced understanding of chemical principles. The program is designed to provide students with the background and skills to advance their career along with an internship experience in their area of interest. The internship experience will not only provide an

atmosphere for students to grow by utilizing their skills, but will also provide potential employers the opportunity to assess a student's capability. While basic research is not a part of typical professional science master's degree programs, our program is also designed to provide a rich and fulfilling laboratory-based project as students work one on one with a member of our faculty members.

Chemistry department faculty are here to guide you. We will treat you professionally, and expect the same in return. 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.

Mission Statement and Program Objectives

The Professional Science Masters degree is for the student interesting in broadening their skills in chemistry, and adding a professional component from Business. The program is designed to provide students with the background and skills to advance their career within a chemistry related industry.

Program requirements

The PSM in applied and industrial chemistry requires 30 credits hours of course work. Included in this total is 4 hours of internship. The student may also choose to do 6 credit hours of lab research with a chemistry faculty member. The program requirements are:

1. Core Courses (12 crs)*

Chemistry track - One course in each of the core areas of inorganic, organic, analytical, and physical chemistry. (12 credits)

Biochemistry track – One course in Biochemistry(CHEM 676 preferred), Organic Chemistry(CHEM 630 preferred), Analytical Chemistry (CHEM 623 preferred), and Genetics (BIOL 662 preferred). (12 credits)

2. Science electives (3-6 crs)*. The student may select courses from the any science discipline, or they may select up to 6 credits of independent research (CHEM 690). A research report (five pages minimum) must be completed at the end of each CHEM 690 course.

3. Professional Development courses (6-9 crs)*. Two or three courses from the College of Business and information Technology. Courses should be at the 500 level or above. 300 or 400 level courses can be taken with the advice and consent of the graduate coordinator. Some possible courses include QBUS 601, MGMT 613, MGMT 551, MGMT 562, MGMT 650, BLAW 633.

4. Seminar, CHEM 600 (1 cr, taken twice for 2cr)*. Students are required to present a seminar.

5. Internship requirement - CHEM 799 (4 crs)*. The Graduate coordinator and research advisor may provide guidance in arranging an internship, but **the student is ultimately responsible for initiating and securing the internship.** The Internship should be a minimum of three months, and may be completed in residence at IUP, if no external internship is available. The acceptability of an internship experience is determined by the internship committee. Before an external internship can proceed, there must be a signed internship agreement with the host company on file.

Internship committee – The internship committee should consist of an industrial advisor, a faculty advisor, and two graduate faculty. A written report is required that describes your internship experience.

Previous work experience – Previous work in the chemical industry may be counted as an internship experience, however, an internship committee must be formed that includes a supervisor from the work site, and a paper must be written about the experience.

Timeline. A normal fulltime load in the PSM program is 9 credits, Therefore it would take four semesters, with the 4th semester being primarily the internship experience. Students should note that during summer semester, only CHEM 690 (Research), CHEM 799 (Internship) and a small number of business courses will be available, so most students require two school years to graduate.

Example course sequence – typical time frame

Semester 1 (9 credits) CHEM 535 – Advanced Organic Chemistry CHEM 681 – Advanced Chemical analysis QBUS 601 – Data analysis and decision making	Semester 2 (10 credits) CHEM 540 – Advanced Physical Chemistry CHEM 610 – Inorganic Chemistry CHEM 690 – Research CHEM 600 – Seminar
Semester 3 (7 credits) CHEM 690 -Research CHEM 600 - Seminar MGMT 551 -International Management	Semester 4 (4 credits) CHEM 799– Internship

Accelerated Timeline. Students who can work full time on their graduate studies can graduate in a calendar year, by taking 10-12 or more credits during Fall and Spring semester, and then doing research (CHEM 690) and internship (CHEM 799) during the summer semester.

Semester 1 (10 credits) CHEM 535 – Advanced Organic Chemistry CHEM 681 – Advanced Chemical analysis QBUS 601 – data analysis and decision making CHEM 600 – seminar	Semester 2 – (13 credits) CHEM 540 – Advanced Physical Chemistry CHEM 610 – Inorganic Chemistry CHEM 690 – Research CHEM 600 – Seminar MGMT 551- International Management	Semester 3 – (7 credits) CHEM 690 - Research CHEM 799 - Internship
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4+1 Timeline.

Students can enter into Graduate studies early while still working on your undergraduate degree.

With early admission in junior year:

- Twelve graduate credits taken in your senior year will count toward both graduate and undergraduate degrees.
- Take an additional 18 credits in your fifth year for the master's program.

CHEM 690 - Research. Students taking CHEM 690 work with faculty on specific short projects related to the faculty member's research. This is intended to give the student experience in various laboratory techniques, and teach critical thinking and problem solving skills. Students wishing to take CHEM 690 must first find a faculty member with projects of interest (a list of faculty and research interests is provided below), and meet with them to discuss a possible project. This undertaking should be done the semester prior to beginning the CHEM 690 project. Sometimes faculty may have other research students and will not be available as a research advisor, so be sure to consider several options when choosing a CHEM 690 project.

*** At least 15 credits from the total of required and elective courses must come from 600-level or higher.**

Faculty and Staff

Dr. Colin Ashe. Conceptual Learning in Chemistry, Use of Computer Simulations to Promote Conceptual Learning, Research-Based Curriculum Design, Optimal Modes of Student Interaction with Simulations, Use of Simulation-Based Games for Informal Learning, High-Leverage Points of Connection between Chemistry and Other Science and Engineering Disciplines, Metacognitive Strategies and Strategies for Increasing Student Motivation

Dr. Wendy Elcesser. Organometallic synthesis; bonding modes of carbon dioxide in transition metal complexes; development of interactive format demonstrations and synthesis and oxidation of transition metal complexes of Mo and Cr; improvement of teaching/learning in the classroom and of ethical practices in the sciences.

Dr. Justin Fair. Research in the Fair Laboratory focuses on two aspects of organic chemistry. First, we are looking for green and efficient ways to make carbon-carbon and carbon-nitrogen bonds. Using water as a green solvent throughout these reactions affords not only cost savings in terms of the fewer chemicals needed, but also in terms of waste.

Second, we are interested in looking for ways to use organolithiums to induce regioselective and/or stereoselective synthesis by means of deprotonation or the lithium-halogen exchange.

We hope to show that the methodology produced in the Fair Laboratory provides clean and efficient new routes for pharmaceutically relevant compounds.

Dr. John Ford. Bioanalytical purifications and separations, particularly of proteins; the expression, purification, and characterization of recombinant proteins; chromatographic theory and the mechanism of reversed-phase liquid chromatography.

Dr. Avijita Jain. Development of electroactive and photoactive transition metal complexes with applications in photodynamic therapy and electrocatalysis. The three research projects that I am working on are:

- Design and development of tumor selective, peptide coupled organometallic photodynamic therapy (PDT) agents
- Design and development of water oxidation electrocatalysts
- Design and development of novel fluorescent sensors for monitoring protein phosphorylation

Dr. Jaeju Ko. Computational and theoretical chemistry, computational biology, functional genomics, and computational protein redesign

Dr. Anne Kondo. The effects of molecular and laser parameters on nonlinear laser-molecule interactions by solving the time-dependent Schrodinger wave equation. Such studies are of interest in many applications in laser technology, telecommunications and the optical processing of information, where one seeks to control molecular behavior using light.

Dr. Carl LeBlond. Homogeneous and heterogeneous catalysis; the study of reaction mechanisms and chemical kinetics; mathematical modeling of chemical kinetics and transport processes.

Dr. George Long. Laser spectroscopy; the use of computers in chemical education, including the development of on-line chemistry courses; Cognitive processes and Inductive teaching methods in chemical education.

Dr. Sudipta Majumdar. The goal of our research is to utilize the unique properties of proteins, peptides and DNA for developing biocatalyst and biosensor. Techniques and methods involve a variety of molecular biology and protein engineering tools, including rational, semi-rational and evolutionary approaches.

Dr. Sanda Andrada Maicaneanu. The goal of my research is to successfully use various materials for water and wastewater treatment using non-catalytic and catalytic processes.

Dr. Nathan McElroy. My current research interests at IUP deal with water quality issues, with a particular focus on the effects of Marcellus shale gas extraction in Indiana County and western Pennsylvania. Since 2011, my students and I have been involved in a water monitoring study at the Beaver Run Reservoir in Westmoreland County.

Dr. Ronald See. Our research works to understand the physical basis for the bonding and structure of a variety of chemical species. Currently, we are focusing on metal-ligand interactions in coordination and organometallic compounds, as expressed in both discrete molecular compounds and extended macromolecular arrays.

Dr. Hao Tang. Tang's research lab focuses on the engineering aspects of capacitive deionization technology for water desalination; emerging disinfection by-product control strategies for drinking water; and fat, oil, and grease removal from wastewater.

Dr. Jana Villemain. Using molecular biology and protein biochemistry to study the structure-function relationships of proteins; particularly focused on interactions between homologous recombination proteins in the DNA double-strand break pathway and proteins that appear to mediate it.

Admission

The following documents must be submitted and will be considered when applying:

- Online application
- \$60 nonrefundable application fee
- Bachelor's degree in a natural or physical science or engineering from an accredited institution with a GPA of 2.8 or higher. Coursework equivalent to at least a minor in Chemistry (20 credit hours)
- Official transcripts from all undergraduate institutions attended
- Written personal statement: One page describing career goals, and interest and qualifications for the program
- Two letters of recommendation
- Professional resume

For international Students: The minimum acceptable IELTS score is 6.0. Minimum TOEFL score requirement is 540 (paper-based) or 76 (Internet-based).

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/graduatestudies/catalog/

Financial Assistance

Graduate Assistantships

The Chemistry Department offers a limited number of part time work-study positions that are available to graduate students. However students are not guaranteed work-study.

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

- o Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

Dr. Sanda Andrada Maicaneanu (email: Sanda.Maicaneanu@iup.edu) is the current graduate coordinator. She will serve as your primary advisor while you are in the degree program and will provide you with accurate and timely information about academic requirements and academic evaluation. She must approve your selected course work, and will provide the required PIN numbers to use for course registration.

You will also choose a research advisor, who will give advice on attaining career goals, and assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills, such as lab based research, internships, and attendance at professionals meetings. There should be a *mutually agreed upon set of meetings* between you and your advisor so that you receive the guidance you need.

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/arlab/
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 which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 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.

Programs and Degrees

Master's Program

Professional Science Masters in Applied and Industrial Chemistry

4+1 Professional Science Masters in Applied and Industrial Chemistry

Course Descriptions

1. Core Courses (12 crs)*

Chemistry track - One course in each of the core areas of inorganic, organic, analytical, and physical chemistry. (12 credits)

Biochemistry track – One course in Biochemistry(CHEM 676 preferred), Organic Chemistry(CHEM 630 preferred), Analytical Chemistry (CHEM 623 preferred), and Genetics (BIOL 662 preferred). (12 credits)

2. Science electives (3-6 crs)*. The student may select courses from the any science discipline, or they may select up to 6 credits of independent research (CHEM 690). A research report (5 pages minimum) must be completed at the end of each CHEM 690 course.

3. Professional Development courses (6-9 crs)*. Two or three courses from the College of Business and information Technology. Courses should be at the 500 level or above. 300 or 400 level courses can be taken with the advice and consent of the graduate coordinator. Some possible courses. QBUS 601, MGMT 613, MGMT 551, MGMT 562, MGMT 650, BLAW 633

4. Seminar 2 - CHEM 600 (2 crs)*. Students are required to present a seminar.

5. Internship requirement - CHEM 799 (4 crs)*. The Graduate coordinator and research advisor may provide guidance in arranging an internship, but **the student is ultimately responsible for initiating and securing the internship.** The Internship should be a minimum of 3 months, and may be completed in residence at IUP, if no external internship is available. The acceptability of an internship experience is determined by the internship committee. Before an external internship can proceed, there must be a signed internship agreement with the host company on file.

Internship committee – The internship committee should consist of an industrial advisor, a faculty advisor, and 2 graduate faculty. A written report is required that describes your internship experience.

Previous work experience – Previous work in the chemical industry may be counted as an internship experience, however, an internship committee must be formed that includes a supervisor from the work site, and a paper must be written about the experience.

*** At least 15 credits from the total of required and elective courses must come from 600-level or higher.**

Evaluation of Students

Students take 26 credits of course work and will be evaluated on each course by their instructors. Students also take 4 credits of internship, for which they have to submit a final internship report. The internship report is evaluated by internship committee which includes three faculty members of the chemistry department.

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

Degree Completion

- o *Total 30 credits including 26 credits of course work and 4 credits of internship*

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 Dr. Avijita Jain 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/thefsource/

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/

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 through the provisions of this policy only once.

Prior Record

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

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

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to

the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree. Out of 30 credits, up to 10 credits may be transferred if the Transfer Credit policy is met and the remaining credits must be taken "in-residence".

Program Level Exams Appeal Policy

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

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

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

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

Reexamination Policy: Candidacy/Comprehensive Examination

No examination is required

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

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

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

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

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

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

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

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

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

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

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

Title IX Reporting Requirement

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

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past

five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (1/3) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Research

The Chemistry Department offers a limited number of part time work-study positions that are available to graduate students. The department has many active, innovative research projects in which students can directly participate. Students learn various techniques as well as important

techniques including NMR, FTIR, GC-MS, TOC, and Cyclic Voltametry, protein purification, and molecular biology.

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/

Department/Program Awards

Best Graduate student award

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

Print Name

Signature

Date

Submit to Dr. Sanda Andrada Maicaneanu by 09/17/2018

The Chemistry Department will keep this signed document for 3 years on file.