

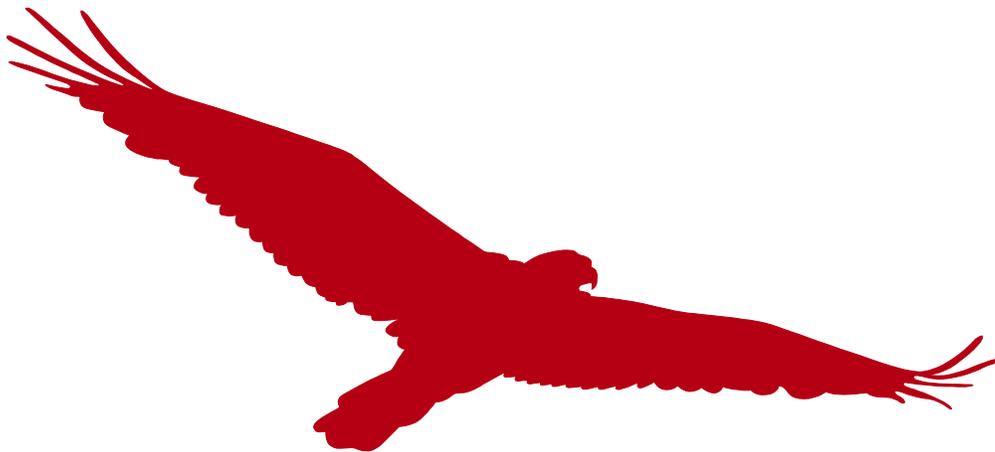


Indiana University of Pennsylvania

# Employment and Labor Relations

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Department of Employment and Labor Relations



Handbook Updated June 2017

Employment and Labor Relations  
Department of Employment and Labor Relations  
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Indiana, PA 15705  
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Program Website: [www.iup.edu/elr](http://www.iup.edu/elr)

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## **WELCOME**

Welcome to the Department of Employment and Labor Relations! We are delighted that you have decided to join us. The Master of Arts in ELR is a multidisciplinary program designed to prepare professionals for a career in the field of Employment and Labor Relations in the public and private sector in management, unions, government agencies, and neutral and service organizations. We have successfully graduated over 800 alumni from the program since its inception in 1977. Our program strikes a perfect balance between theory, history, law, and the practical application of Employment and Labor Relations. You can select from an array of electives to customize your study and meet your career goals. Our program provides you with hands-on practical experience in Employment and Labor Relations.

In addition to traditional coursework, you can take advantage of workshops, internships, conferences, leadership retreats, and other student activities to broaden your preparation for the field. Our program keeps you abreast with all the latest tools, techniques, and standards in Employment and Labor Relations. In addition, our graduates are exemplary at managing the ever-changing environment of Employment and Labor Relations. A graduate of this program is able to manage grievances, diffuse conflicts and disagreements in a positive manner, and create a framework and environment to foster positive working relationships between groups. The Employment and Labor Relations degree is designed to instill students with skills to analyze performance and make insights into optimizing employee productivity. IUP's ELR program enables graduates to be adept in negotiating and creating guidelines that enforce compliance of contracts and collective bargaining agreements. This program provides a comprehensive education that makes our graduates active participants in organizational strategic planning as well as skillful problem solvers in today's work environments.

This handbook is intended to serve as a practical guide for ELR graduate students. It supplements and amplifies certain parts of the School of Graduate Studies and Research Catalog as well as policies, rules, and regulations of the School of Graduate Studies and Research, the College of Health and Human Services, and the Department of Employment and Labor Relations. It by no means supplants any University, School, or Department policy and students are urged to consult relevant policies or to consult with the Departmental advisor or Chairperson, as appropriate, whenever questions or concerns arise. The handbook does attempt to cover most of the basic information which will be important and necessary for you to know as a student as you pursue your program of study in Employment and Labor Relations.

### **Indiana University of Pennsylvania**

Indiana University of Pennsylvania is a leading public, doctoral/research university, strongly committed to undergraduate and graduate instruction, scholarship, and public service.

Indiana University of Pennsylvania engages students as learners and leaders in an intellectually challenging, culturally enriched, and contemporarily diverse environment.

Inspired by a dedicated faculty and staff, students become productive national and world citizens who exceed expectations personally and professionally.

### **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 ELR

In the fall of 1976, Pennsylvania Secretary of Education, John C. Pittenger and IUP President Robert C. Wilburn announced the establishment at IUP of a Center for the Study of Labor Relations. Martin Morand was appointed as Director of the Center and Professor of Labor Relations with the immediate assignment of developing and securing the approval of a graduate degree program. Additionally, the Center was charged with developing credit and non-credit labor education programs, conducting research, serving as an information and resource center for the Commonwealth in the area of public sector labor relations, and engaging in training and other activities which would facilitate the development of positive labor relations, especially in the public sector in Pennsylvania.

Three major philosophical assumptions motivated the establishment of the Center and its state support. First, almost uniquely among the major industrial states, Pennsylvania offered very little academic preparation in labor relations and little support for collective bargaining research. Secondly, as a national leader in the establishment of collective bargaining for public employees, Pennsylvania had few resources for training individuals with labor relations expertise to facilitate bargaining and many problems were occurring within the public sector, especially the public schools. Finally, with a national and state public policy commitment to collective bargaining as the mechanism for managing labor relations, it was believed that Pennsylvania should be a leader in providing trained, professional practitioners in the rapidly growing labor relations field.

In December, 1976, the IUP University Senate approved the Master of Arts Degree in Labor Relations and the degree program was approved by the Pennsylvania Department of Education the following August. With the approval of the Degree program, the Center was able to pursue its other objectives and in January, 1978, the Department of Labor Relations was formally established to offer the degree. Donald S. McPherson was appointed Chairperson. Concurrently, the Center began the development of its research, extension, and training mission. The first students were admitted to the degree program in September of 1977, and the first graduate, Nancy Doverspike, received her degree at the commencement ceremonies in May of 1979.

Dr. Frederick Nesbitt joined the faculty in September, 1978, from a position at St. Francis College and left to assume a position with the National Association of Letter Carriers in the summer of 1981. Dr. Paul Hoffner (deceased) transferred from the IUP College of Business in September, 1979, and left to assume a position with the University of Phoenix in the summer of 1981. Conrad John Gates, formerly of St. Vincent College, and Thomas Sedwick, formerly of the University of Scranton, joined the faculty in September, 1981. In order to more accurately reflect the breadth and depth of the graduate program, the designation of the Department and Degree were officially changed to "Industrial and Labor Relations" in July, 1983. Robert L. Gaylor, formerly Assistant Provost at IUP, joined the faculty in August, 1984 after having taught part-time in the Department and supervised ILR interns over several years.

In September, 1986, Professor Ramelle MaCoy and Dr. Charles McCollester joined the Department faculty as Associate Professors and Labor Relations Specialists in the Pennsylvania Center for the Study of Labor Relations. In January, 1987, James F. Byers ('80) joined the faculty as Associate Professor and Chairperson. Dr. Byers, an alumnus of the Department, came from a position with the Industrial Relations Research Institute, University of Wisconsin-Madison. Dr. Gates retired in December, 1994 and was named Professor Emeritus. In January, 1995, Dr. Jennie Bullard ('84), an alumna of the program who later completed her law degree, joined the faculty to teach the law and dispute settlement courses.

Everett Kassalow (deceased), Professor Emeritus at the University of Wisconsin and national president of the Industrial Relations Research Association, served as Distinguished Visiting Professor in the Spring term, 1986-87, and taught a course in Comparative Industrial Relations.

Sylvester Garrett (deceased), a veteran steel industry arbitrator and mediator who mediated the 1986 strike between United Steelworkers and USX Corp., joined the Department from 1987-89 as Distinguished Visiting Professor, teaching an advanced arbitration seminar. In addition, he led a joint IUP - American Arbitration Association - National Academy of Arbitrators continuing education program for practicing arbitrators in the Pittsburgh region and conducted oral history interviews of early figures in labor arbitration. In 1991, he initiated the donation of the entire collection of his professional papers to IUP, spanning the 60 year history of post-Wagner Act industrial relations in the United States. The Sylvester Garrett Collection is maintained in the University Special Collections Archives and the Garrett Memorial Endowment supports the collection as well as scholarships and awards for ILR students.

Four distinguished practitioners have been awarded the Department's Lifetime Achievement Award: Henry Shore, (deceased) Regional Director, National Labor Relations Board (1982); Thomas J. Quinn, Director, Pennsylvania Bureau of Mediation (1988); Sylvester Garrett (deceased), Chairman, Iron Ore Industry Board of Arbitrators (1989) -- all named honorary faculty - and Conrad J. Gates, Professor Emeritus (1995).

In fall of 2009, in response to the changing field of labor relations, the department officially changed its name from Industrial and Labor Relations to Employment and Labor Relations. This name change reflected the shift from a predominantly industrial setting to one that encompassed the increasing number of opportunities graduates find in services, healthcare, the public sector as well as manufacturing and heavy industries, while retaining its core focus on labor relations.

As the program approaches 40 years, its results and reputation could not be better. Led by Chairperson, Dr. David M. Piper, Associate Professor, Dr. Michael T. Korn, and Assistant Professors Dr. Scott E. Decker and Dr. Lisa M. Dupnock, the program continues to uphold a tradition of excellence. A little over 1,000 students have graduated the program since its inception in September of 1977 and the numbers continue to grow year by year. With exciting internship opportunities, fulfilling job options, and limitless experiences, where in the world will a degree in Employment and Labor Relations from Indiana University of Pennsylvania take you?

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

Our faculty members are educated professionals in the field of Employment and Labor Relations. As you embark on your educational journey, it is the expertise of these professors that will assist you in gaining the knowledge and skills necessary to be successful in the professional application of this major.

The faculty members are here to help you, especially your graduate coordinator. You can expect assistance in making timely progress towards your degree. Your graduate coordinator (or major advisor identified in your admission letter) will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills.

Your graduate coordinator will provide you with accurate and timely information about academic requirements and academic evaluation. The faculty should tell you about the availability of courses you wish to take and the program of study requirements. There should be a mutually agreed upon set of meetings between you and your advisor (these could be e-meetings) so that you may receive the guidance you need.

Faculty members will treat you professionally. Verbal abuse, hostile and threatening actions, and physical violence are not tolerated at IUP. Similarly, unprofessional requests such as being asked to babysit or to mow your advisor's lawn should be declined. 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.

## Faculty and Staff

### **Dr. David M. Piper**

Chairperson and Professor  
Employment and Labor Relations  
724-357-4471  
david.piper@iup.edu



### **Degrees**

- B.S., Business Administration, IUP
- MBA, IUP
- M.A., Industrial and Labor Relations, IUP
- D.Ed., Administration and Leadership Studies, IUP

### **Interest Areas**

- Research
- Human Resource Management
- Contract Administration
- Labor Relations in the Public Sector
- Conflict Resolution
- Compensation and Benefits

### **Professional Activities**

- Pennsylvania Registered School Business Administrator
- Presenter — PASBO Speakers Bureau, GASB 34 Implementation, Student Activity Guide, School Business Academy
- Presenter — PSBA School Finance Academy 2001–2002
- Legislative Liaison, Pennsylvania Association of School Business Officials
- GASB 34 Task Force, Pennsylvania Association of School Business Officials
- Board Member, Pennsylvania Association of School Business Officials
- Mentor and Reviewer, Pennsylvania Association of School Business Officials

### **Awards and Publication Credits**

- Pennsylvania School Business: A Guide for Educational Administrators (2008)
- 2007 College of Health and Human Services Outstanding Teacher Award
- Federal Wage and Hour Law: The Fair Labor Standards Act — 2006 Edition, Harrisburg: PASBO
- The Elements of Human Resources — Second Edition, Harrisburg: PASBO (Revised 2004)
- Pennsylvania Association of School Business Officials. (2002) Student Activity Funds Guide — Third Edition, Harrisburg: PASBO
- Pennsylvania Association of School Business Officials. (2001) GASB Statement Number 34 Illustrative Guide, Harrisburg: PASBO
- 1999 State and National Pinnacle of Achievement Award

**Dr. Michael T. Korn**

Associate Professor, Employment and Labor Relations  
Chair, Senate Rules Committee  
724-357-4424  
mkorns@iup.edu

**Degrees**

- B.S., Safety Sciences, IUP
- M.A., Industrial and Labor Relations, IUP
- Ph.D., Administration and Leadership Studies, IUP

**Interest Areas**

- Safety and employee relations
- Workers' compensation
- Effective supervision
- Motivation
- Customer relations
- Training and employee development,
- Organizational change
- Employee benefits



**Dr. Scott E. Decker**

Assistant Professor  
Employment and Labor Relations  
Coordinator, Health Services Administration Program  
724-357-4423  
s.e.decker@iup.edu

**Degrees**

- B.A., History, IUP
- MBA, IUP
- Master of Public Health, University of Pittsburgh
- Juris Doctor, University of Pittsburgh School of Law

**Interest Areas**

- Labor and Employment Law
- Employee Benefits and Compensation
- Health Care Policy and Reform
- Labor History



**Dr. Deborah Clawson**

Assistant Professor

Employment and Labor Relations

724-357-4437

[Deborah.Clawson@iup.edu](mailto:Deborah.Clawson@iup.edu)

**Degrees**

DEd, Indiana University of Pennsylvania

MA, Industrial and Labor Relations: Indiana University of Pennsylvania

BS, Indiana University of Pennsylvania

**Interest Areas**

Public education

**Mrs. Sherry Dipaolo**

Department Secretary

Employment and Labor Relations

724-357-4470

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

## **Admission**

### **Minimum Requirements**

To be accepted to the School of Graduate Studies and Research, applicants must have a cumulative undergraduate grade point average of 2.6 if the Bachelor's degree was earned within the past five years. If an applicant's Bachelor's degree is older than five years, the minimum cumulative grade point average required is 2.4. If an applicant's cumulative undergraduate grade point average does not meet minimum standards, he/she must submit Miller Analogies Test (MAT) scores.

### **School of Graduate Studies and Research Requirements**

- Application (online)
- Nonrefundable \$50 application fee (submitted upon completion of the online application)
- Official transcripts from every college or university attended, including institutions from which a degree was not earned
- Goal Statement
- Two letters of recommendation. Submit letters via e-mail to [graduate-admissions@iup.edu](mailto:graduate-admissions@iup.edu).
  - Emailed letters must come directly from the recommender. Letters may also be submitted via U.S. postal mail. They must be on company letterhead and signed by the recommender. Please ask recommenders to include your full name (first name, middle initial, and last name) and the program to which you are applying.

### **Applying to the Employment and Labor Relations Department**

To receive admission to the ELR graduate department, all applicants must first be admitted to the School of Graduate Studies and Research. The School of Graduate Studies and Research has an online form for applicants to apply.

### **Due Dates and Average Timeline for Decisions**

Admission to the ELR department and the School of Graduate Studies and Research is on a rolling admissions schedule. The department has a two-week period to make a decision once the completed file is received from the School of Graduate Studies and Research. You cannot be considered for placement in the ELR department or register for classes until the School of Graduate Studies and Research has received all of the required materials.

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Financial Assistance

In order to receive federal assistance, you must meet a number of eligibility requirements. Briefly stated, these include the following: You must be enrolled on at least a half-time basis in a degree granting program (part-time is considered to be 4.5 credit hours); you must maintain satisfactory academic progress in your course of study; you must be a U.S. citizen or permanent resident alien; you cannot be in default of a federal educational loan or owe a repayment of federal grant funds. Federal verification requirements must also be completed for selected students.

Information on Graduate Assistantships and Fellowships is available through the School of Graduate Studies and Research, located in Stright Hall, or by sending e-mail to [graduate-admissions@iup.edu](mailto:graduate-admissions@iup.edu).

External scholarship opportunities may be explored through the FinAid website (<http://www.iup.edu/financialaid/default.aspx>)

Further assistance can be found by taking a look at this brochure: Financing Graduate Education.

### Educational Loan Programs

Federal Stafford Loans are available to help meet educational expenses. Graduate students may borrow up to \$20,500 each academic year (Fall, Spring, and Summer). A FAFSA must be on file along with a Federal Direct Stafford Loan electronic Master Promissory Note (eMPN).

First-time Stafford recipients at IUP must also complete entrance counseling requirements before receiving their loan funds. To complete the eMPN and Entrance Counseling, please visit the U.S. Department of Education's Direct Loan website. All students who are requesting a Stafford Loan for any period after Spring 2010 will be required to complete a new eMPN. Exit counseling as you leave IUP can provide you with valuable information on loan repayment and is available at the U.S. Department of Education's Direct Loan website.

Grad PLUS Loans are also available to graduate students. You must apply for a grad PLUS loan online at the U.S. Department of Education's Direct Loan website. If credit is approved, you must also sign the eMPN for the Graduate PLUS Loan at the U.S. Department of Education's Direct Loan website. If denied, you will have the option to appeal the credit decision or reapply with an endorser/cosigner. Further information will be sent from the U.S. Department of Education.

Graduate students interested in applying for the Federal Direct Graduate PLUS Loan should complete the electronic PLUS Loan application available on the U.S. Department of Education's Direct Loan website. You will be notified of the credit decision immediately, and the Financial Aid office will receive electronic communication of the decision within two business days. A credit check is only valid for ninety days, so you should not apply any earlier than ninety days prior to the start of a semester or academic year.

If your credit is approved, you will be required to complete the electronic Master Promissory Note (eMPN) for the Federal Direct PLUS Loan on the U.S. Department of Education's Direct Loan website. If you have not previously borrowed a Federal Graduate PLUS Loan, you will also need to complete

entrance counseling. If your credit is denied, you will have the option of appealing the credit decision or re-applying with an endorser. Further information will be provided to you upon notification of denial.

There are numerous types of privately financed educational loans, but it is recommended that students utilize the Federal Stafford Loan or Grad PLUS programs as their first borrowing options. To see a list of some private educational loans, go to the Financial Aid office.

### **Student Employment**

There are two employment programs that may be of interest to students who do not have a graduate assistantship or fellowship. These are the Federal Work Study Program (FWSP) and University Employment (UE). FWSP is based on financial need as defined by the FAFSA. You must also complete an institutional FWSP application. An FWSP award is an opportunity for employment but not a guarantee of placement. For all employment programs, students are responsible for securing their own positions, whether through FWSP or UE, but placement assistance is available online at the Student Employment Center. Wages are paid directly to the student every two weeks. Both types of employment programs permit working up to 25 hours per week during period of enrollment and 40 hours per week when classes are not in session.

### **Cost of Attendance**

As a public institution receiving state support, IUP maintains a relatively modest cost of education. If you find, however, that you require additional funds to meet your educational needs, please outline your monthly expenses in writing and forward them to the Financial Aid office. Your eligibility for additional assistance will be evaluated for appropriate graduate educational expenses.

### **Enrollment Status**

Graduate students must register for at least 4.5 graduate credits per semester in order to be considered a half-time student, which is the minimum allowable for receipt of Federal Stafford Loans and deferment of repayment on previous student loans. Full-time status is 9 graduate credits per semester. With the exception of study abroad programs, all coursework must be taken at IUP — enrollment at other institutions is not counted for student aid purposes. Doctoral students in the Psy.D. program and School Psychologist program are considered enrolled on a full-time basis during their internships. Students enrolled in dissertation credits are also considered to be enrolled full time.

The Registrar's Office (724-357-2217) in Clark Hall provides enrollment verification and information regarding the student's expected graduation date. All requests for information of this nature should be forwarded to the Registrar's Office along with the name and address of the agency or institution that is to receive the information.

### **Refunds of Student Aid**

All student aid funds, with the exception of earnings, are applied directly to your account at IUP. Refunds are generated by the Bursar's Office (724-357-2207) for any proceeds in excess of amounts owed to the university. All refund checks are distributed through direct deposit (set up through your online IUP account) or by mail.

### **Summer Financial Aid**

For information regarding Summer 2012 financial aid, go to the IUP Summer 2012 Financial Aid Fact Sheet (for Graduate Students).

### **Additional Assistance**

If you have any questions regarding your eligibility for student aid, please contact the Financial Aid Office in Clark Hall for assistance. The office is open Monday through Friday during regular university business hours. However, you may view at any time all of your personal information on financial aid, registration, and student account by accessing the MyIUP website and using your Student ID and PIN numbers to log in to the secured area.

### **Graduate Assistantships**

Graduate assistantships at IUP are selectively awarded to highly qualify graduate students. Assistantships are awarded on the basis of academic excellence.

#### **Twenty-hour assistantships** (awarded only to full-time graduate students):

- Require approximately 20 hours of assigned duties per week during the Fall and Spring semesters (maximum of 600 hours over the period of the assistantship)
- Provide a specific stipend amount
- Include full tuition remission for 9–12 graduate degree-required credits during the Fall and Spring semesters
- Enable students to be eligible for up to 9 degree-required credits of tuition waiver in the summer following the assistantship

#### **Ten-hour assistantships** (awarded only to full-time graduate students):

- Require approximately 10 hours of assigned duties per week during the Fall and Spring semesters (maximum of 300 hours over the period of the assistantship)
- Provide a specific stipend amount
- Include a 50% tuition remission for graduate degree-required credits during the Fall and Spring semesters
- Enable students to be eligible for a maximum tuition waiver up to 4.5 graduate degree-required credits in the following summer

#### **Assistantships for students enrolled part-time** (awarded to part-time students enrolled in six credits in the Fall and six credits in the Spring):

- Require approximately 10 hours of assigned duties per week during the Fall and Spring semesters (maximum of 300 hours over the period of the assistantship)
- Provide a specific stipend amount
- Include a 3-credit tuition waiver during the Fall and Spring semesters
- Enable students to be eligible for a waiver of up to 3 graduate credits of degree-required coursework during the summer following the assistantship

Stipends for assistantships may change from year to year. Applicants should check with the School of Graduate Studies and Research for current stipend levels.

Applications for graduate assistantships should be submitted by March 15 of the same calendar year.

### ***International Students***

Assistantships cannot be used to indicate financial support on IUP's Foreign Student Financial Statement Form.

Students awarded a graduate assistantship will receive an agreement via mail for review and signature.

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

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

### **Academic Advisement**

Our faculty members are educated professionals in the field of Employment and Labor Relations. As you embark on your educational journey, it is the expertise of these professors that will assist you in gaining the knowledge and skills necessary to be successful in the professional application of this major.

The faculty members are here to help you, especially your graduate coordinator. You can expect assistance in making timely progress towards your degree. Your graduate coordinator (or major advisor identified in your admission letter) will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills.

Your graduate coordinator will provide you with accurate and timely information about academic requirements and academic evaluation. The faculty should tell you about the availability of courses you wish to take and the program of study requirements. There should be a mutually agreed upon set of meetings between you and your advisor (these could be e-meetings) so that you may receive the guidance you need.

Faculty members will treat you professionally. Verbal abuse, hostile and threatening actions, and physical violence are not tolerated at IUP. Similarly, unprofessional requests such as being asked to babysit or to mow your advisor's lawn should be declined. 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.

### **Campus Resources & Student Support**

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

Applied Research Lab: [www.iup.edu/arlab/](http://www.iup.edu/arlab/)

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

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

### **IUP Email**

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

### **Graduate Student Assembly**

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

### **Programs and Degrees**

#### **Master's Program**

IUP offers a Master of Arts in Employment and Labor Relations. We also offer a cohort-based Master of Arts degree at off-campus sites.

#### **I. Required Core (21 cr.)**

- ELR/HSAD - 610 Employee Rights under Law - 3 cr.
- ELR 613 - Fundamentals of the American Labor Movement: Theory and Practice - 3 cr.
- ELR 615 - Dispute Settlement - 3 cr.
- ELR 619 - Research in Employment and Labor Relations - 3 cr.
- ELR 625 - Processes of Collective Bargaining - 3 cr.
- ELR/HSAD 631 - Human Resources Management in the Public Sector - 3 cr.
- ELR 641 - Contract Administration - 3 cr.

#### **II. Elective Area (15 cr.)**

Fifteen semester hours chosen from other elective courses in Employment and Labor Relations or from related departments with the approval of student's advisor and the chair of the department

## **Course Descriptions**

### **Required**

#### **ELR 610 – Employee Rights Under Law**

Provides a review of the major legislative rights and benefits available to employees under law in terms of their impact on labor and management in the employment relationship. The main focus will be the analysis and application of state and federal employment laws.

#### **ELR 613 – Fundamentals of American Labor Relations**

Introduction to terms, theories, and practice of industrial and labor relations in the United States.

#### **ELR 615 – Dispute Settlement**

Review of the theories underlying and legislation supporting labor arbitration, emphasizing development of advocacy skills through simulations of actual disputes.

#### **ELR 619 – Research Methods in Employment and Labor Relations**

Provides students with the advanced knowledge needed to understand the process of research development, effectively evaluate research studies, interpret common statistical information, use the statistical package for social sciences, and develop and execute a research project.

#### **ELR 625 – Processes of Collective Bargaining**

Survey of current laws, principles, and procedures in use in modern collective bargaining and evolving trends.

#### **ELR 631 – Human Resources Management in the Public Sector**

Provides students with an in-depth analysis of human resource management with a special examination of public sector organizations. Emphasizes the job functions and issues facing the human resource professional and organizations. Course topics include the current environment in human resources, the acquisition and preparation of human resources, the assessment and development of Human Resource Management (HRM), the strategies involved in compensation administration, and collective bargaining and labor relations issues in the public sector.

#### **ELR 641 – Contract Administration**

Analysis of the practices and responsibilities of labor and management in the mutual performance of a collective bargaining agreement with primary attention given to the process of grievance resolution.

## **Electives**

### **ELR 526 – Case Studies in Labor-Management**

Study of labor-management relationships in a variety of organizational settings through utilization of the case study technique.

### **ELR 581 – Special Topics in Employment and Labor Relations**

According to student demand, special graduate course on selected topics.

### **ELR 612 – Labor Relations Practice and Administration**

Practice and administration of labor relations, focusing on the operation and internal relationships of the individuals involved and upon the application of labor relations skills.

### **ELR 618 – Seminar: Current Issues in Employment and Labor Relations**

Detailed examination of current professional issues in the field.

### **ELR 621 – Employment and Labor Relations in the Public Sector**

Developments in federal, state, and local labor relations, including presidential orders and federal agencies, survey of the states, Pennsylvania Acts 111 and 195, effects of public sector fact-finding, and arbitration.

### **ELR 622 – Discrimination in Employment**

Investigation of employment discrimination in the United States with special attention to the roles of government, industry, and labor and the impact of federal intervention since 1960.

### **ELR 623 – Structure and Government of Unions**

The union examined as an institution, with focus on its organizational structure, administration, relationships with the employer, members, and state and national affiliates. Particular unions will be chosen for case study.

### **ELR 624 – Comparative Labor Relations**

International dimensions of labor relations are explored by examining the labor-management relations in a foreign country or region.

### **ELR 632 – Compensation**

Study of the field of compensation management and benefits administration in the public and private sectors. Special emphasis on the input of collective bargaining in the development and administration of compensation and benefit systems and the necessary skills to function as a professional in the field.

### **ELR 640 – Negotiations**

A course on negotiations theory and practice which applies negotiations strategies from a variety of fields in hands-on simulations of collective bargaining in labor relations.

### **ELR 651 – Conflict Resolution**

Provides students with an in-depth analysis of conflict resolution in many settings, primarily in the employment relationships. The student will be exposed to the current environment surrounding conflict resolution; the legal, ethical, and emotional issues that are common in disputes; and the format by which employment disputes are resolved.

### **ELR 642 – Concerted Activity**

Examines the various strategies and tactics available to the parties in confrontational situations. Emphasizes the statutory limitations set forth in the Labor Management Relations Act relating to topics such as picketing, consumer appeals, and boycotts.

### **ELR 650 – Alternative Work Styles**

Review of efforts to increase worker participation in certain levels of managerial decision making in private and public production or service enterprise, through shares in ownership, seats on boards, quality circles, and other participative structures. Results are considered from the point of view of productivity, worker satisfaction, and social utility.

### **ELR 681 – Special Topics in Employment and Labor Relations**

According to student demand, special graduate courses on selected topics.

### **ELR 698 – Internship**

Field experience in industrial and labor relations. An internship log and term paper are required.

### **ELR 699 – Independent Study**

Students select one or more topics of critical importance in Employment and Labor Relations and meet with faculty member for independent reading, analysis, and evaluation. Prerequisites: Approval of department chairperson, college dean, and provost.

### **ELR 795 – (Previously ELR 850) Thesis**

For students writing the thesis, ELR 850 should be scheduled for the semester in which they plan to complete their work. The thesis is a committee thesis (one to six semester hours).

## **Frequently Asked Questions (FAQ)**

### **What is Employment and Labor Relations?**

Labor Relations generally refers to any dealings between management and employees about the conditions of the workplace, although it more often concerns the interactions between management and a unionized workforce, or one that may become unionized. This may include methods of communication, discipline, workplace rules and issues of pay.

### **What kinds of jobs will this degree prepare me for?**

This degree will prepare you for many types of jobs in the government, labor unions, and private sector all over the country. ELR graduates have been hired by many prestigious companies and organizations, including the National Labor Relations Board, Google, Lockheed Martin, the U.S. Office of Personnel Management, SEIU, Alcoa, Respironics, Giant Eagle, APSCUF, Indiana Regional Medical Center, Cleveland Brothers, Latrobe Steel, Washington Gas, Highmark, and Reschini.

### **Does the department offer assistance with finding internships or employment?**

Yes, many of our students have found job placements and/or internships with some of the previously mentioned companies and organizations. We also maintain a webpage of employment listings for students in our department to consider.

### **Do I have to take the GRE to apply for the program?**

No. The GRE is not a requirement for application to the program.

### **What types of majors can apply?**

**Ours is a multidisciplinary program, and we encourage all majors to apply.**

How long does it usually take to complete the program?

With the proper planning, the ELR course curriculum is designed to allow full-time students the ability to complete the program in one academic year. For those who need to, however, the program can be attended part-time for up to five years.

### **How do I register for my classes?**

Once you are officially admitted to the School of Graduate Studies and Research, you will get registration instructions and a PIN. The registration process is completed online through MyIUP, the university's online records and systems website. Dropping and adding classes is also done through MyIUP.

### **How large is the program?**

The ELR program has graduated over eight hundred students thus far. There are typically around fifty students taking classes each semester. This makes for an excellent learning environment where class sizes are small and students all know the professors well.

**Do I have to write a thesis in order to graduate?**

No, it is not required to write a thesis to complete the program, but it is an option for students.

**Do I have to do an internship in order to graduate?**

No,

**Is there student parking on campus?**

Student parking (with a commuter pass) is available for free right below Keith Hall in the HUB student parking lot. IUP also provides pay-by-space parking in the HUB parking lot and at other nearby locations. See IUP's parking webpage for more information.

**Where can I get my textbooks?**

While many textbooks are available from third-party retailers, the on-campus IUP Co-op Bookstore provides textbooks and a large variety of school supplies. You can access an online textbook lookup from the Co-op website to find the required books for your classes.

Where is the Employment and Labor Relations Department, and where are the classes held?

The ELR Department is located on the 4<sup>th</sup> floor of Davis Hall. Most classes are held in Davis Hall, Room 409. Some classes are held in other classrooms in Davis Hall.

**What is the usual class size?**

Class sizes typically range from fifteen to twenty-five students. Most classes have approximately eighteen to twenty-two students.

**Are there other locations where ELR courses are offered?**

Yes, students are able to complete a number of courses from IUP's Monroeville campus and the Dixon Center in Harrisburg.

**Can anyone take classes that are offered through the campuses in Monroeville or the Dixon Center?**

Yes, however, students enrolled at those locations have the first opportunities to register for the courses being offered there.

**At what time are the classes at Main Campus?**

Classes take place in the evening, Monday through Thursday. The first class runs from 5:20 to 7:50 p.m. and the second class from 8:00 to 10:30 p.m. Classes at Monroeville and the Dixon Center take place from 6-8:30 on designated days of the week.

### **How are the classes structured?**

Although lecture is a component of each of the classes, discussion and class exercises are stressed. This degree is an applied degree and, as such, it aims to teach critical thinking and a full range of skills needed within the field of Employment and Labor Relations.

### **What if I have a question that wasn't answered above?**

If you still have any questions, contact the department at 724-357-4470 between 8 and 4:30 and we will do our best to answer any questions you may have about the program.

## **Professional Growth and Development**

### **Internships**

Students must be in academic good standing and have received degree candidacy in order to elect an internship. No more than six internship credits may be applied to a graduate degree without written permission from the department and the graduate dean. All ELR majors are urged to elect an internship, and the department advises students that the ideal time for undertaking an internship experience is after substantial progress in the program of study has been made, but prior to the completion of course work. However, they cannot be undertaken until a student has completed or is scheduled to complete 18 credit hours (this can include internship credit hours). Students can do an internship in any term during the academic year.

Internships can be arranged to suit nearly any student preference and have in the past been arranged with a variety of private firms, government agencies, and labor unions. The most critical step in the development of an internship assignment is for the student to meet with the department's internship director as early as possible to allow sufficient time for the necessary contacts and arrangements to be made. The primary obligation for arranging the internship rests with the student, but assistance from the department's internship director is available. A student planning an internship is advised to prepare a draft resume and to review it with the internship director, Dr. Michael Korn.

Students doing an internship are supervised by an on-site supervisor as well as by the department's internship director. Students must complete a weekly log of the experience, a formal internship paper, and portfolio at the conclusion of the internship.

Internships may be arranged for virtually any length of time and are not governed by the traditional university calendar. However, in calculating the amount of time which a student should spend working on an internship experience, the following formula should be used as the base: A three-credit internship requires 120 hours of work, and a six-credit internship requires 240 hours. The weekly expectations are adjusted according to the duration of the experience.

Students deciding to do an internship for elective credits are to use the following forms to assist them in recording the activities that they performed during the entirety of their internships.

### **Student Organizations**

#### **Society for Human Resource Management (SHRM)**

Graduate S.H.R.M.—Society for Human Resource Management, Indiana University of Pennsylvania, Chapter 5182

SHRM serves the needs of the human resource management professional by providing the most essential and comprehensive set of resources available. In addition, the society is committed to advancing the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy. Our primary purpose this year is to lead and encourage our members to develop themselves and those around them professionally by participating in the many community outreach programs and services we have pledged ourselves to be a part of both on and off campus.

#### **Leadership Conference**

An annual leadership conference takes place each year in Orlando, FL. Students spend part of the week at Disney World participating in leadership activities, networking with professionals, and enhancing professional skills. Students are also able to enjoy Disney World and all that it has to offer for a very affordable price.

### **Evaluation of Students**

#### ***Candidacy/Qualifier Exam***

The ELR program does not require candidacy/qualifier exams.

#### ***Comprehensive Exam***

The ELR program does not require comprehensive exams.

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

### **Degree Completion**

#### **Degree Candidacy**

The ELR Degree Candidacy Form is required to be prepared and submitted to the student's advisor after the student has completed NINE to TWELVE credits. Students cannot graduate until the degree candidacy has been approved. This process must be completed in a professional manner in order to meet

the approval by the student's advisor and the department chair. Failure to do so can result in a delay of graduation.

### **Application for Graduation**

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

### **Deadline Dates**

May Graduation: May 1

August Graduation: August 1

December Graduation: December 1

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

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

### **Thesis and/or Dissertation Completion**

Thesis/Dissertation Defense Department Process or Protocol

The Employment and Labor Relations Department Thesis option require a thesis committee of 3 faculty members, with the chair of the thesis and at least one other member of the committee from the ELR Department. The third member of the committee can be from outside the department with approval of the Department Chair. The thesis defense will be an open defense with students and faculty invited to attend the defense. Only members of the thesis committee will be able to ask questions during the defense.

### **Evaluation Outcome for Dissertation and/or Thesis**

The Employment and Labor Relations Department Thesis option require a thesis committee of 3 faculty members, with the chair of the thesis and at least one other member of the committee from the ELR Department. Members of the committee will convene upon completion of the defense to determine whether the student has passed the thesis defense and the committee will agree on the corresponding grade assigned to the Thesis. The Chair of the committee will assign the grade, agreed to by the committee, regarding the Thesis credits. The Thesis options will be, pass, pass with revisions, revise and submit, or fail. Those who pass and pass with revisions, the grade will be determined at the time of the thesis defense. A student who must revise and submit, will receive a grade upon completion of the submission. Students who fail the defense will be assigned a grade of F and will need to repeat the thesis credits.

**Effective fall 2017 for students admitted and students admitted after --** Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

**Ongoing Dissertation and Thesis students admitted “prior” to fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student’s CGPA for the number of dissertation credits required for the program. “Extended” dissertation credits are not calculated into a student’s CGPA.

### **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 Program Coordinator or the School of Graduate Studies and Research.

#### **Academic Calendar**

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

#### **Academic Grade Appeal Policy**

For Information regarding the Grade Appeal policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

#### **Academic Integrity**

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
*The Source: A Student Policy Guide:* [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

#### **Academic Status and Satisfactory Academic Progress**

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

#### **Affirmative Action**

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

#### **Bereavement-Related Class Absences**

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

#### **Continuous Graduate Registration for Dissertation and Thesis**

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

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

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

*All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.*

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

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

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

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

*Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory*

*university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.*

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

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

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

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

### **Graduate Fresh Start Policy**

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

#### Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

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

#### Conditions for a Graduate Fresh Start Record

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

#### Prior Record

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

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

#### Academic Standards

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

### **Graduation Graduate Residency Requirement Policy**

#### Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

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

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

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

### **Program Level Exams Appeal Policy**

*Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination.*

*Procedural violations would be cases in which the program / department failed to follow program/ department and/ or University policies and/ or procedures relating to the administration and/ or evaluation of the exam.*

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

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

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

### **Reexamination Policy: Candidacy/Comprehensive Examination**

The ELR program does not require candidacy/comprehensive exams

### **Registration**

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

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

### **Social Equity**

The Office of Social Equity: [www.iup.edu/socialequity/](http://www.iup.edu/socialequity/)

For more information regarding University policy, view the Graduate Catalog:  
[www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Student Conduct**

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

### **Time Limitations**

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

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

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

### **Time-to-Degree Masters/Doctoral Dismissal Appeal Policy**

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

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

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

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

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

*the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.*

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

### **Title IX Reporting Requirement**

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

### **Transfer of Credits (Effective fall 2017) Policy**

*A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.*

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

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

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

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

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

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

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

## **Research**

### **Research Grants**

Research Grants are made 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.

### **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:

Applied Research Lab: [www.iup.edu/ar1/](http://www.iup.edu/ar1/)

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

## **Student Rights and Responsibilities**

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

## Signature Page

Dear Employment and Labor Relations 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.

\_\_\_\_\_ [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. David Piper by September 8, 2017**

**The Department of Employment and Labor Relations will keep this signed document on file.**