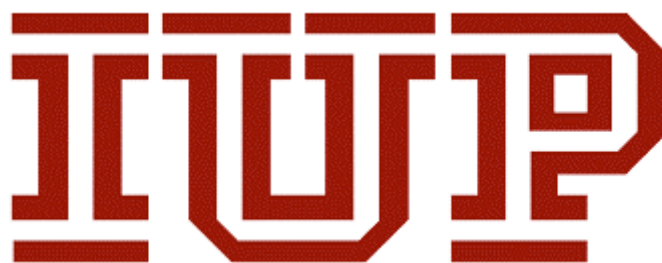


College of Fine Arts

Department of Music

Graduate Student Handbook



**INDIANA UNIVERSITY OF PENNSYLVANIA
COLLEGE OF FINE ARTS
DEPARTMENT OF MUSIC**

GRADUATE STUDENT HANDBOOK

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***For further information on these and other university and School of Graduate Studies and Research policies, please go to the SGSR webpage at www.iup.edu/graduate.**

**INDIANA UNIVERSITY OF PENNSYLVANIA
COLLEGE OF FINE ARTS
DEPARTMENT OF MUSIC**

GRADUATE STUDENT HANDBOOK

**SECTION A:
GENERAL INFORMATION**

**Mission Statement
College of Fine Arts**

The mission of the College of Fine Arts at Indiana University of Pennsylvania is to provide excellent programs of study for all of its majors, balancing high professional standards with rigorous and current educational practice, to provide coursework and programs of an equally high standard in service to majors in other departments which may require arts classes and, as part of the university's general studies mandate, to the entire university student body. The College of Fine Arts takes as its special mission the presentation of arts events including: plays, concerts, exhibitions, and recitals, featuring the work of our students and faculty, as well as the work of visiting arts professionals, as a gift of enrichment and as a celebration of the human spirit for the university, the community and the region. Finally, the College of Fine Arts takes as its mandate and its privilege, the inclusion – in its presentations, studios and classrooms – of the works, thoughts and performances of a culturally and ethnically diverse world of art.

Department of Music

The mission of the IUP Department of Music is the professional preparation of music students as teachers, performers, composers, conductors and scholars at the undergraduate and graduate level. We are committed to providing the highest level of creative, intellectual and cultural experiences through curricular offerings, recitals, concerts, productions, master-classes and workshops. The Department of Music recognizes its responsibility to serve a local and global community, to promote diversity and to embrace and encourage lifelong advocacy for the musical arts. The department is an accredited institutional member of the National Association of Schools of Music.

Department of Music – Faculty and Staff Directory

**Name E-mail Phone Applied/Teaching Areas
(All phone numbers are (724) 357-)**

Matthew R. Baumer (mbaumer@iup.edu) ext. 5646
Ph.D., University of North Carolina at Chapel Hill, Assistant Professor; *Music History*

Stephanie Caulder (scaulder@iup.edu)
D.M., The Florida State University, Assistant Professor; *Oboe, Music History, Theory Skills, Robert E. Cook Honors College, Graduate Coordinator*

Stanley Chepaitis (chip@iup.edu) ext. 4566
D.M.A., University of Rochester-Eastman School of Music, Associate Professor, *Violin, Viola, String Ensemble*

Christine Clewell (orgel@iup.edu) ext. 2563
D.M.A., University of Michigan, Assistant Professor; *Organ, Class Piano, Music Theory*

Zach Collins (zach.collins@iup.edu) ext. 2899
M.M., University of Southern California, Assistant Professor; *Tuba, Euphonium*

James C. Dearing (jcdear@iup.edu) ext. 4408
M.M., University of Wisconsin, Assistant Professor; *Choral Conducting, Director of Choral Activities*

Kristi G. Dearing (Kristi.Dearing@iup.edu) ext. 3135 (Part time)
M.M., University of Wisconsin, Instructor, *Class Voice, Private Voice*

Christian M. Dickinson (cmdkson@iup.edu) ext. 6998
D.M.A., Catholic University of America, Professor; *Trombone, Music Theory*

Kevin E. Eisensmith (tptprof@iup.edu) ext. 1246
D.M.A., Temple University, Professor; *Trumpet, Jazz Bands*

***David Ferguson** (dfergusn@iup.edu) ext. 2478
Ed.D., University of Illinois, Assistant Professor; *Trumpet, Music Education*

Laura Ferguson (lfergusn@iup.edu) ext. 2066
Ed.D., University of Illinois, Associate Professor; *Music Education*

Edwin J. Fry (edfry@iup.edu) ext. 2393
M.M., DePaul University, Associate Professor; *Piano, Music Theory*

Mary Logan Hastings (mologhas@iup.edu) ext. 3010
D.M.A., University of Maryland, Assistant Professor; *Voice, Music Theater*

Ronald Horner (rhorer@iup.edu) ext. 2065 (Part time)
D.M.A., University of West Virginia, Assistant Professor; *Percussion, Percussion Methods*

Linda Jennings (ljenning@iup.edu) ext. 2649
D.M.A., University of Texas at Austin, Assistant Professor; *Cello, Music Theory*

Irvin C. Kauffman (acellist@iup.edu) ext. 2233 (part time)
Assistant Principal Cello, Pittsburgh Symphony Orchestra, Associate Professor; *Guitar*

Michael G. Kingan (mkingan@iup.edu) ext. 2897
D.M.A., University of North Texas, Associate Professor; *Percussion, Percussion Ensemble*

John W. Kuehn (jkuehn@iup.edu) ext. 4973
D.M.A., University of Colorado, Professor and University Professor; *Clarinet, Music Education, Music Education Coordinator*

Sarah J. Mantel (sjmantel@iup.edu) ext. 4493
D.M.A., University of Illinois, Professor; *Voice, Music Theater*

David Martynuik (dmartynu@iup.edu) ext. 7985
Ph.D., Florida State University, Assistant Professor; *Marching Band, Music Theory*

Robert Peavler (Robert.Peavler@iup.edu) ext. 7967
D.M., Florida State University, Assistant Professor; *Voice, Class Voice, French Diction*

Daniel J. Perlongo (perlongo@iup.edu) ext. 2755
M.Mus., University of Michigan, Associate Professor; *Composition, Music Theory*

Judith K. Radell (jradell@iup.edu) ext. 5100
D.M.A., University of Illinois, Professor; *Piano, Class Piano, Music Theory, Music History*

Carl J. Rahkonen (rahkonen@iup.edu) ext. 5644
Ph.D., Indiana University, Professor; *Music Librarian*

Nathan Santos, (natekris@twd.net) ext. 2478 (Part time)
M.M., University of Miami, Instructor; *Acoustic/Electric Bass*

Nicolo A. Sartori, (nsartori@iup.edu) ext. 4028
M.M., University of Michigan, Assistant Professor; *Piano*

John F. Scandrett (jscandt@iup.edu) ext. 4814
Ed.D., University of Pittsburgh, Associate Professor; *Horn, Music Technology*

Lucy Clark Scandrett, (Lucy@blondeharpist.com) ext. N/A (Part time)
B.M., Oberlin College Conservatory, M.M., Converse College; *Harp*

Jack Stamp (jestamp@iup.edu) ext. 74403
D.M.A., Michigan State University, Professor; *Director of Band Studies, Conducting, Assistant Department Chair*

James G. Staples (jstaples@iup.edu) ext. 3065
D.M.A., Eastman School of Music-University of Rochester, Professor; *Piano, Music Theory*

Therese Wacker (piccplyr@iup.edu) ext. 2067
D.M.A., Ohio State University, Associate Professor; *Flute, Music Theory, Woodwinds*

Susan E. Wheatley (wheatley@iup.edu) ext. 7918
Ph.D., University of Michigan, Professor; *Music Education*

Lorraine P. Wilson (lpw@iup.edu) ext. 4452
D.A., Ball State University, Professor, *Chairperson, Music Education*

Jason W. Worzbyt (reedtip@iup.edu) ext. 2068
D.M.A., University of North Texas, Associate Professor; *Bassoon, Concert Band*

Keith R. Young (kyoung@iup.edu) ext. 2069
D.M.A., University of Maryland, Professor, *Saxophone, Jazz Bands*

Other Important Numbers

Dr. Carl Rahkonen	rahkonen@iup.edu	5644	Music Librarian
Ms. Terry McFerron	tmcferro@iup.edu	2892	Assistant Music Librarian
Ms. Theresa Spearman		2391	Music Office Secretary
Ms. Vicki Morganti		2390	Music Office Secretary
Mr. Michael Hood	mhood@iup.edu	2397	Dean
Dr. Michelle Norwood		2397	Associate Dean
Ms. Carolyn Davis	ckdavis@iup.edu	2397	Administrative Assistant
Mr. Tim Estepp	twe@iup.edu	5867	College Technology Manager
Mr. Hank Knerr	hknerr@iup.edu	2547	Fine Arts Public Events
The School of Graduate Studies and Research		2222	101 Stright Hall
Office of Theses/Dissertations		2224	120 Stright Hall
Registrar's Office		2217	307 Clark Hall
Office of the Bursar		2207	110 Clark Hall
Student Technology Help Desk		2198	139 Gordon Hall

Notes/Additions:

MAJOR STEPS TO THE DEGREE

Submit final copies of thesis and all fees necessary for binding, microfilming, and copyrighting thesis. (April 15)

Submit draft copy of thesis for format review to the Office of Thesis/Dissertations in the School of Graduate Studies and Research.

Early in your final semester, or summer term, file an application for graduation. (March 1)

Complete IUP Bindery Form.

Register for required number of thesis credits. (Semester of Intended Graduation)

For thesis, file a Research Topic Approval Form (RATF) with the Graduate Coordinator at least one academic term before expected graduation. (December 15)

When thesis work begins, choose a Committee Chairperson. Work with the Committee Chairperson and the Graduate Coordinator to assemble a thesis committee, and file an approval form with the School of Graduate Studies and Research.

Meet with advisor to develop a tentative plan of studies for the degree program according to the Program of Studies. (Prior to registration first semester)

SECTION B

1. Graduate Degree Programs

MASTER OF ARTS IN MUSIC (MUSIC EDUCATION)

The Music Education degree offers students a range of experiences in music teaching and learning theory, research, and performance. Students will prepare a thesis pertaining to music education in an approved research style.

Master of Arts in Music Education		30 cr.	Date taken
I. Core Courses		9 cr.	
LIBR 600	Bibliography of Music	3 cr.	_____
MUSC 618	Comprehensive Musicianship	3 cr.	_____
MUSC 632	Research Techniques in Music	3 cr.	_____
II. Required Courses		6 cr.	
MUSC 619	Methods for Comprehensive Musicianship	3 cr.	_____
MUSC 620	Foundations of Music Education	3 cr.	_____
III. Music Education Courses		4-6 cr.	
Select courses from the following:			
MUSC 501	Advanced Choral Conducting	2 cr.	_____
MUSC 502	Advanced Instrumental Conducting	2 cr.	_____
MUSC 535	Music for the Exceptional Student	3 cr.	_____
MUSC 537	Techniques of the Marching Band	2 cr.	_____
MUSC 540-550	Summer Music Workshop	1-3 cr.	_____
MUSC 628	Contemporary International Approaches to Elementary Education	2 cr.	_____
MUSC 629	Advanced String Pedagogy	2 cr.	_____
MUSC 631	Administrative Problems in Music Education	2 cr.	_____
MUSC 633	Comparative Choral Methods	2 cr.	_____
MUSC 634	Practicum in Instrumental Music	2 cr.	_____
MUSC 635	Psychology of Music Education	2 cr.	_____
IV. Music Theory or History Course		3 cr.	
MUSC 516	Analytical Techniques	3 cr.	_____
V. Applied Music Courses		4 cr.	
APMU 601-771		4 cr.	_____
VI. Thesis		4 cr.	
MUSC 795	Thesis	4 cr.	_____

MASTER OF ARTS IN PERFORMANCE

The Performance degree is designed to enhance musicianship, technique, and knowledge of a variety of musical styles, with the goal of preparing students for a career in the performing arts. Applicants may choose a principal performing area including conducting, as well as all major instruments or voice. The performance degree thesis includes a recital in the principal performing area, as well as a research document pertaining to the literature presented, as outlined in the Music Department Thesis Guidelines.

Master of Arts in Performance	31 cr.	Date taken
I. Core Courses	9 cr.	
MUSC 516 Analytical Techniques	3 cr.	_____
LIBR 600 Bibliography of Music	3 cr.	_____
MUSC 632 Research Techniques in Music	3 cr.	_____
II. Applied Music Courses	12 cr.	
APMU 601-771	12 cr.	
III. Electives	6 cr.	
(Music Theory or Music History courses and others as approved by advisor)		
IV. Thesis	4 cr.	
MUSC 795	4 cr.	_____

MASTER OF ARTS IN MUSIC HISTORY-LITERATURE

The Music History-Literature degree builds a broad foundation in the history and literature of cultivated music from the early middle ages to the modern era. It can serve as a background for careers in music journalism, concert management, and associated fields. Students prepare a thesis that coordinates knowledge of geography, history, foreign language, and music theory with the study of major styles and masterworks.

Master of Arts in Music History – Literature	31 cr.	Date taken
I. Core Courses	9 cr.	
LIBR 600 Bibliography of Music	3 cr.	_____
MUSC 516 Analytical Techniques	3 cr.	_____
MUSC 632 Research Techniques in Music	3 cr.	_____
II. History and Literature Courses	12 cr.	
Four courses from the following:		
MUHI 503 Music of the Baroque Era	3 cr.	_____
MUHI 504 Music of the Classical Era	3 cr.	_____
MUHI 505 Music of the Romantic Era	3 cr.	_____
MUHI 507 Music of the Twentieth Century	3 cr.	_____
MUHI 508 Music of the Sixteenth Century	3 cr.	_____
III. Elective	6 cr.	
(600-level courses and others as approved by advisor)		
IV. Thesis	4 cr.	
MUSC 795	4 cr.	_____

MASTER OF ARTS IN THEORY AND COMPOSITION

The Music Composition and Theory degree will expose students to a broad spectrum of musical styles and compositional techniques, as well as experience in composing for solo instruments, chamber groups, and large ensembles. Students prepare a major composition as a thesis or undertake an extensive analysis.

Master of Arts in Theory and Composition	31 cr.	Date taken
I. Core Courses	9 cr.	
MUSC 516 Analytical Techniques	3 cr.	_____
LIBR 600 Bibliography of Music	3 cr.	_____
MUSC 632 Research Techniques in Music	3 cr.	_____
II. Theory and Composition Courses	12 cr.	
Four courses from the following:		
MUSC 511 Composition	3 cr.	_____
MUSC 512 Advanced Orchestration	3 cr.	_____
MUSC 513 Advanced Band Scoring	3 cr.	_____
MUSC 514 Advanced Choral Arranging	3 cr.	_____
MUSC 515 Counterpoint	3 cr.	_____
MUSC 618 Comprehensive Musicianship	3 cr.	_____
III. Electives	6 cr.	
(600-level courses and others as approved by advisor)		
IV. Thesis	4 cr.	
MUSC 795 Thesis	4 cr.	_____

Section C: Thesis Requirements and Guidelines

THESIS

DEPARTMENT OF MUSIC GUIDELINES

Candidates for the Master of Arts degrees in Music should follow the schedule and procedures outlines in the Graduate School Thesis/Dissertation Manual. This manual is available from the Graduate School and Research in Stright Hall, Room 101, and online at <http://www.iup.edu/graduate/assets/documents/THESIS.PDF>. The purpose of these additional Department of Music Guidelines is to clarify some aspects of this manual for graduate music students.

FULFILLING THE REQUIREMENTS OF THE THESIS RESEARCH PROCESS

Students should meet with their advisor before completing the Research Topic Approval Form. They should enroll in MUSC 795 when they are ready to complete the research process (1 or 2 semesters before graduation). They will receive an automatic grade of “R” for that semester so that they can have one more semester to complete the thesis document. Upon completion, the advisor should prepare a change of grade form.

In music performance it is expected that part of the research process will include a public performance of the repertoire studied. Similarly, for music composition, it is expected that part of the research will involve a performance or performance reading of the work.

PREPARING THE RESEARCH TOPIC APPROVAL FORM

SECTION 1: The Candidate secures a Research Topic Approval Form from the Office of Theses/Dissertations in the School of Graduate Studies and Research (located on p. 29 - 30 of the Thesis/Dissertation manual, or on the graduate web page:

www.iup.edu/graduate) All students should select the THESIS category. (The recital category is now obsolete and is considered as a thesis). Degree titles should read either: MA Music Performance; MA Music Education; MA Theory/Composition; or MA Music History. All Department of Music students should use Kate Turabian’s *A Manual for Writers* as the departmental style manual. Attach a summary of your research topic. This summary should be written in the style of the Thesis Abstract (200-350 words), a sample of which may be found in the Thesis/Dissertation manual (p. 31).

SECTION 2: The student should choose a thesis committee as soon as work begins. This committee must include a chairperson, and two to four committee members. The committee chairperson must be a full or associate member of IUP’s graduate faculty and must also be approved under the Criteria for Teaching Graduate Courses.

SIGNATURES AND DEADLINES: Your form should be signed by all committee members. It should then be submitted to the Graduate Coordinator for signature one week in advance of the Graduate School deadline listed in the Thesis/Dissertation Manual. Photo copied signatures are not permitted.

PREPARING THE CONTENT OF THE WRITTEN THESIS

The Master of Arts degree thesis in the areas of Music Performance, Music Education, History and Theory should follow the chapters outline presented in the Graduate School Thesis/Dissertation Manual. Although it is difficult to suggest a page number amount for the completed thesis, it has been observed that past theses have ranged in length from 5-15 pages per chapter. Composition students' theses differ slightly in that they include a written presentation and analysis of their project in the proposal (Chapter 1), and then the written score fulfills the remainder of the written requirement. For students who are preparing a recital in the music performance area, here are a few explanations and modifications of the chapter outline, which should be followed.

CHAPTER I: Proposal (Selected thesis topic as developed in bibliography and research courses)

CHAPTER II: Review of Related Literature (Resources used to study selected topic areas)

CHAPTER III/CHAPTER IV: Procedures/Data Analysis (Presentation and analysis of selected topic areas; use appropriate number of chapters or chapter subheadings to coincide with the research proposal)

CHAPTER V: Conclusions, summary, and recommendations for further research.

COMPLETING THE THESIS

Students should follow the deadlines and procedures presented in the Graduate School Thesis/Dissertation Manual for completing the thesis and applying for graduation. The following additional deadlines and procedures should be followed by graduate music students.

A. Department of Music deadlines:

1. Students should provide all members of the thesis committee with copies of the thesis four weeks before the Graduate School submission date of the completed thesis.
2. Students should schedule a thesis defense meeting two weeks before the Graduate School submission date of the completed thesis.

B. Thesis Defense Meeting – The thesis defense meeting is the culminating experience of a student's thesis and master's studies. The purpose of the meeting is to give the student and all committee members and opportunity to discuss and critique the thesis project. For example, the advisor may request that the student briefly summarize the research process during this interview. Committee members may also ask questions and critique the student's conclusions. It is assumed that committee members will have had ample opportunity to give input to the written document before the meeting is held, and therefore major changes should not be suggested during the meeting. However, sometimes "typos" are found or small changes may be suggested by committee members in order for the student to improve the written thesis at this time. At the conclusion of the discussion period, the student should leave the room while the committee decides on approval of the thesis document. If the thesis is satisfactory, the student is

asked to rejoin the committee and the signature pages are signed. (NOTE: You should have as many signature pages available as the number of thesis copies you are planning to have bound.)

Section D: Descriptions and University Policies

ASSISTANTSHIPS

A limited number of both 20-hour assistantships (20 hours per week of assistantship service) and 10-hour assistantships (10 hours per week of assistantship service) are awarded yearly to full-time degree-seeking graduate students. Full 20-hour assistantships currently pay a stipend of \$4,740 to \$6,330 for two semesters plus a waiver of tuition for graduate course work (see details below). Duties will vary somewhat from assistant to assistant and may include supervised teaching, research or assistance with research, and university service activities. Duties are under the supervision of a faculty member or administrator. Assistantships are looked upon as an encouragement or reward for academic excellence rather than as a means to relieve financial need. Full 20-hour assistantships carry a full tuition waiver for the semesters of the assistantship and eligibility for up to a twelve-credit waiver the following summer. Full 10-hour assistantships carry one-half tuition waiver for the semesters of the assistantship and eligibility for up to a six-credit waiver for the following summer. Since stipends for assistantships may change from year to year, potential applicants should check with the School of Graduate Studies and Research for current stipend levels. The deadline for applying for a fall assistantship is March 15 of the same calendar year. Applications and further information are available at the office of the Assistant Dean for Administration, School of Graduate Studies and Research.

DEGREE CANDIDACY

Students are reviewed for degree candidacy the semester following the completion of twelve hours of graduate credits. (Some departments require more than twelve credits for candidacy.) Students must be enrolled in course work to be considered for candidacy status. To be admitted to candidacy, students must have achieved a cumulative grade point average of 3.0 or higher in all graduate course work and must have met all program requirements to the satisfaction of the department. Students who are not granted candidacy after completing twelve graduate credits must satisfy all candidacy requirements during the next semester. At the end of this additional term, students will be granted candidacy or may be asked to leave the master's degree program. Students with especially strong credentials may be granted candidacy upon admission to the School of Graduate Studies and Research if recommended by the academic department and if their files are complete in every respect.

REGISTRATION (ADD/DROP)

Schedule Adjustment and Drop/Add Policy

IUP's registration system, University Records and Systems Assistant (URSA), is characterized by as one of continuous registration. From the student's initial registration time for a given semester through the end of the drop/add period, a few days into the semester (except for specified restricted times), a student may modify his/her schedule to the extent that classes are available or permission to register for a closed or restricted

section has been granted and entered into the computer system. Each student is responsible for making appropriate computer transactions to ensure schedule accuracy. Deadlines for the opportunity to drop or add sections can be found in the academic calendar at the website www.iup.edu/registrar/calendars. Note that, while the department may enter permission to register for a section, the student must complete the actual registration transaction on URSA.

FULL-TIME STUDENT COURSE LOAD

A full-time graduate student is one who is carrying at least nine graduate credits per semester, while a part-time graduate student carries eight credit hours per semester or less.

GRADUATE STUDENT ASSEMBLY

On a university-wide basis, the Graduate Student Assembly (GSA) is the graduate students' organization. The GSA is composed of two representatives (and frequently an alternate) elected by the full-time and part-time graduate students of the department. It serves graduate students through voting representation on the Senate Graduate Committee, the Library and Educational Services Committee, and the University Senate, by making recommendations about graduate student affairs to the Graduate Committee and/or the dean of the School of Graduate Studies and Research, and by working through other university committees and channels to improve the social, intellectual, and cultural life of graduate students. All graduate students are encouraged and welcome to participate in the GSA. GSA website: www.coop.iup.edu/gsa. The GSA office is located in Room 210A of the HUB. Office hours are MWF 9-11 a.m. (subject to change); telephone 724-357-3180.

TIME LIMITATIONS

Program credits earned at IUP or accepted by transfer are applicable to IUP master's degrees over a period not to exceed five years from the date of their earning unless the period is extended through student petition approved by the student's department and the dean of the School of Graduate Studies and Research.

TRANSFER CREDITS

Up to six credits of graduate work taken as a graduate student and up to twelve graduate credits through approved inter-institutional agreements may, with written approval, be incorporated as part of the graduate student's program at IUP. These courses must have been completed at 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 (cited later in this catalog) pertain without modification to transfer credits. To request the transfer of credits, the student provides the School of Graduate Studies and Research with a written request indicating the course to be

considered for review. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned 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 a decision is rendered by the School of Graduate Studies and Research, the student's department and the student are notified of the transfer decision. It is strongly recommended that students wishing to transfer 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. The review process is as described in the preceding paragraph. Note: Credits earned at IUP, prior to a student's admission to the current degree program, fall under all terms specified in the preceding paragraph. If transfer credits are approved, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript. Transfer credits are not posted to the student's IUP graduate record until the student has been granted degree candidacy.

WITHDRAWAL FROM THE UNIVERSITY

Formal withdrawal procedures must be initiated through the School of Graduate Studies and Research at the point of withdrawal. A written and dated notice is required by the student or the student's family in special circumstances, such as sickness, within thirty days of the student's withdrawal. In order to receive a reduction in fees for individual course withdrawal, documentation must be submitted to the Office of the Bursar prior to the close of the semester/session in which the course was offered. Students who are suspended from classes, residence halls, and/or dining service will receive a reduction of fees in accordance with the refund policy. Student military reservists or members of the National Guard who are ordered to active military service by the President of the United States will receive a full reduction in tuition. Other fees will be prorated. Examples of refund calculations are available upon request from the Office of the Bursar, Clark Hall, which is responsible for implementing the refund policy. Students may appeal the decision rendered by the Student Accounts Receivable Office to the Bursar.

WORK STUDY

Federal Work Study Program (FWSP)—The Federal Work Study Program provides an opportunity for graduate students enrolled in a degree-granting program of study to earn money to help finance educational expenses. Students may be employed on campus for up to 25 hours per week when classes are in session and 40 hours per week during vacation periods. Federal Work Study jobs not only help to defray the cost of education but can add valuable practical experience accompanying the student's graduate education. Eligibility is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in the Financial Aid Office along

with the institutional application for Federal Work Study. Students are responsible for securing their own positions on campus, but placement assistance is available through the Student Employment Center at 724-357-2235.

Serve-Study Federal Work Study Program—For students who would like to be of service to the community through participation in the activities of selected nonprofit agencies, a number of employment opportunities are available through the Serve-Study FWS program. Contact the Student Employment Center located in 302 Pratt Hall at 724-357-2235 for additional information.

University Employment (UE)—The University Employment Program provides an opportunity for graduate students to work as an accompaniment to their studies program. Maximum UE hours are 25 hours per week when classes are in session and 40 hours per week during vacation periods. This employment program is not based on financial need and submission of the FAFSA is not required. Employment provisions are similar to the Federal Work Study Program.

Special Funded Grant Employment—Grant employment opportunities are also available to graduate students from time to time. Interested students should check with the Assistant Dean for Research, the School of Graduate Studies and Research, 113 Stright Hall, 210 South Tenth Street, IUP, Indiana, PA 15705.