



Indiana University of Pennsylvania

IUP Health Services Administration Graduate Program Handbook

A Master of Science program offered jointly by:
Department of Employment and Labor Relations
and
Department of Nursing and Allied Health Professions



Handbook Updated 2019

Master of Science in Health Services Administration

Department of Employment and Labor Relations

434 Davis Hall

570 South 11th Street

Indiana, PA 15705-1087

Phone: 724-357-4470

Fax: 724-357-1292

Program Website: <http://www.iup.edu/elr/grad/health-services-administration-ms/>

Department of Nursing and Allied Health Professions

210 Johnson Hall

1010 Oakland Avenue

Indian, PA 15705

Phone: 724-357-2557

Fax: 724-357-3267

Program Website: <http://www.iup.edu/rn-alliedhealth/grad/health-services-administration-ms/>

TABLE OF CONTENTS

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Welcome | 5 |
| Indiana University of Pennsylvania..... | 5 |
| IUP's Civility Statement..... | 5 |
| Master of Science in Health Services Administration | 5 |
| Mission Statement and Program Objectives | 6 |
| Faculty and Staff..... | 7 |
| Admission | 8 |
| Financial Assistance | 9 |
| Academic Advisement | 10 |
| Campus Resources & Student Support | 11 |
| IUP Email | 11 |
| Graduate Student Assembly..... | 11 |
| Programs and Degrees..... | 11 |
| Master's | 11 |
| Doctoral..... | 14 |
| Course Descriptions..... | 14 |
| Evaluation of Students..... | 15 |
| Candidacy/Qualifier Exam..... | 15 |
| Comprehensive Exam | 15 |
| Degree Completion..... | 15 |
| University Policy and Procedure (See Graduate Catalog www.iup.edu/graduatestudies/catalog/)..... | 17 |
| Academic Calendar..... | 17 |
| Academic Grade Appeal Policy..... | 17 |
| Academic Integrity | 17 |
| Academic Status and Satisfactory Academic Progress | 17 |
| Affirmative Action | 17 |
| Bereavement-Related Class Absences | 18 |
| Continuous Graduate Registration for Dissertation and Thesis | 18 |
| Graduate Fresh Start Policy..... | 19 |
| Graduation Graduate Residency Requirement Policy..... | 20 |
| Program Level Exams Appeal Policy | 21 |
| Reexamination Policy: Candidacy/Comprehensive Examination | 21 |
| Registration..... | 22 |
| Social Equity | 22 |
| Student Conduct..... | 22 |
| Time Limitation..... | 22 |
| Time-to-Degree Masters/Doctoral Dismissal Appeal Policy..... | 22 |

Title IX Reporting Requirement 23
Transfer of Credits 23

Research 24
Student Rights and Responsibility..... 25

Signature Page..... 26

WELCOME

Welcome to the Health Services Administration MS program Graduate Student Handbook! The goal of this handbook is to provide information about services and activities that will enrich your graduate experience and facilitate the practical aspects of receiving an education here.

In the handbook, you can find information on enrolling in courses, degree requirements, financial support, student services, campus resources, and employment/career services.

Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community.

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

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

IUP's Civility Statement

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

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

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

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

Health Services Administration Master of Science Program

The Health Services Administration (HSAD) Master of Science Program is offered jointly by the Department of Employment and Labor Relations and by the Department of Nursing and Allied Health Professions. Both departments maintain strong reputations for producing highly qualified graduates who become strong contributors to their fields. The HSAD program was created in 2006 to respond to a growing need in healthcare for administrators with academic preparation in both healthcare and

employment relations. With the 2010 enactment of the Affordable Care Act, there was a legislative push to promote quality and efficiency in the delivery of healthcare through increased use of the electronic health record (EHR) and the creation of systems of healthcare in which better quality and accountability is achieved through integrating providers into larger systems of healthcare delivery. The old model of care delivery by numerous independent contractors and small practice groups is gradually being replaced by integrated delivery systems that assure quality and accountability, in part, through their role as the employer of those providing care. This change requires an ever greater number of healthcare administrators with preparation in the field of employment relations.

The Master in Health Services Administration prepares students for a wide variety of leadership positions within health services organizations in not-for-profit, for-profit, and government settings. The role of a health services administrator includes the specialized application of employment relations knowledge, the improvement of individual and public health, and the improvement of health delivery systems. The program provides students with an effective balance of coursework in health services, employee relations, and research methodology that would enable them to excel in this role.

Mission Statement and Program Objectives

The mission of the Health Services Administration program is to prepare students with the knowledge, skills, and values required to become leaders in meeting the demands of the ever changing health service environment.

Program objectives include:

- Use various financing systems, organizational structures, and market strategies to achieve optimum performance in health care organizations.
- Exhibit leadership skills in conflict resolution, human resource management, change theory, interpersonal relations and effective communications.
- Manage information resources, including statistical and non-statistical analysis to assist in effective decision making.
- Analyze the ethical and legal imperatives influencing health care.
- Analyze the health of populations, determinants of health, and health risks and behaviors in diverse populations.
- Analyze legislative, regulative, and political processes and their impact on the health services.
- Conduct research that addresses health care issues and focuses on outcome measurements.

Faculty and Staff

Employment and Labor Relations

Dr. David Piper

Department Chairperson and Professor
Employment and Labor Relations
Davis Hall 432
(724) 357-4471
David.Piper@iup.edu

Kelly S. Montanti

Department Secretary
Employment and Labor Relations
Davis Hall 434
(724) 357-4470

Dr. Scott E. Decker

HSAD Coordinator/Assistant Professor
Employment and Labor Relations
Davis Hall 430
(724) 357-4423
s.e.decker@iup.edu

Dr. Michael T. Korn

Associate Professor
Employment and Labor Relations
Davis Hall 422
(724) 357-4424
mkorns@iup.edu

Dr. Dennis D. Frketich

Assistant Professor
Employment and Labor Relations
Davis Hall 433
724-357-2724
D.D.Frketich@iup.edu

Nursing and Allied Health Professions

Dr. Elizabeth A. Palmer

Chairperson
Nursing and Allied Health
211 Johnson Hall
(724) 357-2558
LPalmer@iup.edu

Dr. Kristy S. Chunta

Assistant Chairperson, Master's Program
Coordinator
Nursing and Allied Health
233 Johnson Hall
(724) 357-2408
KChunta@iup.edu

Dr. Theresa L. Calderone

Nursing and Allied Health
225 Johnson Hall
(724) 357-3251
Theresa.Calderone@iup.edu

Dr. Susan G. Poorman

Nursing and Allied Health
216 Johnson Hall
(724) 357-3258
Spoorman@iup.edu

Dr. Michele A. Gerwick
Nursing and Allied Health
217 Johnson Hall
(724) 357-3090
MGerwick@iup.edu

Dr. Theresa M. Gropelli
Nursing and Allied Health
232 Johnson Hall
(724) 357-3264
Theresa.Gropelli@iup.edu

Dr. Teresa C. Shellenbarger
Doctoral Coordinator
Nursing and Allied Health
246 Johnson Hall
(724) 357-2559
TShell@iup.edu

Dr. Edith A. West
Nursing and Allied Health
231 Johnson Hall
(724) 357-3263
Edith.West@iup.edu

Dr. Lora K. Ott
Nursing and Allied Health
Johnson Hall
(724) 357-2558
L.K.Ott@iup.edu

Dr. Diana Louise Rupert
Nursing and Allied Health
256 Johnson Hall
(724) 357-3424
D.L.Rupert@iup.edu

Dr. Joyce Ann Shanty
Coordinator, Allied Health Professions
Nursing and Allied Health
243 Johnson Hall
(724) 357-7647
Joyce.Shanty@iup.edu

Dr. Mary E. Williams
Nursing and Allied Health
214 Johnson Hall
(724) 357-3092
Mary.E.Williams@iup.edu

Dr. Nashat M. Zuraikat
Nursing and Allied Health
236 Johnson Hall
(724) 357-3262
Zuraikat@iup.edu

Admission

- Admission Criteria:
 - A minimum cumulative GPA of 2.6 or higher (if bachelor's degree was earned within the last five years) is required. If you graduated over five years ago, a cumulative GPA of 2.4 or higher is required.
 - Earned bachelor's degree from an accredited institution.
 - Evidence of coursework in statistics and research methodology and design is strongly recommended.
- Application Requirements:
 - Two letters of recommendation. If your bachelor's degree was earned within the last five years, at least one letter must be from a faculty member or the dean/director of the undergraduate program. If your degree is older than five years, both letters must be from employers or professional colleagues.

- Satisfactory professional essay (minimum of two pages) to include a description of the following:
 - A significant professional accomplishment
 - Expectations of graduate study
 - Career goals
- Application Process:
 - Submit all application materials to IUP's School of Graduate Studies and Research. Items should include:
 - Application form
 - Two letters of recommendation
 - Signed and dated goal statement (professional essay)
 - Official transcripts from all colleges and universities attended
 - \$50 application fee (nonrefundable)
 - Admission requirements for International Graduate Students can be found at <http://www.iup.edu/admissions/international/requirements/graduate/>. In addition to the policies and resources described in the Graduate Catalog, International Students should also refer to the Office of International Education <http://www.iup.edu/international/>. The International Students website, <http://www.iup.edu/international/students/current/>, provides guidance regarding required forms, ESL/academic assistance, transportation, housing, and social events. The International Student Handbook can be found at the international students orientation website <http://www.iup.edu/admissions/international/admitted/orientation/> and is also a valuable resource for international students attending IUP.

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

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

Financial Assistance

Graduate Assistantships

- (GAs) are selectively awarded to highly qualified graduate students and often on the basis of academic excellence. Full time students can be eligible for 20-hour or 10-hour per week GAs and some part time students may also have GA eligibility.

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

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

Academic Advisement

Role of Academic Advisor

- 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 will 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 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.

Student role

- IUP expects that you will work hard to earn your degree. We expect that you will complete assignments by the deadlines provided by faculty members.
- IUP expects that you will demonstrate professional integrity and academic honesty at all times. Civility is a valued trait at IUP and we expect every student to exhibit this trait.
- We expect you to be aware of happenings outside of your project, thesis, or dissertation topic. You should be aware of current world events and significant changes occurring at the university. Our goal is to produce well-rounded alumni whose knowledge and awareness has both breadth and depth.
- It is critically important that you communicate regularly with your graduate coordinator or assigned advisor.
- You are responsible for adhering to the policies outlined in the Graduate Catalog and to the deadlines and requirements for graduation. You and your graduate coordinator or major advisor should discuss all of the various requirements, but meeting them is your responsibility.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/ar/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center <http://www.iup.edu/career/>
The Counseling Center <http://www.iup.edu/counselingcenter/>
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724-357-2141
Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

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

Graduate Student Assembly

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

Programs and Degrees

Master's Program

The Master of Science in Health Services Administration (HSAD) degree consists of 36 credits. The Department of Nursing and Allied Health Professions will offer 18 credits and the Department of Employment and Labor Relations will offer 15.

Students choose one three-credit elective from IUP courses that are appropriate for their needs and interests and meet the program objectives. Courses offered by the Employment and Labor Relations,

Nursing and Allied Health Professions, Business and Information Technology, Sociology, and Psychology departments might be of particular interest to students for this elective.

Dual-Degrees

The majority of students in the HSAD graduate program are pursuing a single degree -- a Master of Science in Health Services Administration. However, the option to pursue a dual-degree with a Master of Arts in Employment and Labor Relations is also available to graduate students. With the dual-degree option, you can receive two degrees with fewer total credits. Interested graduates should contact their graduate coordinator for more information.

Program Length

You can complete the master's degree in one year full-time, take the option of one online course and one evening course over two years, or spread the courses out over as many as five years. Choose what works best for you.

Required Courses

| | | |
|----------------------|-------------------------------------------|-------|
| ELR/HSAD 631 | Human Resource Management | 3 cr. |
| HSAD 605 | Epidemiology | 3 cr. |
| HSAD 609 | Ethics and Social Issues in Health Care | 3 cr. |
| NURS/HSAD 614 | Health Policy | 3 cr. |
| ELR/HSAD 616 | Health Law | 3 cr. |
| ELR/HSAD 619 | Research Methods in ELR | 3 cr. |
| Or | | |
| GSR 615 | Elements of Research | 3 cr. |
| NURS 622 | The Practice of Nursing Research | 3 cr. |
| ---- | An approved course in Research Methods | |
| NURS/HSAD 555 | Informatics in Health Care | 3 cr. |
| Or | | |
| IFMG 640 | Management Information Systems | 3 cr. |
| ---- | An approved course in Information Science | |

NURS/HSAD 730 Financial Management in Health Care 3 cr.

Or

FIN 630 Financial Management (Pre-requisite FIN 310) 3 cr.

---- An approved course in Finance

HSAD 761 Health Service Administration Capstone 3-6 cr.

Or

NURS 731 Nursing Administration Capstone 3 cr.

NURS 732 Nursing Administration Capstone II 3 cr.

ELR/HSAD 698 Internship

HSAD 795 Thesis 6 cr.

---- Elective approved by coordinator

Elective 1

Organizational Behavior/Supervision - one course from the following:

ELR/HSAD 751 Conflict Resolution

ELR 612 Labor Relations: Practice and Administration

ELR 610 Employee Rights

MGMT 613 Organizational Analysis

An approved course in Org Behavior or Supervision.

Elective 2

Leadership Theory/Interpersonal Skills in Health Care - one course from the following:

NURS 619 Leadership Strategies in Nursing

NURS 729 Nursing Administration

ELR 640 Negotiations

ELR/HSAD 751 Conflict Resolution

An approved course in Leadership/Interpersonal skills

Elective 3

Additional Elective to Support Organizational Behavior - one course from the following:

Supervision/Leadership Theory and Interpersonal Skills Elective from the courses listed above or another elective approved by the coordinator

Note: The ELR 698 Internship course may count for either 3 or 6 credits toward the HSAD MS, and HSAD 795 Thesis is also an option that may count as either 3 or 6 credits

Doctoral Programs

Students that anticipate continuing their education in a doctoral program could choose to complete a thesis instead of an elective course. The thesis would require six credit hours, bringing their degree total to 39 credits.

Course Descriptions

Required Courses:

ELR/HSAD 631: Human Resource Management in the Public Sector 3cr.

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.

HSAD 605: Epidemiology in Health Services Administration 3cr.

Addresses the concepts and methods of epidemiology as they apply to a variety of health events. Examines concepts of epidemiology, identifies data sources, and interprets epidemiological research findings. Issues in the application of epidemiology to health services administration are addressed.

HSAD 609: Ethics and Social Issues in Health Care 3cr.

Explores ethical imperatives as they apply to the provision of health services in the twenty-first century. Selected ethical frameworks provide the structure to analyze emerging cultural and societal issues impacting the delivery of health care services. The provision of health services to vulnerable populations, as well as rural health issues, will be of particular interest.

NURS/HSAD 614: Health Policy 3cr.

Focuses on the legislative, regulatory, and political processes that impact health services in the United States. Students will examine their role in health policy development at the federal, state, and local levels. Selected policies will be analyzed for their effect on health care delivery. The influence of U.S. policy on the health of those in other countries will be explored.

ELR/HSAD 616: Health Law 3cr.

Focuses on legal language, tort law, legal issues, and legal sanctions of state and national health care laws as applied to individuals and organizations. Through lectures, discussions, readings, and presentations, students will learn to solve problems of health care administration within the current health care legal system and develop an understanding of the legal issues present within the current health care field.

ELR/HSAD 619: Advanced Research (or GSR 615/NURS 622/Other) 3cr.

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.

NURS/HSAD 555: Health Care Informatics (or IFMG 640/Other) 3cr.

An introductory and overview course in the application of the disciplines of health sciences, computer science, and information science in collecting, processing, and managing information to promote decision making in health care.

NURS/HSAD 730: Financial Management in Health Care (Other FIN) 3cr.

Provides an opportunity for students to examine the financial decision-making processes used by health care administrators. Emphasis will be on understanding health care payment systems, assessing and developing financial plans, and making financial decisions in a variety of health care settings.

HSAD 761: HS Adm Capstone (or NURS 731/NURS 732/ELR 698) 3cr.

This capstone course provides a culminating educational experience. The student will work with a mentor in health service organization. The student will be required to design, implement, and evaluate a project utilizing skills and knowledge acquired through the program, and incorporate professional values and critical thinking developed during the course of study.

Course descriptions can be found at <http://www.iup.edu/graduatestudies/catalog/course-descriptions/hsad--health-services-administration/>

Evaluation of Students

Candidacy/Qualifier Exam

The HSAD program does not require candidacy/qualifier exam.

Comprehensive Exam

The HSAD 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/

Degree Completion

- The Master of Science in Health Services Administration degree will consist of 36 credits; 39 if the student completes a thesis.
- Know the deadlines for submitting your research topic approval form, applying for graduation, and final submission of your thesis or dissertation and accompanying forms. Missing one of these deadlines will impact your plans for graduation.

<http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/>

- Master and doctoral degree candidates must apply for graduation online in URSA.
 - URSA Website <http://www.iup.edu/myiup/>
 - Application instructions <http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>
 - Forms for finishing your degree <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/all-forms/>
 - All students are required to apply for graduation by the established deadlines.
 - Students who need to provide graduation verification to prospective employers or sponsor program administrators prior to the official graduation date can request a letter by e-mailing graduate-admissions@iup.edu.

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

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

Thesis Completion

Thesis Defense Department Process or Protocol

The Health Services Administration Program thesis option requires a thesis committee of 3 faculty members, with the chair of the thesis and at least one other member of the committee from either the ELR or the Nursing Department. The third member of the committee can be from outside either of these departments with approval of the HSAD Graduate Coordinator. 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 Health Services Administration Program thesis option requires a thesis committee of 3 faculty members, with the chair of the thesis and at least one other member of the committee from either the ELR or the Nursing 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. For 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 resubmit 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.

The defense of a thesis is closed (only the committee and chair of the project).

Commented [Dr. B.1]: You should include the department defense process or protocol about how the thesis is evaluated and the possible results and what the results mean for the student. For example, pass, pass with revisions, revise and resubmit, fail.

Effective fall 2017 for students admitted and students admitted after -- 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 Thesis students admitted "prior" to fall 2017 – 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.

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

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

University Policy and Procedure

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

Academic Calendar

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

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity

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

Academic Status and Satisfactory Academic Progress

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

Affirmative Action

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

Bereavement-Related Class Absences

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

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 master's 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/

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

HSAD does not require candidacy/comprehensive examination.

Registration

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

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

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Student Conduct

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

Time Limitations

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

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

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

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

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

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

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

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

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

Title IX Reporting Requirement

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

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (**1/3**) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The

time limitation rule and residency requirements pertain without modification to transfer credits.

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

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

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

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

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

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

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

Research

Applied Research Lab: www.iup.edu/arl/

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

Student Rights and Responsibilities

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

Signature Page

Dear Health Services Administration 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.

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

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

Print Name

Signature

Date

Submit to Scott E. Decker, HSAD Graduate Coordinator within the first week of class.

The HSAD program will keep this signed document on file.