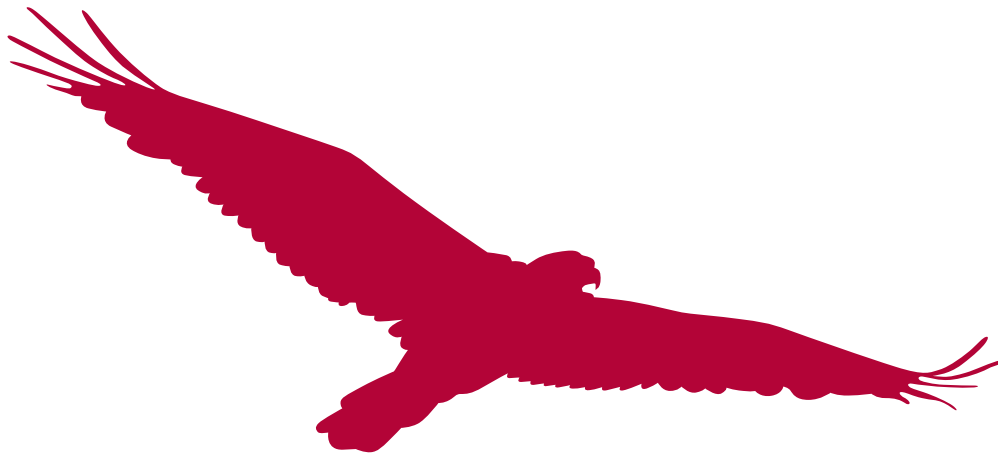




Indiana University of Pennsylvania

IUP Graduate Program Handbook for the
Master of Arts in
Instructional Design and Technology

Department of Professional Studies



Academic Year
2019-2020

Professional Studies in Education

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www.iup.edu/pse/
Professional Studies in Education
M.A. in
Instructional Design and Technology

Student Handbook

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WELCOME

Welcome to the Department of Professional Studies in Education and the master of arts program in Instructional Design and Technology. This handbook is designed as a guide for students to become familiar with program, department, Graduate School, and university policy.

We are committed to student success. We hope students have a rewarding learning and professional growth experience in our programs. We welcome questions and comments from students and hope you will talk with the faculty and staff frequently. We wish you the greatest success in your careers and professional lives.

Indiana University of Pennsylvania

Founded more than 140 years ago, Indiana University of Pennsylvania has grown from a school with 225 students and one building to a world-renown university spread over 374 acres with almost 15,000 students studying more than 130 programs.

It was known as Indiana Normal School when it was founded in 1875. The one building everything was originally housed in, John Sutton Hall, still stands today as the heart of the IUP campus, and it is on the National Register of Historic Places.

Over the years, the school's name changed as it grew, from Indiana State Teachers College, in 1920, when it was awarded the right to grant degrees; to Indiana State College, in 1959; and finally, to Indiana University of Pennsylvania in 1965, when it offered its first doctoral program.

The Pennsylvania State System of Higher Education was created in 1983. IUP has consistently ranked as one of its largest schools, and it was the first of its universities to offer doctoral degrees. It is still the only school in the State System to offer graduate instruction at the doctoral level (PhD). Indiana University of Pennsylvania is a community where teaching, research, and service empower students to become innovative leaders while enhancing communities throughout the world.

Remaining true to its traditions, IUP assesses society's needs and opportunities and meets them. Students are hardworking, ready to learn, and come from diverse cultures, places, and backgrounds. Energetic, dedicated, and diverse staff and faculty members welcome them to a personal, vibrant college home. Students participate in many intentional and interconnected learning experiences in their studies, in their lives, and in the world.

Professors are active scholars and teachers in their disciplines who work together to expand their impact. They engage students in carefully designed open-ended, hands-on experiences to reinforce and enrich what students learn in the classroom. Professors use technology to enhance student learning and augment the face-to-face and peer-learning experiences that are the foundation of excellent education.

Alumni say their student experience was the best preparation for work and life. They continue to find joy in the bonds they built as students and the new connections they make with faculty and staff members, students, and other alumni. They are proud and they choose to invest in IUP's future.

IUP and the communities it serves work together to build a strong society and robust economy. IUP uses partnerships and activities to connect community members, students, faculty and staff members, and alumni, building a commitment to their shared future.

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.

Mission Statement and Program Objectives

Following are the mission statements and learning outcomes for the Instructional Design and Technology Program.

The **Master of Arts in Instructional Design and Technology** helps students acquire knowledge and skills in theory and research in instructional design, training, adult education, and in the applications of current and emerging instructional technologies in education and training.

Upon completion of the program, students will be able to:

1. Design education and training programs for a variety of settings and learners, including goals and objectives, learning content, assessment, and evaluation plans.
2. Evaluate instructional technologies for education and training programs.
3. Create effective learning environments using digital technologies.
4. Practice digital pedagogy across a variety of learning environments.
5. Synthesize the literature, research, and theories in instructional design, education technology, and training to professional practice.

Faculty and Staff

The Department of Professional Studies in Education is located at:

Davis Hall, Room 303

570 S. 11th Street

Indiana University of Pennsylvania

Indiana, PA 15705-1080

724-357-2400

www.iup.edu/ace

For more information regarding faculty and staff in the department of Professional Studies in Education please visit the Department of Professional Studies homepage at the following link:

www.iup.edu/pse/

The program coordinator for the Instructional Design and Technology program is

Dr. Jacqueline McGinty

Assistant Professor

jmcginty@iup.edu

724-357-2400

Admission

The IDT faculty members maintain that there are many factors that facilitate or inhibit success in graduate school. To reflect such a philosophy in practice, the faculty strive to use a holistic approach for admissions. Among the criteria used are professional experience, personal and professional goals, ability to effectively communicate both verbally and in writing, as well as traditional criteria such as test scores and previous graduate and undergraduate grades. Deficiencies in any of these areas may be offset by strengths in other areas. A close examination of both the person and the data is made for all prospective students.

Admissions information can be obtained from:

Admissions Office

Sutton Hall, Suite 120

1011 South Drive

Indiana University of Pennsylvania

Indiana, PA 15705

Phone: 724-357-2222; Fax: 724-357-4862

graduate-admissions@iup.edu

Admission Requirements and Procedure

- *Application Form* - The application form must be completed online at <http://www.iup.edu/admissions/graduate/howto/default.aspx>. To complete the application if you are a current or former IUP student, log in with your current credentials to proceed. If you are not an IUP student, click on “First Time User Account Creation.”
- *Application Fee* - A \$50.00 application fee is required and is submitted upon completion of the online application.

- Official Transcripts - Transcripts from all undergraduate and graduate institutions previously attended must be sent directly to the Admissions Office from the institution(s) where you completed the credits. Official transcripts must be in a sealed envelope with the registrar's seal. Transcripts from IUP do not need to be sent by the applicant, the Admissions Office will request these directly from the Registrar's Office.
- Two Letters of Recommendation - Two letters of recommendation are required. If you are a recent graduate academic letters are preferred. Otherwise, professional letters of recommendation are acceptable. These letters must be sent in hard copy form or via email to the Admissions Office at graduate-admissions@iup.edu.
- Goal Statement - The application also includes a goal statement, which is particularly important for determining admission. Care should be taken to write your goal statement so that it communicates clearly and concisely your professional goals and how the Master of Arts in Instructional Design & Technology program will help you achieve them.
- Current Resume - A current resume is required.

When the Admissions Office has received all of the preceding information, your application packet is complete. It will then be forwarded to the Instructional Design & Technology program faculty for review.

Interview - You may be contacted for an interview. The interview has three purposes:

- For you and the faculty to get acquainted
- For the faculty to determine if you are an appropriate candidate for the program
- For you to determine if this is the best graduate program for you

Student Responsibility and Signature Form - Upon admission all students are required to sign and return to the Student Signature Form which appears at the end of this handbook. This form indicates the student has read and is familiar with the information provided in the *IDT Student Handbook*, and the *Graduate Catalog*. These documents contain essential information for all students in the IDT program.

One Course Only - Applicants who have never previously taken graduate-level coursework at IUP are eligible for the One Course Only admission option. Full application to the School of Graduate Studies and Research is not required. Students who take their first course under the One Course Only option must apply and be admitted to the School of Graduate Studies and Research before taking additional courses.

Special Status Admission - Special status is for applicants who do not intend to pursue a graduate degree but only wish to enroll in graduate classes for which he or she is qualified. Students granted Special Status admissions who wish at a later time to pursue a graduate degree must apply to the degree program. Along with the application for Special Status, applicants must also submit a nonrefundable \$50 application fee, official transcripts from all colleges/universities attended, and a goal statement. Special status students may take a maximum of 12 credit hours. If a student admitted under Special Status later wishes to pursue a graduate degree at IUP, they must apply for admissions to that program (including paying the \$50.00 application fee) and also apply for the program to accept the coursework taken while enrolled in Special Status admissions.

After submitting the application and documents related to the categories above, students (if admitted to IUP) will receive information from the Graduate School about how to register for coursework.

Testing

The Graduate Record Exam (GRE) is *not* required for admission into IUP's Master of Arts in Instructional Design & Technology. Some applicants may need to take a test for admissions to the IDT program.

1. *Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)* - University-established, minimum scores for the TOEFL or IELTS are required of all applicants to the Graduate School whose native language is not English. The tests are required before an applicant can be admitted to a graduate program. The minimum scores are determined by the Graduate School. International students who have an undergraduate degree from an American university do not have to submit TOEFL or IELTS scores.
2. *Miller Analogies Test (MAT)* - The MAT is required of applicants with low undergraduate grade point averages to demonstrate aptitude for graduate studies. The minimum score for admission is determined by the Graduate School.
 - Whether an applicant must take the MAT is dependent upon their undergraduate, cumulative grade point average (GPA). Applicants who have attended an undergraduate institution within the past five years and have an UGPA lower than 2.6 are required by the Graduate School to take the MAT. Applicants whose last attendance at an undergraduate institution of high education was more than five years ago and their UGPA is lower than 2.4 are also required by the Graduate School to take the MAT.
 - Applications for the MAT must be completed online at <http://psychcorp.pearsonassessments.com/haiweb/Cultures/en-US/site/Community/PostSecondary/Products/MAT/mathome.html>
 - Tests need not be taken at IUP or be scheduled through IUP. However, the official results must be sent to the Graduate School at IUP.

For information about tuition, fees and financial aid, go to:
<http://www.iup.edu/admissions/graduate/financialaid/>

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

Financial assistance in the form of Graduate Assistantships is available for many students enrolled in the Master of Arts in Instructional Design and Technology. Graduate assistantships pay a portion of the student's tuition and a stipend. There are several different types of assistantships offered in the

department. Persons interested in graduate assistantships are encouraged to contact the department for details.

For information on graduate assistantships, see:

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

For information regarding financial aid see: www.iup.edu/financialaid/

Academic Advisement

The Master of Arts in Instructional Design and Technology is a 30 credit hour programs. The IDT program is offered in Indiana and via distance through live video conference. Most students in the IDT program are full time working professionals looking to advance their careers through a graduate degree.

To facilitate progress through the program students are assigned an academic advisor. The advisor for students in the IDT program is Dr. Jacqueline McGinty (jmcginty@iup.edu). The academic advisor will assist students in planning their program of study, selecting courses, preparing the portfolio, making sure the students has met the requirements for graduation.

MyIUP

Students are encouraged to become familiar with MyIUP. Many functions can be completed in MyIUP including:

- Schedule Classes
- View Course Catalog
- View Course Descriptions
- Retrieve Grades
- Order Transcripts
- Change Personal Information
- Manage Finances
- See What's New for Students
- View the Central Calendar
- View the Academic Calendar
- Purchase Meal Plans

Information Required for Scheduling Courses

You must have the following information in order to enter the secure area in MyIUP:

1. Username - This is a unique randomly-generated identification that is assigned to all students who are admitted to IUP.
2. Network Password - In addition to your Username, you will be required to enter a unique network password. This is assigned upon admission. Students may change their password at any time.

3. *Alternate PIN* - The four-digit alternate pin changes every semester. Your Alternate PIN is required for course registration fall and spring semesters. It is not required for registration in summer.

Steps to Scheduling Courses

1. Log on to the MyIUP website: <http://www.iup.edu/myiup>
2. Click on “Sign In to MyIUP.”
3. Enter your Username and Network Password, click on “Login.”
4. Click on “Academics” at the top of the page.
5. Click on “Class Changes” under Course Registration and Textbooks.
6. Click on “Select Term.” Then click “Submit” (You will now be using the former system, URSA).
7. Enter your “Alternate Pin.” Then click “Submit.”
8. Now, if you want to look-up classes to add, click on “Class search.” If you already know your classes, add the CRNs. After that, click “Submit.”
9. After completing registration, you will get your current schedule.

Course Selection

Courses are selected in conjunction with your academic advisor. Following are some general guidelines to help plan your program in Adult and Community Education. **Remember:** Each student is an individual with special needs, skills and requirements. Your advisor will work with you to make the program work for you.

Electives—Non-thesis students are required to select a minimum of six semester hours, two courses, of electives. Electives may be taken at any point in the program. Please note the Final Credits policy of the Graduate School under the *Graduation Requirements* section. These should be selected in consultation with your academic advisor. In some cases, electives may be transferred from other institutions. Please see the *Transfer of Credits* section for guidelines on these procedures.

IDT Knowledge and Skills Core Courses—There are six core courses in the IDT program: ACE 600, ACE 610, ACE 617, ACE 622, ACE 624, and ACE 630. The number system implies the order in which these courses should be taken. Courses may be taken out of sequence through consultation with your academic advisor. In most cases, all of the knowledge and skill core courses should be completed before enrolling in the Advanced Professional Development courses.

IDT Advanced Professional Development Course—ACE 700: In this course, students are expected to function independently and take the initiative to define their professional portfolios. Students will work closely with the instructor to develop individual learning projects.

Internship—The internship is optional for IDT students. Students may complete a three or six credit internship by registering for ACE 698 for either three or six credits. Students opting to do an internship will take ACE 698 in lieu of electives. See the section below and the *IDT Internship Handbook* for detailed information on the internship procedure and requirements.

Thesis Option—Students wishing to complete a thesis will enroll in ACE 795 for 6 credit hours. See the section in this handbook on Thesis requirements for more details.

IDT Program Completion and Course Rotation: Two IDT courses are offered in fall, spring, and summer semesters. Students can attend part-time (2 classes/semester) or full-time (3 classes/semester).

Part-Time Course Rotation. Part time completion is for five semesters, over two years

Semester	Courses
Fall Year 1	ACE 600 Introduction to Instructional Design ACE 610 Learning Management Systems
Year 2	ACE 630 Digital Pedagogy ACE 745 Research & Trends in Instructional Design & Technology
Spring Year 1	ACE 617 Education Technologies ACE 622 Program and Project Planning
Year 2	ACE 700 Advanced Instructional Design ACE Elective Thesis Internship (3-6) credits
Summer Year 1	ACE 624 Designing Accessible & Inclusive Instruction ACE Elective Thesis Internship (3-6) credits

Full time completion is for four semesters over two years

Full Time Option—Full time completion is for four semesters over two years

Semester	Courses
Fall Year 1	ACE 600 Introduction to Instructional Design ACE 610 Learning Management Systems ACE 630 Distance Education Pedagogy
Spring Year 1	ACE 617 Distance Education Technology ACE 622 Program and Project Planning ACE 700 Advanced Instructional Design
Summer Year 1	ACE 624 Designing Accessible & Inclusive Instruction ACE 698 Internship, or Elective, or ACE 795 Thesis (3-6 credits)
Fall Year 2	ACE 745 Research & Trends in Instructional Design & Technology ACE 698 Internship, or Elective, or ACE 795 Thesis (3-6 credits)

Campus Resources & Student Support

Campus Offices

Professional Studies in Education Department
 Davis Hall, Room 303
 570 South Eleventh Street
 Indiana, PA 15705-1080
 Phone: 724-357-2400
 Fax: 724-357-2961 Department Fax: 724-357-3085
 Applied Research Lab: www.iup.edu/arl/
 123 Stright Hall
 210 South Tenth St

Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-3055
Fax: 724-357-2715

Book Store, IUP Student Co-op: <http://iupstore.com/>
Hadley Union Building
319 Pratt Drive
Indiana, PA 15701
Phone Number: 724-357-3145
Fax: 724-357-3148

Bursar: www.iup.edu/bursar/
Clark Hall
1090 South Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-2207
Fax: 724-357-5578

Career and Professional Development Center: <http://www.iup.edu/career/>
302 Pratt Hall
201 Pratt Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-2235
Fax: 724-357-4079

Education and Educational Technology, College of: <http://www.iup.edu/education/>
104 Stouffer Hall
1175 Maple Street
Indiana University of Pennsylvania
Indiana, PA 15705
Dr. Lara Luetkehans, Dean
Phone Number: 724-357-2480
Fax: 724-357-5595

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

Disability Support Services: www.iup.edu/disabilitysupport/
Advising and Testing Center
216 Pratt Hall
201 Pratt Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-4067

Fax: 724-357-2889

Financial Aid: <http://www.iup.edu/financialaid/>

200 Clark Hall
1090 South Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-2621
Fax: 724-357-2094

Graduate Studies and Research, School of: www.iup.edu/graduatestudies/

101 Stright Hall
210 South Tenth Street
Indiana University of Pennsylvania
Indiana, PA 15705
Dean, Dr. Randy Martin
Phone Number: 724-357-4511
Fax: 724-357-2715

IT Support Center: www.iup.edu/itsupportcenter/

G-35 Delaney Hall
950 Grant Street
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-4000

Library: www.iup.edu/library/

203 Stapleton Library
431 South Eleventh Street
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-2340
Fax: 724-357-4891

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

University Towers
850 Maple Street
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-8748
Fax: 724-357-2104

Police, University: <http://www.iup.edu/police/>

University Towers
850 Maple Street
Indiana University of Pennsylvania

Indiana, PA 15705
Phone Number: 724-357-2141
Fax: 724-357-2104

Registrar: www.iup.edu/registrar/
307 Clark Hall
1090 South Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-2217
Fax: 724-357-4858

Veterans and Service Members: <http://www.iup.edu/veterans/>
101 and 102 Pratt Hall
201 Pratt Drive
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-3008
Fax: 724-357-3945

Writing Center: www.iup.edu/writingcenter/
218 Eicher Hall
860 Grant Street
Indiana University of Pennsylvania
Indiana, PA 15705
Phone Number: 724-357-3029

IUP Resources

Graduate Catalog: www.iup.edu/graduatestudies/catalog/
MyIUP: www.iup.edu/myiup/

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.

Evaluation of Students (Portfolio)

Final Evaluation of students for graduation is based on a Digital Portfolio. The Master of Arts in Instructional Design and Technology does not require a comprehensive exam.

Introduction and Background to the Portfolio

A Portfolio is required for all students enrolled in the Instructional Design and Technology (IDT) program. Students are required to create a digital portfolio to showcase their work. A digital portfolio is a website that showcases the students work throughout the program. Popular portfolio website hosting sites include Wix, Weebly, Google Sites, and SquareSpace.

Portfolio Contents

Students will create a digital portfolio to showcase their work throughout the program. Portfolio requirements and sections are described below. Students will be provided with additional information regarding completing the portfolio in ACE 600, ACE 630, & ACE 700.

1. Basic demographic information, to include:
 - a. Name
 - b. Address
 - c. Phone numbers (Home, work, cell)
 - d. E-mail (after IUP)
 - e. Work position
 - f. Work organization
 - g. Position description
2. Current resume
3. Major professional accomplishments
 - a. Publications
 - b. Presentations
 - c. Awards and Honors
 - d. Service to community/profession/employer
4. Goals and Professional Development: write a brief statement addressing the following issues:
 - 1) your career, academic, and personal goals.
 - 2) how you will you make a positive difference in your profession, community, and society, and
 - 3) how you will continue to grow as a professional.

5. **Learning Object:** Provide a summary of your learning object (ACE 617) to include a description of the learning goals and objectives. Include the learning object (embedded or linked) within the portfolio.
6. **Instructional Design Model:** Create a document or media file (graphic, presentation, paper, infographic, video, etc....) that highlights the instructional design model(s) or approach(es) you believe is/are most appropriate for your work (current or future). Visual model and description should be included.
7. **Instructional Design Sample:** Include at least one example of a course/training that you created using digital media. Students are encouraged to use Articulate, Captivate, or another design package. The plan should include all elements of design including identifying the content, learners, goals and objectives, learning activities, learner assessment, technology.

Submitting the Portfolio

1. Portfolios are to be submitted by the date specified in the semester that you intend to graduate (typically during the 10th to 12th week of the semester in which you plan to graduate).
2. All portfolio items must be posted to your web site.
3. Portfolio documents are to be submitted electronically. Students should send the link to their portfolio via email to the program coordinator: jmcginty@iup.edu

Evaluating the Portfolio

Portfolio's will be graded on a pass/fail basis. They are assessed by a committee of faculty from the department. Students will have the opportunity to resubmit portions of the Portfolio that do not pass. Students may resubmit each section of the Portfolio a maximum of two times. If the Portfolio section does not pass on the third attempt (second resubmission) then the student does not pass the Portfolio.

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

Degree Completion

Degree Requirements

Requirements for graduation are presented for both the Adult and Community Education program and the track in Instructional Design and Technology.

Master of Arts in Adult and Community Education

The Master of Arts in Adult and Community Education consists of a minimum of 36 credit hours (12, three-semester hour courses). Students may elect to complete either the thesis or non-thesis

option. The non-thesis option requires a portfolio. The requirements for the program consist of the courses listed below. Course descriptions appear in Appendix A.

Courses should be selected in consultation with your academic advisor. It is your responsibility to contact your academic advisor to discuss course selection, graduation requirements and other related issues. The IDT Curriculum consists of the following courses:

Master of Arts in Instructional Design and Technology

The Master of Arts in Instructional Design and Technology consists of a minimum of 30 credit hours (10, three-semester hour courses). Students may elect to complete either the thesis or non-thesis option. The non-thesis option requires a portfolio. The requirements for the program consist of the courses listed below. Course descriptions appear in Appendix A.

Courses should be selected in consultation with your academic advisor. It is your responsibility to contact your academic advisor to discuss course selection, graduation requirements and other related issues. The IDT Curriculum consists of the following courses:

Courses	Non-Thesis Option	Thesis Option
ACE 600 Introduction to Instructional Design	3	3
ACE 610 Learning Management Systems	3	3
ACE 617 Education Technologies	3	3
ACE 622 Program and Project Planning	3	3
ACE 624 Designing Accessible & Inclusive Instruction	3	3
ACE 630 Distance Education Pedagogy	3	3
ACE 700 Advanced Instructional Design	3	3
ACE 745 Research & Trends in Instructional Design & Technology	3	3
ACE 698 Internship or Elective	6	0
ACE 795 Thesis	0	6
Portfolio	Yes	No
Total	30	30

Evaluation for Graduation

When students apply for graduation (see below) a “graduation checkout” procedure is initiated. Graduation check consists of a review of academic progress by the academic adviser. The advisor will make sure all required courses have been completed (with a grade of C or better), the student has the minimum grade point average of 3.0, and the portfolio has been completed. Upon approval from the academic advisor, the Graduate School also completes a review to insure program requirements have been met and the registrar’s Office does a final check before issuing the diploma.

Due Dates

Due dates for the Portfolio will be announced at the beginning of each semester. The portfolio is typically due around the 12th week of the semester.

Applying for Graduation

Students must apply for graduation and also RSVP to attend university graduation ceremonies in May and December (note: August grads wishing to attend the university graduation ceremony must attend the previous May's graduation ceremony; non-thesis January grads wishing to attend the university graduation ceremony must attend the previous December's graduation ceremony).

Applications for May graduation must be submitted no later than May 1 for May graduation, August 1 for August graduation, and December 1 for December graduation. Application for graduation can be found at: <http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>.

You can RSVP for participation in graduation at: <http://www.iup.edu/commencement/graduate/rsvp-for-graduation/>.

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

Students planning to do a thesis should consult with their academic advisor as early in the program as possible. Although students are not required to identify the thesis option early, doing so will enhance their ability to complete the thesis in a timely manner. Usually the academic advisor will serve as the chairperson of the thesis committee. However, another faculty person may serve as chairperson if that is more appropriate.

The process of completing a thesis involves the following steps:

1. Identifying your thesis committee chairperson
2. Developing an initial outline of your topic
3. Identifying the other committee members to serve on your thesis committee
4. Submitting the Research Topic Approval Form to the Graduate School
5. Developing your full thesis proposal
6. Having the proposal approved by the Institutional Review Board for the Protection of Human Subjects
7. Defending your proposal to your committee
8. Gathering data
9. Writing the final report
10. Defending the thesis to your committee
11. Making final revisions and submitting the completed thesis to the Graduate School

The thesis defense is the culminating activity of thesis process. The thesis defense is attended by the student and all faculty committee members. Other students, family, friends, and/or faculty may be invited to attend the defense. Attendance of others at the defense must be agreed upon by the student and all members of the thesis committee.

Students planning to complete a thesis should allow a minimum of two semesters after completing coursework to do so. Three or more semesters are usually required to complete a thesis.

Students considering the thesis option are encouraged to consult the Graduate School Thesis/Dissertation Manual:

<http://www.iup.edu/search/?q=dissertation%20handbook#gsc.tab=0&gsc.q=dissertation%20handbook&gsc.page=1>

Evaluation Outcome for the Thesis

The thesis in Adult and Community Education is graded on a Pass/Fail basis. At the time of the thesis defense, students will be informed regarding their grade for the thesis. Typically, the thesis defense is conducted as follows: the student makes a brief presentation regarding their research, the committee engages the student with questions on comments about the thesis, and questions and comments may be made by others attending the thesis. At the conclusion of this process, the student (and others) will be asked to leave the room while the committee deliberates. The student is then called back into the room to hear the deliberations of the committee. There are four possible outcomes for the thesis defense:

1. Pass without revisions (or only minor editorial revisions required).
2. Pass with some revisions needed (typically in this case the other members of the committee will sign off on the thesis, but the chairperson will withhold his/her signature until all corrections have been made).
3. Fail but reschedule the defense after major revisions of the thesis. In this case the student will work with the committee members to make major revisions to the thesis. Upon completion a new thesis defense can be scheduled. This option is available to students two times only. If a pass grade is not received on the third defense, then the student has failed the thesis and cannot continue (option #4 below).
4. Fail without rescheduling the defense. In this case the student does not have the option of continuing with the thesis.

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.

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 Dr. Jacqueline McGinty jmcginty@iup.edu or the School of Graduate Studies and Research.

For general information on university policy and procedure see the Graduate Catalog at: www.iup.edu/graduatestudies/catalog/.

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 Thesis

***Note: Admission effective fall 2017 and after:** Master's 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 master's 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. 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 If you choose to take out the actual policy content indented below, you must leave in the Policy Title and the graduate catalog website link.

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

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

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

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

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their

adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

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/social-equity/

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

Master's 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.

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.

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/>

Request for Graduate Transfer Credit Review Form at:
<http://www.iup.edu/graduatestudies/students/creditreview/default.aspx>

Research

Students in the Instructional Design and Technology track are encouraged to engage in research through coursework and in their professional areas of interest. Research is encouraged through the following courses: ACE 745, Research and Trends in Instructional Design & Technology. Through these courses students engage in research activities. Students are also encouraged to consider the thesis option (ACE 795) to engage in an extended academic research experience. To assist students in their research efforts, students can access the 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/

Appendix A

Course Descriptions

ACE 600 Introduction to Instructional Design (3 credit hours)

This course provides an overview of models and processes of instructional design. The purpose of this course is to introduce basic instructional design processes, theories, and models of instructional design, learn the basics of instructional design, and to explore history and current and future trends in instructional design.

ACE 610 Learning Management Systems (3 credit hours)

Examines the practical use of computers as tools for developing effectiveness and efficiency in training and education through the use of Learning Management Systems (LMS). Learners explore the use of the computer in school and non-school training and education settings, conduct critical evaluation of LMS and computer-based instructional/training materials, and develop strategies for integrating computing into the total learning environment. Current research in the area of instructional computing and its implications for training and education are also discussed.

ACE 617 Education Technologies (3 credit hours)

Explores the use of education technology to enhance effectiveness and efficiency in developing teaching and training. Learners explore the use of technologies used in school and non-school teaching or training settings, conduct critical evaluation of technologies currently used in industry (both educational and corporate), and integrate these technologies into the teaching/training and development environment. Current research in the area of educational technology and its practical implications for teaching and training are also discussed.

ACE 622 Program and Project Planning and Evaluation (3 credit hours)

Provides a hands-on approach to planning education and training programs and instructional design projects. ACE 622 is a knowledge and skill-building course designed for present and future instructional designers, trainers, and adult and community education professionals. This how-to course examines concepts and practices relevant to the development of education and training programs and instructional design projects in a variety of settings.

ACE 624

Provides training on accessibility practices and to demonstrate techniques for creating instruction that is accessible and inclusive for learners with disabilities. This course will provide students with foundational knowledge of disability laws, tips for creating accessible learning materials, and introduce the principles of Universal Design for Instruction.

ACE 630 Digital Pedagogy (3 credit hours)

Examines effective teaching using digital tools across a variety of learning environments. Topics include preparing to teach using digital technologies, basic considerations of synchronous and asynchronous content delivery, strategies for teaching and assessing learners, and issues related to special needs and inclusion that arise in digital learning environments.

ACE 650 Current Topics in Instructional Design and Technology (3 credit hours)

Explores current issues, trends, and topics in depth in a workshop format. Topics will be selected by the faculty and announced in advance of the semester in which the course is to be offered. Topics may include issues in distance education, digital literacy, training, educational media development, adult education, and current issues in research. Prerequisite: Permission of the instructor.

ACE 700 Advanced Instructional Design (3 credit hours)

This course provides an in-depth analysis of the field of instructional design and application of instructional technology in various learning environments. This course will present students with the opportunity to solve instructional design problems and to develop an original learning activity that incorporates advanced principles of instructional design. The purpose of this course is to provide students with a theoretical and practical understanding of how to design engaging and meaningful learning environments using a variety of technologies and methods to achieve learning outcomes. Students will be introduced to and have the opportunity to further explore topics including: current trends and issues in instructional design including theories, models, evaluation, program and project management, accessibility and diversity, and professional ethics. Prerequisites: ACE 600 or Instructor Permission.

ACE 698 Internship in Adult and Community Education (3 or 6 credit hours)

Internship in adult and community education is designed to provide practical experience for students enrolled in the Master of Arts in Adult and Community Education. Students will work under the supervision of a faculty member to design an individualized internship experience.

ACE 745 Research and Trends in Instructional Design & Technology (3 credit hours)

Practical research in instructional design and technology is designed to have students conduct and report a formal research study in their field of interest. Students formulate a research problem and design a plan of inquiry that will provide an answer(s) to their stated research problem. Students must be able to interpret their research findings and communicate them both orally and in writing at a professional level. Prerequisite: none.

ACE 795 Thesis in Instructional Design and Technology (1-6 credit hours)

Students selecting the thesis option will complete a thesis project with a committee consisting of at least three faculty members.

Appendix B

PROFESSIONAL DEVELOPMENT RESOURCES

Conferences and Professional Associations in Instructional Technology

Title	Description
PETE&C (Pennsylvania Educational Technology Expo and Conference) February	The Pennsylvania Educational Technology Expo and Conference (PETE&C) is a statewide event that provides quality programs focused on technology in the educational field. website: http://www.peteandc.org/
Association for Education Communications Technology	The Association for Educational Communications and Technology (AECT) is a professional association of thousands of educators and professionals who provide leadership and advise policy makers in order to sustain a continuous effort to enrich teaching and learning. Website: https://www.aect.org/index.php
ISTE June	International Society for Technology in Education Conference Three full days brimming with interactive, inspirational and highly relevant professional learning opportunities. http://www.iste.org/
Educause October	EDUCAUSE professional development programs deliver both forward-thinking innovative solutions as well as practical, tangible ideas to handle campus challenges and identify opportunities. website: http://www.educause.edu/
SITE (Society for Information Technology and Teacher Education) March	SITE known as the ‘The Friendly Society’, is unique as the only organization which has as its sole focus the integration of instructional technologies into teacher education programs. SITE promotes the development and dissemination of theoretical knowledge, conceptual research, and professional practice knowledge through conferences, books, projects, and the Journal of Technology and Teacher Education (JTATE). http://site.aace.org/
Three Rivers Educational Technology Conference (TRETTC) November	Digital Learning: Today & Tomorrow Website: www.pghtech.org/events/trettc-2015.aspx

<p>American Society of Training and Development International Conference and Exposition (ASTD)</p> <p>May</p>	<p>For over 70 years, the Association for Talent Development (ATD) is a professional membership organization supporting those who develop the knowledge and skills of employees in organizations around the world.</p> <p>Website: http://www.astdconference.org</p>
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Journals in Instructional Technology

Title	Description
ISTE	<p>ISTE journals chronicle the latest peer-reviewed research on effective learning and teaching with technology. Edited by experts in the field and published quarterly, ISTE journals investigate the impact and implications of technology-rich instruction in PK-12 environments and teacher education programs.</p> <p>website: http://www.iste.org/lead/ed-tech-research</p>
Educause	<p>Stay up-to-date, learn more, and make better decisions through research and publications about the challenges and opportunities in higher education IT.</p> <p>website: http://www.educause.edu/research-and-publications</p>
SITE	<p>SITE’s Journal of Technology and Teacher Education (JTATE) serves as a forum for the exchange of knowledge about the use of information technology in teacher education. JTATE covers:</p> <ul style="list-style-type: none"> • preservice and in-service teacher education • graduate programs in areas such as curriculum and instruction • educational administration • instructional technology • educational computing <p>website: http://site.aace.org/pubs/</p>
Journal of Communications Media Studies	<p>A referred journal published by the Department of Communications Media at IUP.</p> <p>website: http://www.iup.edu/page.aspx?id=136723</p>
Journal of Communication	<p>The premier journal in communication studies published by the International Communication Association.</p> <p>http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291460-2466/homepage/Society.html</p>

Signature Page

University and the Department of Professional Studies in Education policy require that all students sign this page and return it to the Department of Professional Studies in Education:

Email To:

Dr. Jacqueline McGinty

jmcginty@iup.edu

or mail to:

Department of Professional Studies in Education

303 Davis Hall, 570 S. 11th Street

Indiana University of Pennsylvania

Indiana, PA 15705

Phone: 724-357-2400

Fax: 724-357-2691

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

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

Print Name

Signature

Date

Submit to Dr. Jacqueline McGinty by the second week of the semester in which you start your graduate program.

**The department of Professional Studies in Education
will keep this signed document on file.**

