

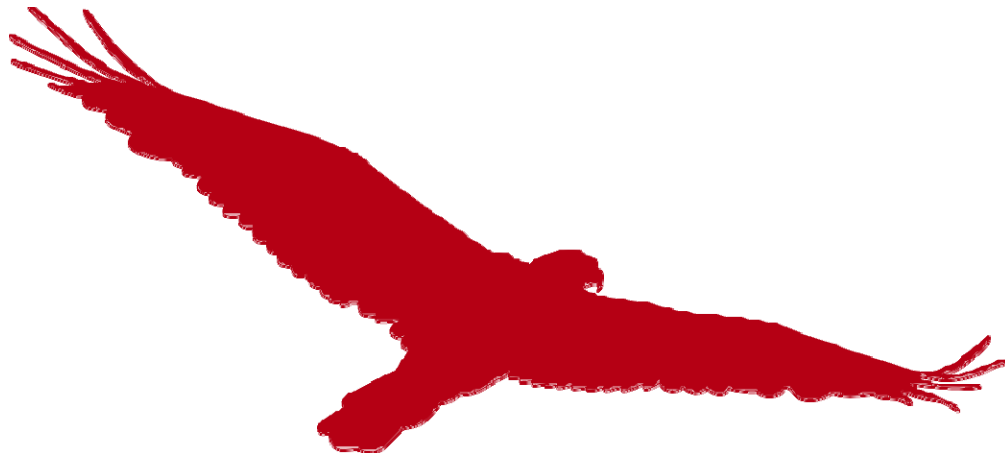


Indiana University of Pennsylvania

## IUP Graduate Program Handbook

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**Master of Science in Safety Sciences**  
Department of Safety Sciences



Handbook Updated *2019-2020*

Master of Science in Safety Sciences  
Department of Safety Sciences  
<http://www.iup.edu/safetysciences/>  
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## WELCOME

### Indiana University of Pennsylvania

#### Purpose

This handbook has three objectives. The first is to act as a supplement to the official IUP Graduate Catalog. **This handbook is intended to augment the university-wide policies and School of Graduate Studies and Research (GSR) policies.** The Graduate School Policies can be found at this link: <http://www.iup.edu/graduatestudies/catalog/>

Most importantly, the handbook provides additional clarification of university policies and GSR regulations that are of particular concern to master's degree students in Safety Sciences.

The second objective of the handbook is to provide a detailed description and explanation of the master's degree experience specific to the discipline of Safety Sciences.

Finally, the handbook makes available, early on, suggestions regarding the process of being, and demands on, a student in a master's degree program, as provided by the faculty and master's degree students. The intent is to help guide the student toward achieving a M.S. in Safety Sciences in the most expedient and personally satisfying way possible.

#### IUP's Civility Statement

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

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

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

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

## **Department of Safety Sciences**

The Department of Safety Sciences was established in 1971 in what is now the College of Health and Human Services to conduct professional programs in safety management. The program evolved into Safety Sciences in the 1980s, and the Masters of Safety Science degree was added in 1983.

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

As an institution of higher learning, Indiana University of Pennsylvania (IUP) is committed to the preservation, expansion, and transmission of knowledge in all its forms. As a university within the Pennsylvania State System of Higher Education, IUP has primary responsibilities of providing high quality education at a reasonable cost and assessing and responding to the higher educational needs of the commonwealth; as a university, IUP has the responsibility of being concerned with the needs of the nation as a whole and those of the international community at large so far as its resources allow.

At the graduate level, IUP is committed to encouraging intellectual excellence, research, and scholarship, to provide in-depth study in each student's special field; and to stimulate continued cultural and intellectual growth for faculty and students.

### **College of Health and Human Services Mission Statement**

The College of Health & Human Services serves the public interest by providing a quality education to prepare students for applied professional disciplines. Graduates will affirm high personal and professional standards, provide leadership, and be committed to creating and advancing knowledge in their disciplines.

**Faculty and Staff**

Safety Sciences Faculty with MS Degree Eligibility **Department of Safety Sciences Contact Information**

<i>Faculty Member</i>	<i>Office</i>	<i>Phone Number</i>	<i>E-mail Address</i>
Dr. Christopher Janicak	136 Johnson Hall	724-357-3274	<a href="mailto:cjanicak@iup.edu">cjanicak@iup.edu</a>
Dr. Jan Wachter	137 Johnson Hall	724-357-3275	<a href="mailto:Jan.wachter@iup.edu">Jan.wachter@iup.edu</a>
Dr. Laura Rhodes	138 Johnson Hall	724-357-2357	<a href="mailto:lhrhodes@iup.edu">lhrhodes@iup.edu</a>
Dr. Tracey Cekada	125 Johnson Hall	724-357-3272	<a href="mailto:cekadat@iup.edu">cekadat@iup.edu</a>
Dr. Wanda Minnick	122 Johnson Hall	724-357-3276	<a href="mailto:Wanda.Minnick@iup.edu">Wanda.Minnick@iup.edu</a>
Dr. Helmut Paschold	135 Johnson Hall	724-357-3273	<a href="mailto:Helmut.paschold@iup.edu">Helmut.paschold@iup.edu</a>
Dr. Majed Zreiqat	121 Johnson Hall	724-357-4455	<a href="mailto:zreiqat@iup.edu">zreiqat@iup.edu</a>
Dr. Luz Marin	123 Johnson Hall	724-357-3270	<a href="mailto:Luz.marin@iup.edu">Luz.marin@iup.edu</a>

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**Dr. Wanda Minnick, CSP**  
 Master’s Degree Program Coordinator  
[Wanda.Minnick@iup.edu](mailto:Wanda.Minnick@iup.edu)  
 724-357-3276

**Dr. Tracey Cekada, CHSP, CSP**  
 Department Chairperson  
 117 Johnson Hall  
[Tracey.Cekada@iup.edu](mailto:Tracey.Cekada@iup.edu)  
 724-357-3019

## **Admission**

Admission into the M.S. in Safety Sciences degree program follows the School of Graduate Studies and Research admission requirements, which include:

- Have earned a bachelor's degree from a regionally accredited college or university
- Have a minimum undergraduate grade-point average of 2.4 (on a 4.0 scale) if the bachelor's degree was earned more than five years ago
- Have a minimum undergraduate GPA of 2.6 (on a 4.0 scale) if the bachelor's degree was earned five or fewer years ago

Applicants who do not meet the undergraduate GPA criteria must submit a Miller Analogies Test (MAT) score of at least 395.

In addition to meeting the requirements for admission to the School of Graduate Studies, a student intending to work toward a Master of Science in Safety Sciences will be required to have the following prerequisite professional preparation:

Entry-level competency in safety management, occupational safety, industrial hygiene, occupational health, and fire protection through relevant education, documented work experience, certifications, or other means acceptable to the Safety Sciences Graduate Committee.

When the Safety Sciences Graduate Committee determines that a deficiency in work experience or relevant education exists, a student will be required to complete additional studies to eliminate the deficiency.



It is the policy of the Safety Sciences Department to offer its courses at times convenient for both full-time and part-time students who may be pursuing a full-time work career.

For additional information refer to Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

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

### **Deficiency Courses**

During the application process, prospective students' prior coursework, professional work experience, and certifications are examined. If it is determined an applicant has deficiencies, they will be notified by the Graduate Coordinator prior to beginning the program. Students have different options for clearing the deficiencies available. The deficiency clearing procedures appear in **Appendix A**.

### **Financial Assistance**

Students should contact the Office of Financial Aid in order to understand the costs involved in obtaining a graduate degree. Their contact information is located at: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

#### Graduate Student Research Grants

The School of Graduate Studies and Research provides modest support (up to \$500) for the research expenses of graduate students working on projects under the supervision of faculty members. Guidelines and applications are available at [www.iup.edu/graduate/research](http://www.iup.edu/graduate/research). The deadline for submission of an application is the first Monday in November and the first Monday in February.

#### Graduate Student Outstanding Research Awards

Each year the Graduate School recognizes the excellence of graduate student research at IUP by presenting a Graduate Student Outstanding Research Award. The award is competitive and open to graduate students in any department offering advanced degrees. Departments may nominate one or more of their graduate students for an outstanding research award. Guidelines and applications are available at [www.iup.edu/graduate/research](http://www.iup.edu/graduate/research).

#### Graduate Student Travel to Present Papers

Applications for graduate student travel can be obtained on the web at <http://www.iup.edu/research/default.aspx> or at 122 Stright Hall. All applications must be submitted to the Associate Dean for Research.

## **Graduate Assistantships**

Each year, the Department of Safety Sciences is allocated a limited number of Graduate Assistantships. Assistantship awards are based upon academic achievement, academic honors, and prior experience that would be beneficial to complete work required by faculty members. In order to be considered for a graduate assistantship, the following requirements must be met:

1. Admission to the School of Graduate Studies and Research following the procedures outlined in the Catalog,
2. Submission of a GA application to the Department of Safety Sciences will be required. When new Graduate Assistantships are available, the Safety Sciences GA application form and the due date is posted on the M.S. in Safety Sciences webpage at <http://www.iup.edu/safetysciences/grad/safety-sciences-ms/>.
3. Successful completion of the Departmental Review Process.

### Purpose of the Graduate Assistantship Program

The purpose of the graduate assistantship program is to provide mutual professional development opportunities for the graduate student and the faculty mentor. The graduate assistant program is one important way in which the School of Graduate Studies and Research supports research and scholarship at IUP.

### Eligibility for Graduate Assistantships

1. **Admission and acceptance into the program is required.** It is not possible to award an assistantship until the applicant has been officially admitted to an academic program. All GAs must have completed the School of Graduate Studies and Research admission process.
2. **Social Security Card is required.** All graduate assistants (GAs) must obtain a Social Security card in order to be employed at the university. International students should contact IUP's office of International Affairs and the international student advisor for the necessary information and forms.
3. **The application process for a Graduate Assistantship is located on the M.S. in Safety Sciences webpage at <http://www.iup.edu/safetysciences/grad/safety-sciences-ms/>.** When Graduate Assistantship opportunities become available, the application form, instructions and due dates will be posted there.
4. **Commitment to a binding contract is required.** Anyone seeking a GA position must view the contract as a binding commitment, sign the contract, return it to the School of Graduate Studies and Research (at the very latest) by the deadline indicated in the letter of agreement, and comply with all of the terms set forth in the contract. Resignation from an awarded GA position has very serious consequences for the Department: if a person resigns after accepting an appointment as a GA, that faculty mentor is deprived of the support of a GA. All GAs are assigned to a faculty mentor who is engaged in scholarly activities and all GAs are given a job description.

5. **Attend the orientation session and be available to work.** GAs must be on campus and available to begin their assistantship duties by the date specified in their letter of agreement. GAs will be contacted via letter and/or e-mail about an orientation session for the Fall semester.
6. **Understand the terms of the agreement.** All GAs bear responsibility for reading the correspondence that they receive, checking the specifics of their contracts, and complying with the terms of their agreements.
7. **Duration of support.** GAs who seek to continue for another semester must be in good academic standing and must reapply.

### **Role of the Graduate Assistant**

Appropriate duties for graduate assistants include:

1. conducting library research and compiling a literature review
2. collecting, coding, and analyzing research data
3. supporting innovative projects in the Department of Safety Sciences
4. providing support to a faculty member's teaching

The following activities are **not** appropriate for a graduate assistant:

1. performing contractual duties of the faculty mentor (e.g., teaching classes without the faculty mentor present, covering office hours, advising students)
2. assisting the faculty mentor with personal tasks
3. engaging in instructor of record activities (e.g., assigning grades)

According to the policies of The School of Graduate Studies and Research, graduate assistants are not clerical workers; their role and function is to support scholarship and research.

### **Work Duties, Hours, and Terms of Employment:**

Graduate assistantships are available for students enrolled part-time and full-time. Graduate assistants may be offered a position at 10 hours, or 20 hours per week during the academic term and may be awarded for one term (fall or spring) or for two terms (fall and spring). All graduate assistants receive a stipend and tuition dollars. Stipends for assistantships may change from year to year. Applicants should check with the Graduate Program Coordinator for current stipend levels.

### **Graduate Assistant Conduct**

At the beginning of each semester, GAs will be assigned to a faculty member or a pair of faculty members. GAs will develop work schedules with their faculty member(s) and are expected to be at work during their scheduled times.

GAs are expected to act in a professional manner.

All GAs will have access to a computer through a desktop computer, a laptop, use of the computer lab in the study area, etc. GAs should print documents from the computers in the computer lab, in the study area, or from a flash drive and have your faculty supervisor print it.

GAs should not be in the front main office area (area behind the counter, student file cabinet areas, copier, etc) unless asked to do something by your faculty supervisor that requires you to be in that area.

The computer and desk in the main office area are for the office student workers only. They should not be used by GAs.

The copier should only be used to copy materials requested by faculty. The office copier should not be used to copy homework, other students' papers, and personal documents.

GAs who are not adequately performing their assignments and tasks as part of their assistantship or violating the University's code of conduct will be dismissed from their assistantship which would result in loss of tuition waivers and stipends.

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

### **Academic Advisement**

Students are assigned an academic advisor within the Department of Safety Sciences at the time of admission. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion. The Graduate Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements. The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc. Students are referred to the Graduate School catalog for additional policy information.

#### Course Registration –URSA Account

The computer program used for scheduling classes, accessing grades, and finding out your computer account information is called URSA (University Records and Scheduling Assistant). You access URSA using the 8 digit permanent identification number (Banner ID) that is assigned to you upon acceptance to the university. You can access <http://www.iup.edu/ursa/> at any time of the day from any location. Registration for all classes is the responsibility of the student. You must complete the registration process before the start of IUP's semester to avoid paying a late fee. View the IUP Academic Calendar for important dates: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/) Your Advisor will send your four digit Alternate PIN to your IUP email address prior to each registration period.

### Campus Resources & Student Support

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

### IUP Email

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

### Graduate Student Assembly

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

## Programs and Degrees

### Master's Program

The Department of Safety Sciences offers a 36-credit online education and summer workshop program of study leading to a Master of Science degree in Safety Sciences. Students are required to complete 30 credits through distance education courses and 6 credits through two one-week summer workshop courses, both offered on the IUP campus. The total time needed to complete the degree is approximately two years. Distance education courses have a weekly required chat room. Students with identified deficiency areas in the undergraduate preparation will be required to take additional coursework as part of their program of study. Students can be admitted to this program in any semester.

### Course Descriptions

The M.S. in Safety Sciences consists of the following courses. Detailed course descriptions are located in Appendix B. The current catalog is the official listing of courses and program requirements. In the event there are differences between what is listed here, the Graduate Catalog information supersedes.

#### *Core Courses (24 credits)*

SAFE 602 Research Methods in Management  
SAFE 791 Capstone Project in Safety Sciences  
SAFE 605 Application of Engineering Principles  
SAFE 610 Safety Health and Environmental Administration  
SAFE 644 Preventing Unsafe Acts  
SAFE 647 Applied Ergonomics  
SAFE 660 Applied Industrial Hygiene  
SAFE 701 Environmental Impact Analysis and Documentation  
SAFE 774 Fire Safety in Building Design

#### *Advisor-Approved Controlled Electives (12 credits)*

Four elective courses are required. Electives are offered on a rotating basis. Examples of elective courses include:

SAFE 541 Accident Investigation  
SAFE 543 Construction Safety  
SAFE 562 Radiological Health  
SAFE 603 Human Relations in Safety Management  
SAFE 623 Advanced Safety Administration  
SAFE 630 Pollution Control  
SAFE 773 Disaster Preparedness

SAFE 795 Thesis Supervision (6 credit hours)

Electives (a maximum of 2) outside of the department may be taken with prior approval from the Graduate Program coordinator.

The course description can be found in Appendix B of this handbook.

## Thesis Option

Students planning to pursue an advanced degree beyond the Masters should seriously consider taking the thesis route. Students can use 6 hours of thesis supervision towards their electives in the program. The procedures, registration policies and various deadlines for pursuing a thesis can be found on the Graduate School website at: <http://www.iup.edu/graduatestudies/catalog/university-policies/academic-policies/continuous-graduate-registration-for-dissertation-and-thesis/>

The decision to write a thesis should be made early in a student's program of study. Students should consult the Graduate School's Thesis/Dissertation Manual for details and requirements. The manual can be found at <http://www.iup.edu/thesismanual/default.aspx>

Master's degree students in Safety Sciences are required to formally defend their theses.

## Degree Requirements

Residency Requirements: Master's degree candidates have no formal residency requirements, but all credits applied toward the degree (except a possible transfer of credits as defined in the section titled "Transfer Credits") must be taken through IUP.

In addition, all candidates must complete their program's final six credits of graduate work in courses offered by IUP. (The equivalent of two academic years of full-time study is required to meet requirements for graduation from the Student Affairs in Higher Education [SAHE] program).

Transfer Credits: 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.

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 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 department and the student are notified of the transfer decision.

Refer to the Transfer Credit Policy located at <http://www.iup.edu/graduatestudies/catalog/university-policies/academic-policies/transfer-credit-policy/>

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

If 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.

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



Final Credits Policy: All degree candidates must complete their program's final six credits of graduate work in courses offered by IUP.

Under unique circumstances, appropriate substitutions may be authorized by petitioning the dean of the School of Graduate Studies and Research after obtaining departmental approval.

### **Evaluation of Students**

#### **Candidacy/Comprehensive Exam**

The Safety Science masters program does not require candidacy/qualifier exams.

#### **Comprehensive Exam**

The Safety Science masters program does not require candidacy/qualifier exams

### **Degree Completion**

Applications for graduation are listed at the following site:

<http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>

It is imperative to apply for graduation by the deadlines listed on the webpage. In addition, it is also important to read through and understand commencement participation requirements.

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

Students have the option to pursue a Thesis in place of two SAFE elective courses. Students that pursue a thesis will be required to adhere to the strict guidelines outlined in the IUP thesis-dissertation manual located at: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>

At a minimum, students are required to complete CITI ethics in research training, identify a thesis committee, complete a Research Topic Approval form (RTAF), successfully conduct a proposal thesis defense, and obtain a formal IRB approval letter prior to beginning research. The CITI training can be accessed at <http://www.iup.edu/irb/irb-training/>

## Evaluation Outcome for Thesis

### *Thesis Defense Department Protocol:*

The thesis *proposal* defense shall be attended by all committee members. The proposal defense will be an oral presentation and closed to the Safety Sciences department. Students will be notified of the outcome of the proposal defense at conclusion of the defense and after a brief meeting among committee members. The potential outcomes are pass or revise and resubmit.

The *final* thesis defense will be conducted once research is complete and a final version of the thesis is submitted to the thesis committee. The defense shall be attended by all committee members. The defense will be an oral presentation and closed to the Safety Sciences department. Students will be notified of the outcome of the defense at conclusion of the defense and after a brief meeting among committee members. The potential outcomes are pass, fail or revise and resubmit.

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

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

## 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 [wanda.minnick@iup.edu](mailto:wanda.minnick@iup.edu) or the School of Graduate Studies and Research.

### **Academic Calendar**

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

### **Academic Grade Appeal Policy**

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

## Academic Integrity

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

## Academic Status and Satisfactory Academic Progress

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

## Affirmative Action

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

## Bereavement-Related Class Absences

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

## Continuous Graduate Registration for Dissertation and Thesis

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Graduate Fresh Start Policy**

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

### Conditions for a Graduate Fresh Start Application

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

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

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

### Conditions for a Graduate Fresh Start Record

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

### Prior Record

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

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

## **Academic Standards**

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

## **Graduation Graduate Residency Requirement Policy**

### Graduate Students

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

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

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

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

## **Program Level Exams Appeal Policy**

The Safety Science masters program does not require candidacy/comprehensive exams.

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

The Safety Science masters program does not require candidacy/comprehensive exams.

## **Registration**

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

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

## **Social Equity**

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

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

## Student Conduct

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

## Time Limitations

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

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

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

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

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

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

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

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

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

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

## **Title IX Reporting**

### **Requirement**

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

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

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

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



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

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

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

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

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

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

## Research

### Online Course Technical Support

The Master of Science in Safety Sciences program delivers the majority of courses online. Technical support for online courses and computer requirements are provided through the University IT Support Center. Details can be found here: <http://www.iup.edu/itsupportcenter/default.aspx>. Prior to the start of an online course, the professor will send students a letter with the course requirements and textbook information. When a student registers for an online course, they will be provided with a course day and time. The day and time is the chat session in which all students in the course and the professor log into the online course system. Attendance in the chat sessions is mandatory and part of the course grade.

### Resources

#### Stapleton Library

The Stapleton Library contains hundreds of books, electronic resources, safety journals and other related course materials. As an IUP student, you can order books from other libraries, access course materials for your class on E-reserve and search electronic data bases. For more information on these resources, visit the library on-line at [www.iup.edu/library](http://www.iup.edu/library) or contact 724-357-2330.

Librarians are available to help with becoming familiar with resources and to assist with research. The Reference Desk is open until 10:00 p.m. Sunday through Thursday and 5:00 p.m. on Friday and Saturday. Individual appointments may be made by calling the Reference Desk at 724-357-3006.

If IUP does not own the books or other material needed for research, a variety of access points are available for obtaining these at no cost to users. Books can be requested through PALCI EZ-Borrow. U-Borrow allows users to request books from any of the Pennsylvania State System libraries. Users may also initiate a request through ILLIAD, the library's interlibrary loan service. Journal articles not available at IUP may be requested through ILLIAD as well.

### IT Support Center

The IT Support Center provides technology support to students, faculty, and support staff at Indiana University of Pennsylvania. The IT Support Center is located at Suite G35, Delaney Hall, 950 Grant Street. They can be reached at 724-357-4000 or [it-support-center@iup.edu](mailto:it-support-center@iup.edu)

IT support staff are available Monday through Friday 8:00 a.m. – 4:30 p.m. during the semester and 8:00 a.m. – 4:30 p.m. during summer sessions, breaks, and when classes are not in session. The IT Support Center can provide assistance with email, passwords, networking, WebCT, software resources, and other technology related topics.

### Buying Your Books

Textbooks may be purchased at the Co-op Store on the lower level of the Hadley Union Building (HUB) or by calling 1-800-537-7916. Books may also be ordered on line. Look for it on the Bookstore web site at [www.iupstore.com](http://www.iupstore.com)

### The I-Card

Every IUP student is issued an I-Card at the HUB I-Card Office. As an IUP student, you can use your I-Card for free bus pass, library access, HUB Rec Center, Coop store purchases, snack and soda machines, photo copying, computer lab printouts, entrance to campus events.

### University Computer Facilities

The Applied Research Lab (ARL) is open to students and can provide assistance with research instrument design and statistical analyses of many kinds. The ARL is an excellent resource to support graduate student research activities. The ARL is located in 107B Stright Hall. Additional information about the services of the ARL can be found at [www.iup.edu/arl](http://www.iup.edu/arl).

### Career Development Center

The Career Development Center, 302 Pratt Hall, is open to all IUP graduate students and alumni. Resources are available to assist students with their personal career plans, including resume-writing, interviewing skills, and job-hunting techniques. Individual appointments with career counselors are recommended. Services include on-campus interviews, job fairs, a job hotline, employer directories in print and CD-ROM, an extensive Career Library, and programs that assist students and alumni in networking.

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

### Services for Students with Disabilities

Disability Support Services (a unit of the Advising and Testing Center) is the primary agent for the provision of access for IUP students with documented physical, learning, or other disabilities. Students with disabilities are urged to register with the office. Services provided include, but are not limited to: early registration, equipment

loan, test proctoring and reading, note taking, recording of books, NCR paper, liaison with faculty, OVR and BVS, and general advising and counseling. Further information may be obtained in 106 Pratt Hall.

#### IUP Parking Permits

In order to obtain an IUP parking permit decal, you must take your IUP I-Card, which must indicate you are a graduate student, to the Campus Police Office, located at 850 Maple Street, University Towers. The parking office is open 7-4:30 Monday through Friday and can be reached at 724 357-8748 or at <http://www.iup.edu/parking/default.aspx>. Refer to the *Parking Regulations* brochure/campus map of parking lot designations for specific guidelines/restrictions on parking.

### **Student Rights and Responsibilities**

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

## Appendices

### Appendix A: Deficiency Clearance Procedures Indiana University of Pennsylvania - Department of Safety Sciences

#### Deficiency Clearance Procedures

This document lists the possible deficiency areas graduate students may have upon entering the Master of Science in Safety Sciences degree program and methods to clear them. Graduate students should refer to their correspondence from the Department identifying their specific deficiency areas. **The method selected to clear a deficiency must be approved by the Graduate Program coordinator.**

**Math and Science:** Students must be able to demonstrate competency in math, chemistry, and physics. This can be addressed through any one of the following:

Successful completion of undergraduate courses in college algebra (MATH 105) **(Must be completed before SAFE 605, 660):** (Equivalent community college course may be used) with a C or better

Chemistry (CHEM 101) **(Must be completed before SAFE 330):** (Equivalent community college course may be used) with a C or better and

Physics (PHYS 111/121) **(Must be completed before SAFE 605):** (Equivalent community college course may be used) with a C or better, or equivalent

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used in math, chemistry, and physics

Successful completion of professional training and seminars covering topic areas dealing with the techniques used in math, chemistry, and physics.

Certification as a Certified Safety Professional

**Principles of Industrial Safety I – OSHA 1910 (Must be completed early in program of study):**

This deficiency may be addressed through any **one** of the following:

Successful completion of SAFE 111 with a C or better, Principles of Industrial Safety I, or equivalent,

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used in the recognition, evaluation, and control of common hazards in general industry,

Successful completion of professional training and seminars covering topic areas dealing with the techniques used in the recognition, evaluation, and control of common hazards in general industry.

Professional training could include an OSHA 30-hour card in General Industry.

Certification as a Certified Safety Professional

**Principles of Industrial Safety II – OSHA 1926(Must be completed early in program of study):**

This deficiency may be addressed through any **one** of the following:

Successful completion of SAFE 211, Principles of Industrial Safety II, with a C or better or equivalent,

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used in the recognition, evaluation, and control of common hazards in the construction industry. Professional training could include an OSHA 30-hour card in the Construction Industry.

Successful completion of professional training and seminars covering topic areas dealing with the techniques used in the recognition, evaluation, and control of common hazards in the construction industry,

Certification as a Certified Safety Professional

**Fire Protection (Must be completed before SAFE 774):** This deficiency may be addressed through any **one** of the following:

Successful completion of SAFE 311 or SAFE 312, or an equivalent community college course may be used with a C or better.

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used in industrial fire protection, fire suppression systems, fire protection management, and sprinkler hydraulics,

Successful completion of professional training and seminars covering topic areas dealing with the techniques used in industrial fire protection, fire suppression systems, fire protection management, and sprinkler hydraulics,

Certification as a Certified Safety Professional

**Industrial Hygiene (Must be completed before SAFE 660):** This deficiency may be addressed through any **one** of the following:

If completed through IUP coursework, successful completion of SAFE 330 or SAFE 331, with a C or better.

If completed through a different university, the course(s) should provide an understanding of selected chemical stressors in the workplace that may present occupational health hazards to workers. Coverage should include how to anticipate, identify, evaluate, and control chemical stressors including dusts, airborne fibers, metal dusts, mists, physical, and biological stressors in the workplace.

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used to measure and evaluate health hazards in the workplace, mists, metal fumes, physical, and biological stressors in the workplace.

Successful completion of professional training and seminars covering topic areas dealing with techniques used to measure and evaluate health hazards in the workplace. Professional training could include the American Industrial Hygiene Association's (AIHA) 4-day course in Industrial Hygiene.

Certification as a Certified Safety Professional or a Certified Industrial Hygienist

**Ergonomics (Must be completed before SAFE 647):** This deficiency may be addressed through any **one** of the following:

If completed through IUP coursework, successful completion of SAFE 347 or SAFE 348 with a C or better.

If completed through a different university, the course(s) should provide an understanding of anthropometrics, human perception, biomechanics of motion and work posture and human performance measurement in the context of their application in workplace design. It should also cover important human limitations and ergonomics hazard evaluations, such as exploring lifting and repetitive motion tasks.

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used to measure and evaluate ergonomic risk factors including excessive force, repetitive motion, awkward postures and apply risk reduction methods in the workplace.

Certification as a Certified Safety Professional or a Certified Industrial Hygienist

## Appendix B: Graduate Course Descriptions

SAFE 520/\* Law and Ethics in the Safety Profession 3 cr.

Examines ethical and legal issues faced by practicing safety professionals. Students identify and evaluate these issues in terms of their own value system, as well as legal and prudent practice within the safety, health, and environmental profession. Case studies and anecdotal presentations are used to examine common issues and to prepare the students for their potential roles as expert witnesses in various forms of litigation. Specific reference is made to participation of the safety professional in workers' compensation cases, Occupational Safety and Health Review Commission hearings, class action suits, and trials by jury. Prerequisite: Permission of the instructor.

SAFE 541/\* Accident Investigation 3 cr.

Focuses on the various aspects of accident investigation such as recent theories associated with accident causes, investigative techniques, data acquisition, structure of investigative reports, management responsibilities, and remedial actions. Emphasizes determining sequence of events to develop management actions which will prevent recurrence of accidents. Prerequisite: Permission of instructor.

SAFE 542/\* Current Issues in Safety 3 cr.

Examines the emerging issues currently faced by the safety, health, and environmental (SH&E) practitioner that extend beyond the conventional areas of academic preparation. In addition to exploring certification, ethics, compliance issues, quality management, worldwide concerns, and other common issues, each student will research and present information on a specific item of current relevance in the safety profession. Prerequisites: SAFE 211 and SAFE 301 or permission of the instructor.

SAFE 543/\* Construction Safety 3 cr.

In-depth coverage of hazard recognition, evaluation, and control principles used for the variety of phases of construction. Information regarding the development of a construction safety program along with extensive coverage of federal standards related to the construction industry is also provided.

SAFE 561/\* Air Pollution 3 cr.

Focuses on the various major aspects of the air pollution problem. These include sources of pollution, evaluation and engineering control of pollutants, government regulations, atmospheric chemistry and dispersion, and human and nonhuman effects. Emphasizes information that is practical for the safety sciences and industrial health professionals. Prerequisites: CHEM 101 and 102 or equivalent and SAFE 301 or equivalent courses or permission of the instructor.



SAFE 562/\* Radiological Health 3 cr.

Studies of problems associated with ionizing radiation in the human environment. Emphasizes biological effects, radiation measurement, dose computational techniques, exposure control, and local and federal regulations. The study and use of various radiological instruments are included. Prerequisite: SAFE major or permission of instructor.

SAFE 565/\* Right-to-Know Legislation 3 cr.

Covers both the federal and selected state right-to-know laws and related legislation. The scope, application, and enforcement of the various laws, including specific legal and moral obligations, are discussed. Strategies are explored and developed to identify the means by which employers can gain compliance with regulatory requirements. Prerequisites: SAFE 301 and SAFE 311 or permission of the instructor.

SAFE 581 Special Topics 3 cr.

A dual-level elective offering in which the specific topic may vary from one term to the next. Prerequisite: Permission of the instructor.

SAFE 602 Research Methods in Safety Management 2 cr.

Prepares individuals for the conduct of research in safety and its numerous subspecialties. Research paradigms, experimental design, data sources and collection, and statistical methods are covered in detail. The emphasis throughout is on quantitative approaches likely to produce valid new knowledge in the discipline of safety management. Co-requisite: Concurrent enrollment in SAFE 791.

SAFE 603 Human Relations in Safety Management 3 cr.

Integrates various behavioral science theories into the practice of safety management. Areas covered are motivation, communications, managerial interactions, and controlling worker behavior as it relates to accident causation. Prerequisite: SAFE major or permission of instructor.

SAFE 604 Industrial Toxicology 3 cr.

Principles and techniques for evaluating toxicological properties of chemical substances are studied with particular emphasis on extrapolation of information to determine permissible exposure limits in the workplace. Acquaints students with requirements for operating an animal toxicology facility as well as means of obtaining relevant human experience data. Prerequisites: CHEM 101, CHEM 102, MATH 217, or permission of instructor.

SAFE 605 Application of Safety Engineering Principles 3 cr.

Prepares the student with a fundamental understanding of those hazards which can contribute to accidental injury and damage. These hazards are studied in an engineering context; their physical and chemical characteristics are studied in depth in order to make the appropriate hazard control measures better understood. Prerequisite: SAFE major or permission of instructor.

SAFE 606 Hazardous Materials Management 3 cr.

Examines the technical and management aspects of handling hazardous materials, including hazardous waste. Definitions and the procedures for determining hazard properties are reviewed. The student is introduced to the various regulations that pertain to hazardous materials. Responsibilities for creating/receiving, storing, handling/using, shipping, and ultimately disposing of hazardous materials are discussed in detail. Examination of current trends and future directions is included. Prerequisites:

SAFE 311, CHEM 101, and CHEM 102 or permission of the instructor.

SAFE 610 Safety, Health, and Environmental Administration 3 cr.

Examines administrative concepts and principles regarding organizing and managing the functional areas of safety, health, and the environment within an organization. Students are introduced to management practices unique to SH&E programs as well as concepts related to organizational culture, labor relations, professional ethics, workers' compensation, and medical management.

SAFE 620 Safety Data Management 3 cr.

Covered are design of loss incident source documents and code dictionaries; procedures to collect accident cost and cause data; accident cause analysis; and data for management accountability and decision making. Prerequisite: SAFE 412 or permission of instructor.

SAFE 621 Programming Safe Behavior 3 cr.

Students learn to apply behavior principles to motivate safe behavior (SB) in the workplace. Included are Programming Safe Behavior, SB program funding proposals, employee performance analysis, safe behavior definitions, workplace motivations and incentives, and SB program design, implementation, and evaluation. Prerequisite: Permission of the instructor.

SAFE 623 Advanced Safety Administration 3 cr.

Analyzes the management structure for its procedures, organizations, policies, and departmental competencies as they relate to safety. Ways to audit and improve management's safety effectiveness are covered. Prerequisite: SAFE major or permission of instructor.

SAFE 624 Solving Safety Problems 3 cr.

Students are presented with common scenarios that safety professionals face while trying to advise management on ways to prevent accidents. Students use problem-solving skills and safety knowledge to deal effectively with and resolve safety management problems such as being assigned a safety responsibility that is clearly another manager's responsibility and having objections raised about one's proposed project plans. Prerequisite: SAFE 603 or permission of the instructor.

SAFE 625 Risk Strategies for the SH&E Professional 3 cr.

Provides the student with a thorough understanding of the fundamentals of risk management, including leading-edge risk identification, control, finance, and transfer recommendations. Addresses workers' compensation, product risk management, construction risk management and wrap-up programs, catastrophic risk management, quantitative methods, risk finance, and risk management technology.

SAFE 630 Pollution Control 3 cr.

Introduces students to both management and engineering strategies in the prevention and control of pollution to the environment from industrial activities. Includes a brief history of pollution, legal aspects of prevention and control, the management of major types of industrial wastes, and the control of releases into both water and air.

SAFE 644 Preventing Unsafe Acts 3 cr.

Accident cause analysis narrowed to behavior analysis to determine motivation problems and behavior skill deficiencies with appropriate intervention techniques are covered. Cost/benefit analysis of accident costs versus training program benefits and OSHA training requirements are presented. Proposals for funding of training programs as well as writing behavioral objectives are covered. Course descriptions and course, unit, and lesson outlines as well as lesson plan development are presented. Lesson plan presentations and evaluation techniques are included.

SAFE 645 Principles of Occupational Safety 3 cr.

Provides the student with fundamental knowledge of the technical and managerial aspects of the safety and health function within an organization. The effects of loss incidents, accident causation, safety and health legislation, and safety program development are among the managerial aspects covered. The technical aspects of the course focus on the recognition, evaluation, and control of common safety, fire, and repetitive motion hazards in the workplace. Does not count toward degree requirements for the M.S. Degree in Safety Sciences.

SAFE 647 Applied Ergonomics 3 cr.

Ergonomic principles used in the identification, analysis, and implementation of intervention strategies to address hazards in the workplace are presented. Focus is on the application of strategies to identify and correct ergonomic problems in the workplace using evaluation equipment and video case studies of actual workplace situations. Prerequisite: SAFE major or permission of the instructor.

SAFE 660 Applied Industrial Hygiene 3 cr.

Examines the current expectations and responsibilities of professionals engaged in the practice of industrial hygiene. Students become familiar with 1) the current approaches to anticipating and identifying potential health hazards in the workplace and/or environment; 2) methods and techniques for determining quantitatively the amount of environmental stresses present; and 3) proper strategies and methods for implementing effective controls. Prerequisite: SAFE major or permission of the instructor.

SAFE 663 Industrial Hygiene Laboratory Methods 3 cr.

Laboratory methods germane to industrial hygiene sampling and analytical methods are studied in depth. Introduces a variety of laboratory procedures as well as biological monitoring. Sampling and analytical statistics are also emphasized. Prerequisites: SAFE 302 and SAFE 303 or permission of instructor.

SAFE 664 Industrial Noise Control 3 cr.

Provides an understanding of the physics of sound, functioning of the human hearing mechanism, instrumentation for measuring sound levels, and application of control strategies. Emphasis is placed on engineering controls, although administrative controls and use of personal protective equipment are discussed as well. Components of an overall continuing, effective hearing conservation program are reviewed in detail.

SAFE 667 Principles of Occupational Health 3 cr.

Provides comprehensive coverage of the industrial hygienist's responsibility for recognition, evaluation, and control of environmental stressors arising in or from the workplace. Students learn how to recognize and evaluate exposures to chemical, physical, and biological hazards. Emphasis is also placed on the identification of appropriate control strategies, including program development and evaluation. This course will not count toward meeting the degree requirements for the M.S. Degree in Safety Sciences.

SAFE 672 Process Safety in the Chemical Industries 3 cr.

Designed to cover all important aspects of loss prevention as it is practiced in the chemical process industries. Seeks to prepare the safety professional so that he/she may be able to work more effectively with chemists and chemical engineers in joint hazard identification, evaluation, and control projects.

Prerequisite: SAFE 311 or equivalent or permission of instructor.

SAFE 701 Environmental Impact Analysis and Documentation 3cr.

Using an environmental impact statement as a model, this course is designed to provide the student with various regulatory, scientific, mathematical, and risk-based approaches and tools to conduct environmental impact assessments for industrial technologies by analyzing affected environments and by determining the significant environmental consequences of industrial technologies on various resources (e.g., water, land, human health, etc.). The student is also provided with information on how to generate reports/forms base on implementing regulatory and other requirements to document information from environmental/risk assessments and analyses. Prerequisites: None

SAFE 773 Disaster Preparedness 3 cr.

Principles and techniques for preparing for various types of disasters. Students are acquainted with requirements necessary to develop workable plans for natural and industrial types of disasters. Loss prevention measures are discussed, directed toward preservation of organization resources.

SAFE 774 Fire Safety in Building Design 3 cr.

Examines fundamental principles for the safe design of buildings from a fire hazard standpoint. Emphasis is given to an understanding of building codes, fire properties of building materials, building design criteria to limit the spread of fire and smoke, control of ignition sources, storage of combustibles and flammables, life safety, and active fire protection systems. Prerequisite: SAFE major or permission of instructor.

SAFE 791, Capstone Project in Safety Sciences (1 cr)

Students will be required to complete a comprehensive project based on the cumulative knowledge and skills acquired in the program course work.

Co-requisite: Concurrent registration in SAFE 602

SAFE 681 Special Topics 3 cr.

A graduate-student-only elective offering in which the specific topics may vary from one term to the next. Prerequisite: Permission of instructor.

SAFE 699 Independent Study 3 cr.

Study in depth of a topic not available through other course work. Student works with supervising faculty member on carefully planned, student-initiated project. Prior approval is necessary. Prerequisite: Permission of instructor.

**Appendix C: Student Handbook Signature Page**  
**Signature Page**

I hereby acknowledge receipt of my personal copy of the Master of Science in Safety Sciences Student Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As the University provides updated policy information, I accept responsibility for reading and abiding by the changes.

The rules and regulations of this Student Handbook have been read by:

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 with your scanned signature page along with your application to the MS Safety Sciences Program.**

**The Safety Sciences Department will keep this signed document on file.**