



IUP Graduate Handbook

Master in Public Affairs

Department of Political Science

Handbook Updated 2020-21

Master in Public Affairs
Department of Political Science
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Program Website: Program Website: <http://www.iup.edu/politicalscience/grad/public-affairs-ma/>

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INTRODUCTION

The Faculty and Staff of IUP's Political Science Department welcomes you! If there is anything we can do for you please don't be afraid to ask us. We will do what we can and/or point you in the direction to people who might be able to help solve a problem or answer a question.

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.

Affirmative Action

www.iup.edu/gradcatalog

Title IX Reporting Requirement

www.iup.edu/gradcatalog

Student Conduct and Student Rights

www.iup.edu/studentconduct/policies/
www.iup.edu/gradcatalog

Faculty and Staff

Political Science Faculty

DAVID D. CHAMBERS - Ph.D., University of Illinois (Political Science), 1990. Joined IUP Political Science Department in 1988. Teaching and research areas and interests include American Public Policy, Public Administration, The Presidency, Intergovernmental Relations and Research Methods.

TERILYN JOHNSTON HUNTINGTON — Ph.D., University of Kansas (Political Science), 2016. Joined the department in 2019. Teaching and research interests include international relations theory, international security, technology and warfare, and ethics.

STEVEN F. JACKSON - Ph.D., University of Michigan (Comparative Politics and World Politics), 1994. Joined IUP Political Science Department in 1994. Teaching and research areas and interests include Comparative Government, International Relations, and Asia / Pacific Rim Politics.

ALEEA I. PERRY - Ph.D., University of Illinois Chicago (Public Administration), 2016. Joined the department in 2016. Teaching and research interests include public administration, state and local government, metropolitan problems, and public sector financial management.

RACHEL STERNFELD - Ph.D., University of Texas (Government), 2014. Joined the department in 2014. Teaching and research areas include middle east politics, international law and organizations, terrorism, and comparative government.

GWENDOLYN TORGES - Ph.D., University of Arizona (Political Science), 2004. Joined IUP Political Science Department in 1998. Teaching and research areas and interests include Constitutional Law, Judicial Process, American Government, Federal Indian Law and International studies. Dr. Torges is the University's Pre-Law director and is the co-advisor to the Political Science Student Leadership Committee.

SARAH WHEELER - Ph.D., University of Pittsburgh (Public Affairs and International Affairs), 2001. Began teaching at IUP in the Political Science Department in 2001. Teaching and research areas and interests include Latin American Politics, International Development Strategies and Women in Politics. Dr. Wheeler is the department's Graduate Coordinator and Internship Director.

Admission

You must apply for admission via IUP's online admission process for graduate programs. If you have questions please contact either the graduate admissions office or Dr. Sarah Wheeler at wheeler@iup.edu

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/gradcatalog

Financial Assistance

Graduate Assistantships

- www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/
- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

Dr. Sarah Wheeler, the MAPA graduate coordinator will be your academic advisor. Please see her before registering for classes every semester. She will advise you on the required courses for your program

Campus Resources & Student Support

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

Graduate Catalog: www.iup.edu/gradcatalog

Office of the Bursar: www.iup.edu/bursar/

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

Office of Social Equity: www.iup.edu/social-equity/

IUP Campus Library www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

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

Veterans and Service Members: www.iup.edu/veterans/resource-center/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center: 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

Student Registration: www.iup.edu/registrar/students/registration/

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/gradcatalog

Graduate Student Assembly

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

Programs and Degrees

Master's Program in Public Affairs (MAPA)

The MAPA program addresses the needs of both full-time traditional students and part-time non-traditional students seeking a practitioner-oriented Master's Degree. That is, it assumes that students seek terminal degree training that will facilitate their entrance into or promotion within a public sector work environment. The program is multidisciplinary and specifically designed for students seeking careers in the public sector as, for example, project directors, staff analysts, human service supervisors, interest group activists, trade association representatives, or emergency management specialists. In all cases, students are provided classroom, research, and practicum opportunities designed to enhance their success in securing and developing such positions. This background is also appropriate for and useful to students seeking additional future education at the doctoral level.

This program is also designed for students interested in international development and comparative administration or becoming Foreign Service professionals. Students choose one of the six following areas of specialization: Local Government Management, Human Resources Management, Planning and Regional Development, Human Services Administration, or Criminal Justice Administration. Descriptions of each of these specializations are below.

Admission Criteria

The requirements for admission are (1) an undergraduate cumulative grade point average of 2.8 or better; (2) undergraduate course work in political science, economics, and public or international affairs or equivalent professional experiences; (3) for international students, a TOEFL score of 550 or better.

Program Requirements

The MA in Public Affairs requires 36 or 39 graduate credits, including a directed research requirement (a thesis, internship or independent study). Students develop a core competence in methodology and in public administration. Students also select one of six interdisciplinary field specializations.

MA in Public Affairs (36-39 cr.)

Methodology Core (6-9 cr.)*

Students must complete both of the following two courses:

- **PLSC 500** - Research Methods in Political Science*
- **PLSC 674** - Analytical Techniques

Plus one additional course from the following:

- **CRIM 605** - Research Methods
- **GEOG 612** - Quantitative Techniques in Geography and Regional Planning
- **GSR 615** - Elements of Research
- **SOC 761** - Microcomputing Applications in Sociology

* A student whose undergraduate transcript shows a “B” or better in a political science research methods course may petition the Master of Arts in Public Affairs coordinator for exemption from PLSC 500.

II. Public Administration Core 12 credits

Students must complete the following **four** courses:

- PLSC 570 Introduction to Public Administration
- PLSC 666 Public Policy Analysis
- PLSC 671 Seminar in Public Administration
- PLSC 668 Public Sector Financial Administration

III. Field Specializations 15 credits

A. Local Government Management 15 credits
(at least 3 credits must be at 600 level)

Field Core 6 credits

- PLSC 554 Metropolitan Problems
- PLSC 555 Intergovernmental Relations

Electives 9 credits

- GEOG 532 Urban Geography
- GEOG 534 Political Geography
- GEOG 564 Land Use Policy
- ELR 621 Labor Relations
- PLSC 631/ Human Resource Management in the Public Sector
- ELR 631
- PLSC 678 Ethical Dimensions of Leadership

B. Human Resources Management 15 credits

Field Core 9 credits

- ELR 610 Employee Rights Law
- PLSC 631/ Human Resource Management in the Public Sector
- ELR 631
- ELR 632 Compensation Administration

Electives 6 credits

- ELR 526 Case Studies in Labor-Management Relations
- ELR 622 Discrimination in Employment
- ELR 641 Contract Administration
- ELR 751 Conflict Resolution

C. Planning and Regional Development 15 credits

Field Core 6 credits

- GEOG 550 Introduction to Planning
- GEOG 552 Planning Methods

Electives 9 credits

(at least 3 credits must be at 600 level)

- GEOG 531 Population Geography
- GEOG 554 Planning Design
- GEOG 558 Land Use Law
- GEOG 564 Land Use Policy
- GEOG 568 Planning Theory
- GEOG 614 Thought and Philosophy in Geography and Planning
- GEOG 623 Regional Development

D. Human Services Administration 15 credits

Field Core 9 credits

- SOC 711 Human Services Administration
- SOC 754 Social Inequality
- SOC 756 Social Change

Electives 6 credits

- SOC 710 Sociology of Human Services
- SOC 721 Sociology of Health Care
- SOC 732 Addiction and the Family
- SOC 757 Aging and Society

E. Criminal Justice Administration 15 credits

Field Core 9 credits
 CRIM 600 Criminological Theory
 CRIM 610 Legal Issues in Criminology
 CRIM 632 Organizational Dynamics within the Criminal Justice System

Electives 6 credits
 CRIM 601 Proseminar
 CRIM 765 Criminal Justice Planning and Evaluation
 CRIM 770 Seminar in Contemporary Corrections

F. International Development Administration 15 credits

Field Core 6 credits
 PLSC 522 International Law and Organizations
 PLSC 589 International Development Strategies

Electives 9 credits
 (at least 3 credits must be at 600 level)
 PLSC 587 Political Studies: Latin America
or PLSC 582 Political Studies: Africa
or PLSC 583 Political Studies: Asia
or PLSC 584 Political Studies: Middle East
 PLSC 675 International Political Economy
 ECON 545 International Trade
 ECON 546 International Payments
 GEOG 531 Population Geography
 GEOG 623 Regional Development
 ELR 621 Labor Relations in the Public Sector
 SOC 710 Sociology of Human Services
 SOC 711 Human Services Administration

IV. Directed Research Requirement 3 credits

Students must complete **one** of the following:

- A. PLSC 795 Thesis**
- B. PLSC 699 Independent Study**

For non-traditional students and mid-career professionals, the focus of the independent study will be to create and conduct field-based research. Only allowed for students who are already employed in a relevant field.

C. PLSC 698 Internship

Practical experience in government and politics. Students individually seek out a cooperating local or state government agency, political party, interest group, or a federal or international agency where arrangements can be made for an internship experience. Students report periodically to the professor in charge, undertake reading assignments and write such reports and papers as the professor may require. **Prerequisite:** Must have approval of instructor and department chairperson.

Course Descriptions

PLSC 500 Research Methods in Political Science 3 cr.

Provides students with a working knowledge of the statistical techniques commonly applied to the study of political phenomena and an understanding of the basic assumptions, limitations, and theoretical foundations of these various techniques. Focuses on measurement principles, research design and data collection, univariate distributions, sampling, and bivariate analysis.

PLSC 504 Women and Politics 3 cr.

Focuses on the role of women in political life, and policies that especially affect women in both developing and developed countries.

PLSC 522 International Law and Organizations 3 cr.

A survey of the main concepts and history of international law and an analysis of the major international organizations such as United Nations, the European Union, and the Organization of American States. Knowledge of how such organizations operate is essential to understanding international relations.

PLSC 550 The Presidency 3 cr.

Examines the office of President with attention to Constitutional foundations, evolution, structure, powers, and functions. Comparisons are made between Presidential and parliamentary systems and between offices of President and governor.

PLSC 551 The Legislative Process 3 cr.

Legislative process in the U.S. with emphasis on Congress. Focus on organization and function of legislative bodies, with American legislative institutions compared with those of other nations.

PLSC 554 Metropolitan Problems 3 cr.

Analyzes multiplicity of problems facing our metropolitan areas, such as urban renewal, shrinking tax base, federal aid to cities, subsidized mass transit, municipal authorities, and political consolidation.

PLSC 555 Intergovernmental Relations 3 cr.

Explores the characteristics of federal system of government with emphasis on theories, origins, institutions, and problems in intergovernmental relations in the U.S.; federal systems in other nations; and trends.

PLSC 558 Judicial Process 3 cr.

Explores nature and limits of judicial power, courts as policymaking bodies, selection of judges, decision

process, external forces impinging on the courts, and role of Supreme Court in its relationship with Congress, the Presidency, and federalism.

PLSC 559 Constitutional Law and Civil Liberties 3 cr.

Study of civil liberties and civil rights issues through leading Supreme Court decisions. Topics include First Amendment rights, procedural due process, and the Bill of Rights and equal protection problems.

PLSC 560 Classical Political Thought 3 cr.

Evolution of Western political tradition of Constitutionalism from Plato and Aristotle to Locke and Montesquieu; religious and rational foundations; medieval theories of authority and representation; early modern theories of state and sovereignty. Concepts of law, natural rights, liberty, equality, and justice are treated in detail.

PLSC 561 Modern Political Thought 3 cr.

Development of Western political thought since the mid-sixteenth century; classic liberalism; conservative thought; modern irrational ideologies such as fascism and national socialism; socialist thought; contemporary collectivist liberalism.

PLSC 562 American Political Thought 3 cr.

Develops an understanding of American political thinkers from the Puritans through the current Afro-American writers. Political phenomena are examined relating to past writings, and inferences are made for future political behavior.

PLSC 565 Intelligence Process and Policy 3 cr.

Demystifies intelligence and focuses on the critical thinking and intellectual skills the process of intelligence requires to provide government, private, and non-profit decision makers with useful information upon which to base sound decisions: collecting, analyzing, and providing data to those decision makers. Students will also examine the impact of the structure and role of the intelligence community in formulating U.S. national security policy.

PLSC 570 The Practice of Public Administration 3 cr.

Examines the environment and structure of public sector organizations, organizational theory, organizational culture, intergovernmental and intra-organizational relations, leadership and ethics, the planning, management and evaluation of programs and services, the administration of human resources, budgeting and finance, and management information. Emphasizes the integration of theory and practice through case studies and projects.

PLSC 571 Issues in Public Administration 3 cr.

An intensive study of the role of federal agencies and their administrators in determining and developing public policies. Public administration in practice is emphasized by using case studies, third-person teaching, problem-based exercises, and debates.

PLSC 581 Special Topics 1-3 cr.

In-depth study of a specific problem or topic not regularly treated in courses. May be repeated.

PLSC 583 Political Studies: Asia 3 cr.

Comparative study of government and politics of Asia.

PLSC 584 Political Studies: Middle East 3 cr.

Comparative study of government and politics of the Middle East.

PLSC 587 Political Studies: Latin America 3 cr.

Comparative study of government and politics of Latin America

PLSC 588 Dimensions of National Security 3 cr.

Deals with national security problems, including decision-making and budgeting levels of strategy, the utility of force, and the impact of the military on American society.

PLSC 589 International Development Strategies 3 cr.

Deals with the political characteristics of emerging nations; the impact of economic and social change upon political structure; evolving patterns of political development; and techniques of nation-building.

PLSC 631 Human Resource Management in Public Sector 3 cr.

In-depth study of human resources management systems with special focus on public sector organizations. Emphasizes the development of an understanding of traditional functional systems as well as skills necessary to manage such systems successfully.

PLSC 666 Public Policy Analysis 3 cr.

Examines public policy using analytical tools and policy models. Considered within this framework are values and resources, the cultural-political environment, the policymaking process, and evaluation methods and their application to major policy areas.

PLSC 668 Public Sector Financial Administration 3 cr.

Concerned with the administration of fiscal and monetary processes of government on all three levels. Included are topics related to revenue and expenditure, how the former are calculated and provided for, and how the latter are prioritized and allocated via the budgetary process; control systems that are concerned with recordkeeping; and the monitoring of the flow of revenues.

PLSC 670 Foreign Policy Studies 3 cr.

Considers selected problems in international affairs. Emphasis on those problems and conflicts which have evolved in the postwar era, particularly as they relate to position of the United States in world affairs. Specific problems are approached both in terms of countries involved and the existing balance in world economic, ideological, and power structure.

PLSC 671 Seminar in Public Administration 3 cr.

Intensive study of role of agencies and their administrators in determining and developing public policy. Public administration in practice is emphasized by utilizing case studies.

PLSC 674 Analytical Techniques 3 cr.

Exposes the student to approaches, methods, tools, focus, and boundary lines of political science study. As a research methods course in graduate political science, it should be scheduled early in the program.

PLSC 675 International Political Economy 3 cr.

Examines the interaction between governments and markets on economic issues. This examination will occur comparatively both within countries and between nations. Acquaints students with the theoretical issues, trends, and findings of some of the major studies on and subfields within international political economy. Assumes a basic familiarity with foreign policy, comparative politics, and economics. Focus is on both international political economy as a subject and a field of study.

PLSC 678 The Ethical Dimensions of Leadership 3 cr.

Focuses on the ethical dimensions of leadership and strategies to integrate ethical considerations into organizational, administrative, decision-making, and policy processes. To facilitate discussion and the application of ethics to professional practice, a series of speakers examines the relationship between ethics and leadership within varying contexts. Case studies, videos, and exercises link theory and practice. Students are expected to complete all assigned readings prior to each class to facilitate their active participation in all discussions. A literature review project provides students with the opportunity to pursue individualized interests related to leadership and ethics.

PLSC 698 Political Science Internship 3-6 cr.

Practical experience in government and politics. Students are individually assigned to a cooperating local or state government agency, political party, or interest group or to a federal or international agency when arrangements can be made. Students report periodically to professor in charge and undertake reading assignments and write such reports and papers as the professor may require. Prerequisite: Must have approval of instructor and department chairperson.

PLSC 699 Independent Study 1-3 cr.

Readings and written assignments on a specific topic determined by student and instructor in charge. May be repeated.

PLSC 744/CRIM 744

An in-depth study of the legal and international issues that the U.S. faces in response to combating international terrorism. Emphasis is placed on identifying causes of terrorism and the most plausible threats; terrorist networks, their commonalities and differences, and the difficulty in countering; and determining appropriate responses, to include political and legal implications, threat analysis, physical security, and target hardening. Prerequisites: Enrolled in CRIM or PLSC graduate program, or permission of instructor.

PLSC 795 Thesis 3 cr.

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Degree Completion

- *Degree requirements:* 39 credits consisting of 18 credits of core credits, 15 credits in your field specialization and 3 credits of a terminal option (internship, thesis or independent study). If you took a research methods class as an undergraduate and earned a B or higher you may waive the PLSC 500 core requirement and thus your total credit requirement is then 36 instead of 39.
- *Evaluation for Graduation:* You should regularly meet with your graduate advisor to ensure you're on track for graduation. If you are completing a thesis for your terminal option there are deadlines for the application to enable you to do so as well as a deadline for you to complete your defense of your thesis in order to meet particular graduation deadlines. Likewise if you choose to do an internship or an independent study you should meet with your advisor the semester prior to complete applications to enable you to register for these credits.
- *Applying for Graduation:* You should apply for graduation before your last semester. There is a specific deadline. Consult the Graduate Catalog or the Graduate School website for the deadline.

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

Thesis and/or Dissertation Completion

Thesis Defense Department Process or Protocol

Departments determine if the defense of a thesis/dissertation are open (faculty and students welcome) or closed (only the committee and chair of the project). Generally MAPA thesis defenses have been closed.

Evaluation Outcome for Dissertation and/or Thesis

Possible outcomes for the thesis assessment are as following: pass, pass with revisions, revise and resubmit, fail. The chair of the thesis committee will explain what these results signify if the student has questions. Because revisions may be necessary before the student may pass, it is wise to defend well before the deadline for graduation.

Effective fall 2017 Thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

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

Thesis Assessment Criteria

The following general criteria should be used by students as they prepare and write a thesis and should be applied by thesis chairs and committees when they assess the overall quality of a Master's thesis.

I. Introduction

- Does the student clearly state the focus of the research?

- Does the student provide an understanding the research in terms of its significance, and how it fits into a larger context?
- Does the student support the background information, ideas, and hypotheses with citations of the appropriate sources?
- Does the student clearly state the questions being answered/hypotheses being tested?

II. Methods

- Is the research method used appropriate to the specific focus of the research?
- Is the method described in sufficient detail for another researcher to be able to repeat the research using other data?

III. Results

- Are results/conclusions clearly described and presented in an appropriate format?
- Are the figures and tables, if used, of appropriate and well labeled? Are figure legends concise and informative? Are the figures and tables appropriately referred to and described in the text of the thesis?
- Were the appropriate statistical analyses employed (if used)?
- Are thesis conclusions supported by the data?
- Are the data presented adequate to the support of thesis arguments?

IV. Discussion

- Does the discussion provide a thoughtful summary of the research and draw appropriate conclusions?
- Does the student show clearly that the questions posed at the beginning of the study have been addressed/answered? and
- Does the student address the adequacy of the obtained information in addressing thesis questions?
- Does the student discuss how her/his findings contribute to our understanding of the area of study?
- Does the student cite relevant literature sources?
- Does the student identify questions that remain unanswered and suggest possible follow-up research?

V. References

- Does the student use a sufficient number of primary and secondary, peer-reviewed literature sources?
- Are all citations in a uniform, accepted reference format?
- Does the thesis show any evidence of deliberate, intentional plagiarism, i.e. done with the conscious goal of “passing off” someone else’s work as that of the student?

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

University Policies and Procedures

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

Academic Calendar

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

The following University and SGSR policies can be found at www.iup.edu/gradcatalog

Academic Good Standing

www.iup.edu/gradcatalog

Academic Integrity

www.iup.edu/gradcatalog

The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Bereavement-Related Class Absences

www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis

www.iup.edu/gradcatalog

Grade Appeal Policy

www.iup.edu/gradcatalog

Graduate Fresh Start Policy

www.iup.edu/gradcatalog

Graduate Residency Requirement

www.iup.edu/gradcatalog

Leave of Absence Policy

www.iup.edu/gradcatalog

Time Limitations

www.iup.edu/gradcatalog

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

www.iup.edu/gradcatalog

Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation

www.iup.edu/gradcatalog

Transfer of Credits Policy

www.iup.edu/gradcatalog

Research

www.iup.edu/gradcatalog

www.iup.edu/research/

Signature Page

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. Sarah Wheeler upon receipt of this handbook during the first semester of your studies.

The Political Science Department will keep this signed document on file.