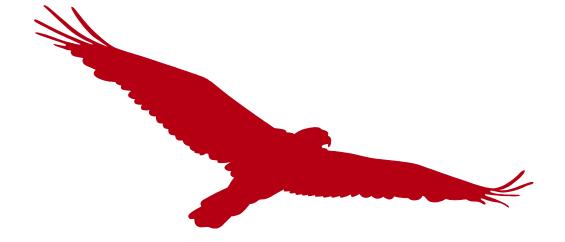Indiana University of Pennsylvania

Administration and Leadership Studies

School Administrator Cohort

College Cohort

Handbook Updated Spring, 2017

www.iup.edu/pse/al

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Welcome and Introduction

The doctoral program in Administration and Leadership Studies is designed for potential college teachers and school administrators who will become our future educational leaders. We expect our student to develop a spirit of a camaraderie that promotes the development of ethical beliefs, and a constructivist philosophy.   In addition to traditional course work, the Gettysburg Leadership Walk is designed to complement the academic package and to promote leadership concepts and ideas for future research.

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 Professional Studies in Education

The Administration and Leadership Doctoral Program is housed in the Department of Professional Studies in Education.

Livetext

All doctoral students in the ALS program must purchase a Livetext account in order to submit key program assessments. The directions for purchasing Livetext are:

1. Go to www.livetext.com and clicking "PURCHASE/REGISTER" at the top.
2. Click the "Select This Option" button under "Purchase Membership" if you have not already purchased your membership.
3. On this screen, select the "Standard Edition".
4. Enter your Personal Information and create your username and password.
5. The final step is to pay for your membership.

6. If you already purchased your membership and need to register, click the "Select This Option" button under "Register Membership".

7. Under Step 1 you will need to click the "Student" radio button.

8. Under Step 2 you will enter the Key Code you received.

9. Under Step 3 you will enter your Personal Information.

a. Please complete all areas.

b. Use your IUP email address for both school and personal email.

c. Your faculty ID is your banner ID

10. Under Step 4 you will create a user name and password.

a. Please make it something you will remember.

b. You will also need to choose a security question from the drop down and complete the answer and a hint.

c. The hint can not contain any part of the answer.

11. Click the terms of service box

12. Finally, click the "Register My Membership Account" button. You now have your account. It may take a day for the service to update and recognize your courses from the nightly update from IUP. Once this is completed you will be able to log into your account and see all the courses you are assigned to by the university.

APA Manual

All students are required to purchase and use throughout their program the current *Publication Manual of the American Psychological Association* (currently, 6th Edition).

Mission Statement and Program Objectives

After completing a doctoral program in Administration and Leadership Studies, our graduates will be able to:

1. Implement leadership strategies at their place of work. In order to meet this objective, students will be expected to implement administrative projects at their place of employment. The course, ALS 803 Leadership and Applied Practice, and ALS 898 Internship in Administration and Leadership Studies are designed to address this objective. This internship requires your instructor's approval and must be designed to enhance administrative and leadership skills in a field setting. Students in the Public School Cohort may apply for the Superintendent's Letter of Eligibility upon successful completion of all coursework, including the internship. Applicants must also meet all state requirements, including passing the Praxis exam, teaching experience and administrative experience.

2. Develop and implement policies designed to improve the overall operation of your place of employment. The course ALS 802 Leadership: A Case Study Approach will provide a sound

theoretical framework for understanding how organizational policies are developed and implemented. Maintaining positive school and community relations is an important objective of school and college administrators. The course ALS 850 School and Community relations provides students with opportunities to enhance college and community ties.

3. Analyze leadership characteristics of their fellow workers and be able to help others develop leadership potential.   ALS 801 Leadership Theory and ALS 802 Leadership: A Case Study Approach identifies leadership concepts and helps students to analyze various administrative strategies for finding solutions to administrative problems. ALS 801 Leadership Theory, ALS 805 Curriculum Evaluation, and ALS 830 Analysis of Effective Instruction are three courses that are tied together with a one-year case study that requires students to explore the mission, vision, supervision, and curriculum evaluation methods in either the public schools or college.

4. Develop plans and procedures for working with groups in order to solve specific problems. The Gettysburg Experience provides a great opportunity to work with peers and to get a feel for how leadership skills impacted the three-day battle. The courses related to leadership and conflict resolution help to develop skills in resolving conflicts, organizing teams, analyzing data, and planning for change.

5. Develop skills to initiate innovative changes designed to improve specific working conditions within your place of employment. Innovation is the key term in this objective. Innovation and leadership are concepts that will thread through all Leadership courses. Curriculum is a key area for innovative and creative ideas.

6. Resolve conflicts within an organization using conflict resolution techniques. One of our core courses, ILR 751 Conflict Resolution provides a theoretical framework for managing conflict. In addition, our ALS 881 Leadership Seminar will focus on college administrative techniques, community relations, and departmental assessment strategies, and college governance.

 7. Use research methods such as surveys, interviews, data analysis, and questionnaire design to assist in solving on-the-job problems. The research core, ALS 820 Doctoral Seminar in Research Methods, ALS 883 Analysis of Qualitative Data in Leadership Studies, and ALS 882 Research Instrument Design for Leadership Development, provides candidates with substantial background in both quantitative and qualitative research techniques.

8. Analyze and diagnose on-the-job problems using skills learned in the administration and leadership courses. We expect students to be able to identify, diagnose and prescribe potential solutions to resolve on-the-job administrative problems. ALS 803 Leadership Application and 802 Leadership: A Case Study Approach are courses that directly relate to this objective.

9. Establish professional and personal relationships among peers and faculty to aid in your professional development throughout your career.

10. School Administrators will become eligible for the Superintendent's letter of eligibility.

Faculty and Staff

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Admission

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

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Upon notification of acceptance into the doctoral program by the Dean of the Graduate School, candidates are permitted to register for graduate classes. Throughout the student's course work, the coordinator of the Administration and Leadership Studies program serves as each student's advisor.

Students who are admitted to the Administration and Leadership Studies doctoral program must have master's degree in education or a master's degree in the liberal arts or a master's equivalency issued by Pennsylvania Department of Education. Students who are admitted into the Administration and Leadership Studies doctoral program must also meet all graduate school requirements.

Financial Assistance

 Graduate Assistantship

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

>   Office of Financial Aid: *www.iup.edu/financialaid/*

Academic Advisement

Dr. DeAnna Laverick is the coordinator of the Administration and Leadership program and advises all doctoral candidates. Students receive their pin numbers and semester class schedule from Dr. Laverick.

Advisory Committee

The Administration and Leadership Studies program has an Advisory Committee which includes the Dean of the College of Education, two ALS faculty members, the Program Coordinator, the Chairperson of the Department of Professional Studies, and a representative number of doctoral students. The advisory group meets at least twice a year to review program components, suggest new techniques, new strategies, and offer suggestions for improving the overall program.
Policy coordination related to students and general program administration is handled by the Program Coordinator of the Administration and Leadership Studies program in

consultation with the Professional Studies in Education chairperson, the college dean, the graduate dean. The type of procedures and policies to be administered are:

1. Adherence to Graduate School policies regarding admissions, residency, student processing, graduation, etc.
2. Marketing and promotion of the Administration and Leadership Studies program.
3. Development of a long-range schedule for course offerings.
4. Management of inter-departmental agreements.
5. Arrange meetings with the chairperson of Professional Studies in Education to set schedules, advise, and confer regarding all aspects of the program.

The Advisory Council will meet to advise the Program Coordinator on such issues as:
1. Resources, e.g., assistantships for program operation, library, travel, etc.
2. Faculty/student concerns such as course scheduling, program content, standards, etc.
3. Long range planning, strategic needs, program expansion, etc.
4. Problems related to the operation of the Administration and Leadership Studies program.
5. Doctoral student suggestions for improving the operation of the program.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: 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- 247

IUP Email

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

Graduate Student Assembly

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

Programs and Degrees

Doctoral Programs
Students who are admitted to the Administration and Leadership Studies doctoral program must have master's degree in education or a master's degree in the liberal arts or a master's equivalency issued by Pennsylvania Department of Education. Students who are admitted into the Administration and Leadership Studies doctoral program must also meet all graduate school requirements.

Certificates and/or Certification and/or Licensure
All students enrolled in the public education (school administrators) cohort are required to take the School Superintendent (6021) Praxis Exam. This exam is a program assessment. Those who successfully complete the program and pass the exam may apply to the Pennsylvania Department of Education for the Superintendent's Letter of Eligibility.

Course Descriptions

Please refer to the course descriptions in the Graduate Catalog: http://www.iup.edu/graduatestudies/catalog/

Evaluation of Students

Students are evaluated in their coursework and by successful completion of their comprehensive exam, internship, and dissertation defense.

Admission to Candidacy

You must apply for doctoral degree candidacy at the beginning of the 2017 spring term. You must have a minimum quality point average of 3.0.

Candidacy Examination

The Public Education (School Administrator) Cohort is required to submit an essay that could become your dissertation topic to the Graduate Coordinator by February 1, 2019. The students in the College Cohort must submit their essay by June 1, 2019. The evaluation of the candidacy exam will result in one of decisions:

PASS

REVISE AND RESUBMIT WITHIN TWO WEEKS: The student has two weeks to revise and resubmit the exam based on the coordinator's evaluation and suggestions. The resubmission will result in either pass or fail and no other attempt is permitted. If a resubmission is not received within two weeks, the automatic result is fail.

FAIL: *The student* may request to do one rewrite of the candidacy examination. If the result is fail on the second examination, the student is no longer be permitted to remain in the program.

How do we evaluate the candidacy examination?

1. Does the candidate present a clear statement of the problem?

2. Is the problem significant? In other words, can the candidate justify in writing why the problem needs further study. What arguments are presented? Is there a logical sequence to the argument?

3. Does the candidate establish a theoretical position? The theoretical position should include citations and should establish a logical argument of why the study is needed.

4. Are the candidate's research questions clear and will these questions address the research problem?

5. Is there evidence that the candidate can read and interpret research articles and then present arguments showing how the articles relate to the overall research problem?

6. Is the writing is polished with no errors in grammar, usage, and mechanics. Does the candidate follow APA Style (6th edition)?

Doctoral candidates must have a minimum quality point average of 3.0.

Students will receive written feedback from the Program Coordinator, along with a decision on whether or not the exam passed.

The Comprehensive Examination

Your comprehensive examination is an oral and written presentation of the first three chapters of your proposed dissertation. The comprehensive examination is assessed by your dissertation chairperson and your dissertation committee.   You will submit your comprehensive exam to your dissertation chairperson who will read and make recommendations prior to sending the three chapters to your committee. During your comprehensive examination, the members of your dissertation committee will make additional recommendations before you submit a formal dissertation proposal. Your Comprehensive Examination should be submitted within 6 months after finishing your final academic course. Your IRB protocol and your Research Topic Approval Form (RTAF) are also submitted to your committee at this time. **You are advised to bring a tape recorder to this meeting to record faculty suggestions intended to improve your dissertation proposal.**

How do we evaluate the comprehensive examination?

1. Does the candidate present a clear statement of the problem?

2. Is the problem significant? In other words, can the candidate justify in writing why the problem needs further study. What arguments are presented? Is there a logical sequence to the argument?

3. Are the candidate's research questions clear and will these questions address the research problem?

4. Does the candidate establish a theoretical position? The theoretical position should include citations and should establish a logical argument of why the study is needed.

5. Does the candidate synthesize the professional literature in order to establish a thorough background and rationale for why the study should be done?

6. Is there evidence that the candidate can read and interpret research articles and then present arguments showing how the articles relate to the overall research problem?

7. Is the literature review comprehensive and related to the purpose of the study?

8. Has the candidate identified and described research methods that are feasible and appropriate for the study?

9. Does the candidate communicate effectively in writing (e.g., professional writing skills that follow the conventions of the English language, use of APA, clear and succinct writing)?

10. Does the candidate communicate effectively in the oral presentation (e.g., uses proper grammar, clearly describes the proposed study, is succinct and concise)?

The candidate will receive oral and written feedback from the committee, along with a decision on whether or not the comprehensive exam was passed.

Upon completion of your exam, you must write a summary of faculty recommendations and how you intend to address each recommendation when you submit your formal dissertation proposal. You should send this report to each member of your committee within a week after completing your comprehensive exam.

Reexamination: If your comprehensive fails to meet your dissertation committees' approval, then you must make extensive revisions prior to resubmitting it to your committee. No student is permitted a third examination without a recommendation from the dissertation chairperson and the Graduate Dean.

You must continue registering for dissertation credits until you defend your dissertation. (A minimum of 9 dissertation credits are required.)

Formal Dissertation Proposal

Following your comprehensive examination, you must then submit a formal dissertation proposal. Your dissertation chairperson will review your proposal prior to committee review. A copy of your dissertation proposal must be placed in the hands of all committee members at least 10 days in advance of your formal proposal meeting. The proposal must be approved by all members of your dissertation committee before you can proceed with the dissertation. You should expect to have additional suggestions from your committee members at this meeting. Your dissertation proposal will include all the recommendations that your committee members made during your comprehensive examination. **You are advised to bring a tape recorder to this meeting**. **You may be asked to write a one-page executive summary regarding your committee's recommendations.**

Your formal dissertation proposal must include a detailed plan of analysis embedded into Chapter 3. This detailed plan should include actual tables of what your data might look like if you undertake a quantitative study. If you decide to undertake a qualitative study, then you should provide a sample of your narrative analysis.

The Dissertation Committee: Your dissertation committee supervises your dissertation. The committee approves the dissertation proposal and is responsible for approving the finished doctoral dissertation. You must select three members for your dissertation committee who are members of the IUP faculty and who are qualified to serve on dissertation committees. You may request to add an additional member to your committee who is not a member of the IUP faculty. Usually this person has special expertise in your research interests. The Dissertation: A dissertation is required of all doctoral candidates. Publication of the Dissertation. All dissertations are published through ProQuest.

Completion of Course Work

Once you complete your internship, you must begin registering for at least one dissertation credit every Fall and Spring term until you successfully defend your dissertation.

Degree Completion

Please see the Course of Study for each cohort on the pages that follow.

Applying for Graduation: Students apply for graduation on MyIUP. The deadlines for graduation are:
May: May 1
August: August 1
December: December 1

(Please be aware of Graduate School Application deadlines) Application for Graduation: Formal application for graduation must be filed through the department to the Graduate School no later than two months prior to the university's next published degree-granting date. For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

School Administrators: COURSE OF STUDY 2016-2023

60 Credit Hours-Tentative Schedule
All courses are required

Summer, 2016
ALS   801 Leadership Theory
ALS   810 Advanced Topics in Human Development & Learning

Fall Term, 2016
ALS   805 Curriculum Evaluation
ALS   825 Critical Analysis of Issues and Innovations in Education

Spring Term, 2017
ALS   830   Analysis of Effective Instruction
ALS   860 School Finance

Summer Term – 2017
ALS   858 School Law and Negotiations
ELR   751 Conflict Resolution

Fall Term – 2017
ALS   802   Leadership: A Case Study Approach
ALS   820 Doctoral Seminar in Research Methods (**Rough draft** of **Chapter 1 of your dissertation)**

Spring Term – 2018

ALS   803 Leadership: Applied Practice
ALS   883 Analysis of Qualitative Data in (**Rough draft Chapter 2 of your dissertation)**
                 Leadership Studies

Summer Term - 2018

ALS   850 School and Community
ALS   882 Research Instrument Design for Leadership **(Rough draft of Chapter 3 of your dissertation)**

Fall Term - 2018
ALS   881 Leadership Seminar
ALS   898 Internship 3 credits

Year 3: Spring 2019
                  Written and Oral Comprehensive Exams
ALS   898 Internship 3 credits

(You must complete your dissertation by 2023)
ALS 995 Plan to continue working on your dissertation
Superintendent PRAXIS Examination is required by the Pennsylvania Department of Education
A minimum of 9 Dissertation Credits are required.   Once you complete your course work, you must register for 1 or more dissertation credits each semester until the dissertation is finished. (The longer you take in writing the dissertation, the more the cost since you could end up registering for more than 9 dissertation credits)

College Cohort Program of Study

60 Credit Hours-Tentative Schedule
All courses are required

Fall, 2016
ALS   801 Leadership Theory
ALS   810 Advanced Topics in Human Development & Learning

Spring Term, 2017
ALS   805 Curriculum Evaluation
ALS   825 Critical Analysis of Issues and Innovations in Education

Summer Term, 2017
ALS   830   Analysis of Effective Instruction
ALS   852   School Evaluation

Fall Term – 2017
CURR   915 Writing for Publication
ELR   751 Conflict Resolution

Spring Term – 2018
ALS   802   Leadership: A Case Study Approach
ALS   820 Doctoral Seminar in Research Methods (**Rough draft** of **Chapter 1 of your dissertation)**

Summer Term – 2018

ALS   803 Leadership: Applied Practice
ALS   883 Analysis of Qualitative Data in (**Rough draft Chapter 2 of your dissertation)**
                  Leadership Studies

Fall Term - 2018
ALS   850 School and Community
ALS   882 Research Instrument Design for Leadership **(Rough draft of Chapter 3 of your dissertation)**

Spring Term - 2019
ALS   881 Leadership Seminar
ALS   898 Internship 6 credits

Year 3: Spring 2019
                  Written and Oral Comprehensive Exams

(You must complete your dissertation by 2023)
ALS 995 Plan to continue working on your dissertation

A minimum of 9 Dissertation Credits are required.   Once you complete your course work, you must register for 1 or more dissertation credits each semester until the dissertation is finished. (The longer you take in writing the dissertation, the more the cost since you could end up registering for more than 9 dissertation credits)

Dissertation Completion

The Dissertation defense is open to doctoral students and guests

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 Doctoral 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/

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

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

Evaluation Outcome of Dissertation

A successful dissertation defense is based on the candidate's ability to present orally and in writing a dissertation that makes a contribution to the research literature. Similar to the evaluation guidelines for the comprehensive exam, the dissertation committee will consider:

1. Does the candidate present a clear statement of the problem?
2. Is the problem significant? In other words, can the candidate justify in writing why the problem needs further study. What arguments are presented? Is there a logical sequence to the argument?
3. Are the candidate's research questions clear and do these questions address the research problem?
4. Does the candidate establish a theoretical position? The theoretical position should include citations and should establish a logical argument of why the study is needed.
5. Does the candidate synthesize the professional literature in order to establish a thorough background and rationale for why the study was done?

6. Is there evidence that the candidate read and interpreted research articles and then present arguments showing how the articles relate to the overall research problem?

7. Is the literature review comprehensive and related to the purpose of the study?

8. Has the candidate identified, described, and implemented research methods that are feasible and appropriate for the study?

9. Does the candidate accurately present the research findings?

10. Does the candidate present a discussion of the findings in relation to the existing literature?

11. Are appropriate recommendations made for others in the field and for future research?

12. Is the significance of the study made clear?

13. Does the candidate communicate effectively in writing (e.g., professional writing skills that follow the conventions of the English language, use of APA, clear and succinct writing)?

14. Does the candidate communicate effectively in the oral presentation (e.g., uses proper grammar, clearly describes the study, is succinct and concise)?

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 [Program Coordinator] or the School of Graduate Studies and Research.

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

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

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

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

 Affirmative Action

> *Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry,*

sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

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

Continuous Graduate Registration for Dissertation

*Note: Admission effective fall 2017 and after: 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 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), she or he must register for one dissertation or 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 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 credits required by their program, but may take additional dissertation credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.*

> *Until the dissertation 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 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 beginning the program "prior" to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only.

> *Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students*

must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).

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

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

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

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

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

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

Graduate Fresh Start Policy

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

Conditions for a Graduate Fresh Start Application

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

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

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

Conditions for a Graduate Fresh Start Record

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

There is no residency requirement for this program; however, all credits applied toward the degree must be taken through IUP.

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

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

Program Level Exams Appeal Policy

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

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

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

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

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration

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

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

Social Equity

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

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

 Student Conduct

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

Time Limitations

> *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/

Time-to-Degree 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 violations(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR* **within 30 days** *of receipt of the dismissal letter.*
>
> *Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision* **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**
>
> *If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.*

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

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

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

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

Transfer of Credits (Effective fall 2017) Policy

The Administration and Leadership Program does not accept any transfer of credits.

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

Research

Insert any information regarding research support for your students.

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

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

Student Rights and Responsibilities

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

Signature Page

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 this page to Dr. DeAnna Laverick

The Program Coordinator will keep this signed document on file.