

**UNIVERSITY SENATE AGENDA**  
**EBERLY AUDITORIUM**

February 7, 2017

3:30 – 5:00 p.m.

**Approval of Order**

- A. Approval of minutes from the December 6, 2016 Senate Meeting.
- B. Approval of current agenda items and order.

**Reports and Announcements**

- A. President Driscoll
- B. Provost Moerland
- C. Chairperson Piper
- D. Vice Chairperson Nicholas

**Appendix**

**Page(s)**

**Standing Committee Reports**

**Chairperson**

- |   |                  |   |       |
|---|------------------|---|-------|
| A. Rules Committee                                    | Korns            |   |       |
| B. University-Wide Undergraduate Curriculum Committee | Sechrist/Clewell | A | 2-5   |
| C. University-Wide Graduate Committee                 | Moore/Frenzel    | B | 6-10  |
| D. Library and Education Services Committee           | McLaughlin       | C | 11-14 |
| E. Research Committee                                 | Gossett          | D | 15    |
| F. Student Affairs Committee                          | Stocker          |   |       |
| G. University Development and Finance Committee       | Wick             |   |       |
| H. Academic Affairs Committee                         | Dugan/ Witthöft  | E | 16-21 |
| I. Awards Committee                                   | Lipinski         |   |       |
| J. Noncredit Committee                                | O’Neil           |   |       |

**Senate Representative Reports**

**Representative**

- |   |         |
|---|---------|
| A. University Planning Council                  | Stocker |
| B. Presidential Athletic Advisory Council       | Castle  |
| C. Academic Computing Policy Advisory Committee | Schaney |
| D. University Budget Advisory Committee         | Soni    |

**New Business**

**Adjournment**

**Appendix A**  
**University-Wide Undergraduate Curriculum Committee**  
**Co-Chairs Sechrist and Clewell**

**FOR INFORMATION:**

The following courses were approved by the UWUCC to be offered as distance education courses:

- **ARED 317 Art in K-6 Programs**
- **ENGL 329 History of English**
- **IFMG 110 Business Spreadsheet Computing**

**FOR ACTION:**

**1. Department of Geosciences—Prerequisite Changes**

**a. Current Title and Prerequisites:**

**GEOS 323 Geophysics** **3c-3l-4cr**  
**Prerequisites:** PHYS 111, MATH 121, grade of “C” or better in GEOS 201 and 202

**Proposed Title and Prerequisites:**

**GEOS 323 Geophysics** **3c-3l-4cr**  
**Prerequisites:** PHYS 111, MATH 121, grade of “C” or better in GEOS 201

**b. Current Title and Prerequisites:**

**GEOS 324 Geology of Oil and Gas** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 202 and 203

**Proposed Title and Prerequisite:**

**GEOS 324 Geology of Oil and Gas** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 203

**c. Current Title and Prerequisites:**

**GEOS 353 Paleontology** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 201 and 202

**Proposed Title and Prerequisite:**

**GEOS 353 Paleontology** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 201

**d. Current Title and Prerequisites:**

**GEOS 354 Geomorphology** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 202 and 203

**Proposed Title and Prerequisite:**

**GEOS 354 Geomorphology** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 203

**e. Current Title and Prerequisites:**

**GEOS 370 Oceanography** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 201 and 202

**Proposed Title and Prerequisite:**

**GEOS 370 Oceanography** **3c-3l-4cr**  
**Prerequisites:** Grade of “C” or better in GEOS 201

**f. Current Title and Prerequisites:**

**GEOS 371 Meteorology** **2c-3l-3cr**  
**Prerequisites:** Grade of “C” or better in GEOS 201 and 202

**Proposed Title and Prerequisite:**

**GEOS 371 Meteorology** **2c-3l-3cr**  
**Prerequisites:** Grade of “C” or better in GEOS 201

**Rationale:** The request is to remove GEOS 202 as a prerequisite from courses for which it is no longer necessary. This will simplify sequencing of upper-level geoscience courses for majors and minors. It will also open additional upper-level courses to students from majors such as geography and anthropology that take GEOS 201 but not GEOS 202.

The Geoscience Department is revising GEOS 202 Quantitative Methods in the Geosciences in response to outcomes assessments and input by faculty currently teaching the course. To meet this newly identified need, GEOS 202 will become more focused on quantitative skills in the context of geoscience research methods.

**2. Department of Journalism and Public Relations—New Course**

**JRNL 310 Writing for Online Media** **3c-0l-3cr**

**Prerequisites:** JRNL120 or 220 or instructor's permission

Teaches techniques to help students develop reporting, writing and editing skills to communicate effectively in an online media environment. Focuses on the continuum of the online news cycle, nonlinear nature and interactive elements of the online platform and fundamental differences and similarities between online and traditional media, including ethical and legal uses.

**Rationale:** JRNL 310 is being proposed to fulfill the need for a writing course that addresses the specific techniques required in online writing that differ from traditional or legacy print journalism. These techniques are based on the three primary differences between traditional print journalism and the online platform: multimedia, interactivity and on-demand delivery.

Primarily, this course is being proposed as an elective in the Journalism and Public Relations Department. It may also serve at a later time as a course requirement for a proposed Certificate in Online Media Design, a collaboration among the Communications Media, Journalism and Public Relations, and Art departments.

### 3. Department of Music—Course Revision

#### Current Catalog Description:

**MUSC 420 Professional Practices in Music** **2c-01-2cr**

**Prerequisite:** Junior Standing

An overview of skills needed to be a successful, versatile and employable musician in the 21<sup>st</sup> century, includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Primarily for music majors and taught in a seminar format with guest lectures.

#### Proposed Catalog Description:

**MUSC 420 Professional Practices** **2c-01-2cr**

**Prerequisite:** Junior standing

Explores skills needed to be successful, versatile, and employable in the 21st century. Includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Taught in a seminar format with guest lectures.

**Rationale:** The nature of the course material and the format of the course (seminar style) make it ideally suited for both graduate and undergraduate students. The course is driven by student interaction, participation, and discussion.

### 4. Department of Kinesiology, Health, and Sport Science—Program Revision

<b>Certificate—Athletic Coaching</b>	<b>19</b>	<b>Certificate—Athletic Coaching</b>	<b>20</b>
<b>Required Courses:</b>	16	<b>Required Courses:</b>	17
KHSS 175 Prevention and Care of Injuries to the Physically Active (1)	2cr	KHSS 175 Prevention and Care of Injuries to the Physically Active (1)	2cr
KHSS 209 Motor Behavior (1)	3cr	KHSS 209 Motor Behavior (1)	3cr
KHSS 333 Psychology of Coaching (1)	2cr	KHSS 333 Psychology of Coaching (1)	3cr
KHSS 335 Athletic Coaching (1)	3cr	KHSS 335 Athletic Coaching (1)	3cr
KHSS 437 Coaching Disability Sport (1)	3cr	KHSS 437 Coaching Disability Sport (1)	3cr
KHSS 493 Internship		KHSS 493 Internship	3cr
<b>Controlled Elective:</b>	3	<b>Controlled Elective:</b>	3
One course from the following:		One course from the following:	
KHSS 221 Human Structure and Function	3cr	KHSS 221 Human Structure and Function	3cr
KHSS 256 Applied Human Structure and Conditioning (1)	3cr	KHSS 256 Applied Human Structure and Conditioning (1)	3cr
KHSS 292 Introduction to Sport Management (1)	3cr	KHSS 292 Introduction to Sport Management (1)	3cr
(1) Courses have been designed as distance education courses.		(1) Courses have been designed as distance education courses.	

**Rationale:** KHSS 333 Psychology of Coaching was revised from being a 2 credit course to a 3 credit course. Three credits are being added across from the Internship also since this was missing.

**5. UWUCC and Liberal Studies Committee Approved the following:**

- JRNL 310 Writing for Online Media was approved as a Type II Writing Intensive course, Department Commitment.
- Joan Vandyke, Department of Theater and Dance, as a Type I Writing Intensive, Professor Commitment.

**Appendix B:  
University Wide Graduate Committee  
Co-Chairs: Moore and Frenzel**

**FOR ACTION:**

**1. DEPARTMENT OF MUSIC**

**A. COURSE REVISION (PREFIX, TITLE, PREREQ, ADD DUAL LEVEL, DESCRIPTION)**

**Course:** MUSC (420)/520: Professional Practices

**Rationale:**

The nature of the course material and the format of the course (seminar style) make it ideally suited for both graduate and undergraduate students. The course is driven by student interaction, participation, and discussion. Graduate level students will have additional projects to complete.

	<b>Current Course Information</b>	<b>Proposed Course Information</b>
<b>Title</b>	MUSC: 420 Professional Practices in Music	MUSC (420)/520: Professional Practices
<b>Prereq</b>	Junior standing	Graduate standing for MUSC 520
<b>Description</b>	An overview of skills needed to be a successful, versatile, and employable musician in the 21st century. Includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Primarily for music majors and taught in a seminar format with guest lectures.	Explores skills needed to be successful, versatile, and employable in the 21st century. Includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Taught in a seminar format with guest lectures.

**2. DEPARTMENT: SOCIOLOGY**

**A. NEW COURSE**

**Course:** SOC 767/867: Survey Research Methods

**Rationale:**

We see our proposed Survey Research Methods (SOC 767/867) course as an advanced elective for students preparing for thesis or dissertation work or for collaborative quantitative or mixed-methods research projects.

**Summary:**

Course	SOC 767/867: Survey Research Methods
Credits	3
Prerequisite	SOC 762/862 and either SOC 705 or SOC 763/863; or permission of the instructor
Description	This graduate level seminar provides a foundation in the theory and methods of survey research. Students will learn the concepts of total survey error, sampling, modes of data collection, questionnaire design, validity of survey instruments, and computer-assisted interviewing techniques. Practical issues of conducting surveys and research ethics will be addressed, along with tools for evaluating and analyzing survey data.

**3. DEPARTMENT OF BIOLOGY****A. NEW COURSE**

**Course:** BIOL (431)/531: Ichthyology

**Rationale:**

This course has been successfully offered as BIOL 481/581 Special Topics: Ichthyology. The Biology Department would like to convert the proposed course to a permanent offering that will serve as a controlled elective for students majoring in Biology BA, BS, and BS - Ecology, Conservation, and Environmental Biology (ECEB) Track. The course proposal includes a significant writing component intended to better train students in scientific writing. The laboratory will introduce students to techniques used in aquatic environmental management field. As such, this course supports both the departmental and university strategic plans to better prepare IUP students for success.

**Summary:**

Course	BIOL (431)/531: Ichthyology
Credits	3
Prerequisite	BIOL 220 or instructor permission
Description	Introduces the biology, taxonomy, natural history, and conservation of freshwater and marine fishes. Examines the morphological and physiological adaptations that have allowed fish, the most diverse group of vertebrates, to thrive across a wide array of environments throughout the globe. Lab emphasizes field collection and identification of fish found in Pennsylvania and the Great Lakes region, but select representatives from other families are also covered. Critically evaluates published scientific papers related to fish biology, physiology, and evolution.

**4. DEPARTMENT OF EDUCATIONAL AND SCHOOL PSYCHOLOGY**

**A. COURSE REVISION ( Course number)**

**Course:** EDSP 811: Introduction to School Psychology

**Rationale:**

Students take this course during their first year of coursework, prior to earning their Master’s degree. Therefore, it should be listed as a 700 level course to accurately reflect the course sequence/progression of coursework.

	<b>Current Course Information</b>	<b>Proposed Course Information</b>
<b>Title</b>	EDSP 811: Introduction to School Psychology	EDSP 711: Introduction to School Psychology
<b>Description</b>	This course will introduce the participant to the profession of school psychology. The professional responsibilities of the school psychologist are explored in relation to ethical and legal aspects; state and federal litigation and legislation; dynamics and organization of regular and special education; issues in multicultural and exceptional children’s education; and the provision of assessment, placement, and intervention services in the public schools.	This course will introduce the participant to the profession of school psychology. The professional responsibilities of the school psychologist are explored in relation to ethical and legal aspects; state and federal litigation and legislation; dynamics and organization of regular and special education; issues in multicultural and exceptional children’s education; and the provision of assessment, placement, and intervention services in the public schools.

**5. DEPARTMENT OF ENGLISH**

**A. NEW COURSE**

**Course:** ENGL 756/856: Digital Literacy for the English Professional: A Domain of One's Own

**Rationale:**

Proposal of this course, which has been successful in the special topics format, reflects the interests and needs of graduate students in English who benefit from development of “productive” digital literacy skills. This supports their coursework, scholarship, and eventual teaching skills. This course provides an appropriate mix of theory and practice. It also benefits the program by helping students of varied backgrounds to achieve some common levels of fluency as they look towards further coursework in the doctoral program.

**Summary:**

Course	ENGL 756/856: Digital Literacy for the English Professional: A Domain of One's Own
Credits	3



Prerequisite	None
Description	Enables students to make professional choices by exploring the transformations of traditional conceptions of literacy as a consequence of the emergence of new media and digital networks. Fosters informed and critical production in the digital sphere, including how to control one's web presence; utilize web services and platforms; and compose and publish multi-modal projects. Facilitates literacy as a form of agency through workshops and projects. Satisfies the doctoral research skills requirement.

**B. NEW COURSE**

**Course:** ENGL 835: Research Design and the Craft of Writing

**Rationale:**

Exit interviews with students and surveys with former students, along with programmatic evaluation, demonstrated that the program needed a stronger sequence of research courses as part of our ongoing curriculum development. This course is being proposed as the final course in a four-course research sequence for the Ph.D. program.

The courses are:

ENGL 800: Research in Composition and TESOL

ENGL 815: Qualitative Research

ENGL 820: Quantitative Research

ENGL 835: Research Design and the Craft of Writing

**Summary:**

Course	ENGL 835: Research Design and the Craft of Writing
Credits	3
Prerequisite	ENGL 815; ENGL 820
Description	Presents students with the conceptual aspects of designing and conducting a research study. Addresses making critical choices concerning research questions, data collection, methods of measurements, and analysis. Focuses on professional-level, academic writing including writing for a dissertation and writing for publication. Includes a discussion of dissemination of research results and navigating the professional publication process. A practical application is attention to dissertation proposal development and addressing the processes, skills, knowledge, and general dispositions of the professional academic writer.

**6. DEPARTMENT OF GEOGRAPHY**

**A. PROGRAM REVISION** (Remove GRE requirement)

**Degree:** M.S. in Geography

**Rationale:**

Faculty have voted to remove this requirement for Admissions Criteria of the MS in Geography.

<b>Current Admission Criteria (Catalog Description)</b>	<b>Proposed Admission Criteria (Catalog Description)</b>
Admission Criteria  Students who enter the program usually hold a bachelor’s degree in geography or one of the social sciences. Persons with degrees in education, science, or business also may qualify and often find a degree in geography of value. Applicants must take the Graduate Record Exam before they will be admitted to pre-candidacy status.	Admission Criteria  Students who enter the program usually hold a bachelor’s degree in geography or one of the social sciences. Persons with degrees in education, science, or business also may qualify and often find a degree in geography of value.

**FOR INFORMATION:**

**A. The following were approved by the UWGC to be offered as distance education courses:**

NURS 744: Advanced Nursing Roles

**Appendix C**  
**Library and Education Services Committee**  
**Chair McLaughlin**

**FOR ACTION:**

**Proposed Changes to the IUP Acceptable Use of IT Resources Policy**  
**2016-17**

**IT Acceptable Use Policy**

**Purpose**

This policy addresses the use of information technology resources (IT resources) at Indiana University of Pennsylvania (“the university”). IT resources are intended to support the university’s instructional, research, and administrative operations.

**Scope**

This policy applies to all users of IT resources owned or operated by Indiana University of Pennsylvania. Users include students, faculty, staff, contractors, and guest users of computer network resources, equipment or connecting resources.

**Objective**

The objective of this policy is to create a framework to ensure that IT resources are used in an appropriate fashion, and support the university’s mission and institutional goals.

**Policy**

Use of the university’s IT resources is a privilege and signifies agreement to comply with this policy. Users are expected to act responsibly and follow the university’s policies and any applicable laws related to the use of IT resources. This policy provides regulations to assure IT resources are allocated effectively.

While the university recognizes the role of privacy in an institution of higher learning, and will endeavor to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned IT resources, except as required by law. For example, the university may be required to provide information stored in IT resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania’s Right-to-Know statute (65 P.S. §67.101 et seq.). Information stored by the university may also be viewed by technical staff working to resolve technical issues.

**Definitions**

**For the purposes of the IUP Acceptable Use of IT Resources Policy (AUP), IT resources include any device connected to the University computer network regardless of device ownership. IT resources also include all University-owned devices and all University-provided software**

systems regardless of what computer network is being used. This is inclusive of content transmitted over the University computer network by these devices.

Information Technology (IT) resources include, but are not limited to, all university-owned or operated hardware, software, computing equipment, systems, networks, programs, personal data assistants, cellular phones, fax, telephone, storage devices, cable television, input/output, connecting devices via either a physical or wireless connection regardless of the ownership of the device connected to the network, and any electronic device issued by the university. IT resources include all electronic media, voice, video conferencing and video networks, electronic mail, and related mediums such as blogs, wikis, websites, and electronic records stored on servers and systems.

## **Responsibilities**

### **Responsibilities of Users of IT Resources**

- Respect the intellectual property of authors, contributors, and publishers in all media.
- Protect user identification, password information, and the system from unauthorized use.
- Adhere to the terms of software licenses and other contracts. Persons loading software on any university computer must adhere to all licensing requirements for the software. Except where allowed by university site licenses, the copying of university-licensed software for personal use is a violation of this policy.
- Comply with federal, state, and local laws, relevant university personal conduct regulations, and the terms and conditions of applicable collective bargaining agreements. Applicable laws include, but are not limited to, those regulating copyright infringement, copyright fair use, libel, slander, and harassment.
- Become acquainted with laws, licensing, contracts, and university policies and regulations applicable to the appropriate use of IT resources. Users are expected to use good judgment and exercise civility at all times when utilizing IT resources, and respect the large, diverse community utilizing these resources in a shared manner.
- Understand the appropriate use of assigned IT resources, including the computer, network address or port, software, and hardware.
- Comply with the university's Use of E-mail as an Official Means of Communication Policy. Electronic mail should never be considered an appropriate tool for confidential communication. Messages can be forwarded or printed, and some users permit others to review their e-mail accounts. Message content can be revealed as part of legal proceedings. Finally, messages are sometimes not successfully delivered due to a technical issue requiring authorized IT personnel to review message content as part of the troubleshooting process.

### **Prohibited Uses of IT Resources**

- Providing false or misleading information to obtain or use a university computing account or other IT resources.

- Unauthorized use of another user’s account and attempting to capture or guess passwords of another user.
- Attempting to gain or gaining unauthorized access to IT resources, or to the files of another user. Attempting to access restricted portions of the network, an operating system, security software, or other administrative applications without authorization by the system owner or administrator.
- Interfering with the normal operation, proper functioning, security mechanisms, or integrity of IT resources.
- Use of IT resources to transmit abusive, threatening, or harassing material.
- Copyright infringement, including illegal sharing of video, audio, software, or data.
- Excessive use that overburdens or degrades the performance of IT resources to the exclusion of other users. This includes activities which unfairly deprive other users of access to IT resources or which impose a burden on the university. Users must be considerate when utilizing IT resources. The university reserves the right to set limits on a user through quotas, time limits, and/or other mechanisms.
- Intentionally or knowingly installing, executing, or providing to another a program or file on any of the IT resources that could result in the damage to any file, system, or network. This includes, but is not limited to computer viruses, trojan horses, worms, spyware, or other malicious programs or files.

**Procedures**

Violations of this policy will be reported to appropriate levels of administrative oversight, depending on the statutes and policies violated. Suspected violations of federal and state statutes and local ordinances shall be reported to the director of Public Safety (chief of campus police) for official action.

Non-statutory violations of the Acceptable Use Policy, such as “excessive use,” may be reported to the chief information officer, the associate vice president for Human Resources, the Office of Student Conduct, and/or the director of Public Safety (chief of campus police).

A university employee or student who violates this policy risks a range of sanctions imposed by relevant university disciplinary processes, including denial of access to any or all IT resources. He or she also risks referral for prosecution under applicable local, state or federal laws.

The University Senate—via the Library and Educational Services Committee—is responsible for recommending the university’s Acceptable Use Policy. Questions regarding the applicability, violation of the policy, or appropriate access to information should be referred to the chief information officer.

**Rescission**

- Computing Resources Policy
- Computer Software Policy
- E-mail Privacy Policy

**Publications Statement:**

This policy should be published in the following publications:

- Administrative Manual
- Student Handbook
- IUP Catalog
- IUP website

**Distribution**

- All employees
- All students
- All affiliates with access to IT resources at IUP

**Appendix D**  
**Research Committee**  
**Chair Gossett**

The University Senate Research Committee met on December 13, 2016. The first part of the meeting was devoted to committee business, while the latter reviewed small grant proposals. There were eight USRC small grant proposals. The decision was made to fund five, totaling \$5400.00.

The USRC funded projects by

- Dr. Nicholas Deardorff
- Dr. Ryan Beeken
- Dr. John Chripell
- Dr. Suneel Maheshwari
- Dr. Raymond Pavloski

Next meeting is Tuesday, Feb. 14<sup>th</sup> at 3:30pm, Stright 301.

**Appendix E**  
**Academic Affairs Committee**  
**Co-Chairs: Dugan and Witthöft**

**FOR ACTION:**

**1. Education Abroad Policy**

**POLICY STATEMENT**

Subject: <b>Education Abroad Policy</b>		
Date: <b>XXXXXX 201x</b>	Distribution Code: <b>(complete)</b>	Reference No:
Addition Deletion <input checked="" type="checkbox"/> New Item Revision	Originating Offices: - Provost's Office - Office of International Education	President's Approval

**Purpose**

This policy is to formalize the procedures utilized by IUP personnel (IUP students, alumni, and all IUP employees including recognized volunteers) when creating and/or participating in an official Education Abroad activity. This policy will allow IUP to govern and review its Education Abroad programs and practices to ensure their effectiveness and appropriateness.

**Scope**

This policy will assist IUP personnel with the process of developing and proposing Education Abroad experiences and planning international educational activities. As with any travel, a degree of risk is inevitable. This policy will implement safeguards to further mitigate the risk for participants, the university, IUP personnel and host programs.

The following do not fall under the scope of this policy:

1. IUP Personnel traveling as part of an official IUP Education Abroad activity without students
2. IUP Personnel traveling abroad for personal travel
3. IUP Personnel traveling abroad for purposes of professional development
4. IUP International students doing an internship in their home country

**Definition**

Education Abroad, is defined as any activity outside of the United States (non-credit or credit-bearing) undertaken by IUP personnel which contributes to the participants' academic development and, in most cases, towards an academic degree.

***Current IUP Education Abroad Options***

- **Faculty-Led**



- An international program directed by an IUP faculty or staff member who leads students abroad. Typically, 2-8 weeks in duration.
- May include many different types of programs, including, but not limited to traditional semesters, travel seminars and field studies.
- **Traditional Semester, Year-Long and Summer Programs**
  - Crimson Exchanges – Bilateral exchanges with IUP international partners
  - Study at IUP-approved third-party providers
  - Independent Study Abroad (direct enrollment at an international university or via an alternative U.S. institution or third-party provider)
- **Travel Seminar**
  - A program in which students travel to many different cities/countries and receive instruction in each location, often regarding a unifying topic. Examples include shipboard education programs or European cultural studies tours.
- **Field Study**
  - An education abroad experience whose pedagogy revolves around experiential study outside the classroom setting with varying duration. Examples include:
    - **Service-Learning:** The pedagogical focus is placement in an activity that serves the needs of a community.
    - **Internship Abroad (also, Externship, Practicum, Practical Training, Coop):** A work abroad placement, usually connoting work with professionals, with a primary purpose that is educational. An internship program may be offered for the experience in its own right, or it may be combined with coursework and offered within the context of a study abroad program for academic credit.
    - **Research:** A subtype of field study program in which the main focus is research conducted by participating students which includes but is not limited to field schools, studios, competitions, and conference participation.
    - **Volunteer:** A noncredit placement allowing the participant to engage with the local community in a structured but unpaid capacity (some programs may provide a stipend). Although this term is often used interchangeably with service-learning, it differs in that academic credit is not awarded and there is typically less structured learning.

### **Policy**

All Education Abroad undertaken by IUP personnel under the auspices of IUP, whether credit or non-credit bearing, must be vetted and processed through the Office of International Education (OIE).

### **Roles and Responsibilities**

#### **IUP Students:**

All IUP students will contact the OIE to prepare for their international experiences optimally, not less than the semester before departure. OIE staff will assist each student based upon time, location, duration, course of study, etc. Students will follow the requirements of the OIE

application process and any other necessary documents associated with their applications to IUP education abroad as directed by the OIE, academic advisors and other associated personnel.

Students will also be responsible, under the guidance of the OIE staff, to secure any required travel documents (passports, visas, residence permits, etc.).

All non-IUP students will be responsible for the necessary paperwork associated with the “State System of Higher Education Visiting Student Status” application.

All students participating in any international program will be responsible for communication using their IUP email address.

Transfer of credits will be handled by the OIE and the Office of Transfer Services.

All students will be responsible for following program-specific code of conduct as related to student behavior. Violations of this code may result in referral to IUP’s Office of Student Conduct.

All registration and financial issues will be handled by the appropriate IUP offices: OIE, Bursar, Accounts Payable, Accounts Receivable, Financial Aid, Registrar, Office of Extended Studies, and Foundation for IUP, as applicable.

The OIE and the IUP Office of the Provost have final decision regarding application status and requirements.

For IUP students who violate the policy, the following may be withheld or adversely affected:

- Transfer of credits
- Award of financial aid
- OIE fees associated with international travel retroactively added to account

Disciplinary and legal action may be taken, as appropriate.

### **IUP Employees:**

IUP employees will contact the OIE to prepare international experiences falling under the auspices of IUP and involving IUP personnel. OIE staff will assist based upon the type of program being proposed.

IUP employees leading a group abroad will be required to follow the OIE procedures. These requirements include but are not limited to:

- Submit proposal for IUP Faculty-Led Education Abroad
- Once approved by Chair, Dean, OIE, and Provost, design web presence for program with OIE staff
- Complete OIE paperwork:
  - Verify each student’s completion of IUP Education Abroad Application
  - Provide detailed information concerning:
    - final travel itinerary
    - final list of student participants
    - contact phone number for every day abroad (understanding that hotels and locations may change frequently in some cases)

- list of transportation companies and accommodations to be used (airlines, buses, ferries, hotels, hostels, etc.)
- list of host families and their contact information, if applicable
- list of proposed emergency procedures
- Maintain contact via IUP email and other agreed upon means
- Complete appropriate export paperwork
- Complete fiscal procedures
- Follow all IUP and Commonwealth of Pennsylvania policies and directions regarding fundraising

For IUP employees who violate the policy, the following may be withheld or adversely affected:

- Travel reimbursement
- Opportunity to lead future international programs
- Management of designated account
- IUP Travel Card privileges
- Future IUP travel funds

Disciplinary and legal action may be taken, as appropriate.

**Office of International Education:**

The OIE will facilitate all Education Abroad opportunities for IUP personnel and provide guidance, support and troubleshooting during all phases of such programs which include but are not limited to:

- Development Brainstorm program details (locale, duration and course(s)), outreach to IUP partners and affiliates, develop a program fee and budget, establish deadlines, scholarship opportunities, etc.
- Application Process Develop a marketing plan and program details, customize electronic application, interview students, confirm completion of application and compliance with required documentation, registration, billing, submit materials to IUP overseas partners and affiliates, etc.
- Pre-Departure Orientation program including preparation for overseas experience: academic expectations, safety, security, risk mitigation, visa applications, student conduct, etc.

- In-Country Point of contact for any emergencies (health, natural disasters, financial, student conduct, political turmoil, etc.)
- Re-Entry Point of contact for receipt of original transcripts, hold event for returned students, assist students with re-entry culture shock issues, resources for future/post-graduation Education Abroad opportunities, graduation cords and certificates, etc.

**Procedure:**

For more information about specific procedures, consult the OIE’s webpage at <https://www.iup.edu/international/>

**Rescission:**

Not applicable.

**Publication and Distribution Statement:**

This policy will be distributed directly to IUP students and employees. It will also be posted on the Office of International Education’s website and posted annually on the IUP Daily.

**Distribution:**

Code Description

- A All Employees
- All Students

The Education Abroad policy is brought forward as a new policy for approval. The policy provides for tracking of participants, which is particularly imperative in times of emergency, and/or need for repatriation.

**2. Timely Completion of Degree Requirements**

**ORIGINAL**

**Timely Completion of Degree Requirements**

The minimum total credit requirement for a baccalaureate degree at IUP is 120. Students who enroll in degree programs that require more than 120, or who seek the added benefit of a double major, minor, or specialized program, or who change majors should plan their sequence of courses carefully with an advisor. Such students should be alert to the possibility that they may need to carry a heavier-than-average class load to complete the degree in eight semesters. In some situations, summer work or an extra semester may be necessary. The need to enroll in remedial or other preparatory course work or to repeat courses may also affect progress toward a degree.

## **REVISED – FOR ACTION**

### **Timely Completion of Degree Requirements**

The minimum total credit requirement for a baccalaureate degree at IUP is 120. Students who enroll in degree programs that require more than 120, or who seek the added benefit of a double major, minor, or specialized program, or who change majors should plan their sequence of courses carefully with an advisor. Such students should be alert to the possibility that they may need to carry a heavier-than-average class load to complete the degree in eight semesters. In some situations, summer work or an extra semester may be necessary. The need to enroll in remedial or other preparatory course work or to repeat courses may also affect progress toward a degree.

**Rationale:** Review found the policy to be accurate and effective as is. No changes recommended.