# IUP Graduate Handbook

## Master of Science in Safety Sciences

Department of Safety Sciences

Handbook Updated 2022-2023

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# Department of Safety Sciences

The Department of Safety Sciences was established in 1971 to conduct professional programs in safety management. The program evolved into Safety Sciences in the 1980s, and the Master of Safety Sciences degree was added in 1983.

## Mission Statement and Program Objectives

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

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

## Faculty and Staff

| Faculty Member | Office | Phone Number | E-mail Address |
|---|---|---|---|
| Dr. Laura Rhodes | | | |

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

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

# Financial Assistance

## Graduate Assistantships

Each year, the Department of Safety Sciences is allocated funds that can be used to award a limited number of Graduate Assistantships. Graduate Assistants hired with funds allocated to the MS in Safety Sciences program are primarily on-campus positions, as the need for on-line graduate assistants is rare. Assistantship awards are based upon academic achievement, academic honors, and prior experience that would be beneficial to complete work required by faculty members. To be considered for a graduate assistantship, the following requirements must be met:

1. Admission to the School of Graduate Studies and Research following the procedures outlined in the Catalog,

2. Submission of a GA application to the Department of Safety Sciences will be required. When new Graduate Assistantships are available, the Safety Sciences Graduate Coordinator uses email to inform current students and reaches prospective MS in Safety Sciences students by using the information available on CRM irecruit.

Purpose of the Graduate Assistantship Program

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

Eligibility for Graduate Assistantships

1. Admission and acceptance into the program is required. It is not possible to award an assistantship until the applicant has been officially admitted to an academic program. All GAs must have completed the School of Graduate Studies and Research admission process.

2. Social Security Card is required. All graduate assistants (GAs) must obtain a Social Security card in order to be employed at the university.

4. Commitment to a binding contract is required. Anyone seeking a GA position must view the contract as a binding commitment, sign the contract, return it to the School of Graduate Studies and Research (at the very latest) by the deadline indicated in the letter of agreement, and comply with all of the terms set forth in the

## Academic Advisement

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

Course Registration – Students will 'My IUP' for scheduling classes and accessing grades. 'My IUP' can be accessed from the University webpage. Your banner identification number is assigned to you upon acceptance to the university and is used when scheduling courses.

Registration for all classes is the responsibility of the student. You must complete the registration process before the start of IUP's semester to avoid paying a late fee. View the IUP Academic Calendar for important dates: www.iup.edu/news-events/calendar/academic/

Your Advisor will send your four-digit Alternate PIN to your IUP email address prior to each registration period.

## Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html
Office of Student Billing: https://www.iup.edu/student-billing/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
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: www.iup.edu/parking/
University Policy: www.iup.edu/police/ |724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

## 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 y a**

## 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

**Thesis Option**

Students planning to pursue an advanced degree beyond the Master's degree should seriously consider taking the thesis route. Students can use 6 hours of thesis supervision towards their electives in the program. The procedures, registration policies and various deadlines for pursuing a thesis can be found on the Graduate School website.

The decision to write a thesis should be made early in a student's program of study. Master's degree students in Safety Sciences are required to formally defend their theses.

**Degree Requirements**

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

Transfer Credits: A student may transfer graduate credits from another institution, with Department approval, up to one-third (1/3) of the required credits for the graduate student's program at IUP.

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

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

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

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

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

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

## Evaluation of Students

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formal IRB approval letter prior to beginning research. The CITI training can be accessed at http://www.iup.edu/irb/irb-training/

## Evaluation Outcome for Dissertation and/or Thesis

Thesis Defense Department Protocol:

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

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

**For students admitted after Fall 2017** – 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.

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

For more information, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

## University Policies and Procedures

**University policy is the baseline policy.**

# Research

**Online Course Technical Support**

The Master of Science in Safety Sciences program delivers all of the courses online. Technical support for online courses and computer requirements are provided through the University IT Support Center. Prior to the start of an online course, the professor will send students a letter with the course requirements and textbook information. When a student registers for an online course, they will be provided with a course day and time. The day and time is the chat session in which all students in the course and the professor log into the online course system. Attendance in the chat sessions is mandatory and part of the course grade.

**Resources**

**Stapleton Library**

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

**University Computer Facilities**

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

**Jones White Writing Center**

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Further information may be obtained in 106 Pratt Hall. IUP Parking Permits In order to obtain an IUP parking permit decal, you must take your IUP I-Card, which must indicate you are a graduate student, to the Campus Police Office, located at 850 Maple Street, University Towers. The parking office is open 7-

# Appendices

# Appendix A: Deficiency Clearance Procedures

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

**Math and Science:**

Students must be able to demonstrate competency in math, chemistry, and physics. This can be addressed through successful completion of the following:

College Algebra (MATH 105). This must be completed prior to taking SAFE 605 and SAFE 660. Equi (i)-6 ( b)-0.6 (e  (5)-2.2 S)BDC-

## Appendix B: Graduate Course Descriptions

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

Examines ethical and legal issues faced by practicing safety professionals. Students identify and evaluate these issues in terms of their own value system, as well as legal and prudent practice within the safety, health, and environmental profession. Case studies and anecdotal presentations are used to examine common issues and to prepare the students for their potential roles as expert witnesses in various forms of litigation. Specific reference is made to participation of the safety professional in workers' compensation cases, Occupationas anh 6c l-3.1 (e)2. (o)-1 (u)2.47 (h)-3.s bsdp3-2.4ft icaicatm,ee s'8 (ns)-i.4 (io)-3.1 (na)-1.9 (l in1 ( t)-3.8 (h)

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