



IUP Graduate Handbook

Master of Science in Safety Sciences



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Introduction

Welcome!

It is our honor to welcome you to the M.S. in Safety Sciences program at IUP. This handbook has three objectives. The first is to act as a supplement to the official IUP Graduate Catalog. This handbook is intended to augment the university-wide policies and School of Graduate Studies and Research (SGSR) policies. Most importantly, the handbook provides additional clarification of university policies and SGSR regulations that are of particular concern to master's degree students in Safety Sciences.

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

Finally, the handbook makes available, early on, suggestions regarding the process of being, and demands upon, a student in a master's degree program. The in3 (n)-0.7H(a)-3.Ti.6 (1lf (e)-317T3.3 (s)-4.3 (e)-6 ()10. .4 (t

Student Conduct and Student Rights

<https://www.iup.edu/studentssupportandstandards/policies/index.html>

www.iup.edu/gradcatalog

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

The Department of Safety Sciences is committed to providing a high quality education in safety management. The program is designed to prepare students for careers in safety management and to provide them with the knowledge and skills necessary to succeed in this field.

Work Duties, Hours, and Terms of Employment

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

Graduate Assistant Conduct

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

GAs are expected to act in a professional manner.

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

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

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

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

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

Links to additional resources are provided here:

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

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

SAFE 623 Advanced Safety Administration SAFE 630 Pollution Control
SAFE 773 Disaster Preparedness
SAFE 795 Thesis Supervision (6 credit hours)

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

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

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.

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

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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: www.iup.edu/gradcatalog

University Policies and Procedures

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

Academic Calendar

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

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

Academic Good Standing

Academic Integrity

Bereavement-Related Class Absences

Continuous Graduate Registration for Dissertatendar

and textbook information. When a student registers for an online course, they will be provided with a



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 poten

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

SAFE 667

knowledge and skills acquired in the program course work. Co-requisite: Concurrent registration in SAFE 602.

SAFE 681 Special Topics 3 cr.

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

SAFE 699 Independent Study 3 cr.

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

