

IUP Graduate Handbook

Student Affairs in Higher Education

Department of Student Affairs in Higher Education

Master of Arts in Student Affairs in Higher Education
Department of Student Affairs in Higher Education
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Program Website: <http://www.iup.edu/sahe>

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Campus

INTRODUCTION

Welcome

Dear Students,

Welcome to SAHE! I hope you will have a rewarding and successful academic year. The SAHE faculty and I are here to support your success as a member of the IUP SAHE community. To that end, we want to ensure that you know how to locate the wide variety of resources available to you and that you are aware of and have easy access to the policies and regulations that pertain to you as a student.

During your time as a SAHE student, you will get to know your faculty advisor. Your advisor will assist you in many ways including facilitating your registration,



IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Affirmative Action

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.

Title IX Reporting Requirement

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

Student Conduct and Student Rights

Amendments of **Standards and ~~Student Rights~~ **Student Rights**** 

Department of Student Affairs in Higher Education History

The SAHE program has a rich history, one which has seen continual growth and numerous changes

1. Foundation studies(history of higher education and student affairs functions)
2. Professional studies(student development theory, student characteristics, the effects on college students of individual and group interventions, organization and administration of student affairs, and assessment, evaluation, and research).
3. Supervised practice(supervised work involving at least two distinct experiences totaling approximately 300 hours).

Faculty and Staff

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Admission

To apply to the Student Affairs in Higher Education program, please complete the [Graduate School Application](#).

You will submit the following materials as part of your graduate school application:

- x Official college transcript(s) (minimum GPA of 2.8, 3.0 preferred)
- x A current résumé
- x Statement of Interest in student affairs is typically 2–3 double spaced pages and should address the following questions:
 - o What motivated you to pursue a career in student affairs?
 - o What are your professional goals related to student affairs?
 - o How may your personal knowledge, skills, and experiences positively contribute to the SAHE program?
- x Contact information for two recommenders who must fulfill the following requirements:
 - o A faculty member to communicate your academic strengths and speak about your ability within the classroom (ideally a faculty member within your major or with whom you have had several classes).
 - o A professional (preferably within student affairs) who can speak to your student affairs and professional experience.

For questions regarding the graduate school application and the submission of these materials, please contact Graduate Admissions at 724 357 2222 or graduate_admissions@iup.edu.

For more information, visit Graduate Admissions: www.iup.edu/admissions/graduate/.

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

Graduate Assistantships

- x Balance classroom learning and practical experience A primary component of a strong student affairs program is its ability to balance classroom learning with practical experiences and to support its students through providing various graduate assistantships.
- x At least 90 percent of our students hold assistantships SAHE is proud that more than 90 percent of its students hold assistantships at IUP or at neighboring institutions. Most assistantships are offered as a two year commitment, following a successful first year review; however, some graduate assistantship contracts are for one year. Assistantships are awarded based upon undergraduate experiences and credentials, practitioner recommendations, and successful interviews. Students who have been fully accepted into

the program and qualify for an assistantship will be invited to participate in SAHE's prospective student [Visitation and Assistantship Interviews](#). Details on the visitation will be made available in January.

Supervisors who host a SAHE graduate assistantship and whose position will become vacant for the following year will interview prospective students at the visitation/interview day. The awarding of those positions will begin within a few weeks of the visitation and will continue for several months until all positions are filled.

Additional information is available at:

- x http://www.iup.edu/admissions/graduate/financialaid/assistantships_and_scholarships/
- x Office of Financial Aid: www.iup.edu/financialaid/

Graduate Assistantship Policy

The SAHE Program is SAHE's SAHE's

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Access and Advising: 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/
Military and Veterans Resource Center: www.iup.edu/veterans/resource_center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724 357 2141
Crisis Intervention 24/7 Hotline: 1 877 333 2470
Student Registration: www.iup.edu/registrar/students/registration/

IUP Email

IUP offers an email account to all active students. **Your IUP email** adG(9uR1u9)Tj0BE21Tf3.23290TD0Tc0052.238



M.A. in Student Affairs in Higher Education

The Department of Student Affairs in Higher Education (SAHE) houses one graduate program, offering the M.A. degree in Student Affairs in Higher Education.

The SAHE program is designed to prepare graduate students for employment in higher education in entry level or mid management student affairs positions, dependent upon their previous experiences. Graduates will fill professional positions in two and four year colleges and universities in areas such as admissions, housing and residence life, student development programs, student activities, financial aid, career planning and development, and academic advising or other program areas.

Under the guidance of student affairs faculty and practitioners, requisite knowledge will be acquired through a balance of academic and practical experiences which stress critical thinking and encourage the development of professional behavior. Students will develop a broad range of skills, in depth knowledge, and the ability to apply concepts and skills as effective practitioners. The program is organized in cohort groupings of students enrolled in a curriculum offering foundational and theory courses in the first year and application courses in the second year.

PROGRAM REQUIREMENTS

SAHE Required Courses (33 credits)

- x SAHE 621: History of Higher Education in the United States
- x SAHE 624: Student Affairs Functions in Higher Ed.
- x SAHE 625: Student Development in Higher Education I
- x SAHE 631: Student Development in Higher Education II
- x SAHE 634: Assessment & Evaluation in Student Affairs
- x SAHE 731: Practicum in Student Affairs
- x SAHE 731: Practicum in Student Affairs
- x SAHE 733: Management of Organizational Behavior
- x SAHE 735: Individual & Group Interventions
- x SAHE 737: American College Student
- x SAHE 740: Contemporary Issues in Higher Ed.

Non Thesis Option (9 elective credits total)

Thesis Option (9 credits total)

- x GSR 615: Elements of Research
- x SAHE 795: Thesis (3 Credits)
- x SAHE 795: Thesis (3 Credits) OR SAHE Elective

Please refer to the SAHE Program Planning Guide for more information about the specific requirements regarding electives. The guide is available from your advisor or is located on the SAHE D2L Resources site.

Academic Advising Certificate

The Graduate Certificate in Academic Advising is designed for individuals interested in working in academic advising in higher education institutions. The certificate provides specialized, hands on training and specific strategies in academic advising for college students.

Completed in just 12 credit hours, the Academic Advising certificate program is offered in hyTc[(Academi)5.6(c)]TJ.

SAHE 735 INDIVIDUAL AND GROUP

SAHE 648 — STUDENT SUCCESS IN HIGHER EDUCATION

3 Credits

This course explores the concept of “student success” and experiences that are noted to lead to success, as defined more broadly than simply high grades in college. Emphasis is on high impact practices and the needs of various student populations that can be addressed through higher education and student affairs professional work, leading to student success.

SAHE 698 INTERNSHIP

3 Credits

A supervised study and/or work experience of at least 150 hours with an institution of higher education or an appropriate professional association determined individually between the student and the supervising faculty student

Evaluation of Students

Comprehensive evaluation of SAHE students will occur in their final semester of the program and through completion of a portfolio framed by the ACPA NASPA Professional Competencies for Student Affairs Educators

Degree Completion

SAHE Portfolio

The purpose of the portfolio is to document SAHE student learning opportunities that demonstrate professional competence in areas identified by the two primary student affairs professional organizations as critical to professional success (ACPA & NASPA, 2015, 2016). The portfolio also allows the student to reflect upon those learning opportunities and becomes a rich and vivid record of student performance, ability, and potential.

Primary direction on the creation of the portfolio will be provided by the student's academic advisor (for the resume and philosophy statement) and the instructors for SAHE courses in which all other elements are completed.

- ~~B~~ ~~B~~

- x Current resume (1-2 pages)
- x Statement of Philosophy of the Student Affairs Profession (2-3 pages)
- x Learning Narratives (based on the ACPA and NASPA's (2015 & 2016) ~~B~~
~~B~~ ~~A~~ ~~D~~ ~~B~~ ~~A~~ ~~B~~ and ~~A~~ ~~B~~
~~B~~ ~~B~~

Students must satisfactorily complete resume and philosophy statement (with their advisor) and the learning narratives for each competency of the portfolio (per instructors) in order to pass the SAHE 740 course and to

implementation early in the second year. The thesis committee will consist of three faculty members including the student's thesis committee chair. Students who plan to write a thesis are expected to attend the thesis discussion meeting in the fall of their first year.

Thesis Timeline

The SAHE department will provide students interested in the thesis option with a detailed timeline to give them a sense of the process. The timeline may vary depending on the topic, the nature of the study, and guidance from the student's thesis committee and committee chairperson.

The general timeline is:

First year in the program

- Initiate a meeting with SAHE faculty members to explore your interest
- Enroll in research class (GSR 615) and plan when thesis credits will be taken
- Establish a committee chair and a thesis committee (minimum of three, including a thesis chair)
- Prepare a Research Prospectus for and schedule a meeting with committee to review, discuss, and approve continuation of the process

Second year in the program

- Submit draft of the Research Proposal (Chapters 1-3) to thesis chair and committee for review
- Submit signed Research Topic Approval Form (RTAF) to Graduate School
- Submit Human Subjects Review Protocol to the IUP Institutional Review Board before collecting data
- Conduct Thesis Defense meeting
- Submit draft copy of defended thesis to graduate school for review

For more information, refer to the IUP Thesis and Dissertation [manual](#).

Evaluation Outcome for Thesis

Evaluation of the thesis occurs at the thesis defense meeting. The student's thesis committee will decide whether the thesis passes, passes with minor revisions, passes with major revisions, must be revised and resubmitted, or

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 Dr. John Mueller 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

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~~

Time to Degree Masters/Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time 1Tf2.058844Tf.829560TD0Tc0372Tj/TT1512Tf.30480TD.0005

Research

There are a variety of resources available to IUP graduate students to support their research and scholarship efforts. Many resources, for all graduate students, can be found at the following sites:

- x Research at IUP <https://www.iup.edu/research/> which contains links to resources

as well as participation in and organization of various charity events. All students are strongly

Department/Program Awards

The S. Trevor Hadley Scholarship Outstanding Student Award

This award was established in recognition of Dr. S. Trevor Hadley who served students at IUP for 34 years. During his tenure, he was Dean of Students and then Vice President of Student Affairs and through his leadership was instrumental in the founding and development of the Student Affairs in Higher Education master's program. Each year, one recipient of the S. Trevor Hadley Scholarship is selected. The award goes to that student who both excels in the classroom and who demonstrates commitment to students, to the program, to the profession, and to the universities with which they are affiliated during their graduate program. The recipient represents the overall best student in the program for that student's tenure in the program and

nominated by anyone familiar with their professional experience and contributions. A cover letter, vita or résumé, and any letters of support should be submitted with the nomination. The nomination deadline is in early spring semester and the award recipient, selected by a committee comprised of SAHE faculty, current SAHE students, and a SAHE alum, will be announced during the spring semester. All nominees must be current student affairs professionals and alumni of the SAHE department for at least five years.

Get Involved! SAHE Student Leadership Award

The Get Involved! SAHE Student Leadership Award is presented annually to one first year Student Affairs in Higher Education student at Indiana University of Pennsylvania. The award is announced by Tom (SAHE '05) and Erin Baker annually each spring. The student must be enrolled full time in the SAHE program and be in her/his first year in the program. The selection committee will be looking for nominees who have a sincere interest in enhancing the SAHE community, who are making a difference within the campus on which they work, and also have made a positive difference through outside of work involvements. The winner will display an enthusiasm and passion for assisting others from a diverse assortment of backgrounds. The nomination deadline is in early spring semester. A short essay and resume should be submitted with the nomination. Students can self nominate for this award.

Appendix

2020 2021 IUP SAHE Calendar

Important University and Program Deadlines

Graduation Application	May 1 for May	August 1 for August	Dec. 1 for December
Non IUP Practicum Site Processing Form	Spring—November 1	Summer—March 15	Fall—July 1
SAHE 731 Practicum Proposal	Fall—August 1	Spring—December 1	Summer—April 11

Fall Semester 2020

- x August 24 (Monday) Classes Begin; SAHE Kick Off (Zoom)
- x August 31 (Monday) Labor Day (No classes)
- x September 10 (Thursday) Application Deadline for Nancy Newkerk Scholarship (Class of 2021)
- x November 23 27 Thanksgiving Recess (No classes)
- x November 30 (Monday) Classes Resume
- x December 7 (Monday) Last day of classes
- x December 8 11 Final Exams
- x December 12 (Saturday) Commencement

Winter Semester 2020 2021

- x December 17 (Thursday) Classes Begin
- x January 8 (Friday) Classes End

Spring Semester 2021

- x January 19 (Tuesday) Classes Begin
- x TBA SAHE Visitation/GA Interviews (HUB)
- x March 8 12 Spring Recess (No Classes)
- x March 13 17 ACPA Convention (Virtual)
- x March 17 26 NASPA National Conference (Virtual)
- x March 25 28 The Placement Exchange (Virtual)
- x March 29 (Monday) Nomination Deadline for the S. Trevor Hadley Outstanding Student Award
- x April 5 (Monday) Nomination Deadline for Get Involved! Award
- x April 30 (Friday) Deadline to Apply for Graduation
- x May 3 (Monday) Last day of classes
- x May 4 7 Final Exams
- x May 6 (Thursday) SAHE Banquet (tentative)
- x May 7 (Friday) IUP Graduate Commencement

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this Student Affairs in Higher Education student handbook.

_____ [please initial] I understand my Department Chair is a