Indiana University of Pennsylvania

IUP Graduate Program Handbook M.Ed. in Literacy/

Reading Specialist Certification

Department of Professional Studies in Education

Handbook Updated 2019-2020

M.Ed. in Literacy/Reading Specialist Certification Program

Department of Professional Studies in Education
570 S. 11th Street, Indiana, PA 15705
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Program Website: http://www.iup.edu/pse/grad/literacy-med-reading-specialist-certification/

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<p style="text-align:center">**WELCOME**</p>

Welcome to the M.Ed. in Literacy/Reading Specialist Certification Program at Indiana University of Pennsylvania. This program is nationally recognized by the International Literacy Association (ILA). ILA's Standards for the Preparation of Literacy Professionals (2017) guide the program; they can be found at https://www.literacyworldwide.org/get-resources/standards/standards-for-reading-professionals . Upon successful completion of the program and passing the Praxis Reading Specialist exam, candidates are eligible to be certified as Reading Specialists in Pennsylvania. This performance-based program is centered on ILA standards and is grounded in literacy theories, research, and instructional practices. The program is connected with the IUP Literacy Center to provide candidates with authentic experiences in individualized assessment, diagnosis, and instruction for children with literacy-related needs. The program faculty look forward to working with you.

Indiana University of Pennsylvania

Founded in 1875, Indiana University of Pennsylvania draws its approximately 13,000 students from nearly every state and from scores of foreign countries. Located in the foothills of the Allegheny Mountains, IUP is the largest of the fourteen universities in the Pennsylvania State System of Higher Education and the only one that grants doctoral degrees. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college.

IUP is classified as a Carnegie Doctoral/HSS University (Doctoral, Humanities/Social Sciences dominant) with over 2,000 graduate students in more than fifty graduate programs. IUP students enjoy traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship. With its original 1875 building standing at the heart of its campus, Indiana University of Pennsylvania has a long tradition of academic excellence. In addition to the Pennsylvania State System of Higher Education, IUP is a member of the Council of Graduate Schools.

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 Department of Professional Studies in Education (PSE), housed in Davis Hall on the IUP campus, offers several undergraduate and graduate programs in education at main campus and at other locations such as Monroeville and the Dixon Center in Harrisburg. The PSE Department is part of the College of Education and Educational Technology. As one of the many educator preparation programs at IUP, this program is committed to meeting the standards of the Council for the Accreditation of Educator Preparation (CAEP).

Mission Statement and Program Objectives

The Master of Education in Literacy and Reading Specialist Program is designed to prepare practitioners who:

- Demonstrate knowledge of theoretical underpinnings of literacy instruction, historical trends, and current evidence-based literacy practices.

- Demonstrate ability to assess literacy skills and design programs to meet students' strengths and needs.

- Display positive dispositions toward literacy, teaching, and fulfillment of students' literacy potential.

- Demonstrate the ability to be reflective literacy professionals, who collaboratively with colleagues and advocate on behalf of teachers, students, families, and communities.

Faculty and Staff

All full-time faculty members have doctoral degrees in education. Faculty members with reading specialist certification and teaching experience supervise Practicum activities with children and adolescents. The PSE Office is staffed by an administrative assistant and student workers. The office may be reached by calling (724) 357-2400. The fax number is (724) 357-2961.

Program Coordinator:

Dr. Julie Ankrum
Dept. of Professional Studies in Education
303 Davis Hall
570 S. Eleventh St
Indiana University of Pennsylvania
Indiana, PA 15705
Phone: 724-357-2400
E-mail: julie.ankrum@iup.edu

Admission

Students seeking admission to the Master of Education in Literacy and Reading Specialist Program must meet the following criteria:
- Hold a Bachelor's degree from a regionally accredited college or university.
- Be certified in teaching.
- Have a minimum undergraduate GPA of 3.0 (on a 4.0 scale) or commensurate with requirements of the Pennsylvania Department of Education.
- Be admitted to the School of Graduate Studies and Research (SGSR)

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

International applicants should refer to the information found on this website: Admission Requirements for International Graduate Students:
http://www.iup.edu/admissions/international/requirements/graduate/

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

Apply online at www.iup.edu/admissions/graduate/. Applicants may contact Admissions for more information on the application process.

To complete the application process, applicants must:
- Submit official transcripts from every college or university attended, including those institutions from which a degree was not obtained. Transcripts must be sealed by the registrar and remain sealed until their arrival at Admissions. These can be sent directly from the Registrar's Office or included with your application materials. IUP undergraduates are not required to submit official transcripts for degree(s) earned at IUP.
- Submit at least two letters of recommendation that address your potential for graduate study. Letters of recommendation may not be obtained from the program coordinators.
- Submit a 250-300 word goal statement indicating career and academic goals. The goal statement serves as a sample of professional writing and, thus, is an important part of the application.

- Submit a copy of his or her teaching certificate. For undergraduate students who are currently student teaching, please submit a copy of the Act 36 letter. This letter will be accepted provisionally until the teaching certificate is received and submitted to Admissions.
- Submit the non-refundable application fee.

Recommended Dates for Application

Applications are accepted on a rolling basis. It is recommended that students who want to attend as full-time students should apply by February so that they can register for fall and summer classes in March. Students who want to attend as part-time students can apply in any semester, but should allow 4-6 weeks for the admission process, and should be prepared to register for spring semester in October and for fall and summer in March. Upon admission, students should contact their advisor for recommendations about which classes to schedule.

Financial Assistance

Graduate Assistantships

Students may apply for a part-time (10-hour) or full-time (20-hour) graduate assistantship. Students should indicate their interest in a graduate assistantship position by checking the box in the program application and also contacting the program coordinator for a departmental graduate assistantship application. Information about graduate assistantships may be found at: *http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/*

Financial Aid

The website for the Office of Financial Aid is: *www.iup.edu/financialaid/*

Academic Advisement

The program coordinator serves as the advisor for students enrolled in the M.Ed. in Literacy/Reading Specialist Certification Program. The advisor will provide guidance on courses that should be taken each semester, according to students' full-time or part-time status. Students should take an active role in the advisement relationship through communication with the advisor, timely registration for classes, and responsiveness in submitting required documents and other information as needed (e.g., clearances, electronic portfolio, handbook verification form).

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- 2470

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

Master's Program

Course Requirements and Program Sequence

Students seeking a Master of Education in Literacy/Reading Specialist Certification are required to complete 30 semester hours. Students seeking certification as reading specialists must complete a minimum of 27 semester hours.

Courses are offered in the following semesters, and certain courses have prerequisites. Prerequisites may be waived for full-time students. Note: Courses marked with an asterisk are the courses required for the Reading Specialist certification.

Fall Classes:

LTCY 600*   Foundations of Literacy Instruction
LTCY 644*   Writing Development and Instruction (LTCY 600 is a pre- or co-requisite)
LTCY 635*   Differentiated Literacy Instruction to meet the Needs of All Learners (LTCY 600 is a
                      pre- or co-requisite)

Spring Classes:

LTCY 607*   Diverse Texts for Literacy Instruction
LTCY 698*   Analysis of Research in Literacy
LTCY 701*   Assessment and Acceleration (LTCY 600 is a pre- or co-requisite; recommended the
                      spring prior to LTCY 770)

Summer

LTCY 648   Creativity and the Elementary School Child (an elective)
LTCY 702*   Reading and Writing in the Content Area (LTCY 600 is a prerequisite)
LTCY 705*   Organization and Administration of Reading/Writing Programs (taken after/with
                      LTCY 600, 644, 607, 698, 701, 702)
LTCY 770*   Practicum and Seminar for Reading Specialists
                      (taken after LTCY 600, 644, 607, 698, 701, 702, 705)

Certificates and/or Certification and/or Licensure

All students in the M.Ed. in Literacy/Reading Specialist Certification (and Certification Only) programs are required to take the Reading Specialist Praxis exam and submit test scores to LiveText. Students who meet the coursework, GPA, and testing requirements are eligible to apply for Pennsylvania Reading Specialist certification through the TIMS system.

Students seeking reading specialist certification are required to achieve passing scores on the Praxis test for Reading Specialists. Scores should be submitted to LiveText one semester prior to graduation as evidence of meeting ILA Standard 1. The best time to take the test is the semester that the student takes Practicum. All students should review previous course material before taking the test. To gain information about the test, go to the ETS website: www.ets.org
Follow these steps:
- Under "Tests" in the middle of the page, click on PRAXIS.
- Under "For Test Takers" in the middle of the page, click on PREPARE FOR A TEST.
- Using the drop down list for "Select a Test;" find and click on READING SPECIALIST.

- Under "Free Test Preparation," click on TEST AT A GLANCE.
- On the left, you will find more information about the test, including sample test questions.

Teacher Information Management System (TIMS)

The Teacher Information Management System (TIMS) is a PDE application process designed to replace the Teacher Certification System (TCS) and provide online educator certification services.

Step One – Log-on to your TIMS account through the PDE website.
•You may already have an education website login established.

Step Two – Entering a Certification Request
1. Log In to the TIMS website.
2. From the TIMS homepage, or "dashboard", select the "New Credential Application".
3. Select your certification option from the pull down menu and continue through the application.
4. Instructional I "Reading Specialist" Stop and save your application to obtain answers to your questions as you proceed through the screens.
•SELECT CREDIT CARD AS PAYMENT.
•You cannot change the application after it is submitted so check all pages carefully before clicking on the submit button. You can delete an incorrect application on the TIMS dashboard before it is submitted. PDE cannot correct or return an application once submitted so this is an important step.

Step Three – What To Do AFTER Submitting Your Application in TIMS
•After submitting the application to PDE via TIMS you will be prompted to print the coversheet.
•Go to http://www.iup.edu/marketplace to submit your IUP Certification Fee.
Click on Teacher Certification Store and follow the instructions.
•Submit a copy of your TIMS cover sheet and a copy of your Marketplace payment receipt to:
Teacher Education Office
104 Stouffer Hall
1175 Maple Street
Indiana PA 15705

•Your certificate WILL NOT arrive in the mail. You will be able to print copies of your certificate

Contact Person:
Judy Geesey
Administrative Assistant
Educator Preparation Office
jgeesey@iup.edu
Phone -724-357-2485
Fax – 724-357-3294

Course Descriptions

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

Evaluation of Students

Students are evaluated using a variety of assessment methods throughout the program. Key assessments that are required for accreditation are evaluated using rubrics that provide levels of proficiency according to International Literacy Association Standards.

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

Electronic Portfolio

Students are required to purchase LiveText to submit key program assessments in their courses. The purchase of Livetext is good for five years.

Throughout the program, students should save all assignments and may do so in the Document Management portion of Livetext. It is highly recommended that documents be saved on another drive and/or in Dropbox.

LiveText Standard Edition (which does not include a Field Experience Module) should be purchased online. See Appendix A for directions on how to create a Livetext account.

Candidacy

Students entering the program are admitted with pre-candidacy status. Candidacy status is granted after students have completed 12 credits and maintained a 3.0 GPA.

Degree Completion

Students may progress through the program as full or part-time students. Progression through the program should be continuous. Students who need to take a semester off must notify their advisor. Students who do not enroll in classes for two consecutive semesters will need permission to continue in the program.

Involvement in a Professional Literacy Organization

All candidates in the Master of Education in Literacy Program or Reading Specialist Program are required to join and document participation in a professional literacy organization. Suggested organizations to join include: International Literacy Association and/or Keystone State Literacy Association (which includes membership in a local council, such as the Indiana Reading Council).

Clearances

Students must submit copies of current clearances, TB test, and liability insurance, in order to enroll in LTCY 702 and LTCY 770/771, Seminar and Practicum for Reading Specialists I and II.

Beginning Fall 2017, all candidates must purchase Castle Branch in order to submit and maintain clearances required for the program. Appendix B provides more information on Castle Branch.

The required documents are:
Act 34 — Pennsylvania State Criminal Records (dated within one year)
Act 114 — Federal Criminal History Record Information (dated within one year)
Act 151 — Pennsylvania Department of Public Welfare Child Abuse History Clearance (dated within one year)
Act 24 (Print from the IUP Teacher Education Office website, under Forms and Documents, complete and submit)
TB Test (dated within one year)
Liability Insurance (PSEA membership or Private insurance (Must have a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence if obtained via private insurance)
Act 126 — Documented completion of ACT 126 Training. www.reportabusepa.pitt.edu

Sexual Violence/Sexual Harassment, Students of Concern and Protection of Minors Information
Candidates who are taking Practicum are required to read the Sexual Violence/Sexual Harassment, Students of Concern and Protection of Minors information. The information is found on this website: http://www.iup.edu/page.aspx?id=115577. At the bottom left corner are the two manuals (print and electronic views) for students on internship, practicum, clinical, or student teaching. **Candidates must participate in Title IX training before working with children in Practicum. Candidates are *never* permitted to be alone with a child at any time.**

Professionalism and Policies

Candidates in the Master of Education in Literacy and Reading Specialist Program are expected to maintain a high degree of professionalism as scholars and practitioners, and in their interactions with faculty and colleagues, students and their families, school personnel, and administrators. Candidates' professionalism will be evaluated each semester using the Dispositions Assessment (See Appendix C).

Remediation Plan

This plan will be enacted if a candidate fails to meet key aspects of the Master of Education in Literacy and Reading Specialist Program.

A. Purpose of the Plan:

- To address inability to meet program standards.
- To communicate concerns clearly to candidates.
- To provide due process.

B. Procedures:

Candidate reviews will take place each semester at Literacy Committee meetings by literacy faculty and the program coordinator using the Student Review Rubric or referral to the Literacy Committee.

- A candidate who is referred for remediation will receive a letter. A remediation plan will be designed and signed by candidates and faculty/advisors.
- All faculty members in the program will receive a copy of remediation plan.
- A member of the faculty or the advisor will monitor progress in the plan according to a designated time line, and provide feedback to the candidate.
- Faculty review will determine subsequent course of action.

C. Examples of Problematic Behavior:

- Excessive absence.
- Chronic tardiness.
- Lack of participation in class.
- Unprofessional/unethical conduct.
- Academic concerns (for example, failure to turn in assignments, poor performance on assignments, poor oral/written communication skills, cheating/plagiarism, lack of scholarship, inability to conduct assessments, inability to plan/implement learning experiences, etc.).
- Interpersonal concerns (unprofessional interactions with faculty, unwillingness to respect others' points of view, poor hygiene/self-care).
- Unwillingness to accept and incorporate feedback.
- Unable/unwilling to work collaboratively with others.
- Inappropriate use of technology.

D. Potential Remediation/ Possible Outcomes:

- Referral to individual/group counseling.

- Focused reading in a particular area.
- Taking "incomplete" and attending course for 2nd time.
- Receiving more specific feedback from instructor.
- Volunteer work in schools.
- Referral to writing center.
- Referral to student judicial board.
- Decrease in course load.
- Prescribed courses.
- Additional coursework.
- Recommendation for dismissal from program.
- Suspension from program.

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/

Application for Graduation

Graduation applications should be completed on MyIUP. Application deadlines are:
May 1 for May graduation
August 1 for August graduation
December 1 for December graduation

August graduates walk in the May graduation ceremony.

PRAXIS scores must be submitted for review in Livetext by the last day of classes in the semester in which students plan to graduate. See the section on Electronic Portfolio for more information.

<p align="center">**University Policy and Procedure**</p>

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. Julie Ankrum 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 and Thesis
*Note: Admission effective fall 2017 and after: Masters thesis, MFA thesis and 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 and masters thesis 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), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis 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 masters student.*
>
> *All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.*

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. 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 and MFA thesis 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

Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

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: Candidacy/Comprehensive Examination

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 Limitation

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

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 Masters/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

*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. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.*

*Up to one third (**1/3**) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.*

*The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (**1/3**) of the total required graduate credits for the program.*

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 graduate 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 program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate 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 graduate 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.

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

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

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/

Appendices

Please view the appendix items that follow this page.

Directions for Creating a Livetext Account

Creating your Student Account

Here is the information you need to set up your LiveText Account.

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.

Appendix B

Castle Branch for Clearances

SCHOOL OF EDUCATION - INITIAL PACKAGE
To Do List Item – Act 114 – Cogent Dept of Education Fingerprint* (Act 114)
Pennsylvania Statewide Criminal Search (PATCH) (Act 34)
To Do List Item – Pennsylvania Child Abuse Clearance* (Act 151)
Document Tracker – arrest and conviction report – annual renewal included (Act 24)
Document Tracker – child abuse and recognition reporting act – annual renewal included (Act 126)
Document Tracker - TB Test – annual renewal included if needed
Proof of Liability Insurance
Package Price: $38.50
*These requirements may include fees paid outside of CastleBranch, please see product descriptions below for more information.

ANNUAL RECHECK PACKAGE
Pennsylvania Statewide Criminal Search (PATCH) (Act 34)
To Do List Item – Pennsylvania Child Abuse Clearance* (Act 151)
Package Price: $25.00

Product Descriptions:

PRODUCT	DESCRIPTION
Pennsylvania Statewide Criminal Search	This search is sourced directly from the Pennsylvania State Police, results will be returned on PA State Police letterhead.
To Do List Item - Cogent Department of Education Fingerprint	CastleBranch will provide your students with detailed instructions to complete their Fingerprinting requirement. The cost is $27.50 paid directly to Cogent at the time of registration. Students are instructed to upload, mail or fax a copy of their fingerprint results once received. Results are viewable by school and student once reviewed by CastleBranch, student maintains original.
To Do List Item - Pennsylvania Child Abuse Clearance	CastleBranch will provide your students with detailed instructions to complete their Child Abuse Clearance requirement. Students are eligible to request one clearance every 57 months free of charge, all other requests are $8.00 paid at the time of request. Students are instructed to upload, mail or fax a copy of their clearance results once received. Results are viewable by school and student once reviewed by CastleBranch, student maintains original.
Document Tracker	CastleBranch provides custom requirements which can include detailed instructions, forms to download and an information needed to complete the requirement. The applicant has the ability to upload any documentation needed to complete the requirement, CastleBranch will review the information to ensure it meets your criteria.

napbs ACCREDITED

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The Power to Make Informed Decisions.

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Appendix C

Indiana University of Pennsylvania
M.Ed. in Literacy/Reading Specialist Certification Program
Assessment of Candidate Dispositions

Candidate's Name: _____   Banner ID: @_____

Who is completing this assessment? (circle one)   Faculty   Practicum Supervisor   Candidate

The candidate...

Distinguished (D): ...exhibits the disposition frequently, consistently and independently.	Proficient (P): ...exhibits the disposition but may need guidance or support.	Basic (B): ...does not often exhibit the disposition or requires explicit guidance/recommendations for improvement.	Unacceptable (U): ...does not exhibit the disposition and/or fails to take corrective action.	Unable to Assess (UA) ...does not have the opportunity to demonstrate the disposition at this time.

Personal/Professional Dispositions **The candidate...**	**Rating**	**Comments and/or Examples**
...is conscientious about attendance and punctuality.	D □ P □ B □ U □ UA □	
...is well-groomed and professionally attired.	D □ P □ B □ U □ UA □	
...maintains professional relations with district and university personnel, community members, and families.	D □ P □ B □ U □ UA □	
...practices professional discretion and confidentiality.	D □ P □ B □ U □ UA □	
...demonstrates initiative and enthusiasm in preparation and lesson delivery, adheres to deadlines, and is committed to student success.	D □ P □ B □ U □ UA □	
...accepts constructive criticism and modifies behavior accordingly	D □ P □ B □ U □ UA □	
...communicates clearly in oral and written expression.	D □ P □ B □ U □ UA □	
...is open to diverse perspectives.	D □ P □ B □ U □ UA □	

...demonstrates a commitment to lifelong learning.	D □ P □ B □ U □ UA □	
... exhibits assertiveness and poise in the classroom.	D □ P □ B □ U □ UA □	

Rubric Information: The candidate...

Distinguished (D): ...exhibits the disposition frequently, consistently and independently.	*Proficient (P):* ...exhibits the disposition but may need guidance or support.	*Basic (B):* ...does not often exhibit the disposition or requires explicit guidance/recommendations for improvement.	*Unacceptable (U):* ...does not exhibit the disposition and/or fails to take corrective action.	*Unable to Assess (UA)* ...does not have the opportunity to demonstrate the disposition at this time.

Danielson Framework Domain 4 Professional Responsibilities and ILA Standards Elements **The candidate...**	**Rating**	**Comments and/or Examples**
…displays positive dispositions related to their own reading and writing and the teaching of reading and writing, and pursues the development of individual professional knowledge and behaviors (ILA 6.2); enhances content knowledge and pedagogical skill through professional development experiences (4e).	D □ P □ B □ U □ UA □	
...accurately reflects on lessons and cites adjustments to practice, drawing on a repertoire of strategies (4a).	D □ P □ B □ U □ UA □	
...plans instruction based on assessment information (4b).	D □ P □ B □ U □ UA □	
....provides frequent information to families about the instructional program and students' individual progress (4c).	D □ P □ B □ U □ UA □	
...engages families in the instructional program (4c).	D □ P □ B □ U □ UA □	
...maintains professional relationships with colleagues that encourage sharing, planning, and working together toward improved instructional skill and student success (4d).	D □ P □ B □ U □ UA □	
...contributes to and participates in a learning community (4d).	D □ P □ B □ U □ UA □	
...serves the profession through active involvement in learning opportunities and professional organizations (4e; ILA 6.2).	D □ P □ B □ U □ UA □	
...acts with integrity and ethical conduct (4f).	D □ P □ B □ U □ UA □	
...advocates for students (4f) and groups (ILA 6.4); develops and implements strategies to advocate for equity (ILA 4.3)	D □ P □ B □ U □ UA □	

…recognizes, understands, and values the forms of diversity that exist in society and their important in learning to read and write (ILA 4.1).	D □ P □ B □ U □ UA □	
…engages in decision-making to solve problems (4f).	D □ P □ B □ U □ UA □	

…recognizes, understands, and values the forms of diversity that exist in society and their important in learning to read and write (ILA 4.1).	D □ P □ B □ U □ UA □	
…engages in decision-making to solve problems (4f).	D □ P □ B □ U □ UA □	

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 to Dr. Julie Ankrum, Program Coordinator by September 13, 2019.

The PSE Department/Literacy Program will keep this signed document on file.