PENNSTATE
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World Campus

Intercollege
Master of Professional Studies
(iMPS) in Homeland Security:
Student Guidebook

- Agricultural Biosecurity and Food Defense Option
- Geospatial Intelligence Option
- Homeland Security Base Option
- Information Security and Forensics Option
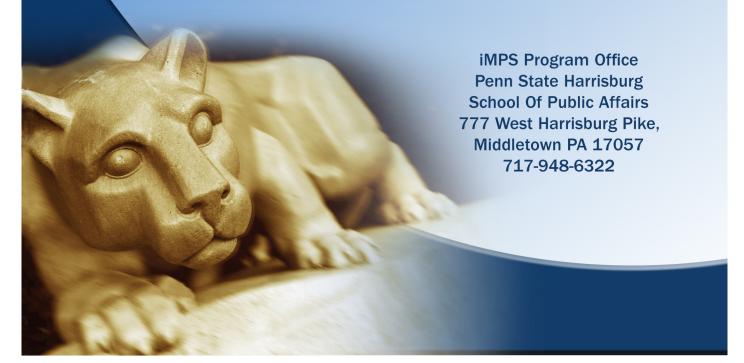- Public Health Preparedness Option

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WELCOME

Welcome to the Penn State World Campus and the Intercollege Master of Professional Studies in Homeland Security (iMPS-HLS) program. We are pleased that you have chosen to pursue your education through this graduate program. Penn State is a leader in education, in the traditional classroom, as well as via distance education, and offers many resources to aid you in achieving academic success.

The iMPS-HLS program at Penn State can prepare you for leadership positions in the field of homeland security by providing you with an exceptional graduate education. The distance education format is designed to accommodate the needs of graduate students, many of whom are working professionals, as well as adult learners. As a student in the program, you will be educated by experts in several fields of homeland security. The program faculty strives to challenge you in a distance learning environment while offering support for your personal needs, requirements, and interests. We want you to succeed at Penn State as we prepare you for careers in the field of homeland security.

The purpose of this student guidebook is to assist you in the iMPS-HLS program by providing important information about many aspects of the program. In the following pages, you will be introduced to the program and its several options, the rules of the program and of the Graduate School, and the many services that Penn State has to offer.

While the five different options provide education in different fields of specialization, a set of core courses provides a consistent umbrella structure; regardless of your chosen field of specialization in the program, you will participate in a unifying core curriculum and affiliate with the iMPS program as a whole. This will provide you with the broader picture of homeland security and transversal knowledge and skills that you will need as a future leader in the dynamic network of legal foundations, institutions, policies, and strategies that are involved in the evolving efforts to secure our society.

Again, welcome to Penn State. The iMPS-HLS faculty joins me in welcoming you and wishes you success in your academic and professional endeavors.

Sincerely,

Alexander Siedschlag, Ph.D.
Program Chair

OVERVIEW

The homeland security discipline is applicable to all aspects of the enterprise—the public, private, and nonprofit sectors. While the federal Department of Homeland Security (DHS) may be one of the largest employers of homeland security professionals (now exceeding 240,000), the need for qualified professionals is also expanding at the state and local levels. In addition, the public-private partnership has made homeland security an important focus in the area of critical infrastructure protection for the private sector industries, such as information technology, finance, insurance, transportation, health and medicine, utilities, communications, and more.

The iMPS-HLS program faculty and staff have designed this guidebook to introduce you to the program and assist you with general information regarding its various option curricula, graduation requirements, academic advising, etc., and will do everything possible to provide you with a positive educational experience. The policies and procedures contained herein complement and are in addition to those found on the World Campus website, the Penn State University Graduate Bulletin, the Graduate School, and other applicable resources. This is not a stand-alone document, and students should refer to other resources, especially their academic adviser, when appropriate. The iMPS-HLS Academic Steering Committee reserves the right to make changes to this guidebook as necessary.

ACADEMIC PROGRAM

Program Description

Penn State World Campus' distance education iMPS-HLS program offers online learners a unique educational experience. The program is designed for graduate students who can complete their course work entirely via the distance education format. Upon completion of all requirements, which includes 33 credits of course work, Homeland Security students receive an Intercollege Master of Professional Studies (iMPS) degree.

Enrolled students choose from one of five program options in their area of interest within the homeland security discipline. The iMPS-HLS program options include Agricultural Biosecurity and Food Defense, Geospatial Intelligence, the Homeland Security Base Option, Information Security and Forensics, and Public Health Preparedness. Each program option consists of different required course work, which will be presented below.

The iMPS-HLS program prepares its graduates for numerous career paths in homeland security. Although the program is delivered via distance education, the required course work has an applied aspect, preparing students for successful analyst, staff, managerial, and eventually leadership positions. The iMPS-HLS program faculty is composed of experts who are passionate about teaching and preparing students for successful careers.

The iMPS-HLS program also offers five graduate certificates. The certificates provide students with additional education in Agricultural Biosecurity and Food Defense (12 credits); Geospatial Intelligence (12 credits); Homeland Security (the Base Option –12 credits); Information Systems Security (15 credits); and Public Health Preparedness: Disaster and Bioterrorism (12 credits). Each Homeland Security certificate program is designed for individuals who already have a bachelor's degree. Please refer to the program's website for the

goals and information of each certificate program, including ideal candidates for each program and related career opportunities.

Because the required credits of each certificate program make up a portion of the required classes for each iMPS-HLS master's degree option, eligible students may apply those credits toward a master's degree in Homeland Security. Certificate students who are interested in applying for the master's program are encouraged to do so. Students enrolled in the iMPS-HLS master's degree program may also apply for a certificate in a different option. However, students must submit a separate application and application fee for that certificate to appear on their graduate transcript.

Program Options (find contact information at the end of this guidebook)

In addition to the master's degree core curriculum (three courses), iMPS-HLS students must complete the required course work for one of five options. Each option includes four required courses, approved electives, and a required capstone component course—for a total of 33 credits. The following describes each of the program options.

Agricultural Biosecurity and Food Defense Option

The Agricultural Biosecurity and Food Defense (AGBIO) option focuses on threats to agriculture and food supply chains. Along with completing the program's core curriculum, students in the AGBIO option also complete prescribed courses and electives focused on responding to threats to agricultural and the food supply chains.

The AGBIO option provides students with the knowledge and skills to protect the food supply chain and agriculture sector from threats that occur naturally or are man-made. Students in the AGBIO option are introduced to agricultural and food defense issues and interventions, including plant, animal, and food security issues, surveillance systems for infectious diseases,

diagnostic and sensor technologies, disease-predictive models, protection and mitigation approaches, and microbial forensic capabilities.

The AGBIO option is ideal for public health professionals, food safety engineers, food defense coordinators, food inspectors, food microbiologists, and other individuals interested in working in food safety and biosecurity. This option prepares graduates for careers such as medical and health services manager, agricultural manager, food scientist or technologist, plant manager, agricultural inspector, and many other opportunities.

Geospatial Intelligence Option

The Geospatial Intelligence (GEOINT) option provides analysts with the knowledge and skills to provide accurate intelligence information to decision makers. Along with completing the program's core curriculum, students in the GEOINT option also complete prescribed courses and electives specific to analytic methods and information systems for geospatial intelligence.

With an increase in skills and knowledge, analysts can disseminate accurate intelligence that may save lives, improve governments' ability to prepare for and respond to disasters, and assist businesses. Graduates from the GEOINT option can apply their skill set in law enforcement and homeland security, including disaster response and recovery, emergency preparedness, environmental analysis and protection, and tracking how criminal and terrorist groups act spatially.

Suitable candidates for the GEOINT option are new or established working professionals, with or without geographic information systems experience, and it is ideal for individuals working in various federal agencies (e.g., National Geospatial-Intelligence Agency, Army Corps of Engineers, U.S. Geological Survey, National Oceanic and Atmospheric Administration, Environmental Protection Agency, and the Federal Emergency Management Agency). Potential

careers for graduates of the GEOINT option include geospatial analyst, geospatial intelligence specialist, imagery analyst, intelligence analyst, and several other career opportunities.

Homeland Security Base Option

The Base option offers students a broad understanding of homeland security issues at different levels of government, as well as in the private sector. The Base option focuses on homeland security legislation, policies, strategies, planning, organization and administration, and interactions across the homeland security enterprise. In addition to completing the program's core curriculum, iMPS-HLS students in the Base option also complete prescribed courses, electives, and the capstone experience.

Ideal candidates for the Homeland Security Base option include DHS employees, emergency management officials, first responders, military members (Active Duty, Guard, or Reserve), and employees of other federal departments and agencies, as well as those working in related state and local organizations. Individuals in the private sector (e.g., financial institutions, insurance agencies, utilities, transportation, and security consultants) may also acquire valuable and relevant skills through this option.

Information Security and Forensics Option

The Information Security and Forensics (ISF) option focuses on cyber and network security and threat defense. Along with completing the program's core curriculum, students in the ISF option also complete required courses and electives specific to cyber and network security, threat defense and assessment, and security development.

The ISF program option is suited for individuals with a bachelor's degree in a technical or scientific discipline (e.g., applied mathematics, computer information systems, computer science, information science, engineering, or statistics). The ISF option prepares graduates for a

number of information security careers, including information assurance engineering, catastrophe risk analysis, computer systems security analysis, intelligence analysis, and information security/digital forensics. Upon completion of the program, students should have a core understanding of the detection and prevention of attacks, development of information systems with assurances, analysis of information security systems, and penetration testing to ensure system security.

Public Health Preparedness Option

The Public Health Preparedness (PHP) option prepares students to plan for and lead effective medical and public health responses to natural and man-made disasters. The PHP option focuses on the medical and public health sectors in an all-hazards environment. Students in the PHP option complete prescribed courses and electives specific to mitigation of the immediate and long-term health impact from terrorist actions and natural disasters.

In addition to building on their own experience, students in the PHP option learn to use an evidence-based approach to effective health preparedness and response. The PHP option is the country's first and only online Homeland Security curriculum offered by a medical school, the Penn State College of Medicine, in conjunction with an academic medical center, the Penn State Milton S. Hershey Medical Center, which is a 501-bed Level I regional adult and pediatric trauma center and home to the Penn State Children's Hospital.

The PHP option is well suited for individuals with a bachelor's degree in a health, scientific, or social sciences discipline. Students in the PHP option often have experience as public health practitioners, health care providers, hospital administrators, and first responders. Many students have been in the military, law enforcement, or emergency management.

Graduates from this option seek to advance their careers in health services administration, emergency management, health care, disaster recovery, public health, and homeland security.

Degree Requirements

Each iMPS-HLS student is responsible for completing all graduation requirements. Each program option requires students to complete 33 credits, 24 of which must be Penn State acquired credits.

Each student must enroll in and successfully complete 18 credits of 500-level and above courses, of which 6 credits must specifically be in 500-level courses. The capstone experience (3 credits) can account for 3 of the 6 required 500-level credits. To achieve the required program credits, each student must successfully complete 9 credits of the core curriculum, 12 credits in required option courses, 9 credits in elective courses, and 3 credits in the capstone experience.

Students must maintain a B (3.00) or above average to remain in the program and to graduate with an iMPS degree in Homeland Security. Students who receive an F in a core or required course must retake that course, and the failing grade will remain on their permanent transcript and figure into their overall GPA. Students should refer to "Academic Dismissal" for additional information regarding this policy.

Curriculum

Homeland Security Core Curriculum (9 credits): Homeland Security core courses provide a foundation in strategic, statutory, organizational, ethical concerns, and all hazards threat assessment in homeland security, as well as a core understanding of related domestic and global issues. Certificate-only students do not take core curriculum courses.

Required Curriculum for each option (12 credits): Within each option, students can acquire an understanding of additional issues in homeland security and applicable knowledge of that particular area.

Program Electives (9 credits): In addition to the iMPS-HLS core curriculum and the option required curriculum, students must complete an additional 9 credits in elective courses. Each program option has a list of elective choices (that may include courses from other options). Students must enroll in electives appropriate to their program option. Students may wish to discuss elective choices with their academic adviser, but should be sure to check the most current list of electives on the World Campus website.

Capstone Experience Requirement (3 credits): iMPS-HLS students must complete a capstone course. The capstone experience differs per option, but each capstone experience is listed under "594." These capstone credits count toward students' required 6 credits in 500-level courses. The capstone experience provides students with the opportunity to apply their acquired knowledge and skills. The capstone experience may be a supervised individual experience, or it may involve work in small groups with their classmates.

Curriculum Roadmap: The iMPS-HLS program's curriculum roadmap (below) depicts the core, required, and elective courses suitable for each program option. Students should pay particular attention to the required course work of their program option. For a current description of each course, including prerequisites, students should visit the *Graduate Degree Programs Bulletin* or the program's website. Also, students should check the World Campus website or check with their faculty adviser for a current list of elective offerings in each option. Electives are often added to or removed from the curriculum.

Prerequisites: The iMPS-HLS program allows students to schedule courses and their prerequisites simultaneously; however, students may not schedule a course without simultaneously scheduling its prerequisite or previously completing a prerequisite. There are exceptions, however. For example, the ISF option has some courses in which students would not be permitted to simultaneously take a particular course and its prerequisite. Students should check with their faculty adviser or Option Coordinator with questions before registering for classes.

Curriculum Map for iMPS in Homeland Security: 33 Credits

Core Curriculum – 9 Credits				
HLS 801 – Homeland Security Administration: Policies and Programs HLS 803 – Homeland Security: Social and Ethical Issues HLS 805 – Violence, Threats, Terror and Insurgency				
Homeland Security	Agricultural Biosecurity	Geospatial Intelligence	Information Security and Forensics	Public Health Preparedness
Option Required Courses – 12 credits				
Base Option	AGBIO Option	GEOINT Option	ISF Option Courses	PHP Option Courses
P ADM 401 P ADM 404 P ADM 802 P ADM 803	AGBIO 520 AGBIO 521 AGBIO 801 AGBIO 802	GEOG 882 GEOG 883 GEOG 884 GEOG 885	IST 454 IST 515 IST 554 IN SC 561	PHP 410 PHP 510 PHP 527 PHP 530
Elective Courses – 9 credits (3 courses) from the following lists: Students should consult with their academic adviser, as necessary, and check the World Campus website				
AGBIO 520, CAS 553, GEOG 497G, GEOG 880, GEOSC 402Y, IST 554 IST564, P ADM 500 P ADM 507, P ADM 557 PADM 597A, P ADM 597B PHP 527, PL SC 418W, PL SC 439, PL SC 442, PL SC 836, PUB PL 475, CAS 553, PSY 558	GEOSC 402Y, AGBIO 520, GEOG 597K, GEOG 883, GEOG 897A HPA 503, HPA 520 IST 554, IST 868 MANGT 510, P ADM 401 PHP 527, PL SC 836 PL SC 439, IST 564 CAS 553, PSY 558	AGBIO 520, CAS 553 GEOG 482, GEOG 483 GEOG 484, GEOG 485 GEOG 486, GEOG 487 GEOG 488, GEOG 489 GEOG 497B, GEOG 497D GEOG 497G, GEOG 583 GEOG 584, GEOG 586 GEOG 588, GEOG 596I GEOG 597K, GEOG 861 GEOG 862, GEOG 863 GEOG 883, GEOG 897A GEOG 897C,GEOG 897D GEOG 897E, IST 554 P ADM 401, PHP 527 PL SC 439, GEOSC 402Y GEOG 880, IST 564, IST 885	AGBIO 520, CAS 553 GEOG 880(897A), GEOG 883, IST 564, IST 885, P ADM 401, P ADM 803, PHP 527 PL SC 439, PSY 558 SRA 468, IST 451 IST 456, IST 564 IST 868	AGBIO 520, CAS 553 GEOG 883, GEOG 897A GEOG 497G, IST 554 IST 564, IST 885 IST 868, PADM 401 PADM 597A, PHP 527 PLSC 439, VBSC 444 MANGT 510, GEOSC 402Y, PSY 558
Capstone Course – 3 credits	Capstone Course – 3 credits	Capstone Course – 3 credits	Capstone Course – 3 credits	Capstone Course – 3 credits
P ADM 594	AGBIO 594	GEOG 594	IST 594	PHP 594

Note: Elective courses may change, and students must check with their faculty advisers and the course catalog for the most current course offerings.

RECOMMENDED PLANS OF STUDY*
*Assuming a fall start, two courses per semester, and a two-year goal to completion

Agricultural Biosecurity and Food Defense Option

	Fall	Spring	Summer
Year 1	AGBIO 520 Core #1 (HLS 801, HLS 803, or HLS 805)	AGBIO 802 Core #2 (HLS 801, HLS 803, or HLS 805)	ABIO 801 Elective #1
Year 2	AGBIO 521 Elective #2	Core #3 (HLS 801, HLS 803, or HLS 805) Elective #3	AGBIO 594

Geospatial Intelligence Option
*Each Geospatial Intelligence student is provided a suggested individualized curriculum found at
https://courseware.e-education.psu.edu/mgisdb/

	Fall	Spring	Summer
Year 1	GEOG 882 (See suggested individualized curriculum)	(See suggested individualized curriculum)	(See suggested individualized curriculum) GEOG 594A (1 Credit)
Year 2	(See suggested individualized curriculum)	(See suggested individualized curriculum)	GEOG 594B (2 Credits)

Homeland Security Base Option

	Fall	Spring	Summer
Year 1	HLS 801 PADM 401	Core #2 (HLS 803 or HLS 805) PADM 802 or 803	Core #3 (HLS 803 or 805) PADM 802 or 803
Year 2	PADM 404 Elective #1	Elective #2 Elective #3	PADM 594

Information Security and Forensics Option

	Fall	Spring	Summer
Year 1	Core #1(HLS 801, HLS 803, or HLS 805) IST 554	IST 515 IN SC 561	Core #2 and Core #3 (HLS 801, HLS 803, or HLS 805)
Year 2	IST 451 IST 454	IST 564 IST 594 (2 cr.)	IST 594 (1 cr.) Elective

Public Health Preparedness Option

	Fall	Spring	Summer
Year 1	Core #1 (HLS 801, HLS 803, or HLS 805) PHP 410	PHP 510 PHP 530	Core #2 (HLS 801, HLS 803, or HLS 805) Elective #1
Year 2	PHP 527 Elective #2	Core #3 (HLS 801, HLS 803, or HLS 805) Elective #3	PHP 594

ACADEMIC AND PROFESSIONAL PLANNING

Faculty Advisers

Faculty advisers support you, and they will assist you in achieving academic success in the iMPS-HLS program. They will help you with questions regarding class choices, transferring credits, career opportunities, and other general questions about the program. However, students are expected to use this guidebook and other resources regarding scheduling courses, navigating ANGEL, University policies, and information regarding other University departments (e.g., financial aid, admissions, the Graduate School, etc.).

Scheduling Courses and Registration Deadlines

Students must complete the *Course Registration Form*, which is linked at the end of the guidebook. At the time of course registration, iMPS-HLS students must submit payment along with the Course Registration Form. Students can find section numbers, schedule numbers, number of credits, and tuition for each course by searching the *Course Catalog*. This information will need to be recorded on the Course Registration Form.

Because payment is due at the time of course registration, the iMPS-HLS Program Office understands the difficulty in scheduling courses months in advance; however, students should be aware of Penn State registration deadlines. Students can find registration deadlines and add/drop periods on the *Academic Calendar*.

Upon successful submission of the Course Registration Form, students will receive a "Critical Course Information" email listing of the courses they are registered for and additional information about using their Access Account and Penn State email. Some of this information includes technical requirements for computers, how to purchase course materials, how to log into courses, and how to make proctor arrangements if courses require proctored exams.

Students should make every effort to complete the Course Registration Form and submit payment by the registration deadline. If they complete registration during the late registration period, Penn State will charge an additional fee, currently $250.00. Students should recognize the difference between late registration and late addition of a course to their schedule. Students who completed their registration for at least one course and add an additional course during or after the add period are not considered late registrants. Instead, Penn State currently charges previously registered students $6.00 for the late addition of a course. Students should pay particular attention to registration deadlines on *eLion* or the Registrar's *Academic Calendar* to avoid paying an additional $250.00.

ACADEMIC POLICIES, RULES, AND PROCEDURES

Graduate School Policies and Procedures

Penn State graduate students are strongly encouraged to visit the *Graduate Degree Programs Bulletin* and familiarize themselves with the policies and expectations of the Graduate School. Many questions can be answered through the bulletin.

Transferring Credits

The Penn State Graduate School's policy on transferring credits is that students may transfer a maximum of 10 credits of high-quality, comparable graduate work completed at a regionally accredited institution toward the requirements for the master's degree conferred

through the iMPS-HLS program. However, these transferred credits cannot have been used in a previously completed degree program.

The Graduate School must approve transfer credits. All transfer credits must have been completed within five years of the student being admitted as an iMPS-HLS degree candidate. Additionally, the completed credits must be equivalent to B quality work or better and must appear on an official graduate transcript. Therefore, grades of B- and below cannot be transferred. Finally, pass-fail grades are not transferable unless the previous institution that provided a "pass" grade can validate that it is at least B quality work.

Students enrolled in the iMPS-HLS program should remain cognizant of the program requirements when transferring credits. Remember, 24 of the 33 required credits must be completed at Penn State.

Academic Integrity

The Penn State World Campus is committed to providing high-quality academic services and upholding Penn State's policy on academic integrity. It is expected that students will submit high-quality work and respect the University's policy on academic integrity. Examples of academic dishonesty include cheating, plagiarism, fabrication of information or citations, and submitting work of another person or previously used work without permission of the instructor. The iMPS-HLS program encourages its students to speak to their faculty, academic adviser, or visit Penn State's policy on academic integrity if they are uncertain or have questions regarding academic dishonesty before submitting the work in question. Academic dishonesty can lead to a failing grade, referral to the Office of Student Conduct, or academic dismissal.

Academic Deficiency Letters

As previously stated under the "Degree Requirements" section, students must maintain a 3.00 GPA to graduate. The iMPS-HLS Program Office will send a Notice of Academic Deficiency to any student whose GPA falls below 3.00. The letter will reiterate the Graduate School's policy and recommend that the student contact their faculty adviser as soon as possible to develop a course of action to resolve the academic deficiency. A student whose GPA falls below a 3.00 will likely have to take an extra course or courses, depending on the individual circumstances, to get his/her GPA above a 3.00. Students should be aware that, mathematically, this becomes more difficult the further along one is in the curriculum.

Academic Dismissal

Graduate students must maintain ethical and professional standards of the Graduate School. Failure to uphold these standards may result in suspension or academic dismissal. These responsibilities include promoting honesty in academic work and research, maintaining the minimum required grade-point average (i.e., 3.00 for the iMPS-HLS program), and receiving acceptable grades in core and prescribed courses. Students in the iMPS-HLS program who receive D or F grades in core or required courses must retake that course, and the failing grade will remain on their permanent transcript and figure into their overall GPA.

The iMPS-HLS program shall send written notice of termination to students who have demonstrated unsatisfactory scholarship. Some examples of unsatisfactory scholarship include failure to uphold the aforementioned ethical and professional standards of the Graduate School, failure to maintain adequate grade-point average, and failure to obtain satisfactory grades in core and required courses. Such written notice of termination will address specific reasons as to why the iMPS-HLS program has recommended academic dismissal.

Following a written notice of termination, a student has the opportunity to seek review of the decision. A student wishing a review of such a decision must submit a written appeal to the iMPS-HLS Program Chair within 10 days of receipt of the notice. If a student's written appeal does not contain any allegation of discrimination or harassment, the Program Chair will provide the student with the opportunity to speak with the faculty member(s) who participated in the decision to dismiss the student. If the student's academic adviser was not already invited to such a discussion (i.e., not involved in the termination decision), he/she may also participate. Following this appeal discussion, the Program Chair is required to notify the student in writing within five days about whether the decision to terminate has been upheld or reversed. There are separate steps for students who submit a termination appeal with an allegation of discrimination or harassment. Those students are encouraged to thoroughly read the *Procedures for Termination* on the Graduate Degree Programs Bulletin.

Resuming Studies

Penn State considers degree-seeking students as maintaining a normal continuity of registration if they register for each fall and spring semester during enrollment without interruption. Students who disrupt this normal sequence of study (i.e., taking off a fall and/or spring semester) are required to submit a request to resume study. The *Resume Study/Change of Degree or Major form* should be completed and returned to the iMPS-HLS Program Office or the Harrisburg Campus Graduate Admissions Office before registration via email, fax, or USPS mail.

Dropping Courses and Withdrawal

The Graduate School allows students to drop any course from their schedule during the "drop period," without penalty. However, students who wish to drop their last/only course from

their schedule should go through the withdrawal process. The drop period is typically the first 10 days of a given semester. Courses dropped during the drop period do not appear on students' graduate transcripts. Following the drop period, students may drop courses during the "late drop period." This period starts the day after the drop period ends and lasts until 80 percent of the course is completed. Penn State charges a fee of $6.00 for each course dropped during the late drop period, and these courses remain on students' academic records.

Add and drop periods can be found on the *Academic Calendar* or on *eLion*. To drop a course during the drop period, students can send an email from their Penn State email account to coursedrops@outreach.psu.edu. The email should include the student's Penn State ID number, the course number, and the semester. Students should copy their instructor on the email request.

Students should speak to a financial aid representative before dropping a course from their schedule. Dropping a course or withdrawing could negatively affect students' financial aid. Students should also consult their academic adviser before dropping a course, especially a required course for graduation.

Completely dropping all courses for a semester is considered a withdrawal from the University. Students who choose to withdraw for a semester are required to re-enroll in the University if they would like to resume studies later, which may require a re-enrollment fee. Additionally, withdrawing during a semester may affect students' financial aid. Students may be held responsible to pay back financial aid that was intended for the semester they withdrew from before resuming studies. The iMPS-HLS Program Office encourages students to speak to a financial aid representative to discuss how their financial aid would be affected prior to withdrawing.

Military students who are called to active duty or deployed unexpectedly during a semester should complete a "military withdrawal" request. This process is different from withdrawing from the University. Students called to active duty will not be charged for tuition for the semester of withdrawal, and they can re-enroll when they choose to resume studies. The re-enrollment fee is waived for students re-enrolling following a military withdrawal. Graduate students may complete a military withdrawal request by sending a signed, written request for military withdrawal and a copy of military orders to the *World Campus Registrar.* The Registrar will notify the Office of Student Aid and the Bursar's Office immediately after the request has been processed.

Concurrent Degrees

Students are encouraged to focus on one degree at a time. However, a student in the Homeland Security program may petition to begin work on another master's degree or a doctoral degree while concurrently completing the program. The respective iMPS-HLS Option Coordinator, the iMPS-HLS Program Chair, the school director/department head/program coordinator (of the other academic discipline), and the Director of Graduate Enrollment Services must approve such a petition. Students who are interested in petitioning for concurrent degree candidacy should contact the iMPS-HLS Program Office for the required form.

If all concerned approve, the student and advisers are responsible for constructing a plan of study to meet the requirements of both degrees. The total required credits for the two degree programs may not be reduced by more than 20 percent. Additionally, the student must complete the capstone course for each degree program. The plan acts as verification that each program agrees to the petition and the requirements.

Concurrent degrees are typically conferred simultaneously. However, if a student completes the degree requirements of one program before the second program, then that degree may be conferred prior to the second. For more information, students should consult the Graduate School's website or their academic adviser.

Dual Option Degrees

Homeland Security students are also permitted to complete a "double option" within the program (but cannot double count courses). A student who desires to complete a "double option" would complete the three core courses, two sets of option required courses (eight courses total), one set of electives (three courses total), and two capstone courses (one for each option). Students who complete these required credits for a dual option can have both options listed on their graduate transcript.

Alternatively, a student can complete one option (i.e., three core courses, four option required courses, three electives, and one capstone course) and an additional four option required courses from another option. This would result in the student obtaining an iMPS degree and an additional graduate certificate. However, students must submit an application to the graduate certificate program for it to appear on their graduate transcript.

Time Limitation for Degree Completion

It is understood that students are often employed and have additional priorities. Graduates of the program typically complete degree requirements in two to four years. The program must be completed within eight years of admission to degree status. Under certain extenuating circumstances, extensions may be granted by the iMPS-HLS Program Office.

Graduation Deadlines

It is the responsibility of each student to notify the University of their intent to graduate. Students must check the *Academic Calendar* for dates when they can activate their intent to graduate (the activation period). Once confirmed, students can log onto *eLion* and under "Graduating this Semester," students may set or remove their intent to graduate. After the activation period expires, graduate students must contact the iMPS-HLS Program Office if they wish to activate or remove their intent to graduate. Graduating students must then fill out the necessary forms for attending commencement. World Campus students can select the campus where they wish to attend commencement.

ACADEMIC RESOURCES

Penn State World Campus students will receive important information to help them achieve their academic and professional goals. For instance, Penn State will alert students about career fairs, webinars, and workshops that prepare them for interviews and assist them in constructing résumés. Students will receive this information via their Penn State email account.

Student ID Cards

Penn State World Campus students should receive a specially designed Penn State student identification card within six weeks. Students should contact the *Student ID Office* if they do not receive one. Student ID cards can be used wherever student discounts are offered (e.g., movie theatres, bookstores, performing arts centers, Penn State's Computer Store, etc.). Please refer to the *Student ID Discounts* website for specific discount locations.

Penn State University Libraries

Homeland Security students have a vast amount of resources available to them to succeed in their distance education learning experience. One of those resources is the Penn State University Libraries system, with hundreds of thousands of academic resources. Penn State faculty, staff, and students have access to more than 600 research databases and more than 150,000 scholarly journals, 386,000 electronic books, and other academic resources to aid in research and academic assignments.

Within the University's library system, iMPS-HLS students may access the *Homeland Security Research Guide*. This contains core documents, journal articles, statistics, and more for students to easily access information they are looking for, rather than searching for it through the University's library system. Furthermore, the Homeland Security Research Guide provides links to students for help with citations.

Students are encouraged to create an account with the *Homeland Security Digital Library* (HSDL). The HSDL provides members with thousands of documents pertaining to homeland security policy, strategy, and organization. From general U.S. policy documents to executive order documents, iMPS-HLS students may find this library system especially beneficial.

Graduate Writing Center

The Penn State World Campus provides distance education learners with high-quality academic resources, including peer review of their graduate writing. This service is coordinated by graduate students in Penn State's Department of English. The online process provides students with productive feedback and ways to improve writing, and helps facilitate critical thinking. By logging onto the *Graduate Writing Center*, students can view available tutoring slots to send their consultant a piece of work they would like reviewed. Students have the option to have their work

reviewed via Skype, Google Docs, or email. Students should visit the *Graduate Writing Center*

 for additional instructions regarding help with graduate writing.

ANGEL Course Management System

The ANGEL course management system is the Penn State World Campus' primary

educational delivery system. Students use ANGEL to access their courses and course materials,

submit assignments, and interact with instructors and colleagues. The Penn State World

Campus' website offers video tutorials on how to navigate ANGEL.

Students with Disabilities

Penn State welcomes students with disabilities into the University's educational programs

and will do everything possible to make the necessary accommodations. Every Penn State

campus has an office for students with disabilities. The *Office for Disability Services* (ODS)

website provides contact information for every Penn State campus.

In order to receive consideration for reasonable accommodations, you must contact the

appropriate disability services office at the campus where you are officially enrolled (i.e., the

World Campus), participate in an intake interview, and provide documentation. If the

documentation supports your request for reasonable accommodations, your campus' disability

services office will provide you with an accommodation letter. Please share this letter with your

instructors and discuss the accommodations with them as early in your courses as possible. You

must follow this process for every semester that you request accommodations. For further

information, please visit the ODS website.

Military Personnel

Currently serving military personnel and/or spouses with unique circumstances (e.g.,

upcoming deployments, drill/duty requirements, etc.) are welcome and encouraged to

communicate these in advance, if possible, to their instructors. In the case that special arrangements need to be made, the iMPS-HLS program faculty will do its best to accommodate the needs of military personnel.

FINANCIAL RESOURCES

Financial Aid Deadlines and Information

Students who are registered for at least 5 credits per semester may be eligible for graduate financial aid. Graduate federal aid includes Stafford loans and the Graduate PLUS loan program. Additionally, students are encouraged to seek outside scholarships or tuition assistance through their employer. Because the University considers students enrolled in a graduate certificate program as "nondegree," those students are unable to receive federal financial aid.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year that they would like to receive graduate financial aid. For adequate time to prepare students' aid, Penn State recommends that students complete their FAFSA by March 1 for the following fall and spring semesters. Each financial aid year runs from July 1 to June 30. Penn State's federal school code for the FAFSA is 003329.

Veterans' Financial Aid

Penn State is a proud supporter of our active duty, Guard, and Reserve military members and veteran students. The Penn State World Campus participates in several financial aid programs to help currently serving military members and veterans. First, it honors the G.I. Bill, Post-9/11 G.I. Bill, and it is a Yellow Ribbon Program participant. Penn State also accepts several types of military tuition assistance benefits. To receive all of the financial aid that you have earned, the

iMPS-HLS Program Office encourages military members and veterans to contact a *Veterans Financial Aid Counselor* to explore all possible options.

Although the graduate certificates offered through the iMPS-HLS program are not eligible for federal financial aid, the G.I. Bill and other military financial aid programs are accepted as payment for these programs. Certificate students are also encouraged to speak with a *Veterans Financial Aid Counselor* to explore options. For additional information on *military education benefits*, students should refer to the Penn State World Campus website.

YOUR ROLE AS AN iMPS-HLS ALUM

Administrators and faculty would like to remain in touch with graduates of the iMPS-HLS program to gain feedback and to receive information about graduates' current career endeavors. It is hoped that students will provide up-to-date contact information to the iMPS-HLS Program Office to receive a newsletter and to interact with current students, other alumni, and faculty.

Students can probably recall what it was like to choose a distance education graduate program, take those courses, and juggle the personal and professional aspects of their life. Future Penn State World Campus students will have many of the same questions and challenges. After you graduate, you have the opportunity to become a *World Campus Ambassador*. As a World Campus alum and ambassador, students can use their own experiences to answer questions that prospective students might have. They can choose how many people they would like to work with and how much time they would like to commit. They will be matched with students who share academic interests, and will correspond by phone or email. As a World Campus ambassador, they will be helping others achieve their academic goals. Students interested in the *World Campus Ambassador* program may refer to the contact information at the

end of the guidebook. Thank you in advance for your consideration. <u>Please wait until after you graduate to make this call</u>.

FREQUENTLY ASKED QUESTIONS

What is the average time required to complete the iMPS-HLS program?
The master's program typically takes students two to four years to complete. Students who choose to complete the program on a part-time basis may take longer.

What is the average time required to complete a graduate certificate program?
Students can typically complete the 12 credits (15 credits for Information Systems Security) required for a graduate certificate in one year.

Can I apply for two iMPS-HLS program options?
No. The Graduate School will allow you to apply for only one degree program at a time. Graduate students are advised to focus on one degree at a time. However, once enrolled in a program option, you can petition for a concurrent degree or the dual option degree. These processes are described in more detail in the guidebook under "Concurrent Degrees" and "Dual Option."

Can I obtain more than one graduate certificate?
Yes, you can receive more than one graduate certificate. You will need to apply for each certificate program that you plan to enroll in, and you will be required to pay additional application fees.

Can I obtain a graduate certificate in a different option while enrolled in the iMPS-HLS program?
Yes, you can receive both; however, you will be required to complete two graduate school applications (i.e., one for the master's program and one for the certificate program). If you wish to do this, you will be required to pay the application fee associated with both applications. Please note: You must complete the application for the graduate certificate program for it to be noted on your graduate transcript.

Why do I have to complete and pay for two separate applications if I want to enroll in both a graduate certificate program and the iMPS-HLS program?
The iMPS-HLS program is a degree-seeking program, whereas the graduate certificate programs are not. The University processes these applications differently, and therefore, the two processes require a separate fee.

Can I register my classes through eLion?
No. Students should fill out the registration form and email or fax it to the World Campus Registrar. World Campus Registrar contact information is found in the next section of this guidebook.

How many classes should I schedule in each semester?
Students typically schedule two courses per semester, but you may schedule one per semester as well. The program does not recommend scheduling more than two courses per semester. Taking three graduate courses in one semester is a demanding and challenging proposition. Please

discuss this thoroughly with your academic adviser if you are contemplating taking more than two courses in one semester.

Can I schedule one course and its prerequisite simultaneously?
Yes. As you might notice, several of the option roadmaps recommend scheduling this way. The program allows students to schedule courses and their prerequisites simultaneously; however, students may not schedule a course without simultaneously scheduling its prerequisite or previously completing a prerequisite. There are exceptions, however. The ISF Option has some courses in which students would not be permitted to simultaneously take a particular course and its prerequisite. Check with your faculty adviser or Option Coordinator.

Where can I find all of the costs associated with a course for my employer?
Students can access this information from the World Campus course catalog. You can find specific information regarding any course (i.e., tuition, fees, course materials, etc.) on the course catalog by entering the intended semester, the course abbreviation and number, and searching for the particular course of interest.

How do I get a receipt for my tuition or application fee?
Please send an email request to the World Campus Registrar for a tuition receipt and contact the Graduate School for an application fee receipt.

Is there a residency component to the degree?
The iMPS-HLS program does not require a residency component.

Can I attend Commencement at the campus of my choice?
Yes, iMPS-HLS students may attend Commencement at any Penn State campus. There are a number of administrative items that have to be taken care of well in advance of Commencement. Please notify your Option Coordinator and the iMPS-HLS Program Office where you want to attend Commencement. We suggest doing this at the same time you submit your "Intent to Graduate" on eLion.

What is an Access Account and how do I get one?
Every Penn State student who is registered for at least one credit course is assigned a Penn State Access Account upon receipt. This account is your unique digital identity, consisting of a username and password, to access many of the available Penn State online services (i.e., electronic mail, ANGEL, Penn State library materials, etc.).

Most new students will receive an Access Account following their acceptance to World Campus. You will receive an Access Account activation email to your personal email address. Go to the activation link in this email and complete all of the steps to activate your account.

CONTACT INFORMATION, WEBSITES, AND GRADUATE FORMS

Contact Information

Agricultural Biosecurity and Food Defense Program Office 814-865-7069
Bursar Office
      814-863-1386.. bfo@outreach.psu.edu
Career Counseling .... careercounseling@outreach.psu.edu
Course Drop .... coursedrops@outreach.psu.edu
Course Registration .... registration@outreach.psu.edu
Geospatial Intelligence Program Office 814-865-1951
Graduate Enrollment Services
      814-865-1795.. gswww@psu.edu
Homeland Security Base Program Office... 717-948-6322
iMPS-HLS Program Administrative Support Assistant 717-948-6322
Academic Support Coordinator for the School of Public Affairs...................... 717-948-6058
iMPS-HLS Program Office .... spahlsd@psu.edu
Information Security and Forensics Program Office.. 814-863-9461
Office for Disability Services Contact Information.................... http://equity.psu.edu/ods/dcl
Public Health Preparedness Program Office .... 717-531-0003 (ext. 285655)
Student Aid
      814-863-2633.. studentaid@outreach.psu.edu
Student ID Office... 814-865-7590
Technical Support
  800-252-3592 .... wdtechsupport@outreach.psu.edu
Veterans Financial Aid Counselor.. 814-863-0465
World Campus Admission Counselors
      1-800-252-3592 .... wdadmissions@outreach.psu.edu
World Campus Ambassador Information.. 800-252-3592
World Campus Registrar .... registrar@outreach.psu.edu
      800-252-3592
      Fax: 814-865-3290

Websites

Academic Calendar ....
.... http://student.worldcampus.psu.edu/your-courses-how-to-guide/academic-calendar
ANGEL Course Management System .... https://cms.psu.edu/default.asp
Course Catalog....................................... http://student.worldcampus.psu.edu/course-catalog
eLion .... www.eLion.psu.edu
Graduate Degree Programs Bulletin .... www.psu.edu/bulletins/whitebook
Graduate School.. www.gradsch.psu.edu
Graduate Writing Center ....
..... http://student.worldcampus.psu.edu/academic-support-resources/graduate-writing-center
Homeland Security Research Guide ....
..... http://www.libraries.psu.edu/psul/researchguides/socialsciences/homeland_security.html

Homeland Security Digital Library... http://www.hsdl.org/
iMPS in Homeland Security Program...
.... www.worldcampus.psu.edu/degrees-and-certificates/homeland-security/overview
Library Resources ....www.libraries.psu.edu
Military Education Benefits ....
.... www.worldcampus.psu.edu/paying-for-your-education/military-education-benefits
Office for Disability Services.. http://equity.psu.edu/ods
Procedures for Termination...............http://bulletins.psu.edu/graduate/appendices/appendix3
Registration Timetable ....
.....................................http://www.registrar.psu.edu/Reg_Timetable/RegTimetable_Main.cfm
Student ID Cards.. http://www.idcard.psu.edu/
Student ID Discounts http://www1.ohr.psu.edu/discounts/
Webmail .... https://webmail.psu.edu/
World Campus Help Desk ....http://tech.worldcampus.psu.edu

Graduate Forms

Account Access Acceptance Statement ....
.......................http://student.worldcampus.psu.edu/sites/default/files/pdf/Access_Account.pdf
Account Access Form ....
....http://ait.its.psu.edu/assets/AccessAccountForm.pdf
Course Registration Form
.............http://student.worldcampus.psu.edu/sites/default/files/pdf/CourseRegistrationForm-
NonStandard.pdf
Resume Study/Change of Graduate Degree or Major Form...
....http://forms.gradsch.psu.edu/ges/reschg2.pdf