



Graduate Catalog

2005-2007

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. West Chester University reserves the right to change any provisions or requirements at any time. Updates to this two-year catalog will be made late in the 2006 spring semester and will be posted directly to the University's Web site: www.wcupa.edu. Please check the Web site before the fall 2006 semester for any changes.

The West Chester University Mission Statement

West Chester University, a member of the Pennsylvania State System of Higher Education, is a public, regional, comprehensive institution committed to providing access and offering high-quality undergraduate education, select post-baccalaureate and graduate programs, and a variety of educational and cultural resources for its students, alumni, and citizens of southeastern Pennsylvania.

The West Chester University Values Statement

West Chester University is committed to attracting, enrolling, and graduating quality students from a wide variety of educational, cultural, and economic backgrounds. This endeavor requires the University to attract and retain highly qualified faculty and staff and to provide each member of the University community with learning and leadership development opportunities. To this end, the University supports and encourages programs which benefit all people and which seek to eradicate discrimination and injustice. We treasure what we believe to be the highest principles of American society: the worth and uniqueness of each individual, the belief that success is to be earned by individual effort put forth in an environment founded on equality of opportunity, and the appreciation of the ideal of an inclusive society.

We believe that it is incumbent upon all members of our community – staff, students, faculty and administrators – to conduct themselves with civility toward one another at all times. We value the special talents and contributions of each member of our community. We further affirm the worth and dignity of each member and the shared responsibility of all to treat each other as individuals, with respect and courtesy.

As a university owned by the citizens of Pennsylvania, we value our mission to provide the best educational opportunities possible which will enable the University community to successfully address the concerns of a global society. To this end, West Chester University seeks to provide diligent advising for students and to focus on teaching students to think clearly and critically, to make logical and ethical judgments, and to communicate effectively with others.

West Chester University's community strongly supports the principles of academic integrity and academic responsibility, viewing both as the province of every member of the campus community. We hold the highest esteem for teaching directed toward student learning and affirm that mastery of content as well as mastery of teaching skills necessary to communicate such content are paramount.

This values statement is intended to be a living document which will serve West Chester University as it changes and evolves in the coming years.

Communications Directory

MAILING ADDRESS:	West Chester University West Chester, PA 19383
TELEPHONES:	Dial 610-436 plus number in parentheses. For offices not shown here, call the University Information Center: 610-436-1000.
Admissions	Office of Graduate Studies and Extended Education, McKelvie Hall (2943)
Adult Studies	Office of Graduate Studies and Extended Education, McKelvie Hall (1009)
Affirmative Action	Office of Social Equity, 13/15 University Ave. (2433)
Billing/Payments	Office of the Bursar, Bull Center (2552)
Bookstore	Student Services Inc., Sykes Student Union (2242)
Careers/Placement	Twardowski Career Development Center, Lawrence Center (2501)
Counseling	Counseling Center, Lawrence Center (2301)
Financial Aid/ Work Study	Office of Financial Aid, Bull Center (2627)
Graduate Studies/ Catalogs	Office of Graduate Studies and Extended Education, McKelvie Hall (2943)
Housing	Residence Life and Housing Services, Sykes Student Union (3307)
Police	Public Safety Department, Peoples Building (3311)
Public Relations and Marketing	Office of Public Relations and Marketing, 13/15 University Ave. (3383)
Scheduling/Registration	Office of Graduate Studies and Extended Education, McKelvie Hall (2943)
Services for Students with Disabilities	Office of Services for Students with Disabilities, Lawrence Center (2564)
Student Services, Inc.	Sykes Student Union (2955)
Summer Sessions	Office of Graduate Studies and Extended Education, McKelvie Hall (2943)
Teacher Certification	Teacher Education Information and Advisement Center, Recitation Hall (2426)
Undergraduate Catalogs	Office of Admissions, 100 West Rosedale (3411)
University Events/ Student Activities	Student Programming Dept./Student Activities (2983)

Nondiscrimination/Affirmative Action Policy

West Chester University is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the University will continue to make every effort to provide these rights to all persons regardless of race, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability, or veteran status. This policy applies to all members of the University community, including students, faculty, staff, and administrators. It also applies to all applicants for admission or employment and all participants in University-sponsored activities.

This policy is in compliance with federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Executive Order of the Governor of Pennsylvania. Any individual having suggestions, problems, complaints, or grievances with regard to equal opportunity or affirmative action, or to request a translation of this publication into a language other than English, is encouraged to contact Ms. Richeleen Dashfield, director, Office of Social Equity, 13/15 University Ave., 610-436-2433.

Sexual Harassment Policy

West Chester University is committed to equality of opportunity and freedom from discrimination for all of its students and employees. Because sexual harassment is a form of discrimination based on sex, the University will not tolerate it in any form.

Upon official filing of a complaint, immediate investigation will be made culminating in appropriate corrective action where warranted, which may include termination of the relationship with the University.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurring when:

1. submission to the unwelcome conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's employment, or of a student's academic status or treatment;
2. submission to or rejection of the unwelcome conduct of a sexual nature by an individual is used as the basis for academic or employment decisions affecting such an individual; or
3. the unwelcome conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in, benefit from, or perform at extracurricular activities, work, academic or educational programs, or to create a hostile or abusive living, working, or academic environment.

A complete copy of the University's Sexual Harassment Policy document, inclusive of the Sexual Harassment Complaint Procedure, may be obtained from the Office of Social Equity.

Individuals who believe themselves to be the victims of sexual harassment, or who have questions about the University's policy on this matter should contact Ms. Richeleen Dashfield, director, Office of Social Equity, 13/15 University Ave., 610-436-2433.

ADA Policy and Accommodations

In keeping with West Chester University's commitment to equality of opportunity and compliance with the Americans with Disabilities Act of 1990, the University has established procedures and designated offices to provide accommodations for all people with disabilities. A complete copy of the ADA Policy Statement, as well as appropriate offices, appears on page 22 of this catalog. Individuals needing accommodations should make their needs known to the responsible office at least a week in advance. This publication is available on the Web site (www.wcupa.edu). A disk version for those needing accommodations is available from the Office of Graduate Studies, 610-436-2943.

Accreditation

West Chester University is accredited by the Accreditation Council for Continuing Medical Education, American Chemical Society, American Dietetics Association, American Speech-Language-Hearing Association, Commission on Accreditation of Allied Health Education Programs (CAA-HEP), Commission on Collegiate Nursing Education, Council of Social Work Education, Council on Education for Public Health, Joint Review Committee for Respiratory Therapy Education, Middle States Association of Colleges and Schools (MSA), National Association of Schools of Music (NASM), and Society of Public Health Education/American Association for Health Education (SOPHE/AAHE). West Chester University's professional education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the Pennsylvania Department of Education to recommend candidates for certification.

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Office of Graduate Studies and Extended Education

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102 W. Rosedale Avenue
West Chester University
West Chester, PA 19383-2600
610-436-2943
Fax: 610-436-2763
E-mail: gradstudy@wcupa.edu
Web site: <http://www.wcupa.edu>

Contents

Communications Directory	ii	English	55
Graduate Programs of Study	2	Foreign Languages	60
Graduate Studies at West Chester	3	Geography and Planning	62
Admission	4	Geology and Astronomy	63
Good Standing, Academic Probation, Degree Candidacy, and Degree Requirements	7	Health	65
Fees and Expenses	8	History	68
Financial Aid	11	Holocaust and Genocide Studies	70
Academic Information and Regulations	14	Instructional Media	71
University Services and Student Living	23	Kinesiology	71
Structure of the University	28	Leadership for Women	74
Programs of Study and Course Offerings	28	Linguistics	75
Guide to the Catalog	28	Literacy	76
Administration	29	Mathematics	78
Certificate in Administration	29	Music	80
Human Resources Management	30	Applied Music	81
Individualized Concentration	30	Music Education	83
Training and Development	31	Music History and Literature	85
Leadership for Women	31	Music Theory/Composition	86
Long-Term Care	31	Nursing	87
Public Administration	31	Philosophy	90
Regional Planning	31	Political Science	90
Sport and Athletic Administration	31	Professional and Secondary Education	91
Anthropology and Sociology	31	Psychology	95
Art	32	Social Work – Graduate	97
Biology	33	Teaching English as a Second Language	100
Business	36	Theatre and Dance	101
Master of Business Administration Program	36	Women’s Studies	101
Accounting	37	Guide to Course Prefixes	102
Economics and Finance	37	Commonwealth of Pennsylvania	103
Management	38	Administration	104
Marketing	39	Faculty	105
Chemistry	40	University Policy for Storm Closings	118
Communication Studies	42	Academic Calendar	119
Communicative Disorders	43	Campus Map	120
Computer Science	45	Borough of West Chester	121
Counseling and Educational Psychology	46	Chester County Map	122
Criminal Justice	49	Index	123
Early Childhood and Special Education	50		
Elementary Education	53		

Graduate Programs of Study

Administration

M.S.A. (Concentrations: Human Resource Management, Individualized, Leadership for Women, Long-Term Care, Public Administration, Regional Planning, Sport and Athletic Administration, Training and Development)

Certificate in Administration

Certificate in Gerontology

Certificate in Human Resource Management

Certificate in Leadership for Women

Anthropology and Sociology

M.S.A. (Concentration: Long-Term Care)

Certificate in Gerontology

Biology

M.S. Biology (thesis)

M.S. Biology (nonthesis)

M.S. Biology (Natural Science Track)

Business

M.B.A. (Concentrations: Economics/Finance, Executive, General Business, Management, Technology and Electronic Commerce)

Chemistry

M.A. Physical Science (Concentration: Chemistry)

M.Ed. Chemistry

M.S. Chemistry

M.S. Clinical Chemistry

Communication Studies

M.A. Communication Studies

Communicative Disorders

M.A. Communicative Disorders

Computer Science

M.S. Computer Science

Certificate in Computer Science

Counseling and Educational Psychology

M.Ed. Counseling: Elementary School Counseling

M.Ed. Counseling: Secondary School Counseling

M.S. Counseling: Higher Education/Post Secondary

Certificate in Professional Counseling Licensure Preparation

Specialist I Certificate in Counseling (Elementary or Secondary)

Criminal Justice

M.S. Criminal Justice

Early Childhood and Special Education

M.Ed. Early Childhood Education

M.Ed. Special Education

Certification in Special Education

Elementary Education

M.Ed. Elementary Education (Concentrations: Creative Teaching-Learning, Elementary Education, Gifted and Talented, Human Development, Language Arts, Social Studies)

Certification in Elementary Education

Certificate of Advanced Graduate Study

English

M.A. English (thesis)

M.A. English (nonthesis)

M.A. Teaching English as a Second Language (TESL)

Certificate in TESL

Foreign Languages

M.A. French

M.A. Spanish

M.Ed. French

M.Ed. Spanish

Geography and Planning

M.A. Geography

M.S.A. (Concentration: Regional Planning)

Geology and Astronomy

M.A. Physical Science (Concentration: Earth Sciences)

Health

M.Ed. School Health

M.P.H. Public Health

Certification in Health

Certificate in Emergency Preparedness

Certificate in Health Care Administration

Certificate in Integrated Health

History

M.A. History

M.Ed. History

Holocaust and Genocide Studies

M.A. Holocaust and Genocide Studies

Certificate in Holocaust and Genocide Studies

Kinesiology

M.S. Health and Physical Education (Concentrations: General Physical Education, Exercise and Sport Physiology)

M.S.A. (Concentration: Sport and Athletic Administration)

Certification in Driver Education and Safe Living

Leadership for Women

M.S.A. (Concentration: Leadership for Women)

Certificate in Leadership for Women

Literacy

M.Ed. Reading

Certificate in Literacy

Certification as a Reading Specialist

Mathematics

M.A. Mathematics (options in Mathematics, Mathematics Education)

M.S. Applied Statistics

Certification in Mathematics

Certificate in Applied Statistics

Music

M.A. Music History

M.M. Accompanying

M.M. Music Education

M.M. Music Performance

M.M. Music Theory/Composition

M.M. Piano Pedagogy

Certificate in Kodaly Methodology

Certificate in Orff-Schulwerk

Nursing

M.S.N.

Certification in School Nursing

Certificate in Parish Nursing

Philosophy

M.A. Philosophy

Professional and Secondary Education

M.Ed. Secondary Education

M.S. Educational Research

Certification in Secondary Education

Certificate in Teaching and Learning with Technology

Courses in Environmental Education; Urban Education

Psychology

M.A. Psychology: Clinical

M.A. Psychology: General

M.A. Psychology: Industrial/Organizational

Certificate in Clinical Mental Health

Public Administration

M.S.A. (Concentration: Public Administration)

Social Work

M.S.W.

Teaching English as a Second Language

M.A. Teaching English as a Second Language

Certificate in TESL

The following departments and interdisciplinary areas offer graduate courses, but no graduate degree: Anthropology and Sociology, Art, Linguistics, Theatre Arts, and Women's Studies.

Graduate Studies at West Chester

The mission of graduate education at West Chester University is to provide high-quality, accessible graduate degree, professional growth, and certificate programs responsive to students' needs for professional development and educational enrichment. The offerings reflect a wide range of master's programs as well as a selected number of specialist and professional growth opportunities. The quality of programs is enhanced by the graduate students' access to and interaction with faculty and by the richness of the diverse student body. The graduate programs are integrated with the research, outreach, and development functions of the University. The faculty fosters excellence in teaching and promotes an intellectual environment that actively supports quality graduate education. The goals of graduate study at this University are as follows:

1. Foster an attitude of intellectual and creative inquiry and to develop research and analytical skills that are applicable to professional settings.
2. Increase the professional skills and academic competence of students to enable them to make important contributions to their professions.
3. Prepare students for further graduate study.
4. Meet the needs of college graduates who are preparing for changing career roles in the future.

THE GRADUATE STUDIES PROGRAM at West Chester has grown remarkably since its introduction in 1959.

Approximately 2,000 students now attend during the fall and spring semesters; some 1,800 enroll for summer sessions. West Chester University's graduate program is the largest within the 14 Commonwealth-owned institutions of higher learning.

The University began as the West Chester Academy in 1812 and functioned as a normal school from 1871–1927. Since it became a four-year college in 1927, West Chester has devel-

oped steadily and is now one of the major comprehensive institutions of higher learning in the Philadelphia vicinity.

Facilities for graduate education are excellent. The Commonwealth's extensive building program in the 1950s led to the Schmucker Science Center, a block-long complex of buildings including a planetarium, an astronomical observatory, and modern laboratories; the Elsie O. Bull Learning and Research Center; and the Francis Harvey Green Library, one of Pennsylvania's principal university libraries. The Boucher Science Center was added in 1995, and two new buildings – Swope Music Building and the Performing Arts Center, and a Business Center – are in the planning stages.

The University offers the master of arts, master of business administration, master of education, master of music, master of science, master of science in administration, and master of social work in approximately 50 disciplines or areas of study.

Master's degree programs such as the M.B.A., the M.A. in communicative disorders, the M.S.A., the M.S. in computer science, the M.S.W., and the certificate of advanced graduate study are offered, as well as certificate programs in several areas, including administration, computer science, counseling, elementary education, gerontology, human resource management, leadership for women, literacy (reading), and special education.

In addition to its degree, certification, and certificate programs, West Chester offers certificates in administration, computer science education, and health, as well as nondegree study in a number of areas including art, linguistics, theatre arts, and women's studies.

For the benefit of in-service teachers and other employed persons, West Chester schedules most of its graduate classes during late afternoons and evenings.

Graduate Summer Sessions

Summer school includes two five-week terms plus a three-week post session, devoted primarily to workshops (see "Admission" to apply) and courses/programs offered in program-specific formats (see summer course schedule).

Admission to summer sessions courses does not constitute admission to a degree program.

The Campus

The University is located in West Chester, a community in southeastern Pennsylvania strategically located at the center of the mid-Atlantic corridor. The seat of Chester County government for almost two centuries, West Chester retains much of its historical charm in its buildings and countryside, but offers the 20th-century advantages of a town

in the heart of an expanding economic area. The University occupies 402 acres. The main campus is situated on 106 acres within the Borough of West Chester; the south campus is located on a 293-acre tract in adjacent townships. Five miles from the main campus is the Graduate Business Center located on McDermott Drive in West Chester. West Chester was settled in the early eighteenth century principally by members of the Society of Friends. With a population of about 20,000, the borough is small enough to have the pleasant aspects of a tree-shaded American town, large enough to provide essential services and the substance of a vigorous community, and old enough to give the student first-hand contact with America's early history. The heart of West Chester is its courthouse, a Classical Revival

building designed in the 1840s by Thomas U. Walter, one of the architects for the Capitol in Washington, D.C.

How to Reach West Chester

The Borough of West Chester is easily accessible from all directions both by car and public transportation. Route 3, the West Chester Pike, leads directly into town from center-city Philadelphia. From the Pennsylvania Turnpike, motorists traveling west should take Route 202 south from the Valley Forge Interchange (exit #326), while those traveling east can arrive via Route 100 south from the Downingtown Interchange (exit #312). From the south, Route 202 from Wilmington and Routes 100 and 52 from U.S. Route 1 all lead to West Chester.

Admission

Student Responsibility

It is the responsibility of students to know and observe all policies and procedures for their programs. The University will not waive a regulation because a student claims unawareness of it. Students should adhere to the dates relating to application for graduation as well as other pertinent deadlines announced by the department or the Office of Graduate Studies and Extended Education.

The Application Procedure

Students with a bachelor's degree from an accredited college or university in the United States or with equivalent preparation acquired in another country are eligible to apply for admission to a graduate program.

Self-managed applications are available from the Office of Graduate Studies and Extended Education or through the University's Web site (www.wcupa.edu). Students must submit the completed application and supporting documentation directly to the Office of Graduate Studies, including the following:

1. Two official copies of academic records (transcripts) from every college and university attended (except West Chester University). Students should follow the instructions in the application. Note: Applicants to a professional growth program need only submit transcripts from the institution where their highest degree was earned.
2. Three letters of professional recommendation (special form required of M.S.W. applicants).
3. A written statement of professional goals. This statement can be typed or printed on separate paper. Students should include three signed copies. Foreign language candidates must write the statement in the program language.
4. In addition, many programs require a recognized test of scholastic aptitude, e.g., Graduate Record Examination (General and/or Advanced), the Miller Analogies Test (MAT), and/or the Graduate Management Admissions Test (GMAT). Upon the student's request, test scores are sent by the originating source (e.g., Educational Testing Service) directly to West Chester University.

5. Additional requirements may include the following:

- An audition (music applicants only)
- Resume
- Any supplemental information (e.g., forms, writing samples required by department)
- A few departments may require a personal interview.

6. Applicants should consult with the graduate coordinator of the primary interest area to assure compliance with admission requirements for a particular degree program.

The applicant is responsible for assuring that the Office of Graduate Studies receives all necessary materials by the recommended application deadlines.

All application materials become the property of West Chester University and may not be returned or forwarded to another institution.

Application Deadline

For most of the graduate programs, recommended deadlines for the submission of completed applications are as follows: April 15 – fall semester, October 15 – spring semester, and April 15 for graduate assistant applicants.

Some programs have established different recommended application deadlines. Please see application information under individual programs listed in this catalog.

The application and all supporting credentials should be submitted to the Office of Graduate Studies by the deadline dates shown above. **Late applications will be accepted; however, admission will be on a space-available basis for applicants who meet all other admission requirements.** Applicants who have missed the deadline should consult with the graduate coordinator for that program to receive advice regarding the possibility of enrolling as a nondegree student for a maximum of six credits while awaiting action on their application.

Students interested in receiving a graduate assistantship should apply to the Office of Graduate Studies no later than April 15.

Notification of Admission

All applications are reviewed by both the appropriate department or program and the dean of graduate studies.

The dean will notify applicants of the acceptance or rejection of their applications. If accepted, students must follow all program advising and scheduling policies and procedures. Accepted students should meet immediately with their advisers to outline a program of study.

Matriculation Fee

At the time of acceptance into a graduate program at West Chester University, the student must submit a nonrefundable fee of \$100 to reserve his/her admission. This sum is applied toward the student's tuition and/or fees but is nonrefundable should the student subsequently decide not to attend West Chester University. The student's admission is canceled if he/she fails to submit the \$100 matriculation fee by the due date.

Admission Requirements for Degree Students

1. Applicants must have a baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country.
2. West Chester University is phasing in new GPA requirements. Beginning fall 2005, the University will require a minimum GPA of 2.65 with a minimum of 2.75 in the major discipline. Effective fall 2006, a minimum 2.80 undergraduate GPA will be required. Some programs may require additional GPA standards. (An "A" equals 4.0.) Provisional acceptance may be possible under some circumstances for applicants who do not meet this standard.
3. Applicants must submit scores from the Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), or the Miller Analogies Test (MAT) if these are required for admission to the program in which the student wishes to enroll. Applicants to a program with any of the above requirements who have an earned, recognized, post-baccalaureate degree from an accredited college or university will have this requirement waived. A student with an earned graduate level certificate from West Chester University (see page 5 concerning certificates), applying to a

graduate program, may have the standardized test waived at the recommendation of the graduate coordinator.

4. The department offering the desired degree program must recommend acceptance. Before such recommendation is given, an interview with a faculty member may be required. The applicant also must meet any other additional requirements established for the degree program, including grade point averages that exceed the minimum graduate admission requirements.
5. The dean of graduate studies and extended education must give official acceptance. Only written notice from the dean constitutes approval of admission, not correspondence with a department or an individual faculty member.
6. Space must be available in the program.
7. Requirements to resolve academic deficiencies are to be met prior to registering for graduate courses. Individual departments may have more rigorous requirements.

West Chester University's policy for graduate studies includes that the highest possible grades/test scores do not guarantee admission to graduate school, nor do low grades/test scores automatically disqualify a candidate. Our policy is that no applicant should be admitted unless we expect that applicant to do well enough to graduate and have no serious academic problems.

Note: At the graduate level, West Chester University performs an individualized and holistic review of all applications for admission to the University. Graduate admission decisions are made using a variety of criteria including the undergraduate grade point average, letters of reference, an applicant's goal statement, and where required by the program, standardized test scores, portfolio review of work/life experience, and other similar program-specific requirements. Graduate applications are reviewed by the graduate coordinator for recommendation, and admissions decisions are made by the graduate dean. Individuals who have questions about their admissibility are encouraged to contact the Office of Graduate Studies or the appropriate graduate coordinator. An applicant who has academic deficiencies may be granted provisional status. The departmental graduate coordinator

will specify course work which must be taken to remove such deficiencies and which might not be credited to degree requirements including, if necessary, undergraduate prerequisites. Admission to degree study does not constitute admission to degree candidacy. After a student has satisfactorily fulfilled certain course requirements specified in the degree program and has completed 12 to 15 semester hours of work, the student must apply for admission to degree candidacy.

Policies and Procedures for Graduate Certificate Programs

Definitions

A graduate certificate program is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. It is not a degree.

Guidelines

1. Students are awarded a graduate certificate upon completion of a well-defined program of course work within an approved graduate program.
2. The didactic material encompassed within a graduate certificate program may represent a subset or extension of an existing graduate discipline.
3. For a graduate certificate program, the number of graduate credits is expected to be 18, unless noted otherwise.
4. Graduate certificate programs may be at the post-baccalaureate or post-master's level. Post-master's graduate certificate programs must be designated as such.
5. Graduate certificate programs do not include a thesis.
6. All graduate certificate programs will be reviewed within the course of regular graduate program assessment and review.
7. Certificate programs also may be proposed for post-baccalaureate students that consist of undergraduate credit courses, professional credit courses, or noncredit courses; in such cases, the programs will not be considered to have met the standards for graduate certificate programs.
8. With the exception of courses offered in collaboration with another institution or expressly addressed in the certificate program requirements, a majority of credits for the certificate

program must be completed at West Chester University. Graduate credits from another accredited institution may be accepted for transfer and are subject to the transfer of credit policy in place with approval of the department and the dean of graduate studies and extended education.

9. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students (e.g., maintenance of a 3.0 GPA).
10. The title of any graduate certificate program must contain the words "Graduate Certificate Program." Only Pennsylvania Department of Education certification programs may include the word "certification."
11. While the courses in a graduate certificate program may be used as evidence in support of a student's application for admission to a graduate degree program, the certificate itself is not considered a prerequisite.

Student Eligibility and Admission Criteria

1. Admission criteria beyond the bachelor's degree from an accredited institution will be determined by the department and explicitly stated. In most instances, the undergraduate degree should be related to the certificate program.
2. Each program may set admissions criteria above those required for general graduate admissions to a certificate program (e.g., higher GPA or TOEFL scores, standardized test scores, whether or not certificate courses may be counted towards a related master's degree program).
3. Graduate certificate students are not eligible for graduate assistantships.

Graduate Record Examination and Graduate Management Admission Test

Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) are required for many degree programs. The prospective degree student should consult the appropriate program outline and schedule a test prior to matriculation. Both tests are administered by the Educational Testing Service, P.O. Box 6004, Princeton, NJ 08541-6004. For current information regarding application materials and test dates, contact the

Counseling Center, 610-436-2301.

Application forms must be filed with the Educational Testing Service at least 15 days prior to the date of any examination. The examinations may be taken at any of the testing centers designated by the Educational Testing Service.

Miller Analogies Test

Some degree programs require students to take the Miller Analogies Test. Students requiring the test can call 1-800-622-3231.

Undergraduates

An undergraduate who has completed 96 credits of undergraduate course work, is in the final semester of work for the bachelor's degree, and has an overall grade point average of at least 3.0 may, with the permission of the dean of graduate studies and extended education, enroll in up to six credits of graduate-level courses. Credits earned may be applied to a master's degree program subject to the approval of the major department.

Auditors

Graduate students may declare "audit" status in a course through the end of the ninth week of class BUT may only audit one course per semester. Faculty may refuse to grant auditor status. Full-time graduate students have the privilege of auditing without additional charge, provided they obtain approval from the course instructor and the course does not create an overload situation. If an overload results, students are assessed the per credit rate for each credit in excess of 15. Part-time students may audit, provided they obtain the instructor's approval, enroll in the course through the Office of the Registrar, E.O. Bull Center, and pay the regular course fees.

Credit is never given to auditors. The auditor status may not be changed after it has been declared. The grade of Audit (AU) is recorded on the student's transcript. An audited course will not fulfill any requirement toward graduation.

Transfer of Credit

Applicants to a degree program at West Chester who have earned credits through previous graduate study at another college or university may transfer credit under certain circumstances. Application forms for transfer of credit may be obtained in the Office of Graduate Studies. The following conditions are the minimum requirements for acceptance of transfer credit:

1. The credits must have been earned at an accredited graduate school.
2. The courses taken must be approved by the department or program in which the applicant intends to enroll at West Chester and by the graduate dean.
3. The maximum number of credits that may be transferred shall not exceed 20 percent of the total required for completion of the student's degree program, rounded to the next highest three-credit increment.
4. The grade earned for courses to be transferred must be B or better. (An "A" equals 4.0.)
5. An official transcript and a course catalog description or syllabus must be submitted. Transcripts must be sent directly to the Office of Graduate Studies by the institution that granted the credits, and they must clearly indicate that the courses to be transferred are graduate courses for which graduate credit was given.
6. The courses for transfer generally must have been taken recently enough to fall within the six-year time limitation.

The Senior Citizen Policy

The Senior Citizen Program allows retired Pennsylvania residents to attend West Chester University tuition free on a **SPACE-AVAILABLE BASIS**. To qualify, the student must be retired, at least 60 years old, and have been a Pennsylvania resident for at least a year. Students may enroll as either degree or nondegree students and may audit or take courses for credit. The program does not include internships, independent study, individualized instruction, student teaching, thesis, seminar, or any similar course requiring extra faculty compensation for the additional enrollment. All scheduling information is available in the Office of Graduate Studies.

Senior citizen students may not register prior to the beginning of classes. They must attend the first meeting of the class(es) for which they wish to register and obtain the instructor's signature on their schedule, indicating there is space available in the class. They then return their signed schedule, along with a signed Senior Citizen fee waiver form and signed audit form if they wish to audit, to the Office of Graduate Studies. The office then schedules the student and submits the fee waiver form to the Office of Financial Aid.

Admission of International Students

Students from foreign countries may be admitted to the graduate program, provided they meet certain special requirements in addition to the University and program admission requirements. International students, like other out-of-state students, are accepted only when space is available.

Applications and supporting documents must be submitted to the Office of Graduate Studies no later than March 15 for admission the following fall semester, and September 1 for admission the following spring semester.

Applicants whose native language is not English must submit evidence of satisfactory performance on the Test of English as a Foreign Language (TOEFL) to the Office of Graduate Studies and Extended Education before application forms can be processed. A score of 550 is the minimum acceptable score (213 for computer-based exam), although some programs have higher minimum requirements. Information about the TOEFL test, including test dates and locations in foreign countries, can be obtained from the Educational Testing Service, Box 6151, Princeton, NJ 08541-6151, U.S.A. Registration forms must reach Princeton at least five weeks before the test is to be taken.

Applicants who fail to achieve a minimum score of 550 on the TOEFL may be admitted to the English as a Second Language (ESL) program, providing they are otherwise eligible for admission to the graduate degree program to which they have applied. Successful completion of the ESL program will qualify the applicant for subsequent admission to a graduate degree program. The following information and documents must be filed with the Office of Graduate Studies:

1. A completed application form.
2. An official copy of school certificates and diplomas, showing the date issued for all work done beyond the elementary level.
3. Official record of the TOEFL score sent directly to the Office of Graduate Studies by the Educational Testing Service.

After the application and supporting documents have been reviewed, the Office of Graduate Studies will notify the applicant of its action. If accepted, students must file the following infor-

mation and documents with the Center for International Programs Office.

4. A proof of financial support form must be completed and returned to the Office of Graduate Studies. Current costs are approximately \$16,250 for the academic year. (Summer and holidays are not figured into these costs.)
5. A medical history form and an immunization record must be completed by a physician and returned to the Office of Graduate Studies.
6. If a student is admitted to a degree program, the University will supply a U.S. Immigration (I-20) Form.

After the application and supporting documents have been reviewed, the Office of Graduate Studies will notify the applicant of its action. International students are urged to remain in their own countries until they receive notice of acceptance. The University cannot assume responsibility for the housing or welfare of international students.

Proof of Financial Support

International students must demonstrate proof of financial support in the amount of \$16,250 for their first academic year in the United States at West Chester University. That support can be demonstrated through a variety of sources, as long as the total from all sources of support equals at least \$16,250. The sources of funds can include scholarships, grants, loans, sponsorship by a U.S. citizen or permanent resident, personal or family funds, and acceptance deposits. All sources of funds must be verified.

Acceptance deposits may be required to verify personal or family funds. For students who have previously studied in the United States, verification that all financial obligations were met at prior academic institutions may be all that is required to demonstrate proof of financial support.

Insurance Requirements for International Students

International students at West Chester University are required to carry adequate health and accident insurance. Insurance

must be effective for all periods of time the student has been authorized to be in the United States by an immigration document issued by the University.

Health and accident insurance policies must be purchased through a company that sells insurance in the United States. West Chester University has set minimum coverage standards which must be met by all insurance policies. Information about the minimum standards is available at the Center for International Programs Office, 610-436-3515.

To assure compliance with the insurance requirement, all international students must come to the center by August 31 of each academic year (January 31 for students entering spring semester). There students may obtain information as to the amount of insurance required and the means of obtaining coverage to meet the insurance requirement.

Readmission

See policy on Continuous Enrollment, page 15.

Good Standing, Academic Probation, Degree Candidacy, and Degree Requirements

Good Standing

Students must maintain a 3.00 cumulative average to remain in good standing.

Academic Probation/Dismissal

Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period. Students who receive two grades of C+ or below will receive an academic warning, regardless of GPA. Receipt of a

third grade of C+ or below will result in academic dismissal, regardless of GPA.

A graduate student earning a D or an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. A D or an F earned at West Chester University may not be made up at another institution of higher learning for the same course.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in

which they are dropped.

Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00. Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

Requirements for Admission to Degree Candidacy

Application for degree candidacy must be made immediately on completion of the first 12 to 15 semester hours of course work in a degree program.

During the precandidacy period the student must do the following:

1. Complete those courses which the department or program specifies as prerequisite to degree candidacy.
2. Perform satisfactorily on examinations which the department or program may require for admission to degree candidacy.
3. Maintain a cumulative average of at least 3.00.
4. Meet specific GPA requirements as stipulated by the individual degree program.

Procedure for Application to Degree Candidacy

1. Every student must file an application for admission to degree candidacy with the dean of graduate studies and extended education. Forms are available in the Office of Graduate Studies and Extended Education.
2. When the application has been evaluated by the department concerned and by the dean of graduate studies and extended education, the graduate dean will send a letter of acceptance or rejection to the student.
3. Upon notice of acceptance, degree candidates must confer with their advisers to continue with their previously established program of study.

Students must be admitted to degree candidacy prior to registering for comprehensive exams and before registering for thesis credits.

Reapplication for Degree Candidacy

Applicants who fail to qualify as degree candidates may reapply. They must maintain a cumulative grade point average of 3.00.

Summary of Requirements for the Master's Degree

1. Admission to degree candidacy.
2. Completion of all requisite courses and credits with a cumulative average of 3.00, compliance with specific GPA requirements as stipulated by the individual degree program, and achievement of satisfactory scores on the Graduate Management Admission Test, Graduate Record Examination, or the Miller Analogies Test, if required. (See program requirements.)
3. Satisfactory performance on a final written and/or oral comprehensive examination conducted by the student's advisory committee in the field of specialization. (It is the candidate's responsibility to determine if this is required by his/her program and to apply for this examination by the prescribed deadlines.)

4. Submission and approval of the thesis or research report in those programs requiring it.
5. Fulfillment of any special examinations, requirements, or competencies that are unique to a department or program.
6. Fulfillment of all financial obligations to the University, including payment of the graduation fee, and of all other obligations, including the return of University property.
7. Compliance with all academic requests from the dean of graduate studies and extended education, including submission of a form letter of intent to graduate by the specified due date.

Additional Requirements for the Master of Education Degree

In addition to fulfilling these requirements, candidates for certain master of education degrees must give evidence of successful teaching experience approved by the department chairperson. Other experiences in lieu of this requirement must be approved by the relevant department and the dean of graduate studies and extended education.

Fees and Expenses

Special Note: The fees listed below reflect charges at press time. For up-to-date information on fees at any given time, contact the Office of the Bursar, 610-436-2552.

Fees and expenses are subject to change without notice. Fees shown here are in effect for the 2004–2005 academic year and apply to fall and spring semesters only. Changes for 2005–06 and 2006–07, if approved, would occur after the printing of this catalog.

Unless otherwise specified, fees may be paid by Visa, MasterCard, American Express, check, or money order made payable to West Chester University. The cancelled check, money order record, or charge card billing serves as a receipt.

Basic Graduate Tuition for Legal Residents of Pennsylvania

Less than 9 credits—\$321.00 per semester hour of credit
 9 through 15 credits—\$2,886.00 per semester
 More than 15 credits—\$2,886.00 plus \$321.00 for each semester hour of credit beyond 15

Basic Graduate Tuition for Out-of-State Students

Less than 9 credits—\$513.00 per semester hour of credit
 9 through 15 credits—\$4,618.00 per semester
 More than 15 credits—\$4,618.00 plus \$513.00 for each semester hour of credit beyond 15

Technology Tuition Fee

This mandatory instructional fee will be used to enhance classroom technology. All charges are per semester:

Legal residents of Pennsylvania:
 Full-time undergraduate and graduate—\$50.00
 Part-time undergraduate and graduate—\$25.00
 Out-of-state students:
 Full-time undergraduate and graduate—\$75.00
 Part-time undergraduate and graduate—\$38.00

Summer will be considered as one semester. Students enrolled in multiple summer sessions will be charge no more than the equivalent of the full-time semester rate.

General Fee

The general fee of \$467 per full-time student (9 credits or more) or \$53 per credit hour for the part-time student (8 credits or less) is a mandatory charge which covers the use of the following services:

- Sykes Student Union Fee: Previously called the community center fee, this charge is for the operation and use of Sykes Student Union (\$55).
- Student Health Center Fee: This charge is for the use of the University Health Center (\$65). Part-time graduate students (registering for less than nine graduate credits) may elect to have the Student Health Center Fee (\$7 per credit) waived. Acceptance or rejection of this option must be made at the time of initial registration for each semester or summer session. This choice cannot be changed until the time of the next registration. Students who elect to have this fee waived will not have services of the Student Health Center available to them for the semester or summer session involved. Also, part-time graduate students are informed that the opportunity to purchase University-approved health insurance is tied to payment of the Student Health Center Fee.
- Sykes Student Union Expansion Fee: This fee supports the recent renovation of Sykes Student Union, which features new and improved student services (\$60).
- Graduate Student Association Fee: This fee funds the activities of the Graduate Student Association (\$10).
- Educational Services Fee: Students pay this fee in lieu of specific department charges (\$241).
- Parking Improvement Fee: This student-approved fee will be dedicated to improve the quality and availability of campus parking for students. It will provide for new student parking, improved shuttle service, and safety improvements. The cost is \$36 for full-time students, and \$4 per credit for part-time students.

Application Fee

A nonrefundable graduate student application fee of \$35 is assessed to all students applying to a graduate program. If a non-degree graduate student (a graduate student not yet officially admitted to a degree program) applies, he/she will pay this fee upon initial application to take a graduate course. He/she will not be assessed this fee

again once officially admitted to a degree program. Graduate program applicants who hold a master's degree from West Chester University will not be assessed the application fee when applying for a second master's degree or professional growth.

Housing Fee

Graduate student housing is limited at West Chester University. If housing is granted, a fee must be paid which will secure the occupancy offered. Possible options include a standard double room in a designated section of an undergraduate residence hall with one roommate, or in selected units of the South Campus apartment complex with five occupants in combinations of doubles and singles. This fee covers all utilities, including on-campus and local telephone service (students must provide the actual telephone). The University offers a special program for long-distance calling. The Student Occupancy Agreement, which must be signed before students check into their rooms, is binding for the full academic year (September–May), even for those students who may receive late room assignments. The current cost per student is \$1,954 a semester for a traditional residence hall; apartments are \$2,267 for a double bedroom and \$2,464 for a single bedroom. These rates are subject to change and should be considered reasonable approximations.

Meal Fee

All students residing in a North Campus residence hall (including affiliated housing, University Hall) must be on the University meal plan as a condition of occupancy. Students with medical problems who cannot meet this requirement may request a meal waiver. Residents of the South Campus Apartment Complex and The Village at WCU, as well as off-campus and commuting students, may purchase any meal plan offered or obtain meals at the transient rate.

Meal plans consist of 26 meal zones per week: 19 traditional breakfast/brunch, lunch, and dinner zones, plus seven late-night zones. The following plans are available to resident students:

- Variable 10 meals per week, plus \$100 flex: \$856 per semester
- Variable 14 meals per week, plus \$100 flex: \$937 per semester
- Variable 19 meals per week, plus \$100 flex: \$1,012 per semester

For the above meal plans, the meal week runs from Saturday brunch through Friday late night. With these plans the diner can choose any combination of meals, but will forfeit any unused meals at the end of the meal week.

Additional meal plan options for resident students include the following:

- Block Plan of 175 meals per semester, plus \$100 flex: \$909 per semester
- Block Plan of 225 meals per semester, plus \$100 flex: \$995 per semester

Block plans run the entire semester, so the diner can use them in any number configuration throughout the semester, but must use them up by the end of the semester or forfeit the remaining meals.

South Campus residents (apartments and The Village), off-campus students, and commuters may select any of the above plans in addition to the following:

- Block Plan of 75 meals per semester, plus \$100 flex: \$515 per semester
- Flex-only Plan (must begin with \$100 minimum account and can add in \$25 increments). Flex dollars not used by the end of the fall semester will be transferred to the spring semester. However, any unused flex dollars at the end of the spring semester will be forfeited. Students who leave the University at the end of fall semester will forfeit any remaining flex dollars.

All meal plans may be used in the following locations: Lawrence Dining Hall; the Diner; C-Stores/Grill operations; and the Ram's Head Food Court.

National brands, such as Chick-fil-A, Subway, Einstein's Bagels, and Freshens will take cash and flex only. Students in North Campus residence halls will have their meal plan cost included in their University bill. Off-campus, commuter, and South Campus Apartment/Village students can sign up for a meal plan by applying at the Office of the Bursar in the E.O. Bull Center. **Any meal plan changes must be submitted within the first two weeks in the beginning of each semester.** After that deadline, the assistant vice president for student affairs must approve any change requests. The diner is permitted to use four meals in one day and may combine up to two meals per meal zone to convert to the meal/cash allowance. Diners may use five of their meals per semester for a guest.

The RAM *e* CARD will serve as a ticket to the offerings at Lawrence Food Court,

Campus Corner, Convenience Stores, and Sykes Ram's Head Food Court.

RAM e CARD Fees. The University charges a \$10 fee to issue a RAM e CARD to each full- or part-time student. If this card is lost, stolen, or damaged, the student will be charged \$10 for a replacement card. This fee is payable at the Student Services, Inc. (SSI) service center located on the ground level of Sykes Student Union.

Late Registration Fee

Graduate students are not automatically granted permission to schedule after the deadline; however, a late registration fee of \$35 is required of students who receive approval to schedule and pay after the official registration deadline.

Late Payment Fee

Students who fail to pay or submit their semester bills by their due date will be assessed a \$50 late payment fee. Nonreceipt of a bill does not relieve students of the responsibility of paying their bill by the due date. For those paying by mail, please allow sufficient time for payment to reach the University by the due date. Financial aid students who fail to confirm their attendance by the due date, even if no payment is due, will also be liable for this fee.

Course Audit Fee

Students who audit a course (attend a course without taking credit) pay the same fees as other students.

Payment of Fees

Fall semester bills should be received by mid July. Spring semester bills should be received by the first week of December. Students who do not receive a bill should contact the Office of the Bursar at 610-436-2552. It is each student's responsibility to pay/submit the semester bill by the due date. **Nonreceipt of a semester bill does not relieve the student of the responsibility of paying/submitted the bill by the due date.** Address changes should be made through the Office of the Registrar to allow for sufficient time to reflect an accurate billing address. Students who are receiving approved financial aid awards that fully cover or exceed the amount of their bills do not have to pay, but they must submit to the Office of the Bursar the appropriate portion of their semester bill to complete registration. **Failure to return the bill, even if no payment is due, may result in the can-**

cellation of registration/schedule and the assessment of late penalties. Students who cannot pay their bills in full by the due date may apply for partial payment (see "Partial Payment Policy" below).

Failure to meet the payment deadlines could result in cancellation of the student's schedule. In order to have the schedule reinstated, the student would have to pay his or her bill in full as well as a \$35 late registration fee.

Students who owe money to the University will have a **hold** placed on their accounts. If not satisfied, this hold will cancel registration/scheduling for future semesters, prevent the release of transcripts, and prohibit graduation clearance. The University also may, at its discretion, invoke any other penalty appropriate for a particular case in which money is owed to the University.

Partial Payment Policy

The University extends partial payment privileges to all students who are in good financial standing and have not defaulted on a previous payment plan. The fee charged for this service is \$35 per fall and spring semester. For more information about the plan offered, contact the Office of the Bursar at 610-436-2552.

Billing Address Changes

If a student's billing address changes during enrollment at the University, the new address must be given to the Office of Graduate Studies to avoid delayed delivery of bills.

Uncollectible Check Policy

A fee of \$25 is charged for any check returned to the University for insufficient funds, stopped payment, or closed account. The University may, at its discretion, charge this fee for any check returned to it for any other reason.

The check will be returned to the student upon its replacement through cash, cashier's check, MasterCard, Visa, American Express, or money order. Students who have two or more checks returned against their accounts will no longer be able to make payment by personal check; all future payments must be made by cash, certified check, MasterCard, Visa, American Express, or money order.

Transcript Fee

The fee for transcripts is \$3 per copy. Transcript request forms are available in the Office of the Registrar. Immediate transcripts are \$5 per request.

Music Instrument Rental Fees

Each student renting a musical instrument for a semester is charged \$20 per instrument. Every student using a pipe organ for practice for one period each weekday is charged \$36 per semester.

Withdrawal Procedure

Students who wish to withdraw from the University after paying their semester or summer session fees must follow the official withdrawal procedure. Forms to withdraw from the University are available in the Office of Graduate Studies. Completed forms must be returned to that office during the semester or summer session when the withdrawal occurs.

Refund Policy

All requests for refunds for dropped or canceled courses, or for withdrawals, must be made in writing or in person to the **Office of the Registrar**. Refunds are not automatic; it is the student's responsibility to initiate a refund request. Appeals concerning the refund policy for tuition and the general fee are made to the Office of the Registrar. Appeals concerning the Housing or Meal Fee are made to the Office of Residence Life. Further appeals, if necessary, may be made to the Appeals Committee.

Individual fees will be refunded according to the policies described below.

Tuition and General Fee Refunds – Full refunds are available only through the first day that the University is in session. After that, tuition and fees are refunded according to the schedule below. These percentages apply to the total tuition bill, not to partial payments of tuition. Questions about this as well as when you will receive your refund should be directed to the Office of the Bursar.

Withdraw during	Receive tuition and general fees refund
Prior to session	100%
1st day of semester	100%
days 2–5 of 1st week of semester	90%
2nd week of semester	80%
3rd week of semester	70%
4th week of semester	60%
5th week of semester	50%
6th week of semester and after	No refund

Housing Fee – in full prior to the first day of the semester; after the first day of the semester, prorated refunds are made on an individual basis through the Office of Residence Life.

Meal Fee – in full prior to the first day of the semester; after the first day of the semester, prorated refunds are made on an individual basis through the Office of

Residence Life for resident students, and through the Office of the Bursar for commuter students.

Application Fee

A nonrefundable graduate student application fee of \$35 is assessed to all students applying to the graduate program. If a nondegree graduate student (a graduate student not yet officially admitted to the degree program) applies, he/she will pay this fee upon initial application to take a graduate course. He/she will not be assessed this fee again once officially admitted to the degree program.

Commencement Fee

The University charges \$56 to all students enrolled in a degree program who will have fulfilled their degree requirements by the end of the semester. The fee is payable to the Office of the Bursar and should accompany a graduation application form from the Office of Graduate Studies and Extended Education.

Parking Fee

The University charges a nonrefundable parking fee to students who are eligible to purchase a permit to use University parking lots. The current parking fee is \$30 per year. Registration forms are available at the Department of Public Safety. A violation of University parking regulations may result in a fine of \$10–\$40 based on the parking violation.

Identification Card Fees

The University charges a \$10 fee to issue an identification card to each full- or part-time student. If this card is lost, stolen, or damaged, the student will be charged \$10 for a replacement card. This fee is payable at the Student Services Inc. (SSI) service center located on the ground level of Sykes Union.

International Student Services Fee

International students are assessed a fee of \$25 per semester to support the services provided to them by the Office of International Programs.

Fees for Crossover Registration

Students who are admitted to graduate study and need to take undergraduate course work to correct academic deficiencies are advised to enroll in undergraduate courses exclusively, and they will be billed undergraduate fees. Graduate students who are enrolled in graduate and undergraduate courses during the same semester will pay graduate fees for all course work. Further, all such courses or combinations are to appear on a single graduate transcript that includes a code or legend which differentiates between undergraduate and graduate courses. Undergraduate courses appearing on a graduate transcript may or may not be acceptable for a degree program, according to determinations made by the degree-granting department.

Undergraduate students with at least a 3.00 GPA and 96 credits of course work may take up to six credits of graduate course work in their final semester in accordance with University policy. If the student wishes to have the credits count towards the bachelor's degree, he/she must submit a completed "Application for an Undergraduate Student to Take a Graduate Course for Undergraduate Credit." If the student wishes to have the credits count towards a graduate degree, he/she must submit a completed "Application for an Undergraduate Student to Take a Graduate Course for Graduate Credit." Both forms are available in the Office of the Registrar. To receive graduate-level credit, the student also must submit a properly completed and approved Graduate School Application for Admission form to the Office of Graduate Studies before completing the appropriate form.

If a course is taken for undergraduate credit by an undergraduate student, no additional fees will be required. If a course is taken for graduate credit, the student must pay graduate tuition and applicable fees for that course. Credit earned and grades received will be recorded on the undergraduate transcript. Credits so earned may later be applied to a graduate program, subject to approval of the major department.

Financial Aid

The purpose of financial aid at West Chester University is to provide financial assistance and counseling to students who can benefit from further education, but who cannot obtain it without such assistance. Financial assistance consists of gift aid in the form of scholarships or grants and self-help aid in the form of employment or loans. The main responsibility for meeting educational expenses rests with students. Financial aid is a supplement to family contributions and is to be used for educational expenses.

Eligibility for financial aid, with the exception of some assistantships and scholarships, is based on demonstrated financial need. Family income, assets, and family size influence the demonstrated financial need of the student.

All documents, correspondence, and conversations among the aid applicant, his or her family, and the Office of Financial Aid are confidential and entitled to the protection ordinarily arising from a counseling relationship.

In order to receive need-based financial aid, the student must:

1. Meet enrollment requirements for the specific aid program and must be making satisfactory academic progress. See the Office of Financial Aid for a more detailed explanation of this requirement.
2. Submit a Free Application for Federal Student Aid before March 1 for priority consideration. **All students, regardless of state residency status, must complete this form in order to be considered for financial aid at West Chester University.** This application will be used to determine demonstrated financial need for the student. All students are encouraged to complete this application.
3. Submit any other requested documentation concerning financial and family circumstances that may be requested by the Office of Financial Aid, or any agency that administers financial assistance programs.

The submission of the information described above does not automatically entitle a student to receive financial aid. The Office of Financial Aid follows the regulations established by

the federal government in awarding aid. Aid applicants are ranked according to unmet need (based on budget, federal and state grants, and expected family contribution), and available funds are offered to the neediest students first. Students must apply for financial aid each academic year.

Withdrawal/Enrollment Change and Aid

Students who officially withdraw or change their enrollment status may be entitled to a refund of certain fees, in accordance with University policy. (See section entitled "Fees and Expenses.") If the student has been awarded financial aid for the semester in which the withdrawal or enrollment change occurs, a portion of the refund will be returned to financial aid program funds. Financial aid refunds due to withdrawals or enrollment changes are processed in accordance with federal, state, and awarding agency guidelines and regulations. A student considering withdrawal or an enrollment status change should consult the Office of Financial Aid to determine the impact of that action on current and future financial aid.

Student Consumer Rights and Responsibilities

You have the right to ask a school:

1. The names of its accrediting organizations.
2. About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
3. The cost of attendance and its policies on refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
5. What the procedures and deadlines are for submitting applications for each available financial aid program.
6. What criteria it uses to select financial aid recipients.
7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget. It also includes what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
8. If you have a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the

length of time you have to repay the loan, when you must start repaying it, and any cancellation and deferment provisions that apply.

9. If you are offered a work study job, you have the right to know what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
10. To reconsider your aid package, if you believe a mistake has been made.
11. How the school determines whether you are making satisfactory academic progress and what happens if you are not.
12. What special facilities and services are available to the disabled.

You have the responsibility to:

1. Review and consider all information about a school's program before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receipt of financial aid.
3. Provide all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
4. Read and understand all forms that you are asked to sign and keep copies of them.
5. Accept responsibility for the promissory note and all other agreements that you sign.
6. If you have a loan, notify the lender of changes in your name, address, or enrollment status.
7. Perform in a satisfactory manner the work that is agreed upon in accepting a college work study job.
8. Know and comply with the deadlines for application for aid.
9. Know and comply with your school's refund procedures.

Federal Perkins Loan Program

The Federal Perkins Loan Program is a cooperative effort of the federal govern-

ment and West Chester University which enables qualified students to secure educational loans under attractive conditions. Each borrower must:

1. Be enrolled or accepted in the institution participating in the program.
2. Demonstrate financial need.
3. Maintain satisfactory academic progress in the curriculum.

The combined total of undergraduate and graduate loans cannot exceed \$40,000. Approval of loans depends on the student's financial need and the availability of loan funds. The Free Application for Federal Student Aid must be filed. For further information contact the director of financial aid.

Federal Stafford Loan

The Federal Stafford Loan is a cooperative effort of private lending institutions and the state and federal governments which enables qualified students to secure long-term educational loans.

To be eligible for a loan, a student must:

1. Be accepted for enrollment in an approved institution or, if enrolled, be making satisfactory academic progress.
2. Be classified as at least a half-time student.

The maximum loan per academic year for graduate students is \$18,500 (combined subsidized and unsubsidized) or the cost of the education, whichever is less; no more than \$8,500 of this total loan amount may be subsidized. The total maximum indebtedness for all years of undergraduate and graduate study is \$65,500 subsidized and \$73,000 unsubsidized.

Graduate Assistantships

A limited number of graduate assistantships are available to qualified, full-time and part-time graduate students. Interested students should consult their department chairperson or graduate coordinator and the Office of Graduate Studies to determine the availability of assistantships and their own eligibility. Notification for the first round of awards will be made by May 15. Many assistantships become available after this date or at the beginning of spring semester. To be eligible to receive a

graduate assistantship, the student must satisfy the following requirements:

1. Must be a fully matriculated, degree-seeking, graduate student; normally, certification students are not eligible, and provisionally accepted students are not eligible unless the provisions are removed before the semester begins. Exceptions must be approved by the graduate dean.
2. Have a minimum cumulative GPA of 3.0 for current graduate students (if a graduating senior, the undergraduate GPA must be at least 2.75).
3. Must submit a statement of professional goals, three letters of recommendation (using the form provided by the Graduate Office).
4. Have applied for a graduate assistantship by April 15 to be eligible for a fall semester assistantship, or by October 15 for a spring semester assistantship.

Assignments are made by the department in which the assistantship is located and may involve part-time undergraduate teaching, participation in research projects, or other professional duties under faculty supervision. Applications are available in the Office of Graduate Studies.

Full-time graduate assistants, in return for 20 hours of assigned duties per week, receive tuition remission and a stipend of \$5,000 for the academic year and must be enrolled as full-time graduate students (9–15 credits). Half-time assistantships involving 10 hours per week of assignments also are available. For these, students enroll in six credits of course work and will receive tuition remission for those credits as well as a stipend of \$2,500 for the academic year. Full-time graduate assistants are not allowed to hold other on-campus employment simultaneously. Part-time graduate assistants may work on-campus a maximum of 10 hours per week in addition to holding an assistantship.

For maximum consideration for support, applications for the fall semester should be submitted by April 15, although some departments occasionally consider assistantship applications at later dates. Assistantships also are offered by the Academic Programs and Services Division, Residence Life and Housing, the Academic Computing Center, and other offices. Please contact these offices, the adviser and/or graduate coordinator of your academic program, or the Office of Graduate Studies for additional information.

Maintaining graduate assistantships requires students to demonstrate both satisfactory performance in meeting assigned hours, dates, and responsibility, as well as good academic standing.

Students holding graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships. Full-time graduate assistantships are given for a maximum of four semesters. Half-time assistantships may be granted for up to eight semesters.

Frederick Douglass Graduate Assistantships

These graduate assistantships are named after Frederick Douglass, a great nineteenth-century American abolitionist and writer and a frequent visitor to West Chester. Douglass gave his last public lecture at West Chester Normal School on February 1, 1895. Applicants with excellent academic credentials may apply for these assistantships. Efforts are made to appoint qualified candidates from historically underrepresented and underserved populations who have leadership experiences in their backgrounds or as part of their academic goals. This consideration is in keeping with the spirit of Douglass' life of public service and the University's mission to be a source of encouragement to the African American, Native American, Hispanic American, and Asian American communities. Students with Frederick Douglass graduate assistantships serve the Frederick Douglass Institute. These are full-time (20 hours per week) assistantships that provide a tuition waiver and \$5,000 stipend for the academic year. The awards are made on an annual basis and are renewable for a second year. Students may use these assistantships to pursue a master's degree in one of the University's graduate programs. Interested individuals with excellent credentials should contact the Office of Graduate Studies and Extended Education, McKelvie Hall, 102 Rosedale Ave., 610-436-2943.

Residence Hall Graduate Assistants

Opportunities to serve as residence hall graduate assistants are open to all full-time graduate students. Graduate assistants live in the University residence

halls and assist the full-time, professional resident director in providing direction for the personal, social, and educational development of the resident students. Residence life graduate assistants are also supervisors for student workers and serve as University judicial hearing officers. These positions are full-time (25 hours a week) graduate assistantships that offer a stipend, tuition remission, and room and meal plan. Preference is given to students enrolled in a counseling or psychology program and to those with prior residence hall living experience. Applications may be made through the Office of Residence Life and Housing, Sykes Student Union, 610-436-3307.

Institute for Women Graduate Grant

The Institute for Women at West Chester University offers an annual grant of \$750 to a woman graduate student who is accepted into a master's degree program at West Chester University. The award is based on high academic achievement; evidence of potential for contribution to the applicant's field of study; a record of leadership in school, community, church, or other setting; and evidence of service to others. Applications, including reference forms, are available from the Office of Graduate Studies and Extended Education. Completed materials must be submitted by March 15. Only students who have filed all required admission credentials and plan to enroll for a minimum of six graduate credits are eligible.

Federal Work Study

Graduate students may apply through the Office of Financial Aid for University or federal work study funds. The Free Application for Federal Student Aid also must be filed.

Kinesiology (Physical Education) Department Scholarship

One \$300 scholarship is awarded to a graduate student in kinesiology. Applications should be submitted to the chairperson, Department of Kinesiology.

Special Education Department Scholarship

The Department of Special Education offers a scholarship of \$500 to be awarded annually to a select, nontraditional student. The award is made possible through the Military Order of the Purple Heart, a veterans' organization

chartered by Congress for armed forces personnel wounded in combat.

Notification of the award will be made by March 1 of each year. Applications and further information are available from the chairperson, Department of Special Education.

Professor Russell Sturzebecker Scholarship

Professor Russell Sturzebecker Scholarships of at least \$1,000 are made each semester to “worthy and needy” graduate students in health and physical education. Through the generosity of Mr. John Unruh, the awards are donated in honor of Professor Sturzebecker.

Each recipient must be working full time in the field of health and physical education and must be a part-time student at West Chester University working towards a master’s degree in his or her professional field.

Graduate students who meet the criteria are invited to submit a letter of application for the scholarship along with a resumé of their professional and academic status.

These documents should be submitted to the chairperson of the Department of Kinesiology before November 15 for the first semester, and before March 15 for the second semester. Selections will be made by a committee of three graduate faculty members of the Department of Health and the Department of Kinesiology.

Application forms are available from the Department of Kinesiology.

Grace Cochran Research on Women Award

An annual \$100 award in each division, graduate and undergraduate, is given for the best research on women. The award, sponsored by the Institute for Women, is given on Research on Women Day held in the spring of each year. Dr. Cochran, an eminent teacher and scholar, graduated from the West Chester Normal School in 1906.

Dr. Charles S. Swope Scholarship Foundation

The Memorial Scholarship Trust Foundation was established by Charles E. Swope and Richard M. Swope in memory of Dr. and Mrs. Charles S. Swope. Dr. Swope served as president of West Chester University for a quarter of a century. Applicants must be enrolled full time and be graduates of West Chester University. Scholarships are \$1,000 each. Applications must be filed on or before April 1. Selection is made during May, with scholarships commencing in September.

Charles Mayo Scholarship

A financial grant is awarded yearly to an upperclass or graduate student in political science in memory of Charles Mayo, former president of West Chester University. Funded by contributions, the award is administered by faculty of the Department of Political Science. The value of the scholarship is approximately \$200.

Sharon H. Ennis Graduate Study Scholarship

This fund was established in memory of Dr. Sharon H. Ennis, associate vice president for information services at West Chester University in 1998. To be eligible, an applicant must be a female M.B.A. student with a concentration in technology and electronic commerce who strives to be versed in management, business, e-commerce, computer technology, the Internet, telecommunications, and related emerging technologies. In addition, an applicant must have a GPA of 3.0 or higher and have completed 12–15 credits at West Chester University. Consideration will be given to candidates with financial need. A committee comprised of M.B.A. faculty and chaired by the dean of graduate studies will choose the recipient.

Greater West Chester Chamber of Commerce M.B.A./James Hamilton Scholarship

Established by the West Chester Chamber of Commerce, this scholarship is awarded to an M.B.A. student who has resided in the greater West Chester area for at least the previous 12 months. Candidates should have completed a minimum of nine graduate credits with a 3.0 GPA or better. A committee comprised of M.B.A. faculty will choose the recipient.

Academic Information and Regulations

Applicable Catalog Year

All students are bound by the Graduate Catalog in the year they are admitted to the University under one of the matriculated student categories (see below under “Classification of Students”). Students are bound by the requirements in the Graduate Catalog at the time that they are admitted to the degree or certificate or teacher certification or professional growth program. If a student is admitted more than once, the year of the most recent admission is applicable. If any of the requirements for the program change while students are matriculating, they

may, but do not have to, meet the changed requirements. In some instances, accrediting and/or certification standards necessitate the change in the degree or certificate or teacher certification program requirements. In such situations, the respective school or college will formally inform each student that he or she must meet the new requirements. Readmitted students are bound by the requirements in place at the time of readmission, except where permission for change in requirements or exception has been granted by the respective department and the dean of graduate studies and extended education.

Time to Complete the Degree Program

All requirements for the master’s degree, including courses, comprehensive examinations, and thesis, must be completed within six years of admission to the degree program.

See also “Degree Candidacy” and “Degree Requirements.”

Classification of Students

Students are classified as follows:

A. Matriculated Students

1. *Full matriculation*, granted to a student who meets all admission requirements.

2. *Provisional matriculation*, which may be granted to a student who:

- a. Has not taken the Graduate Record Examination, the Miller Analogies Test, or a specialized entrance examination required by the department concerned.
- b. Is unable to present all prerequisites required by the department.

Students must fulfill the conditions stipulated in their provisional acceptance by the time that application to degree candidacy is made. Credit earned as a provisional degree student may be accepted toward the degree only on recommendation of the student's adviser.

Note: Some programs do not grant provisional matriculation.

3. *Teacher certification*, which applies to students taking course work to gain teacher certification.
4. *Certificate programs*, which applies to students taking course work to earn advanced certificates in program concentrations.
5. *Professional growth*, for students who take graduate course work but seek neither a degree nor certification.

B. Nondegree Students

A nondegree student may be admitted to take a workshop or other credit-bearing class. Nondegree students may schedule up to nine credits of course work on a nonmatriculated basis.

Students taking courses under this policy are expected to meet the minimum GPA required for graduate work and may need to seek permission prior to enrolling. Taking courses on a nondegree basis does not guarantee admission and credits earned may not necessarily be applied to a degree program at a later date. Additional course work may be taken only after the student has applied and been accepted as a matriculated student into one of the categories described above. Students taking only special courses, such as workshops, are the exception to this rule.

Courses taken under nondegree status may not necessarily be applied to degree programs at a later date. Students should begin the formal application process immediately after they have decided to pursue a graduate degree at West Chester University.

Registration

All active graduate students (those who have maintained continuous enrollment), nondegree students who have attended within the past year, and newly accepted students will receive scheduling materials and registration instructions by mail.

Materials for summer and fall semesters are usually available in early March, and for spring semester in October. Students who anticipate receiving materials but do not receive them should contact the Office of Graduate Studies.

Active Status

See policy on Continuous Enrollment.

Continuous Enrollment

To remain in good standing, graduate students must maintain continuous enrollment (i.e., one or more semester hours each fall and spring) from the semester of matriculation through the semester of graduation. The only exception is for students on a leave of absence. All graduate students who have been admitted into a graduate program must maintain continuous registration each semester (except summer sessions), or must apply for a formal leave of absence. **Graduate students who do not wish to register for formal course work, but who desire to maintain continuous enrollment, must register for GSR799, a noncredit registration category used to record the fact of continuous enrollment.** Graduate students are not required to maintain matriculation during the summer sessions unless they intend to complete their final degree requirements during this period.

With the approval of the graduate coordinator and the dean of graduate studies, a leave of absence may be granted for a minimum of one calendar year. Leave of absence forms may be obtained from the Office of Graduate Studies and Extended Education. A leave of absence does not extend the six-year time limit for completion of all degree requirements.

Unless a graduate student is granted a leave of absence, he or she is ineligible to return until readmitted. A formal application for readmission must be completed and submitted to the Office of Graduate Studies and Extended Education. Forms are available in Graduate Studies.

Readmission

Readmission is not automatic and may be subject to additional conditions set

by the department, school or college, or by the graduate dean.

Advisory System

All students will be assigned an adviser in the program of their chosen major. Students must comply with all program or department advising and scheduling procedures, and are expected to meet with their advisers at least once each semester during the course scheduling period.

Graduate Level Course Numbering System

500-series graduate level courses to which advanced undergraduates may be admitted

600-series graduate courses not normally open to undergraduates

Course numbering within a series is at the discretion of the department offering the courses.

Undergraduate Courses for Graduate Credit

Some departments have identified selected undergraduate courses that may be taken by graduate students (under departmental advisement) for graduate credit. No more than six credits of specifically designated 400-level courses may be applied to the awarding of the graduate degree. See departmental listings. All undergraduate credits, even those applied towards a graduate degree or certificate or certification program, will not be certified as graduate credit by the Office of Graduate Studies for any reason (e.g., notification to employer, or transfer of credits to another institution).

Workshops

The number 598 following the departmental prefix indicates an "open" workshop that allows the departments to offer a variety of short-term seminars in specific subjects under this designation. Such workshops may or may not carry credit in a graduate degree program.

Condensed Format Courses

A condensed format course is any course that meets the normal number of hours per credit but which meets in a shorter time frame than one week per credit granted. The number of contact hours needed to earn a credit in a condensed format course minimally must comply with the contact standards set down by national undergraduate and graduate accrediting agencies. No more than two

courses designated as “condensed format” may count toward a graduate degree.

Enrollment Classification

Full-time students must enroll in 9–15 course credit hours. Part-time students enroll for fewer than nine course credit hours.

Generally, students may take a maximum of 12 credits during the summer sessions. Exceptions to this policy must be approved by the dean of graduate studies and extended education.

Course Credit by Examination

Credit by examination may not be taken for graduate course work.

Pass/Fail Grades

The pass/fail option is not available to graduate students for graduate or undergraduate courses.

Transferring Credit from Other Institutions

West Chester students who wish to take course work at other institutions for credit at West Chester University must obtain approval from their chairperson or graduate coordinator and the dean of graduate studies and extended education prior to enrollment. Other restrictions and requirements are the same as those given in “Transfer of Credit,” page 6.

Change of Status

A provisional degree student who has met the various conditions stipulated at the time of admission may petition for full graduate standing by completing the change of status form available in the Office of Graduate Studies and Extended Education. Credit earned as a provisional degree student or as a nondegree student may be accepted in a degree program only on the recommendation of the student’s adviser. Provisional degree students should consult their advisers well in advance in order to select work appropriate for transfer toward the degree.

Changing to Auditor Status

Before the end of the add period, a student may apply to become an auditor by completing a change in class status form available in the Office of Graduate Studies and Extended Education and by obtaining the necessary approval.

Changes in Program

In order to change from one degree program to another, a student must submit

an application to the Office of Graduate Studies and Extended Education. The student must meet all specific admission requirements of the program for which the change is requested and receive the approval of the program coordinator. No fee is charged.

Adding a Course

Students may add a course by filing a Schedule Change Form in the Office of Graduate Studies and Extended Education only during the schedule change period and after obtaining approval from their program adviser or graduate coordinator, and the dean of graduate studies and extended education.

Dropping a Course

- A. During the first week of a semester, or the equivalent time in summer sessions, a student may drop a course, thereby receiving no grade, by filing a Schedule Change Form in or the Office of Graduate Studies and Extended Education during the schedule change period.
- B. A grade of W will be entered on the academic record of any student who drops a course *between the end of the first week and before the end of the ninth class week* or the equivalent in summer sessions. Course withdrawal forms are available in the Office of Graduate Studies and Extended Education.

If a student is only scheduled for one course, then withdrawal from the course at any time is considered a withdrawal from the University.

Withdrawal from Courses in Summer Sessions

Students wishing to withdraw from summer sessions should follow the same procedure for withdrawal from a course. Withdrawal deadlines are adjusted appropriately in accordance with the summer calendar.

Withdrawal from the University

Students wishing to withdraw from the University must contact the Office of Graduate Studies and Extended Education and follow the prescribed procedures. If illness or some other emergency interrupts the student’s work, he or she must notify the Office of the Graduate Studies and Extended Education immediately. Unless a student withdraws officially, F grades will be recorded for unfinished courses.

Leave of Absence

Students in a degree program who will not be registering for course work during the fall or spring semesters should either schedule GSR 799 (Continuous Registration) or file a request for a leave of absence with the dean of graduate studies and extended education. A leave of absence may be granted for a minimum of one calendar year. The request should be filed in advance of the semester in which course work is halted. Approved leaves of absence do not release the student from the six-year time limitation stipulated for the completion of degree requirements. Leave of absence request forms may be obtained from the Office of Graduate Studies and Extended Education.

Grading System

The following grading system applies to graduate students:

Grade Definitions:

Grade	Quality Points	Interpretation
A	4.00	Superior graduate attainment
A–	3.67	
B+	3.33	Satisfactory graduate attainment
B	3.00	
B–	2.67	
C+	2.33	Attainment below graduate expectations
C	2.00	
C–	1.67	
F	0	Failure
NG		No Grade
W		Withdrawal
Y		Administrative Withdrawal
AU		Audit

West Chester University does not recognize a grade of D for graduate study. Therefore, any grade below a C– in a graduate course is considered a failure and carries zero quality points.

NG (No Grade) is given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the instructor; see “Removing ‘No Grade’ Designation” below.

W (Withdrawal) is given when a student withdraws from a course between the end of the first and the end of the ninth class week of the semester or the equivalent in summer sessions.

Y (Administrative Withdrawal) is given under appeal when there are nonacademic mitigating circumstances, and there is documentation that the student never, in fact, attended class.

Course Repeat Policy

Graduate students may repeat up to two courses, which are being applied to their degree, and for which they have received

a grade of C+, C, or C-. Courses may be repeated only once. Both grades received for a course will remain on the student's record, and both grades will be used to calculate the cumulative and major averages. Receipt of any C+, C, or C- grade applies toward the probation and dismissal policy. Repeating a course does not increase the limit on the number of C's that may be earned before academic dismissal occurs.

This policy also applies to courses taken at the undergraduate level and applied to the graduate degree or certificate or teacher certification program, or taken as a prerequisite for the program.

Removing "No Grade" Designation

Students must complete courses for which they have received a No Grade (NG) by the completion date stipulated by the instructor no later than the eighth week of the second regular (fall or spring) semester after the semester in which they received the NG. Students who do not meet this requirement will have a hold placed on their record, and they will be prevented from registering until the work is completed. This requirement does not apply to independent study, thesis, research report, practicum, or recital credit.

Grade Change Policy

A grade awarded other than NG is final. Final grades can be changed only when there is a clerical or computational error. If the student thinks there is an error, the student must report the alleged error in writing to the professor as soon as possible, but no later than the end of the fifth week of the following semester. If a grade change is warranted, the professor must submit a change of grade request to the Office of the Registrar not later than the end of the ninth week of the semester. Final grades cannot be changed after the ninth week of the semester following the alleged error.

Grade Reports

Grade reports are available to graduate students soon after the end of a semester or summer session on myWCU. Students are reminded to check their reports against grade requirements and other regulations, as well as for accuracy, and to have their grade reports available when consulting with advisers. Students needing a paper grade report for reimbursement purposes can submit the request form found on the Registrar's Web site.

Grade Appeals

Scope of the Policy

The Grade Appeals Policy applies only to questions of student evaluation. Since appeals involve questions of judgment, the Grade Appeals Board will not recommend that a grade be revised in the student's favor unless there is clear evidence that the original grade was based upon prejudiced or capricious judgment, or was inconsistent with official University policy. In the case where the grade was based on a charge of cheating, the Academic Dishonesty Policy applies (see below). Academic dishonesty includes but is not limited to:

1. Plagiarism, that is, copying another's work or portions thereof and/or using ideas and concepts of another and presenting them as one's own without giving proper credit to the source;
2. Submitting work that has been prepared by another person;
3. Using books or other materials without authorization while taking examinations;
4. Taking an examination for another person, or allowing another person to take an examination in one's place;
5. Copying from another's paper during an examination or allowing another person to copy from one's own and/or
6. Unauthorized access to an examination prior to administration.

Grade Appeals Procedure

1. (a) A student must initiate an appeal in writing within 20 class days from the date of the decision or action in question. In case of an appeal of a final grade, the appeal must be filed no later than the first 20 class days of the term following the one in which the grade was received. This written appeal should be sent to the instructor who awarded the grade in question. The appeal shall be received by the student and the faculty members. They shall mutually attempt to resolve the appeal within five class days from the receipt.
 1. (b) If the appeal is based on an interpretation of departmental or University policy, the student's academic adviser may also be present during the review process. In such case, there shall be a limit of five class days in which to resolve the appeal.
2. An appeal not resolved at Step 1 shall

be referred in writing by the student within five class days after the completion of Step 1 to the chairperson of the department of which the course in question is a part. If there is a departmental appeals committee, the problem shall be referred directly to it. The department chairperson or the departmental appeals committee shall normally submit a written response to the student within 10 class days following receipt of the written statement of the problem. A copy of this response shall also be provided to the instructor.

3. If no mutually satisfactory decision has been reached at Step 2, the student may submit a written appeal to the dean of the college or school in which the problem originated. Such an appeal shall be made within five class days following the receipt of the written response of the department chairperson or the departmental appeals committee. The dean shall investigate the problem as presented in the written documentation, review the recommendation and provide, in writing, a proposal for the solution of the problem within 10 class days following its referral.
4. If the problem is not mutually resolved by Step 3, the student may file an appeal with the Grade Appeals Board within five class days of the receipt of the written proposal from the dean. The request for an appeal must be submitted to the associate provost or, if appropriate, to the dean of graduate studies who will convene the Grade Appeals Board as soon as possible, but no later than 15 class days after the receipt of the written request.

Grade Appeals Board

1. Membership
 - A. The associate provost (or, if appropriate, the dean of graduate studies and extended education) serves as nonvoting chairperson. If the associate provost is not available to serve, the administration will appoint a substitute mutually acceptable to the student and the Association of Pennsylvania State College and University Faculties (APSCUF).
 - B. A faculty dean not involved in the appeals process. A substitute may be appointed as given in "A" above.
 - C. Two faculty members. At the beginning of each academic year, the Office of the Associate Provost shall randomly select two full-time faculty from each academic depart-

- ment in order to constitute the pool. Two faculty members from different departments will be randomly selected from this pool for each Appeals Board.
- D. Two undergraduate students or, if appropriate, two graduate students appointed by the president of the Student Government Association (SGA).
2. Attendance
- A. The faculty member involved may be assisted by an adviser, an APSCUF representative, or the chairperson of the department in which the problem originated.
- B. The student involved may be assisted by an adviser. The adviser may be another student, an administrator, or a faculty member.
- C. Such witnesses as are called on behalf of either the faculty member or the student.
- D. Resource persons or expert witnesses called at the request of the board. In the event that the decision making involves knowledge of the discipline, the board shall be required to utilize at least one resource person from the discipline, an expert adviser(s) to aid them in their decision making.
3. Procedure
- A. Preparation for the Hearing — All parties must be informed of the complaint in writing by the chairperson of the Grade Appeals Board (hereafter referred to as “chairperson”), normally within five class days after the receipt of the complaint. Copies of documents and correspondence filed with respect to the complaint shall be provided to the interested parties through the chairperson. Thereafter, neither new evidence nor new charges shall be introduced before the board. The chairperson shall notify in writing the interested parties of the exact time and place of the hearing and shall provide existing University and/or Commonwealth policies relevant to the appeal at least five class days before the beginning of the proceedings. Throughout these proceedings, the burden of proof rests upon the person bringing the appeal.
- B. Hearing Procedure — During the hearing, both the faculty member and the student shall be accorded ample time for statements, testimony of witnesses, and presentation of documents.
- C. Decision of the Appeals Board
1. The Grade Appeals Board shall deliberate in executive session and render a decision by majority vote within three days of the close of the hearing. The chairperson may participate in these deliberations but not vote.
 2. The chairperson shall notify, in writing, the student, the faculty member, and the department in which the course in question is located of the decision within three class days of the board’s final action. The notification shall include the basis upon which the decision was reached.
4. Other
- A. A written statement of the decision and relevant materials shall be placed in the student’s academic file.
 - B. A written statement of the decision and relevant materials shall be placed in the faculty member’s file subject to the provisions of official Commonwealth policy governing personnel files.
- Notes**
1. Both faculty member and student are entitled to the right of challenge for cause of any member of the department committee (if used) and the Grade Appeals Board except the chairperson. In the case of challenge at the Appeals Board level, the chairperson shall adjudicate the challenge. One challenge at each level is permitted.
 2. A “class day” is defined as any day when classes are officially in session at West Chester University.
 3. If the course in which the grade dispute occurred is offered under the auspices of a unit of the University other than an academic department, the program director/coordinator, head of that unit, and/or the department chairperson will function in Step 2 of the procedure. In Step 3, the appeal should then be made to the associate provost rather than the dean of the college/school.
 4. If the professor is not on contract or in residence on the campus, he or she shall have the right to defer the procedure until his or her return. Similarly, if the procedure would normally occur during the summer and the student is not enrolled in any summer session, the procedure may be deferred until the fall semester at the student’s request.
- Academic Dishonesty Policy**
- I. Academic Dishonesty Process
- A. Academic dishonesty is prohibited and violations may result in discipline up to and including expulsion from the University. Academic dishonesty as it applies to students includes but is not limited to academic cheating; plagiarism; the sale, purchase, or exchange of term papers or research papers; falsification of information, which includes any form of providing false or misleading information, written, electronic, or oral; or of altering or falsifying official institutional records. Plagiarism is defined as copying another’s work or portions thereof and/or using ideas and concepts of another and presenting them as one’s own without giving proper credit to the source.
- NOTE: The Student Code of Conduct covers theft or attempted theft of property or services; destruction; vandalism; misuse or abuse of the real or personal property of the University, any organization, or any individual.
- B. Charges of academic dishonesty against a student may be brought by any member of the University community. Students making claims of dishonesty must do so under the guidance of the appropriate involved faculty member or office director. A written charge must be initiated within 20 calendar days from the date of the alleged action. However, if the alleged action occurs during the last 20 calendar days of the semester, the charger has 20 calendar days into the subsequent semester to make the charge. The last day of the semester is the last day of final examinations.
- NOTE: If the charger is not on contract or in residence on the campus, he or she shall have the right to defer the procedure until his or her return. Similarly, if the procedure would normally occur during the summer and the charger is not enrolled in any summer session, the procedure may be deferred at the charger’s request.
- C. Charges of academic dishonesty may be dealt with informally, by

mutual agreement of the person bringing the charges and the student. A written agreement of the settlement shall be signed by both sides. An instructor may, on his/her own authority, apply a penalty to the student's grade, including failure in the course. If additional sanctions are requested by the instructor, the appeals process must be employed and an academic integrity hearing must be convened. A student may appeal the instructor's unilateral imposition of a penalized or failing grade. A student who files an appeal will suffer no worse penalty as a result of the appeal than he/she would have suffered if he/she had not appealed the instructor's unilateral action.

- D. If the informal process has not been employed or either party is not satisfied with the resolution under (C) above, then that party shall, within 10 calendar days, submit written notification to the department chair or unit director. The department shall then, within 20 calendar days, handle the matter according to its own written procedures and provide written notification of its decision to all parties.
- E. If either party is not satisfied with the resolution reached in (D) above, that party may, within 20 calendar days of the department's decision, appeal the matter in writing to the dean or, in the absence of the dean, another appropriate administrator. The dean or administrator shall then, within 20 calendar days, handle the matter according to his/her written procedures and provide written notification to all parties.
- F. If either party is not satisfied with the decision of the dean or administrator, that party may, within 10 calendar days, appeal the matter in writing to the Academic Integrity Board.
- II. Membership of the Academic Integrity Board
- A. The provost (or provost's designee) shall appoint faculty and administration members of the Academic Integrity Board. The associate provost (or, if appropriate, the dean of graduate studies and extended education) serves as nonvoting chairperson. If the associate provost or dean of graduate studies is not available to serve, the administration will appoint a substitute.

- B. A faculty dean not involved in the charging process. A substitute may be appointed as given in (A) above.
- C. Two faculty members. At the beginning of each academic year, the Office of the Associate Provost shall randomly select two full-time faculty from each academic department in order to constitute the pool. Two faculty members from different departments will be randomly selected from this pool to serve on the Academic Integrity Board.
- D. Two undergraduate students or, if appropriate, two graduate students, appointed by the president of the Student Government Association (SGA) or president of the Graduate Student Association (GSA), respectively.

III. Hearing Procedures for Academic Integrity Board

The chair will provide notice to all parties.

- A. Hearings shall proceed to the extent possible according to the following form:
1. The chair shall open the proceedings by reading the statement of charges;
 2. The charging party shall then present the case against the accused party. This shall be done by the submission of written, physical, and testimonial evidence. The accused party and the board shall have the right to conduct reasonable questioning of the charging party and the charging party's witnesses;
 3. At the conclusion of the charging party's presentation, the accused party may present a defense or may plead to the charges. This shall be done by the submission of written, physical, and testimonial evidence. The charging party shall have the right to conduct reasonable questioning of the accused party and the accused party's witnesses;
 4. After both cases have been presented, the board shall allow rebuttal evidence;
 5. At the close of the hearing, the board shall allow closing arguments by the parties.
- B. The board chair shall have authority and be responsible for maintaining an orderly procedure throughout the hearing.
- C. All hearings are closed proceed-

ings; witnesses may be excluded from the room until the appropriate time for their testimony.

- D. The burden of proof rests on the individual bringing charges.
- E. All matters upon which the decision will be based must be introduced into evidence at the hearing.
- F. Both parties shall have the right to be assisted by advisers, who may be attorneys, and who may be present at hearings. The board chair must be notified in advance of the hearing who the advisers will be. The advisers may only consult and interact privately with their advisees, and may not address the board.
- G. All hearings will be tape recorded. The audiotape record of the hearing will be archived in the Office of the Provost or the Office of the Dean of Graduate Studies and Extended Education, or his/her designee for five years. A written transcript of the hearing will be provided at the expense of the University pursuant to a validly issued subpoena.
- H. A written recommendation based on a preponderance of evidence, arrived at by majority vote, in which the facts and reasons for the recommendation are set forth shall be issued within 15 calendar days after the close of the board proceedings and shall be sent to the provost and vice president for academic affairs with copies to all parties. Within 15 calendar days the provost shall implement the recommendation of the board or shall provide a written response containing his/her decision and explaining to all parties his/her reasons for declining to implement the board's recommendation.
- I. Any party who fails without appropriate reason to appear at the hearing consents to the conduction of the hearing in his or her absence.
- J. The board retains the right to continue a hearing whenever necessary and appropriate.
- K. Either party may express its reaction in writing regarding the recommendation of the board to the provost or his/her designee within seven calendar days. Any stay of sanction shall be granted only upon application to and at the sole discretion of the provost or his/her designee. The decision of the provost shall be final.

NOTE: A written statement of the decision and relevant materials shall be placed in the student's academic file and sent to the student's academic adviser. In the absence of a student appeal, the recommended sanctions from the department and dean's level should be forwarded from the dean's office to the provost for action.

IV. Sanctions

- A. At the conclusion of the appeals process, a student may be exonerated or subject to any combination of the following range of penalties. If a student has a record of past violations of the Student Academic Dishonesty Policy as adjudicated by the Academic Integrity Board, then the board will review that record and consider it when applying sanctions. The board shall have no knowledge of that record when making its initial adjudication of the case.
1. The board with the approval of the instructor may apply a penalty to the student's grade, including failure in the course.
 2. Disciplinary probation: The student is informed in writing that he or she is being placed on disciplinary probation for a specific period of time. This action is a period of official censure. A probation action may specify any conditions with which the individual must comply or any privileges which may be withheld. Probation may include the loss of privilege to represent the University in official capacity including but not limited to varsity and nonvarsity intercollegiate events, plays, and holding office in campus government or related organizations. If at any time during his or her probationary period the student violates University regulations, he or she may be subject to further disciplinary action from the University.
 3. Suspension: The student is informed in writing that he or she is being involuntarily suspended from the University for a designated period of time. The dean of students must be notified of the suspension. A student shall lose student status and may not attend classes, take exams, receive grades, or be on University property except for

- authorized University business during the suspension period. Authorized University business must be approved in advance by the provost and vice president for academic affairs or designee. After the designated period of time, the student must seek approval from the provost and vice president for academic affairs or designee to reapply to return through the Office of Admissions. The board may establish additional requirements which must be fulfilled to the satisfaction of the provost and vice president for academic affairs or designee prior to reinstatement. There will be no refunding of fees. The assignment of grades shall be in accordance with University policy.
4. Expulsion: The student is informed in writing that he or she is being expelled from the University. This action is one of involuntary separation from the University. The relationship between the student and this University is permanently terminated. The student is not permitted on University property. There will be no refunding of fees. The assignment of grades shall be in accordance with University policy. The fact of the expulsion and the reason for it will be entered upon the student's official transcript and upon all copies thereof. A student who has been expelled for academic dishonesty will not be awarded a degree from West Chester University.
 5. Restitution: Restitution may be imposed on students whose violation of these standards has involved monetary loss or damage. Restitution as imposed by the board will be regarded by the University as a financial obligation to the University.
 6. Hold on records: The University may withhold transcripts, grades, degrees, diplomas, or other official records pending the disposition of cases.

Notes

1. If the charger is not on contract or in residence on the campus, he or she shall have the right to defer the procedure until his or her return. Similarly, if the procedure would normally occur during the summer and the charger is not enrolled in any summer session, the procedure may be deferred until the fall semester at the charger's request.

2. Each department must submit to the academic dean its written process for hearing appeals. Likewise, each academic dean must submit to the provost and vice president for academic affairs his or her written process for hearing appeals. These processes must, as a minimum, provide notice to all involved parties and must provide an opportunity for all parties to be heard by a neutral fact finder or body who will render a decision.
3. A written statement of the decision and relevant materials shall be placed in the student's academic file and sent to the student's academic adviser. In the absence of a student appeal, the recommended sanctions from the department and dean's level should be forwarded from the dean's office to the provost for action.

Obtaining Transcripts

Transcripts of work taken at West Chester University may be obtained from the Office of the Registrar. A check or money order, payable to West Chester University, must accompany a written request that should include the period of attendance at the University, degree status, the curriculum pursued, Social Security number, and any change of name during enrollment. For a description of the transcript fee, see "Fees and Expenses."

Changes in Name or Address

Students should immediately notify the Office of Graduate Studies and Extended Education, and their department of any change of address or change in name.

The Comprehensive (Area of Specialization) Examination

A comprehensive examination covers the student's major field and is constructed, administered, and evaluated by the faculty of the student's major department or program. Candidates are responsible to know the deadlines and conditions for the examination and must apply to the program graduate coordinator or chair. Generally, students are not eligible to take the examination prior to the semester in which all courses in the major discipline are completed.

Defense of Master's Thesis

Students who write a master's thesis must first have the "Request for Approval of Master's Thesis Examining Committee" form completed and signed before the student begins work on the thesis. (This form is available at the Office of Graduate Studies and Extended Education, McKelvie Hall.) The completed thesis must be successfully defended before a faculty examining committee. The requirement of the University is that a student passing the thesis defense will receive no more than one negative vote from the examining committee. However, in a number of departments, a unanimous positive vote of the examining committee is required for a successful defense. Thesis students should check departmental requirements with the graduate coordinator.

Other Examinations

Other examinations may be required of degree students. All requirements given under the heading of the particular program should be carefully noted.

Research Requirements

Students should consult specific programs to determine whether independent study directed toward either the thesis or a research report is required, offered optionally, or omitted.

Application for Graduation

Each candidate for a master's degree must submit the following items to the Office of Graduate Studies and Extended Education: (1) a form indicating intent to graduate, with a copy to the chairperson of the candidate's department; (2) a check for \$56 made payable to the Commencement Fund; (3) a Commencement Fund invoice form; and (4) a cap and gown order form. All of these forms are available in a packet from the Office of Graduate Studies and Extended Education. The following are deadline dates for applying to graduate: May graduation—February 1; August graduation—June 1; December graduation—October 1.

Submitting the Thesis for Binding

After approval by the examining committee, theses must be typed in accordance with specifications contained in the "Guide to the Preparation of the Master's Thesis," a copy of which may be obtained from departmental offices

or the Office of Graduate Studies and Extended Education. After the dean of graduate studies and extended education has approved the thesis, the student is responsible for transmitting all required copies to the library for binding.

Second Master's Degree

Students wishing to obtain a second master's degree from West Chester University must meet all academic requirements set by the Office of Graduate Studies and the department concerned. Candidates for a second master's degree must earn a minimum of 24 credits beyond the hours applied toward the first master's degree. All new credits and additional departmental academic requirements must have been completed within a six-year period preceding the awarding of the second degree.

Formal Admission to Teacher Education for Certification

As part of the admission process, graduate students (both in post-baccalaureate and master's programs) seeking professional certification must complete and submit to the Office of Teacher Certificate an "Intent to Seek Teacher Certification" form along with a completed and signed (by department adviser) "Approved Program of Study" form. Effective fall 2003, applicants seeking Pennsylvania Level I (initial) certification must have a minimum 3.0 cumulative GPA (some programs have higher GPA requirements) and meet all other program admission requirements. Applicants seeking admission to advanced preparation programs (reading and counseling) must have a minimum 3.0 cumulative GPA and meet all other program admission requirements. All graduate students must maintain a 3.0 GPA in their graduate studies to maintain good standing at WCU.

In addition to achieving a 3.0 GPA in their course work, graduate students pursuing programs leading to Pennsylvania Level I certification must pass the Pre-Professional Skills Test (PPST), be formally admitted into teacher education during their first semester, and maintain a 3.0 GPA in order to continue taking course work specified in their approved program of study. Students whose programs culminate in a student teaching semester must apply to student teach during the first month of classes (September or January) of the semester prior to the intended student teaching semester. Students in the elementary education

program are required to apply for student teaching two semesters prior to the intended student teaching semester.

Graduate students seeking Pennsylvania certification must pass all the relevant professional assessments, including specialty area exams, required by the Pennsylvania Department of Education. Students should confer with their adviser and with the Office of Certification in the School of Education for specific test information. It is the graduate student's responsibility to apply for a Pennsylvania certificate through the University's Certification Office.

The Pennsylvania Teacher Intern Certification Program

Designed for individuals who possess a baccalaureate degree, the intern certificate is valid for a period of three years. The certificate is issued only for instructional areas; it is not applicable for professionals seeking certification as educational specialists, administrators, or supervisors. Before being admitted to the program, candidates for the teacher intern certificate are expected to attain all of the professional competencies established for students pursuing a degree program with certification in a specific field, with the exception of student teaching. Candidates are expected to obtain a firm offer for a teaching position that will be held during the internship period. Contact the Teacher Education Center in Room 251, Francis Harvey Green Library.

Graduates Seeking Initial Teaching Certification

College graduates who wish to obtain initial teaching certification (Instructional I) should contact the Teacher Education Center in Room 251 of the Francis Harvey Green Library.

Permanent Teaching Certification

The Instructional II (Permanent) Certificate is a permanent certificate issued to an applicant who has completed three years of satisfactory teaching on an Instructional I Certificate, attested to by the superintendent of the school district in which his or her most recent service was performed, or, in the case of an intermediate unit, the executive director, or in the case of an approved nonpublic school, the chief school administrator. In addition, the applicant must complete 24 semester hours of collegiate study at an approved four-year

institution after receiving a baccalaureate degree.

IN-SERVICE PROGRAMS—The 24-semester-hour requirement may be satisfied, in whole or in part, through in-service programs approved by the Secretary of Education of the Commonwealth.

Educational Specialist Certification

Commonwealth regulations also provide for certification as an educational specialist to those persons who successfully complete an approved program of study and have the recommendation of the training institution. The Educational Specialist Certificate is issued on two levels.

Educational Specialist I (Provisional)

The Educational Specialist I Certificate is issued for entry into a professional position in the schools of the Commonwealth. The applicant must have completed an approved program of study, possess a baccalaureate degree, and been recommended for certification by the preparing institution.

Educational Specialist II (Permanent)

The Educational Specialist II Certificate is a permanent certificate issued to an applicant who has completed three years of satisfactory service on an Educational Specialist I Certificate, and who has completed 24 semester hours of postbaccalaureate or graduate study at a regionally approved institution. In addition, the applicant must have received the recommendation of the superintendent of the school district in which his or her most recent service was performed, or in the case of an intermediate unit, the executive director, or in the case of an approved nonpublic school, the chief school administrator.

On June 1, 1987, the Pennsylvania State Board of Education implemented revisions to the Pennsylvania Code. These revisions require all students who apply for Pennsylvania teaching certificates to pass state competency tests in basic skills, general knowledge, professional knowledge, and specific knowledge of the subjects in which they seek teacher certification.

As changes are made in requirements for all certification programs, it is the student's responsibility to satisfy the new requirements.

Professional Certificates

Several departments and programs, in addition to offering degrees, offer pro-

fessional certificates on completion of a prescribed course of study. Consult the individual department or program listings regarding offerings.

The Frederick Douglass Institute

The Frederick Douglass Institute at West Chester University is an academic program for advancing multicultural studies across the curriculum and for deepening the intellectual heritage of Frederick Douglass, the former slave, distinguished orator, journalist, author, and statesman. Douglass, who was a frequent visitor to the West Chester area, gave his last public lecture on West Chester's campus on February 1, 1895. Thirty years earlier, at the inauguration of a Baltimore, Maryland, institute named for him in October 1865, Douglass said that the mission was "to be a dispenser of knowledge, a radiator of light. In a word, we dedicate this institution to virtue, temperance, truth, liberty, and justice."

At West Chester University, the Douglass Institute is primarily involved in four academic areas: 1) conducting research in multiculturalism and on Frederick Douglass; 2) sponsoring distinguished exhibits and lectures; 3) establishing opportunities for advanced study for public, private, and college-level teachers; 4) and, collaborating with historical societies and other educational and cultural agencies.

The activities of the institute take place on and off campus. With undergraduate and graduate students, and West Chester faculty, the institute sponsors seminars and forums on selected topics. The Anna Murray Douglass Circle is the name for a lecture series offering a platform for today's leading intellectuals. Annually in October, the institute sponsors Douglass Days, a festival of educational activities on Douglass and multiculturalism that involves the entire campus and surrounding communities. West Chester's institute is the convener for the Frederick Douglass Institute of the Pennsylvania State System of Higher Education, a collaborative created in 1999 with other campuses.

For further information, call Dr. C. James Trotman, director, Frederick Douglass Institute at 610-436-2766.

Directory Information

The Family Educational Rights and Privacy Act defines the term "directory information" to include the following categories of information: the student's

name, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student. The University will limit information that is made public to categories such as these but will not necessarily publish all such information in every listing.

Students who **do not wish** to have any or all of such "directory information" published without their prior consent must file notice—undergraduates in the Office of the Registrar, and graduate students in the Office of Graduate Studies and Extended Education and in the Office of the Registrar. A signed, dated statement specifying items not to be published must be brought by the student to the appropriate office within the first 15 calendar days after the beginning of the fall semester.

ADA Policy Statement

West Chester University is committed to equality of opportunity and freedom from discrimination for all students, employees, applicants for admission or employment, and all participants in public University-sponsored activities. In keeping with this commitment, and in accordance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, the University will make every effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University, regardless of any disability an individual may have. Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities and has established procedures to provide reasonable accommodations to allow individuals with disabilities to participate in University programs.

The director of the Office of Social Equity has been designated as the ADA coordinator for the University. In this capacity, the director of social equity works with the University ADA Committee to advance University policies and procedures that will provide equal educational and employment opportunities for individuals with disabilities. The Office of Social Equity has an established process to investigate and address any complaints of discrimina-

tion on the basis of a disability. Any individual who has a suggestion, question, or complaint regarding ADA issues is encouraged to contact the director of social equity, 13/15 University Avenue, 610-436-2433.

West Chester University has also established the Office of Services for Students with Disabilities, which operates as a centralized service for addressing the needs of students with disabilities and as a resource center for students, faculty, and staff. A student who wants to request an accommodation and/or receive specialized services should contact the director of the

OSSD. The policies and procedures used by the OSSD are contained in the West Chester University *Handbook on Disabilities*, which is available in the OSSD, 105 Lawrence Center, V/TDD 610-436-3217.

Various housing facilities and services are available for resident students with disabilities. For this and other information about on-campus housing and food service, please contact the Office of Residence Life and Housing, 238 Sykes Student Union, 610-436-3307.

The Office of Human Resource Services has been designated as the contact for employees and applicants seeking to

request an accommodation. The Office of Human Resource Services is located at 201 Carter Drive, 610-436-2800.

West Chester University is involved in the ongoing process of renovating campus buildings to ensure accessibility for all individuals. Many of our buildings are currently accessible, but some are awaiting renovation. To find out whether a particular location is accessible or how to access a location, please contact the space manager at 610-436-3348. To make arrangements for changes to a particular facility to ensure accessibility, please contact the manager of campus projects at 610-436-3599.

University Services and Student Living

Francis Harvey Green Library

The Francis Harvey Green Library offers an excellent environment for study and research. The general collection includes more than 616,000 print volumes, 2,200 print periodical subscriptions, and 72,000 audio visual items (including videos, DVDs, and sound recordings). In addition, the library licenses more than 5,700 electronic books and the full text of articles from more than 14,000 periodicals on the Web. The majority of Web materials may be accessed off campus by entering the 14- or 16-digit number from a current WCU ID. These materials are augmented by an extensive collection of maps, government documents, and more than 875,000 items in microform, including books, periodicals, newspapers, and doctoral dissertations. The total library collection compares favorably with other major public and private libraries in the West Chester area. Special holdings include the Chester County Collection of Scientific and Historical Books, the Normal Collection (publications by faculty and alumni), and the Stanley Weintraub Center for the Study of Arts and Humanities. Important rare books include the *Biographies of the Signers of the Declaration of Independence* by John Sanderson and the first four folios of Shakespeare. Also worthy of note are the collections of children's literature,

instructional media, and music, as well as the Philips collection of autographed books. The library's Web site provides continually updated access to a wide array of resources and services, including the library's catalog and links to more than 100 citation databases. There is a coffee café as well as a separate study lounge for graduate students. Library services include reference (in-person, telephone, and e-mail), electronic reserves, interlibrary loan, wireless laptops for use in the library, and access to coin-operated photocopiers and microform copiers.

Housing

West Chester provides housing facilities for its graduate students on a limited basis for the regular school year and all summer sessions. Graduate students may live in either a North Campus residence hall (that houses predominantly undergraduate students), with a 24-hour quiet hour option, or in selected units of the South Campus apartment complex. Students in the residence halls must be on the University meal plan; apartment residents have the option of any meal plan offered or no plan at all. North Campus residence hall rooms are all double occupancy; apartments are designed for five occupants in combinations of double and single bedrooms. Graduate students are expected to abide by all regulations appropriate to their living arrangements. Upon acceptance to graduate study, stu-

dents may contact the Office of Residence Life and Housing Services for additional information and applications for on-campus housing. Students are encouraged to contact this office as early as possible since the availability of on-campus housing varies based on the time of year that the request is made.

For assistance in locating a dwelling or apartment off campus, students may contact the Off-Campus and Commuter Services program.

The Office of Residence Life and Housing Services is located in 238 Sykes Student Union, 610-436-3307.

Off-Campus and Commuter Services

Services to off-campus and commuter students include off-campus housing listings and the Off-Campus and Commuter Association, which provides special programming and resource materials. Additional services offered include landlord/tenant legal aid information and development of long-range plans to meet the needs of off-campus and commuter students.

Off-Campus and Commuter Services, coordinated by the associate director of Sykes Union, are located in 116 Sykes Student Union, 610-436-2984.

Off-Campus Housing

Students who choose to live in the community must secure their own living

accommodations. The Off-Campus and Commuter Services program will assist students in finding housing by providing up-to-date listings of available housing. These listings are available in 116 Sykes Student Union and may be accessed on the Web at www.wcupa.edu/_services/Stu.occ/och2k.

Student Health and Wellness Centers

The University maintains a Student Health Center staffed by physicians, nurse practitioners, registered nurses, health educators, and a nutritionist. The Health Center staff is available to meet emergency and first-aid needs, and to perform routine treatment of minor illnesses and minor surgical conditions. The Student Health and Wellness Centers also offer programs designed to enhance wellness, disease prevention, and health education.

Part-time graduate students must pay the student health fee to be eligible for services. The University does not furnish other medical care or bear the costs of medical or surgical treatment or hospitalization. The community of West Chester has qualified physicians and excellent facilities at the Chester County Hospital. The Student Health and Wellness Centers are located on the second floor of Wayne Hall. Any emergencies during the night and on weekends may be treated at the Chester County Hospital Emergency Room. The Health Center phone number is 610-436-2509 and visits are available by appointment. The Wellness Center phone number is 610-436-3276.

Graduate students, their spouses, and dependents may take advantage of a group medical illness and accident insurance policy approved by the University. Under the same group plan, there is a separate summer policy. Visit the Student Health and Wellness Centers for additional information and brochures.

Services for Students with Disabilities

The Office of Services for Students with Disabilities (OSSD) offers services for students with physical and learning disabilities. The OSSD is designed to assist students to make a successful transition to the University. We take a proactive stance that encourages students to understand their needs and strengths in order to best advocate for themselves.

The OSSD is located within the Academic Programs and Services Division and coordinates services with the other units within the division, such as the Learning Assistance and Resource Center and the Academic Advising Center, as well as other University offices including the Writing Center and the Office of Residence Life and Housing. Liaison with governmental agencies and private practitioners for provision of services is also available through the OSSD. In order to ensure continuity of services, students should pursue such actions prior to enrollment. Students needing financial support for personal services or interpreters should register with the appropriate agency at least six months in advance of matriculation.

Office of Services for Students with Disabilities
105 Lawrence Center
West Chester University
West Chester, PA 19383
610-436-2564

Services Provided for Students with Disabilities

- Central Documentation File
- Optional Comprehensive Needs Assessment
- Advocacy with Faculty
- Alternative Test-Taking Arrangements
- Note-Taking Support
- Study Skills Tutoring
- Taped Texts Assistance (Recordings for the Blind, Inc.)
- Adaptive Technology
- Readers for Visually Impaired Students
- Interpreters for Deaf Students
- Course Substitutes (e.g., Foreign Language)
- Peer Support
- Association for Disability Awareness

Information Services

Information Services provides computing resources for a wide variety of users, both academic and administrative. Many of the University's administrative functions, such as registration, grade reporting, and billing, depend heavily on the campus-wide transaction processing system, which provides centralized access to University data from workstations located throughout the campus. More importantly, computing is a vital instructional and research tool. Information Services offers students and fac-

ulty a wide range of computing resources, including a variety of software packages and hardware resources such as SAS, SPSS, MINITAB, programming languages, office software products, microcomputers, printers, graphics workstations, digitizers, and optical scanners. Many of these facilities are available at various campus locations, but the Academic Computing Center on the ground floor of Anderson Hall serves as a focal point of instructional computing activity. A valid WCU ID card is required to use the Academic Computing Center. (For further information, contact the Academic Computing Center at 610-436-3349.) Computing facilities throughout the campus are joined by a high-speed network.

WCU faculty, staff, and students also can access computing resources off-campus through the Web. The network provides electronic mail capabilities for all campus workstations, connection to the Internet, and access to the University's main library catalogs.

The WCU network provides high-speed access to software applications (including programming languages, spreadsheets, word processors, and faculty-developed programs) and electronic communications capabilities to workstations. Student laboratory facilities are available in the Academic Computing Center, each of the nine residence halls, and Sykes Student Union.

Information Services is located in Anderson Hall, 610-436-2828.

Bookstore

The Student Services Inc. Bookstore is located on the ground floor of Sykes Student Union. The bookstore sells both new and used textbooks for all WCU courses, as well as school and art supplies. The store also stocks best sellers, a variety of general interest literature, and a large selection of reference books, study aids, and teacher aids. SSI Bookstore offers a complete line of official WCU imprinted clothing and an extensive array of gifts, greeting cards, groceries, snacks, and laundry supplies. Services include film processing, special orders for computer software and general interest books, UPS shipping, and daily book buybacks. All major credit cards and personal checks, accompanied with a valid ID, are accepted.

Bookstore hours:

Mon.–Thurs.	8 a.m.–6 p.m.
Friday	8 a.m.–4 p.m.
Saturday	11 a.m.–3 p.m.

(Hours may be subject to change.)

The bookstore offers extended hours of operation at the beginning of each semester. As a shopping convenience, students may order textbooks and merchandise via the bookstore Web site, www.click2ssi-bookstore.com.

Career Development Center

The University provides career planning and placement services and programs for its students and graduates through the Twardowski Career Development Center.

The Twardowski Career Development Center's library provides information about careers, federal and state government positions, application forms, procedures, and job requirements.

The center also maintains listings of job vacancies in business, education, and industry.

The services available to graduate students are career counseling; resume referral; and an on-campus interview program. The center's Web site contains links to a variety of job vacancy databases as well as sites to post resumes on the Internet. A variety of resume services are also provided, from samples to assistance in developing a resume to free critiques.

The Twardowski Career Development Center is located in 106 Lawrence Center, 610-436-2501. For additional career information visit the Web page at www.wcupa.edu/_services/stu.car/.

Multicultural Affairs

The Office of Multicultural Affairs is dedicated to the development of multicultural sensitivity, understanding, and appreciation of diversity among students. The office develops and implements comprehensive programs aimed at addressing the needs and concerns of the multicultural student. The Office of Multicultural Affairs also serves as a resource for other University offices regarding multicultural students and aids in projects focused on improving the general campus climate. The office is located in 238 Sykes Student Union, 610-436-3273.

Public Safety

West Chester University is concerned about the safety and welfare of all campus members and is committed to providing a safe and secure environment.

Campus security is the responsibility of the University's Department of Public Safety, located in the Peoples Building at the corner of Church Street and University Avenue.

Because no campus is isolated from crime, the University has developed a series of policies and procedures to ensure that every possible precautionary measure is taken to protect members of the University community while they are on campus.

A full explanation of the University's security policies and procedures, as well as additional pertinent information, appears in a publication called "Your Safety Is Our Concern," which is available from the Office of Graduate Studies and Extended Education, and from the Department of Public Safety or on the Web at www.wcupa.edu/_information/afa/RTK.htm.

Vehicle Registration

All employees, eligible students, and visitors planning to use West Chester University parking lots must register their vehicles with the Department of Public Safety and purchase/obtain a parking permit/pass. Graduate students are required to purchase the appropriate parking permit depending on whether they are commuter or resident students. Student parking lots do not require a permit from 4 p.m. through 11 p.m. weekdays and on weekends from 4 p.m. Friday to midnight Sunday throughout the year. Commuter students who have classes during that time do not need to purchase a parking permit.

The annual registration fee is established by the Council of Trustees. For parking regulations, "annual" is defined as September 1 until August 31 of the following year. Specific registration procedures will be announced yearly. A valid WCU ID/driver's license and vehicle registration must be presented at the time of registration. The parking permit is to be displayed properly from the rear view mirror as stated on the reverse side of the permit. Mutilated, defaced, lost, or stolen permits must be replaced. Contact the Public Safety Parking Services Office for the procedure and cost of replacing the permit. The operation and registration of a vehicle must conform to Commonwealth of Pennsylvania vehicle law and University regulations. For complete information regarding motor vehicles and registration, refer to the Motor Vehicle Regulations pamphlet available at

Public Safety or on the Web at www.wcupa.edu/_information/afa/PublicSafety/MVRegs/MVReg.htm.

Speech and Hearing Clinic

The Speech and Hearing Clinic, located at 201 Carter Drive, is operated by the Department of Communicative Disorders as a teaching-training facility for its undergraduate and graduate students. The clinic provides diagnostic and therapeutic services for persons with speech, language, and hearing problems. These services are provided free of charge to West Chester University students, faculty, and staff, and to students enrolled at Cheyney University. A fee is charged to others who wish to use the services of the clinic.

Sykes Union Building

The Earl F. Sykes Union first opened in 1975 as the community center for West Chester University. In 1995 the Sykes Union facility was reopened after undergoing a complete renovation and expansion to its present 102,000 square feet.

The student union, as a facility and an operation, is designed to encourage all members of the campus community to participate in a wide variety of cultural, social, educational, and recreational programs. The renovated multipurpose building features expanded facilities as well as new and improved services.

Building highlights include a 350-seat theater, fitness center, and bookstore, all on the ground floor. The first floor offers a dining area with seating for 350, an outdoor terrace, and a large food servery. Also included on the first floor is a 5,000-square foot multipurpose room designed for dances, concerts, banquets, and lectures, as well as the student union administrative offices, Information Center, and Off-Campus and Commuter Services.

The second floor houses the Student Affairs offices of the Vice President, Assistant Vice President, Residence Life and Housing, Multicultural Affairs, New Student Programs, Greek Life and Student Organizations, and Judicial Affairs and Student Assistance. The Student Services, Inc. Business Office and the departments of Student Programming and Activities, along with student clubs and organizations, are also located on the second floor.

The third floor Frederick Douglass Lounge Area features a 20-unit computer lab with quiet study and seminar

space. Sykes Union also features 13 meeting rooms accommodating groups from 5 to 500.

For information concerning Sykes Union please call the Information Center at 610-436-3360/2984.

Women's Center

The Women's Center addresses the special concerns particular to women, including the issues facing women students who enter the University from high school or return to college after time at home or in the job world. Located in Lawrence Center on the second floor, the Women's Center provides a lounge area for conversation, as well as study, peer advising, support for personal and professional issues, and special interest programs (lectures, films, and concerts). For more information, including opportunities for student volunteers, call 610-436-2122.

Children's Center

The Children's Center for the children of West Chester University students and employees is located in McCarthy Hall. The children participate in educational and developmental programs while their parents are in class or at work. The center is licensed by the Commonwealth of Pennsylvania, and all required registration materials must be completed prior to enrollment in the center. The center offers reduced rates to students and multiple child discounts. For more information, contact the Children's Center at 610-436-2388.

Graduate Student Association

The Graduate Student Association (GSA) is the student government of all persons enrolled in graduate programs. The primary objective of GSA is to promote the overall well-being of graduate students at West Chester University. All graduate students are members of the association by virtue of their graduate status. The GSA office is located in Sykes Student Union.

Black Student Union

The Black Student Union, which was formed in 1971, is dedicated to the creation of a culturally meaningful atmosphere for black students at West Chester University. Black Student Union membership is open to all West Chester students, faculty, and staff—regardless of race, color, or creed—who have a concern for black social, political,

cultural, and economic causes.

A major purpose of the organization is to broaden and enhance the academic and social life for black students at the University. The union's democratically structured constitution provides for an executive board, elected by the membership. The Black Student Union Office is located in 234 Sykes Student Union.

International Education

The Office of International Programs is responsible for international student services, visits by foreign scholars, and immigration services for faculty and staff. In addition, the office coordinates study abroad opportunities for semester and summer programs. Anyone interested in receiving information or assistance concerning immigration regulations and services for international students, scholars, and faculty is encouraged to contact the Office of International Programs. While semester-long study abroad programs are not generally available for graduate students, some summer study abroad opportunities may be acceptable for credit. Students interested in study abroad should contact the Office of International Programs at 610-436-3515.

Institute for Women

The Institute for Women was initially designed to serve as the parent organization to represent the interests of women on campus. The institute is an independent body headed by a director and board of directors. Along with the Commission on the Status of Women, Women's Center, and Women's Studies Program, the Institute for Women engages in campus activities for the benefit of women students, faculty, and staff.

The institute sponsors a number of activities to enhance the self-esteem and career success of women at the University: the Woman-in-Residence Program, Graduate Grant, and Endowed Book Fund. The institute prepares periodic reports on the status of women at the University and also secures Charlotte W. Newcombe Scholarship Grants for mature second-career women. The Institute for Women offers an annual grant of \$750 to a woman graduate student who is accepted into a master's degree program at West Chester University. Application and reference forms may be obtained from the Office of Graduate Studies in

McKelvie Hall. For more information call 610-436-2940.

Veterans Affairs

Under the provisions of Title 38, West Chester University is an accredited university for the education of veterans. The University cooperates with the Veterans Administration to see that honorably separated or discharged veterans receive every consideration consistent with either degree or nondegree admission standards.

All veterans, certain dependents of disabled or deceased veterans, and war orphans who wish to obtain educational benefits under the appropriate public laws must register with the Veterans Affairs Office at initial registration. Veterans must renew their registration with this office at the beginning of each subsequent semester and each summer session. The Veterans Administration requires students who are veterans to schedule at least nine credits per semester in order to receive full benefits under the G.I. Bill.

A representative of the Veterans Administration is in the office of Financial Aid, 138 Elsie O. Bull Center, to counsel and act as a liaison between students and the Veterans Affairs Office in financial and other matters.

The Frederick Douglass Society

Drawing its content from our campus history of social consciousness and its structure from a variety of models in public life, the Frederick Douglass Society of West Chester University is an organization of faculty, staff, and students who embrace Frederick Douglass' quest for freedom and inclusiveness. Named in 1983 for one of the 19th century's most distinguished advocates of human freedom, the organization is oriented toward self-help and improvement by offering a collective voice in the affairs of the University. Its programs also aim to stimulate other groups on campus to enrich the climate. The society annually raises money for scholarship funds, including the Frederick Douglass Junior Ambassador Scholars of West Chester University. It also seeks, by the example of Douglass, to promote an intellectual standard that is not only grounded in excellence but profoundly rooted in the public mission of higher education.

Honor Societies

The University participates in sponsoring an active chapter of Phi Delta Kappa, the international graduate honor

society in education. Membership in the West Chester chapter, which was organized in 1956, is by invitation and recognizes scholarship in all fields of study. Graduate students are eligible to participate in the activities of the undergraduate honor societies at West Chester University if they are members. These organizations are Alpha Epsilon, Alpha Kappa Delta, Alpha Lambda Delta, Alpha Mu Gamma, Alpha Psi Omega, Eta Sigma Gamma, Gamma Theta Upsilon, Kappa Delta Pi, Pi Gamma Mu, Phi Kappa Delta, Pi Kappa Delta, Pi Kappa Lambda, Pi Mu Epsilon, Phi Alpha Theta, Phi Delta Kappa, Phi Epsilon Kappa, Phi Mu Alpha Sinfonia, Phi Sigma Tau, Psi Chi, Sigma Alpha Iota, and Sigma Tau Delta.

The Student Activities Council

The Student Activities Council (SAC) is one of the major programming organizations at West Chester University. Totally funded and voluntarily run by students, SAC creates and coordinates many of the activities and events on campus. By utilizing students' talents and energies, SAC strives to present a wide variety of programs that meet the needs and interests of the West Chester community. SAC is composed of six committees and an executive board, which presents programs in the areas of concerts, comedy, films, off-campus trips, and novelties. SAC also plays a major role in the planning and implementation of special events such as Welcome Back Week, Homecoming, and Spring Weekend. Membership is open to all students at all times. The Student Activities Council is located in 218 Sykes Student Union, 610-436-2336/3037.

Recreation and Leisure Programs

The Office of Recreation and Leisure Programs provides a variety of recreational opportunities for the University community. Through participation, individuals are afforded an opportunity to improve their health and experience recreational activities that will enhance their use of leisure time.

Intramural Sports affords students the opportunity to participate in individual or team competitive activities. The Intramural Sports program promotes health, wellness, and physical fitness, as well as encourages the worthy use of leisure time. Regardless of ability level, every individual can experience successful participation in a variety of individual or team athletic events.

For students who enjoy highly competitive, instructional, or recreational sports

other than varsity athletics, the office provides a **Sports Club** program. Becoming a member of a club provides opportunities for instruction, socialization, competition, and fun. Currently, West Chester University provides 11 Sports Clubs: equestrian, fencing, ice hockey, shotokan karate, men's lacrosse, men's roller hockey, men's rugby, skating, skiing, men's volleyball, and women's water polo.

Outdoor recreational opportunities are conducted through the **Outdoor Adventure Program**. The Outdoor Adventure Program provides a variety of different trips and one-day activities including canoeing, caving, rock climbing, ski trips, backpacking, and camping. Outdoor recreation equipment such as backpacks, tents, sleeping bags, camping equipment, snow boards, cross-country skis, and mountain bikes are available to rent.

For students who do not wish to participate in formal programs, **Open Recreation** provides days, times, and facilities in which students may participate in informal recreational activity utilizing the swimming pools, indoor/outdoor tracks, outdoor tennis courts, basketball gymnasiums, and sand volleyball courts.

The **Fitness Center** in Sykes Union is designed to give students a professional setting for exercise and weight training. The Sykes Fitness Center is equipped with cardiovascular and pin-selectorized equipment, and Olympic free weights. The center also includes an aerobics studio where sessions are held. A valid student ID is necessary for admission to the center and an orientation session is also required for all participants.

The **Aerobics** program is one of our most popular activities, with over 800 students, participating in more than 30 different aerobic sessions. All participants must register for this program and a \$15 semester fee is charged for participation.

For more information call the Office of Recreation and Leisure Programs, 610-436-2131, or stop by Room 133, Ehinger Gymnasium.

Department of Counseling and Psychological Services

The Department of Counseling and Psychological Services (the Counseling Center) is located on the second floor of Lawrence Center, 610-436-2301. Services are available to all currently enrolled undergraduate and graduate students. The Counseling Center includes licensed psychologists, consult-

ing psychiatrists, and graduate-level trainees with whom students may discuss their concerns in strict confidence.

COUNSELING SERVICES

Since the Counseling Center provides services for a wide range of concerns, each student's experience will be tailored to his or her needs. Students may wish to improve their interpersonal skills, resolve personal conflicts, or clarify their educational or vocational choices. Any of the following approaches may be implemented to address a student's concerns:

1. Individual psychological counseling consists of a one-to-one experience where the focus is on resolving personal conflicts and conflicts with others, and on improving the student's expertise at making meaningful choices. It may also help people avoid choosing behaviors that restrict personal growth and undermine their well-being.
2. Group counseling consists of a small number of peers with one or two counselors. Such groups meet once each week to help group members learn about themselves. Groups may or may not have a specific focus. Past groups with a focus have included students who have experienced the death of a parent, bad habits which block personal growth, eating disorders, and assertiveness training. General counseling groups have included those for interpersonal problem solving and for female students.
3. Individual vocational counseling consists of a one-to-one experience that focuses on clarifying the student's choice of concentration and vocation. Vocational choice is most solid when it is the outgrowth of understanding oneself. Such understanding is advanced by the thoughtful exploration of values, interests, and abilities.
4. Testing may include psychological or vocational interest tests which can clarify educational and vocational planning. The student and counselor can determine whether such testing might be helpful. Arrangements also can be made at the Counseling Center for taking the Miller Analogies Test, a graduate school admissions examination.
5. Consultation services for staff and faculty are available on a limited basis. Psychologists may be able to assist with crises, program planning, group and interpersonal communications, and referral to other agencies.