

# West Chester University Faculty and Student Responsibilities in Culminating Graduate Research Projects

It is the responsibility of all students, faculty, and staff to comply with all applicable university, state, and federal policies and regulations. This manual outlines some of the responsibilities of students and the Faculty Advisor/Committee Chairperson for culminating graduate research projects. Students should also review additional guiding documents available at the department or program level.

## Graduate Student Responsibilities

1. Work with your Faculty Advisor/Committee Chairperson to select a committee.
2. Communicate often with the Faculty Advisor/Committee Chairperson until you graduate.
3. **Check your WCU email daily. This is the official method of communication with you from WCU.**
4. Obtain and complete the Research Compliance Form by the required deadline. If changes occur to the topic or the advisor, a new form must be completed and approved.
5. Submit a protocol for review by the Institutional Review Board for the Protection of Human Subjects (IRB) if appropriate.
6. Submit a protocol for review by the Institutional Animal Care and Use Committee (IACUC) if appropriate.
7. Compose a clear and correct thesis or dissertation manuscript while working closely with the committee at every stage of the composition process. Follow your department's prescribed style manual (APA, MLA, ACS, etc.).
8. Work with Faculty Advisor/Committee Chairperson to fulfill all departmental obligations related to thesis or dissertation preparation.
9. Complete all forms required by the Graduate School. Forms can be found at [www.wcupa.edu/thesisdoc](http://www.wcupa.edu/thesisdoc).
10. Upload the thesis or dissertation to Digital Commons by the appropriate deadlines. Deadlines for submission can be found at [www.wcupa.edu/thesisdoc](http://www.wcupa.edu/thesisdoc).
11. Request that the Faculty Advisor/Committee Chairperson submit a grade change form for all thesis or dissertation credits that have not received a letter grade.

## Faculty Advisor/Committee Chairperson Responsibilities

The Faculty Advisor/Committee Chairperson is expected to guide and counsel the Candidate during the thesis or dissertation preparation. The counseling process involves the following specific responsibilities:

1. Communicate often with your student. If you have not heard from your student in a while, contact him or her.
2. Work with your student to select a committee.
3. Ensure that your student is progressing normally; intervene if you have information suggesting that a problem is occurring.
4. Be aware of the time limits for master's and doctoral students. University policy dictates students have a maximum of six years to complete their degree. A link to the policy can be found here: <https://catalog.wcupa.edu/graduate/academic-policies-procedures/enrollment-policy/>. Please review program and department specific policies in case of a different time limit.
5. Assist your student in submitting the protocols for the Institutional Review Board for the Protection of Human Subjects (IRB) and/or Institutional Animal Care and Use Committee (IACUC).
6. Ensure that your student is working closely with the committee at each stage of the thesis or dissertation process.
7. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their thesis or dissertation. Confirm that the format of the signature page is to standard before you sign it. WCU formatting guidelines can be found at [www.wcupa.edu/thesisdoc](http://www.wcupa.edu/thesisdoc).
8. Administer all departmental and college requirements such as the defense, and notify the Graduate Coordinator when requirements are completed.
9. Approve and sign the completed thesis or dissertation. Ensure that all other members of the committee have signed before the document is sent to the Graduate School's email at [thesisdoc@wcupa.edu](mailto:thesisdoc@wcupa.edu).
10. Remind the Candidate to submit a copy of the final approved thesis or dissertation for formatting review to the Graduate School through Digital Commons. Deadlines for submission can be found at [www.wcupa.edu/thesisdoc](http://www.wcupa.edu/thesisdoc). Any questions should be sent to [thesisdoc@wcupa.edu](mailto:thesisdoc@wcupa.edu).
11. Process a change of grade form for all thesis/dissertation credits.

### **Safety and Academic Integrity**

All research must be conducted in an ethical manner. Graduate students are required to follow the guidelines indicated below if research includes human or animal subjects, the use of copyrighted materials, and any print or media materials.

If there are concerns about another's conduct and a desire to discuss the matter with a university official or make a formal incident report, the appropriate contact is the Office of Student Conduct at 610-436-3511. Concerns involving sexual misconduct or sexual harassment, or any form of discrimination, should be reported to the Office of Diversity, Equity and Inclusion at 610-436-2433.

## **Animal Subjects in Research**

WCU complies with federal regulations, and takes responsibility for the humane care and use of animals in research projects. If a student's research involves the use of laboratory animals or even the use of wild animals studied in their natural habitat, the student must have the research approved by the university's Institutional Animal Care and Use Committee (IACUC). Students can obtain the protocol form from the Office of Research and Sponsored Program's website: <https://www.wcupa.edu/admin/research/>.

## **Human Subjects in Research**

WCU complies with federal regulations regarding the use of human subjects in research. Research sponsored by, supported by, or conducted by its faculty, staff, or students **must not expose** people who participate as subjects to unreasonable risk to their health, general well-being, or privacy. Student research projects that involve human beings as subjects must be conducted according to the university policy for the protection of human subjects.

Students apply for Institutional Review Board for the Protection of Human Subjects (IRB) review by completing a protocol form which can be downloaded from: <https://www.wcupa.edu/admin/research/irb.aspx>

## **Plagiarism**

Issues of misrepresentation of another individual or organization's work are serious offenses. As with copyrighted materials, students must acknowledge the work of others that they include in their own research. Students must follow the guidelines for citing other authors' work in the appropriate style guide in their academic field. For details on WCU's policy on plagiarism, visit the Graduate Catalog at [www.wcupa.edu/gradcatalog](http://www.wcupa.edu/gradcatalog).

## **Use of Copyrighted Material**

Permission to use works in the public domain, (i.e., works on which copyright never existed and those on which the copyright has expired) is not necessary, but all works must be acknowledged. If the material has been published, or if an entire creation (e.g., a cartoon, a photograph, a test, or a completed form) is to be used, written permission from the copyright holder must be obtained that allows the student to use the work in the thesis or dissertation. The purpose of a permission letter is to ensure that you are asking permission for the use of copyrighted material and to make sure that it encompasses the full scope of what you will be using the material for. The objective is to eradicate any ambiguities that could occur and make certain that your letter covers all of your needs in using/reproducing the copyrighted material.

Students should inform the copyright holder that the manuscript is being submitted to West Chester University of Pennsylvania and will be available as part of the library's digital holdings in Digital Commons.

A copy of the permission letter must be provided in the appendix of the thesis or dissertation. Proper credit (as instructed in the letter of permission) must be given in the text. More information about use of copyrighted material can be found on Digital Commons or on the website of the Library of Congress at <http://www.copyright.gov/>.