



COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF PUBLIC HEALTH SCIENCES

*Certificate in Global Health
Program*

Student Handbook

Updated July 29, 2024

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WELCOME TO THE CERTIFICATE IN GLOBAL HEALTH PROGRAM

The faculty and staff in the Certificate in Global Health program have prepared this handbook for certificate students. The purpose of the handbook is to:

1. Provide information on the certificate program courses and global health opportunities,
2. Explain important policies and procedures, and
3. Familiarize you with the program faculty, staff and university resources.

We hope this handbook will answer many of your questions about our Certificate in Global Health Program. After reviewing the handbook, you may have additional questions; please contact the Program Director Dr. Chiwoneso Tinago (ctinago@wcupa.edu).

About the West Chester University Certificate in Global Health Program

History

The Certificate in Global Health program was established in fall 2024 by an interdisciplinary planning committee with global health research, teaching, and program experience.

What is Global Health?

Global health is an area of study, research, and practice that places a priority on improving health and achieving health equity for all people worldwide (Koplan et al., 2009; National Academies of Sciences, Engineering, and Medicine, 2017). Global health is a highly interdisciplinary field that spans health sciences and connects a wide range of academic disciplines, including anthropology, sociology, business, engineering, environmental sciences, economics, history, and psychology (Drain et al., 2017).

Vision, Mission, and Values

Vision

To prepares students with the knowledge and skills necessary to apply a global lens to domestic work and/or conduct international work/projects/activities.

Mission

The Certificate in Global Health program expands the global health knowledge and skills of students and professionals to understand and address health and social issues through a global lens by applying a collaborative interdisciplinary learning approach,

Core Values

To promote health equity, diversity and cultural competency of students and professionals so they can better serve the local and global community, the program has the following core values:

- *Interprofessional Collaboration:* We bring together diverse interdisciplinary students and professionals to learn, discuss, and address global health challenges.
- *Diversity and Inclusion:* We commit to and support the recruitment and inclusion of diverse individuals to the certificate program and to diverse the experiences and frameworks for thinking about complex issues and inequality, which will contribute to a more equity-minded workforce.
- *Community and Global Engagement:* We develop and sustain mutually beneficial partnerships locally and globally to facilitate sustainable capacity building and engage community stakeholders in decision-making processes.

Certificate in Global Health Goals

The Certificate in Global Health prepares students with the knowledge and skills necessary to apply a global lens to domestic work and/or conduct international work/projects/activities, by focusing on topics such as population distribution of health conditions; environmental and social determinants of health; health disparities, comparative health systems and policies; maternal, child, and adolescent health; climate change impacts on

public health; development and implementation of global health programs, and global health partnerships. The goals of the certificate are to:

1. Expand the global health knowledge and skills of students and professionals.
2. Address health and social issues through a global lens.
3. Apply a collaborative interdisciplinary learning approach to sharing the knowledge and experience of global health agencies, leaders, and practitioners with certificate participants.

Certificate in Global Health Student Learning Outcomes

Upon completion of the Certificate in Global Health, individuals will be able to:

1. Define key global health concepts.
2. Describe key global health threats and their causes.
3. Identify critical stakeholders for the development and implementation of global health programs.
4. Explain how to work effectively in countries and/or cultures with differing social and economic perspectives.

What sets apart our Global Health Certificate?

- **Open to undergraduate students:** Complete a Certificate in Global Health and your undergraduate degree within the same time period.
- **Offered 100% online with a hybrid option:** You may choose to complete the certificate 100% online or take a combination of in-person and online courses.
- **Applies a global lens:** You will apply a global lens to understand and address health and social issues within your local community with the intention to “Think Globally and Act Locally.”
- **Open to non-degree-seeking students:** Are you a working professional who wants to broaden your global health skill set while having the flexibility of an online program? This certificate program is available to individuals who are not enrolled as full-time students at WCU.
- **Collaborative interdisciplinary learning approach:** You can take courses from a variety of disciplines to meet the certificate requirements and you will be taught by diverse faculty with global health experience from different disciplines to expand your perspectives.
- **Gain real-world global health experience:** You may choose to count global fieldwork, internship, study-abroad, or service-learning experience as one of your electives, which will give you the opportunity to earn academic credit and international experience while improving your professional networking in global health.

CERTIFICATE IN GLOBAL HEALTH PROGRAM FACULTY AND STAFF

Department of Public Health Sciences Chair

The Chair provides the leadership for the Department of Public Health Sciences. The Chairperson serves as an advocate for the Certificate in Global Health program and works directly with the Dean of the College of Health Sciences to acquire appropriate funding and resources for program implementation. The Chairperson oversees all undergraduate and graduate programs in the Department of Public Health Sciences.

Dr. James Brenner | Phone: 610-436-2931 | Email: jbrenner@wcupa.edu | SECC 233

Department of Public Health Sciences Secretary

The Department Secretary provides administrative support for all department programs including the Certificate in Global Health Program faculty/students inclusive of enrollment support; office communications; fielding student questions of enrollment/registration, support services, and appropriate referral; student assignment to Certificate in Global Health D2L site; and administrative support for Certificate in Global Health events.

Tammy Wyatt | Phone: 610-436-2245 | Email: twyatt@wcupa.edu | SECC 232

Certificate in Global Health Program Director

The Certificate in Global Health Program Director oversees all activities related to program management. The Program Director ensures that the program's goals, objectives, and outcomes are met, and manages necessary program curriculum revisions, monitors assessment activities, and student recruitment and retention. They are responsible for reviewing and approving students' applications and certificate completion review, providing general student advising, and ensuring meaningful stakeholder engagement. The Certificate in Global Health Program Director provides support and referral to students experiencing an issue or seeking clarification on policies and procedures.

Dr. Chiwoneso Tinago | Phone: 610-436-2776 | Email: ctinago@wcupa.edu | SECC 223

Certificate in Global Health Faculty Roles and Contact Information

The following are faculty in the Certificate in Global Health program.

Faculty Member	Role in the Certificate in Global Health Program	Contact Information
Dr. Chiwoneso Tinago Associate Professor Department of Public Health Sciences	Program Director Faculty	610-436-2227 ctinago@wcupa.edu SECC 223
Dr. Heather Edelblute Associate Professor Department of Public Health Sciences	Faculty	610-436-2174 HEDELBLUTE@wcupa.edu SECC 225
Dr. Melanie Vile Assistant Professor Department of Public Health Sciences	Faculty	610-436-2360 mvile@wcupa.edu SECC 277
Dr. Harry Holt Associate Professor Department of Public Health Sciences	Faculty	610-436-2124 hholt@wcupa.edu SECC 229
Dr. Zeinab Mohamad Baba Associate Professor Department of Public Health Sciences	Faculty	610-436-2164 zbaba@wcupa.edu SECC 278
Dr. Kimberly Johnson Associate Professor Department of Nutrition	Faculty	610-436-2215 KJOHNSON4@wcupa.edu SECC 240
Dr. Patricia Davidson Professor Department of Nutrition	Faculty	610-436-1066 PDavidson@wcupa.edu SECC 244
Dr. Michelle Kensey Associate Professor Department of Nursing	Faculty	610-436-0548 MKENSEY@wcupa.edu SECC 308
Dr. Linda Stevenson Professor Political Science Department	Faculty	610-436-3364 LStevenson@wcupa.edu Anderson Hall 318F
Dr. Susan L. Johnston Professor Anthropology and Sociology	Faculty	610-436-2657 SJohnston@wcupa.edu Old Library, Room 101C
Dr. Michael Di Giovine Professor Department of Anthropology and Sociology	Faculty	610-436-2247 MDiGiovine@wcupa.edu Old Library 204

Certificate in Global Health Program Policies

Certificate in Global Health Program Admissions

The minimum requirements for admission in the Certificate in Global Health program include:

- Current WCU undergraduate student (any major) with a cumulative GPA of 2.0 or above
or
- Non-degree seeking student who meets the minimum [university admission requirements](#) and must follow [university terms and conditions for non-degree students](#).

Full-Time and Part-Time Certificate Completion

Students can complete the certificate in full-time 1-year plan taking 12 credits in one academic year or part-time taking up to 6 credits each academic year for 2 years.

Non-Degree Students

"Non-degree" is an academic term for "not formally accepted into a degree program." Students should apply as an Undergraduate Non-Degree Student if:

- Registering for courses defined by a 499 number or below
- Currently attending high school or are a current/former college student taking undergraduate-level courses
- Have an Associate's or Bachelor's Degree and intend on taking undergraduate-level courses
- Participating in the International/National Student Exchange Program or have been accepted into a Pre-Graduate Certificate Program.

Non-degree students are not eligible to receive financial aid; however, they may take advantage of other services offered by the University, including:

- Access to a Ramportal student self-service account and WCU e-mail address
- Payment plans
- Student services, including use of campus libraries, computer labs, health services, and career development services

Undergraduate non-degree students can earn a maximum of 18 credits during the Fall and Spring semesters and 7 credits during each Summer term and Winter semester. Students without an undergraduate degree are limited to earning a maximum of 24 credits as a non-degree student. After earning 24 credits, the student would need to apply for admission into a degree program. Students participating in National/International Student Exchange are not held to the 24 career credit maximum if enrolled for 2 consecutive semesters.

Students enrolling in courses under this policy are expected to meet the minimum GPA required for the Certificate in Global Health program and are encouraged to seek the academic guidance of the program director. Completing courses on a non-degree basis does not guarantee admission, and credits earned may not necessarily be applied to a degree program at a later date. Taking classes as a non-degree student does not guarantee acceptance into a degree program. If a student applies and is accepted for admission, the grades earned as a non-degree student remain on record and will be included in the computation of the cumulative GPA. Students with an undergraduate degree, from WCU or another institution have no maximum limit on the amount of career credits they may earn as a non-degree student.

International citizens who are in the United States on a visa, with exception to a student visa or tourist visa, may be eligible for non-degree study. Certain visa types do allow for incidental study while maintaining their current visa status in the United States.

Students should begin the formal application process immediately after they have decided to pursue the Certificate in Global Health at West Chester University. For additional information, contact Registrar's Office by emailing ugradnondegree@wcupa.edu.

Financial Aid

Degree Seeking Students

GHE students who are degree-seeking students are not eligible for Title IV financial aid unless the courses they are taking in the certificate are considered part of the student's degree completion. That is, if an undergraduate degree-seeking student takes the courses to fulfill the certificate requirements and these courses are part of their degree completion (even as "free electives"), they are eligible for federal financial aid. Speak with a financial aid counselor to discuss their specific situation.

Non-degree seeking students

Non-degree students are not eligible to receive Title IV financial aid; however, they may take advantage of other services offered by the University, including:

- Access to a Ramportal student self-service account and WCU e-mail address
- Payment plans
- Student services, including use of campus libraries, computer labs, health services, and career development services

Maintenance of Certificate in Global Health Academic Standards

Your academic standing at the University is indicated by your cumulative grade point average (GPA). There are three categories of academic standing: good academic standing, probation, and dismissal. You remain in good academic standing as long as you maintain a minimum cumulative GPA of 2.00 for all work taken at the University. Probation and dismissal are actions taken by the University when your GPA falls below an acceptable level. Non-degree students are subject to this policy.

Please visit the Office of the Vice Provost for more information on [Academic Probation and Dismissal](#).

Transfer Credits

The acceptance of transfer credit is based on review and approval by the Certificate in Global Health Program Director.

Maintaining Immigration Status

It is important for students and exchange visitors to understand the concept of immigration status and the consequences of violating that status. Being aware of the requirements and possible consequences will make it more likely that you can avoid problems with maintaining your status. Every visa is issued for a particular purpose and for a specific class of visitor. Each visa classification has a set of requirements that the visa holder must follow and maintain. Those who follow the requirements maintain their status and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered "out of status." Failure to maintain status can result in arrest, and violators may be required to leave the United States. Violation of status also can affect the prospect of readmission to the United States for a period of time. A major responsibility of all international students is to maintain their immigration status. For common international student FAQs, see the [Global Engagement Office FAQs](#). **Specific policies for maintaining immigration status are found on the [Global Engagement Office website](#).**

Certificate in Global Health Program Completion

Academic Good Standing

The Certificate in Global Health program at West Chester University is 12-credit hours. To be eligible to receive the Certificate in Global Health, students must complete all required courses and achieve the minimum number of 12 credits with a minimum certificate completion GPA of 2.5. Each program course should have a grade of C or better.

Course Repeat Policy

Undergraduate degree and non-degree students may repeat up to two courses, which are being applied to the certificates. Courses may be repeated only once. Both grades earned for a course will remain on the student's

record; however, the most recent grade (whether it is higher or lower) will be used in the GPA calculation.

Certificate in Global Health Advising

The Program Director is the advisor for the Certificate in Global Health program. During advisement periods, students are encouraged to email the Program Director with any questions related to their certificate program progress and participate in group and/or individual advisement sessions to discuss course scheduling and progress towards certificate program completion.

Semester/s Scheduling for:	Approx. Group Advising Sessions:	Approx. Registration Date
Winter and Spring semester	End of September in the prior year	Early-to-mid October the prior year
Summer and Fall semester	End of February	Early-to-mid March

RamPortal is a computerized service that allows students to register for courses, access transcripts and advising information along with computerized access to library services and other services.

Course Scheduling

It is the responsibility of the student to meet with the program director individually or via the group advising sessions to plan their course schedule. The program director will help the student select courses in appropriate sequence to meet Certificate in Global Health Program requirements. Registration for each fall/spring semester begins approximately mid semester.

Advising Sheet for Certificate in Global Health Program

The Certificate in Global Health program has an advising sheet that lists the required core and elective courses. The advising sheet is available on the Certificate in Global Health's webpage, the D2L Certificate in Global Health Program Informational Site, or by an email request to the program director.

Faculty and Staff/Student Communications

The Certificate in Global Health faculty and staff maintain open lines of communication with students. If problems arise, we prefer that student be proactive and work with course instructors to resolve issues/problems as soon as possible. We ask that students follow these guidelines for effective faculty and staff/student communication in the Certificate in Global Health Program:

Campus Email

Students are expected to check their WCU Email account. Many important university notices are sent to students via WCU email. Faculty are expected to correspond with students through their WCU email addresses. Students can forward their WCU email to their personal email accounts. Students should contact Academic Computing Services to establish the forwarding system for WCU email.

Undergraduate Course Grading and Evaluation Policies

Course Grading: A letter grade will be assigned based on performance in the course, according to the following scale:

Total Score	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+

73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 or <	F or Z

Reference: West Chester University [Undergraduate Catalog](#)

- IP (In Progress) is given to indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports); see "Removing 'In Progress' Designation."
- 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. A '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.
- M (Military Withdrawal) In accordance with PA House Bill No. 1460: A grade of "M" will be given for military students and spouses who must withdraw due to military obligation. PA National Guard and other reserve components called to active duty (for reasons other than for training) and their spouses will receive a grade of M when unable to complete classes due to activation for military obligations. Students are required to notify the Registrar's Office to receive a non-punitive M grade and will be required to provide appropriate documentation.
- Z Grade A grade received when a student stops attending a course and fails to officially withdraw from it. The grade is counted the same way that an F would count toward the cumulative average and Academic Standing. The grade assigned to the student must reflect the percentage equivalent of the plus, minus, and straight grades earned in a course.

Removing the "In Progress" Grade Designation

IP grades indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports). Students must complete course requirements as stipulated by the professor and not later than the end of the 14th week of the *second* subsequent semester or the IP grade will convert to an F. An IP grade may not be replaced with a NG.

Removing "No Grade" Designation

NG grades will be given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the professor. Students must complete course requirements as stipulated by the professor and not later than the end of the 14th week of the subsequent semester or the NG grade will convert to an F at the end of the semester.

Grade Change Policy

Course grades are awarded by the professor of record and reported to the university registrar. These grades, other than NG or IP, are considered final, but may be changed at the discretion of the faculty member within 9 weeks from the start of the subsequent Fall or Spring semester. Any change submitted after that date requires approval of the Provost or their designee. Appropriate justifications for changing a final course grade include but are *not limited* to:

- (1) computational error, (2) completion of course work missed during the semester, or (3) other.

Grade Appeals 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 final grade awarded for the class was based on prejudiced or capricious judgment or was inconsistent with official University policy. Please refer to the [Academic Integrity Policy](#) for cases where the grade appeal involves a grade given for academic dishonesty. Grades are awarded by the faculty member of record and can only be changed by said faculty member unless the Provost directs otherwise following the procedure found in the [Undergraduate Catalog](#). Contact the Certificate in Global Health Program for support and assistance with the [Grade Appeal process](#).

Academic Integrity Policy

Any situation involving a violation of academic integrity is of major concern to the University. Faculty members preserve and transmit the values of the academic community through example in their own academic pursuits and through the learning environment that they create for their students. They are expected to instill in their students a respect for integrity and an understanding of the importance of honesty within their chosen profession. Faculty must also take measures to discourage student academic dishonesty.

Commitment to maintaining and encouraging high standards of academic integrity is demonstrated in many ways. One way is through the establishment of policies and procedures governing violation of the standards of academic integrity. The following policies, procedures, and definitions are intended to help faculty meet these responsibilities.

1. First, the instructor has both the right and the responsibility to demand academic honesty of all students. A grade certifies both knowledge and a standard of academic integrity. It is essential that the instructors retain the right to set the minimum academic penalty for academic dishonesty in a course, subject to the appeal rights of a student.
2. Second, cheating is not just a matter between an instructor and student in a specific course. While it is the right and duty of the instructor to set minimum penalties for dishonesty in a particular course, the University is responsible for the minimum standards of academic integrity and achievement on which degrees are based. It is the University that permits students to remain members of the academic community and finally certifies that students have attained sufficient academic credit and exhibited acceptable standards of conduct to entitle them to a degree.
3. Third, students accused of academic dishonesty have the right to have their case heard in a fair and impartial manner, with all the safeguards available within the bounds of due process.

Violations of Academic Integrity

Violations of the academic integrity standards of West Chester University fall into five broadly defined categories listed below:

Plagiarism: Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work.

1. Fabrication: Fabrication is the use of invented information or the falsification of research, information, citations, or other findings.
2. Cheating: Cheating is an act or an attempted act of deception by which a student seeks to misrepresent their mastery of the information or skills being assessed. It includes, but is not limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
3. Academic Misconduct: Academic misconduct includes, but is not limited to, other academically dishonest acts such as tampering with grades; or taking part in obtaining or distributing any part of a

test that has not yet been administered; or disrupting or interfering with the ability of others to complete academic assignments. It also includes violations of the Student Code of Conduct, as they relate to the academic environment.

4. Facilitating Academic Dishonesty: Facilitating academic dishonesty includes helping or attempting to help another to commit an act of academic dishonesty.
5. Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in Certificate in Global Health courses. Each student is expected to complete each assignment without assistance from others, including automated tools. Use of such tools on assignments will result in a zero grade for that assignment and a reporting to the university for academic misconduct.

Procedures for Handling Cases

Faculty are responsible for determining the grades earned in their courses, and they are the first step in determining if a violation of academic integrity has occurred. They are also the first individuals to determine what penalty should be levied. A faculty member responsible for assigning final grades in a course may acquire evidence, either directly or through information supplied by others, that a student violation of academic integrity may have occurred. After collecting the evidence available, the faculty member will meet with the student to present the evidence of an alleged violation and request an explanation.

If the faculty member accepts the student's explanation, no further action is taken. If the faculty member determines that a violation has occurred, the faculty member informs the student, within five class days of their decision, using the appropriate form, of the penalty that will be imposed. The faculty member will also inform the student of their rights to file an appeal within 10 class days of the faculty member's decision.

Once a faculty member has charged a student with academic dishonesty, the student may not withdraw from the course to avoid a grade penalty or to prevent the filing of the Report of Violation of Academic Integrity. Any student who withdraws from a course before the charge is made may be re-registered for the course so that appropriate action can be taken.

The report includes:

- The nature of the charge/evidence against the student
- A brief summary of the meeting with the student
- The faculty member's decision
- The right of appeal to the department chair (or departmental board)

If the student is subsequently found not guilty of the charge, the student may either

- Remain in the course without penalty, or
- Withdraw from the course regardless of any published deadlines

If the student is found guilty of violating the student Academic Integrity Policy, the student may not withdraw from the course and will receive the sanction imposed by the instructor or other academic authority.

Penalties

All acts of academic dishonesty violate standards essential to the existence of an academic community. Most offenses are properly handled and remedied by the faculty member teaching the course in which they occur. The penalties that may be assessed by the faculty member include the following:

- Completion of alternative work, with or without a grade reduction
- A reduced grade (including "F" or zero) for the assignment
- A reduced grade (including "F") for the entire course

A grade of "F" for the course, due to a violation of academic integrity, will result in automatic dismissal from the University. Students dismissed under these circumstances are considered ineligible for readmission to another

academic program at West Chester University. Whatever the penalty, the report describing the incident and recording the decision will be kept by the university until the student has graduated and the degree or certificate has been awarded. Individual departments may establish a "zero tolerance" policy for their majors. Students must be clearly informed of such a policy by those departments. The purpose of this record keeping is to ensure that students who violate the University's student Academic Integrity Policy a second time are dealt with appropriately. A second violation will result in automatic expulsion from the University.

Certificate in Global Health Curriculum

Overview

The Certificate in Global Health Curriculum consists of one core (HEA 200) and 3 elective courses to be selected from a list of approved courses. 12 total credits are needed to graduate with a grade of C or higher in each course and a certificate GPA of at least 2.5.

Certificate in Global Health Course Formats

Certificate in Global Health courses formats include face-to-face, online, and hybrid courses.

Desire-to-Learn (D2L)

The West Chester University utilizes Desire to Learn (D2L) software for course delivery and student assessment. The Desire to Learn is a family of software applications designed to enhance teaching and learning. It is an intuitive and easy-to-use software for instructors and students alike. At WCU, students can access their courses on D2L for course materials (ex, syllabi, course notes and outlines, activities, discussion boards, course announcements, course evaluations and other course resources). Each instructor provides the material that is appropriate for their courses on D2L. Students are expected to familiarize themselves with the course materials posted on their D2L site. Students will need to check their D2L accounts daily, throughout the semester. Faculty may also communicate with students through the WCU email system. Students are asked to regularly check their WCU emails. Additionally, faculty will make announcements in class if there is a new development or change in the program that needs to be quickly communicated to the Certificate in Global Health students.

CAREER RESOURCES

University Libraries

West Chester University has two libraries, the [Francis Harvey Green Library](#), at the corner of High Street and Rosedale Avenue, and the [Presser Music Library](#), in the Swope Music Building. Both libraries offer excellent environments for individual and collaborative learning. Students come to the libraries to conduct research, use technology, write papers, compose music, print posters, exchange ideas, and engage with the world of information in the library's holdings of more than two million items. Library collections compare favorably with other major public and private libraries in the region, and students navigate the collections with the help of expert guidance from librarians and library staff.

That guidance extends beyond the libraries' walls. The library's website enables students to connect with librarians and staff, and to a wide array of resources and services through links to the library's catalog, databases, reserve items, and more. Students use OneSearch, a Google-like interface on the [library homepage](#), to search the majority of materials owned or licensed by the University Libraries. OneSearch and online library resources are available to WCU students, faculty, and staff from any device wherever their research takes them at any time, day or night.

Fourteen professional librarians provide formal and informal instruction on library resources. Every discipline and department have a subject specialist who will work with individuals, groups, or classes. Contact your subject specialist for assistance with research, collections, or getting started on a project by visiting <http://library.wcupa.edu/ask/subject>.

The WCU Campus Store

The WCU Campus Store is located on the ground floor of Sykes Student Union. The Campus Store has new and used textbooks for all WCU courses, a thriving textbook rental program of new and used titles and select course offerings including digital textbooks. Textbooks may be purchased in the store or on the store's website: www.wcucampusstore.com. For your convenience, the Campus Store provides in-store pick-up for online orders, or shipping is also offered. The WCU Campus Store also stocks course supplies, and reference materials, as well as study and teacher aids. WCU Campus Store offers a complete line of official WCU-imprinted clothing and gifts that can be purchased on the store's website. Greeting cards, snacks, candy, soft and energy drinks, health and beauty aids, electronics, and laundry supplies are also available in the Campus Store. Spirit items for athletic events are available as well. Services offered include special orders for computer software and general interest books (at no extra cost), an onsite Greek wear provider, UPS and USPS shipping services, and daily book buybacks. All major credit cards, Ram Bucks, and personal checks, accompanied by a valid ID, are accepted. For more information, call 610-436-2242 or visit the [WCU Campus Store website](#).

Information Services & Technology Division (IS&T)

The Information Services & Technology Division (IS&T) provides information technology services for the University community, including communications networks, collaboration tools, multimedia and video services, services for distance education courses, and multiple on-campus student computing labs. The labs are staffed with support consultants to assist students with technical questions, and open hours are posted online at <https://wcupa.edu/ITHelpdesk>. The labs provide access to a range of software and OneDrive cloud storage, as well as to multi-function printers and scanners. All lab computers support general-purpose applications such as word processing, spreadsheets, graphics, and database management systems (O365 apps and services), plus course-specific software such as SPSS, SAS, Minitab, Mathematica, Quark, and others. The software and applications are also available for remote access through [RamCloud](#). IS&T also provides access to training, educational materials, and services to promote the use of technology in the teaching and learning environment, including instructional design services, active learning space design, and a Learning Management System. Visit the [IS&T website](#) to submit an IT support request or call the IT Help Desk at 610-436-3350.

Learning Assistance and Resource Center (LARC)

The Learning Assistance and Resource Center (LARC) strives to provide quality academic support services which help students become independent, active learners who achieve academic success. The LARC aims to promote cognitive development in a diversity of student populations through assessing and teaching the affective skills necessary for achieving academic and personal learning goals. The pursuit of a quality education, although contingent upon professors and administrators, is essentially a venture of self-reliance. At the Learning Assistance and Resource Center envisions a University populated with independent learners imbued with a desire *to learn, to improve, and to progress*. The tutors promote the critical thinking skills necessary for students to find unique and creative solutions to achieve academic success and actively pursue career goals. Students are encouraged to work with LARC if they are experiencing academic issues with test anxiety and time management. Please visit the [LARC website](#) or contact LARC at (610) 436-2535.

Writing Center

Anyone can come to the Writing Center! Everyone can improve their writing! West Chester students, grad students, and professors frequently visit the Writing Center for assistance. They come to the center because they know how useful it can be to talk about and get feedback on their writing. Talking with a tutor helps clarify and organize thoughts which will help you become a better writer overall. The WCU Writing Center values *The Right to Our Own Language* by affirming that everyone's language of nurture, and all Englishes, are inherently eloquent and equal.

Each of us owns a language that is a legacy from those who loved us. Our language is a testament to where we come from. No language is less than another. This said, the Writing Center also acknowledges that the systemic

and intersecting forces of racism, xenophobia, and class prejudice create a present reality of double standards in which some so-called "non-standard" English is disrespected, while other objectively just-as-non-standard English is given a pass. Language prejudice is brazenly and unapologetically used as a justification, both in education and in the workplace, to restrict access to opportunity. Furthermore, language prejudice is inextricably linked to racism and xenophobia so that the way we look often means we can't be heard, regardless of our mastery of the "standard." The Writing Center acknowledges the harm and trauma of language prejudice and systemic racism. Through our tutoring, we seek to disrupt language prejudice, to advocate for the equal value of all language, and to ensure equal access to education.

Students are welcome to bring in any type of writing assignment for any class or project to the Writing Center. The staff will offer personal help with planning, revising, or any other aspect of writing your paper, but they will not write student papers. The staff helps students develop writing skills which are vital to student academic and professional development. Visit the [Writing Center website](#) to schedule an appointment, call 610-436-3548, or email writingcenter@wcupa.edu. To fully benefit from the writing tutor session, it is highly recommended to schedule an appointment in advance to when the paper is due.

Twardowski Career Development Center

The Twardowski Career Development Center supports student success through programs and services that help students explore and pursue career and continuing education options. They work one-on-one with students to help develop the skills necessary to have a competitive edge in the job market. Services for students include individual appointments and drop-in hours; resume, LinkedIn, and cover letter reviews; mock interviewing; job and internship fairs; employer meetups; and job postings via [Handshake](#). The center's website links to various other job search sites grouped by [Career Communities](#) to facilitate an effective online job search. The Career Development Center is located at 225 Lawrence Center (second floor) and is open year-round. For additional information, visit the [Career Development website](#) or call 610-436-2501.

STUDENT RESOURCES

Sykes Student Union

The Earl F. Sykes Union first opened in 1975 as the community center for West Chester University. A building expansion and major renovations were completed in 1995, providing students with a 102,000-square foot multipurpose facility. Taken from the Association of College Unions International's 2018 Role of the College Union statement:

"The college union advances a sense of community, unifying the institution by embracing the diversity of students, faculty, staff, alumni, and guests. We bolster the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities."

- The *ground floor* features the Lawrence A. Dowdy Multicultural Center; Campus Store; Student Services, Inc. Service Center; a 350-seat theater; the Ram's Den Lounge/EcoGrounds coffee; and the east patio entrance.
- The *first floor* offers a food court and dining area; a multi-use outdoor pergola; a 5,000-square foot multipurpose ballroom designed for dances, concerts, banquets, and lectures; as well as the student union administrative offices and building Information Center.
- The *second floor* houses the Student Affairs offices of the Fraternity and Sorority Life; Student Leadership and Involvement; Lesbian, Gay Bisexual, Transgender, Queer, Ally Services; and Off Campus and Commuter Services. The Student Services, Inc. Business Office; the department of Student Activities; and the Center for Student Involvement are also located on the second floor.
- The *third floor* Frederick Douglass Lounge Area features a 25-unit computer lab with quiet study and seminar space and a meditation lounge.

Sykes Union also features 17 rooms accommodating student groups of 4 to 500 for meetings, programs, and events. For information concerning Sykes Student Union, call the Information Center at 610-436-

2984/3360.

Lawrence A. Dowdy Multicultural Center

The mission of the [Lawrence A. Dowdy Multicultural Center](#) is to promote holistic success and development of Students of Color through collaborative co-curricular experiences that promote multicultural awareness, create a sense of belonging, affirm racial and cultural identity, and empower all students to challenge systems of oppression. The center provides and maintains a supportive environment that promotes the academic achievement and personal development of multicultural students at the University. This is accomplished by providing a wide range of services, programs, and activities aimed at meeting the educational, social, cultural, and developmental needs of multicultural students. In addition, the center collaborates with other offices, organizations, and departments to improve awareness of and appreciation for racial and cultural diversity for the University community. To follow the WCU Multicultural Student Organizations on social media, visit the [Multicultural Organization Advisory Board's website](#). The Multicultural Center serves as a general gathering place for all students and is also a home-base for the Lawrence A. Dowdy Multicultural Center Mentoring Program, the Board of Governors Scholarship program, and many multicultural student organizations. The center is located in Room 003 in Sykes Student Union and can be reached at 610-436-3273.

Global Engagement Office

The services provided by the [Global Engagement Office](#) include:

1. Full immigration assistance for (F-1) international students including travel outside the United States, visa stamp expiration, duration of status, transfer procedure, on-campus employment, off-campus employment, bringing dependents to the United States, taking less than a full-time course load, extension of stay, curricular training, and practical training.
2. Full immigration assistance for (J-1) international scholars, professors, and specialists including short-term programs, employment, practical training, extensions, and bringing dependents to the United States.
3. Yearly seminars presented by a local immigration lawyer on a variety of other immigration issues.
4. Income tax forms and information.
5. Job search and interviewing tips, a film series on a variety of topics of particular interest to international students including first arrival problems and issues, street wisdom, culture shock, the employment interview process, and health care in the United States.
6. Orientation program for new students.
7. Travel information around the tri-state (Pennsylvania, Delaware, New Jersey) area, and a film library (over 100 classic and recent movies) - movies are loaned to students at no cost.

This office provides excellent support to the international students at West Chester University and should be contacted for any issues related to immigration status. The Department of Public Health Sciences faculty are not able to assist students with processing VISAs, immigration issues, or housing. An International Student Orientation is provided at the start of each semester. The office can be reached at 610-436-3515 or International@wcupa.edu.

Center for Women and Gender Equity (CWGE)

Since 1974, we have been celebrating, honoring, and empowering our campus community. This is done through a diverse range of educational programs, resources, and advocacy for all people. The center promotes a campus culture and climate that supports principles of social justice, equity, inclusion, and community. They advocate for a campus community that values the safety, equality, and intellectual advancement of women and historically marginalized groups at West Chester University. CWGE provides education, resources, and advocacy primarily on gender-related issues. They facilitate, sustain, and advance dialogue about how gender intersects with race, ethnicity, class, sexual identity, ability, age, and nationality.

Their mission is accomplished through:

- Educational programs that address a wide range of social justice issues that affect the success, well-being, and empowerment of women
- Special events, workshops, and trainings that promote awareness of the ways in which gender bias intersects with racism, classism, homophobia, and other forms of oppression
- Leadership opportunities that build confidence and provide skills to enhance the personal and professional growth of women
- Coordinating campus-wide violence prevention initiatives, including programming designed to engage men as allies in violence prevention
- Building allies and partners-in-movement through programming focused on healthier forms of masculinity and the ways in which gender impacts our everyday lives
- Support and referrals for students experiencing sexual misconduct
- Information and referrals about issues that disproportionately impact women
- Advocating for systemic changes that support women and historically marginalized groups

The Center for Women and Gender Equity is located at 214 Lawrence Center. For more information, visit the [Center for Women and Gender Equity website](#) or call 610-436-2122.

Student Health Services

The University maintains a [Student Health Center](#) staffed by physicians, nurse practitioners, and registered nurses. The Student Health Center staff is available to meet emergency and first-aid needs, and to perform routine treatment of minor illnesses and minor surgical conditions. All Student Health Services practitioners have received training to meet the unique needs and situations of the LGBTQA community.

Care provided by Student Health Services includes the following:

1. Acute medical care, including sore throat, cold, flu, and other illnesses
2. Minor surgical care, including suture placement and removal, and abscess care
3. Sexually transmitted infection (STI) and HIV testing, treatment, and referrals
4. Gynecological services, including routine examinations, contraceptives, and pregnancy testing
5. General preventative care, including immunizations and nonathletic general physicals
6. First-aid

During the fall and spring semesters, Student Health Services has appointments available Monday-Friday, 8am- 5:30pm, and Saturday 10am-5:30 pm. Appointments are available during summer and winter sessions from 8am- 3:30 pm. Visits are by appointment, except for emergency situations. Any emergencies during the night and on weekends may be treated at the Chester County Hospital Emergency Room.

Student Health Services is located on the lower level of Commonwealth Hall. Visit the [Student Health Center website](#) or call 610-436-2509 to make an appointment.

Counseling Services

The [Department of Counseling and Psychological Services](#) (The Counseling Center) is located in 241 Lawrence Center. All currently enrolled students may walk in for a brief triage assessment (M- F, between 1-3pm), at which time a determination is made to help the student receive the most appropriate mode of treatment (e.g., individual, group, or a referral off campus). The Counseling Center includes licensed psychologists, licensed counselors, consulting psychiatrists, and graduate-level trainees with whom students may discuss their concerns in strict confidence. Since the Counseling Center provides services for a wide range of concerns, each student's experience will be tailored to meet their needs. Students may wish to focus on their emotions and learn better ways to cope, improve their interpersonal skills, resolve personal conflicts, or clarify their educational or vocational choices. The Center compiles counseling resources including those specific to race-related violence and COVID-19 on their [resource page](#). For more information, visit the [Counseling Center website](#) or call 610-436-2301 to make an appointment.

Office of Educational Accessibility

The Office of Educational Accessibility (OEA) offers services for students with physical and learning disabilities and is located in the Lawrence Center 223. The OEA 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.

West Chester University recognizes that some students with disabilities want minimal assistance while others require the full range of support and services. The staff of the OEA supports students as they become more self-reliant by emphasizing their knowledge and communication skills and the understanding of their rights and obligations under the laws. To facilitate a successful transition a comprehensive assessment of needs is recommended through this office.

The OEA provides advocacy with faculty for classroom accommodations under the requirements of Section 504 and the Americans with Disabilities Act. Recent, appropriate, and comprehensive documentation provided by licensed professionals must accompany requests for accommodation. The OEA coordinates provision of direct services for students with disabilities through support staff in the research and technical areas of the University. The office also advocates in the readmission procedure, with the offices of Financial Aid and the Registrar, and supplement advising services to the extent that the information or assistance is disability related and necessary to promote student access. Services provided for students with disabilities include:

- Central documentation file
- Optional comprehensive needs assessment
- Advocacy with faculty
- Alternative test-taking arrangements
- Note-taking support, Assistance with alternate format materials
- Adaptive technology
- Readers for visually impaired students
- Interpreters for deaf students

For more information, visit the [OEA website](#), call 610-436-2564, or email oea@wcupa.edu.

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 non-degree 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.

Resource Pantry

The WCU Resource Pantry supports student success by minimizing food and basic need insecurity and preparing students for life after graduation. The Resource Pantry is open to ALL students regardless of level of need. No appointments are necessary, walk-ins are welcome at any time during the hours of operation. There are no limits on the frequency of visits. The Resource Pantry is located in Commonwealth Hall, Lower Level (enter at Student Health Services). The resources the Resource Pantry offers includes non-perishable food items, fresh produce from the WCU Campus Gardens, personal care items, school supplies, and career clothing (can be retrieved at the WCU Twardowski Career Development Center). For more information, visit the [Resource Pantry website](#) or call 610-436-2378.

Student 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](#). 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 link to the Annual Security and Fire Safety Report is available on the web at www.wcupa.edu/dps/documents/clery18.pdf. Printed copies are also available upon request from the [Department of Public Safety](#).

Emergency Alert Notification

In an emergency, the University will communicate key information as quickly and to as many people as possible using some or all of the following communication channels:

- Text message to WCU Alert subscribers, <http://www.wcupa.edu/wcualert/>
- Mass e-mails to faculty, staff, and students via WCU-assigned e-mail accounts
- Posted on WCU's homepage
- Recorded message on WCU's Information Line 610-436-1000
- External emergency notification broadcasts

While the University has a wide variety of methods to communicate with the campus community, the text messaging service allows the University to use some of the latest technology to reach students, faculty, and staff in the event of any emergency. The WCU homepage at <http://www.wcupa.edu> will be the primary source for all up-to-date, official information concerning emergencies. For more information about emergency alert notification, visit the [Emergency Management website](#).

Emergency Preparedness

The University continues to review its safety policies and procedures and has developed initiatives to address the issues raised by national tragedies. Although no college campus is completely safe, West Chester University has taken positive steps to enhance the safety of the campus community. It is important that all University community members understand how the institution will proceed and respond in case of a campus emergency.

All students and employees should learn where to find emergency information and instructions and be familiar with evacuation procedures for buildings where they live or work, as well as those they visit during the course of a day. The preparation people take now to learn, be aware of, and practice their own personal emergency plan is vital. Information about emergency preparedness and planning, as well as the University Threat Assessment Policy, is available at <http://www.wcupa.edu/dps/crisisResponse.aspx>.

Weather Alert Notification

When adverse weather conditions affect the routine operation of the University, information regarding class cancellations, delayed openings, and/or University closings will be publicized via multifaceted communication media including the following:

Text messages to WCU Alert subscribers. WCU has contracted with e2campus to provide the service WCU ALERT, which sends subscribers direct text messages of WCU announcements, including class cancellations, delayed openings, University closings, on-campus emergencies, and the occasional test message. WCU ALERT

provides the most effective way to communicate safely to all students, faculty, and staff, wherever they are. WCU ALERT is completely free to sign up, but phone carriers may charge for receiving text messages. WCU ALERT will *not* deliver any kind of advertising content, and phone numbers will not be shared with any third parties. For more information and to sign up visit the [WCU Weather Alert website](#).

Campus Recreation

At West Chester University, the Department of Campus Recreation is the primary destination for the Golden Ram campus community to engage in recreation, social, and wellness-orientated programs and services.

Blending components of fitness and well-being with the co-curricular educational experience, it is our mission to assist each person in exceeding academic goals while establishing healthy lifetime behaviors. While at WCU we encourage you to treat yourself and allow your mind, body, and soul to engage in some daily PLAY time; you've earned it!

The Student Recreation Center is the central hub for many of the quality programs and services we provide. Opened in August 2012, the SRC welcomes over 2,500 Golden Rams through its doors on a daily basis! With over 70,000 sq. ft. of recreation activity space, we believe we have something for everyone. Features of the SRC include: a 34-ft. tall climbing and bouldering wall; 13,000 sq. ft of strength and conditioning equipment including an extensive line of Life Fitness cardio and strength equipment; three fitness studios featuring a wide range of group fitness classes including many Les Mills formats; two hardwood basketball courts; two racquetball courts; one multi-activity court perfect for floor hockey, soccer, volleyball, and many other activities; outdoor sand volleyball and basketball courts; men's and women's locker rooms; and the administrative offices for all full-time Campus Recreation staff.

Additional information can be found by visiting www.wcupa.edu/campusrec/, or by contacting the Department of Campus Recreation at 610-436-1REC (x1732).