



**HANDBOOK**  
**for the**  
**GRADUATE PROGRAMS**  
**in**  
**PSYCHOLOGY**  
**2014-2015**

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## PREFACE

Welcome to the Department of Psychology at West Chester University! The department offers M.A. programs in three concentrations: Clinical, Industrial/Organizational, and General. The department also offers a Post-Master's Letter of Completion Program in Clinical Mental Health in preparation for counseling licensure and a "fast-track" relationship with PCOM's Psy.D. program.

The department has a rich mixture of faculty with both theoretical and applied research interests. Early in your program you should talk with a variety of faculty to learn their research interests, particularly if you plan to conduct a thesis or pursue doctoral work. Many faculty welcome graduate students as research collaborators.

Unfortunately, only a limited number of graduate assistantships are available, so the department cannot financially support all students who are interested in conducting research. However, research experience of any kind (e.g., volunteer, PSY510 Research in Psychology, thesis work) will teach you more about your field of study, can be valuable to future employers, and will constitute an important component of your application credentials should you pursue more advanced study.

West Chester M.A. recipients have pursued doctoral work at many fine universities including: Yale, Penn State, The New School for Social Research, Virginia Tech, University of Pennsylvania, Temple University, University of Delaware, Western Michigan University, Widener University, Kent State University, Bowling Green University, Immaculata College, Bryn Mawr, C.U.N.Y., Louisiana State University, Washington State University, Ohio University, University of Virginia, Loyola University, Wright State, Pepperdine University, Indiana University of Pennsylvania, PCOM, and University of North Carolina at Greensboro.

In addition, department alumni are employed in numerous area agencies, businesses, hospitals, industries, and universities including Merck & Co., WaWa, DuPont, QVC, BP Oil, and First National Bank

The faculty of the Department of Psychology wish you a productive career at West Chester University. Do not hesitate to contact your advisor, the Graduate Coordinators, or the Department Chair if you have any questions about the Department.

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## INTRODUCTION

The following is a description of the Graduate Programs offered by the Department of Psychology. It represents current admissions policies and requirements in the Department. You should review these and the University policies which are published in the Graduate Catalog, available from the Graduate Studies Office, or on the WCU Grad Office web page. ***It is the student's responsibility to learn and follow the policies of the Department of Psychology and West Chester University.***

## PROGRAMS OF STUDY

### CLINICAL

48 semester hours minimum

The Clinical program is designed for students who wish to work in human service settings such as community mental health facilities, hospitals, counseling centers and other social and rehabilitation agencies. The program will enable its graduates to pursue PA Licensure as a Professional Counselor (LPC). In addition, the program can help prepare students for training at the doctoral level. Students planning on doctoral training are strongly encouraged to engage in research either by working on faculty projects or by completing an individual Master's thesis.

### COURSE WORK

The Clinical program includes 39 semester hours of required course work: PSY 501, 502, 517, 524, 527, 540, 544, 549, 559, 585, 595, 615 (2 credit hours), and 616 (4-10 credit hours). In addition, 9 hours of electives must be taken from among the following courses: PSY 506, 509, 510, 512, 513, 519, 521, 530, 543, 547, 565, 568, 581, 590, 600, 610, EDC 521 (Human Development) & EDC 556 (Career Development). A student may request that courses not listed be accepted as electives by the Psychology Graduate Committee.

In order to fulfill the educational requirements for PA licensure, students may delay their application for graduation until they have earned the requisite 60 graduate credits and 600 clock hours of supervised internship experience. Students who plan to remain in the Clinical Psychology MA program to earn more than 48 credits may supplement their 4-credit required internship course (PSY616), which is the equivalent of 240 clock hours, by enrolling in an elective section of PSY616 for up to 6 credits, which is the equivalent of 360 clock hours. However, students may not begin accruing elective internship clock hours until all oral and written assignments from the required practicum and internship courses have been completed. Furthermore, given the importance of obtaining diverse training experiences, students will be required to obtain a new training experience for any internship hours above and beyond 7 credits. Therefore, students who wish to complete more than 3 credits of elective internship coursework (i.e., students who wish to maintain enrollment in a 6-credit elective internship course or enroll in a 3-credit elective internship course for a second time) must obtain a contract with a new site supervisor or with a new site by the start of the semester.

### CORE COURSES

Students are expected to complete the Clinical core courses: PSY 517, 527, 540, 544, 549, 559, 585, 595, and 615 with a minimum GPA of 3.25. Students who fail to meet the 3.25 GPA may repeat up to 9 hours. Failure to reach 3.25 after 9 repeated hours will result in termination from the program.

### DEGREE CANDIDACY

Students in the Clinical program must file for Degree Candidacy after completing 15 hours in the program. Students must achieve a minimum GPA of 3.25 in at least 3 core courses prior to applying for degree candidacy. Students typically file for candidacy after the first academic year of study. The Application for Degree Candidacy is an online application that is available from the WCU Graduate Studies web page: [www.wcupa.edu/admissions/sch\\_dgr/forms.asp](http://www.wcupa.edu/admissions/sch_dgr/forms.asp).

## INDUSTRIAL/ORGANIZATIONAL

39-42 semester hours<sup>1</sup>

The goal of the M.A. program in Industrial/Organizational Psychology is to provide students with the knowledge and skills necessary for many of several possible applied I/O careers. The program also prepares students for continued graduate study at the doctoral level. The curriculum is designed to expose students to core I/O content areas including Industrial Psychology and Organizational Psychology, as well as statistics, research methods, and psychometrics. Students also gain applied experience via the required internship. The program provides necessary research skills through the required research report, optional thesis, and the opportunity to work with individual faculty members on particular research projects.

### COURSE WORK

The I/O program includes 27 semester hours of required course work: PSY 501, 502, 524, 560, 562, 566, 569, 600, & 630. In addition, 12-15 semester hours<sup>1</sup> of elective courses must be completed. Common electives include: PSY510, 567, 590 (I/O related), and 610. Students may take 6 elective graduate hours outside of Psychology (e.g., Communications or Public Policy Administration courses). Electives must be approved by the advisor.

### CORE COURSES

Students are expected to complete the I/O core courses (PSY 501, 502, 560, 562, & 569) with a minimum GPA of at least 3.25. Failure to do so will result in the student being required to pass the “candidacy exam” as mentioned in the “Degree Candidacy” section.

### DEGREE CANDIDACY

Students must file for Degree Candidacy after 15 hours in the program, and upon completion of the I/O core. This typically occurs at the end of the first academic year. Forms are available from the IO/General Graduate Coordinator, the Graduate Studies Office, or the WCU Grad Office web page ([www.wcupa.edu/admissions/sch\\_dgr/forms.asp](http://www.wcupa.edu/admissions/sch_dgr/forms.asp)) *Students who do not achieve a 3.25 GPA in the I/O core courses must take and pass a written candidacy exam immediately upon completion of the core courses. Continuation in the program will be dependent upon passing the exam.*

### CONCENTRATIONS

With careful selection of electives, internship placement and research focus, students can develop personal concentrations in areas such as performance analysis and organizational behavior management, training, personnel evaluation and placement, and group and organizational processes.

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<sup>1</sup> Those students electing to do a thesis must complete 15 credit hours of electives (of which the thesis counts for 3 credits). Those not choosing to do a thesis must complete 12 credit hours of electives.

## GENERAL

36 semester hours

The M.A. program in General Psychology is designed primarily for those students who seek to improve their knowledge, skills and research experience in psychology in order to strengthen their educational background for application to doctoral programs. A strong focus on student research experience helps to prepare students for continuing graduate study at the doctoral level. The program may also prepare students for a range of occupations in business, government, and other non-academic research settings, as students learn critical thinking and data analysis skills that are attractive to both public and private research firms. A mentorship model, in which students are accepted into the program only with an established agreement with a faculty member, ensures that students are involved in a program of research from their first semester. Course work for the General Psychology program is designed around a core curriculum of statistics, research design, substantive areas of psychology, and a research-based thesis. Students enrolled in this program are expected to develop an understanding of the fundamental areas of psychology, to acquire a high level of sophistication in statistics, experimental design, data analysis, psychological measurement, and quantitative methods, and to conduct research in a specialized area of study. The General Psychology M.A. program does not, however, provide clinical preparation. Students interested in a career that includes clinical preparation should consider the Clinical Psychology M.A. program.

### COURSE WORK

The General program includes 15 semester hours of required course work (Foundations in Research): PSY 501, 502, 524, 600, and 610. Students will choose 9 semester hours of Core Foundations in Psychology courses from the following: PSY 506, 509, 512, 517, 540, 560, 562, 568, 464, 470. In addition, 12 semester hours of electives must be taken. Core Foundations Courses and electives must be chosen in consultation with the advisor. Electives may include courses outside of Psychology.

### DEGREE CANDIDACY

Students must file for Degree Candidacy after completing 15 hours of the required course work (Foundations in Research and/or Core Foundations in Psychology courses). This typically occurs after the first academic year of study. Students must have at least a 3.2 GPA in the required courses. Students falling below the 3.2 GPA may repeat up to 9 hours. Failure to achieve a GPA of 3.2 after repeating 9 hours will result in termination from the program. Forms to apply for Degree Candidacy are available from the IO/General Graduate Coordinator, from the Graduate Studies Office, or on the WCU Grad Office webpage ([www.wcupa.edu/grad](http://www.wcupa.edu/grad))

**PSYCHOLOGY POST-MASTER'S STUDY IN CLINICAL MENTAL HEALTH  
IN PREPARATION FOR COUNSELING LICENSURE  
(LETTER OF COMPLETION)**

Minimum of 12 semester hours

Pennsylvania has adopted a law allowing master's-level therapists to be licensed as counselors. This state law (Act 39) specifies a 60-semester hour graduate training program, but allows for those who have graduated from a 48-hour program to apply for licensure provided they have taken the remaining 12 hours at an accredited institution of higher education. The psychology department's letter of completion program will allow students to obtain the additional post-master's credit hours needed to fulfill the PA state 60-credit educational requirement to be licensed as a professional counselor.

Post-master's study will be an individualized, consisting of a minimum of 12 credits. The program will be tailored to individual students based on their prior master's level course work and their interests. The admissions process will include the development of an individualized, planned course of study designed to allow students to complete course work in areas necessary to be eligible for Pennsylvania licensure as a professional counselor.

#### COURSE WORK

Students, in close consultation with advisors, will select courses from the current graduate offerings in the department of psychology. Courses will be selected by examining students' master's degree program and determining areas of need, based on the National Board of Certified Counselors (NBCC) criteria, and/or based on student interests.

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The Department of Psychology, West Chester University, offers courses to help students meet the credit hour and content requirements but we have no role in the administration or awarding of the licensure of Professional Counselors. Students need to be aware that it is the state of Pennsylvania, through its *Board of Social Workers, Marriage and Family Therapists and Professional Counselors*, who administers the licensure program.

Official information regarding state of Pennsylvania requirements for licensure is available at: <http://www.dos.state.pa.us/bpoa/LIB/bpoa/20/10/socwkbd-act.pdf> and <http://www.pacode.com/secure/data/049/chapter49/chap49toc.html> .  
The Application for License By Examination to Practice Professional Counseling is available at: <http://www.dos.state.pa.us/social>.

Questions regarding requirements and eligibility should be directed to:  
Department of State, Bureau of Professional & Occupational Affairs  
State Board of Social Workers, Marriage and Family Therapists and Professional Counselors  
PO Box 2649  
Harrisburg, PA 17105-2649  
(717) 783-1389  
[st-socialwork@state.pa.us](mailto:st-socialwork@state.pa.us)

**NOTE: It is the responsibility of each student to ensure that they have met all of the state's licensure eligibility requirements.**

## **“FAST-TRACK” TO PCOM’S PSY.D. PROGRAM**

### Cooperative Agreement for Graduate Programs in Clinical & School Psychology

Philadelphia College of Osteopathic Medicine (PCOM) and West Chester University (WCU) recognize that a linked, cooperative relationship between the WCU master's level graduate programs in psychology and the PCOM doctoral level programs in clinical and school psychology (Psy.D.) can yield substantial benefits for students. Benefits may include a greater continuity of graduate education from master's through doctorate, educational efficiency, facilitation of long-term personal/educational planning, enhanced advisement and guidance services, faculty interaction, and streamlined administrative processes.

Therefore, PCOM and WCU agree to cooperate to create a seamless transition from the master's programs at WCU to the clinical and school psychology doctoral programs at PCOM through three principal mechanisms: (1) Communication and interaction between the faculties of both institutions, (2) Provision of early advisement and information to students considering progression to doctoral study, and (3) An expedited admission process to the PCOM Psy.D. program for WCU students who meet stated requirements relevant to master's-level academic performance. As part of the expedited admissions process, PCOM will waive the requirement for an entrance examination and the \$50 application fee.

While seen as a collaborative effort of WCU and PCOM for the advisement and facilitation of admission to the Psy.D. level, the final decision regarding doctoral admission will be the responsibility of PCOM.

Application Process: WCU psychology master's program students wishing to enter one of the Doctor of Psychology programs at PCOM will make application to PCOM according to the regular graduate admissions deadlines in the year preceding the date of intended matriculation in the Psy.D. program. PCOM will offer admission to WCU students who have attained a minimum GPA of 3.3 in master's level study and who have:

1. Submitted to the PCOM Office of Admissions and Enrollment Management a completed application with original transcripts of all prior academic work.
2. Submitted a highly laudatory WCU composite recommendation letter assembled by the designated liaison WCU faculty member in fulfillment of the recommendation requirements for doctoral admission.
3. Demonstrated behavior, skills, and attitudes appropriate to doctoral study through an interview, personal interaction, or additional credentials, as deemed appropriate by PCOM.
4. Submitted an acceptable sample of prior writing from the WCU master's program.
5. School Psychology doctorate only: scores from the PRAXIS exam and proof of state school psychologist certification.



## ADMISSION PROCEDURES

Applications for admission are available from the Office of Graduate Studies, McKelvie Hall, West Chester University, West Chester, PA 19383. Phone: 610-436-2943. Applications can also be obtained online from the Graduate Studies web page: [www.wcupa.edu/grad](http://www.wcupa.edu/grad)

### Admission Requirements for the Degree Programs

The minimum requirements for *consideration* for admission in Psychology are:

1. An undergraduate overall GPA of 3.0, and a GPA of 3.25 in Psychology.
2. GRE General test scores of 153 on the Verbal test and 144 on the Quantitative test (the Miller Analogies Test scores will be accepted only in unusual circumstances)
3. Three letters of recommendation
4. A personal goals statement
5. Other requirements, as published in the Graduate Catalog of West Chester University.
6. For students applying to the General program: No application will be considered without a clear statement of research interest and the identification of at least two desired faculty mentors, with an indication of which faculty mentor would be your first choice. Students are **STRONGLY ENCOURAGED** to contact their desired faculty mentor before applying

In addition, applicants who were not Psychology majors may be required to complete undergraduate Psychology courses as a condition of admission to a program or as a condition for approval to Degree Candidacy.

NOTE: Admission to Post-Master's Letter of Completion study requires only the application form and an official copy of the graduate transcript.

### Admission Information

- Admissions to the degree programs are made for Fall only, with **March 1** as the deadline for initial review. Applications received after March 1 will be reviewed only on a space-available basis. Admissions to the Post-Master's letter of completion program continue throughout the year.
- Students may not change programs of study in Psychology without approval of the Graduate Committee.
- ***Students admitted on a Provisional basis*** must petition to be admitted to Full status when they have successfully met the provisions specified at the time of their admission, or prior to applying for degree candidacy.

Course work may also be taken on a **non-degree basis**. Courses taken may count for degree credit if the student is subsequently admitted to a degree program. *Students admitted on a non-degree basis are only permitted to take up to 9 semester hours, upon completion of which they must be admitted to a degree program to continue taking graduate courses. Admission into any particular course is dependent upon the permission of the Graduate Coordinator and course instructor. Approval to take courses on a non-degree basis does not obligate the Department to admit the student to a degree program.*

## DEGREE REQUIREMENTS

1. Students must achieve satisfactory academic progress by maintaining the minimum GPAs for the program and core courses and Degree Candidacy sections of this Handbook and the related sections of the Graduate Catalog of West Chester University.
2. Degree students must repeat required courses for which they received a grade of less than C+. Students may repeat courses to improve their grades, but only two courses may be repeated, and no course may be repeated more than once. A form for reporting repeated courses is available from the Office of Graduate Studies or the Registrar, and must be filed with the Registrar at the time of registration for the repeated course. A graduate student earning a 'D' or an 'F' in any course will be dismissed from the university, as will a graduate student whose GPA falls below a 3.0.
3. Admission and degree candidacy in the graduate program may be rescinded for reasons other than inadequate academic progress at three points in the program following admission: (a) Degree Candidacy, (b) Practicum selection, and (c) Practicum evaluation. If, in the judgment of the Graduate Committee, the best interests of the student and/or profession require that the student select a different program or withdraw from the graduate program entirely, the student shall be so informed by the Graduate Coordinator at the time associated with the aforementioned three points. Every effort will be made to make such a decision at the earlier point in the student's tenure. A written summary of the Graduate committee's reasons for requiring a change in student status will be provided to the student.

## COMPREHENSIVE EXAM

An end-of-program comprehensive exam is required for students in the **Clinical** program who do not conduct a Master's Thesis. Only students who have attained Full Admission status and who have been admitted to Degree Candidacy may sit for the exam.

The comprehensive exam is offered once in the Fall (typically in late October or early November) and once in the Spring (typically, late in March or early in April). Students must register with the Clinical Graduate Coordinator approximately 4 weeks before the exam is given. The examination date, time and location will be posted outside the Clinical Graduate Coordinator's office, in the department office area, and announced in graduate classes.

The clinical comprehensive exam consists of a standard set of questions that are available for review from the Clinical Graduate Coordinator. The exam is given in two parts. Part I consists of a set of 4 questions regarding assessment, diagnosis, theory, and treatment that are applied to a case study that is provided to students on the day of the exam (new case studies are provided each semester). Part II consists of two questions, one addressing the ethics of clinical practice (new case described in the test question each semester) and one involving the analysis of a research article (new articles are provided each semester).

Comprehensive exams are graded by a committee and the final grade is a committee decision. Students who fail the comprehensive exam must petition the Graduate Committee (in writing) for permission to take the exam again, in another semester. A grade appeals process, fully outlined in the Graduate Handbook, is available for students who fail the comprehensive exam but the grade appeal process is involved only if the student can show reason to believe that "the original grade was based upon prejudiced or capricious judgment, or was inconsistent with official University policy".

## PRACTICUM/INTERNSHIP

### Clinical Program

1. Near the completion of the content courses, the student should contact his/her advisor for a copy of the Practicum/Internship guidelines.
2. After receiving approval to take the practicum/internship, the student should contact facilities which might host the practicum/internship. Only those facilities in which a licensed mental health professional is available for on-site supervision will be approved. A file of previous practicum/internship sites is available from the Clinical Graduate Coordinator. The student may conduct the practicum/internship at a site not previously used, with permission of the advisor.
3. The student, along with the on-site practicum/internship supervisor, is required to develop a written contract. The contract specifies practicum/internship expectations and includes details on the nature of the experience and supervision, duration of the practicum/internship (starting and ending dates), proof of liability insurance, and any other expectations that the supervisor deems relevant. The contract must be signed by the student, the on-site supervisor, and the approved practicum/internship instructor prior to the start of the practicum/internship experience. A copy of the contract must be retained by each party.
4. The contract must be given to the practicum/internship faculty advisor who will confirm the agreement if it is acceptable and will send a confirming statement and student evaluation form to the agency.
5. As stated previously, students must obtain liability insurance coverage for the duration of the practicum/internship experience. Student membership in APA is required to buy such coverage from Kirke-Van Orsdel Incorporated (the provider to the APA). Coverage can be obtained by calling 1-800-852-9987.
6. The student's grade for the practicum/internship will depend on the evaluation made by the agency and a written case study or a paper graded by the supervising faculty member. Specific requirements for the written case study or paper can be obtained from the practicum/internship instructor.
7. The student is also required to attend practicum/internship meetings with their practicum/internship instructor. Each student enrolled in practicum/internship is also required to present at one of the meetings on a particular case/clinical issue they have been exposed to during their practicum/internship experience.
8. Degree requirements include two practicum (Psy 615) credits and 4 internship (Psy 616) credits. One practicum (Psy 615) credit hour may be awarded for every 50 clock hours of practicum experience. One internship (Psy 616) hour may be awarded for every 60 clock hours of internship experience.

### I/O Program

I/O students meet with the I/O internship coordinator, who maintains a list of I/O internship sites, but it is the student's responsibility to secure internship employment. Upon approval by the I/O internship coordinator, the student begins the internship, which requires 300 clock hours of work, distributed over 15 weeks for at least 20 hours per week. Bi-weekly evaluations should be submitted to the site supervisor and forwarded to the I/O internship coordinator. The intern completes an internship evaluation paper at the completion of the internship. Failure to submit evaluations or the final paper will prevent awarding of a grade for the internship.

## GUIDELINES FOR RESEARCH REPORT AND THESIS

### Research Report (PSY 600)

The student must be a degree candidate to register for the Research Report. The research report course can be used for writing an integrated review paper on a special topic or for developing a thesis proposal. For PSY 600, the student must develop a topic of interest in consultation with a faculty member who is willing to supervise the project. *The student should not register for PSY 600 until they have identified a faculty member who is willing to supervise the paper.* Research reports are generally to be modeled after literature reviews published in professional journals in Psychology. The most recent APA Style manual must be used in preparing the paper.

***Important Information for I/O Students:*** I/O Students should enroll in the I/O section of PSY600 during the fall semester of their 2<sup>nd</sup> year. IO Students electing to complete a thesis (PSY610) should enroll in PSY600 one semester earlier. It is expected that students will complete the Research Report in one semester. If this does not occur, the student will receive an “NG” grade for PSY600 and will have until the NINTH WEEK of the following semester to complete it. Failure to complete a Research Report by the ninth week of the Spring semester following enrollment in PSY600 will result in an “F” for PSY600 and dismissal from the graduate program.

A more detailed Guide to I/O Graduate Research Report Writing is available on the department’s website:

[http://www.wcupa.edu/ACADEMICS/sch\\_cas.psy/guidetorr.asp](http://www.wcupa.edu/ACADEMICS/sch_cas.psy/guidetorr.asp).

### Thesis (PSY 610)

The following guidelines are meant to provide the thesis student and his/her committee with concrete procedures for the initiation and completion of a Master’s thesis.

#### *The Thesis Student*

1. The student must be a degree candidate to register for the thesis (PSY 610).
2. The student must: (a) select a research topic; (b) select a thesis committee; and (c) write a comprehensive thesis proposal to be approved by the committee.
3. The student should select a primary thesis advisor as chair of the thesis committee whose expertise is close to the chosen thesis topic.
4. The thesis should be completed during no more than two semesters, and can be taken for no more than 6 credits. Students usually develop thesis topics from the Research Report (PSY 600). *The student should sign up for PSY 610 only after committee approval of the thesis proposal.*

5. The thesis proposal should at least address the following three areas: (a) a comprehensive review of the literature; (b) a statement of the problem (including objectives and/or hypotheses); and (c) a methodology section. The proposal must be approved by the thesis committee and the Department Research Review committee or University Human Subjects Subcommittee before the student can begin data collection. A proposal written in APA format will save much time during the final write up.
6. After data collection, analysis and write up, the student will defend the thesis in an oral examination, open to all who wish to attend. A date for the oral exam will be established by the student and thesis committee. The exam date will be published two weeks prior to the exam, with notices going to the Graduate Dean, the Dean of Arts and Sciences, the Provost, and Psychology faculty. Unanimous approval of the thesis by the thesis committee is necessary for a successful defense.
7. Additional information regarding thesis requirements is given in the appendix of this handbook. The completed thesis, including the signed approval sheet, must be delivered to the library prior to graduation and before a grade is given for the course (PSY 610).
8. **Additional information regarding University requirements for the thesis is given in the *GUIDE TO THE PREPARATION OF THE MASTER'S THESIS*. This guide is available from the Graduate Studies Office and is "a must" for all thesis students.**

#### *The Thesis Committee*

1. The thesis committee consists of at least three members, two of whom must be from the Department of Psychology.
2. The third member of the committee may be chosen from the faculty of the University, or from outside the University, and should have some expertise/knowledge about the thesis topic. The third member must be approved by the two Psychology members.
3. Thesis committees must be approved by the Dean of Graduate Studies prior to beginning the thesis. Approval of Thesis Committee Forms can be obtained from the thesis advisor, the Graduate Coordinator, or the Office of Graduate Studies.
4. The thesis advisor serves as the committee chairperson, and is expected to have major responsibility for guiding the student, including helping select committee members. The chairperson must be a member of the Department of Psychology.
5. The grade for the thesis should be determined by the committee, and recorded by the advisor.
6. Any exceptions to the above points must be approved by the Graduate Committee.

Research funds are available for thesis projects from the Graduate Dean's Research Fund.

## GRADUATION

Students must apply for graduation during the semester they intend to graduate. The following are deadline dates for applying to graduate: May graduation -- February 1; August graduation -- June 1; December graduation -- Oct. 1. Graduation applications can be obtained at the Office of Graduate Studies, or from the WCU Grad Office web page ([www.wcupa.edu/grad](http://www.wcupa.edu/grad)). **In the event the student does not graduate the semester they applied, the student must re-apply for graduation.**

## OUTCOMES ASSESSMENT

The Psychology Department is currently engaged in a project to assess students' general level of achievement as psychology graduate students. As part of this project, all degree students will be required to complete both an Exit Survey and a learning outcomes assessment measure near the end of their program. Results from this assessment procedure are crucial in helping the Psychology Department identify strengths and weaknesses in the ways in which our students are taught. Results will also help the Department to identify ways to improve the curriculum. While the assessment measure will be administered at the end of each semester, dates and times for the administration sessions will be announced at the beginning of each semester in order to allow for appropriate planning. Although performance on the assessment measures will not count toward any course grades, students must participate in good faith in order to be cleared for graduation.

## FINANCIAL ASSISTANCE

Some graduate assistantships are usually available in the Department. Stipends and full tuition waivers are offered for full-time (20 hrs/wk obligation) appointments and stipends and partial tuition waivers are offered for half-time (10hrs/wk obligation) appointments. Graduate Assistants must schedule for the appropriate number of graduate credits (9-15 full-time; 6 credits half-time) throughout the semester, and are not permitted to withdraw from graduate course work after the semester begins, without the approval of the Dean of Graduate Studies and Sponsored Research. Graduate Assistants must maintain a 3.0 cumulative grade point average per semester.

Psychology graduate students also obtain employment and assistantships in other areas of the University. The Office of Research and Development, Office of Institutional Research, Academic Development Program, Frederick Douglass Institute, and Residence Life have all supported Psychology graduate students in the recent past.

Students interested in being considered for a graduate assistantship should contact the appropriate Psychology Department Graduate Coordinator.

West Chester participates in the National Defense Education Act of 1958 under which long-term loans may be obtained at a low interest rate. The University also participates in the Pennsylvania Higher Education Assistance Act (PHEAA) of 1963 which provides for student loans for Pennsylvania residents through participating banks. Students who wish to apply for either of these loans may obtain application forms and additional information on financial assistance from the Director of Financial Aid at 25 University Avenue, Suite #30.

## RESIDENCE REQUIREMENTS

In order to be eligible for some types of financial assistance, students may have to satisfy a Pennsylvania residency requirement or take a minimum number of credit hours during a semester.

Students who wish to apply for a PHEAA loan must reside in Pennsylvania for 30 days immediately prior to the date of filing a loan guarantee application.

Students who have problems or questions concerning the residence requirements should contact the University Graduate Studies Office ([www.wcupa.edu/grad](http://www.wcupa.edu/grad)).

## ADVISEMENT

Students will be assigned an academic advisor in their program of study when they are admitted. The advisor's name will appear on the letter of admission. It is the student's responsibility to consult his/her advisor about course selection, program progress, internship possibilities and other related issues. Students are permitted to change advisors at any point in their program, with the permission of the appropriate Graduate Coordinator.

## COURSE REGISTRATION

Midway through the semester, registration for the next semester will occur. Students *must* consult their advisor before registration. Students can register through the online myWCU system ([my.wcupa.edu](http://my.wcupa.edu)). Directions on using myWCU are available in Appendix M. ***NOTE: Registration for courses outside of the psychology department must be approved by the appropriate Graduate Coordinator prior to registration.***

Continuous Enrollment Policy: Students must maintain continuous registration each semester (except summer sessions), or must apply for a formal leave of absence. Students who do not wish to register for formal course work, but who desire to maintain continuous enrollment for the purpose of research and thesis work, must register for GSR799 by contacting the Office of Graduate Studies. This course carries a fee equivalent to the cost of one graduate credit. If a student is not actively registered, he/she must apply for a **leave of absence** and pay a \$30 records maintenance fee.

## THE GRADUATE COMMITTEE

The Graduate Committee consists of six voting members: the two Graduate Coordinators, three faculty members, and one graduate student representative (with one graduate student alternate). The committee recommends policies regarding the graduate programs to the Department of Psychology, oversees departmental policies, and serves to mediate individual issues regarding graduate policy.

## RESEARCH FACILITIES

The department maintains facilities for student and faculty research with both human and animal subjects. Department facilities in the Peoples Building include rooms for human participants research, testing rooms and temporary housing for small animal research, computer labs, and small seminar rooms. In addition, Psychology has space/equipment available for physiological research, including surgical procedures. West Chester University's Academic Computing Center supports all academic departments with a wide range of statistical packages, available through numerous sites in the department and around campus.

## RESEARCH FUNDS

Funds for travel to professional conferences are available through the Graduate Student Association (GSA). For information call: 610-436-6987. Funds for research expenses are available through the Graduate Dean's Research Fund. For information call: 610-436-2943.

## ORGANIZATIONS

**PSI CHI.** The department sponsors a chapter of Psi Chi, the National Honor Society in Psychology. Membership is by invitation and is determined by demonstrated excellence in scholarship and citizenship.

**PI GAMMA MU.** Graduate students may apply for this National Honor Society in the Social Sciences. Membership depends upon high academic standing and the completion of specific courses in the social sciences. Information is available from the Department of Political Science.

**AMERICAN PSYCHOLOGICAL ASSOCIATION (APA).** Clinical students should consider joining the APA after enrollment so that they are eligible to buy liability insurance for coverage during their practicum experience. To obtain liability insurance, call 1-800-852- 9987. This will connect you to Kirke-Van Orsdel Incorporated (the provider to the American Psychological Association).

To become a student affiliate of APA, simply fill out their application form and return it for approval. Forms are generally available in the department from APA members. The APA membership division may also be reached through electronic mail at [membership@apa.org](mailto:membership@apa.org) or by calling 1-800-374-2721. The Graduate Division of the APA can be reached at [APAGS@apa.org](mailto:APAGS@apa.org) or by calling 1-202-336-6093. APA dues also purchase a subscription to the *APA Monitor* and the *American Psychologist*.

**AMERICAN PSYCHOLOGICAL SOCIETY (APS).** Some students may wish to join this group, which consists primarily of academic and research psychologists. Forms are available from APS or from department members of APS. Student membership includes a subscription to the journal *Psychological Science* and receipt of the *APS Observer*.

**SOCIETY FOR INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY (SIOP).** I/O students are **strongly** encouraged to join SIOP. SIOP is Division 14 of APA and an organizational affiliate of APS. To join, visit SIOP's homepage ([www.siop.org](http://www.siop.org).) Benefits of membership include reduced conference fees, a subscription to *The Industrial-Organizational Psychologist* (TIP), and endless networking opportunities.



# **APPENDICES**

## **Psychology Courses and Corresponding Course Numbers**

- 501** Introductory Statistics and Research Methods for the Behavioral Sciences
- 502** Advanced Statistics and Research Methods for the Behavioral Sciences
- 506** Learning and Cognition
- 509** Advanced Social Psychology
- 510** Graduate Research in Psychology
- 512** Psychology of Personality
- 513** Group Interventions
- 517** Adult Psychopathology
- 519** Child and Adolescent Psychopathology
- 521** Issues in Autism: Diagnosis and Behavioral Treatments
- 524** Psychometrics: Measurement and Evaluation
- 526** Program Evaluation
- 527** Cognitive and Behavioral Therapy
- 530** Human Sexual Behavior
- 540** Multicultural Psychology
- 543** Psychology of Group Processes
- 544** Intelligence Testing
- 547** Interpersonal Relationships within Groups
- 549** Personality Assessment
- 550** Independent Studies in Psychology
- 559** Psychotherapy
- 560** Industrial Psychology
- 562** Organizational Psychology
- 565** Psychology of Women
- 566** Seminar in Industrial/Organizational Psychology
- 567** Psychology and Training
- 568** Psychopharmacology
- 569** Ethics and Professional Skills in Organizational Practice
- 581** Eating Disorders
- 590** Topical Seminar in Psychology
- 595** Ethics and Professional Skills in Clinical Practice
- 600** Research Report
- 610** Thesis
- 615** Clinical Practicum in Psychology
- 616** Internship in Clinical Psychology
- 630** Internship in Industrial/Organizational Psychology

# Faculty of the Department of Psychology West Chester University

Loretta Rieser-Danner, Ph.D., Chairperson  
Jennifer Bunk, Ph.D., Assistant Chairperson  
Angela Clarke, Ph.D., Graduate Coordinator – Clinical Program  
Jennifer Bunk, Ph.D. Graduate Coordinator – I/O and General Programs

**Psychology Department website:** <http://www.wcupa.edu/psych>

**Note: If you are interested in participating in research, contact the faculty member directly.**

Julian L. Azorlosa, Ph.D. University of Delaware. Associate Professor. Teaching interests in learning theory, psychopharmacology, and history of Psychology. Current research interests in pedagogy in higher education including quiz effects, exam format, and grade inflation. Email: [Jazorlosa@wcupa.edu](mailto:Jazorlosa@wcupa.edu)

Eleanor D. Brown, Ph.D. University of Delaware. Associate Professor. Research, teaching and clinical interests in children's academic and social-emotional development, the impact of poverty and oppression on children and families, and models of individual and social change, with specific current research projects focused on positive effects of Head Start preschool and school-based arts enrichment programs. Email: [Ebrown@wcupa.edu](mailto:Ebrown@wcupa.edu)

Jennifer Bunk, Ph.D. University of Connecticut. Associate Professor. Research and teaching interests in Industrial/Organizational Psychology, workplace mistreatment, work-family balance, and research methods/statistics. Email: [Jbunk@wcupa.edu](mailto:Jbunk@wcupa.edu)

Rebecca Chancellor, Ph.D. University of California-Davis. Assistant Professor. Research and teaching interests in primatology, animal behavior, and human evolution. Email: [Rchancellor@wcupa.edu](mailto:Rchancellor@wcupa.edu)

Angela T. Clarke, Ph.D. University of North Carolina at Chapel Hill. Associate Professor. Research, teaching, and clinical interests in stress and coping, mental health promotion among underserved African American youth, and community-based interventions to prevent child and adolescent mental health disorders. Email: [Aclarke@wcupa.edu](mailto:Aclarke@wcupa.edu)

Susan Gans, Ph.D. University of Chicago. Professor. Teaching and research interests in biological psychology, behavioral endocrinology, animal models of female sexual behavior, research methodologies, and statistics. Email: [Sgans@wcupa.edu](mailto:Sgans@wcupa.edu)

Erin Hill, Ph.D. Auckland University of Technology. Assistant Professor. Research and teaching interests in Health Psychology, including the influence of stress on well-being and health behaviors, women's health issues, and environmental influences on health. Email: [Ehill@wcupa.edu](mailto:Ehill@wcupa.edu)

Lauri Hyers, Ph.D. Pennsylvania State University. Associate Professor. Overlapping teaching and scholarship interests include social psychology, qualitative research methods, discrimination, activism, diversity, intergroup relations, group identity, gender socialization, mentoring and rites of passage, psychology of utopian community and well-being, and animals and social justice. Email: [Lhyers@wcupa.edu](mailto:Lhyers@wcupa.edu)

Farzin Irani, Ph.D. Drexel University. Assistant Professor. Research, teaching and clinical interests in clinical neuropsychology, diversity, social cognition (emotion and self-processing), psychosis and aging. Email: [firani@wcupa.edu](mailto:firani@wcupa.edu)

Vanessa Kahen Johnson, Ph.D. University of California, Berkeley. Professor. Teaching and research interests in developmental psychopathology, including the role of family relationships in children's social and emotional development and the prevention of maladjustment in early childhood. Email: [Vjohnson@wcupa.edu](mailto:Vjohnson@wcupa.edu)

Sandra Kerr, Ph.D. State University of New York at Stony Brook. Professor. Research interests in mindfulness based stress reduction programs. Email: [Skerr@wcupa.edu](mailto:Skerr@wcupa.edu)

V. Krishna Kumar, Ph.D. University of Wisconsin. Professor. Teaching, research, and clinical interests in hypnosis, creativity, paranormal beliefs and experiences, learning and memory, educational psychology, sociometry and psychodrama, research design, statistics, and psychometrics. Email: [Vkumar@wcupa.edu](mailto:Vkumar@wcupa.edu)

Deborah Mahlstedt, Ph.D. Temple University. Professor. Research and teaching interests in social psychology, small group processes, psychology of women, dating violence, models of social change. Email: [Dmahlstedt@wcupa.edu](mailto:Dmahlstedt@wcupa.edu)

Vipanchi Mishra, Ph.D. University at Albany, State University of New York. Assistant Professor. Teaching interests in Industrial/Organizational Psychology and Statistics. Primary areas of research interest include performance appraisal, influence of cultural values on workplace behaviors, effects of occupational stressors on health outcomes, and factors influencing applicant reactions to selection tests and assessment center practices. Email: [Vmishra@wcupa.edu](mailto:Vmishra@wcupa.edu)

Karen Mitchell, Ph.D. Kent State University. Assistant Professor. Teaching and research interests in Cognitive Psychology/Cognitive Neuroscience: human attention and episodic memory, especially source monitoring, eyewitness suggestibility, judging the veracity of others' memories, cognitive disruptions in psychopathology, impact of aging and emotion on cognition. Email: [kmitchell@wcupa.edu](mailto:kmitchell@wcupa.edu)

Loretta Rieser-Danner, Ph.D. University of Texas. Professor. Research and teaching interests in social, emotional, and personality development in infancy and early childhood, including the role of individual differences in the developmental process as well as the assessment of university students' learning outcomes. Email: [Lrieser-danner@wcupa.edu](mailto:Lrieser-danner@wcupa.edu)

Aaron Rundus, Ph.D. University of California – Davis. Assistant Professor. Research and teach interests in animal behavior, psychobiology, and sensation and perception. Email: [Arundus@wcupa.edu](mailto:Arundus@wcupa.edu).

Geeta Shivde, Ph.D. University of Oregon. Associate Professor. Teaching interests in cognition and cognitive neuroscience; research interests include the effects of interference and inhibitory control processes on semantic/conceptual information in long-term and working memory. Email: [Gshivde@wcupa.edu](mailto:Gshivde@wcupa.edu)

Jasmin Tahmaseb-McConatha, Ph.D. University of Georgia. Professor. Research and teaching interests that address various factors influencing wellbeing across adulthood including age, gender, social class, immigration, and migration as well as the impacts of neighborhood, community, and culture on wellbeing in middle and later adulthood. Email: [Jtahmasebmconatha@wcupa.edu](mailto:Jtahmasebmconatha@wcupa.edu)

Thomas W. Treadwell, Ed.D. Temple University. Professor. Research and clinical interests in cognitive-behavioral group psychotherapy, psychodrama, sociometry, and electronic groups via Collaborative On-Line Research & Learning (CORAL) over the Internet. Email: Ttreadwell@wcupa.edu

Stefani Yorges, Ph.D. Purdue University. Professor. Research and teaching interests in Industrial/Organizational Psychology, motivation, stress, and leadership. She manages a private consulting practice in executive leadership development. Email: Syorges@wcupa.edu

Deanne Zotter, Ph.D. Kent State University. Professor. Research and teaching interests in eating disorders, body image, clinical psychology, and assessment. Email: Dzotter@wcupa.edu

*Updated 8/6/2014*

## MA Clinical Psychology Advising Guide

48 Semester Hours

(NOTE: 60 credit hours required for PA Professional Counselors Licensure)

### Required Courses (39 Semester Hours):

Course	Semester Registered	Completed	Grade
501 – Intro Statistics/Research	Year 1 – Fall		
517 – Adult Psychopathology	Year 1 – Fall		
559 – Psychotherapy	Year 1 – Fall		
502 – Advanced Statistics/Research	Year 1 – Spring		
540 – Multicultural Psychology (for Clinical Students)	Year 1 – Spring		
585 – Ethical, Legal & Professional Issues in Psychotherapy	Year 1 – Spring		
595 – Professional Skills in Clinical Practice	Year 1 – Spring <u>or</u> Year 2 – Fall		
524 – Psychometrics	Year 1 – Summer <u>or</u> Year 2 – Fall		
527 – CBT	Year 2 – Fall or Spring		
544 – Intelligence Testing	Year 2 – Fall or Spring		
615 – Practicum (2 credits:100 clock hours)	Year 2 – Fall		
549 – Personality Assessment	Year 2 – Fall or Spring		
616 – Internship (4 credits: 240 clock hours) Each credit equals 60 supervised clock hrs.	Year 2 – Spring		

**Note:** A total of 600 internship hours + 100 practicum hours are required before applying for licensure exam.

### Electives in Psychology (9 Semester Hours):

Course	Semester Registered	Completed	Grade
506 – Learning and Cognition (required for students who did not take this course at the undergrad level)			
509 – Advanced Social Psychology			
510 – Graduate Research in Psychology*			
512 – Psychology of Personality (required for students who did not take this course at the undergrad level)			
513 – Group Interventions I			
519 – Child/Adolescent Psychopathology			
521 – Issues in Autism: Diagnosis & Treatment			
530 – Human Sexual Behavior			
543 – Psychology of Group Processes			
547 – Interpersonal Relationships within Groups			
565 – Psychology of Women			
568 – Psychopharmacology			
581 – Eating Disorders			
590 – Topical Seminar			
600 – Research Report (required for thesis)*			
610 – Thesis (required for thesis)*			
616 – Internship (3 credits: 180 clock hours)			

### Other Electives not in Psychology (recommended for students seeking professional counseling licensure):

Course	Semester Registered	Completed	Grade
EDC521 – Human Development			
EDC556 – Career Development			

**\*Students may only register for a total of 9 credits of PSY510, PSY600, and PSY610. Student may only register for one of these courses (i.e., PSY510, PSY600, PSY610) per semester.**

## MA Industrial/Organizational Psychology Advising Guide

*39 Semester Hours Required<sup>a</sup>*

### Required Courses (27 Semester Hours):

Course	Recommended Sequence	Completed	Grade
501 -- Intro Statistics/Research	Fall -- Year 1		
560 – Advanced Industrial Psychology	Fall -- Year 1		
502 – Advanced Statistics/Research	Spring – Year 1		
562 – Advanced Organizational Psychology	Spring -- Year 1		
569– Ethical and Professional Skills. in Org. Practice	Spring – Year 1 or Fall -- Year 2		
524 – Psychometrics	Fall -- Year 2 or summer		
630 – Internship (15 weeks @ 20 hours/week)	Fall -- Year 2 or summer		
600 – Research Report <sup>b</sup>	Fall -- Year 2		
566 – Advanced I/O Seminar	Spring -- Year 2		

### Recommended Electives (12 Semester Hours Required, not including thesis)

Note: Electives should be chosen in consultation with advisor. Courses not listed here may be used pending approval from your advisor and the Graduate Coordinator.

Course	Semester Registered	Completed	Grade
510 – Graduate Research in Psychology <sup>b</sup>			
567 – Psychology and Training			
590 – Topical Seminar: Systems Analysis			
610 – Thesis <sup>b</sup> ( <i>optional</i> )			

### Other Electives not in Psychology :

Course	Semester Registered	Completed	Grade
COM503 – Communication and Persuasive Influence			
COM506 – Communication in Small Groups			
COM509 – Communication and Conflict Resolution			
COM571 – Practicum in Comm., Training & Development			
PPA503 – Public Budgeting and Finance			
PPA504 – Public Human Resource Management			
PPA551 – Staffing and Development			
PPA552 – Employee Relations			
PPA553 – Labor Relations			
PPA554 – Compensation Analysis and Benefits Planning			

<sup>a</sup>42 credit hours are required if thesis option is included.

<sup>b</sup> Students may only register for a total of 9 credits of PSY510, PSY600, and PSY610. Students may only register for one of these courses (i.e., PSY510, PSY600, PSY610) per semester.

Minimum of 39 Credit Hours Required

GRAND TOTAL HOURS

\_\_\_\_\_

## MA General Psychology Advising Guide

36 Semester Hours

### Foundations in Research: Required Courses (15 Credit Hours)-

Course	Semester Registered	Completed	Grade
501 - Intro Statistics/Research	Year 1-Fall		
502 - Advanced Statistics/Research	Year 1 - Spring		
524 - Psychometrics	Year 2- Summer or Fall		
600 - Research Report <sup>a</sup>	Year 1 - Spring or Summer		
610 - Thesis <sup>a</sup>	Year 2		

### Core Foundations in Psychology (9 Credit Hours - choose 3 courses from this list):

Course	Semester Registered	Completed	Grade
540 - Multicultural Psychology			
506 - Learning and Cognition			
509 - Advanced Social Psychology			
512 - Psychology of Personality			
517 - Adult Psychopathology			
560 - Industrial Psychology			
562 - Organizational Psychology			
568 - Psychopharmacology			
464 - Advanced BioPsych Seminar <sup>b</sup>			
470 - Sensory & Perceptual Processes <sup>b</sup>			

**Free Electives (12 Credit Hours;** four additional electives may be chosen from core courses listed above, from the following list, or from courses outside of Psychology with permission of program advisor)

Course	Semester Registered	Completed	Grade
510 - Research in Psychology <sup>a</sup>			
513 - Group Interventions I			
519 - Child & Adolescent Psychopathology			
521 - Issues in Autism: Diagnosis/Treatment			
526 - Program Evaluation			
530 - Human Sex Behavior			
543 - Psychology of Group Processes			
547 - Interpersonal Relationships			
559 - Psychotherapy			
563 - Performance Analysis			
564 - Human Factors			
565 - Psychology of Women			
567 - Psychology & Training			
569 - I/O Consulting Practices			
581 - Eating Disorders			
590 - Topical Seminar in Psychology			
445 - Organizational Development <sup>b</sup>			
475 - Cognitive Psychology <sup>b</sup>			

Total number of Credit Hours: 36 Required

GRAND TOTAL hours

<sup>a</sup>Students may only register for a total of 9 credits of PSY510, PSY600, and PSY610. Students may only register for one of these courses (i.e., PSY510, PSY600, PSY610) per semester.

<sup>b</sup>No more than two 400-level courses (6 credit hours) may be taken for graduate credit. Permission of the course instructor and the students' program advisor (or the departmental graduate coordinator) is required for enrollment in 400-level courses.



**Psychology Post-Masters Graduate Study in Clinical Mental Health (Letter of Completion)**

***In Preparation for Counseling Licensure***

***(Note: Also see the State Board's requirements for Licensure of Professional Counselors at <http://www.pacode.com/secure/data/049/chapter49/chap49toc.html>)***

In consultation with your advisor, check off the licensing content areas covered in your master's degree program. Select a minimum of four courses from the remaining areas and/or from the additional offerings listed below. Keep in mind that the examination for licensure as a Professional Counselor is based on these content areas.

<b><i>Licensing Content Area</i></b>	<b><i>Courses</i></b>
<input type="checkbox"/> Human Growth and Development	EDC521 <i>Human Development Through the Lifespan</i> <b>OR</b> some combination of the following: PSY 506 <i>Learning and Cognition</i> PSY512 <i>Psychology of Personality</i> PSY517 <i>Adult Psychopathology</i> PSY 519 <i>Child &amp; Adolescent Psychopathology</i>
<input type="checkbox"/> Social and Cultural Foundations	PSY540 <i>Multicultural Psychology</i> <b>OR</b> PSY509 <i>Advanced Social Psychology</i> AND PSY565 <i>Psychology of Women</i>
<input type="checkbox"/> Helping Relationships	PSY595 <i>Ethics and Professional Skills in Clinical Practice</i> PSY559 <i>Psychotherapy</i> PSY527 <i>Cognitive and Behavior Therapy</i>
<input type="checkbox"/> Group Work	PSY513 <i>Group Interventions</i> <b>OR</b> PSY543 <i>Psychology of Group Processes</i>
<input type="checkbox"/> Career and Lifestyle Development	EDC556 <i>Career Development Theories and Practices</i>
<input type="checkbox"/> Appraisal	PSY524 <i>Psychometrics: Measurement &amp; Evaluation</i> PSY544 <i>Intelligence Testing</i> PSY549 <i>Personality Assessment</i>
<input type="checkbox"/> Research and Program Evaluation	PSY501 <i>Introduction to Statistics and Research Methods for the Behavioral Sciences</i> PSY502 <i>Advanced Statistics and Research Methods for the Behavioral Sciences</i>
<input type="checkbox"/> Professional Orientation and Ethics	PSY595 <i>Ethics and Professional Skills in Clinical Practice</i> PSY559 <i>Psychotherapy</i>
<input type="checkbox"/> Field Experience	PSY615 <i>Clinical Practicum in Psychology (2 credits- 100 clock hours)</i> PSY 616 <i>Internship in Clinical Psychology (10 credits - 600 clock hours)</i>

*Note: You must also have 3600 clock hours of supervised clinical practice after completion of 48 credit hours (p. 49-6).*

***Other course offerings:***

PSY530 *Human Sexual Behavior*

PSY568 *Psychopharmacology*

PSY 581 *Eating Disorders*

PSY 547 *Interpersonal Relationships within Groups*

PSY590 *Topical Seminar in Psychology*

PSY510 *Graduate Research in Psychology*

**Note to Post MA Certificate students:** Once you have completed 12 credit hours post MA, you may apply to the Registrar's office for your formal certificate (see [www.wcupa.edu](http://www.wcupa.edu) for application form).

\*\*\* This advising sheet is based on WCU graduate courses. If your master's degree was obtained from another institution, check with your institution or with the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors to see if you meet the content area requirements \*\*\*

**Please note: This form should be sent to the Office of Graduate Studies before the student begins work on the thesis.**

## **Office of Graduate Studies & Extended Education**

**EXAMINING COMMITTEE FOR THE MASTER'S-DEGREE THESIS** Responsibility for examining the quality of a master's-degree thesis rests with a committee composed of three or four members of the West Chester University faculty. Each thesis committee must be approved by the Dean of Graduate Studies and Extended Education in advance of commencement of the thesis research effort. Committee membership includes the director of thesis and two or three additional members. Each committee member has a vote to approve or disapprove a thesis. In order for the thesis to be considered approved, no more than one negative vote can be registered, and the thesis director must vote in the affirmative. In academic disciplines where the practice is to require a unanimous affirmative vote of the examining committee, this standard must be met in order for the thesis to be considered approved. The director of thesis must be a faculty member of the department or program of study of the student presenting the thesis. At least one other committee member must also be a faculty member of the department or program of the student. A qualified individual approved by the thesis director, from a different department or from outside the University may serve on the committee as a third or fourth member. Normally, two faculty members from the student's department or program plus the director of thesis will comprise the examining committee. Permanent part-time faculty members may serve on thesis examining committees and serve as thesis director. Temporary faculty members may be approved for committee membership but may not serve as thesis director.

### **REQUEST FOR APPROVAL OF MASTER'S-DEGREE THESIS EXAMINING COMMITTEE.**

Current Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ WCU ID# \_\_\_\_\_

Date of Thesis Examination: \_\_\_\_\_

Tentative Title of Thesis \_\_\_\_\_

(Signature of Thesis Director \_\_\_\_\_

Department/Program/Institution \_\_\_\_\_

Committee Member Signature \_\_\_\_\_

Department/Program/Institution \_\_\_\_\_

Committee Member Signature \_\_\_\_\_

Department/Program/institution \_\_\_\_\_

Committee Member Signature \_\_\_\_\_

Department/Program/Institution \_\_\_\_\_

Coordinator of Graduate Study Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Approval \_\_\_\_\_ Date \_\_\_\_\_

Dean, Graduate Studies Approval \_\_\_\_\_ Date \_\_\_\_\_

(Dean of Graduate Studies and Extended Education must provide response within three weeks)

## Research Report and Thesis Mentor Rating Form

This form is to be completed by a student's mentor whenever a Thesis is defended (or abandoned) or a Research Report is completed without the intention of doing a Thesis.

Student's Name: \_\_\_\_\_

Faculty Mentor's Name: \_\_\_\_\_

Project being evaluated (circle one):      Thesis                  Research Report not leading to Thesis

Program (circle one):    I/O          Clinical          General

Year and Semester when *Research Report* started: (YYSS (e.g., 9905)): \_\_\_\_\_

Year and Semester when *Research Report* completed (even if a Thesis was done) (YYSS): \_\_\_\_\_

Year and Semester when *Thesis* completed (YYSS), if applicable: \_\_\_\_\_

**Please enter the number of the most appropriate rating of this student on each left-hand blank. These items apply to both the Thesis and the Research Report.**

Poor	Fair	Good	Very Good	Excellent
1	2	3	4	5

\_\_\_\_ 1. **Timeliness of Progress**

\_\_\_\_ 2. **Literature Review Skills**

\_\_\_\_ 3. **Study Proposal Skills**

\_\_\_\_ 4. **Selection of Methodology**

\_\_\_\_ 5. **Writing and Organizational Skills**

Please complete the following items *only* for a Thesis:

\_\_\_\_ 6. **Ability to Collect Data and Implement Research Ideas**

\_\_\_\_ 7. **Ability to Analyze Data**

\_\_\_\_ 8. **Ability to Draw Inferences from Data**

Comments:

Please return this form to the Chair of the Psychology Department's Outcomes Assessment Committee. Thanks!

Office of Graduate Studies & Extended Education  
McKelvie Hall, 102 Rosedale Avenue  
West Chester, PA 19383  
610-436-2943

## Graduate Dean's Graduate-Student Research Support Fund

### Application Guidelines

The Graduate Dean's Graduate-Student Research Support Fund has been established by the Graduate Student Association to recognize the importance of graduate student research to West Chester University and its graduate students. The Research Fund is targeted for support of expenses associated with research and creative activity conducted by graduate students, conference presentations and performances by graduate students, and thesis-related expenses. The research or creative activity should be related to the graduate program of study of the applicant. In addition to the Graduate Dean's Graduate-Student Research Support Fund, the Graduate Student Association also provides travel support for graduate students attending professional conferences.

The Graduate Student Association has delegated the responsibility for evaluating the merits of requests for funding from the Graduate Dean's Research Support Fund to the Dean of Graduate Studies and Extended Education, as well as the responsibility for managing the fund. The Dean will provide the Graduate Student Association with an annual account of the fund. Funds will be allocated at the discretion of the Dean of Graduate Studies and Extended Education and are subject to availability. The criteria used by the Dean in determining specific levels of funding or in rejecting applications have been approved by the Executive Board of the Council of Graduate Coordinators.

### All applications are subject to the following application guidelines and regulations:

1. An applicant must have full admission status as a graduate student and be a candidate for the master's degree.
2. Applicants may receive funding for research or creative activity conducted while a graduate student at West Chester University for up to one year after graduation with a master's degree provided an application was submitted and approved prior to graduation.
3. Normally, the following types of expenses will be considered: travel expenses; cost of materials and supplies; postage, shipping, telephone, and copying charges, participant support costs; costs related to making a presentation; publication, page, and reprint charges for an accepted article (if not covered by a grant); service charges, equipment rental (not purchase); and rental charges. Costs for producing and binding a master's thesis will not be considered.
4. Applications must include a detailed written description of a specific research or creative effort.
5. The written description must clearly identify the work done or to be accomplished by the applicant. While collaborative research or creative activity with faculty is encouraged, the description provided must delineate the specific contributions of the graduate-student applicant.
6. If the research or creative effort is supported by external or institutional funding, a justification for the specific expenses related to the applicant's work must be provided.
7. A supporting statement from the thesis advisor, Graduate Coordinator, or supervising faculty member must be attached to the signed application.
8. [Application forms \(below\)](#) must be signed by the Graduate Coordinator and the thesis adviser or supervising faculty member.
9. Applications must mention a specific amount of requested financial support and provide an explanation and justification for the request.
10. In approving or denying applications and in determining specific dollar-amount allocations, the Dean of Graduate Studies and Extended Education will consider three criteria:
  - a. The significance of the research or creative activity as explained in the written description.
  - b. The probability that the research or creative activity will result in publication, a reviewed performance or program, a specific contribution to an organization or project, or other form of external (to West Chester University) recognition.
  - c. The amount of expense which cannot be covered by other sources of financial support.
11. Because the annual budget for the Graduate Dean's Graduate-Student Research Support Fund is limited, the usual maximum amount awarded is \$250. While all requests should be well-documented, requests in excess of the usual maximum should clearly detail the significance of the research or creative activity and the nature of expenses.
12. Checks for approved amounts can be sent to the applicant at the campus or local address provided or can be picked-up at the SSI Office, 259 Sykes Union.

**Office of Graduate Studies & Extended Education  
McKelvie Hall, 102 Rosedale Avenue  
West Chester, PA 19383  
610-436-2943**

**Graduate Dean's Graduate-Student Research Support Fund**

**APPLICATION FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Campus or Current

address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone numbers

Day time \_\_\_\_\_; Evening: \_\_\_\_\_

Academic Department or Graduate Program \_\_\_\_\_

Please attach a written description of the research or creative activity.

Please attach an explanation and justification of expenses for which funding is requested.

Please attach a written statement of support for this request from thesis adviser, Graduate Coordinator, or other supervising faculty member.

Specific dollar amount requested \_\_\_\_\_

Signature \_\_\_\_\_

Signature of Graduate Coordinator \_\_\_\_\_

Signature of thesis advisor or other supervising faculty member \_\_\_\_\_

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**Office of Graduate Studies use only:**

Dean's Approval \_\_\_\_\_

Amount Approved \_\_\_\_\_

Date \_\_\_\_\_

# Graduate Student Association of West Chester University of PA Conference Reimbursement

Sykes Room 216  
West Chester, PA 19383  
[gsa@wcupa.edu](mailto:gsa@wcupa.edu)  
610-436-6987

The Graduate Student Association is honored to provide and support students as they grow professionally. Enrolled graduate students at WCU are eligible and encouraged to apply for conference reimbursements for attending and/or presenting at professional conferences. These funds are allocated by the GSA Executive Board so that graduate students can acquire beneficial professional experience through participation in conferences or workshops and by presenting their scholarly work at conferences relevant to their field. Upon event attendance, you can submit an application to receive reimbursement by the GSA.

## General Policies and Procedures

### Eligibility

1. You must be a registered WCU part-time or full time student at the time of your conference.
2. You must be a graduate student in good academic standing.
3. Applications must be submitted within the semester of attendance or they will be denied.
4. The GSA regards these reimbursements as a means to gain professional experience, but is limited to the constraints of the GSA budget. Once the allotted amount has been distributed, the GSA will not be able to process additional applications until additional funds become available.

### Funding

1. For conference attendance **ONLY**: Maximum \$300 allotment per student per fiscal year.
2. For presenting and attending conference: Maximum \$500 allotment per student per fiscal year.

\*Fiscal year goes from July to June.

\*\*It is recommended that you seek additional funding from your department or other outside resources if amount exceeds GSA maximum provided for each graduate student per semester.

### Requirements

1. A complete application for **CONFERENCE** attendance includes:
  - a. Corresponding application filled out completely.
    - i. Name of applicant
    - ii. Address of where check should be sent to
    - iii. Phone number/ email to contact if an issue arises
    - iv. Valid student ID (must be a student in good standing at the time of the conference)
    - v. Describe the professional opportunity
    - vi. Advisor approval verifying your good academic standing and the benefit your attendance brings to you and the university
    - vii. Provide a copy of your transcript (unofficial transcript is sufficient)
    - viii. Funding requested
  - b. A copy of the program, brochure, or documents verifying the conference with time, date, and location
  - c. All receipts for travel, lodging, and conference registration
    - i. Date of purchase
    - ii. Preprinted vendor name and address
    - iii. Itemization of the purchase
    - iv. E-Tickets must include billing information (Reservations will not be accepted)

# Graduate Student Association of West Chester University of PA

## Conference Reimbursement

---

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610-436-6987

- v. Hotel receipts must include either your name as primary registered guest or additional guest. Payment must show last four numbers of credit cards that paid for all or part of the bill belonging to you.
  - vi. For air travel, your name must be on the ticket and paid by you, along with any additional travel expenses (shuttles, taxis, parking, fees, etc.)
  - vii. Brief summary of the benefit of attending the conference.
2. A complete application for **PRESENTING** at a conference includes: (Valid for those who have conducted original research and are presenting original findings to other professionals.
  - a. Apply all requirements for **CONFERENCE** (as listed above).
  - b. A copy of the letter/email of acceptance to present is required from the conference.
  - c. An abstract of your presentation(s) is required in lieu of brief summary.
  - d. At least one form of proof of participation must be submitted. These are items that can only be procured by physically attending the event and include: Conference Badge, Conference Program, Letter from Conference Organizer (must be signed, accompanied by an explanation of the letter writers association with the event and intention)

### Restrictions

1. If you fail to meet the ELIGIBILITY and/or the REQUIREMENTS for attending or presenting at a conference, your application will be denied.
2. Funding will not be reimbursed for air tickets if the distance is up to 2 hours driving time each way (120 miles) or 2 hours train travel.
3. Applicant's name must appear on the ticket to prevent funding denial.
4. All documents must show the amount and method of payment, as well as the vendor and date on the receipt. Any ambiguous or non-itemized receipts will not be reimbursed.
5. Organization membership costs, abstract or tuition fees for courses, or extracurricular events held at the conference will not be covered by the reimbursement.
6. If splitting cost another **STUDENT**, each student must submit proof of his/her payment to the GSA in a separate application.

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610-436-6987

**ALL APPLICATIONS MUST BE COMPLETE AND SUBMITTED TO THE GSA. PLEASE PRINT CLEARLY!!**

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_ WCUID# \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ PROGRAM/TRACK \_\_\_\_\_

HAVE YOU PREVIOUSLY APPLIED FOR A GSA CONFERENCE REIMBURSEMENT:  YES  NO

IF YES, PLEASE PROVIDE THE SEMESTER WITH YEAR AND AMOUNT:

FALL YEAR: \_\_\_\_\_

SPRING AMOUNT: \$ \_\_\_\_\_

SUMMER/WINTER

**PLEASE INDICATE THE NATURE OF THIS PROFESSIONAL OPPORTUNITY:**

ORAL/POSTER PRESENTATION OF ORIGINAL RESEARCH

TITLE OF PRESENTATION \_\_\_\_\_

AUTHORS (IN ORDER) \_\_\_\_\_

NAME OF CONFERENCE \_\_\_\_\_

CONFERENCE LOCATION \_\_\_\_\_ DATE(S) \_\_\_\_\_

ATTENDANCE

NAME OF CONFERENCE \_\_\_\_\_

CONFERENCE LOCATION \_\_\_\_\_ DATE(S) \_\_\_\_\_

**STUDENT JUSTIFICATION OF ATTENDANCE:** (PLEASE COMMENT ON THE IMPORTANCE OF THE CONFERENCE ATTENDANCE).



# Graduate Student Association of West Chester University of PA Conference Reimbursement

Sykes Room 216  
West Chester, PA 19383  
[gsa@wcupa.edu](mailto:gsa@wcupa.edu)  
610-436-6987

**ADVISOR JUSTIFICATION OF ATTENDANCE:** (BY SIGNING BELOW, YOU ASSURE THAT THIS STUDENT IS IN GOOD ACADEMIC STANDING).

\_\_\_\_\_

ADVISOR NAME AND POSITION (PRINT)

\_\_\_\_\_

ADVISOR SIGNATURE

\_\_\_\_\_

DATE

**AMOUNT OF FUNDING REQUESTED:**

LODGING \$\_\_\_\_\_

MODE OF TRANSPORTATION

CONFERENCE REGISTRATION \$\_\_\_\_\_

CAR \$\_\_\_\_\_

PLANE \$\_\_\_\_\_

TRAIN \$\_\_\_\_\_

**By signing this form, I acknowledge that all of the above information on this application is correct and true, and that I am a registered graduate student in good standing at the time of the conference. I have read and agreed to all the policies and procedures as explained in the GSA Conference Reimbursement: Policies & Procedures.**

\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

DATE

**GSA USE ONLY**

TOTAL COSTS: \$	GSA SIGNATURE:
COSTS APPROVED BY GSA : \$	DATE SUBMITTED TO SSI:     /     /



## **Application for Graduation**

Each candidate for a master's degree must submit their: (1) Intent to Graduate form on myWCU; (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 online. The following are deadline dates for applying to graduate: May graduation- February 1; August graduation- June 1; December graduation-October 1.

## GRADUATE STUDIES West Chester University

Doctor of  
Nursing  
Practice

[Graduate Home](#)

[Tuition & Fees](#)

[Graduate Assistantships](#)

[Graduate Catalog](#)

[Non Degree & Senior  
Citizens](#)

[International Students](#)

[Distance Education](#)

[Thesis Information](#)

[Graduate  
Commencement  
Information](#)

[Academic Calendar](#)

[Graduate Student  
Association](#)

[FAQs](#)

[Graduate Studies Forms](#)

[Campus Map](#)

**Start Networking With a  
Current Graduate Student!**



### Graduate Commencement Information

#### Graduate Commencement Ceremony

May 12, 2014

7:00 pm

Hollinger Fieldhouse

[Live Broadcast of Commencement](#)

[Programs](#)

[Apply Now!](#)

[Join Our  
Mailing List!](#)

[Visit Us!](#)

[Contact Us!](#)

#### CAPS, GOWNS, & ANNOUNCEMENTS

To order your cap and gown, please go to the following site:

<https://oakhalli.com/wcupa>

You may submit your cap/gown order beginning March 3, 2014 and the deadline to submit your order is **April 4, 2014**.

Ordered Caps/Gowns may be picked up at the WCU bookstore beginning **Monday, April 28**, during the following hours:

- Monday–Thursday: 8:00am-6pm
- Fridays: 8:00 am-4:00 pm

**Friday, May 9, at 1:00 P.M is the last day to pick up your cap/gown.**

If you missed the opportunity to order your Cap/Gown via the webpage listed above, then you must pick up a Cap/Gown at the WCU Bookstore during the dates/times listed above.

Ten announcements will be available to all graduation applicants and may be picked up when you pick up your cap/gown. There are no charges for these items, as they are covered by the graduation fee.

#### DIPLOMAS

During the ceremony, only diploma covers will be distributed. The Office of Graduate Studies will mail diplomas to all graduates who have completed the requirements for their degrees. They will be mailed following the posting of final semester grades and verification of graduation requirements. **Please allow 60 days.**

#### PARKING

Parking is available in the Sharpless Street parking garage and Parking Lot D behind Hollinger.

#### CELL PHONES

The use of cell phones and other similar devices during the ceremony cannot be allowed.

Please turn off all cell phones when the academic procession starts. Your cooperation is greatly appreciated.

### **SEATING**

Guests should be seated 45 minutes before the start of the ceremony. Seating will be on a first-come, first-served basis. No tickets are required.

### **PHOTOGRAPHS**

During the ceremony, guests may take photographs only from their seats. A professional photography studio will take pictures of each graduate as he or she receives the diploma cover. The studio will contact each participant directly within one month after the ceremony with an opportunity to purchase pictures. You are under no obligation to purchase anything. After the ceremony (when the platform party and faculty have left the area), guests are welcome to come to the stage to take photographs of their graduates.

### **REFRESHMENTS**

Refreshments will be available for the graduates in the Ehringer Gym before the ceremony.

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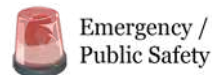
Questions and concerns about commencement should be directed to the Office of Graduate Studies, 610-436-2943.



[West Chester University of Pennsylvania](#)  
700 South High St, West Chester, PA 19383  
610-436-1000  
© West Chester University, 2014  
[Campus Map](#)  
[Text Only Version](#)

[WCU Weather Info.](#)  
[Right-to-Know Policy](#)

**WEST CHESTER**  
UNIVERSITY



## **Nondiscrimination/Affirmative Action Policy**

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West Chester University is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the University will make every effort to provide these rights to all persons regardless of race, religion, sex, national origin, ancestry, age, 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.

West Chester University will take all necessary steps to

1. Recruit, hire, utilize, train, and promote for all job classifications without regard to race, religion, sex, national origin, ancestry, age, sexual orientation, disability, veteran status, or protected-class status.
2. Recruit and admit students without regard to race, religion, sex, national origin, ancestry, age, sexual orientation, disability, veteran status, or other protected-class status
3. Base decisions on selection, employment practices, employee utilization, job training, career mobility, promotion, program operations, and services provided so as to further the principles of equal opportunity and affirmative action.
4. Create and maintain a climate free from discrimination and harassment of any individual.
5. Create and maintain a climate free from sexual harassment of any individual.
6. Make every effort to increase the admission and employment opportunities for qualified persons with disabilities.
7. Assure that reasonable accommodation will be made for all the physical and mental limitations of qualified individuals.
8. Assure that in offering employment or promotion to persons with disabilities, no reduction in compensation would result because of disability, income or other benefits.

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 1972, Americans With Disabilities Act of 1972, Americans With Disabilities Act of 1990, and Executive Order of the Governor of Pennsylvania.

Overall responsibility for the implementation of the affirmative action-equal opportunity policy has been assigned to Barbara Schneller, director of social equity, who is the Title IX coordinator for the University. Any individual having suggestions, problems, complaints, or grievances with regard to equal opportunity or affirmative action is encouraged to contact the director of social equity, 13/15 University Avenue, Room 100, 610-436-2433.

## **Sexual Harassment Policy**

---

West Chester University is committed to equality of opportunity and freedom from unlawful discrimination for all its students and employees. Sexual harassment is a form of unlawful discrimination based on sex and will not be tolerated in any form by faculty, staff, students, or vendors. 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. Retaliatory actions against persons filing a complaint of sexual harassment, or any person cooperating in the investigation of a complaint, are also prohibited. Acts of retaliation shall constitute misconduct subject to disciplinary action.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other harassing conduct of a sexual nature. Sexual harassment occurs 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 status in a course, program, or activity;
2. submission to or rejection of the unwelcome conduct of a sexual nature by an individual is used as the basis for an academic or employment-related decision affecting such an individual; or
3. the unwelcome conduct of a sexual nature is sufficiently severe, persistent, or pervasive as to substantially limit or interfere with an individual's work, educational performance, participation in extracurricular activities, or equal access to the University's resources and opportunities; or
4. such conduct creates an intimidating, hostile, or abusive living, working, or educational environment.

Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs, alcohol, or disability. Physical sexual acts include rape, sexual assault, sexual battery, sexual coercion, stalking, and domestic or dating violence.

All incidents of sexual harassment must be reported to the Title IX coordinator, Barbara Schneller, director, Office of Social Equity, 13-15 University Ave., 610-436-2433 or [bschneller@wcupa.edu](mailto:bschneller@wcupa.edu).

This policy and the procedures addressed herein are in addition to, and not a replacement for, criminal remedies that may be available. Anyone interested in pursuing a criminal complaint should contact the Office of Public Safety at 610-436-3311 or dial 911 in the case of an emergency. If the incident occurred off campus, the WCU Public Safety Office will assist the complainant in filing the complaint in the appropriate jurisdiction.

This policy is not intended to interfere with the protections afforded by law to freedom of speech. Additional information, including examples of what constitutes sexual harassment, is available from the Office of Social Equity. Individuals who believe themselves to have been sexually harassed, or who have questions about the University's policy on this matter, should contact Barbara.

## 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 discrimination 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, 223 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, 202 Lawrence Center, 610-436-3307.

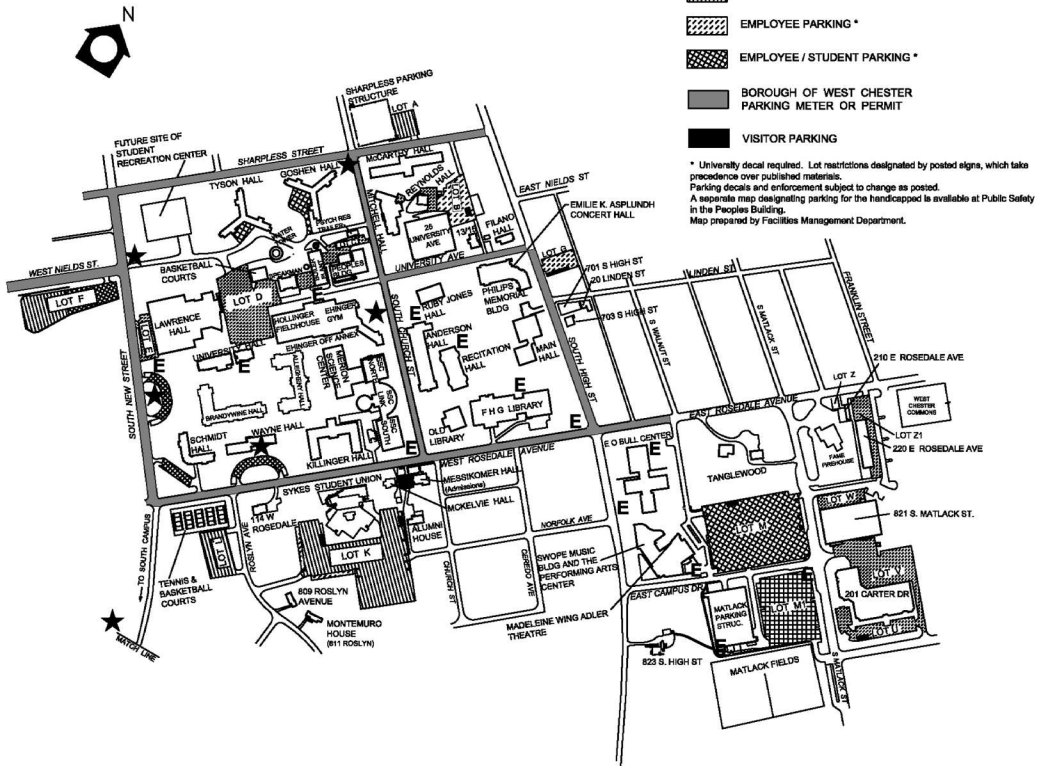
The Office of Human Resources has been designated as the contact for employees and applicants seeking to request an accommodation. The office is located at 201 Carter Drive, 610-436-2800.

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.

# Campus Map



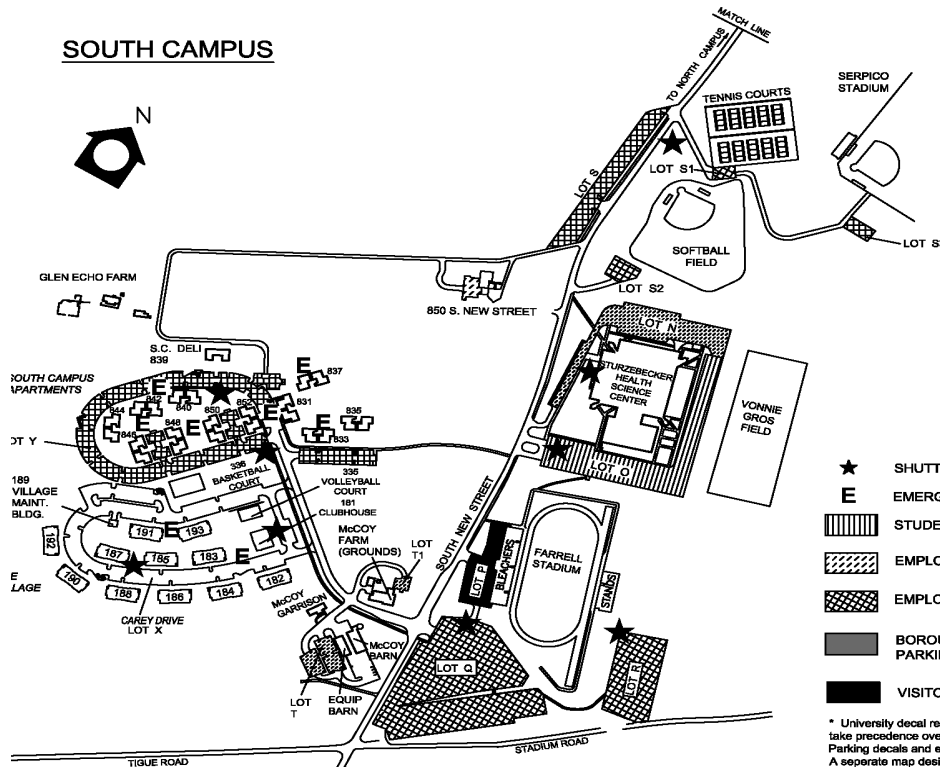
## NORTH CAMPUS



- ★ SHUTTLE BUS STOP
- E EMERGENCY PHONES
- ▨ STUDENT PARKING \*
- ▩ EMPLOYEE PARKING \*
- ▧ EMPLOYEE / STUDENT PARKING \*
- BOROUGH OF WEST CHESTER PARKING METER OR PERMIT
- VISITOR PARKING

\* University decal required. Lot restrictions designated by posted signs, which take precedence over published materials. Parking decals and enforcement subject to change as posted. A separate map designating parking for the handicapped is available at Public Safety in the Peoples Building. Map prepared by Facilities Management Department.

## SOUTH CAMPUS



- ★ SHUTTLE BUS STOP
- E EMERGENCY PHONES
- ▨ STUDENT PARKING \*
- ▩ EMPLOYEE PARKING \*
- ▧ EMPLOYEE / STUDENT PARKING \*
- BOROUGH OF WEST CHESTER PARKING METER OR PERMIT
- VISITOR PARKING

\* University decal required. Lot restrictions designated by posted signs, which take precedence over published materials. Parking decals and enforcement subject to change as posted. A separate map designating parking for the handicapped is available at Public Safety in the Peoples Building. Map prepared by Facilities Management Department.



## New Student Account Information

A student's West Chester University Account serves 4 main purposes:

- Access to the student administration system (myWCU) - myWCU is used to access student information, grading and class scheduling
- Access to WCU E-Mail (Webmail)
- Access to Blackboard - Blackboard is used by instructors to post course materials, hold online discussions, tests, quizzes, and surveys
- Access to log onto the university network

Before a new student can use their WCU account for any of the services listed above, they must first initialize their password.

To initialize your password, please follow these instructions:

1. In your browser type <http://www.wcupa.edu>
2. Next to the login box, click on the link labeled "**Change Password**"
  - Enter your username (usernames are the 1st letter of your first name and the 1st letter of your last name followed by your 6 digit WCU ID number). An example of this is: [BE123456@wcupa.edu](mailto:BE123456@wcupa.edu).
  - If you have never logged into the system before, your "Old Password" is **WCU-MMDDYY**. In your old password, be sure to **capitalize the WCU** and recognize that the MMDDYY is a representation of your date of birth. An example of this would be: January 1st 1984 = WCU-010184.
  - Enter a new password which is **at least 8 characters in length** and includes **at least 3 of the following requirements**, then type that password again to confirm and click "Change Password / Passphrase."
    - Lowercase character
    - Uppercase character
    - Numeric character
    - Special character such as # \$ \*

**Note:** You may not use any part of your name in your new password.

- For security reasons, you will be prompted to configure the Self Service Online Password Reset Tool. Setting up this tool will enable you to reset your password at anytime. After you have completed setting up your questions and answers, click "Submit."
- Your new password is good for 90 days.

### **Special Notes:**

WCU network account passwords expire every 90 days and need to be changed. You may not have any parts of your name in your password.

# GRAB IT!

QUICK SOFTWARE SOLUTIONS

## myWCU

### Scheduling Classes in your myWCU

*Make sure you are scheduling during your enrollment appointment time and that you have no “holds” that will prevent you from scheduling.*

- Logon to your myWCU account
- Click the “Enroll in a Class” link, **select the term** in which you want to enroll and **click on the green button “Continue”**.
- Answer the question at the top of the page, ... “if you intend on being fulltime” (Yes or No )
- Search for classes by **clicking on the green “search” button**
- Continue to search and select classes to put in your “Tentative Classes”. (**Select the class by clicking on the green “next” button**) This will put the selected class into your Tentative Classes.
- Once you have classes listed in your “Tentative Classes” and you are ready to enroll, **click on the green button “Proceed to Step 2 of 3”**.
- On the next page, **Click on the green button “Finish Enrolling”**.
- You will see a red “x” or a green “check mark” next to each class.
  - Red “X” means you did not get into the class and a message explains why.
  - Green “check marks” mean you were successfully enrolled.

Directions provided by the Office of the Registrar

**NEED HELP? CALL THE HELPDESK: 610.436.3350**

# West Chester University of Pennsylvania

## Two-Year Academic Calendar, 2013-2014 through 2014-2015

Fall	2013 Fall Term		2014 Fall Term	
First Day of Classes/Beginning of Drop/Add	Monday	August 26	Monday	August 25
Last Day to Drop	Saturday	August 31	Tuesday	September 2
Last Day to Add/Course Withdrawal Begins	Sunday	September 1	Tuesday	September 2
Labor Day - No Classes	Monday	September 2	Monday	September 1
Rosh Hashanah *	Thursday	September 5	Thursday	September 25
Yom Kippur *	Saturday	September 14	Saturday	October 4
Fall Break - No Classes	Monday - Tuesday	October 7-8	Monday - Tuesday	October 6-7
End of course withdrawal period.	Friday	October 25	Friday	October 24
Last day to submit work for NG grades and arrange for P/F or Audit of a course.	Friday	October 25	Friday	October 24
Thanksgiving Break - No Classes	Wed. - Friday	November 27-29	Wed. - Friday	November 26-28
End of term withdrawal period.	Monday	December 2	Monday	December 1
Reading Days	Saturday - Sunday	December 7-8	Saturday - Sunday	December 6-7
Last Day of Classes	Monday	December 9	Monday	December 8
Final Examinations	Tuesday - Saturday	December 10-14	Tuesday - Saturday	December 9-13
Commencement Rehearsal	Friday	December 13	Friday	December 12
Fall Commencement - UNDERGRADUATE	Sunday	December 15	Sunday	December 14
Fall Commencement - GRADUATE	Monday	December 16	Monday	December 15
Winter	2014 Winter Session		2015 Winter Session (Tentative)	
First Day of Classes/Beginning of Drop/Add	Thursday	January 2	Monday	January 5
Last Day to Drop	Thursday	January 2	Monday	January 5
Last Day to Add/Course Withdrawal Begins	Friday	January 3	Tuesday	January 6
Course Withdrawal Period Ends	Friday	January 10	Friday	January 9
Martin Luther King Day - University Closed	Monday	January 20	Monday	January 19
Last day of Session Withdrawal	Tuesday	January 14	Tuesday	January 13
Last Day of Classes	Friday	January 17	Thursday	January 15
Final Exams	Saturday	January 18	Friday	January 16
Spring	2014 Spring Term		2015 Spring Term	
First Day of Classes/Beginning of Drop/Add	Tuesday	January 21	Tuesday	January 20
Last Day to Drop	Wednesday	January 29	Tuesday	January 27
Last Day to Add/Course Withdrawal Begins	Wednesday	January 29	Tuesday	January 27
Spring Break Begins - 5 p.m.	Friday	March 14	Friday	March 6
Spring Break Ends - 8 a.m.	Monday	March 24	Monday	March 16
End of course withdrawal period.	Friday	March 28	Friday	March 27
Last day to submit work for NG grades and arrange for P/F or Audit of a course.	Friday	March 28	Friday	March 27
Good Friday *	Friday	April 18	Friday	April 3
Passover *	Tuesday	April 15	Saturday	April 4
End of term withdrawal period.	Monday	April 28	Monday	April 27
Last day of Classes	Monday	May 5	Monday	May 4
Reading Days	N/A	May 3-4	N/A	May 2-3
Final Examinations	Tues - Fri.	May 6-9	Tues - Fri.	May 5-8
Commencement Rehearsal	Friday	May 9	Friday	May 8
Spring Commencement - UNDERGRADUATE	Saturday	May 10	Saturday	May 9
Spring Commencement - GRADUATE	Monday	May 12	Monday	May 11
Summer	2014 Summer Term		2015 Summer Term (Tentative)	
<b>First Session Classes</b>	Tuesday	May 27	Tuesday	May 26
Memorial Day - University Closed	Monday	May 26	Monday	May 25
Last Day to Drop	Wednesday	May 28	Wednesday	May 27
Last Day to Add/Course Withdrawal Begins	Thursday	May 29	Thursday	May 28
Course Withdrawal Period Ends	Friday	June 13	Friday	June 12
Last day of Session Withdrawal	Tuesday	June 24	Tuesday	June 23
Last Day of Classes	Thursday	June 26	Thursday	June 25
Final Exams	Friday-Saturday	June 27-28	Friday-Saturday	June 26-27
<b>Second Session Classes</b>	Monday	June 30	Monday	June 29
Last Day to Drop	Tuesday	July 1	Tuesday	June 30
Last Day to Add/Course Withdrawal Begins	Wednesday	July 2	Wednesday	July 1
July 4th - University Closed	Friday	July 4	Friday	July 3
Course Withdrawal Period Ends	Friday	July 18	Friday	July 17
Last day of Session Withdrawal	Tuesday	July 29	Tuesday	July 28
Last Day of Classes	Thursday	July 31	Thursday	July 30
Final Exams	Friday-Saturday	August 1-2	Friday-Saturday	July 31-Aug 1
<b>Post Session Classes</b>	Monday	August 4	Monday	August 3
Last Day to Drop	Monday	August 4	Monday	August 3
Last Day to Add/Course Withdrawal Begins	Tuesday	August 5	Tuesday	August 4
Course Withdrawal Period Ends	Friday	August 15	Friday	August 14
Last day of Session Withdrawal	Tuesday	August 19	Tuesday	August 18
Last Day of Classes	Thursday	August 21	Thursday	August 20
Final Exams	Friday	August 22	Friday	August 21

The University's Two-Year Academic Calendar is subject to change.

\* Although the University will be in session, no examinations are to be administered on these major Christian and Jewish holy days. (Please note: For those teaching evening classes, Jewish holy days begin at sundown the evening preceding the day that is indicated.) All members of the academic community are also expected to be considerate of and provide appropriate accommodations to students of other faiths when assignments, exams, and other course requirements fall on the major holy days of their religions.