

**MASTER OF PUBLIC HEALTH  
HEALTH CARE MANAGEMENT ELECTIVE TRACK  
GRADUATE STUDENT ADVISING SHEET (Effective Fall Semester 2019)**

**MPH CORE COURSES (28 CREDITS)**

<u>Course</u>	<u>Semester Offered</u>	<u>Credits</u>	<u>Semester Completed</u>	<u>Year Completed</u>	<u>Grade</u>
HEA503 Foundations in Public Health	Fall/Spring/Sum	1	Fall/Spring/Sum	_____	_____
HEA520 Public Health Epidemiology	Fall/Spring	3	Fall/Spring	_____	_____
HEA526 Biostatistics for Public Health	Fall/Spring	3	Fall/Spring	_____	_____
ENV530 General Environmental Health	Fall/Spring	3	Fall/ Spring	_____	_____
HEA516 Health Care Management	Fall/Spring	3	Fall/Spring	_____	_____
HEA605 Utilizing Systems Thinking in Public Health	Fall/Spring/Sum	1	Fall/Spring	_____	_____
HEA615 Policy in Public Health	Fall/Spring	3	Fall/Spring	_____	_____
HEA632 Social and Behavioral Aspects of Health	Fall/Spring	3	Fall/Spring	_____	_____
HEA647 Interprofessional Practice in Public Health	Fall/Spring/Sum	1	Fall/Spring/Sum	_____	_____
HEA648 Research Methods in Public Health	Fall/Spring	3	Fall/Spring	_____	_____
HEA649 Applied Learning Experience I	Fall/Spring/Sum	1	Fall/Spring/Sum	_____	_____
HEA650 Applied Learning Experience II (taken during last semester of the program)	Fall/Spring/Sum	3	Fall/Spring/Sum	_____	_____

**HEALTH CARE MANAGEMENT ELECTIVE COURSES (18 CREDITS)**

<u>Course</u>	<u>Semester Offered</u>	<u>Credits</u>	<u>Semester Completed</u>	<u>Year Completed</u>	<u>Grade</u>
HEA513 Legal Aspects of Health Care	Spring	3	Spring	_____	_____
HEA514 Approaches to Health Care Delivery	Spring	3	Spring	_____	_____
HEA612 Health Care Financial Analysis and Management	Fall	3	Fall	_____	_____
<b>HEA613 Advocacy and Quality of Health Care Services*</b>	Fall	3	Fall	_____	_____
HEA614 Health Care Technology and Information Management	Fall	3	Fall	_____	_____
HEA616 Strategic Leadership in Health Care	Spring	3	Spring	_____	_____

**Total of 46 credits for the MPH Program**

**\*The MPH Community Service Requirement is met by completing the Community Service activity in HEA613 Advocacy and Quality of Health Care Services.**

**Issues that May Affect Recommended Course Rotations and Delay Graduation  
For MPH Full/Part-Time Students**

The following tables include recommended course rotations for full/part-time MPH students. There are recommended course rotations for fall/spring/summer semester start dates for all MPH students. The following issues will impact on student course selections, may change recommended course rotations and delay graduation.

- **Self-Advising:** Students who fail to follow the advising sheets for their tracks and select courses that do not apply to their track requirements will not be cleared for graduation until the required courses are completed. It is the student's responsibility to meet with their advisor to ensure appropriate courses are selected for their track in appropriate sequence. **Advisors are not responsible for student course choices when students decide to select courses without advisement and enroll in courses that are not track or MPH core requirements.**
- **Failure to register for courses on time:** All students accepted into the MPH Program (with paid admission fee) can register on the first day of course registration online through MYWCU. Students who fail to register on time may be closed out of required courses and delay their time to graduation. If students have problems with online registration, they should contact their advisor immediately through email for help with enrollment. Students should meet with advisors in advance of registration to select appropriate courses for the upcoming semesters.
- **Newly admitted students and course registration:** Newly admitted students accepted into the MPH Program after the start of registration may not be able to select their courses in the recommended course rotations due to closed courses. These students should contact their advisor as soon as they receive the Welcome email. Advisors will work with newly admitted students to select an alternative course schedule based on the course availability at the time of registration.
- **Required undergraduate statistics requirement not met at the time of enrollment:** The recommended course rotations will change if the undergraduate statistics requirement is not met at the time of enrollment. Students will need to meet with advisors to work on an alternative course schedule. Students should complete this undergraduate statistics requirement as soon as possible. MAT121 Introduction to Statistics is offered at WCU. Also, students can take an equivalent statistics course at a Community College and transfer the credit into the program.
- **Failure to take required prerequisite courses in recommended sequence:** Students need to complete prerequisites courses in appropriate order. Please refer to the course rotation tables for notes on course prerequisites.
- **Completion of the Applied Learning Experience (HEA649 and HEA650):** HEA 649 and HEA650 are completed during consecutive semesters (the final semesters in the MPH Program). All students are required to complete HEA649 and HEA650. No extensions will be granted to complete these courses unless there are emergency situations and extreme circumstances.
- **Delay in Completing the MPH Community Service Requirement:** All MPH students need to complete a community service requirement. For students in the Health Care Management Track, this requirement is met through completing the community service activity in HEA613 Advocacy and Quality of Health Care Services. This requirement needs to be completed for students to be cleared for graduation.

**Important Note on Winter and Summer Course Offerings**

MPH core and Community Health Track elective courses may be offered during the winter/summer semesters. Students should not plan on course offerings during these semesters as **these courses are scheduled on an as needed basis and course availability is always contingent upon enrollment.** Students need to contact advisors to check on updated plans for course offerings during winter/summer semesters.

**FULL TIME STUDENT COURSE ROTATION**

**RECOMMENDED COURSE ROTATION TO COMPLETE THE DEGREE WITHIN SIX SEMESTERS (TWO YEARS)**

*Students in this rotation will take three to four courses a semester (except for summer sessions) - recommended for students who are full-time or graduate assistants. In most cases the time commitment will be one-three nights a week for fall/spring semesters and variable time schedules for winter and summer courses except for HEA649-Applied Learning Experience I and HEA650-Applied Learning Experience II.*

<b>FALL SEMESTER SCHEDULE – TWO YEAR COURSE ROTATION – FALL START DATE</b>		
<b>FALL SEMESTER – Year One</b>	<b>SPRING SEMESTER – Year One</b>	<b>SUMMER SEMESTER – Year One</b>
<ul style="list-style-type: none"> <li>HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)</li> <li>HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent)</li> <li>HEA613 Advocacy and Quality of Health Care Services</li> </ul>	<ul style="list-style-type: none"> <li>HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526)</li> <li>HEA513 Legal Aspects of Health Care</li> <li>HEA616 Strategic Leadership in Health Care</li> <li>HEA514 Approaches to Health Care Delivery</li> </ul>	<ul style="list-style-type: none"> <li>HEA503 Foundations of Public Health</li> <li>HEA605 Utilizing Systems Thinking in Public Health</li> </ul>
<b>FALL SEMESTER – Year Two</b>	<b>SPRING SEMESTER – Year Two</b>	<b>SUMMER SEMESTER – Year Two</b>
<ul style="list-style-type: none"> <li>HEA632 Social/Behavioral Aspects of Health</li> <li>HEA612 Health Care Financial Analysis and Management</li> <li>HEA614 Health Care Technology and Information Management</li> <li>HEA615 Policy in Public Health</li> </ul>	<ul style="list-style-type: none"> <li>ENV530 General Environmental Health</li> <li>HEA516 Health Care Management</li> <li>HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526)</li> </ul>	<ul style="list-style-type: none"> <li>HEA647 Interprofessional Practice in Public Health</li> <li>HEA650 Applied Learning Experience II</li> </ul>

<b>SPRING SEMESTER SCHEDULE – TWO YEAR ROTATION – SPRING START DATE</b>		
<b>SPRING SEMESTER – Year One</b>	<b>SUMMER SEMESTER – Year One</b>	<b>FALL SEMESTER – Year One</b>
<ul style="list-style-type: none"> <li>HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)</li> <li>HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent)</li> <li>HEA516 Health Care Management</li> <li>HEA514 Approaches to Health Care Delivery</li> </ul>	<ul style="list-style-type: none"> <li>HEA503 Foundations of Public Health</li> <li>HEA605 Utilizing Systems Thinking in Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA612 Health Care Financial Analysis and Management</li> <li>HEA613 Advocacy and Quality of Health Care Services</li> <li>HEA614 Health Care Technology and Information Management</li> <li>HEA648 Research Methods (course prerequisites HEA520 and HEA526)</li> </ul>
<b>SPRING SEMESTER – Year Two</b>	<b>SUMMER SEMESTER – Year Two</b>	<b>FALL SEMESTER – Year Two</b>
<ul style="list-style-type: none"> <li>ENV530 General Environmental Health</li> <li>HEA632 Social/Behavioral Aspects of Health</li> <li>HEA513 Legal Aspects of Health Care</li> <li>HEA616 Strategic Leadership in Health Care</li> </ul>	<ul style="list-style-type: none"> <li>HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526)</li> </ul>	<ul style="list-style-type: none"> <li>HEA615 Policy in Public Health</li> <li>HEA647 Interprofessional Practice in Public Health</li> <li>HEA650 Applied Learning Experience II</li> </ul>

<b>SUMMER SEMESTER SCHEDULE – TWO YEAR ROTATION –SUMMER START DATE</b>		
<b>SUMMER SEMESTER – Year One</b>	<b>FALL SEMESTER – Year One</b>	<b>SPRING SEMESTER – Year One</b>
<ul style="list-style-type: none"> <li>HEA503 Foundations of Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)</li> <li>HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent)</li> <li>HEA613 Advocacy and Quality of Health Care Services</li> <li>HEA614 Health Care Technology and Information Management</li> </ul>	<ul style="list-style-type: none"> <li>HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526)</li> <li>HEA513 Legal Aspects of Health Care</li> <li>HEA616 Strategic Leadership in Health Care</li> <li>HEA514 Approaches to Health Care Delivery</li> </ul>
<b>SUMMER SEMESTER – Year Two</b>	<b>FALL SEMESTER – Year Two</b>	<b>SPRING SEMESTER – Year two</b>
<ul style="list-style-type: none"> <li>HEA605 Utilizing Systems Thinking in Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA632 Social/Behavioral Aspects of Health</li> <li>ENV530 General Environmental Health</li> <li>HEA612 Health Care Financial Analysis and Management</li> <li>HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526)</li> </ul>	<ul style="list-style-type: none"> <li>HEA516 Health Care Management</li> <li>HEA615 Policy in Public Health</li> <li>HEA647 Interprofessional Practice in Public Health</li> <li>HEA650 Applied Learning Experience II</li> </ul>

**PART-TIME STUDENT COURSE ROTATION**

**RECOMMENDED COURSE ROTATION TO COMPLETE THE DEGREE WITHIN NINE SEMESTERS (THREE YEARS)**

*Students in this rotation will take two to three courses a semester – recommended for part-time students who are employed in full-time positions. In most cases the time commitment will be one- two nights a week for fall/spring semesters with variable time schedules for winter and summer courses except for  
**HEA649 Applied Learning Experience I and HEA650 Applied Learning Experience II.***

<b>FALL SEMESTER SCHEDULE – THREE YEAR COURSE ROTATION – FALL START DATE</b>		
<b>FALL SEMESTER – Year One</b>	<b>SPRING SEMESTER – Year One</b>	<b>SUMMER SEMESTER – Year One</b>
<ul style="list-style-type: none"> <li>HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)</li> <li>HEA614 Health Care Technology and Information Management</li> </ul>	<ul style="list-style-type: none"> <li>HEA516 Health Care Management</li> <li>HEA513 Legal Aspects of Health Care</li> <li>HEA514 Approaches to Health Care Delivery</li> </ul>	<ul style="list-style-type: none"> <li>HEA503 Foundations of Public Health</li> </ul>
<b>FALL SEMESTER – Year Two</b>	<b>SPRING SEMESTER – Year Two</b>	<b>SUMMER SEMESTER – Year Two</b>
<ul style="list-style-type: none"> <li>HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent)</li> <li>HEA613 Advocacy and Quality of Health Care Services</li> </ul>	<ul style="list-style-type: none"> <li>HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526)</li> <li>HEA616 Strategic Leadership in Health Care</li> <li>HEA615 Policy in Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA605 Utilizing Systems Thinking in Public Health</li> </ul>
<b>FALL SEMESTER – Year Three</b>	<b>SPRING SEMESTER – Year Three</b>	<b>SUMMER SEMESTER – Year Three</b>
<ul style="list-style-type: none"> <li>HEA632 Social/Behavioral Aspects of Health</li> <li>HEA612 Health Care Financial Analysis and Management</li> </ul>	<ul style="list-style-type: none"> <li>ENV530 General Environmental Health</li> <li>HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526)</li> </ul>	<ul style="list-style-type: none"> <li>HEA647 Interprofessional Practice in Public Health</li> <li>HEA650 Applied Learning Experience II</li> </ul>

<b>SPRING SEMESTER SCHEDULE – THREE YEAR ROTATION – SPRING START DATE</b>		
<b>SPRING SEMESTER – Year One</b>	<b>SUMMER SEMESTER – Year One</b>	<b>FALL SEMESTER – Year One</b>
<ul style="list-style-type: none"> <li>HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent)</li> <li>HEA516 Health Care Management</li> </ul>	<ul style="list-style-type: none"> <li>HEA503 Foundations of Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA614 Health Care Technology and Information Management</li> <li>HEA612 Health Care Financial Analysis and Management</li> <li>HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)</li> </ul>
<b>SPRING SEMESTER – Year Two</b>	<b>SUMMER SEMESTER – Year Two</b>	<b>FALL SEMESTER – Year Two</b>
<ul style="list-style-type: none"> <li>ENV530 General Environmental Health</li> <li>HEA513 Legal Aspects of Health Care</li> <li>HEA514 Approaches to Health Care Delivery</li> </ul>	<ul style="list-style-type: none"> <li>HEA605 Utilizing Systems Thinking in Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA632 Social/Behavioral Aspects of Health</li> <li>HEA613 Advocacy and Quality of Health Care Services</li> <li>HEA615 Policy in Public Health</li> </ul>
<b>SPRING SEMESTER – Year Three</b>	<b>SUMMER SEMESTER – Year Three</b>	<b>FALL SEMESTER – Year Three</b>
<ul style="list-style-type: none"> <li>HEA648 Research Methods (course prerequisites HEA520 and HEA526)</li> <li>HEA616 Strategic Leadership in Health Care</li> </ul>	<ul style="list-style-type: none"> <li>HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526)</li> </ul>	<ul style="list-style-type: none"> <li>HEA647 Interprofessional Practice in Public Health</li> <li>HEA659 Applied Learning Experience II</li> </ul>

<b>SUMMER SEMESTER SCHEDULE – THREE YEAR ROTATION – SUMMER START DATE</b>		
<b>SUMMER SEMESTER – Year One</b>	<b>FALL SEMESTER – Year One</b>	<b>SPRING SEMESTER – Year One</b>
<ul style="list-style-type: none"> <li>HEA503 Foundations of Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA520 Public Health Epidemiology (course prerequisites MAT 121 or equivalent)</li> <li>HEA614 Health Care Technology and Information Management</li> </ul>	<ul style="list-style-type: none"> <li>HEA516 Health Care Management</li> <li>HEA513 Legal Aspects of Health Care</li> <li>HEA616 Strategic Leadership in Health Care</li> </ul>
<b>SUMMER SEMESTER – Year Two</b>	<b>FALL SEMESTER – Year Two</b>	<b>SPRING SEMESTER – Year Two</b>
<ul style="list-style-type: none"> <li>HEA605 Utilizing Systems Thinking in Public Health</li> </ul>	<ul style="list-style-type: none"> <li>HEA632 Social/Behavioral Aspects of Health</li> <li>HEA526 Biostatistics in Public Health (course prerequisites MAT 121 or equivalent)</li> <li>HEA613 Advocacy and Quality of Health Care Services*</li> </ul>	<ul style="list-style-type: none"> <li>HEA648 Research Methods in Public Health (course prerequisites HEA520 and HEA526)</li> <li>ENV530 General Environmental Health</li> <li>HEA514 Approaches to Health Care Delivery</li> </ul>
<b>SUMMER SEMESTER – Year Three</b>	<b>FALL SEMESTER – Year Three</b>	<b>SPRING SEMESTER – Year Three</b>
	<ul style="list-style-type: none"> <li>HEA612 Health Care Financial Analysis and Management</li> <li>HEA615 Policy in Public Health</li> <li>HEA649 Applied Learning Experience I (course prerequisites HEA520, HEA526)</li> </ul>	<ul style="list-style-type: none"> <li>HEA647 Interprofessional Practice in Public Health</li> <li>HEA650 Applied Learning Experience II</li> </ul>

## **IMPORTANT ADVISING INFORMATION FOR ALL MPH STUDENTS**

**Advisors:** Dr. Harry Holt and Dr. Gopal Sankaran are academic advisors for the Health Care Management Elective Track. Students with last names starting with the letters A – M are assigned to Dr. Holt. Students with last names starting with the letters N - Z are assigned to Dr. Sankaran. Students should contact their assigned advisor when starting the program as advising appointments help students make appropriate elective choices and plan for course sequencing.

**Undergraduate Statistics Requirement:** Students who have not had an introductory course in statistics will need to complete this course before enrolling in HEA520 –Public Health Epidemiology and HEA526 –Biostatistics for Public Health. Students have the option of enrolling in MAT121 – Introduction to Statistics at West Chester University or enrolling in a similar course at a community college or another university.

**Statistics Competency Examination:** Students have the option of completing a Statistical Competency Examination (administered by the Department of Health) under the direction of Dr. Ramona Stone, the MPH Biostatistics Instructor. This exam is scheduled at the start of fall/spring semesters. A score of 85 or better will be accepted as a replacement for the undergraduate statistics requirement. This option should only be considered if the student has previous experience with introductory statistics through other courses that may not appear on the transcript as traditional statistics courses. If students are considering this option, please contact Dr. Ramona Stone (email: rstone@wcupa.edu) for more information about the competency exam.

Students may begin the MPH Program (without the undergraduate statistics requirement) if other academic requirements are met, however students will be admitted under provisional status. To remove the provisional status and be eligible to register for HEA 520 and HEA526, proof of statistics course completion (with a minimum grade of C) or the Statistics Competency Examination score is needed by submitting a copy of a transcript or score to the Department of Health and the Graduate School.

Students who complete HEA520 and HEA526 without the undergraduate statistics course will not be able to obtain **Degree Candidacy** and will remain in provisional status. We strongly encourage students to complete this undergraduate course as soon as possible. If students do not obtain Degree Candidacy, they will not be able to complete the degree.

**MPH Community Service Requirement:** All students in the MPH Program need to complete a Community Service Requirement. This requirement is found within track courses. For students in the Community Health Track, this requirement will be met when students complete the assigned community service activity in **HEA531 - Community as a Basis for Health**. Students will not be eligible for graduation until this requirement is met.

**Course Sequencing:** Track courses in the MPH program are offered once a year. Some of the core courses are offered during fall/spring/summer semesters. Please refer to the advising sheet for course sequencing. Students who miss a course may **delay** their graduation date. Please check with advisors to make sure that courses are taken in appropriate sequence. **Course sequence may change so always check with your advisor for appropriate course sequences.**

**Summer/Winter Courses:** Summer and winter courses may be available for students in the Community Health Track. Students will need to contact their advisor for the availability of courses for summer/winter semesters.

### **Course Prerequisites for HEA648 – Research Methods in Public Health**

HEA520- Epidemiology in Public Health and HEA526- Biostatistics in Public Health need to be completed before registering for HEA648- Research Methods in Public Health.

### **Course Prerequisites for HEA649 - Applied Learning Experience I (ALE- I)**

It is important to note that each track may have specific courses that need to be completed before the start of ALE- I and students are responsible for meeting with their faculty advisors to ensure that courses are completed in appropriate sequence before the start of ALE- I. All students (regardless of assigned track) will need to complete the following courses before the start of ALE-I as these courses serve as a foundation for developing the Major Project Plan.

HEA520 Epidemiology in Public Health\*  
HEA526 Biostatistics in Public Health\*  
HEA648 Research Methods in Public Health\*

**\*Students are strongly encouraged to take all of the course prerequisites during the first year of the program. If this is not possible due to scheduling conflicts students will have the option of registering for HEA648 Research Methods in Public Health during the same semester as HEA649 Applied Learning Experience I (this situation usually applies to full time students who need to maintain**

**9 credits per semester). HEA648 Research Methods in Public Health is a full semester course and students may enroll in both courses in the same semester. The Applied Learning Experience Faculty Advisor will require students to be prepared to develop their practicum plans with the skills and knowledge gained during these prerequisite courses.**

### **The Applied Learning Experience Overview**

Applied Learning Experience I and II are culminating experiences (the MPH Practicum) and are the final practicum courses taken before graduation. Students are expected to complete public health products, a major project paper, participate in professional practice activities during this practicum experience and present their practicum projects during the MPH Poster Session. ALE I is the planning phase for the ALE practicum and ALE II is the implementation phase (on-site hours) for the practicum.

### **Applied Learning Experience II Time Commitments**

ALE I and II are taken in the final two semesters of the program (back to back semesters) It is important to note that many students in the program have full time jobs and will need to complete a total of 200 on-site hours for ALE II. Students who are employed may need to make arrangements for time off from work to complete their projects during ALE II. Students are expected to spend time at the agency to complete their practicum. The student and Agency Site Supervisor will need to be in agreement about the time needed to be spent on site (days and times) **Students will need to remember that the ALE II practicum experience is 200 hours and is to be completed during ALE II.** Arrangements for time at the site should be flexible. The student and the Agency Site Supervisor need agree about the time commitment at the agency.

### **Grade Point Average Requirements for Applied Learning Experience I and II**

To maintain the integrity of the program, students are expected to achieve a minimum cumulative grade point average of 3.00 after completion of all required core courses and track courses for the MPH Program. A minimum grade point average of 3.00 is needed to be eligible for Applied Learning Experience I and II. The MPH Program is dedicated to a quality educational experience that prepares students for professional positions upon graduation. A program's reputation and quality is reflected by its graduates.

**Degree Candidacy:** Degree candidacy application must be made immediately upon completion of 12 –15 semester hours of course work. Every student must file an application for degree candidacy. Students need to complete the online Degree Candidacy form. This form is found on the Graduate School website under the forms section. Students will receive a letter from the Dean of Graduate Studies approving or denying their degree candidacy. (Refer to WCU Graduate Catalog for more information about degree candidacy.)

**Time Needed to Complete the Degree:** All requirements for the master's degree including course work and the Applied Learning Experience must be completed within six years immediately prior to the expected date of graduation. It is important to note that this advising sheet offers suggested course rotations to complete the degree within two or three years. Students do have the option of taking one course a semester but this may take up to six years for program completion.

**Application for Graduation:** Information, fees and forms for graduation are found on line under the Graduate School's webpage. Students will need to follow the deadlines listed below. Failure to apply by the deadline will delay the student's graduation date to the following semester.

**Graduation Application Deadlines:** If students do not complete their Applied Learning Experience within the semester of the planned graduation date, they do not need to reapply. The graduation date will be then scheduled for the next semester. Students can contact Michelle Auciello (email: MAuciello@wcupa.edu) in the Graduate School for additional information about graduation policies. Graduation deadlines are listed below.

Spring Semester	May Graduation	February 1st
Summer Semester	August Graduation	June 1st
Fall Semester	December Graduation	October 1 <sup>st</sup>

**WCU ACADEMIC PROBATION/DISMISSAL POLICY:** Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation, he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period. A graduate student earning an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. An F earned at West Chester University may not be made up at another institution of higher learning for the same course. Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree program. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped. Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00. Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

