



**College of Health Sciences  
Department of Health  
Master of Public Health Program**

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**MPH Graduate Student Handbook**

*Effective Fall Semester 2020  
(Updated July 2020)*

**WEST CHESTER UNIVERSITY**  
**COLLEGE OF HEALTH SCIENCES | DEPARTMENT OF HEALTH | MPH PROGRAM**

**MPH GRADUATE STUDENT HANDBOOK**

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# **WEST CHESTER UNIVERSITY COLLEGE OF HEALTH SCIENCES DEPARTMENT OF HEALTH**

## **WELCOME TO THE MPH PROGRAM**

The faculty and staff of the Department of Health have prepared this handbook for you, the new graduate student in the Masters of Public Health Program. The purpose of the handbook is to: 1) provide you with information on the opportunities for graduate study within the Department of Health, 2) explain important policies, procedures, and degree requirements in the MPH Program, and 3) familiarize you with the Department of Health and the University. This handbook highlights information from the WCU Graduate Catalog along with MPH Program information you will need to be prepared to start your graduate studies at WCU. We hope this handbook will answer many of your questions about the MPH Program. After reviewing the handbook, you may have additional questions. Please contact your academic advisor with these questions and for specific information on graduate academic administrative policies, university policies, and MPH course descriptions, please refer to the Graduate Course Catalog that is found on the WCU website ([wcupa.edu](http://wcupa.edu)).

Graduate students in the Department of Health have many opportunities to participate in student activities and to share in continuous improvement of programs. The full benefit of these opportunities is based upon a commitment to the highest levels of excellence in your graduate studies and professional lives. There are many paths leading to a career in public health. Whatever your prior training and experience or your future goals and aspirations, our intent is to share with you our common commitment to improving the health of the communities in which we live, work and play.

## **THE MPH PROGRAM IN THE DEPARTMENT OF HEALTH**

### **History of Public Health Programs in the Department of Health**

In 1999, the Master of Science (M.S.) in Health: Public Health Program was in its 17<sup>th</sup> year of providing quality graduate education in the Department of Health at West Chester University. Over the years, the health professions have experienced tremendous changes and challenges. The Department of Health faculty recognized these challenges and believed that a change in its degree offerings would enable us to enhance and expand the curriculum to effectively address the changing health needs of our local, regional, and national communities. Some of the current issues in health care include managed care, providing health services for a growing aging population, community health promotion, disease prevention, health disparities and emergency preparedness in the face of a post-9-11 world. The faculty built consensus that a Master of Public Health (MPH) format was warranted to empower graduates to effectively work in the ever-changing world of public health and health care. In 1999, the University approved the revised graduate public health curriculum. Currently, the MPH allows for the development and application of knowledge from multiple disciplines for the promotion and protection of health in human populations, with due consideration to cultural perspectives.

The MPH degree builds upon a strong tradition of public health education at West Chester University. The Department of Health trains public health practitioners at both the undergraduate and graduate level. During the past three decades, students and faculty have been actively engaged in research and service in public health. Faculty and students have provided service to a range of regional community health

agencies such as the Chester County Health Department, Montgomery County Health Department, Chester County Hospital, La Comunidad Hispana, Community Volunteers in Medicine, and the Brandywine Health Foundation. This MPH degree enhances the departmental strength in public health and allows students within the program the opportunity for active involvement in research and community service activities within our region.

The current public health curriculum provides students with a strong foundation in the recognized core areas of public health. All students must complete 24 credits of core courses in foundations in public health, epidemiology, biostatistics, environmental health, health care management, research methods, social/ behavioral science, health policy, systems thinking, and interprofessional public health education. Within each track, students complete 18 additional credits of courses within defined areas of specialization which prepares them for public health careers in community health, environmental health or health care management. As a capstone experience, students complete a 4-credit, 200-hour Applied Learning Experience (I and II) practicum at a community practice site. The purpose of this experience is to allow students to employ newly acquired skills and knowledge to a current public health problem in a public health setting. The program at West Chester University is 46-credit hour MPH degree.

The Department of Health and the MPH Program provides a legacy of commitment to public health, combined with accessible, affordable graduate educational opportunities and excellent resources and services. Students benefit from the vast wealth of educational experience that the public health faculty provides in addition to the ongoing interaction with the community.

### **Mission Statement and Core Values of the Master of Public Health Program**

#### **MPH Program Mission**

The mission of the MPH Program in the Department of Health is to enable students to develop skills and apply knowledge from multiple disciplines for the promotion and protection of health in human populations and to serve as effective practitioners and leaders in the fields of community health, health care management and environmental health.

#### **Core Values of MPH Program**

The core values of the Master of Public Health (MPH) program are shaped by the following two interrelated convictions:

Health is central to human existence, as it impacts both the quality and quantity of life of all individuals. Public health is vital for enhancing the health of individuals and their communities.

To promote the health of individuals and communities, all public health professionals (students, staff, faculty, and others affiliated with the program) are invited to adopt and further the following core values:

- Seeking and sharing knowledge and wisdom.
- Lifelong learning for self and others.
- Taking responsibility for one's actions.
- Ensuring the highest personal and professional integrity.
- Cultivating deep compassion for those suffering from ill health.

- Committing to and supporting diversity of individuals, views, programs, and institutions.
- Respecting, always, human dignity and human rights.
- Promoting social justice and justice for all.

We believe the cultivation and practice of these personal and professional values translates into the following for our MPH Program:

- An academic model that values the integration of the scholarship of teaching, research, and community service.
- A commitment to student-centered learning.
- Shared governance of every aspect of the program.
- A learning environment characterized by objective, evidence-based knowledge.
- Meaningful, active experiential learning and community service.
- Collaboration and mentoring not only among the faculty but also between the faculty and our students.
- A global public health view.
- An engaged, seriousness of purpose to improve the health of individuals and the communities in which they live.

### **Council on Education for Public Health (CEPH) Accreditation**

The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and certain public health programs offered in settings other than schools of public health. These schools and programs prepare students for entry into careers in public health. The primary professional degree is the Master of Public Health (MPH) but other master and doctoral degrees are offered as well. (CEPH, 2007)

#### **Specific Objectives of CEPH:**

The goal of the Council is "to enhance health in human populations through organized community effort." The Council's focus is the improvement of health through the assurance of professional personnel who are able to identify, prevent and solve community health problems.

#### **The Council's objectives are:**

- 1) to promote quality in public health education through a continuing process of self-evaluation by the schools and programs that seek accreditation;
- 2) to assure the public that institutions offering graduate instruction in public health have been evaluated and judged to meet standards essential for the conduct of such educational programs;
- 3) to encourage - through periodic review, consultation, research, publications, and other means improvements in the quality of education for public health. (CEPH, 2007)

### **Certification in Public Health (CPH) Through the National Board of Public Health Examiners (NBPHE)**

The NBPHE was established in September 2005 as an independent organization, to ensure that students and graduates from schools and programs of public health accredited by the Council on Education of Public Health (CEPH) have mastered the knowledge and skills relevant to contemporary public health. Students of CEPH-accredited schools and programs are eligible to sit for the CPH exam. The Certification in Public Health is the only credential of its kind for public health that demonstrates not only student's knowledge of key public health sciences, but also the student's commitment to the field through continuing education focused on emerging and established public health issues. For more information about the CPH Exam, please contact your academic advisor or visit the NBPHE's website ([nbphe.org](http://nbphe.org)).

### **Certified Health Education Specialist (CHES) (MCHES) Through the National Commission for Health Education Credentialing (NCHEC)**

Health educators are professionals who design, conduct and evaluate activities that help improve the health of all people. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, universities and government agencies. Health educators are employed under a range of job titles such as patient educators, health education teachers, health coaches, community organizers, public health educators, and health program managers. Certified Health Education Specialists (CHES) (MCHES) are those who have met the standards of competence established by the National Commission for Health Education Credentialing Inc. (NCHEC) and have successfully passed the CHES or MCHES examination. The CHES or MCHES designation after a health educator's name is one indication of professional competency and commitment to continued professional development.

Students in the Community Health Track are eligible for the CHES or MCHES Exam as the required courses for this track prepares students for these exams. Students from other tracks may be eligible for these exams if they take the required community health courses to prepare for the exams. For more information about the CHES or MCHES Exam, please ask a Community Health Track Advisor or visit the National Commission for Health Education Credentialing website ([nchech.org](http://nchech.org)).



## **MPH PROGRAM POLICIES**

### **Undergraduate Preparation**

MPH Program draws a variety of students representing a wide array of health and non-health related undergraduate majors. The minimum requirements for the graduate program include:

**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 the instructor for HEA526 Biostatistics for Public Health Dr. Ramona Stone – rstone@wcupa.edu). 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 the course instructor for HEA526 Biostatistics for Public Health 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 or the Statistics Competency Examination score is needed by submitting a copy of a transcript or score to the Office of Graduate Studies.

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.

**Computer Literacy:** All students should be computer literate and be able to access the university email system, My WCU and Desire to Learn – Daylight (D2L - Daylight). Students should be proficient in Microsoft Word, PowerPoint, and Excel.

**All students should have an undergraduate cumulative GPA of 2.80.**

### **Recommendations for the Environmental Health Track/Undergraduate Preparation**

MPH Environmental Health Track candidates should preferably have an undergraduate degree in a science, engineering, or public health field. Others willing to take basic coursework in the sciences are also invited to apply. We seek applicants with an undergraduate background that includes a year of biology and chemistry with labs, including courses in microbiology and organic chemistry; and a basic statistics course. A broad familiarity with environmental health science is a distinct advantage.

### **The MPH Application Process**

1. Applicants must have a baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country.
2. A minimum 2.80 undergraduate GPA is required for admission. Provisional acceptance may be possible under some circumstances for applicants who do not meet this standard.
3. The Dean of the Graduate School and Extended Education must give official acceptance. Only written notice from the Dean constitutes approval of admission, not correspondence with a department or an individual faculty member.
4. Space must be available in the program.
5. Requirements to resolve academic deficiencies are to be met prior to registering for graduate courses. Individual departments may have more rigorous requirements.

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

**Note:** Graduate admission decisions are made using a variety of criteria including the undergraduate grade point average, letters of reference and an applicant's goal statement. Individuals who have questions about their admissibility are encouraged to contact The Graduate School or the MPH Program Director.

### **Provisional Admission Status**

An applicant who has academic deficiencies may be granted provisional status. The MPH Program Director, Track Coordinators and Faculty Advisors will specify course work which must be taken to remove such deficiencies and which might not be credited to degree requirements including, if necessary, undergraduate prerequisites. **Admission to degree study does not constitute admission to degree candidacy. After a student has satisfactorily fulfilled certain course requirements specified in the degree program and has completed 12 to 15 semester hours of work, the student must apply for admission to Degree Candidacy.**

### **Track Change in the MPH Program**

Students may decide to change their track status after the start of the program. All students will need to complete the MPH core courses, regardless of current track status. If students decide to change tracks, it should be done early in the program before completing a number of required courses in the student's original track. Students will need to meet with an advisor in the new track to ensure a smooth transition from the current track to the new track. It is important to note that required courses in the current track may not fit the requirements of the new track. Additional courses may be needed to meet the requirements of the new track. **To make the track change official, students will need to complete an online form found under The Graduate School Forms section on The Graduate School's website ([Change Degree Program](#)).** Students need to enter the name of their current track and the name of the new track. The online form is submitted directly to The Graduate School. In addition to completing this form, the

student will need to notify the MPH Program Director (through email) of plans to change track status so a new track-specific advisor may be assigned.

### **Non-Degree Students**

Students often begin their graduate college careers by enrolling in courses in non-degree status for personal and professional growth. Students may enroll in graduate-level courses on a non-degree basis after having earned a baccalaureate degree from a regionally accredited institution. "Non-degree" is an academic term for "not formally accepted into a degree program."

Non-degree students may schedule up to nine credits of coursework on a non-matriculated basis and may be permitted to take a workshop or other noncredit-bearing class. Non-degree students are permitted to enroll in any graduate course in which they possess the necessary prerequisite coursework and/or can demonstrate, prior to enrollment, minimum performance competencies. Non-degree students may also be required to seek permission from the instructor. Students enrolling in courses under this policy are expected to meet the minimum GPA required for graduate work and are encouraged to seek the academic guidance of the graduate coordinator in their intended discipline. Completing courses on a non-degree basis does not guarantee admission, and credits earned may not necessarily be applied to a degree program at a later date. Non-degree students are not eligible to receive financial aid. Additional coursework may be taken only after the student has applied and been accepted as a matriculated student into one of the categories described above. Students taking only special courses, such as workshops, are the exception to this rule. Students should begin the formal application process immediately after they have decided to pursue a graduate degree at West Chester University.

For additional information, contact The Graduate School at 610-436-2943 or [gradschool@wcupa.edu](mailto:gradschool@wcupa.edu).

### **Full Time and Part Time Student Status**

Students can enter the program with part-time (2-year plan) or full-time (3-year plan) status. Students who maintain part-time status are registered for 3-6 credits per semester. Students who maintain full time status are registered for 9-12 credits per semester. To maintain financial aid status, students are required to register for a minimum of 6 credits per fall/spring semester.

### **Graduate Transfer Credit**

Credits earned through previous graduate study at another college or university may transfer credit under certain circumstances. Application forms for transfer of credit may be obtained on The Graduate School Forms section on The Graduate School website (**Transfer of Graduate Credit Request**). The following conditions are the minimum requirements for acceptance of transfer credit:

1. The credits must have been earned at an accredited graduate school.
2. The courses taken must be approved by the department or program in which the applicant intends to enroll at West Chester University and by the Dean of the Graduate School.
3. The maximum number of credits number of transfer credits that may be applied to a student's degree/program shall not exceed 30 percent of the total required.
4. The grade earned for courses to be transferred must be B or better.

5. An official transcript and a course catalog description or syllabus must be submitted. Transcripts must be sent directly to the Office of Graduate Studies by the institution that granted the credits, and they must clearly indicate that the courses to be transferred are graduate courses for which graduate credit was given.
6. Current WCU students who wish to take course work at other institutions for credit at West Chester University must obtain approval from their chairperson or graduate coordinator and the Dean of Graduate Studies prior to enrollment.

**Important Note:** Up to twelve (12) semester hours of graduate credit from other MPH Programs may be transferred for credit toward the MPH core and/or track courses at West Chester University. The acceptance of transfer credit is based on review and approval by the MPH Program Director and Track Coordinators. Only grades of “B” or better will be accepted for transfer. Transfer credit must carry a letter or numerical grade of “B” or better and cannot be a pass/fail course.

### **Time Limitation for MPH Program Completion**

All requirements for the master’s degree including course work and the Applied Learning Experience I and II must be completed within six years of admission into the MPH Program. It is important to note that MPH Track advising sheets offer two 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.

### **Degree Candidacy**

Degree candidacy application must be made immediately upon completion of 12-15 semester hours of course work. To be eligible for degree candidacy, students must have a cumulative GPA of 3.0. The forms are available on line or through the Office of Graduate Studies. Completed forms must be submitted to the Graduate School for processing and not to the Department of Health.

1. Every student must file an online application for admission to degree candidacy with the Dean of The Graduate School. The online form is available to complete and submit on the Graduate School’s website ([\*\*Degree Candidacy Application\*\*](#)).
2. When the application has been evaluated by the department concerned and by the Dean of The Graduate School, a letter of acceptance or rejection will be sent to the student.
3. Upon notice of acceptance, degree candidates must confer with their advisors to continue with their previously established program of study.

### **Leave of Absence**

Students in a degree program who will not be registering for course work during the fall or spring semesters should either schedule GSR 799 (Continuous Registration) or file a request for a leave of absence with The Graduate School. The request should be filed in advance of the semester in which course work is halted. Approved leaves of absence do not release the student from the six-year time limitation stipulated for the completion of degree requirements.

## **Leave of Absence (LOA)**

- a. Students wishing to be excused from the enrollment policy due to extenuating circumstances must file a formal online request for a Leave of Absence. Forms are available on [The Graduate School](#) website (**Leave of Absence**).
- b. A Leave of Absence is not guaranteed, and students must request the LOA before the start of the semester in which the leave is requested.

## **Academic Advisement**

Upon admission to the program, each student is assigned an academic adviser based upon the student's track selection. Academic advisors post office hours on their office doors. During advisement periods, students are encouraged to meet with their assigned advisor by scheduling advising appointments. Students are also encouraged to meet with their academic advisors on a regular basis to help develop program plans to meet the requirements for graduation. Advisors are also available for general assistance to students during their time in the program. Students are responsible for meeting all deadlines, such as filing applications for degree candidacy and graduation through The Graduate School.

**Advising Sheets for MPH Program Tracks:** Each MPH Track has an advising sheet that list the required core and track courses. Additionally, each sheet contains recommended course sequences to complete the program as a full or part time student. The course sequences are recommended in the designated format to enable students to complete courses with prerequisite requirements for Applied Learning Experience I and II. Students who begin course work in spring and summer semesters will need to adjust their course schedules to meet program requirements. It is the student's responsibility to check with their academic advisors to ensure that courses are scheduled in appropriate sequence for successful completion of course work. Advising sheets for each track are available on the MPH's webpage or through the student's assigned academic advisor.

**Advisor Availability:** It is important to note that advisors are available during the fall and spring semesters. During the summer, many advisors are not on campus. It is recommended that students meet with advisors during the fall/spring semesters to resolve advising issues as students should not expect quick responses to questions when advisors are not readily available during the summer months.

## **Graduate Grading System**

The following grading system applies to graduate students:

### **Grade Definitions**

<b>Grade</b>	<b>Quality Points</b>	<b>Interpretation</b>
A	4.00	Superior graduate attainment
A-	3.67	
B+	3.33	
B	3.00	Satisfactory graduate attainment
B-	2.67	
C+	2.33	
C	2.00	Attainment below graduate expectations
C-	1.67	
F	0	
Z	0	Failure
IP		In Progress
NG		No Grade
W		Withdrawal
Y		Administrative Withdrawal
AU		Audit
M		Military Withdrawal
Grading System Grad		

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

- IP (In Progress) is given to indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports); see "Removing 'In Progress' Designation."
- NG (No Grade) is given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the instructor; see "Removing 'No Grade' Designation."
- W (Withdrawal) is given when a student withdraws from a course between the end of the first and the end of the ninth-class week of the semester or the equivalent in summer sessions.
- Y (Administrative Withdrawal) is given under appeal when there are nonacademic mitigating circumstances, and there is documentation that the student never, in fact, attended class.
- M (Military Withdrawal) In accordance with PA House Bill No. 1460: A grade of "M" will be given for military students and spouses who have to withdraw due to military obligation. PA National Guard and other reserve components called to active duty (for reasons other than for training) and their spouses will receive a grade of M when unable to complete classes due to activation for military obligations. Students are required to notify the Registrar's Office to receive a non-punitive M grade and will be required to provide appropriate documentation.

- Z Grade A grade received when a student stops attending a course and fails to officially withdraw from it. The grade is counted the same way that an F would count toward the cumulative average and Academic Standing. The grade assigned to the student must reflect the percentage equivalent of the plus, minus, and straight grades earned in a course.

### **Removing the "In Progress" Grade Designation**

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

### **Removing "No Grade" Designation**

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

### **Grade Change Policy and Grade Appeal Policy**

**Grade Change Policy:** Course grades are awarded by the professor of record and reported to the university registrar. These grades, other than NG or IP, are considered final, but may be changed at the discretion of the faculty member within 9 weeks from the start of the subsequent Fall or Spring semester. Any change submitted after that date requires approval of the Provost or their designee. Appropriate justifications for changing a final course grade include, but are *not limited* to: (1) computational error, (2) completion of course work missed during the semester, or (3) other.

**Grade Appeals Policy:** The Grade Appeals Policy applies only to questions of student evaluation. Since appeals involve questions of judgment, the Grade Appeals Board will not recommend that a grade be revised in the student's favor unless there is clear evidence that the final grade awarded for the class was based on prejudiced or capricious judgment, or was inconsistent with official University policy. Please refer to the [Academic Integrity Policy](#) for cases where the grade appeal involves a grade given for academic dishonesty. Grades are awarded by the faculty member of record and can only be changed by said faculty member unless the Provost directs otherwise following the procedure found in the Graduate Catalog. Contact the MPH Program Director for assistance with the Grade Appeal process.

### **Course Repeat Policy**

Graduate students may repeat up to two courses, which are being applied to their degree. Courses may be repeated only once. Both grades earned for a course will remain on the student's record; however, the most recent grade (whether it is higher or lower) will be used in the GPA calculation. This policy also applies to courses taken at the undergraduate level and applied to the graduate degree or certificate or teacher certification program, or taken as a prerequisite for the program.

### **Academic Good Standing**

**Students must maintain a 3.00 cumulative average to remain in good standing in the MPH Program.**

### **Application for Graduation**

Each candidate for a graduate degree must apply to graduate on [myWCU](#). An automatic fee of \$99 will be added to their account. The following are deadline dates for applying to graduate:

- May graduation - February 1
- August graduation - June 1
- December graduation - October 1

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 the Graduate School at [gradschool@wcupa.edu](mailto:gradschool@wcupa.edu) for additional information about graduation policies.

**Important Information - August Graduation:** Students who complete course requirements in the summer will be eligible to walk in the December Graduation Ceremony. When students officially graduate in August (with successful completion of degree requirements) and participate in the December Graduation Ceremony, the final graduation clearance occurs in September and diplomas are issued at that time.

### **Academic Probation/Dismissal**

Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation, they will be dismissed. Graduate students earning a cumulative GPA of 2.00 or lower will be dismissed from their graduate program without a probationary period. Graduate students admitted provisionally who fail to meet the provisions of admission are subject to dismissal.

A graduate student earning an F grade in any course will be dismissed. Departments/programs reserve the right to establish an official policy in which students are not dismissed for an F grade. An F earned at West Chester University may not be made up at another institution of higher learning for the same course.

Students dismissed from the university may apply for re-admission. Courses taken prior to the dismissal may be applied to a subsequent program with departmental consent. The original program reserves the right to refuse to re-admit the student.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic standing, 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.

To be eligible to receive a graduate certificate or degree, graduate students must complete all requisite courses and credits with a minimum cumulative GPA of 3.00.



Graduate students on academic probation are not eligible for graduate assistantships. 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.

### **Academic Integrity Policy**

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

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

First, the instructor has both the right and responsibility to demand academic honesty if a student is to remain in good standing in the course and is to be evaluated fairly by the instructor. A grade certifies both knowledge and a standard of academic integrity. It is essential that the instructor retain the right to set the minimum academic penalty for academic dishonesty in a course, subject to the appeal rights of a student.

Second, cheating is not just a matter between an instructor and student in a specific course. While it is the right and duty of the instructor to set minimum penalties for dishonesty in a particular course, the University is responsible for the minimum standards of academic integrity and achievement on which degrees are based. It is the University that permits students to remain members of the academic community and finally certifies that students have attained sufficient academic credit and exhibited acceptable standards of conduct to entitle them to a degree.

Third, students accused of academic dishonesty have the right to have their case heard in a fair and impartial manner, with all the safeguards available within the bounds of due process.

### **Violations of Academic Integrity**

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

1. Plagiarism: Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work.
2. Fabrication: Fabrication is the use of invented information or the falsification of research, information, citations, or other findings.
3. Cheating: Cheating is an act or an attempted act of deception by which a student seeks to misrepresent their mastery of the information or skills being assessed. It includes, but is not limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
4. Academic Misconduct: Academic misconduct includes, but is not limited to, other academically dishonest acts such as tampering with grades; or taking part in obtaining or distributing any part of a test that has not yet been administered; or disrupting or interfering with the ability of others to complete academic assignments. It also includes violations of the Student Code of Conduct, as they relate to the academic environment.

5. **Facilitating Academic Dishonesty:** Facilitating academic dishonesty includes helping or attempting to help another to commit an act of academic dishonesty.
6. **Breach of Standards of Professional Ethics:** In certain degree programs, students will be instructed on and provided with that particular profession's code of ethics (e.g., the American Nurses Association Code for Nurses). Under some circumstances, if a student is found to have violated that professional code, that violation may be considered a breach of the Academic Integrity Policy.

### **Procedures for Handling Cases**

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

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

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

The faculty member fills out and forwards a copy of the Report of Violation of Academic Integrity, together with any additional supporting documentation, to their department chairperson. In departments that have a departmental Academic Integrity Board, the faculty member will forward the information to the departmental board. The department chair (or chair of the departmental board) will forward the information to the Dean of The Graduate School. If the faculty member is the department chair and there is no departmental board, the report will be sent directly to the Dean of The Graduate School.

The report includes:

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

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

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

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

## **Penalties**

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

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

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

Whatever the penalty, the report describing the incident and recording the decision will be kept by the Dean of The Graduate School until the student has graduated and the degree has been awarded. Individual departments may establish a "zero tolerance" policy for their majors. Students must be clearly informed of such a policy by those departments.

The purpose of this record keeping is to ensure that students who violate the University's student Academic Integrity Policy a second time are dealt with appropriately. A second violation will result in automatic expulsion from the University.

## **Campus WCU Email Communications, MyWCU and Desire To Learn -Daylight (D2L)**

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

**MyWCU:** MyWCU is a computerized service that allows students to register for courses, access transcripts and advising information along with computerized access to library services and other services. Graduate students have to be accepted into the MPH Program as fully matriculated (with payment of admission fees) to access MyWCU. Students will need to establish a user name and password to access MyWCU.

**Desire to Learn – Daylight System (D2L - Daylight):** The D2L – Daylight System is a family of software applications designed to enhance teaching and learning. Intuitive and easy-to-use for instructors and students, the D2L -Daylight System helps instructors to build course materials online and engage with students in an interactive way. At WCU, students can access their courses on D2L – Daylight for course syllabi, course notes and outlines, activities, discussion boards, course announcements, course evaluations and other course support materials. Each instructor provides the material that is appropriate for their courses on D2L- Daylight.

# GRADUATE CERTIFICATE PROGRAMS

## **Purpose of Graduate Certificates**

The graduate certificates in the Department of Health allows students (with a bachelor's degree) to explore an area of interest in public health or build on current skills. Students do not have to be enrolled in the MPH Program to complete a certificate. Students will need to be admitted into the certificate program by going through the admissions process. If students decide to enroll in the MPH Program, they may apply the certificate credits to the MPH degree (applies to the Health Care Management Track). These applied credits will need to meet the MPH academic requirements and certificate students will then need to apply for the MPH Program. Students currently enrolled in the MPH Program can take additional courses beyond their required track courses to earn a certificate. MPH students will need to apply for the certificate program.

When the certificate is completed the certificate designation will appear on the student's transcript. Many students in the MPH Program have interests in more than one track and the addition of a certificate allows students to add to their skills and competencies in public health. For more information on the application process for certificate programs, please ask your advisor or refer to the Graduate Catalog at the university website ([wcupa.edu](http://wcupa.edu)). Below are graduate certificate programs offered in the Department of Health and other relevant graduate certificate programs offered across the university.

## **Department of Health Graduate Certificate Programs:**

**Graduate Certificate in Health Care Management:** The Graduate Certificate in Health Care Management provides health care professionals an opportunity to expand their knowledge of health care administrative issues. An accelerated format is available for many of the courses so the certificate can possibly be earned in three semesters or less and all certificate courses can be completed 100% online. For more information, contact certificate Dr. Harry Holt, 610-436-2124 or [hholt@wcupa.edu](mailto:hholt@wcupa.edu).

**Graduate Certificate in Integrative Health:** The Graduate Certificate in Integrative Health is designed for healthcare professionals desiring graduate study of evidence-based integrated approaches to health promotion, disease prevention, and treatment. Please note that this certificate is not designed to prepare practitioners in any given modality. For more information, contact certificate graduate coordinator Dr. Donald McCown, 610-436-2267 or [dmccown@wcupa.edu](mailto:dmccown@wcupa.edu).

**Graduate Certificate in Applied Mindfulness:** The Graduate Certificate in Applied Mindfulness is designed to offer professionals the training to achieve basic competence in the development<sup>[1]</sup> and delivery of mindfulness-based programs in health care, mental healthcare, education, and other disciplines. The program of study equips and encourages students to incorporate mindfulness practices into their personal and professional lives. In this 12-credit program, three core courses focus on developing a useful background in the science and theory of contemporary mindfulness-based interventions, and training the professional in the four essential skill sets required for applied mindfulness curriculum development, delivery, and refinement. As a capstone, a teaching practicum provides opportunity for practice and integration of the essential concepts and skills to shape and integrate a committed professional identity and practice. For more information, contact certificate graduate coordinator Dr. Donald McCown, 610-436-2267 or [dmccown@wcupa.edu](mailto:dmccown@wcupa.edu).

## **Graduate Certificate Programs Outside the Department:**

**Graduate Certificate in Gerontology:** The interdisciplinary Graduate Certificate in Gerontology is an ideal program for professionals seeking training in the field of gerontology. The 12-credit interdisciplinary curriculum includes courses taught by expert faculty from social work, nursing, health, nutrition, kinesiology and other fields. Faculty research interests in gerontology include: end of life care, dementia care, caregiver burden, housing, health equity and disparity, resilience, elder abuse and depression in older adults. This certificate can be completed 100% online. For more information, visit the certificate [website](#) or contact Dr. Angela Lavery, certificate graduate coordinator and Associate Professor in the Department of Graduate Social Work at 610-738-0341 or [alavery@wcupa.edu](mailto:alavery@wcupa.edu).

**Graduate Certificate in Urban and Regional Planning:** The Department of Geography and Planning offers a certificate program in Urban and Regional Planning that consists of six courses. Urban and Regional Planning is a creative way to influence the future of regions, cities and neighborhoods. Professional planners use a variety of tools and techniques to design communities that are equitable and sustainable. This certificate program provides graduate-level instruction on the major areas of planning. For more information, visit their [website](#).

**Graduate Certificate in Geographic Information Systems (GIS) or Online Certificate in GIS:** The Department of Geography and Planning offers a certificate program in Geographic Information Systems (GIS) that consists of four courses. Geographic Information System (GIS) and Global Positioning System (GPS) technologies have become prominent workplace tools used widely in public and private sectors. This certificate program will provide graduate-level instruction on their use. West Chester University now offers an on-line option for students wishing to earn a Certificate in GIS through distance education. The online GIS Certificate offers the same curriculum and is taught by the same faculty who teach in-class courses. For more information, visit their [website](#).

## **TUITION, FEES, FINANCIAL AID AND GRADUATE ASSISTANTSHIPS**

### **Tuition and Fees**

For the purposes of assessing tuition and fees, part time students are enrolled in nine (9) or less credits. Full time students are those who are enrolled in nine (9) or more credits during fall and spring semesters. Graduate students enrolled for more than fifteen (15) credits per semester are charged additional fees for every credit over 15. In state residents' tuition and fees are lower than out of state residents' tuition and fees. For up-to-date information on tuition and fees at any given time, contact the [Office of the Bursar](#) (610-436-2552) or [Office of Financial Aid](#).

### **Financial Aid**

The purpose of financial aid at West Chester University is to provide financial assistance and counseling to students who can benefit from further education, but who cannot obtain it without such assistance. Financial assistance consists of gift aid in the form of scholarships or grants and self-help aid in the form of employment or loans. The main responsibility for meeting educational expenses rests with students. Financial aid is a supplement to family contributions and is to be used for educational expenses. Eligibility for financial aid, with the exception of some assistantships and scholarships, is based on demonstrated financial need. Family income, assets, and family size influence the demonstrated financial need of the student. Direct questions concerning financial aid to the [Office of Financial Aid](#). The Department of Health has a limited number of scholarships or awards. The availability of awards varies by emphasis area.

## Course Withdrawal/Change in Enrollment Status and Financial Aid

Students who officially withdraw or change their enrollment status may be entitled to a refund of certain fees, in accordance with University policy (see "[Refund Information](#)" section). If the student has been awarded financial aid for the semester in which the withdrawal or enrollment change occurs, a portion of the refund will be returned to financial aid program funds. When funding is returned, the student may owe a debit balance to the University. The student should contact the [Office of the Bursar](#) to make arrangements to pay the balance.

Financial aid refunds due to withdrawals or enrollment changes are processed in accordance with federal, state, and awarding agency guidelines and regulations. A student considering withdrawal or an enrollment status change should consult the [Office of Financial Aid](#) to determine the impact of that action on current and future financial aid. To submit an online course withdrawal form, please visit your myWCU page.

## Graduate Assistantships

The Department of Health receives a large number of requests for graduate assistantships. We have a very limited number of graduate assistant positions. We ask that students follow the procedure outlined below during the application and decision process for graduate assistantships. When positions are filled in the Department of Health, we will no longer have openings for that particular academic year. When positions are filled in the Department of Health, students interested in pursuing a graduate assistantship are encouraged to contact The Graduate School for additional opportunities in other departments.

To be eligible to receive a graduate assistantship, the student must satisfy the following requirements:

1. Must be a fully matriculated, degree-seeking, graduate student; normally, certification students are not eligible, and provisionally accepted students are not eligible unless the provisions are removed before the semester begins. Exceptions must be approved by the graduate dean.
2. Have a minimum cumulative GPA of 3.0 for current graduate students (if a graduating senior, the undergraduate GPA must be at least 2.8).
3. Must submit a statement of professional goals, two letters of recommendation (using the form provided by the Department of Health).
4. Have applied for a graduate assistantship by April 15 to be eligible for a fall semester assistantship, or by October 15 for a spring semester assistantship. **Complete a Department of Health Graduate Assistant Application found on the MPH website by April 15th for a fall semester assistantship and October 1<sup>st</sup> for a spring semester assistantship.**

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

For maximum consideration for support, applications for the fall semester should be submitted by April 15. Assistantships also are offered by the Academic Programs and Services Division, Residence Life and Housing,

the Academic Computing Center, and other offices. **Available graduate assistantship positions outside the Department of Health across the university are now being posted on the [Twardowski Career Development Center's website](#).** If you have questions about searching for GA positions on their website, please contact the Center for assistance at 610-436-2501.

1. **If you are a current student**, (those with WCU login credentials) must apply for GA positions across the university through [Handshake](#). You must login to view available positions and submit applications through Handshake.
2. **If you are a newly admitted student**, (those without WCU login credentials) can view available GA positions [here](#). You must email your application materials to the contact person listed for the position. PLEASE DO NOT ATTEMPT TO REGISTER FOR HANDSHAKE UNTIL YOU HAVE WCU LOGIN CREDENTIALS.

Information regarding work hours, tuition remission, and stipends for graduate assistantships may be found [www.wcupa.edu/gradassistantships/](http://www.wcupa.edu/gradassistantships/). Maintaining graduate assistantships requires students to demonstrate both satisfactory performance in meeting assigned hours, dates, and responsibilities, as well as good academic standing.

Students awarded graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) or who fail to demonstrate satisfactory job performance will have their assistantships revoked or will not have them renewed. This policy includes grades received for courses taken during summer and winter sessions. Departments may stipulate higher academic standards for maintaining assistantships.

Graduate assistants must schedule for and maintain active enrollment in the appropriate number of graduate credits throughout the terms of their contract. Schedule changes could result in a financial penalty up to and including the full cost of the tuition waiver.

# MPH CURRICULUM

## Overview

The MPH Program curriculum provides students with a strong foundation in the recognized core areas of public health. All students must complete 24 credits of core courses in foundations in public health, epidemiology, biostatistics, environmental health, health care management, research methods, social/behavioral science, health policy, systems thinking, and interprofessional public health education. Within each track, students complete 18 additional credits of courses within defined areas of specialization which prepares them for public health careers in community health, environmental health or health care management. As a capstone experience, students complete a 4-credit, 200-hour Applied Learning Experience (I and II) practicum at a community practice (1 credit in Applied Learning Experience I and 3 credits in Applied Learning Experience II).

The MPH Program offers three elective tracks: **community health, environmental health, and health care management**. Within each elective track there are additional course requirements.

At the end of the program students participate in a practicum completed during **Applied Learning Experience I and II**. This practicum is a planned, supervised and evaluated learning experience. The purpose of ALE I and II is to introduce students to an agency to experience how this agency works on community/public health problems. This practicum allows students to integrate core MPH foundational and track competencies with selected specialties and to employ newly acquired skills and knowledge to a current public health problem in a community setting.

## MPH Course Formats

All courses in the MPH Program that are scheduled for fall and spring semesters are offered in the evenings to accommodate many of our employed students. Many of the summer courses are scheduled during the evening with some courses offered during the day.

**Traditional Course Formats:** Courses offered in the traditional format are scheduled for 15 weeks. Classes meet one day a week for 3 hours. Class times are 4:25pm-7:10pm or 7:15pm-10:00pm, Monday through Thursday. Students should contact their advisors and course instructors for course schedules and times.

**Accelerated Course Formats:** Some track courses are offered in the accelerated format in seven weeks. These classes meet one night a week from 4:25pm-10:00pm, Monday through Thursday. Students should contact their advisors and course instructors for course schedules and times. With careful advising and planning, students who schedule accelerated courses may complete up to three courses a semester with a time commitment of one or two nights during each semester. This course sequence allows students to reduce the time to graduation. These are the benefits of the accelerated format. However, the challenge for students completing these courses is to effectively manage time with the increased hours (outside of class hours) needed to complete projects and assignments in a shorter period of time. It is important to note the instructors who teach in this format have designed these courses to include lectures interspersed with class discussions, group activities, guest speakers, and work sessions for group projects.

**Online Format for the Health Care Management Track:** At this time, the Health Care Management Track courses are presented in the online course format. Students in this track will not be in the



classroom and all of these track courses are completed 100% online. Students in this track can contact the Health Care Management Track Coordinator Dr. Harry Holt (email: [hholt@wcupa.edu](mailto:hholt@wcupa.edu)) for specific details on how these course formats are presented to students.

### **MPH Core Courses Online and In-Class Format**

**MPH Core Courses Online Format:** At this time, all MPH Core courses are offered online. These online courses are open to students enrolled in the Health Care Management Track. Students in other tracks may enroll in these online courses if seats are available after enrollment of the Health Care Management students.

**MPH Core Courses In-Class Format:** At this time, all MPH Core course are offered in the in-class format. These in-class courses are open to students enrolled in the Community Health and Environmental Health Tracks. Students from other tracks may enroll in the in-class courses if seats are available after enrollment of the Community Health and Environmental Health Students.

**Summer and Winter Term Course Formats:** During the summer/winter term semesters the MPH faculty offers elective courses in day and or night formats (8am-5pm or 4pm-11pm with some Saturday hours). A few required core and track courses may also be offered during summer/winter sessions in this format depending on the need for these courses. Students who are employed may need to use vacation time to complete these courses. This condensed format allows students to be immersed in the course and provides time for field trips.

**International Study Abroad Courses:** MPH students have opportunities to participate in study abroad with faculty who offer courses with a public health emphasis in Mexico, China, and Africa. Topic areas range from transcultural health to environmental issues. These courses are scheduled throughout the academic year with most opportunities offered during spring and summer semesters.

### **MPH Community Service Requirement**

The MPH Program provides students the opportunity to engage in community service to enable students to cultivate professionalism and conscious responsibility toward the profession along with the goals of public health through service to communities, agencies, underserved populations and organizations. Students will need to complete a Community Service Requirement during their time in the MPH Program. Students will not be eligible for graduation until this requirement is met either through a designated community service course or community service activity within a course. Students can contact their Track Coordinators for track courses that include a community service requirement.

### **Group Projects in MPH Courses**

Many of the courses in the MPH Program incorporate group activities and projects into course assignments. Working as a team is essential in the public health profession. Many instructors design their projects to simulate actual projects and activities that can be found in Departments of Health, non-profit agencies, hospitals and environmental health work sites. Therefore, students are expected to act as professionals during group work. We expect students to work cooperatively, follow group guidelines and policies, adhere to group deadlines, and work as team members in problem solving, crisis management, program planning and evaluation activities.

## **MPH Course Descriptions**

Students should refer to the [Graduate Catalog](#) for a complete listing of course numbers and descriptions of MPH core and track courses.

## **MPH Core Curriculum**

All MPH candidates are required to take the following core courses in order to gain an understanding of 1) the multidimensional factors affecting public health, 2) the organization, financing, delivery, and administration of health services, and 3) methods for monitoring, analyzing, and assessing public health needs:

- HEA503 Foundations in Public Health
- HEA520 Public Health Epidemiology
- HEA526 Biostatistics for Public Health
- ENV530 General Environmental Health
- HEA516 Health Care Management
- HEA605 Utilizing Systems Thinking in Public Health
- HEA615 Policy in Public Health
- HEA632 Social and Behavioral Aspects of Health
- HEA647 Interprofessional Practice in Public Health
- HEA648 Research Methods in Public Health
- HEA649 Applied Learning Experience I (taken in the semester prior to ALE II)
- HEA650 Applied Learning Experience II (taken during the last semester of the program)

## **MPH Program Tracks**

**Students may choose one of the following tracks within the MPH Program: (1) Community Health, (2) Environmental Health, or (3) Health Care Management.**

**Community Health Track:** Rewarding career opportunities are available for graduates of the MPH Community Health Track. Graduates complete the track with knowledge and skills that are adaptable to many settings including: federal and state agencies, voluntary health agencies, hospitals, health maintenance organizations and worksite settings. The terms community health specialist, community health educator, public health educator, health education specialist, health promotion specialist, and health educator are often used to describe the job titles for graduates. It important to note that health educators are rarely in employment situations where only one skill is needed. For more information on this track, visit the Community Health [website](#) or contact Community Health Track Coordinator Dr. Ramona Stone at 610-436-6975 or [rstone@wcupa.edu](mailto:rstone@wcupa.edu). A combination of skills and the ability to work as a member of a team ensures success at working in a number of settings and the following track courses prepares graduates for their future careers and CHES certification:

- HEA531 Community as a Basis for Health
- HEA543 Transcultural Health
- HEA539 Health Promotion Program Planning
- HEA538 Evaluation of Health Programs
- HEA544 Program Administration in Health and Human Service
- HEA645 Global Community Health Promotion

**Environmental Health Track:** The Environmental Health Track prepares students for the technical and professional demands of careers dedicated to the protection of human health and the environment. Graduates of the program work to improve the quality of air, water, soil and food using technology to measure and control pollutants, indoors and outdoors. MPH degree graduates direct multidisciplinary teams of professionals as Environmental Health Managers. At all levels, the program embraces the broad environmental ethic of sustainability through human cooperation with nature, including basic rights to a safe home and workplace; clean water supplies for human consumption, recreation and wildlife; safe and available food supply; waste and energy management; and careful resource management for the future. For more information on this track, visit the Environmental Health [website](#) or contact Environmental Track Coordinator: Dr. Neha Sunger, 610-436-2289 or email: [nsunger@wcupa.edu](mailto:nsunger@wcupa.edu) Courses for this track are the following:

- ENV524 Industrial Hygiene
- ENV545 Risk Assessment
- ENV547 or ENV447 Environmental Regulations
- ENV551 or ENV451 Environmental Toxicology
- Pick any 2 courses from the following ENV electives:
  - ENV533 Water Quality and Health
  - ENV581 Solid/Haz. waste management
  - ENV553 Occupational Health
  - ENV581 Global Climate Change - workshop course

**Health Care Management Track:** Health administrators are charged with coordinating a wide variety of activities crucial to the effective and efficient delivery of health services and programs. In general, the job of the health administrator is to plan, organize, coordinate, and supervise the delivery of services within a wide range of health care organizations, including hospitals, mental health clinics, long-term care facilities, rehabilitation centers, managed care organizations, and multidisciplinary physician groups. The responsibilities of a health administrator take place in an environment influenced by many regulations and political forces. Consequently, a thorough understanding of the factors influencing health policy is crucial to effective health administration. For more information of this track, visit the Health Care Management [website](#) or contact the Health Care Management Track Coordinator, Dr. Harry Holt at 610-436-2124 or [hholt@wcupa.edu](mailto:hholt@wcupa.edu). Courses for this track are the following:

HEA513 Legal Aspects of Health Care  
HEA514 Approaches to Health Care Delivery  
HEA612 Health Care Financial Analysis and Management  
HEA613 Advocacy and Quality of Health Care Services  
HEA614 Health Care Technology and Information Management  
HEA616 Strategic Leadership in Health Care

# COMPETENCIES AND OBJECTIVES IN THE MPH PROGRAM

## Foundational Competencies in the MPH Program

MPH Foundational Competencies define what a successful student in the Master of Public Health program in the Department of Health at West Chester University should know and be able to do upon completion of the MPH core and track courses. The MPH Program has a set of competencies for the core courses and the program tracks. Students should become familiar with the core foundational and track competencies as these competencies provide the foundation for professional standards in the MPH Program.

**All students regardless of their elective tracks need to meet the following MPH Foundational Competencies. MPH Foundational Competencies are addressed in MPH Core Courses**

DOMAINS	MPH FOUNDATIONAL COMPETENCIES
<b>Evidence-based Approaches to Public Health</b>	1. Apply epidemiological methods to the breadth of settings and situations in public health practice 2. Select quantitative and qualitative data collection methods appropriate for a given public health context 3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate 4. Interpret results of data analysis for public health research, policy or practice
<b>Public Health &amp; Health Care Systems</b>	5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings 6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
<b>Planning and Management to Promote Health</b>	7. Assess population needs, assets and capacities that affect communities' health 8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs 9. Design a population-based policy, program, project or intervention 10. Explain basic principles and tools of budget and resource management 11. Select methods to evaluate public health programs Policy in Public Health
<b>Policy and Public Health</b>	12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence 13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes 14. Advocate for political, social or economic policies and programs that will improve health in diverse populations 15. Evaluate policies for their impact on public health and health equity
<b>Leadership</b>	16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making 17. Apply negotiation and mediation skills to address organizational or community challenges
<b>Communication</b>	18. Select communication strategies for different audiences and sectors 19. Communicate audience-appropriate public health content, both in writing and through oral presentation 20. Describe the importance of cultural competence in communicating public health content
<b>Interprofessional Practice</b>	21. Perform effectively on interprofessional teams
<b>Systems Thinking</b>	22. Apply systems thinking tools to a public health issue

## **Foundational in Public Health Objectives**

**HEA503 Foundations in Public Health** is a required course for all MPH students to **meet the Council on Education for Public Health (CEPH) Accreditation Criteria D1: MPH & DrPH Foundational Public Health Knowledge**. The MPH Program ensures that all MPH graduates are grounded in foundational public health knowledge. Grounding in foundational public health knowledge is measured by the student's achievement of the learning objectives listed below. The following objectives are addressed in this course:

### **Profession & Science of Public Health**

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

### **Factors Related to Human Health**

7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (eg, One Health)

## **MPH Program Track Competencies**

To meet the needs of the individual elective track areas, each elective track has its own set of competencies. These competences have been adapted from each elective track's professional affiliations.

**Community Health Track Competencies:** Upon completion of the Community Health Track, graduates will be able to:

1. Design an implementation plan for a health education/health promotion program to address a public health issue.
2. Develop community asset map utilizing community based participatory action research (CBPAR).
3. Develop an evaluation plan for assessing the effectiveness of a health education/health promotion program.
4. Prepare a proposal for funding for a health education/health promotion program.
5. Prepare a budget for a health education/health promotion program.

**Health Care Management Track Competencies:** Upon completion of the Health Care Management Track, graduates will be able to:

1. Engage in activities that are relevant and address current trends and issues of health care management.
2. Identify external and internal pressures affecting administrators' functions and their role in organizational politics, resource allocation decisions, and other critical issues.
3. Demonstrate the widespread applicability of management theory to diverse types of health services organizations and health systems.
4. Apply health care management terminology and concepts to enhance professional development and lifelong learning.
5. Analyze health care regulations and legal requirements for health care operations and financial sustainability of health care organizations.
6. Leveraging the use of information technology to improve the patient experience and outcomes.

**Environmental Health Track Competencies:** Upon completion of the Environmental Health Track, graduates will be able to:

1. Identify illness and injury causing agents in workplaces, residences, health care facilities and other institutions, and the outdoor environment.
2. Measure biological, chemical and physical disease agents in any environment and assess compliance with environmental regulations and professional standards.
3. Analyze, interpret and evaluate toxicological, epidemiological and environmental exposure data.
4. Quantitatively assess risk using mathematical models.
5. Communicate risk information to the populations they serve.

# **APPLIED LEARNING EXPERIENCE I AND II THE MPH PRACTICUM AND CULMINATING ACTIVITY**

## **Overview**

The **Applied Learning Experience I and II (ALE I and II)** is the applied practice experience and integrative learning experience culminating activity for the MPH Program. This applied practice experience and integrative learning (culminating experience) are planned, supervised and evaluated learning activities.

The purpose of ALE I and II is to introduce students to an agency to experience how this agency works on community/public health problems. To accomplish this purpose, students are responsible for completing the following assignments during the practicum orientation and practicum on-site experience.

## **HEA649- Applied Learning Experience I – Practicum Preparation**

The purpose of ALE I is to prepare students for ALE II which is the practicum experience. During the **ALE I Practicum Preparation** students select their ALE professional practice site, obtain appropriate site confirmations, select professional practice products and develop an implementation plan for product delivery. Students are required to complete an Agency Interview Reaction Paper, an ALE Agency Report and an ALE Product Selection and Completion Plan. Students meet with an ALE faculty advisor to select and confirm the ALE site. The ALE faculty advisor is responsible for supervision and evaluation of the ALE I assignments.

**ALE I Practicum Preparation Goal:** Before the start of the practicum the student has a confirmed ALE placement. All confirmation forms are completed along with an ALE Product Selection and Completion Plan, an Agency Interview Reaction Paper and an ALE Agency Report.

**Important Note:** No on-site practicum hours are required during the **ALE I Practicum Preparation**. ALE I is scheduled in the semester prior to enrollment in ALE II. MPH course enrollment is allowed during this semester. ALE I and II are completed in consecutive semesters, the last two semesters in the MPH Program.

In addition to supervision from the ALE faculty advisor. ALE I students will work with the **Director of Internship and Practicum Experiences – College of Health Sciences** for the processing of confirmation forms and practicum affiliation agreements. These confirmation forms and affiliation agreements need to be in place before the start of ALE II. The Director of Internship and Practicum Experiences is listed below:

**Director of Internship and Practicum Experiences: Stephanie Kienle, MPH**

Phone: 610-738-3992

Email: [skienle@wcupa.edu](mailto:skienle@wcupa.edu)

Fax: 610-436-2860

Address: Sturzebecker Health Science Center Room 209



### **ALE I - Practicum Preparation Assignments:**

1. **Agency Interview Reaction Paper:** Students will provide a reaction to their interview with the site supervisor and the visit to the agency. Students should address their reasons for selecting the site. Students should also address their expectations of completing their ALE at this site and how this experience will facilitate their professional growth and career development.
2. **ALE Agency Report:** After selection of the practice site, students will be required to complete an agency report that addresses the following topics: history of the agency, the agency's mission, goals and objectives, the structure of the agency, an overview of the Board of Directors (if applicable), a list of successful programs along with current agency challenges, an overview of the agency's budget and funding sources, the geographic service area, the target population served by the agency and a minimum of three interviews with agency staff to examine their roles within the agency.
3. **ALE Product Selection and Completion Plan:** Identification of at least two products with a detailed description of each product, product need in the agency and identification of 3 foundational and 2 track competencies, product completion timeline.
4. **Completion of ALE Placement Confirmation Forms**

### **ALE I Evaluations:**

**ALE I Faculty Advisor Evaluation:** The ALE I Faculty Advisor will evaluate the ALE I assignments and provide a grade for these assignments.

**ALE II Student Evaluations:** Students will evaluate ALE I Orientation experience.

### **HEA650- Applied Learning Experience II – Practicum**

The purpose of the ALE Practicum is to enable students to complete their products and culminating activity (ALE Practicum Portfolio) at a site selected during ALE Practicum Orientation. This ALE Practicum is the development and implementation phase for professional products selected during the ALE Practicum Orientation along with completion of the ALE Practicum Portfolio. This practicum will include a comprehensive and integrated application of student selected MPH foundational and track competencies in the development of professional products and completion of the ALE Practicum Portfolio. Students will be expected to participate in their on-site professional practice activities and will need to commit to 200 on-site hours to complete the practicum. Students are under the supervision of their ALE Site Supervisor during their time at the ALE site.

**ALE II Practicum Goal:** At the end of the practicum, the MPH students will have a professional practice experience that prepares them for their future careers as public health professionals.

**On-Site Hour Requirement:** On-site practicum hours are required during the ALE II Practicum (200 hours). ALE II is scheduled in the last semester of the MPH Program. MPH course enrollment is allowed during this semester. Due to the time needed to complete ALE II onsite hours, a reduced course schedule is recommended when completing ALE II. ALE I and II are completed in consecutive semesters, the last two semesters in the MPH Program.

## **ALE II -Practicum Assignments – ALE Practicum Portfolio**

1. **ALE Product Selection and Completion Plan (ALE I assignment)**
2. **Agency Interview Reaction Paper (ALE I assignment)**
3. **ALE Agency Report (ALE I assignment)**
4. **Student Reflection on Competency Attainment for ALE Practicum Products (ALE II assignment):** Students will provide details on how the development and implementation of their selected products helped them to meet their selected MPH foundational and track competencies.
5. **ALE Practicum Major Project Report (ALE II assignment):** Students are required to complete their Major Project Report during ALE II. This report will provide evidence-based background information for the development of the students' selected ALE products and the role of these products in providing needed public services.
  - Introduction to the Public Health Issue/Problem
  - Literature Review
  - Purpose of the Major Project
  - Project Goals and Objects
  - Project Methods
  - Project Results and Recommendations
  - Project Meets the Mission of the Agency
  - Student reflection on competency attainment for the ALE Major Project Report.
6. **Professional Practice Activities Report (ALE II assignment):** Students are required to spend time at the agency to observe how the site supervisor and coworkers provide their services to the community. Students are required to participate in ongoing PPAs (i.e. attending committee meetings, planning meetings, interaction with clients and onsite work related to the Major Project). In this report, students provide an overview of these activities and how exposure to these activities contributed to their professional growth and development as a public health practitioner.
7. **Completed ALE Product Samples (ALE II assignment):** Product samples are included in the ALE Practicum Portfolio.
8. **ALE Poster (ALE II assignment):** At the end of ALE II, each student will produce a professional poster that summarizes the development and implementation of their selected products. Posters are presented at the end of each semester to faculty, students, and invited community members.

## **Evaluations for ALE II**

- **ALE II Faculty Advisor Evaluation:** The ALE II Faculty Advisor will evaluate the ALE II Portfolio and provide a grade for the ALE II assignments.
- **ALE II Site Supervisor Professional Performance Evaluation:** ALE site supervisor will evaluate student professional performance in the completion of professional products and competency attainment for ALE II
- **ALE II Student Evaluation:** Students will evaluate the site supervisor, ALE faculty advisor and the practicum site.

# GUIDELINES FOR INTERNATIONAL STUDENTS

## Overview

The MPH Program at West Chester University has a very diverse group of students, with many international students from India and various countries throughout South America, Africa and Asia. **The WCU [Center for International Programs](https://www.wcupa.edu/international/) is the main support system for international students at West Chester University. It is important that international students work directly with the Center for International Programs for the issues and concerns with immigration status.** The Chair and Assistant Chair of the Department of Health, the MPH Program Director and Graduate Coordinator, and the MPH Faculty are not able to assist students with processing VISAs, immigration issues, and housing. Please contact the Center for International Programs for assistance at 610-436-3515 or [International@wcupa.edu](mailto:International@wcupa.edu).

**International Student VISAs and Online MPH Tracks (Health Care Management):** The US Department of Homeland Security will not approve Student VISAs for international students planning on enrolling in online degree programs. Therefore, the **MPH Health Care Management Track is not available for enrollment for international students.** International students can apply for admission to the Community Health Track and the Environmental Health Track as these track courses are presented in the on-campus formats.

## Services Offered by the Center for International Programs

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

International students should visit the Center for International Programs' website at: <https://www.wcupa.edu/international/>

## Undergraduate Preparation for International Students

The MPH Program draws a variety of students representing a wide array of health and non-health related undergraduate majors. The minimum requirements for the graduate program include:

**Recommendations for the Environmental Health Track/Undergraduate Preparation:** MPH Environmental Health Track candidates should have an undergraduate degree in a science, engineering

or public health field but others with extensive coursework in the sciences are also invited to apply. We seek applicants with an undergraduate background that includes a year of biology with labs, including microbiology; a year and a half of chemistry with labs, including organic chemistry; math including pre-calculus and a basic statistics course. A broad familiarity with environmental health science is a distinct advantage.

**Computer Literacy:** All students should be computer literate and be able to access the university email system, My WCU and Blackboard. Students should be proficient in Microsoft Word, PowerPoint, and Excel.

**The GRE Exam is not a requirement for admission into the MPH Program.**

**An undergraduate cumulative GPA of 2.80 is needed for admission into the MPH Program.**

### **Admission Procedures for International Students through the Office of Graduate Studies**

All of the information needed for admission into the MPH Program is found under this link on The Graduate School website at:

[https://www.wcupa.edu/\\_admissions/SCH\\_ADM/internationalAdmission.aspx](https://www.wcupa.edu/_admissions/SCH_ADM/internationalAdmission.aspx)

### **Graduate Assistantships for International Students**

If you are interested in being considered for a graduate assistantship, please check the appropriate field on the international application. Additionally, the Department of Health has a Graduate Assistant application that needs to be completed by all MPH students interested in a GA positions in the department. The GA application is posted on the MPH website. Deadlines for this application are posted on the [MPH website](#). For GA positions outside the department across the university, see Graduate Assistantships section on Page 18.

**Maintaining Immigration Status - The Importance of Maintaining Your Immigration Status:** It is important for students and exchange visitors to understand the concept of immigration status and the consequences of violating that status. Being aware of the requirements and possible consequences will make it more likely that you can avoid problems with maintaining your status. Every visa is issued for a particular purpose and for a specific class of visitor. Each visa classification has a set of requirements that the visa holder must follow and maintain. Those who follow the requirements maintain their status and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered “out of status.” Failure to maintain status can result in arrest, and violators may be required to leave the United States. Violation of status also can affect the prospect of readmission to the United States for a period of time. Most people who violate the terms of their status are barred from lawfully returning to the United States for years. A major responsibility of all international students is to maintain their immigration status. **Specific policies for maintaining immigration status are found on the Center for International Studies website.**

**Maintaining immigration status is not difficult, but international students need to be aware of what is required to be considered “in-status.”**

## THE UNIVERSITY AND STUDENT LIFE

### University Libraries

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

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

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

### Sykes Student Union

The Earl F. Sykes Union first opened in 1975 as the community center for West Chester University. A building expansion and major renovations were completed in 1995, providing students with a 102,000-square foot multipurpose facility.

Taken from the Association of College Unions International's 2018 Role of the College Union statement:

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

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

Sykes Union also features 17 rooms accommodating student groups from 4 to 500 for meetings, programs, and events. For information concerning Sykes Student Union, please call the Information Center at 610-436-2984/3360.

### **Student Housing**

West Chester University provides housing facilities for its graduate students on a limited basis for the regular school year and all summer sessions. Graduate students may live in either a North Campus residence hall (that houses predominantly undergraduate students) or in selected units of the South Campus apartment complex. Students in the residence halls must be on the University meal plan; apartment residents have the option of any meal plan offered or no plan at all. North Campus residence hall rooms are all double occupancy; apartments are designed for five occupants in combinations of double and single bedrooms.

The University, through the West Chester University Foundation, also offers other housing options on campus that are referred to as affiliated housing. University Hall, Allegheny Hall, Brandywine Hall, and Commonwealth Hall are suite-style residence halls on North Campus, and The Village and East Village apartments have four-bedroom units located on South Campus. These facilities offer all the same opportunities found in University-owned housing but are managed through an arrangement with University Student Housing, a subsidiary of the WCU Foundation.

Graduate students are expected to abide by all regulations appropriate to their living arrangements. Upon acceptance to graduate study, students may contact the Office of Residence Life and Housing Services for additional information and applications for on-campus housing. Students are encouraged to contact this office as early as possible since the availability of on-campus housing varies based on the time of year that the request is made.

For assistance in locating a dwelling or apartment off campus, students may contact the Office of [Off Campus and Commuter Services](#) (OCCS). OCCS partners with [Places4Students.com](#) to provide a FREE service for all students to use as an effective method of finding roommates and a place to live off campus. The office is located in Sykes Student Union, Rm 238, 610-436-2209. The Office of Residence Life and Housing Services is located in 202 Lawrence Center, 610-436-3307. The University Student Housing Leasing Center is located in Commonwealth Hall, 610-430-4988.

### **Learning Assistance and Resource Center (LARC)**

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

## **Writing Center**

Anyone and everyone comes to the Writing Center! Everyone can improve their writing! West Chester students, grad students, and professors frequently visit the Writing Center for assistance. They come to the center because they know how useful it can be to talk about and get feedback on their writing. Talking with a tutor helps clarify and organize thoughts which will help you become a better writer in the long run.

The WCU Writing Center values *The Right to Our Own Language* by affirming that everyone's language of nurture, and all Englishes, are inherently eloquent and equal. Each of us owns a language that is a legacy from those who loved us. Our language is a testament to where we come from. No language is less than another. This said, the Writing Center also acknowledges that the systemic and intersecting forces of racism, xenophobia, and class prejudice create a present reality of double standards in which some so-called "non-standard" English is disrespected, while other objectively just-as-non-standard English is given a pass. Language prejudice is brazenly and unapologetically used as a justification, both in education and in the workplace, to restrict access to opportunity. Furthermore, language prejudice is inextricably linked to racism and xenophobia so that the way we look often means we can't be heard, regardless of our mastery of the "standard." The Writing Center acknowledges the harm and trauma of language prejudice and systemic racism. Through our tutoring, we seek to disrupt language prejudice, to advocate for the equal value of all language, and to ensure equal access to education.

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

It is important to note that most of the MPH courses are writing intensive. Program planning, needs assessments, research reports, grant proposals, and Applied Learning Experience projects need to be written at a professional level. MPH faculty will expect students experiencing more difficulty with writing skills to utilize the Writing Center. Some MPH faculty will require a staff member of the Writing Center review and critique papers as part of student assignments. To fully benefit from the writing tutor session, it is highly recommended to schedule an appointment in advance to when the paper is due.

## **Student Health Services**

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

Care provided by Student Health Services includes the following:

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



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

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

### **Counseling Services**

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

### **Information Services & Technology Division (IS&T)**

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

### **The WCU Campus Store**

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



valid ID, are accepted. For more information, call 610-436-2242 or visit the website at [www.wcucampusstore.com/](http://www.wcucampusstore.com/).

### **Twardowski Career Development Center**

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

### **Services for Students with Disabilities**

The Office of Services for Students with Disabilities (OSSD) offers services for students with physical and learning disabilities and are located in the Lawrence Center 223. The OSSD is designed to assist students to make a successful transition to the University. We take a proactive stance that encourages students to understand their needs and strengths in order to best advocate for themselves.

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

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

Services provided for students with disabilities include:

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

For more information, visit the [OSSD website](#), call 610-436-2564, or email [ossd@wcupa.edu](mailto:ossd@wcupa.edu).

## **Center for Women and Gender Equity (CWGE)**

Since 1974, we have been celebrating, honoring, and empowering our campus community. We do this through a diverse range of educational programs, resources, and advocacy for all people.

**Mission: The Center for Women and Gender Equity (CWGE)** promotes a campus culture and climate that supports principles of social justice, equity, inclusion, and community. We advocate for a campus community that values the safety, equality, and intellectual advancement of women and historically marginalized groups at West Chester University. CWGE provides education, resources, and advocacy primarily on gender-related issues. We facilitate, sustain, and advance dialogue about how gender intersects with race, ethnicity, class, sexual identity, ability, age, and nationality.

Our mission is accomplished through:

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

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

## **Institute for Women**

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

The Institute sponsors the Graduate Grant, Endowed Book Fund, and other activities to enhance the self-esteem and career success of women at the University. The Institute prepares periodic reports on the status of women at the University and also secures Charlotte W. Newcombe Scholarship Grants for mature second-career women. The Institute for Women offers an annual grant of \$750 to a woman graduate student who is accepted into a master's degree program at West Chester University. Application and reference forms may be obtained on [The Graduate School](#) website. For more information call Alicia Hahn-Murphy, director, at 610-436-2122 or e-mail [ahahn@wcupa.edu](mailto:ahahn@wcupa.edu). Students can also visit the [The Institute for Women](#) website for more information.

## **Public Safety**

West Chester University is concerned about the safety and welfare of all campus members and is committed to providing a safe and secure environment. Campus security is the responsibility of the University's [Department of Public Safety](#). Because no campus is isolated from crime, the University has developed a series of policies and procedures to ensure that every possible precautionary measure is taken to protect members of the University

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

### **Emergency Alert Notification**

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

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

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

### **Emergency Preparedness**

The University continues to review its safety policies and procedures and has developed initiatives to address the issues raised by national tragedies. Although no college campus is completely safe, West Chester University has taken positive steps to enhance the safety of the campus community. It is important that all University community members understand how the institution will proceed and respond in case of a campus emergency. All students and employees should learn where to find emergency information and instructions, and be familiar with evacuation procedures for buildings where they live or work, as well as those they visit during the course of a day. The preparation people take now to learn, be aware of, and practice their own personal emergency plan is vital. Information about emergency preparedness and planning, as well as the University Threat Assessment Policy, is available at <http://www.wcupa.edu/dps/crisisResponse.aspx>

### **Weather Alert Notification**

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

Text messages to WCU Alert subscribers. WCU has contracted with e2campus to provide the service WCU ALERT, which sends subscribers direct text messages of WCU announcements, including class cancellations, delayed openings, University closings, on-campus emergencies, and the occasional test message. WCU ALERT provides the most effective way to communicate safety to all students, faculty, and staff, wherever they are. WCU ALERT is completely free to sign up, but phone carriers may charge for receiving text messages. WCU ALERT will *not* deliver any kind of advertising content, and phone numbers will not be shared with any third parties. For more information and to sign up visit the [WCU Weather Alert website](#).

- Mass e-mails to students, faculty, and staff. WCU-assigned e-mail accounts for employees and students will be used as one of the primary layers of communication for weather-related as well as emergency alerts; all

employees and students are required to activate and maintain regular access to their University-provided e-mail accounts.

- Posted on WCU's homepage at <http://www.wcupa.edu>. The most up-to-date and specific information, including weather developments, event cancellations and postponements, or changes to the final exam schedule, will be posted on the WCU homepage.
- Recorded message on WCU's Information Line, 610-436-1000. However, the WCU homepage will always carry the most updated information as the weather event unfolds or as information is posted regarding cancellation/postponement of events.
- Broadcast on many radio and TV stations. Some radio and TV stations use a system of code numbers rather than school names for cancellations and announcements. West Chester University's code numbers are 853 for cancellation of day classes and 2853 for evening classes. However, because radio and TV stations are generally not able to provide specific information, the most accurate and detailed announcements will be maintained on WCU's homepage at [www.wcupa.edu](http://www.wcupa.edu).

### **Lawrence A. Dowdy Multicultural Center**

The mission of the [Lawrence A. Dowdy Multicultural Center](#) is to promote holistic success and development of Students of Color through collaborative co-curricular experiences that promote multicultural awareness, create a sense of belonging, affirm racial and cultural identity, and empower all students to challenge systems of oppression. The center provides and maintains a supportive environment that promotes the academic achievement and personal development of multicultural students at the University. This is accomplished by providing a wide range of services, programs, and activities aimed at meeting the educational, social, cultural, and developmental needs of multicultural students. In addition, the center collaborates with other offices, organizations, and departments to improve awareness of and appreciation for racial and cultural diversity for the University community. To follow the WCU Multicultural Student Organizations on social media, visit the [Multicultural Organization Advisory Board's website](#).

The Multicultural Center serves as a general gathering place for all students and is also a home-base for the Lawrence A. Dowdy Multicultural Center Mentoring Program, the Board of Governors Scholarship program, and many multicultural student organizations. The center is located in Room 003 in Sykes Student Union and can be reached at 610-436-3273.

### **Campus Recreation**

At West Chester University, the Department of Campus Recreation is the primary destination for the Golden Ram campus community to engage in recreation, social, and wellness-orientated programs and services. Blending components of fitness and well-being with the co-curricular educational experience it is our mission to assist each person in exceeding academic goals while establishing healthy lifetime behaviors. While at WCU we encourage you to treat yourself and allow your mind, body, and soul to engage in some daily PLAY time; you've earned it!

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

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

### **Veterans Affairs**

Under the provisions of Title 38, West Chester University is an accredited university for the education of veterans. The University cooperates with the Veterans Administration to see that honorably separated or discharged veterans receive every consideration consistent with either degree or non-degree admission standards. All veterans, certain dependents of disabled or deceased veterans, and war orphans who wish to obtain educational benefits under the appropriate public laws must register with the Veterans Affairs Office at initial registration. Veterans must renew their registration with this office at the beginning of each subsequent semester and each summer session. The Veterans Administration requires undergraduate students who are veterans to schedule at least 12 credit hours per semester in order to receive full benefits under the GI Bill® and graduate students who are veterans to schedule at least 9 credit hours per semester in order to receive full benefits under the GI Bill®.

West Chester University participates in the Yellow Ribbon Program under the Post 9/11 GI Bill®. The Post 9/11 GI Bill® pays up to the in-state tuition and fees for all students in the program, depending on their qualifying benefit level. For out-of-state students at the 100% benefit level, the University will contribute (and the VA will match) funds to make up the difference between in-state and out-of-state tuition and fees.

West Chester University is compliant with the recent passage of [PA Act 11 and HB131](#) (referred to as the Veterans Access, Choice, and Accountability Act of 2014). In accordance with Act 46 of 2014, West Chester University offers Priority Registration for Veterans. For guidelines regarding priority scheduling please visit the [Registrar's website](#).

The [Greg R. and Sandra L. Weisenstein Veterans Center](#) is located at 624 South High Street. The Veterans Center provides services and assistance to veterans, service members, and spouse/dependents with their transition to college. Services include but are not limited to Student Veteran Group (SVG) meeting headquarters, a veteran lounge and computer area, the University's VA educational certifying official, assistance with VA educational benefits, and general VA information.

For information about the Department of Veteran Affairs (VA) benefits programs, assistance in completing the application for benefits, or to submit requests for enrollment certification, contact the [Veterans Center](#) at 610-436-2862 or e-mail [veteranscenter@wcupa.edu](mailto:veteranscenter@wcupa.edu).

## STUDENT ORGANIZATIONS

The student organizations listed below are examples of some of the opportunities for MPH students to socialize and network with other graduate students at WCU. For a comprehensive list of other student organizations, please refer to the Graduate Student Catalog on the university website ([wcupa.edu](http://wcupa.edu))

### **WCU - Graduate Student Association (GSA)**

The Graduate Student Association (GSA) is the student government of all people enrolled in graduate programs. The primary objective of GSA is to promote the overall well-being of graduate students at West Chester University. The GSA mission statement is as follows: The Graduate Student Association of West Chester University is a representative body through which the graduate students express their common concerns for the welfare of the student body, as well as for the continued progress and betterment of graduate studies at West Chester University. GSA achieves these goals through a number of methods:

- Serving on various University committees
- Maintaining a close relationship with graduate students
- Reimbursing students for conference attendance and participation
- Hosting career development workshops for students interested in entering the workforce and pursuing further academic degrees
- Holding social events for graduate students

All graduate students are members of the association by virtue of their graduate status. The GSA office is located in McKelvie Hall and can be reached at [gsa@wcupa.edu](mailto:gsa@wcupa.edu). For more information, go to the [Graduate Student Association](#) website.

In partnership with the GSA, students may apply for the **Graduate Dean's Professional Development Award** to attend or present at conferences beneficial to professional development and degree advancement. To be eligible, graduate students must be actively enrolled in classes at WCU, and the professional conference must take place while the graduate student is actively enrolled. Students who are presenting at a conference are eligible for an award up to \$500 for domestic travel or up to \$1,000 for international travel. Students who are attending a conference domestically are eligible for an award up to \$250 or up to \$750 for international conferences. Students may apply for the award once per academic year. Applications are reviewed three times per year. Students are encouraged to [submit an application](#) for the award as early as possible in the semester to increase the likelihood of funding.

### **The MPH Student Advisory Board**

The MPH Program provides opportunities for students to become involved in student governance through the MPH Student Advisory Board (MPH SAB). Board meetings are scheduled throughout fall and spring semesters. Each academic year there are elections for key positions in this Board. The purpose of this Board is to enable students to: provide suggestions for program improvement and enable students to become actively involved in public health service and research activities. Student representatives from this Board take part in program assessment review activities and attend MPH program meetings to ensure active student input into the administration of the program. Students who are interested in joining the MPH SAB should contact the MPH SAB Faculty Advisor. The MPH SAB also maintains their own [Instagram](#) feed.

## **Delta Omega Honorary Society in Public Health**

Delta Omega is the honorary society for graduate studies in public health. The society was founded in 1924 at Johns Hopkins University, School of Public Health. There are currently 58 chapters throughout the United States and Puerto Rico. Election to membership in Delta Omega is intended, not only to recognize merit, but also, to encourage further excellence in, and devotion to, public health work. (DeltaOmega.org)

Since Delta Omega's establishment in 1924, the meaning and scope of public health has broadened tremendously. While it is still seriously concerned with problems of environmental sanitation and communicable disease control, public health action has come to embrace all aspects of health and disease in populations. These include the planning, organization, and support of health promotion, disease prevention, and medical care. Basic to modern public health are the social sciences as well as the natural sciences--both in the United States and internationally. Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people. (DeltaOmega.org).

Student Induction into the Delta Omega Public Health Honorary Society – Chapter Beta Xi the West Chester University Chapter of Delta Omega Honorary Society is Beta Xi. Our Chapter can only induct a select number of graduating students each academic year. Only students in the top 25 percent of the graduating class are eligible for membership according to Delta Omega by-laws. Hence, all applicants must have completed 30 credits in the 36-credit program (or 42 credits in the new 45-credit program) by the end of the spring semester, have a minimum cumulative G.P.A. of 3.75 at the time of the application, and expect to graduate no later than the following December.

Membership in Delta Omega Beta Xi is by election only. Therefore, Students can nominate themselves for the opportunity to be inducted into the society by completing an application with supporting documentation. Our Chapter's Student Election Committee will review all applications to determine which graduating students demonstrate current and/or potential qualities of outstanding leadership in the field of public health. Inductees will be announced at the MPH Poster Session during the spring semester. For more information, students can contact the faculty advisor for our Chapter.

## **PUBLIC HEALTH PROFESSIONAL ORGANIZATIONS**

One of the core beliefs in the MPH Program is the commitment to public health through service to the profession. Becoming a member of one of the public health professional organizations is a first step in becoming involved in the profession. The professional organizations listed below are some examples of opportunities opened to MPH students. There are other organizations that are available to students and academic advisors will provide guidance on selection of an organization that will be a good match to student career plans. **There is one organization we ask all students to join and that is the Pennsylvania Public Health Association. Membership is low cost and we ask all students to join when they are admitted into the MPH Program and remain active members while they are completing their degree.**

### **Pennsylvania Public Health Association (PPHA)**

The Pennsylvania Public Health Association is a membership alliance working to promote the health of Pennsylvania residents through the advancement of sound public health policies and practice. PPHA



members from across the state have interest, experience and expertise over a wide range of health-related issues, including those related to policy, education, private and public sector health services, health care delivery, legislation and health related research.

PPHA is a state affiliate of the American Public Health Association and a subsidiary of the Public Health Management Corporation in Philadelphia, PA. **To join as a student member for \$20, visit the [PPHA website](#).**

### **American Public Health Association (APHA)**

The American Public Health Association is the oldest and most diverse organization of public health professionals in the world and had been working to improve public health since 1872. APHA and its state affiliates represent approximately 50,000 health professionals and others who work to promote health, prevent disease and ensure conditions in which we all can be safe and healthy. Members enjoy a wealth of benefits and resources, including information of the latest trends, research, legislation, advocacy and policy issues through multiple publications, expert commentaries, and many networking opportunities. Its Annual Meeting and Exposition is the world's largest public health meeting, with over 13,000 attendees and over 900 Scientific Sessions every year. Through its flagship publications: the *American Journal of Public Health* and *The Nation's Health*, APHA communicates the latest science and practice to its members. (APHA.org). Reduced student membership rates are available on the [APHA website](#).

### **Society for Public Health Education**

SOPHE is an independent, international professional association made up of a diverse membership of health education professionals and students. The Society promotes healthy behaviors, healthy communities, and healthy environments through its membership, its network of local chapters, and its numerous partnerships with other organizations. With its primary focus on public health education, SOPHE provides leadership through a code of ethics, standard for professional preparation, research, and practice; professional development; and public outreach. (SOPHE.org) SOPHE is a professional organization founded in 1950 to provide leadership to the profession and to promote the health of all people by: stimulating research on the theory and practice of health education; supporting high quality performance standards for the practice of health education and health promotion; advocating policy and legislation affecting health education and health promotion; and developing and promoting standards for professional preparation of health education professionals. SOPHE is the only professional organization devoted exclusively to public health education and health promotion. (SOPHE.org). Reduced student memberships are available at the [SOPHE website](#).



## **MPH PROGRAM FACULTY AND STAFF**

### **Faculty/Student Communications**

The MPH faculty maintains open lines of communication with students. Faculty and advisors are available to assist students with course selections, career advice and guidance for improving academic performance. The MPH faculty understands that students at the graduate level have commitments outside of the classroom including family and employment responsibilities. If problems arise we prefer that students be proactive and work with course instructors and advisors to resolve issues/problems as soon as possible. We ask that students follow these guidelines for effective faculty/student communication in the MPH Program:

### **Student-Instructor Communications**

**Student Issues Within Courses:** At times, a student may have an issue within a course that needs to be resolved so the student can move forward. If a student is having issues or problems in a particular course, we ask that the student meet with the course instructor to resolve the issue. If the issue is not resolved after discussion with the course instructor, the student and course instructor will meet with the MPH Program Director. If the issue is not resolved at this point, a meeting will be arranged with the Department Chair, the MPH Program Director, the course instructor and the student.

**Course Information:** For course information, the MPH Faculty utilizes D2L - Daylight to post course syllabi, lecture notes, course assignments, course discussions, etc. Students will need to check their D2L - Daylight accounts throughout the semester. Faculty may also communicate with students through the WCU email system. Students are asked to regularly check their WCU emails. Additionally, faculty will make announcements in class if there is a new development or change in the program that needs to be quickly communicated to the MPH students.

### **Student-Advisor Communications**

**Course Advising:** It is the responsibility of the student to meet with their academic advisor to plan their course schedule. The academic advisor will help the student select courses in appropriate sequence to meet MPH Program requirements. Registration for each fall/spring semester begins approximately mid semester and students should plan on meeting with academic advisors early in the semester to select courses for the next semester. Advisors have scheduled office hours posted on their office doors. A list of faculty advisors with phone numbers, email addresses, and office room numbers are found at the end of this section.

**Important Note:** If students have any questions about courses, course sequences, academic policies, degree candidacy, and graduation clearance, they should contact academic advisors. At times, some students in the program may be misinformed or have not participated in advising and have wrong information about the MPH Program requirements and provide other students with misinformation. If in doubt, students should always contact their academic advisors to obtain the most current and up to date information about program requirements and policies.

**Advisor Availability:** Advisors are available during the fall and spring semesters. During the summer, many advisors are not on campus. It is recommended that students meet with advisors during the fall/spring semesters to resolve advising issues as students should not expect quick responses to questions when advisors are not readily available during the summer months.

### **Student-MPH Program Director/Department Chair Communications**

The MPH Program Director and Department Chair are available to meet with students to discuss issues/problems if they cannot be resolved through the course instructor or academic advisor. We ask students to follow professional protocol when trying to resolve issues or concerns in courses and advisement. Academic advisors and course instructors are contacted as the first step in the process, the second step is contact with the MPH Program Director and finally the Department Chair. The easiest way to contact the MPH Program Director or the Department Chair is through email.

### **Roles of Faculty and Staff in the MPH Program**

The following descriptions of faculty roles are provided to students for a better understanding of the organizational structure of the MPH Program. In other words, “who does what” in the MPH Program - who is responsible for program administration, advising, and instruction and helping students successfully complete the MPH Program. **At the end of this section there is an MPH faculty list with faculty names, emails, phone numbers and addresses to help students connect with the appropriate faculty member for answers to questions or to gain a better understanding of the MPH Program.**

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

**Department of Health Chair: Dr. James Brenner**

Phone: 610-436-2931

Email: [jbrenner@wcupa.edu](mailto:jbrenner@wcupa.edu)

Address: Sturzebecker Health Sciences Center Room 207

**MPH Program Director & Graduate Coordinator:** The major responsibility of the MPH Program Director is to oversee all activities related to program compliance to CEPH accreditation standards and management of accreditation related tasks. Additionally, the MPH Program Director/Graduate Coordinator oversees the programs goals, objectives, and outcomes, program curriculum revisions, monitoring assessment activities, student recruitment and retention, student application approval, general student advising through attending Graduate Open Houses, and community service placement. The MPH Program Director & Graduate Coordinator provides support and referral to students experiencing an issue or seeking clarification on policies and procedures.

**MPH Program Director & Graduate Coordinator: Dr. Stacie Metz**

Phone: 610-436-2101

Email: [smetz@wcupa.edu](mailto:smetz@wcupa.edu)

Address: Sturzebecker Health Sciences Center Room 222-I

**Director of Internship and Practicum Experiences – College of Health Sciences:** The Director on Internship and Practicum Experiences works with the MPH Program Director and coordinates the processing of practicum affiliation agreements with the faculty practicum supervisor and the WCU Director of Academic Affairs Agreements and Contracts. Ensuring that all required affiliation agreements are in place before the start of the MPH student’s practicum.

**Director of Internship and Practicum Experiences: Stephanie Kienle, MPH**

Phone: 610-738-3992

Email: [skienle@wcupa.edu](mailto:skienle@wcupa.edu)

Fax: 610-436-2860

Address: Sturzebecker Health Science Center Room 209

**MPH Program Secretary:** The Department Secretary provides administrative support to the MPH Program in coordinating student requests for information, preparing welcome letters, and coordinating the MPH Program materials (MPH Graduate Student Handbook, Applied Learning Experience I and II Guidelines, MPH Track Advising Sheets) and preparing course schedules.

**MPH Program Secretary: Tammy Wollum**

Phone: 610-436-2931

Email: [twollum@wcupa.edu](mailto:twollum@wcupa.edu)

Fax: 610-436-2860

Address: Sturzebecker Health Science Center Room 207

**MPH Track Coordinators:** The MPH Program Director is assisted by Track Coordinators in each MPH track and they are responsible for administration of the program tracks. The administration tasks include; management of track program learning objectives and outcomes; student advising; curriculum revisions, updates, and management of track specific course evaluations.

CURRENT MPH TRACK COORDINATORS		
MPH Track	Track Coordinator	Contact Information
Community Health	Dr. Ramona Stone	Phone: 610-436-6975   Email: <a href="mailto:rstone@wcupa.edu">rstone@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 315
Environmental Health	Dr. Neha Sunger	Phone: 610-436-2289   Email: <a href="mailto:nsunger@wcupa.edu">nsunger@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 315
Health Care Management	Dr. Harry Holt	Phone: 610-436-2124   Email: <a href="mailto:hholt@wcupa.edu">hholt@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 222-N
MPH Core Course Coordinator	Dr. Stacie Metz (interim)	Phone: 610-436-2101   Email: <a href="mailto:smetz@wcupa.edu">smetz@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 222-I
Applied Learning Experience Coordinator	Dr. Stacie Metz (interim)	Phone: 610-436-2101   Email: <a href="mailto:smetz@wcupa.edu">smetz@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 222-I

**MPH Advisors:** The MPH academic advisors provide direction to students in course selection, career guidance, and suggestions for academic improvement. Academic advisors provide direction to students who receive academic probation. Academic advisors complete graduation clearances. **Students are assigned faculty advisors upon admission into the MPH Program.**

**List of MPH Faculty, Roles in Each Track and Contact Information**

<b>COMMUNITY HEALTH TRACK</b>		
<b>MPH Faculty Member</b>	<b>Role in the MPH Program</b>	<b>Contact Information</b>
<b>DR. RAMONA STONE</b> Associate Professor BA, Sociology, Babes-Bolyai University, Cluj-Napoca, Romania MS, Technical University of Cluj-Napoca, Cluj-Napoca, Romania MPH, Harvard University, Harvard School of Public Health PhD, University of Louisville	<ul style="list-style-type: none"> <li>• <b>Community Health Track Coordinator</b></li> <li>• Chair, Community Health Track Committee</li> <li>• Community Health Faculty Advisor</li> <li>• Community Health Faculty</li> <li>• Chair – MPH Community Advisory Board Committee</li> <li>• MPH Core Faculty</li> </ul>	Phone: 610-436-6975 Email: <a href="mailto:rstone@wcupa.edu">rstone@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 315
<b>DR. STACIE METZ</b> Professor BA, Bloomsburg University MA, Towson University MPH, MSW, PhD Saint Louis University	<ul style="list-style-type: none"> <li>• MPH Program Director &amp; Graduate Coordinator</li> <li>• Chair – MPH Program Committee</li> <li>• Community Health Faculty</li> <li>• Community Health Faculty Advisor</li> <li>• Chair – MPH Community Service Committee</li> <li>• MPH Core Faculty Coordinator (interim)</li> <li>• Applied Learning Experience Coordinator (interim)</li> </ul>	Phone: 610-436-2101 Email: <a href="mailto:smetz@wcupa.edu">smetz@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 222-I
<b>DR. CHIWONESO TINAGO</b> Assistant Professor BS, William Carey University MPH, University of Southern Mississippi PhD, University of South Carolina	<ul style="list-style-type: none"> <li>• Community Health Faculty</li> <li>• MPH Core Faculty</li> <li>• MPH Student Advisory Board Faculty Advisor</li> </ul>	Phone: 610-436-2776 Email: <a href="mailto:ctinago@wcupa.edu">ctinago@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 308
<b>DR. ZEINAB MOHAMAD BABA</b> Assistant Professor MS, College of Public Health, University of Iowa DrPH, Dornsife School of Public Health, Drexel University	<ul style="list-style-type: none"> <li>• Community Health Faculty</li> <li>• MPH Core Faculty</li> <li>• MPH Program Assessment Coordinator</li> </ul>	Phone: 610-436-2164 Email: <a href="mailto:zbaba@wcupa.edu">zbaba@wcupa.edu</a> Address Sturzebecker Health Sciences Center Room 317

<b>DR. SHARON DEJOY</b> Associate Professor BA, Columbia University MPH, PhD, University of South Florida College of Public Health <b>Certification:</b> CPH (Certified in Public Health)	<ul style="list-style-type: none"> <li>• Director, Undergraduate Public Health Program</li> <li>• Community Health Faculty</li> <li>• MPH Core Faculty</li> </ul>	Phone: 610-436-3531 Email: <a href="mailto:sdejoy@wcupa.edu">sdejoy@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 211
<b>DR. WHITNEY KATIRAI</b> Assistant Professor BA, University of Louisville MPH, EdD, University of Kentucky	<ul style="list-style-type: none"> <li>• Community Health Faculty</li> </ul>	Phone: 610-436-2173 Email: <a href="mailto:wkatirai@wcupa.edu">wkatirai@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 317
<b>ENVIRONMENTAL HEALTH TRACK</b>		
<b>MPH Faculty Member</b>	<b>Role in the MPH Program</b>	<b>Contact Information</b>
<b>DR. NEHA SUNGER</b> Assistant Professor BS, MBM Engineering College, India MS, Indian Institute of Technology, Kanpur PhD, Drexel University	<ul style="list-style-type: none"> <li>• <b>Environmental Health Track Coordinator</b></li> <li>• Chair – Environmental Health Track Committee</li> <li>• Environmental Health Faculty</li> <li>• Environmental Health Faculty Advisor</li> <li>• MPH Core Faculty</li> <li>• Environmental Health ALE Faculty Advisor</li> </ul>	Phone: 610-436-2289 Email: <a href="mailto:nsunger@wcupa.edu">nsunger@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 315
<b>DR. LORENZO CENA</b> Assistant Professor BS, Brigham Young University MS, Iowa State University PhD, University of Iowa	<ul style="list-style-type: none"> <li>• Environmental Health Faculty</li> <li>• Environmental Health ALE Faculty Advisor</li> </ul>	Phone: 610-436-2623 Email: <a href="mailto:lcena@wcupa.edu">lcena@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 308
<b>DR. MELANIE VILE</b> Assistant Professor BS, MS, Villanova University PhD, University of Notre Dame	<ul style="list-style-type: none"> <li>• Environmental Health Faculty</li> </ul>	Phone: 610-436-2360 Email: <a href="mailto:mvile@wcupa.edu">mvile@wcupa.edu</a> Address: Sturzebecker Health Sciences Center Room 312
<b>HEALTH CARE MANAGEMENT TRACK</b>		
<b>MPH Faculty Member</b>	<b>Role in the MPH Program</b>	<b>Contact Information</b>
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## MPH PROGRAM ON SOCIAL MEDIA

**Facebook:** The MPH program maintains a [Master of Public Health – West Chester University Facebook page](#). The Facebook page includes current student/alum highlights, announcements on professional development events, and relevant shares from professional public health organizations.

**LinkedIn:** The [West Chester University MPH Community LinkedIn group](#) was an alumni-only group but is now open to current MPH students, alumni, site supervisors, and community partners. This forum's purpose is to (1) converse and network with public health colleagues, (2) share professional resources and announcements about job/volunteer positions, internships suitable for our 200-hour Applied Learning Experience (ALE), fellowship deadlines, doctoral programs, and regional professional workshops, webinars, and conferences, and (3) to share and collaborate on public health advocacy or service efforts in the community. This is also an excellent forum to share your latest professional accomplishments, such as new jobs, matriculation or completion of academic degree programs, presentations/publications, service activities, etc. Requests to join are reviewed weekly.

**Instagram:** The WCU MPH Student Advisory Board (WCU MPH SAB) maintains an [Instagram feed](#) highlighting student events.