



## **The Academic Development Program**

### **2017 Summer Session Student Handbook**

The Academic Development Program is pleased to provide this handbook containing important documents as well as answers to Frequently Asked Questions. You should familiarize yourself with the complete handbook before arriving at the summer session. If you have any questions, please don't hesitate to ask anyone on the ADP staff. It is your responsibility to read and understand the information provided.

Important: Please be sure to bring this Handbook with you to the summer session. You will want it as a handy reference, and various Program staff will often refer to it.

We hope you will have a valuable and satisfying summer semester.

Academic Development Program  
Summer 2017

**Attendance Policy**

In order to foster good attendance for all courses and required activities; and, in an effort to promote good academic performance for all students, the following attendance policy will be in force for the summer session:

1. As indicated in the Academic Development Program Agreement Form, unexcused absences from classes, tutoring, or required activities are not permitted.
2. Circumstances for an excused absence are:
  - a. Verification from the Student Health Center that the student was ill enough to be sent home or to the hospital
  - OR
  - b. Advance notice in writing from the student's parents or guardian verifying the reasons why a student must miss class, tutoring, or any required activities. The reason must be approved by the Director to be acceptable as an excused absence.
3. Headaches, upset stomach, sleeping in late, etc., are not valid reasons for an absence. In the case of an illness, students are expected to attend class or the required activity, and then visit the Health Center, located on the ground floor of Commonwealth Hall, in the afternoon to seek remedies. However, a professor or the person in charge of the required activity has the prerogative to excuse a student for any of the above problems. In the latter case, the student must first go to the class or activity in order to be excused.
4. In the event of an unexcused absence:
  - a. The professor or person in charge will notify the Director immediately after the class or activity to report a student absence.
  - b. In addition to academic performance, **any unexcused absence from classes, tutoring, mentoring, or required scheduled activities should be considered a warning and will be taken into consideration when determining continuation into the fall semester.** Any student with an unexcused absence will meet with an ADP staff member to ensure understanding of all relevant policies and to assure future compliance. A follow-up email will be sent to the student and may be copied to the student's parents or guardians.
5. A copy of this policy is provided to all ADP faculty, tutors, staff, and appropriate administration, as well as to all students in the summer program. Students should share this policy with their parents or guardians.

Attending class and required activities is the easiest part of college life; and, it is crucial for good academic performance and personal development. The purpose of this policy is to help students to succeed academically with good habits that hopefully will be continued into the fall semester and throughout the student's academic career.



## STATEMENT ON COMMUNITY

---

Spring 2017

Dear Students:

The Academic Development Program places a strong emphasis on *community*. Faculty, staff, and students join to create an environment where individuals can flourish. All of us work together each summer to establish, and to maintain over the following years, a dynamic, creative, and safe *community*. Throughout your stay at West Chester University, you will be one citizen in the large learning community, the university. To ensure the vitality of that community and to help you prepare to meet the demands of a new and diverse setting here at West Chester University, we ask you to consider and accept the following:

1. The university community offers an opportunity for learning that is unlike any other opportunity.
2. The university draws together students, faculty, and staff from a wide range of backgrounds. Much can be gained from association with individuals who are not “just like me.”
3. In this community, all human beings are valued and deserve equal respect, regardless of their philosophies, sexual orientation, race, ethnicity, or religious background. Hence, discriminatory statements or acts have no place in this community.
4. The university culture values freedom of inquiry and respects differences of opinion.
5. There is no place for ridicule in this community.
6. Expertise results from practice. Beginners are not expected to be experts; but they are expected to work toward developing their potential.
7. Residents, on a variety of schedules, use their rooms to read, think, and produce work as well as to sleep and socialize. Noise (whether music, voices, or some other sound) that can be heard outside of your room is too loud. In the spirit of this learning community, you can expect courteous and prompt compliance when you respectfully ask someone to “please keep the noise level down.”
8. Safety is a basic necessity. We believe that good citizenship and concern for others is the responsibility of each of us in this community. A violation of any University rules or regulations, or any federal, state, or local laws, may result in University judicial action which may jeopardize your successful completion of the summer session and fall admission to the University.
9. The way to settle disputes and problems is by discussion and consultation. Staff is available to help with this sometimes difficult task.
10. This summer and the following semesters of the program are carefully structured to meet the needs of our students. Much of it has been shaped by the constructive suggestions of students from previous years. As such, we are interested in your observations and recommendations.

Sincerely,

*Dr. John B. Craig*

Director and Assistant Professor

Academic Development Program



*Academic Development Program*

## STUDENT AGREEMENT FORM

As a student seeking a baccalaureate degree, I hereby accept admission to West Chester University through the Academic Development Program and understand that I must successfully complete the summer session for my admission to be continued into the fall semester. I understand that the Program will provide tutoring, academic advising, academic counseling, and mentoring to help develop my academic proficiency, emotional maturity, and personal responsibility. The Program will monitor my academic progress so as to determine the need for possible appropriate intervention, which may include contacting my instructors, counselors, coaches, the Office for Judicial Affairs, or parents/guardians. I give permission for that contact and for the judicious release of information to the Program by my instructors, counselors, coaches, the Office for Judicial Affairs, or parents/guardians.

I understand that, based upon my academic records and placement test results, I may be required to enroll in specified developmental (pre-college)\* and/or introductory level courses. I shall attend and be on time to all scheduled classes and cooperate with professors in the timely completion of assignments and examinations. I agree to attend scheduled/assigned tutoring, academic counseling, and advising sessions. If I do not comply with Program services and regulations, I understand that I will forfeit my rights to Program services. Furthermore, I understand that if it is the general consensus of the Academic Development Program faculty and staff that I am not making adequate effort or academic progress, the Program reserves the right to cancel my fall admission to West Chester University.

I shall read and abide by the University's Student Code of Conduct. I understand that if I violate any University rules or regulations, or any federal, state, or local laws, University judicial action may be taken which may jeopardize my successful completion of the summer session and my fall admission to the University. **I also understand that during the summer program, I am not allowed to have a car on campus. I further understand that if I am found to have a car on campus, I will be immediately withdrawn from the summer program and my admission to the university will be cancelled.**

I agree to cooperate with the Program's staff both during the summer session and the academic year. I shall discuss with the Program staff any problems that might make it difficult to comply with the terms of this Agreement.

*\*Credit for these courses are computed in the cumulative grade point average, but do not count toward satisfaction of graduation requirements.*

***My signature acknowledges that I have read and understood the above provisions and am fully aware of my responsibility to abide by them.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_ **WCU ID Number** \_\_\_\_\_

**Please return this form to: Academic Development Program, 231 Lawrence Center, West Chester University, West Chester, PA 19383**

**YOU HAVE ALREADY SIGNED THIS AGREEMENT FORM.  
THIS COPY IS FOR YOUR RECORDS ONLY.**

Academic Development Program  
Summer 2017

**West Chester University  
Student Code of Conduct**

West Chester University is committed to providing a sound educational environment for intellectual pursuits. In addition, the University is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the University community, and protecting individual rights. The University is thus concerned with the quality of student conduct and has adopted rules and behavioral standards for its students. Disciplinary action may be imposed when a student engages in behavior **on University property or off University property** that is not consistent with University community standards as defined by the West Chester University Student Code of Conduct. Students at West Chester University are expected to abide by the rules and regulations of the University. The Student Code of Conduct translates those acts, which constitute unacceptable behavior for students and student organizations of the University.

The Student Code of Conduct reflects the University community's concern that students and student organizations maintain high standards. It guarantees due process and protects the individual freedom of the student as well as requiring his or her responsibility for conduct violations. This document shall be applicable to all students and student organizations at West Chester University.

University judicial action may be taken in addition to actions taken by civil or criminal courts. Students may be subject to University judicial action in conjunction with citations or other charges of which the University becomes aware.

Students are expected to read and abide by the University's Student Code of Conduct.

For more information, visit the Ram's Eye View Student Code of Conduct Website:  
[http://www.wcupa.edu/\\_services/stu/ramsEyeView/codeOfConduct.aspx](http://www.wcupa.edu/_services/stu/ramsEyeView/codeOfConduct.aspx)

Academic Development Program  
Summer 2017

**Your Residence Hall Staff**

Your Resident Directors and Peer Assistants are available to answer your questions and help you have both an enjoyable and meaningful experience in the residence hall this summer. Become acquainted with them and please do not hesitate to ask for their assistance.

Your Peer Assistant (PA) lives on your floor with you and is in close proximity to you to provide the assistance you will need in order to successfully transition to the college experience. PAs are full-time students during the academic year who know what it takes to make the most of living on campus while creating a community wherein all members feel welcome and comfortable.

What can you expect from your PA?

- To answer your questions while acting as a referral person
- To hold group meetings with your peer group
- To hold individual “one-on-one” meetings with the members of your group
- To advise you on University policy and State regulations
- To ask your help in making life in the residence hall enjoyable and productive
- To be available to you on a personal basis for “just talking”
- To address your varying needs via programs and events
- To maintain confidentiality with you, when applicable
- To conduct periodic tours of rooms and common areas to check for damages, maintenance concerns, or safety concerns
- To be responsible for posting pertinent information for building residents
- To be available for general counseling, mediation, and emergency situations

Your Resident Directors (RD's) share the responsibility of managing your hall for the summer. Along with the ADP Student Success Coordinator the Resident Directors supervise the Peer Assistants. The Resident Directors are responsible for the daily operation of the building. Your Resident Directors are available to you for consultation in a number of areas. Among these are personal relationships, academic and vocational concerns, or for general information about the University. You can meet with your Resident Directors during their posted office hours or by appointment. You may also leave messages at the front desk for them. In case of an emergency, your Peer Assistant will be able to contact the Resident Directors or the RD On-Call to assist you. Your Resident Directors have a passion for serving students and are looking forward to your successful completion of the Academic Development Program!

**You and Your Roommate: Welcome to Your Room!**

Learning how to communicate, compromise, share, and build interdependence will enhance your roommate relationship. We strongly encourage you and your roommate to discuss your expectations for living with each other by completing the Roommate Agreement which will be provided by your Peer Assistant at the beginning of the program. This tool helps reduce issues as the program progresses and is a great resource for you when problems do occur. However, before that conversation occurs, it must be understood that **all ADP students must sleep in their assigned room for the duration of the summer session.**

Academic Development Program  
Summer 2017

**Residence Hall Regulations**

Considering the demands of the summer session, in combination with the Program's commitment to help each individual student, past experience indicates that certain regulations are necessary. All students are expected to abide by the following regulations which are included in the Program Agreement which each Academic Development Program student is required to sign.

- (1) All students are required to live in the residence hall during the entire time that classes are in session. As residents, you are expected to respect the rights of roommates and other students and staff living in the residence hall.
- (2) Recognizing the importance of civil behavior in a University setting and also in the preparation of students for life beyond the educational experience as positive and functioning members of society, West Chester University's Civility Statement has the following expectation of ALL members of its campus community:

*"We, the members of the West Chester University campus...*

*...treasure what we believe to be the highest principles of American society: the worth and uniqueness of each individual, the belief that success is to be earned by individual effort put forth in an environment founded on equality of opportunity, and the appreciation of the ideal of an inclusive society;*

*...believe that it is incumbent upon all members of our community – staff, students, faculty, and administrators – to conduct themselves with civility toward one another at all times;*

*...value the special talents and contributions of each member of our community;*

*...further affirm the worth and dignity of each member and the shared responsibility of all to treat each other as individuals, with RESPECT and COURTESY."*

Violations of the Civility Statement include, but are not limited to, actions which result in the personal indignity of any individual based on gender, race, color, religion, national origin, or sexual orientation. Verbal, physical, written, or electronic acts of intimidation, harassment, disrespect, and/or uncivil behavior toward ANY person or group will not be tolerated. Examples of such behavior that will not be tolerated include assaults, fights, profanity and other nasty remarks directed toward a person (in written form, spoken word, or graffiti), as well as disrespectful behavior, and derogatory comments posted on social networks or other forms of electronic communication.

- (3) Living in close quarters with other people requires extra sensitivity as to how your behavior affects others. Every resident has the right to a living environment that allows for adequate sleeping and studying conditions. With this right, there is also the responsibility for monitoring your behavior so as not to violate the rights of others.

A quiet policy is in effect in all housing facilities during the week. All areas have 10:00 p.m. – 10:00 a.m. Quiet hours Sunday through Thursday; and midnight – 10:00 a.m. Quiet hours Friday and Saturday. During quiet hours, noise from televisions, music players, stereos, voices, etc. must not reach levels that can be heard by other community members. For example, if the noise from your room can be heard from two doors away from your room, it

is too loud. Residents always have the right to require that noise be reduced to allow them to sleep or study. This policy is most effective if you remember to be considerate of others and to confront directly those who are disturbing you. Both you and staff members are expected to confront those making “unreasonable” noise. When a resident violates the quiet policy or when someone is unreasonable or uncooperative, that student will be subject to disciplinary action.

Courtesy Hours are hours when the quiet policy is not in effect. During Courtesy Hours you must still be conscious and considerate of your noise level as you are expected to keep your noise at reasonable levels (i.e. Noise should not be heard down the hall, your bass should not be heard in the next room, etc.). Residents still have the right to require that noise be reduced to allow them to sleep or study. At no time is it acceptable for noise to be heard outside of the building. Speakers in the windows, for the purpose of providing music for people outside, are not permitted.

**Please note that residents can be documented for violating both the Courtesy and Quiet Hour Policies.**

- (4) It is advisable that students be in the residence hall by a reasonable hour on evenings preceding class days. Any pattern of unreasonable lateness that negatively affects academic performance will be taken into consideration when determining the student’s continued participation in the Program and may result in dismissal from the Program.
- (5) Due to maintenance, sanitation problems, and allergies, no pets are permitted in the residence hall.
- (6) All ADP students **MUST** sleep in their assigned room during the five-week duration of this educational experience.
- (7) To facilitate a positive and productive living experience, each student will receive a Roommate Agreement the first day of the Academic Development Program. This agreement is a tool to be taken seriously and should be used as a means of fostering a conversation between roommates regarding their expectations of one another to have a successful roommate relationship. This instrument must be completed. One copy of the Roommate Agreement will remain on file with the Resident Directors and the other will remain in the student’s room. More information will be provided to students on check-in day.
- (8) During the five-week Program, no visitors are permitted. There are no exceptions. Students are **NOT** permitted to have guests in the residence hall for the duration of the summer session.
- (9) Students are permitted to leave the campus on weekends (i.e., Friday after classes through Sunday evening).
- (10) Students may work on weekends, provided that such work does not hinder their academic success. However, students may **NOT** work during weekdays for the duration of the summer session.
- (11) Students are **NOT** permitted to have cars or any other motorized vehicles on campus during the summer session. Violation of this policy may lead to immediate dismissal from the Program.



- (12) Possession of weapons, including but not limited to firearms, paintball guns, bullets, explosives, knives, etc. in the residence hall is prohibited. In addition, drugs and alcoholic beverages are not permitted by anyone in the residence hall.
- (13) Students are required to read and abide by the University's Student Code of Conduct. If a student violates any University rules or regulations, or any federal, state, or local laws, University judicial action may be taken which may jeopardize the successful completion of the summer session and fall admission to the University.



*Academic Development Program*

**SUMMER 2017 DATES TO REMEMBER**

**Placement Testing**

Saturday, May 13 **or** Saturday, May 20

**On testing day, students are to report to Anderson Hall, Room 103. Anderson Hall is located at 725 S. Church Street, West Chester, PA 19383. Registration will begin at 8:00 a.m.**

*Note: Students are required to attend **either** May 13 **or** May 20*

**WCU New Student Orientation for First-Year Students**

Choose **one** session from the following WCU New Student Orientation dates:

- Thursday, June 15, 2017 - Session 1
- Friday, June 16, 2017 - Session 2
- Wednesday, June 21, 2017 - Session 3
- Thursday, June 22, 2017 - Session 4
- Friday, June 23, 2017 - Session 5
- Wednesday, June 28, 2017 - Session 6
- Thursday, June 29, 2017 – Session 7

*Note: ADP students may **not** sign up for the **Friday, June 30, 2017 session** as this is Move-In Day.*

*You will receive a packet in the mail in April from New Student Programs about Orientation.*

**Bill Payment**

Payment of summer bill balance is due in the Bursar's Office on approximately **June 20**.

**Summer Session Move-in/Opening Day – Friday, June 30, 2017**

8:00 a.m. – 11:00 a.m.	Student Check-in, Killinger Hall
11:00 a.m. – 11:30 a.m.	Free Time
11:30 a.m. – 11:45 a.m.	Welcome & Introductions for students and parents/families
11:45 a.m. – 1:45 p.m.	Concurrent (and separate) sessions for students and parents
1:45 p.m. – 4:15 p.m.	Break
4:30 p.m. – 10:00 p.m.	Student sessions only – dinner and other activities

*Note: All students are required to participate in all Move-in/Opening Day activities.*

**Summer Session Important Dates**

First Day of Classes.....	Monday, July 3, 2017
Holiday (no classes).....	Tuesday, July 4, 2017
Last Day of Classes/Final Exams.....	Friday, August 4, 2017
Check-out of Killinger Hall.....	Friday, August 4, 2017 ( <i>Note: Check-out takes place <b><u>after</u></b> final exams</i> )

**Additional Events: (These events are presently being scheduled and dates will be given to the student.)**

- Community Banquet (*Business casual attire required*)
- Green Dot Seminar
- Act 101 Meeting
- Career Development Seminars (Week 3)
- Theater Performance
- Academic Advising and Exit Seminars (Week 4)
- ADP Social
- Dorney Park and Wildwater Kingdom

Academic Development  
Program  
Summer 2017

**Frequently Asked Questions**

**1. What courses will I take this summer?**

All students will take two courses for a total of six credits. The courses in which you will be enrolled will depend on the results of your placement test. If you place into a developmental course, one of the courses you take will be either developmental math or reading.

**2. What is a typical day during the summer session?**

All students are in class from 8:30 a.m. to 11:45 a.m., Monday through Friday. The afternoon schedule will vary, depending on the individual student's schedule for tutoring, mentoring, or other activities. Much of the time in the afternoon may be used at the student's discretion: studying, sleeping, recreation. The evening hours are primarily devoted to studying and preparing assignments for the next day's classes.

**3. How will the Academic Development Program help me in the fall semester?**

When you return in the fall, you will be returning with approximately 179 friends, many of whom will be in your fall classes. You might also have a professor in the fall that you had during the summer. Furthermore, you will know the campus geography - where to go for what purpose. You will already be familiar with residence hall living - its environment, rules, and staff. You will also be familiar with the staff and services of the Academic Development Program and the ways we can continue to help you. Perhaps the major advantage will be that you will already have completed those courses that you would normally have taken in the fall if you had not come in the summer. In all these ways you will be ahead of all other first-year students who are starting in the fall. You may even realize other advantages.

**4. Can I be dismissed from the Academic Development Program?**

Yes, but we expect that virtually 100% of our summer students will continue into the fall; indeed, that has been our history in past summers. We would not have admitted you to the Academic Development Program if we felt that you were the kind of student we would have to dismiss.

However, there are some circumstances in which dismissal is possible: (1) If, in the opinion of the summer faculty and staff, a student is not making academic progress, especially because of lack of effort, that student, in his/her best interest, will have admission in the fall cancelled; (2) Violations of the program's attendance policy for class, tutoring, mentoring, and other required activities; (3) Violation of any University rules or regulations, or any federal, state, or local laws that may result in University judicial action; (4) Having a car or other motorized vehicle on campus during the summer program; but, as stated above, we do not expect any of these issues to occur.

**5. May I have a job during the summer session?**

Yes, but students are not excused from the program to attend work hours during the week. However, students may work on weekends when they go home. A word of caution, though, is that students are still responsible for completing their assignments; working on the weekend is not an excuse for not being prepared for classes during the week ahead. Another strategy that students make use of is to negotiate with their employers to work additional hours before and after the summer session, thus making up for those hours they couldn't work during the week days of the summer session.

**6. May I have a car during the summer session?**

Students are **NOT** permitted to have a car on campus during the summer session.

**7. Will I have the same roommate in the fall?**

That depends on you. Many students request the same roommate for the fall. Others might wish to room with someone else whom they met during the summer. Others may wish to room with a high school friend who is not in the summer program. Others, still, are satisfied with having the university assign them another roommate for the fall. Roommate requests may be made through the Office of Residence Life and Housing Services.

**8. May students go home on weekends?**

Yes. Students are cautioned, however, to be sure to complete their weekend academic assignments. Furthermore, it is advisable that students return by a reasonable hour on Sunday evening to assure that all assignments are completed in good form for Monday classes.

**9. How are my classes scheduled for the fall?**

All West Chester University first-year students have their fall class schedules created for them by their academic advisors. Your fall schedule will be finalized by mid-August.

**10. Are there any activities during the summer session?**

While your major goal during the summer should be successful academic achievement in your courses, the Program also tries to develop the whole student through a variety of programs and activities. In addition to those already listed on the Academic Development Program calendar, the staff has planned several activities that hopefully will appeal to a wide range of students. Students should participate in these activities as their schedules will allow, although their studies should come first. Participating in these programs is not an excuse for mediocre academic performance in class or on examinations. One of the crucial academic survival skills we hope that every student will develop is responsible time management: schedule your time so that you can achieve both academic excellence as well as participation in recreational activities. It shouldn't be either/or; with good time management, it can be both.

**11. Is the Academic Development Program over after the summer session?**

No. The Academic Development Program definitely continues into the fall semester and beyond. Being admitted to WCU by way of the Academic Development Program is a unique privilege and comes with many perks. ADP does not end with your summer session. You will always be a member of the ADP family and can utilize our services throughout your undergraduate experience. In fall semester, students will take required courses complete with required tutoring and advising services. Other services may be available or required. All ADP students will have ADP advisors in their first academic year and until they officially declare a major. ADP staff members also are available to help all program students navigate through university procedures. In summary, the ADP staff is available to all program students as long as they are enrolled at the university.

**12. Should I bring a computer?**

All residence halls have Internet/network connections for computers so you may bring a computer. However, there are computer labs in the residence halls, in all classroom buildings, and in popular study areas, and all are accessible to students. If you have a laptop or tablet, you are free to bring it with you.

**13. What should I bring for my room this summer?**

As you prepare for the summer session, visit the Residence Life website for suggestions about **what to bring**: [http://www.wcupa.edu/\\_services/stu.lif/whattobring.asp](http://www.wcupa.edu/_services/stu.lif/whattobring.asp)

