

Table of Contents

Greetings from the President6

I. SERVICES

Academic

- Academic Computing Center7
- Adult Studies.....7
- Bookstore.....8
- Conference Services9
- Library Services9
- Honors College.....13
- Institute for Women.....13
- International Education14
- Reading Center.....14
- Speech and Hearing Clinic.....14
- Special Programs.....15
 - Internships.....15
 - Music Lessons15
 - National Student Exchange.....15
- myWCU Student Self-Service Center.....15

Undergraduate Studies and Student Support Services16

- Academic Development Program16
- Learning Assistance and Resource Center (LARC)16
- Office of Services for Students with Disabilities (OSSD)17
- Pre-Major Academic Advising Center18

Student Life

- Bus Transportation on Campus19
- Career Development (Twardowski Career Development Center) 19
- Children’s Center.....20
- Counseling and Psychological Services20
- Financial Aid.....21
- Food Service25
- Greek Life and Student Organizations.....27
- Health Services/Insurance.....27
- Judicial Affairs and Community Development28
- Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Ally Services 29
- Mail Service29

Multicultural Affairs.....	30
New Student Programs	31
Off-Campus and Commuter Services	31
Public Safety	32
Crime Prevention	32
Operation Safe Walk.....	32
Emergencies	32
Lost and Found	33
Parking Enforcement.....	33
Recycling	33
Registrar’s Office	33
Religious Life Council.....	34
Residence Life and Housing Services.....	34
Service Learning and Volunteer Programs.....	35
Student Affairs Division	35
Student Services Incorporated (SSI).....	36
Sykes Student Union.....	37
Telephone Services.....	39
Women’s Center.....	40
 Community	
West Chester: A Town with Charm.....	40
Entertainment	41
Places of Worship.....	41
Public Transportation.....	41
Restaurants.....	42
Voter Registration	42

II. ACTIVITIES

Student Activities on Campus: An Overview	44
Student Government: A Message from the Leadership	44
Student Organizations	44
Establishing and Registering Student Organizations:	
Procedures	45
SGA Approval Process.....	45
Registration Policy	46
Adviser Responsibilities	46
Campus Facilities: Usage and Reservation Policy.....	47

Advertising Policy	47
Contracts Policy	49
Vendor Policy	49
Event Attendance Policy	50
Statement on Sexism	51
Student Organizations List	51

Recreational Programs

Open Recreation	59
Intramural Sports	59
Sport Clubs	59
Outdoor Adventure Program	59
Aerobics	60
Special Events	60
Aquatics	60
Sykes Union Fitness Center	60
Athletic Facilities	60

Intercollegiate Athletics	62
--	-----------

III. POLICIES

General

Affirmative Action/Social Equity.....	64
Americans with Disabilities Act (ADA).....	65
AIDS/HIV.....	66
Alcohol and Drugs.....	67
Hazing (Anti-).....	68
Commercial Advertising and Sales.....	70
Noncommercial Solicitation.....	71
Computer Use.....	72
Drug-Free Campus: Policies, Guidelines, and Resources ..	76
Fee and Bill Payments.....	84
Parking.....	86
Sexual Assault.....	91
Sexual Harassment.....	95
Skates, Skateboards, and Bicycles.....	96
Storm Closings.....	97

Academic

Academic Dishonesty	100	
Americans with Disabilities Act (ADA) Classroom Modifications.....	100	
Grade Appeals.....	100	
Probation and Dismissal Policy.....	101	
Schedule Changes: Dropping, Adding, Withdrawing Courses		102
Student Academic Concerns	103	
Withdrawal from the University.....	103	
Residence Hall	104	
Student Records: Policy on Confidentiality		
Preamble	105	
Definition of Student Records	105	
Definition of a Student.....	105	
Public/Directory Information	105	
Disclosure of Student Records	106	
Challenge of Record Entry.....	106	
Questions and Answers.....	107	
Student Code of Conduct		
Standards of Conduct.....	109	
Sanctions.....	113	
Judicial Procedures.....	117	
Appeals	119	
University Policies.....	120	
Disciplinary Records	121	
Room/Apartment Inspection and Right of Search in University-Owned and/or Affiliated Housing.....	122	
Construction	123	
Revisions to the Student Code of Conduct.....	123	
IV. REFERENCES		
Directories		
Emergency and General Information Phone Numbers.....	125	
Residence Hall Phone Numbers	126	
Building Prefixes	126	
Administrative Personnel.....	129	
Deans, Chairpersons, and Academic Department Phone Numbers	131	

Questions and Answers: A Resource Guide 133

Maps
 Campus 137

Academic Calendar 2007-2009 138

West Chester University Symbols and Alma Mater 139

West Chester University Values Statement 140

The Ram’s Eye View Student Handbook 2007-2009 is published by the Division of Student Affairs. Additional copies of the publication are available in the Division of Student Affairs Office, 238 Sykes Union. The publication is available on disk for those students needing special accommodations. **The Ram’s Eye View Student Handbook** is also posted on the Internet and can be accessed through the WCU Web page: www.wcupa.edu.

Greetings from the President

New and returning students, welcome to West Chester University! Your university is filled with opportunities—with unlimited ways to develop your talents, follow your interests, find lifelong friendships, and put classroom lessons into practice. And with more than 200 student organizations, WCU has possibilities to match every student's goals. *The Ram's Eye View Student Handbook* will help you find the very best activities and programs for you.

As the handbook will help you discover, West Chester University is both big enough and small enough to offer across-the-board excellence. We are big enough to be a comprehensive university, with a full range of curricular and co-curricular offerings. At the same time, we are small enough to give individual attention and to match high standards and expectations with the services you may need in order to meet them.

The Ram's Eye View will acquaint you with important University policies and resources for making the most of your WCU years. If you face an academic or personal challenge, this handbook will guide you in finding the right assistance and support. It will also introduce you to student life on campus and familiarize you with our surrounding community.

The university years are life changing. They are infinitely rich in experiences for intellectual and personal growth. I wish you the very best in reaching your dreams, and I look forward to getting to know you over the semesters ahead.

Sincerely,

Linda L. Lamwers
Interim President

I. Services Academic

Academic Computing Center (ACC)

Location: Anderson Hall, Ground Floor

Phone: Ext. 3349

The ACC provides a central location in which the majority of academic computing resources are located. This facility serves all students taking courses that use computer resources. Students and faculty use the ACC for academic research, Internet access, statistical processing, word processing, and numerous other academic purposes.

At the present time the facility houses more than 230 PC's. The PC's are connected to the University Local Area Network (LAN), Internet, and file servers. During the fall and spring semesters, the ACC is open Mondays–Thursdays, 8 a.m. to midnight; Fridays, 8 a.m. to 4:30 p.m.; Saturdays, noon to 5 p.m. and Sundays, 4 p.m. to midnight (please refer to <http://www.wcupa.edu/infoservices/acc/> for the latest information on ACC hours) in order to maximize the availability of equipment. Student assistants are available to help clients, and staff members provide consultation with clients when necessary.

Adult Studies

Location: 102 Rosedale Ave.

Phone: Ext. 1009

The Office of Adult Studies supports and serves adults who wish to complete their undergraduate degree or take courses for personal or professional development. Adults begin or return to college for many reasons and may fall into one of the following categories:

- Nondegree students who qualify may take up to 18 credits without having to apply formally for admission into a degree program;
- High school students with a letter of recommendation from their guidance counselor or principal may take college level courses;
- Post-baccalaureate students may take as many courses as they wish; and
- Senior citizens who are 60 years of age, retired, and residents of Pennsylvania may take courses at no charge on a space-available basis.

The Office of Adult Studies also assists students in gaining college credit for life-learning experience through credit by exam, the College Level Examination Program (CLEP), or portfolio development and assessment. For more information please call the Office of Adult Studies at Ext. 1009, fax 610-436-2763, or e-mail adultstudy@wcupa.edu.

Bookstore

Location: Sykes Student Union Building

Phone: Ext. BOOK or 2242

Web site: www.click2ssi-bookstore.com

You may purchase apparel, gifts, gift certificates, and all of your semester textbooks online.

Hours:

Fall and Spring Semesters:

Monday - Thursday. 8 a.m. – 6 p.m.

Friday 8 a.m. – 4 p.m.

Saturday 11 a.m. – 3 p.m.

Summer Session:

Monday - Friday 8 a.m. – 4 p.m.

The bookstore will have extended hours, as announced, during the opening of each semester.

The bookstore is owned and operated by Student Services, Inc. (SSI) to service the requirements of the total University community.

Textbooks:

The bookstore provides used and new textbooks for all courses. Books are arranged on the shelves alphabetically by course abbreviation and section number. Please bring your class schedule and class syllabus with you when purchasing textbooks. You may also purchase your semester textbooks from our web site (www.click2ssi-bookstore.com).

Buy-Back Policy:

Textbooks are bought back on a daily basis. There is also an end-of-the-semester buy-back.

Textbook Return Policy:

Books may be returned for a full refund during the first week of classes of the fall and spring semesters and during the first five calendar days of each summer session. A receipt is required for all returns. Books must be returned in the same condition as purchased to receive a full refund.

Services and Supplies:

In addition to textbooks, the bookstore carries art and school supplies, health and beauty aids, insignia, clothing and glassware, calculators, computer software, film, newspapers, and trade books. Bestseller trade books are discounted up to 20 percent off the publisher's list price. Special orders for books, clothing, and supplies are welcomed.

Method of Payment:

Cash, Visa, MasterCard, Discover, American Express, RAM e-CARD and personal checks (with ID) are accepted methods of payment in the bookstore. A RAM e-CARD account may be opened by contacting the RAM e-CARD office at 610-738-0429.

Conference Services

Location: 13/15 University Ave.

Phone: Ext. 6931

Opening our doors for conferences and meetings has become a vital part of the University's commitment to public service. We serve as hosts for an average of 100 events per year serving more than 100,000 individuals with three dozen events returning annually. Classrooms, seminar rooms, lecture halls, auditoriums, and recreational facilities are made available to the public on a space-available basis.

The office also provides administrative coordination to faculty and staff hosting a variety of academic and professional conferences and workshops.

Library Services

West Chester University has two libraries on campus: the Francis Harvey Green Library on the main campus quadrangle at the corner of High Street and Rosedale Avenue, and the Presser Music Library in the Swope Music Building and the Performing Arts Center, SOM 121. The full-time library staff of 39 includes the director and assistant director of library services, 13 faculty librarians, and 24 library staff members. Both libraries offer excellent environments for study and research.

Library Collections

The library holdings provide strong support for student study and research, and collections compare favorably with those of other major public and private libraries in the West Chester area. Library holdings include more than two million items.

Print Materials

- More than 623,000 volumes
- More than 2,200 subscriptions to print periodicals
- More than 187,000 government documents
- More than 33,500 musical scores
- More than 3,300 maps

Audio Visual Materials

- More than 7,000 films, videos, and DVDs
- More than 42,500 sound recordings

Micromedia (microfilm, microfiche, microcard, etc.)

- More than 879,000 books, journals, dissertations, and other documents

Electronic Materials

- More than 5,700 electronic books
- More than 5,100 subscriptions to electronic journals
- More than 75,000 streaming audio files

- More than 450,000 images of art works
- Full text of articles from more than 23,000 periodicals is available through databases licensed by the library.
- The vast majority of the materials are available on the Web and may be accessed off campus by entering the 14- or 16-digit number from a current WCU ID.

General Library Services

Services at both libraries include reference (in-person, telephone, and e-mail), electronic reserves, and access to coin-operated photocopiers and microform copiers. Students and faculty may borrow materials using both interlibrary loan and E-Z Borrow services. Interlibrary loan provides students free access to books and copies of journal articles from more than 7,500 libraries world wide. The ILLiad System is available via the library’s Web pages and is also integrated into most electronic databases. The E-Z Borrow system allows students and faculty to request books from more than 60 libraries in Pennsylvania and neighboring states. Both the FHG and the Presser Music libraries lend wireless laptops to students for use in the library.

PILOT, the library’s Web-accessible catalog, is the gateway to the vast majority of library holdings – not only its print holdings but also electronic, audio-visual, and microform materials. To find out what the library owns, in print or in electronic form, go to PILOT.

The library Web site, <http://www.wcupa.edu/library>, provides continually updated access to a wide array of resources and services, including the library’s catalog and all its electronic resources. Electronic materials licensed by the library are available to all students, faculty, and staff with a current WCU ID. Licensing restrictions often prevent the University from making these resources available to the public.

FHG Library

Phone: Ext. 2946 (Information)

FHG Library Hours

Monday–Thursday	7:30 a.m. – midnight
Friday	7:30 a.m. – 5 p.m.
Saturday	noon – 5 p.m.
Sunday	noon – midnight

Instructional Media Center (IMC) and Children’s Literature Room:

Located on the first floor of the library, the Instructional Media Center houses instructional materials for teaching on all levels from early childhood through high school. The collection includes examples of elementary and secondary textbooks, curriculum guides, syllabi, and teacher resource books.

The IMC collects and circulates nonprint media such as videotapes, posters, and kits. Previewing equipment and facilities also are available. Production services include lamination, overhead transparencies, dry mounting, and audio duplication.

Arrangements to borrow videos and equipment may be made in room 112 in the IMC on weekdays between 8 a.m. and 4:30 p.m.

The adjacent Faye A. Collicott Children’s Room contains an excellent collection of children’s books and is used as a resource and research center for children’s literature including preschool through grade eight. Phone: Ext. 2759, 3393, 3394.

Documents/Maps:

Francis Harvey Green Library is a selective depository for United States government publications and Commonwealth of Pennsylvania publications. Included in the collection are extensive holdings of congressional materials, census publications, and Geological Survey maps. Most of this collection is available for circulation. Phone: Ext. 2869.

Circulation Regulations:

The circulation desk is located on the second floor (main floor) of the library. Most library materials are due 28 days from the day the materials are charged out. A current WCU student identification card or bar code is required to check out materials. Library materials may be renewed one time for an additional 28 days. Materials borrowed are subject to recall if needed by others.

All lost identification cards must be reported to the circulation desk immediately. Students are responsible for materials checked out on identification cards that are not reported missing.

Transcripts may be held for unpaid fines or for library materials not returned. Phone: Ext. 2946.

Group Study Rooms and Lounges:

Throughout the library there are a number of small rooms for group study and relaxed reading.

Fines:

Fines are charged for overdue library materials. The fine schedule is available at the circulation desk.

Micromedia

The micromedia collection is housed on the first floor near the periodical collection. It contains the library's holdings of books, periodicals, and newspapers in various microforms.

Government documents on microfiche are housed in the government documents area, curriculum guides in microform and ERIC documents are in the Instructional Media Center, and selected reference materials also in microform are in the reference area. Appropriate microform reading machines are available in each of the areas.

Print and Microform Periodicals and Newspapers:

Both current issues and retrospective volumes of periodicals and newspapers are housed on the first floor. The retrospective volumes of newspapers are exclusively in microform. The section includes a comfortable lounge area for browsing. Several million articles are now available from Web sources such as EBSCOhost Academic Search Premier and Academic Universe (Lexis-Nexis), and entire issues of more than 700 journal titles are available on the Web through the library's catalog, PILOT. Phone: Ext. 2624.

Reference Area:

The reference area is located on the second floor (main floor) of the library. The area immediately to the left of the main entrance contains the reference desk. Computers for access to PILOT, the library's Web catalog, the Internet, and CD-ROM resources are also located in this area. These computers are for research only. A reference librarian is on duty at the reference desk to give assistance in the use of the library. Adjacent to the index area is the reference reading room containing the reference collection, including such materials as encyclopedias, dictionaries, and handbooks. Phone: Ext. 2453.

Reserve Book Regulations:

Materials placed on reserve by faculty are kept at the reserve desk, which is located on the main floor (second floor) next to

the circulation desk. The material is primarily noncirculating (for use in the library). Print materials on reserve are listed in PILOT, the library's Web catalog. Some materials do circulate for time periods designated by faculty. Most circulating materials are due back at the reserve desk by 9 a.m. on the due date. To charge out reserved books, borrowers must present a bar-coded WCU ID. An ID or driver's license will be held at the desk for material used in the library until it is returned. Phone: Ext. 2611.

Some reserve materials are now available on the Web. Check the electronic reserves link on the library's home page, <http://www.wcupa.edu/library.fhg>.

Interlibrary Loan:

Interlibrary loan is a service through which materials not owned by the library may be requested and obtained from other libraries for use by West Chester University students. Photocopies of the material requested are sometimes provided in place of the original item, especially for periodical articles. There may be a charge for the copy, depending on the policy of the lending library. Allow at least two to three weeks for materials to arrive.

Another system, PALCI E-Z Borrow, allows anyone with a valid WCU ID to request books directly from many academic libraries in Pennsylvania and surrounding states. Libraries include Penn State, Pitt, Carnegie Mellon, and the 14 State System universities. Go to the library home page, click on PALCI Borrow, use a single search to find books in all these libraries, and then request the titles you want yourself. Pick up the books at the FHG Library Circulation Desk. You will receive e-mail reporting on when the book is sent and when it is available at the FHG Library Circulation Desk.

General Information:

- Bulletin boards: on each floor (permission to post should be obtained at the Circulation Desk).
- Change machine: adjacent to microform copiers on the first floor.
- Coat racks: interspersed throughout stacks.
- Group study rooms: third through sixth floors.
- Lost and found: second floor at circulation desk.
- Campus phones: every floor near the elevators.
- Public pay phones: first floor.
- Photocopy machines: first and second floors, 10 cents per page.
- Suggestion box: located at Circulation Desk.
- Water fountain: on every floor.

Presser Music Library

Phone: Ext. 2430

Presser Music Library Hours

Monday-Thursday.....	8 a.m. - 10 p.m.
Friday.....	8 a.m. – 4:30 p.m.
Saturday.....	1 p.m. – 5 p.m.

Sunday 5 p.m. – 9 p.m.

Presser Music Library Collections and Services

The Presser Music Library contains the University's collection of scores, sound recordings, music books, periodicals and microforms. The music library offers many services including reference, reserves, and in-house use of wireless laptops. This new facility also features the latest equipment for listening to sound recordings in analog and digital formats.

Honors College

Location: 703 S. High Street

Phone: Ext. 2996

The University provides to outstanding students the opportunity to participate in a challenging honors curriculum and to receive recognition at commencement when they complete the requirements.

Grounded in the liberal arts tradition, the Honors College is a cross-disciplinary curriculum designed to develop students' intellectual abilities, become creative problem solvers, build character, and foster a commitment of lifelong learning that can develop the leaders of the 21st century. Membership is competitive and based on maintenance of a cumulative 3.25 GPA, regular enrollment in honors courses, and service to the campus community.

The curriculum consists of 27 hours of cross-disciplinary core courses surrounding the theme of community investment and leadership development that, along with a course drawn from mathematics or the sciences, fulfills the University's general education requirements. Certification for honors is achieved by the completion of these core courses, a minimum of two upper-level honors seminars, and a capstone project. Seminars are special topic courses that rotate on a semester basis and include such subjects as "Leadership in South Africa," "Video Editing," "Family Communication," "Vampires in Fiction, Film, and Folklore," "Peer-Assisted Learning," and "Global Perspectives: China." The capstone project allows students to put theory into practice by inviting them to identify and investigate a problem in a community business, nonprofit agency, or research laboratory, and then work to solve the problem.

The Honors Seminar Certificate Program is available for students who did not enroll in honors during their first year at the University. Admission to this aspect of the program affords students all related privileges of honors membership and requires completion a minimum of 12 hours of 350/400-level honors seminars for full certification.

The college provides optional housing in an honors residence hall. An Honors Council, which includes both faculty and students, advises the college.

Further information about the Honors College – requirements, offerings, housing, and the extracurricular activities of the Honors Student Association – is available from the Honors College Office.

Institute for Women

Location: 103 Ruby Jones Hall

Phone: Ext. 2940

The Institute for Women was initially designated 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 a 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 a number of activities to enhance the self-esteem and career success of women at the University: the Woman-in-Residence Program, Graduate Grant, and Endowed Book Funds. The institute also prepares periodic reports on the status of women at the University and has secured Charlotte W. Newcombe Scholarship Grants for mature or second career women for more than 25 years.

International Education

Location: McKelvie Hall, 102 Rosedale Ave.

Phone: Ext. 3515

Established in 1973, the Office of International Programs assists in coordinating study abroad programs and provides essential services for international students, foreign scholars, and international faculty. The office is located in McKelvie Hall (102 Rosedale Avenue), Graduate Studies and Extended Education.

Students are encouraged to participate in semester or year-long study abroad programs as well as summer study abroad programs. The Office of International Programs provides numerous study abroad information sessions every semester and a study abroad fair in the fall term each year. The schedule for these events is available in the office at the beginning of each semester.

All West Chester University immigration services are provided through the Office of International Programs. A variety of services such as Homeland Security – SEVIS (Student and Exchange Visitor Information System) compliance, orientation, international experience financial awards, and support services are provided for approximately 125 students and scholars from more than 50 countries.

Reading Center

Location: Recitation Hall (second floor)

Phone: Ext. 2877

The major function of the Reading Center is to provide diagnostic and corrective reading services for students in grades 1–12 who live in the service areas of the University and to train graduate students, most of whom are practicing teachers, to serve in the schools of Pennsylvania as reading specialists. Interested parents should call the Department of Literacy and request an application for reading services.

Speech and Hearing Clinic

Location: 201 Carter Drive

Phone: Ext. 3402

The services of the Speech and Hearing Clinic are available without charge to students of West Chester and Cheyney universities. The clinic provides diagnostic and therapeutic services for persons with speech, language, and hearing problems. The clinic is operated by the Department of Communicative Disorders as a teaching-training facility for its undergraduate and graduate students. These services are available for a reasonable fee to nonstudents.

Special Programs

Internships:

An internship for college credit is a means of broadening your education experience. You can spend a semester working within your field of study and gain valuable experience outside the classroom. Additional information is available through individual department offices and the course listings of the current undergraduate catalog.

Music Lessons:

Private lessons are available if there is availability of instruction. For more information about music lessons, contact the coordinator of the program in the School of Music, Ext. 2739.

National Student Exchange:

“Experience a new lifestyle; visit a different area of the country, explore new cultural and academic horizons. Be an exchange student – American style, through the National Student Exchange Program.” West Chester University is one of approximately 180 participating colleges and universities across the USA and Canada that offers students the opportunity to spend a maximum of one academic year of study at another college or university. The exchange program enables students to experience a quarter, a semester, or a year at another university or college, yet not encounter complications such as transfer credits and out-of-state tuition. While encouraging students to experience and appreciate various cultural perspectives, the National Student Exchange Program also provides students with the opportunity to take advantage of specialized courses and programs that may not be available at West Chester.

To qualify for the program, students must be full time, have a 2.5 cumulative grade point average, and should be in the sophomore or junior year during the period of exchange. The purpose of the latter qualification is to ensure that students share experiences and insights with other students when resuming their studies at West Chester. Applications and further information are available from the National Student Exchange coordinator in the Office of the Registrar. Applications are due February 15 of each year. A nonrefundable fee is required of all students who apply for the National Student Exchange Program. For more information contact the Office of the Registrar, Ext. 3085.

myWCU Student Self-Service Center

The Student Self-Service Center is located in the main floor lobby of E.O. Bull Center. The hours for the center are 8 a.m. – 4:30 p.m., Monday through Friday.

Three myWCU computer terminals are conveniently located at the center for student use.

Undergraduate Studies and Student Support Services

The Division of Undergraduate Studies and Student Support Services is an administrative unit that comprises the following academic programs and support services:

- Academic Development Program
- Professional Studies Program
- Learning Assistance and Resources Center
- Learning Communities Project
- Office of Services for Students with Disabilities
- Pre-Major Academic Advising Center

The Division of Undergraduate Studies and Student Support Services promotes academic excellence and strives to increase the preparedness and ability of students to successfully complete college-level work. The division supports the University's mission in its efforts to offer access to the widest possible spectrum of students, retain worthy students, effectively manage diversity and ensure equity, and promote and increase positive interaction between faculty and students.

Academic Development Program:

Location: 222 Lawrence Center

Phone: Ext. 3274

The Academic Development Program is designed to provide an opportunity for college education at West Chester University to those students who do not meet current admission requirements but who show a potential for success in college. Students admitted to the program are expected to take advantage of the program components which have been developed to enhance their skills in reading, writing, speaking, mathematics, and critical thinking, as well as to help them in their transition from high school to college. The Academic Development Program comprises a series of required courses supplemented by specialized tutoring, counseling, scheduling, and advising.

The program begins with intensive, five-week preparatory courses during the summer which students must complete. Developmental course work is credit-bearing, but these credits are not applicable toward graduation.

Students in the program are also required to complete the following courses: WRT 120, SPK 208 or 230, and EDR 100, all of which should be taken as soon as possible after completion of summer requirements. All of these courses satisfy University requirements for graduation. Students will be advised on the completion of general education requirements and, as necessary, on the transition into a major course of study.

Learning Assistance and Resource Center (LARC):

Location: 223 Lawrence Center

Phone: Ext. 2535

The Learning Assistance and Resource Center (LARC) provides academic support services to help students become independent and active learners as well as achieve academic success. The LARC offers tutoring services in most general education courses such as mathematics, natural sciences, social sciences, foreign languages, music, and introductory business. Tutoring sessions are 50 minutes long and are held by appointment only. Interested students register on a first-

come, first-served basis and are assigned tutors depending on availability.

The LARC offers supplemental instruction (SI) in several general education and “high-risk” courses; registration for SI sessions is done in the classroom at the beginning of the semester. The LARC also offers refresher workshops in preparation for the Pre-Professional Skills Test (PPST) for education majors. Several PPST workshop series are held throughout the academic year; registration for these workshops is done on a rolling basis. Additionally, workshops, such as the Student Success Seminar, demonstrate the application of learning strategies and/or affective skills influencing learning, such as stress management, test anxiety reduction, assertiveness, and motivation are available to student groups upon request. The LARC Web site (<http://www.wcupa.edu/tutoring/>) includes information on our services, list of courses we tutor, and links to helpful resources.

The LARC provides opportunities for paid practical training for undergraduate and graduate students. The LARC offers a comprehensive training program for new tutors, which includes seminars, workshops, individualized projects, and peer observation. Tutors employed by the LARC acquire the knowledge and experience necessary to meet the requirements for certification by the College Reading and Learning Association.

The LARC is open Monday–Thursday from 8 a.m. to 8 p.m., and Friday from 8 a.m. to 4:30 p.m. You may contact us via e-mail at larc@wcupa.edu.

Office of Services for Students with Disabilities:

Location: 223 Lawrence Center

Phone: Ext. 2564

The Office of Services for Students with Disabilities (OSSD) offers services for students with physical and learning disabilities. 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.

At West Chester University we recognize that some students with disabilities want minimal assistance while others require the full range of support and services. To facilitate successful transition we recommend a comprehensive assessment of needs through our office. We can also provide advocacy with faculty for classroom accommodations, but we work to provide students with the tools to be independent.

The OSSD is located within the Division of Academic Programs and Services. We coordinate services with other units within the division, such as the University Tutoring Center, the Academic Advising Center, and other University offices including the Writing Center and the Housing Office.

Referrals to governmental agencies and private practitioners for provision of services are also available through the OSSD. We recommend that, in order to ensure continuity of services, students pursue such actions prior to enrollment. Students needing financial support for personal services or interpreters should register with the appropriate agency at least six months in advance of matriculation. Services offered through the OSSD may include:

- Academic coaching
- Special summer orientation
- Central documentation file

- Optional comprehensive needs assessment
- Advocacy with faculty
- Referrals for LD testing
- Alternative test-taking arrangements
- Academic advising
- Priority registration
- Note-taking support
- Content tutors
- Study skills tutoring
- Alternative formatting assistance (Recordings for the Blind, Inc.)
- Adaptive technology
- Readers for visually impaired students
- Interpreters for hearing-impaired students
- Peer support
- Students with Disabilities Association

See the West Chester University Handbook on Disabilities and OSSD Web site for additional information.

Pre-Major Academic Advising Center:

Location: 262 Lawrence Center

Phone: Ext. 3505

The Pre-Major Academic Advising Center (PMAA) provides support to undergraduate students prior to admission to an academic major. The assignment to PMAA either reflects the student's own choice or a designation by the University because the student either does not meet all of the preparation and/or academic requirements for a particular major or a student's prospective major has reached its maximum enrollment for the academic year or semester. Pre-major students are encouraged to take prerequisite courses in their intended major and/or courses in a particular major program because of implied interests. Pre-major academic advisers assist students in interpreting University and departmental policies and requirements, as well as with appropriate course selection. They also make referrals and discuss vocational and career interests.

Together, the adviser and the student develop an educational plan of sound strategies for success.

The Pre-Major Advising Center is located in Room 262, Lawrence Center. Contact the center at 610-436-3305 or advising@wcupa.edu.

Student Life

Bus Transportation on Campus

The University provides bus service from North to South Campus (and return) during the spring and fall semesters. The buses run from 7:15 a.m. to 12:50 a.m. on weekdays and from 1 p.m. to 12:50 a.m. on Saturdays and Sundays. On North Campus, the buses stop at University Avenue and Church Street, and also in front of Wayne Hall. On South Campus the buses stop at Sturzebecker Health Sciences Center, the South Campus Apartment Complex, the Village, and Q and R Lots. Please check with the desk of your residence hall or the Sykes Student Union Information Center for bus schedules. There is no bus service during the summer.

Students using the bus service should be advised that it is impossible to provide timely transportation between the North and South Campus within the standard 10-minute class change time. Therefore, students should plan and develop class schedules that allow time to be transported between the two campuses through the use of open class periods.

Twardowski Career Development Center

Location: 225 Lawrence Center

Hours: Monday – Thursday:

8 a.m. – 4:30 p.m.

Friday: 8 a.m. – 4 p.m.

Phone: Ext. 2501

The Twardowski Career Development Center (TCDC) is designed to assist students and alumni in their pursuit of career planning and placement. Those individuals taking advantage of the resources of the TCDC will be assisted through any of the three stages of career planning: self-assessment, exploration, and placement.

Individual Career Planning:

Professional staff are ready to assist students with career planning needs. Individual sessions are available by appointment. Because we are truly interested in the student's welfare, we will advise the student if a specific concern is beyond our scope. At that time we will offer the student the opportunity to enlist the services of other on-campus resources which might more appropriately deal with that specific concern, e.g., the Counseling Center, the Academic Advisement Center, or the departmental academic adviser.

Workshops and Programs:

Career exploration, job-search strategy, resume writing, interviewing, and graduate school workshops are among the many topics available for presentation to interested groups of students, faculty, and staff.

In addition, other career-related programs are presented occasionally as student interest warrants and staffing permits. Programs might include those that address the career concerns of special interest groups or provide general career information.

The Department of Counseling and Psychological Services (The Counseling Center) is located on the second floor of Lawrence Center, 610-436-2301. Services are available to all currently enrolled undergraduate and graduate students. The Counseling Center includes licensed psychologists, consulting psychiatrists and graduate-level trainees with whom students may discuss their concerns in strict confidence.

Counseling Services:

Since the Counseling Center provides services for a wide range of concerns, each student's experience will be tailored to his or her needs. Students may wish to improve their interpersonal skills, resolve personal conflicts or clarify their educational or vocational choices. Any of the following approaches may be implemented to address a student's concerns:

1. Individual psychological counseling consists of a one-to-one counseling experience where the focus is on resolving personal conflicts and conflicts with others, and on improving the student's expertise at making meaningful choices. It may also help people avoid choosing behaviors that restrict personal growth and undermine their well-being.

2. Group counseling consists of a small number of peers with one or two counselors. Such groups meet once each week to help group members learn about themselves. Groups may or may not have a specific focus. Past groups with a focus have included students who have experienced the death of a parent, bad habits that block personal growth, eating disorders, disabilities, or were interested in assertiveness training or confidence building. General counseling groups have included those for interpersonal problem solving and for female students.

3. Individual vocational counseling consists of a one-to-one experience that focuses on clarifying the student's choice of concentration and vocation. Vocational choice is most solid when it is the outgrowth of understanding oneself. Such understanding is advanced by the thoughtful exploration of values, interests, and abilities.

4. Testing may include psychological or vocational interest tests which can clarify educational and vocational planning. The student and counselor can determine whether such testing might be helpful.

5. Consultation Services for staff and faculty are available on a limited basis. Psychologists may be able to assist with crises, program planning, group and interpersonal communications, and referral to other agencies.

Financial Aid

Location: 138 E.O. Bull Center

Hours: 8 a.m. – 4:30 p.m.

Monday – Friday

Phone: Ext. 2627

The financial aid program at West Chester University provides financial assistance and counseling to students who can benefit from further education, but who cannot obtain it without such help. Financial aid consists of gift aid in the form of grants and scholarships, and self-help aid in the form of part-time employment, and/or loans. Although students and their families are primarily responsible for meeting educational expenses, financial aid can provide supplemental help for those who qualify.

Students should consult the Undergraduate Catalog, The Quad, and listings in the Office of Financial Aid for the availability of scholarships. National and international scholarship information can be accessed through the Internet and publications available in the F.H. Green Library.

Students must be enrolled at least half-time (six credits) in a degree program and must be making satisfactory academic progress in order to receive financial aid. The "Free Application for Federal Student Aid" (FAFSA) must be filed and processed by March 1 for priority consideration for all forms of federal aid. Part-time employment in the Federal Work-Study Program is available to those who qualify; applications are due in the Office of Financial Aid no later than March 1, and students must also meet the FAFSA deadline.

Specific information about applying for federal and state aid programs is available in the Office of Financial Aid. Counselors are also available to discuss financial aid concerns with students and parents.

Student Consumer Rights and Responsibilities

You have the right to ask a school:

1. The names of its accrediting organizations.
2. About its programs; instructional, laboratory, and other physical facilities; and faculty.
3. What the cost of attending is and what its policies are on refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
5. What the procedures and deadlines are for submitting applications for each available financial aid program.
6. What criteria it uses to select financial aid recipients.
7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget. It also includes what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
8. If you have a loan, what the interest rate is, the total amount that must be repaid, the length of time you have to repay the loan, when payments are to begin, and any cancellation and deferment provisions that apply.
9. If you are offered a work study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
10. To reconsider your aid package, if you believe a mistake has been made.
11. How the school determines whether you are making satisfactory academic progress, and what happens if you are not.
12. What special facilities and services are available to the disabled.

You have the responsibility to:

1. Review and consider all information about a school's program before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receipt of financial aid.
3. Provide all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.

4. Read and understand all forms that you are asked to sign and keep copies of them.
5. Accept responsibility for the promissory note and all other agreements that you sign.
6. If you have a loan, notify the lender of changes in your name, address, or enrollment status.
7. Perform in a satisfactory manner the work that is agreed upon in accepting a college work study job.
8. Know and comply with the deadlines for application for aid.
9. Know and comply with your school's refund procedures.
10. Attend an entrance interview if you are borrowing from the Federal Perkins or Federal Stafford Loan programs for the first time.

Financial Aid Reference Guide

PROGRAMS	WHO MAY APPLY?	HOW MUCH MAY I RECEIVE?	ON WHAT ARE THE AWARDS BASED?	HOW DO I APPLY?
Pennsylvania State Grants (PHEAA)	Any undergraduate degree or certificate student who is enrolled at least half-time (six credits) and has been a Pennsylvania resident for at least 12 months prior to the date of application. Academic degree or certificate program must be at least two years in length.	Grants may range from \$200 to \$3,900, per year, for a total of eight full-time or 16 part-time semesters.	Grants are determined on the basis of financial need.	Free Application for Federal Student Aid available in the Office of Financial Aid or in your local library.
Federal Stafford Loan	Any student who has been accepted and/or enrolled, making satisfactory academic progress in an approved institution.	Annual loan limits are \$3,500 for first-year students, \$4,500 for second-year students, and \$5,500 per undergraduate year after that, not to exceed a base of \$23,000. Graduate students can borrow up to \$20,500 or the school's cost of attendance per year.	Interest is variable, not to exceed 8.25%. Repayment begins 6 months after enrollment ceases or student drops below half-time status.	Applications are available at banks, savings and loan associations, credit unions, and other lending institutions. Students must also file a Free Application for Federal Student Aid.
Federal Pell Grant	Any undergraduate degree student who does not already possess a	Grants range from \$400 up to \$4,310 per year.	Grants are determined on the basis of financial	Student must file a Free Application for Federal Student Aid.

	baccalaureate degree.		need.	
Academic Competitiveness Grant (ACG Grant)	Any first- or second-year undergraduate degree student who is eligible for a Pell Grant.	Grants are \$750 for first-year students and \$1,300 for second-year students.	Students must have completed a rigorous secondary school program, enroll full time, and maintain a cumulative GPA of at least 3.00.	Student must file a Free Application for Federal Student Aid.
National Science and Mathematics Access to Retain Talent Grant (SMART Grant)	Any third- or fourth-year undergraduate degree student who is eligible for a Pell Grant.	Grants are \$4,000 per year.	Students must enroll full time, maintain a cumulative GPA of at least 3.00, and major in an eligible major (computer science, critical foreign language, life sciences, mathematics, and physical sciences).	Student must file a Free Application for Federal Student Aid.
Federal Supplemental Educational Opportunity Grants (FSEOG)	Any undergraduate degree student.	Grants range from \$200 to \$800 at West Chester University per year.	Grants are determined by the financial aid officer on the basis of financial need.	Student must file a Free Application for Federal Student Aid. Priority deadline: March 1.
Federal Perkins Loan	Any degree student.	Up to \$4,000 per year at West Chester University.	Loans are determined by the Office of Financial Aid on the basis of financial need. Interest is 5%. Repayment begins nine months after at least half-time enrollment ceases.	Student must file a Free Application for Federal Student Aid. Priority deadline: March 1.
Federal Work Study Program (FWSP)	Any degree student.	The amount of the award varies.	Work-Study grants are assigned by the school or college financial aid officer on the basis of financial need.	Student must file a Free Application for Federal Student Aid and Student Employment Application. Priority deadline: March 1.
Institutional Scholarships	Any student attending or eligible for enrollment at the school, college, or university. Each scholarship has different criteria.	The amount of the award varies; contact the Office of Financial Aid.	Institutional awards are determined on the basis of academic and scholarship achievements as well as need.	Contact the Office of Financial Aid at West Chester University.
Veteran's Benefits	Veterans and dependents of	The amount of the award varies.	According to Veterans'	Contact the Veteran's Office

	deceased or disabled veterans.		Administration Guidelines.	located in the Office of Financial Aid.
Health Professions/Nursing Loans	Any degree student enrolled in the field of nursing and certain other health professions.	Awards may range up to \$2,000 per year.	Awards are determined on the basis of financial need.	Contact the Office of Financial Aid at West Chester University.
Private Education Loans	Varies depending on the type of loan.	Usually the cost of attendance minus other financial aid.	Varies depending on the type of loan and lender; credit evaluation always required.	Obtain information in the Office of Financial Aid or contact your lender.

Food Service

Location: Lawrence Center

Hours: 7 a.m. – 7 p.m.
Monday – Friday

Phone: Ext. 2730

All students residing in a North Campus residence hall (including affiliated housing at University Hall) must be on the University meal plan as a condition of occupancy. Students with medical problems who cannot meet this requirement may request a meal waiver. Residents of the South Campus Apartment Complex and The Village at WCU, as well as off-campus and commuting students, may purchase any meal plan offered or obtain meals at the casual meal rate.

Meal plans consist of 26 meal zones per week: 19 traditional breakfast/brunch, lunch, and dinner zones, plus seven late-night zones. The following plans are available to resident students:

- Variable 10 meals per week, plus \$100 flex
- Variable 14 meals per week, plus \$100 flex
- Variable 19 meals per week, plus \$100 flex

For the above meal plans, the meal week runs from Saturday brunch through Friday late night. With these plans the diner can choose any combination of meals, but will forfeit any unused meals at the end of the meal week.

Additional meal plan options for resident students include:

- Block Plan of 175 meals per semester, plus \$100 flex
- Block Plan of 225 meals per semester, plus \$100 flex

Block plans run the entire semester; so the diner can use them in any number configuration throughout the semester, but must use them up by the end of the semester or forfeit the remaining meals.

South Campus residents (apartments and The Village), off-campus students, and commuters may select any of the above

plans in addition to the following:

- Block Plan of 75 meals per semester plus \$100 flex
- Flex-only Plan (must begin with \$100 minimum account and can add in \$25 increments). Flex dollars are treated like a declining debit account within the dining program and can be used at any of the locations around campus. Flex will carry over from semester to semester and over the summer as long as the student returns and activates his/her account. Any unused flex will be forfeited upon graduation or separation from the University for other reasons.

All meal plans may be used in the following locations: Lawrence Dining Hall; the Diner; C-Store/Grill operations; and the Ram's Head Food Court. National brands, such as Chick-fil-A, Subway, Einstein's Bagels, Starbucks, Java City, and Freshens will take cash, flex, and ram bucks only. Students in North Campus residence halls will have their meal plan cost included in their University bill. Off-campus, commuter, and South Campus Apartment/Village students can sign up for a meal plan by applying at the Office of the Bursar in the E.O. Bull Center. Any meal plan changes must be submitted within the first two weeks in the beginning of each semester. After that deadline, the assistant vice president for student affairs must approve any change requests. The diner is permitted to use four meals in one day (three on weekend days) and may combine up to two meals per meal zone to convert to the meal/cash allowance. Diners may use five of their meals per semester for a guest.

Hours for the individual dining facilities are posted at each location. Summer school hours will be posted for each session.

The following are food service policies; failure to comply with the following guidelines may result in loss of dining privilege and termination of your housing contract:

1. Only authorized students possessing RAM e-CARDS in their name may use them in the dining facilities. RAM e-CARDS are nontransferable.
2. Shoes and shirts must be worn to gain admittance into any dining area.
3. Food may only be removed from designated take-out areas. It is considered a criminal offense to take food, beverages, service--ware, trays, etc., from non--designated areas, or to take food items from take-out areas without paying for them.
4. Any unauthorized students using restricted dining facilities will be charged for the meal(s) and have disciplinary charges initiated against them.
5. Students must use their own RAM e-CARDS. Any student who lends his/her RAM e-CARD to another person is subject to loss of resident status and dining room privileges. This student will also be required to pay for the specific meal(s) related to such an incident.
6. A special fee will be required as payment to replace lost RAM e-CARDS (this money is nonrefundable).
7. Those students seeking a meal waiver for medical reasons must complete the following procedure:
 - a. Obtain a medical statement from your family physician explaining your reason for exemption to the University meal plan. The physician should answer the following questions:
 - i) Specifically, what is the nature of the student's medical problem?
 - ii) How long do you believe the problem will persist?
 - iii) Should the student be released from his/her meal contract for both semesters?
 - iv) What are necessary foods the student must eat while under medical supervision? (The physician should provide a

seven-day menu.)

b. After receiving the above information, submit it to the Office of Residence Life and Housing Services and then make an appointment with the resident district manager.

c. The resident district manager will determine if the food service can accommodate the special diet. If they are unable to, the manager will notify the assistant vice president of student affairs that the student is eligible to be released from the meal plan.

d. The assistant vice president of student affairs will make the appropriate financial adjustments to the student's records and forward the information to the Student Accounts Office for the appropriate action.

Any suggestions, complaints, or concerns students have about the food service should be directed to the main Food Service Office in Lawrence Center or the Food Service Committee. This committee is made up of student representatives from the residence halls and commuter students. All rates for food services, as well as other University fees, can be found on the Web site: www.wcupa.edu.

Greek Life

Location: 238 Sykes Union

Hours: 8 a.m. – 4:30 p.m.
Monday – Friday

Phone: Ext. 2117

The Office of Greek Life advises West Chester University's fraternity and sorority community, comprising 27 individual chapters on their service projects, community activities, scholarship support programs, recruitment and new member programs, and other related matters. In addition, the office works with four governing/programming councils, three Greek-affiliated honor societies and the Camp Dreamcatcher fund-raiser.

Health Services

Location: 202 Wayne Hall

Hours: 8 a.m. – 8 p.m.
Monday – Friday
10 a.m. – 6 p.m.
Saturday

Phone: Ext. 2509

The Student Health Center offers medical care and health promotion services to students by appointment. The Health Center staff includes physicians, nurses, certified nurse practitioners, and administrative staff. Clinical services include primary care and gynecological visits; allergy clinic; HIV testing; tuberculosis testing; immunizations; contraceptive counseling and prescriptions; STD screening, treatment, and counseling; pregnancy testing; annual gynecological exams;

laboratory services; and health education resources. The Health Center also provides students with opportunities to assess their own health needs and to become active participants in the health recovery and maintenance process.

All students are required to pay a health service fee at the beginning of each semester. Medications and supplies are available at a nominal fee. In addition, a separate fee is also charged for each office visit.

The Health Center does not provide absence notes due to federal confidentiality guidelines. Students are encouraged to speak directly to faculty concerning absences due to illness.

Insurance Programs:

It is important to remember that the student health fee does not provide for the cost of referrals to off-campus specialists or to local hospitals for surgery or serious illness. Because of the unpredictable nature of such medical and surgical emergencies, all students are encouraged to be protected by a health insurance program. Information on the student health insurance program is mailed to students prior to registration or may be obtained from the Health Center or the Web site.

Insurance requirements are mandated for intercollegiate athletic participation and some specific departments. Refer to the appropriate section in the University Catalog for further information on these requirements.

For liability insurance requirements for students majoring in nursing, please see the Department of Nursing.

Student Physical Examinations:

A physical examination is required for all entering new and transfer students. The University Health Center reserves the right to request an annual physical examination by the family physician for any student suffering from a chronic illness.

No student will be permitted to register for classes until a history and physical examination report is completed and filed. These forms are available at the University Health Center and are mailed to students prior to registration.

Communicable Diseases:

A current negative tuberculin test or chest X-ray showing no active tuberculosis is mandated by the Pennsylvania Department of Education for all student teachers and all students participating in field experiences in the public schools. The TB test is given at the Health Center for a nominal fee.

All students born after 1957 must show evidence of immunization involving other communicable diseases and booster shots against measles. Guidelines published by the Center for Disease Control will be adhered to and revised as appropriate to protect the health of those in the University community. Meningitis vaccine is strongly recommended for all undergraduate students. Meningitis vaccine is required by Pennsylvania state law for students who reside in University housing.

Because of the potential for transmission of several infectious diseases, all students utilizing injectable medicines will be required to show evidence of satisfactory disposal of needles and syringes. The Health Center will provide free disposal of medical waste.

Judicial Affairs and Student Assistance

Location: 238 Sykes Union

Hours: 8 a.m. – 4:30 p.m.

Monday – Friday

Phone: Ext. 3511

As stated in the University Mission and Values Statements, 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 or off campus, that is not consistent with University community standards as defined by the West Chester University Student Code of Conduct.

The Office of Judicial Affairs and Student Assistance enforces the Student Code of Conduct, found in section III of the Ram's Eye View. Our code reflects the campus community's concerns that our students and student organizations maintain high standards. It guarantees due process and protects the individual freedom of the students, as well as requiring his or her responsibility and accountability for misconduct. The Student Code of Conduct shall be applicable to all students and student organizations of West Chester University.

The Office of Judicial Affairs and Student Assistance also helps students with notifying faculty when they have been absent from class for a minimum of three days due to illness, or personal or family emergencies. This notification acts as a courtesy to students and does not serve as an excuse for missed classes. Attendance requirements will vary, and students may be asked by faculty to produce documentation to substantiate the absence. This notification also reminds students to contact their professor regarding any missed work or exams; decisions regarding missed work are made by each faculty member. The director can provide resource information to students whose absences may extend beyond the three days minimum.

Lesbian, Gay, Bisexual, and Transgender, Queer, Questioning, Ally (LGBTQA) Services

Location: 233 Sykes Union

Phone: Ext. 3351

Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Ally (LGBTQA) Services is a campus resource for students who need information or would like to talk with someone about issues related to sexual orientation. LGBTQA Services offers students programs and support group meetings that focus on lesbian, gay, bisexual, transgender, queer, questioning, and ally concerns. Resources and referral information (e.g., bookstores, publications, radio, and media, as well as night life in and around the Philadelphia area) on LGBTQA subjects and interests are also available.

LGBTQA Services is staffed by a coordinator and graduate student assistant. The service works closely with the student organization, LGBTQA, and the University-wide LGBTQA Advocacy Committee to educate and sensitize the campus community on homophobia, heterosexism, and sexual orientation issues.

Mail Service

Location: Lawrence Center (second floor)

Hours: Window Service 8:30 a.m. – 3:30 p.m.
Money Order Sales 8:30 a.m. – 1:45 p.m.
Monday – Friday

Phone: Ext. 2744

The University's on-campus post office provides the campus community with the majority of postal services available at any United States Post Office including cash sales of stamps, money orders, parcel weighing and rate pricing, zip code information, and special mail handling such as certified, registered, and insured mail. Boxes or mailing envelopes for U.S. Postal Service "Priority" and "Overnight Express" mail (only) are also available. Other (nonpostal service) boxes and packing materials are available for purchase at the campus bookstore. Commuting students requesting a mail box must show a need for the box by applying to Off-Campus and Commuter Services, located in 116 Sykes Union, Ext. 2984, which will approve or disapprove the mail box request depending on availability of a limited number of mail boxes and the demonstrated lack of alternative mail receipt options for the student. Resident students receive their mail at their residence halls. To ensure prompt delivery, mail sent to North Campus resident students should show the student's name, room number, name of the residence hall, and the University's name and address (West Chester University, West Chester, PA 19383). Mail sent to South Campus resident students should show the student's name, 839 South Campus Drive, Box #, West Chester, PA 19382 (do not include WCU in the South Campus address).

Multicultural Affairs

Location: 003 Sykes Union

Hours: 8 a.m. – 4:30 p.m.
Monday – Friday

Phone: Ext. 3273

The primary mission of the Office of Multicultural Affairs is to maintain a supportive environment that promotes the academic achievement and personal well-being of students of color. This is accomplished by providing a range of services, programs, and activities that enhance and support the academic and personal development goals of multicultural students. Specifically the goals of the office are to:

- Orient students to the culture of the institution;
- Help students to determine and assess their educational goals and academic skills; Provide programs and services to help students attain or refine the academic skills necessary to perform well in the classroom and to achieve their educational goals;
- Promote the intellectual, career, social, and moral development of students;
- Promote and deepen students' appreciation and understanding of their own as well as other cultures and heritages; and

- Provide training in leadership and other personal skills.

In addition, the office is committed to working with other offices and units to improve awareness of and appreciation for racial and cultural diversity for the greater University community.

New Student Programs

Location: 202 Lawrence Center

Hours: 8 a.m. – 4:30 p.m.
Monday – Friday

Phone: Ext. 3305

The Office of New Student Programs coordinates orientation and outreach programs for first-year and transfer students. Orientation programs include summer, fall, and January sessions as well as sessions for transfer students.

West Chester's orientation programs are designed to introduce new students to the University and acquaint them with the academic, student services, and social aspects of college life. Attendance at orientation is required.

Outreach efforts include participation in Weeks of Welcome and coordination of Family Weekend, the WCU Learning Communities Project, Academic Success Workshops, and a wide variety of programs designed to introduce new students to campus life. These programs are offered during the first year to aid new students in making a successful transition to West Chester University. New students are encouraged to visit the office if they have concerns during their first year on campus. New Student Programs is focused on successfully transitioning first-year students into their sophomore year.

Off-Campus and Commuter Services

Location: 116 Sykes Union

Hours: 8 a.m. – 4:30 p.m.
Monday – Friday

Phone: Ext. 2984

The associate director of Sykes Union serves as the coordinator of services for off-campus and commuter students. Services provided are designed to help make life as a commuter or off-campus student a hassle-free and beneficial experience. Examples of services offered include:

- Off-campus housing: how to locate, inspect, rent, protect, and sublet (see Off-Campus Housing section under Community Services);
- Landlords: legal aid, discrimination, and leases;
- Transportation: carpooling and bus and train schedules

The associate director of Sykes Union also coordinates the Off-Campus Housing Service, advises the Off-Campus and Commuter Association (your student government), and serves as a community resource agent for the University and local

government in areas related to off-campus and commuting students.

Public Safety

Location: Peoples Building

(University Avenue and Church Street)

Hours: 24 hours a day, 7 days a week

Phone: Ext. 3311

The Public Safety Department offers a number of services and programs for the University community.

Crime Prevention:

The following outlines some precautionary measures recommended by the Campus Police to prevent crime. This information is valuable whether you live on campus or off campus:

1. Lock your door(s) at all times, even if you're only going down the hall or across the street. Get into the habit of locking the door(s) and if applicable, all windows, every time you leave your room or apartment.
2. Participate in Operation I.D. If you live on campus, electric engravers to mark your valuables are available at Public Safety. If you live off campus, contact the campus police; you may sign out an engraver (with your University I.D.) for as long as five days. If you live in the Borough of West Chester, contact the crime prevention officer at the borough police (610-696-2700) to register your valuables.
3. Report anything suspicious to campus police as soon as possible. If you wish to remain anonymous, contact the Crime Tip Line at 610-436-3100, or go online to the Public Safety Criminal Activity Report.
4. Report all crimes, no matter how small, to the police immediately.
5. Consider your daily routine, especially at night. Be sure to travel in well-lit areas and preferably with a friend or two. Know which places in the area you can go for safety and mentally map out routes you can take to get there. Become familiar with the location of the emergency phones located on campus.
6. Campus crime prevention information and programs are available by contacting the Public Safety Department. Help us to help you from becoming a crime victim.

When a crime does occur on campus, the campus police are there to investigate the incident and assist the victim(s). Special assistance is designed for victims of rape or sexual assault (please see "Sexual Assault" information contained in this section).

Operation Safe Walk:

Public Safety provides a "Safe Walk" program, which is available 24 hours a day, seven days a week. This service is provided to students, faculty, and staff from one on-campus location to another. This service does not provide transportation off campus. Contact Public Safety to arrange a safe walk.

Emergencies:

In case of a campus emergency, contact the Public Safety Department directly at Ext. 3311 or use any one of the 65

emergency phones located throughout the campus. These phones will connect you directly with the Public Safety dispatcher. A police officer will be dispatched to your location upon picking up the telephone handset. In the case of an off-campus emergency, please dial 911.

Lost and Found:

For items lost in University buildings, visit the building administrator to check for those items. If you have no luck, or have lost something outside, contact Public Safety; someone may have turned in the lost item.

Parking Enforcement:

The Public Safety Department is charged with the enforcement of all parking regulations and the Pennsylvania Motor Vehicle Code. For a complete overview of all parking regulations, violations, and appeal procedures, please see Section III.

Recycling

All members of the campus community are encouraged to join in the University's commitment to recycle. For example, every ton of paper we recycle:

- Saves approximately 17 trees
- Saves enough energy to power a home for six months
- Keeps almost 60 pounds of effluent out of the air
- Saves 7,000 gallons of water
- Avoids land filling three cubic yards of material

The "Three-Cycle System" at WCU is easy. Only three types of containers are located on each floor of every residence hall and every classroom building on campus: one container for co-mingled cans (aluminum or bi-metal), glass, and plastics (#1 and #2); one for any type of dry, clean paper (including note paper, cardboard boxes, newspapers, and magazines); and one for trash. We ask that all members of our community sort these items and place them in the appropriate containers.

By reducing waste and recycling, we lessen our impact on the Earth. We all want to do what we can to protect the environment. To accomplish these goals, you may want to consider the following questions:

- What can I do to reduce the amount of waste that I produce?
- Do you need to use this much?
- Is there a reusable or recyclable alternative to this disposable material?

Registrar's Office

Location: 154 E.O. Bull Center

Phone: Ext. 3541

Hours: 8 a.m. – 4:30 p.m., Monday, Tuesday, Thursday, Friday
9 a.m. – 4:30 p.m., Wednesday

The Registrar's Office is the official source for information and help concerning students' academic records. This includes scheduling for classes, providing transcripts and verification of enrollment, clearing students for graduation, evaluating transfer credits, and handling residency reclassification appeals.

Everything you need to know about the Registrar's Office, its services, and staff can be found at our web site, located at www.wcupa.edu/registrar/. You will be able to download forms, find answers to frequently asked questions, look up deadlines and policies, find information on commencement, and e-mail our staff.

For your convenience the office has extended hours, 5 – 6:30 p.m., during the add/drop periods (first week of each semester).

Religious Life Council

West Chester University's Religious Life Council was formed to help meet the spiritual needs of students through a cooperative, working relationship between religious organizations and the University. This mission of the group is based on the belief that a student's spiritual life is an important aspect of overall intellectual and personal development.

The council, comprised of representatives from campus religious student organizations, representatives from community denominations serving WCU students, and University administrators, serves a variety of functions. The goals of the council are

- To develop a communications network between the University and religious organizations for the purpose of sharing information about services and programs;
- To develop a comprehensive program to acquaint students with religious organizations on the campus and in the community; and
- To serve as a resource group for the University on matters of a religious nature.

In an effort to acquaint the University community with the many and varied religious services and programs offered both on and off campus, the Religious Life Council, under the auspices of the Division of Student Affairs, has developed a publication entitled "Religious Life Directory." It is the council's hope that the information contained in the directory will be of value to those seeking affiliation with a particular religious denomination and/or involvement with a religious student organization. Additional copies of the directory are available in the Office of the Assistant Dean for Student Development and Involvement, 202 Lawrence Center.

For other religious life references in this handbook see "Places of Worship" (Section I, Community) and "Religious Student Organizations" (Section II, Student Organizations List).

Residence Life and Housing Services

Location: 202 Lawrence Center

Hours: 8 a.m. – 4:30 p.m., Monday –Friday

Phone: Ext. 3306, 3307

The Office of Residence Life and Housing Services is responsible for creating and maintaining an environment in each housing facility that encourages academic, social, and emotional development. Each facility is staffed with trained professional and student personnel who are available 24 hours a day to provide services, assistance, and a variety of information. All resident students are given and encouraged to read the residential handbook, “The Guide to Residential Living,” which contains valuable information on all services, policies, and responsibilities pertaining to all housing facilities.

On-Campus Housing:

The University-owned residence halls on the North Campus provide accommodations for approximately 3,100 students in primarily double-occupancy accommodations. In addition, the University-owned South Campus apartment complex houses almost 500 residents in four- or five-person, fully furnished units with each bedroom having either single or double occupancy. Arrangements for these housing options are made for the academic year. Historically, all students have been eligible for campus housing for their entire academic career if appropriate deadlines are met. The University, through the West Chester University Foundation, also offers other housing options on campus that are referred to as affiliated housing. University Hall, a suite-style residence hall on North Campus, and The Village at West Chester University, an apartment complex on the South Campus, are available to current students beyond their first year and incoming transfer students on a space-available basis. These facilities offer all the same opportunities found in University-owned housing, but are managed through an arrangement with College Park Communities.

Information about residence hall policies and procedures is may be found at www.wcupa.edu/_services/stu.lif/.

Service Learning and Volunteer Programs

Location: Killinger Hall B19

Hours: 8 a.m. – 4:30 p.m., August – May
Monday – Friday

Phone: 610-436-3379

The Office of Service Learning and Volunteer Programs promotes community service within academic courses and as co-curricular activities. The office provides assistance to faculty who use community service as a teaching method and to students in need of service placements. Working directly with more than 90 local agencies, the office coordinates volunteer opportunities for WCU students. Throughout the year special events are planned and the entire campus is invited to participate. West Chester University is a member of Pennsylvania Campus Compact, http://www.wcupa.edu/_service/stu.slv/.

Student Affairs Division

The Student Affairs Division encourages students to become involved in campus life through social and educational programs, leadership and personal development sessions, student organization membership, athletic and recreational activities, community service, and on-campus employment opportunities. Engagement in “life outside-of-the-classroom” is an important part of the overall college experience and compliments the academic mission of the University. We take great

pride in serving students in a variety of ways—defined by our common goal of graduation and student success. Throughout the division, you will find friendly, caring, and supportive professionals who are dedicated to helping our students succeed as we offer a wide array of co-curricular services, programs, and activities.

Offices and programs within the Student Affairs Division include Career Development; Children’s Center; Counseling and Psychological Services; Greek Life; Health and Wellness Center; Intercollegiate Athletics;; Judicial Affairs and Student Assistance; Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Ally Services; Multicultural Affairs; New Student Programs; Off-Campus and Commuter Services; Recreation and Leisure Programs; Residence Life and Housing Services; Service Learning and Volunteer Programs; Student Leadership and Involvement; Sykes Union; and Women’s Center.

In addition, the following administrators help coordinate all Student Affairs programs and are excellent resources available to talk with students about campus issues and/or individual problems or concerns:

Vice President for Student Affairs and Dean of Students:

The vice president for student affairs and dean of students is responsible for the overall management and coordination of all programs and services within the Student Affairs Division. The vice president works very closely with senior managers on policy and program development issues, meets regularly with student leaders to address campus concerns, and serves as adviser to the Student Government Association. The vice president’s office is located in 238 Sykes Union, Ext. 3301.

Assistant Vice Presidents for Student Affairs:

There are two assistant vice presidents for student affairs. The assistant vice presidents for student affairs provide supervision and leadership for their respective areas and work directly with their departments to enhance campus life. One assistant vice president for student affairs oversees Career Development, Sykes Student Union, Service Learning and Volunteer Programs, Office of Multicultural Affairs, Judicial Affairs and Student Assistance, and the Children’s Center, with the office located in 238 Sykes Union, Ext. 2117. The second assistant vice president for student affairs oversees Residence Life and Housing Services as well as Food Services, and also supervises the assistant dean of student development and involvement. The office is located in 202 Lawrence Center.

Assistant Dean of Students:

The assistant dean of students provides supervision, leadership, and support to the Office of Counseling and Psychological Services, the Women’s Center, and the Student Health and Wellness Center. The assistant dean is located in 202 Wayne Hall, Ext. 2509.

Assistant Dean of Student Development and Involvement:

The assistant dean of student development and involvement is responsible for the daily supervision and management of the Office of Greek Life, Student Leadership and Involvement, Recreation and Leisure Programs, and the Office of New Student Programs. The assistant dean also provides leadership to the Media Advisory Board, the Religious Life Council, the Residence Hall Association, and the New Student Orientation Committee, with the office located in 202 Lawrence Center, Ext. 3305.

Student Services Incorporated (SSI)

Location: 259 Sykes Union

Hours: 8 a.m. – 4:30 p.m.

Monday – Friday

Phone: Ext. 2955

Student Services, Incorporated (SSI) is a not-for-profit organization primarily designed to serve the students of West Chester University. The objective of the corporation is to initiate, regulate, and operate the financial matters of co-curricular student activities. Such activities include the management of the campus bookstore, the auxiliary food services, the RAM e-CARD program, student publications, student organizations, check cashing/ticket service, the administrative aspects of student programming, intercollegiate athletics, and the graduate student association.

SSI Fee:

These fees are used to fund the above-mentioned activities. The current fee is \$93 per semester for all full-time undergraduate students. Part-time undergraduate students pay a pro-rated fee based on the number of credits attempted. One dollar and fifty cents (\$1.50) of the fee goes to either the Residence Hall Association (RHA) or the Off-Campus and Commuter Association (OCCA), depending on where the full-time student resides during the school year.

Check-Cashing Services:

Checks may be cashed at the SSI Service Center, located on the ground level of Sykes Union, by any student in good standing with SSI. A valid RAM e-CARD is required for identification. A limit of \$50 is placed on all personal checks, and \$250 on payroll checks. There is a 25-cent check-cashing fee charged for each check cashed. (A student's check-cashing privileges will be revoked if the check does not clear the bank and is returned to SSI.) The Service Center is open Monday through Friday from 8:30 a.m. to 4 p.m. Part-time and graduate students are also entitled to the check-cashing service. (Fees and hours subject to change without prior notice.)

Identification Cards:

All undergraduate students are required to have one valid WCU RAM e-CARD upon entering the University. The RAM e-CARD can be obtained at the RAM e-CARD office located on the ground level of Sykes Union. First-year or transfer students who do not have their picture taken during an orientation session should go to the SSI Service Center to obtain their RAM e-CARD. The fee for the first RAM e-CARD is currently \$12 if the student has not paid the orientation fee. The current fee for a replacement RAM e-CARD is \$15. The student must present proper identification (i.e., valid driver's license or another form of picture ID) in order to complete the ID process. The card office is open Monday-Friday from 8:30 a.m. to 4 p.m. (Fees and hours subject to change without prior notice.)

Sykes Student Union

Phone: Ext. 2984 or 3360

Hours: 7 a.m. – midnight, Monday – Friday

8 a.m. – midnight, Saturday

10 a.m. – midnight, Sunday

The Earl F. Sykes Union first opened in 1975 as the community center for West Chester University. A few years ago Sykes

Union underwent a complete renovation and expansion to meet the current needs of students. The renovated facility of approximately 102,000 square feet opened in the summer of 1995.

The Student Union as a facility and an operation is designed to encourage all members of the campus community to participate in a wide variety of cultural, social, educational, and recreational programs. Building highlights include a 350-seat theatre, a fitness center, and a bookstore all on the ground floor. The first floor offers a dining area with seating for 300, Common Grounds coffee house, an outdoor dining terrace, and a large food servery. Also included on the first floor is a 5,000-square-foot ballroom designed for dances, concerts, banquets, and lectures. The Union Information Desk and the Off-Campus and Commuter services are also located on the first floor.

The second floor houses the Student Affairs Division offices of the Vice President, Associate Vice President and Dean of Students, Assistant Vice President, Judicial Affairs and Student Assistance, Greek Life, Student Leadership and Involvement, and Community Development. The Student Services, Inc. Business Office and the departments of Campus Activities and Co-Curricular Programs, along with student clubs and organizations, are also located on this floor. The Frederick Douglass third floor penthouse features a 22-unit computer lab, a study lounge, and seminar space. Sykes Union also houses 17 meeting rooms accommodating groups from five to 500.

Information Desk:

Location: First Floor

Hours: 7:30 a.m. – midnight, Monday – Friday

8 a.m. – midnight, Saturday

10 a.m. – midnight, Sunday

The Information Center serves as a central information service for the University. Available at the center are schedules of campus programs and events, transportation schedules, campus maps, U.S. and a campus mail deposit box, the building lost and found, and other general campus and community information.

Copy Center:

Location: 235 Sykes Union

Hours: Hours of operation will vary. Please check posted hours outside the Copy Center.

The Copy Center is available for color copying, basic copying, enlargements and reductions, posters, brochures, transparencies, and faxing. The center offers a variety of colored paper and other items. This service is low cost and available to groups and individuals. The Copy Center also sells a variety of latex and mylar specialty balloons for all occasions.

Fitness Center:

Location: 010 Sykes Union

The Fitness Center includes a full line of work-out equipment including Cybex pin-select machines, free weights, and aerobic equipment such as stair steppers, Nordic Tracks, and stationary bikes. The center also features an exercise room where extensive cardiovascular training classes are held.

Computer Lab:

Location: 302 Sykes Union

The computer lab offers 22 computer terminals with printers available.

SSI Service Center:

Location: 006 Sykes Union

The SSI Service Center, located on the ground level of Sykes Union, is another SSI highlight. Students with a valid RAM e-CARD can cash personal checks, payroll checks, and money orders. A limit of \$50 is placed on all personal checks and \$250 on payroll checks. There is a 25-cent check-cashing fee charged for each check cashed. The Service Center also sells tickets to most on-campus events and can accept VISA, MasterCard, Discover, and the RAM e-CARD for ticket purchases. Other services include postage stamps, SEPTA tokens, notarization, AMC and Regal movie tickets, phone cards, and faxing services. An Automatic Teller Machine, located next to the center, allows for expanded hours of service for the student's personal cash needs. There is no service fee for the use of this ATM. Students must refer to their own bank regarding their ATM fees. (Fees and hours subject to change without prior notice.)

Food Service:

Location: 113 Sykes Union

The Ram's Head Food Court offers food for breakfast, lunch, and dinner and an assortment of snack items. The Java City coffee cart is open weekdays for specialty coffees, fruit smoothies, and snacks.

Meeting and Programming Facilities:

Throughout the building are meeting and programming spaces of various sizes and capabilities for groups from five to 500. These spaces may be reserved by officially recognized student clubs and organizations, faculty, and staff. The Sykes Union administration office in Room 116 coordinates building room reservations.

Lockers:

Lockers are available on the ground floor and can be rented by the semester or the academic year. Stop by the SSI Service Center for more information.

TV Viewing:

The main lounge, located on the first floor, offers a 42" plasma flat screen for TV viewing.

Posting Space:

Bulletin boards are located throughout the building for general informational posting, book sales, program advertisements, and other notices. All postings need to be approved; stop by the Information Desk for guidelines.

Lounges:

Located throughout the building are lounges designed for comfort, relaxation, studying, and other informal gatherings.

Wireless Capabilities:

Sykes Union is completely wireless for Internet use.

Telephone Services

Telephone service is available to all campus residents who request it and agree to pay an additional fee. This service is

arranged through the University and provides intra-campus and local calling only. Long-distance service must be arranged individually by each student. Students may use any long distance carrier from which a calling card may be obtained.

The University business telephones, known as restricted telephones, are for official University business only. All restricted telephones are for intra-campus calling. Personal calls (tolls) must be made through other means (cell or pay phones). No collect calls should be accepted on any University lines, including student room phones.

Charging telephone calls back to any University telephone is strictly prohibited. This type of call will be thoroughly investigated by the University and the telephone company and will be treated as a fraud case. Because the telephone equipment is a public utility, tampering is a misdemeanor and punishable by a \$500 fine and/or imprisonment.

Any student who receives harassing or annoying telephone calls should report these to Public Safety and the residence hall or apartment complex staff as soon as possible. All cases will be investigated and any student responsible for making these types of calls will be subject to all appropriate University regulations and civil and/or criminal laws.

Women's Center

Location: 220 Lawrence Center

Hours: 9 a.m. – 4 p.m.
Monday – Friday

Phone: Ext. 2122

The Women's Center provides special programming of interest to students, faculty, and staff; peer counseling; advisement on sexual harassment and other problems of gender-based discrimination; support groups that address special interests such as groups for returning women students and incest survivors; information and referral for services in the community and on campus; a monthly calendar of programs and events; a small library; and informational resources on gender/women's issues.

The center welcomes students, faculty, and staff of all ages, both genders, and many interests. Volunteers and visitors are most cordially welcome to participate in the center at any time. Internships, community service, volunteer, and paid positions are available.

Community

West Chester: A Town With Charm

West Chester offers a wealth of restaurants, historical and cultural events, and entertainment that can enhance your college experience.

What was once a Quaker village has rapidly grown into a suburban community that combines the pleasant aspects of a small town and farming area with a geographic location close enough for you to enjoy Philadelphia. For some, West Chester is the best of both worlds. For more information about the Borough, please go to <http://www.west-chester.com> or www.greaterwestchester.com.

One word of advice to those of you who are new to the area...one goes “uptown” in West Chester, not “downtown!”

Entertainment

Looking for something to do this weekend? We suggest you see what’s going on at the University first. Movies, coffee houses, lectures, and concerts are ongoing, and are either free or very inexpensive. University events can be found at http://www.wcupa.edu/_information/events/. Area events are well covered in the Daily Local News and Philadelphia Inquirer on Fridays. Free folders on the current attractions in Philadelphia may be obtained from the Independence Visitor’s Center, 6th and Market streets, 8:30 a.m. – 6 p.m. daily, 215-965-7676 or 800-537-7676.

Local information about special events, campgrounds, parks, museums, etc. is available from the Visitor’s Center of the Chester County Conference and Visitors Bureau which is located at 17 Wilmont Mews, Suite 400, West Chester, PA, 610-719-1730 or 1-800-228-9933. You can stop by there for maps and further information.

Places of Worship

The West Chester community has a number of churches and synagogues representing many religious denominations. A complete listing of all the places of worship is included in the yellow pages of the phone book. In addition, the Daily Local News runs listings of local services. You may also want to contact respective religious student organizations (a listing of these groups is found in Section II and in the University’s Religious Life Directory) for information about religious denominations and local places of worship.

Public Transportation

The Sykes Union Information Center serves as your public transportation center by providing schedules for all public transportation in the area. For your convenience, the following phone numbers may be of interest to you if you are traveling by public transportation.

SEPTA 1-215-580-7800

Krapf Coaches 610-431-1500

Amtrak

For station
information only 215-349-2153

For reservations and
schedule information 1-800-872-7245

Greyhound 1-800-231-2222

Rainbow Cab 610-696-6060

Rainbow Airport and

Restaurants

West Chester offers a wide variety of places to eat—from fancy French cooking to famous Philadelphia cheesesteaks. There are many dining options within walking distance of the campus. We suggest you check the phone book for a complete listing and/or get a copy of the Visitors Guide to Chester County published by the Chester County Conference and Visitors Bureau, 17 Wilmont Mews, Suite 400, West Chester, PA, 610-719-1730 or 1-800-228-9933.

Voter Registration

You are permitted to register and vote either in West Chester or at your permanent residence, whichever you choose. You can pick up a voter registration form at the Chester County Court House (High and Gay streets) or in the SGA Office (217 Sykes Union). You can register up to 30 days before an election or primary. Your registration will run out if you fail to vote for two consecutive years.

Legal Aids Services

AGENCY	LOCATION	HOURS	SERVICES	ELIGIBILITY	FEES	COMMENTS
Off-Campus Student Association Legal Service	Sykes Union, 610-436-2279	2 hours per week as per announcement	Legal counsel regarding any potential legal concern.	Available to all students.	None	Recommended for exploration of legal concerns of a personal nature.
Lawyer Referral Service of Chester County	15 W. Gay St., West Chester 610-429-1500	8:30 a.m. – noon 1 p.m. – 4 p.m. M–F	Referral service for selection of an attorney.	Available to anyone.	None	\$25 for first 1/2 hour of consultation with attorney if referred through service.
Lawyer Referral Service of Delaware County	Front and Lemon Sts., Media 610-566-6625	9 a.m. – 3 p.m. M–F	Referral service for selection of an attorney.	Available to anyone.	None	\$20 for first 1/2 hour of consultation with the attorney if referred through service.
Public Defender's Office of Chester County	17 N. Church St., Courthouse Annex Suite 313, P.O. Box 2748 West Chester	8:30 a.m. – 4:30 p.m. M–F	Legal counsel and representation in criminal cases.	Indigent persons who cannot afford a lawyer.	None	Must be a case where individual has been arrested. Capability to "afford" an attorney will be

	610-344-6940					reviewed by agency. Handle only criminal cases.
Department of Building and Housing	401 E. Gay St., West Chester 610-696-1773	8:30 a.m. – 5 p.m. M–F	Complaint center for housing standards violations, properties, zoning, and building inspection.	Available to anyone.	None	Recommended for quick response same day investigation of property and landlord complaints (heat, hot water, rodents, etc.).
Legal Aid of Chester County	14 E. Biddle St., West Chester 610-436-9150	8:30 a.m. – 4:30 p.m. M–F	Consultation and representation of civil cases.	Potential eligibility for self-supporting students and families as determined by agency.	None	Recommended for cases involving Welfare SSI, landlord/tenant, family low unemployment compensation, and consumer cases. Also employs Spanish-speaking personnel to provide more adequate legal services to the Spanish community.
Chester County Consumer Affairs	Chester County Government Services Center 601 Westtown Rd. Suite 295, P.O. Box 2747 610-344-6225	8:30 a.m. – 4:30 p.m. M–F	Mediate complaints between businesses and consumers.	Available to anyone in Chester County.	None	Recommended for those needing information on landlord/tenant problems; acts as a referral agency to other agencies.

II. Activities

Student Activities on Campus: An Overview

Student activities at West Chester University encompass a wide range of cultural, social, educational, and recreational programs for a diverse student population. The Student Services, Inc. (SSI) departments of Co-Curricular Programs and Campus Activities take a leadership role in organizing and sponsoring joint or individual projects as part of their mission. One major role centers on advisory relationships with the Student Activities Council (SAC), the major student activities organization on campus. Contemporary Issues is the student group that is responsible for programming that unites student life with the academic classroom via lectures, panels, diversity and/or documentary film series, forums, special trips, Professional Pathway – Alumni Share The Way programs, or Positive Psychology Programs centering on mental and physical health events.

Campus Activities oversees current movies, major concerts, area band performances, national cultural entertainment, special events, and lunchtime entertainment. Campus Activities and Co-Curricular Programs take the lead and/or become partners with Homecoming, Civility Day, MLK Day, Black History Month, Women’s History Month, Asian Awareness Week and/or Month, Latino-American Week, special major grant projects that unite the University with the off-campus community, and special University events that unite many segments of the campus. The Office of Campus Activities is located in 236 Sykes Union; the phone number is 610-436-3037. The Office of Co-Curricular Programs is located in 236 Sykes Union; the number is 610-436-2983.

Students can become a vital force on campus through participation and involvement in student activities and student organizations and activities. All students have an opportunity to attend campus events, and join an organization that meets their individual needs. Students are encouraged and have the opportunity to assess all programming, making sure that the products presented serve their best interest and personal development. Leadership roles are always available; these opportunities to be active can become one of the more enriching experiences in student life. Becoming involved builds individual self-esteem and a sense of community – two important qualities that enhance a student’s life. Student activities are the lifeblood of any campus environment, and West Chester University has many such opportunities.

Student Government: A Message From the Leadership

The members of the Student Government Association (SGA) would like to take this opportunity to greet you and wish you good luck this academic year.

We believe that it is essential to become involved in order to make a positive impact on the lives of everyone in our West Chester University community. While you are at West Chester, you will not only learn from your classroom experiences, but you also will learn from your interaction with your peers and fellow students. Each of us is endowed with the ability to provide different insights and knowledge that can benefit all of us, yet if it is not shared, it is wasted. There are more than 220 student organizations at West Chester, each of them offering a new and different experience for everyone. You can start your own organization. Campus organizations include academic, student governing, religious, service, Greek letter, media, sports, musical, and honor organizations which all provide an excellent avenue to become involved and gain, as well as share, your

knowledge with each other.

When you take a proactive role in university life, it will not only benefit you and the University while you are here, but after you have gone. The changes you helped make will benefit students, faculty, and staff in years to come. When you look back at your years at West Chester, you can take pride in the accomplishments you made and the improvements that you were a part of while you were here.

As your involvement increases within the campus community, your sense of pride will grow for the wonderful people, the beautiful campus, the scenic Borough of West Chester, and the rich history of Chester County. Your desire to learn, both in and out of the classroom, will be fostered by your involvement in the exciting environment that surrounds you.

If you have any questions about any aspect of campus life, please feel free to stop by our meetings every Tuesday evening at 7 p.m. in Sykes Union, or stop by our office located at 217 Sykes Union, or call us at 610-436-2956.

Always remember that everyone has a story to tell, and we should all be willing to listen. Every story is different and these religious, ethnic, social, and cultural differences do matter. However, our common humanity in this West Chester community and on this planet matters most of all.. Thank you for being part of our West Chester University community.

Good luck on a great year!

Establishing and Registering Student Organizations: Procedures

SGA Approval Process:

As an initial step, students interested in forming a new student organization on campus should meet with the director of Student Leadership and Involvement. The director will review the policies and procedures that need to be followed to establish a new group on campus. The director is located in 238 Sykes Union, Ext. 2117. After meeting with the director the group should proceed with the following steps:

1. Establish an organization.
2. Secure an adviser for the organization, i.e., a faculty member or administrator.
3. Draw up a constitution/set of bylaws for the organization that models the master copy provided during the initial meeting with the director of student leadership and involvement.
4. Submit the constitution to the SGA parliamentarian.
 - a. Give the SGA parliamentarian the name of the representative of the organization who could be reached to answer questions concerning the organization and the by-laws.
 - b. Stipulate in writing whether the organization intends to be funded by SGA or wishes to be a nonfunded organization (not needing any money at all). This form is also provided in the initial meeting.
 - c. Four copies of the by-laws must be submitted.
5. Complete and submit a WCU Student Organization Registration Form with the constitution. Registration forms are available from SGA or the Office of Greek Life and Student Organizations in 238 Sykes Union.
6. The SGA parliamentarian will present the constitution to the By-Law Review Committee.
7. Upon approval of the By-Law Review Committee, the by-laws will be submitted to the SGA Senate for approval

or rejection.

8. If the by-laws are approved by the Senate, they are automatically forwarded to the vice president for student affairs, the president of the University, and the SSI Board of Directors. If the presence of the organization is contrary to the mission of the University or presents undue hardship and/or liability to the University and Student Services, Inc., then any of the above have the power to reject the by-laws regardless of SGA Senate action.

9. After the by-laws are accepted, the organization is placed on probation for one calendar year. At the end of the probation period, barring any problems, the organization will be formally recognized by the SGA Senate. The organization is also responsible for filling out the WCU Student Organization Registration Form, which is kept on file in the Office of Student Leadership and Involvement. This form must be updated by May 1 of each year to maintain the student organization's official status.

Registration Policy:

To ensure an accurate listing of all student organizations and advisers, the University requires all student organizations to register formally with the Office of Student Leadership and Involvement in 238 Sykes Union. To be an official student organization at West Chester University a group must:

1. Be officially approved by SGA through the formal student government approval process.
2. Agree to abide by the University policies and regulations as outlined in the **Student Code of Conduct**.
3. Have an official adviser who is currently a faculty, administrator, or staff member at the University.
4. Register with the Office of Student Leadership and Involvement, 238 Sykes Union. In addition, a copy of the organization's current by-laws must also be attached to the WCU Student Organization Registration Form. Every year, that is, on an annual basis, all organizations are required to register with the Office of Student Leadership and Involvement by May 1. Any changes in officer and/or adviser information that occurs during the academic year must be changed on the official WCU Student Organization Registration Form, which is kept on file in the Office of Student Leadership and Involvement.

Please note that student organizations that do not register with the Office of Greek Life and Student Organizations will lose their status as a recognized group on campus. Loss of recognition precludes any group from financial assistance, use of University facilities and services, and using the name of West Chester University to represent the organization.

Adviser Responsibilities:

The role of your group's faculty/staff adviser is important to the success of a campus organization. Some of the responsibilities may include, but not be limited to:

1. Familiarity with all applicable University regulations, as well as any applicable federal, state, or local laws and ordinances in order to provide advice to student members.
2. Regularly attending general organization meetings and committee meetings of the organization.
3. Helping to organize fair election of officers.
4. Assisting in the installation and training of new officers in order to provide guidance and continuity.
5. Assisting in the administration of organizational financial affairs. Special attention should be given to the monitoring of all organizational bank accounts per the SSI Financial Guidelines on expenditures.

6. Assisting in planning special programs and special events.
7. Meeting regularly with organizational officers to discuss goals and direction of the group.
8. Assisting with the recruitment and selection of new members and overseeing the process by which students become full members.
9. Being available to members wishing assistance or counsel.
10. Assisting in establishing procedures for discipline or even expelling members for just cause, if necessary.
11. Ensuring accurate registration of the organization with the Office of Student Leadership and Involvement by May 1 of each year.
12. Work with members who might be struggling academically and provide them with information concerning the academic support systems that are available.

Campus Facilities: Usage and Reservation Policy

The Sykes Student Union Office, in 116 Sykes, is the starting point for all student organizations that plan to use University facilities for any of their group's activities, meetings, programs, or special events.

The following is an outline of the procedures for all space reservations:

1. Students are required to pick up a "Reservation of Facilities" form in the Student Union Office, 116 Sykes Union.
2. Once the form is completed with all appropriate signatures, the Sykes Union Office will check campus space availability. If the space is available, a tentative reservation will be made. Space confirmations will be made via e-mail. Reservations are confirmed on a space-available basis, not first come, first served.
3. Depending on the specifics of your activity (i.e., location, support services, Public Safety coverage, and costs), you and your adviser may need to meet with the administrative staff of Sykes Union for further consultation. Policies relating specifically to your program will be discussed at this time.
4. Access to facilities outside of Sykes require the approval of other University officials.
5. No food will be allowed in any building without the approval of the building administrator. A list of building administrators is available within the following "Advertising Policy" section of the "Ram's Eye View Student Handbook." Groups not adhering to this policy may be prohibited from using space on campus.
6. Student organizations are expected to be aware of and adhere to all University policies while using campus facilities. A copy of a comprehensive program planning guide with all policies and procedures regulating students programs is available by contacting the director of Sykes Union.

Advertising Policy

To ensure that the advertisement on campus informs the public, enhances the campus environment, and adheres to all University policies, student organizations must follow these procedures when they advertise their programs:

I. Advertisements must be approved before being posted:

A. Residence Halls. Approval for posting is obtained through the Office of Residence Life and Housing Services in 202

Lawrence Hall. The approved and stamped flyers should be taken to the front desk of the residential facility where you want them displayed. Residence Life staff will assume responsibility for making sure that they are posted in appropriate locations throughout the building.

B. Academic/Administrative Buildings. Approval for posting is obtained through the building administrator's office for each respective building. Posting in buildings is only permitted on designated bulletin board space. Advertisements posted on walls, doors, etc. are immediately removed by the Custodial Services Department. The list of contacts for academic/administrative building approval appears below.

C. Outdoors

1. Banners over Church St. at the corner of University Ave. need to be approved by the West Chester Borough Council since this is not University property. An application (available from the director of student leadership and involvement in 238 Sykes Union) must be filed 30 days in advance. Once the approval is granted, a copy of the approved permit, which includes a sketch of the design, must be submitted to the director of student leadership and involvement so arrangements with the University's maintenance department can be made to hang the banner.

2. No approval is needed to post advertisements on public gazebos (e.g., by Ruby Jones). Posters and signs are not permitted on the exterior or interior surfaces of the bus stop shelters except on bulletin boards mounted inside the shelter.

3. Advertisements are not permitted on garbage cans, benches, trees, and/or exterior walls or doors of buildings.

4. "Chalking" of sidewalks or any other surface is prohibited.

5. Signs on stakes placed on University grounds must be approved in advance by the director of Sykes Union who will coordinate placement of these types of advertisements with the Grounds Department.

II. Other General Procedures:

A. Advertisement depicting alcohol use, abuse, sale, or distribution is prohibited.

B. In accordance with the Student Code of Conduct, advertisements must respect the human rights and personal dignity of individuals (see Section I., #22). Therefore, advertisements which demean others on the basis of race, lifestyle, religion, disability, national origin, or sex are strictly prohibited. In addition, advertisement by West Chester University student organizations should be complimentary to the mission of the University and adhere to community standards of civility and good taste.

C. The official West Chester University logo (Philips Memorial Building), seal, and Ram logo may not be used without permission from the Office of Publications, located in 13/15 University Avenue, Ext. 2231.

D. Advertisements that will be going to external and/or off campus publics must have the prior approval of the Office of Public Relations located in 13/15 University Avenue, Ext. 3383.

E. All advertisements must be removed from bulletin boards and other campus locations within 24 hours of the event.

F. All officially recognized student organizations at West Chester University are obliged to comply with University policies; therefore, violations of the "Advertising Policy" could jeopardize a student organization's recognition status on campus.

Advertising Approval Guide

Building	Administrator	Location for Approval
Anderson Hall	Adel Barimani	023 Anderson
Boucher Hall	Marc Gagne	207 Boucher
Ehinger Gym	Stephen Gambino	132 Ehinger
E.O. Bull Center	Dana Parker	138 E.O. Bull
Hollinger Field House	Terry Beattie	220 South Campus
Lawrence Center – East	Thomas Purce	202 Lawrence
Lawrence Center – West	Idna Corbett	233 Lawrence
Library	Dick Swain	214 Library
Main Hall	Gil Wiswall	144 Main
Mitchell Hall	John Baker	213 Mitchell
Old Library	Caroline Lutterman	101B Old Library
Philips Memorial Building	Larry Dowdy	105 Philips
Recitation Hall	Gail Habbersett	302 Recitation
Residence Halls	Thomas Purce	202 Lawrence
Ruby Jones Hall	Christopher Fiorentino	205 Ruby Jones
Schmucker Science Center N.	Jack Waber	475 Schmucker I
Schmucker Science Center S.	Blaise Frost	119 Schmucker II
Sturzebecker Health Sciences Building	Don Barr	205 South Campus
Swope Music Building	Timothy Blair	Dean’s Office
Sykes Student Union	Dave Timmann	Information Desk

Contracts Policy

In order to ensure that agreements for services are legal and appropriate, the following are policies for all officially recognized West Chester University student organizations regarding contracts:

For SSI/SGA funded student organizations sponsoring both on- and off-campus events and programs:

1. All contracts and/or agreements with outside agencies must be approved and signed by the executive director of SSI or a faculty/staff designee.
2. Under no circumstances can a student sign a contract or agreement with an outside agency.

For student organizations not funded by SSI/SGA sponsoring on-campus events and programs:

1. All contracts and/or agreements with outside agencies must be approved and signed by the executive director of SSI if the amount is over \$300.
2. All contracts and/or agreements with outside agencies must be approved and signed by the student organization’s official faculty/staff adviser if the amount is \$300 or under.
3. Under no circumstances can a student sign a contract or agreement with an outside agency.

Vendor Policy

The following are guidelines that are applicable to outside vendors selling items on University property:

1. Outside vendors may request table space for sales through the Student Union Office in room 116 Sykes Union. A formal application is required which is then reviewed by the director of Sykes Union for compliance to the “Vendor Policy” approved by the Sykes Union Advisory Board and the University’s Student Affairs and Fiscal Affairs divisions. To rent a table vendors are charged a fee which is forwarded to the Sykes Union Auxiliary account.

2. Student and other University organizations can still sell items directly for their group’s fundraising efforts (e.g., bake sale, Valentine Day flowers, candy sale) through appropriate approval procedures, but cannot sponsor an outside vendor on campus and receive a percentage of the company’s profits. The reason for this restrictive policy is that outside vendors, for legal reasons, need to be approved and screened for proper Tax ID numbers, legitimacy of the goods they are selling, and general use of University property. We have also been advised that taking percentages of sales is not appropriate because the money a vendor makes cannot be verified. These reasons make it necessary that this type of activity be strictly monitored and supervised.

For further information regarding these guidelines, please see the director of Sykes Union.

Event Attendance Policy

Purpose:

A wide variety of programs and activities such as dances, lectures, and recreational events are held to provide social enrichment for the students enrolled at West Chester University. These programs may be sponsored by students, faculty, and/or staff. Individuals not enrolled in the University are permitted to attend most University functions as “invited guests.” The “Event Attendance Policy” is intended to serve as a guide for student events where “invited guests” or the community-at-large is welcome.

Attendance:

Advertising and promotional materials will define who is invited to attend an activity or event. This information will include attendance limitations, if any, by the sponsoring group or organization.

Minors (16 years and under) must be accompanied by a parent, guardian, WCU student, faculty, or staff member who will assume full responsibility for their behavior and compliance to University policy. These policies may relate to specific guidelines and attendance limitations as listed on advertising and/or promotional materials. For these events IDs, verifying age, will be required and checked at the door. Sponsoring groups are responsible for checking IDs at the door.

The University reserves the right to restrict attendance if there is a concern of safety or the welfare of the University is in question. Attendance approval will be treated on a case-by-case basis, at the time of the room reservation, through the office of the director of Sykes Union.

Please note the local curfew guidelines for minors 16 and under:

Township of West Goshen

Sunday – Thursday 10 p.m.

Friday – Saturday 11 p.m.

Borough of West Chester

Monday – Friday 11 p.m.
Saturday and Sunday midnight

Statement on Sexism

Every individual has the right to enjoy and obtain an education without fear of demeaning, degrading, and/or sexist activities directed at their respective gender.

West Chester University will strive to encourage its students to refrain from activities that may be viewed as an infringement on human dignity.

In accordance with these principles, West Chester University urges individual members of the community to refrain from activities that are sexist, or which demean and degrade others on the basis of gender. Further, the University will not knowingly encourage such activities nor lend its name or resources in the promotion of entertainments having as their theme the degradation of any person or persons on the basis of gender.

The University recognizes and respects the right of free expression and accepts the reality that in many cases individual members of the community will not share the principles underlying this statement of position. The purpose of this statement is simply to make clear that the University first encourages its members to respect the equal dignity of all human beings, regardless of gender; and, second, will not knowingly promote, as an entity, entertainments that focus on such activities.

Student Organizations List

Each November an updated “Student Organizations Directory” is published which includes the names, addresses, and telephone numbers of all presidents and advisers of 225 campus student organizations. For more information on WCU student organizations, contact the Office of Greek Life and Student Organizations located in 238 Sykes Union, or visit our web site at <http://iws.wcupa.edu>. The following is the official list of all student organizations that were registered during the 2004-2005 academic year:

Student Governing/Campus Programming Organizations:

Graduate Student Association
Off-Campus and Commuter Association (OCCA)
Residence Hall Association
Student Activities Council
Student Government Association
Sykes Union Advisory Board

Academic/Professional Organizations:

Accounting Society
Alchemist Club
American Institute of Graphic Arts
Anderson Math Club

Anthropology Club of WCU
Art Association
Association for Childhood Education International
Athletic Training Club
Council for Exceptional Children/Special Education
Criminal Justice Association – Lambda Alpha Epsilon
Darlington Biological Society
Earth Space and Science Club
Economics and Finance Society
English Club
English Graduate Student Association
Forensics
French Club
Geography Club
German Club
Graduate Social Work Student Association
Health and Medicine Organization (HMO)
Health and Physical Education Majors Club
History Club
Honors Student Association
Institute of Management Accountants
Italian Club
Linguistics Club
Marketing Club
National Association of Christian Social Workers
National Council of Teachers of English
National Student Speech, Language and Hearing Association
Philosophy Club
Political Science Club
Pre-Law Society
Psychology Club
Respiratory Care Student Organization
Russian Club
Social Work Club
Society of Physics Students
Sociology Club – Delta Alpha Tau
Spanish Club

Student Dietetic Association
Student Nurses Association of Pennsylvania (S.N.A.P.)
University Dance Company
University Theatre
West Chester Association for the Education of Young Children
WCU Education Association/Student PSEA, NEA
Women and Men in Communications
Women in Science
Women's Studies Club

Special Interest Organizations:

Active Minds
Anime Club
Apologize Knot
Asian American Association
Black Men United
Black Student Union
Chess Club
College Democrats
College Republicans
Dance Team
EARTH (Environmental Association for Repairing of the Habitat)
Hillel Jewish Student Union
Homecoming
Human Rights Coalition, Amnesty International (WCU Chapter)
INDO (Indo-American Association)
Latin American Student Organization (LASO)
LEAD (Leadership, Empowerment, and Development)
LGBTQA (Lesbian, Gay, Bisexual, and Transgender Association)
Man-up
Major Entertainment
Recreation and Leisure Programs
Rock the Vote
Students for Life
Students Stand Up for Peace
Through the Curtain
VOX: Voices of Planned Parenthood
Women's Center Club

Religious Organizations:

Campus Crusade for Christ
Catholic Newman Student Association/Center Chosen Generation Outreach Ministries
Chosen Generation Outreach Ministries
Covenant Campus Fellowship
Cross Seekers
Gospel Choir
Hillel Jewish Student Union
Impact
Latter Day Saint Student Association
Lutheran Student Association
Muslim Student Association
University Christian Fellowship
Young Life

Service Organizations:

Abbé Society
Alpha Phi Omega
Best Buddies
Campus United to Rid Everyone of Cancer (CURE)
Caring for Children Collaboration
Circle K Club
Cystic Fibrosis Organization
Emergency Medical Services
First Responders Organization
Friars' Society
Habitat for Humanity Campus Chapter
Phi Sigma Pi
Pi Gamma Kappa
Relay for Life
Rotaract
Silent Heroes
Together Across Generations (TAG)
University Ambassadors

Greek Letter Organizations:

Governing Councils:
Black and Latino Greek Council
Interfraternity Council

Inter-Greek Council

Women's Panhellenic Council

Honoraries:

Gamma Sigma Alpha (Academic)

Order of Omega (Leadership)

Rho Lambda (Leadership)

Sister to Sister (Peer Mentor)

Fraternities:

Alpha Phi Alpha

Beta Theta Pi

Kappa Alpha Psi

Kappa Delta Rho

Lambda Alpha Upsilon

Lambda Chi Alpha

Omega Psi Phi

Phi Beta Sigma

Phi Kappa Sigma

Pi Kappa Phi

Sigma Alpha Epsilon

Sigma Pi

Sigma Phi Epsilon

Sororities:

Alpha Phi

Alpha Sigma Tau

Alpha Xi Delta

Chi Upsilon Sigma

Delta Phi Epsilon

Delta Sigma Theta

Delta Zeta

Mu Sigma Upsilon

Phi Mu

Phi Sigma Sigma

Sigma Gamma Rho

Zeta Phi Beta

Zeta Tau Alpha

Publications and Media Organizations:

Daedalus

Media Advisory Board

The Quad

The Serpentine

WCUR – West Chester University Radio

WCU TV – West Chester Television

Sports Clubs:

Equestrian

Fencing

Ice Hockey

Lacrosse – Men

Roller Hockey – Men

Rugby – Men

Shotokan Karate

Skate Club

Skiing

Soccer – Women

Sports Club Council

Ultimate Frisbee Club

Volleyball – Men

Water Polo – Women

Musical Organizations:

American Choral Directors Association

Brass Ensemble

Cantari Donne

Chamber Choir

Collegium Musicum

Concert Band

Concert Choir

Criteria Jazz Ensemble

Flute Ensemble

Guitar Ensemble

Kappa Kappa Psi

Marching Band – “Golden Rams”

Master Singers

Men’s Chorus

Music Educators National Conference – Chapter 21 (PCMEA)

Opera Theatre Ensemble

Pennsylvania Music Teachers Association
Percussion Ensemble
Phi Mu Alpha Sinfonia
Saxophone Ensemble
SIGMA (Swope Inter-Greek Music Association)
Sigma Alpha Iota
Statesmen Jazz Ensemble
Symphonic Band
Symphony Orchestra
Tau Beta Sigma
Wind Ensemble
Women's Choir

Honor Societies:

Accounting – Beta Alpha Psi
Communications – Lambda Pi Eta
Communications Studies – Pi Kappa Delta
Counseling – Chi Sigma Iota
Criminal Justice Club – Sigma Tau Omicron
Economics – Omicron Delta Epsilon
Education – Delta Kappa Gamma
Education – Kappa Delta Pi
Education – Phi Delta Kappa
Educational Services – Chi Alpha Epsilon
English – Sigma Tau Delta
Foreign Languages – Alpha Mu Gamma
Geography – Gamma Theta Upsilon
Geology – Sigma Gamma Epsilon
History – Phi Alpha Theta
Kinesiology – Phi Epsilon Kappa
Leadership – Omicron Delta Kappa
Literacy (Reading) – Alpha Upsilon Alpha
Mathematical Sciences – Pi Mu Epsilon
Music – Pi Kappa Lambda
National Society of Collegiate Scholars
Nursing – Sigma Theta Tau
Philosophy – Phi Sigma Tau
Physics – Sigma Pi Sigma

Political Science – Pi Sigma Alpha

Psychology – Psi Chi

Social Science – Pi Gamma Mu

Social Work – Phi Alpha

Sociology – Alpha Kappa Delta

Theatre Arts – Alpha Psi Omega

For a current listing and a description of these organizations, please refer to the Office of Student Leadership and Involvement Web site at <http://iws.wcupa.edu/greek/>.

Recreational Programs

The Department of Recreation and Leisure Programs provides leisure activities for the University community. Recognizing that the needs of individuals differ, the program offers a variety of recreational components. These components include competitive intramural sports, sport clubs, informal recreation, special events, aerobics, wellness and fitness, and outdoor recreation. Through participation, individuals are afforded an opportunity to develop friendships, improve their physical health, and learn new lifetime recreational activities and constructive ways to use leisure time.

Below is a brief description of each of the components provided. For more detailed information, please contact the Recreation and Leisure Programs Office in 132 Ehinger Gymnasium, Ext. 1REC.

Open Recreation

Open Recreation provides for the needs of individuals who are interested in informal recreation. Athletic, gymnasium, and swimming facilities are available throughout the year for “free play” and recreational swimming. Guest passes may be obtained when friends visit campus and wish to use the facilities. Recreational equipment (i.e., basketballs, volleyball sets, soccerballs, softballs) is available for student organizations and/or individuals to rent or check out.

Intramural Sports

The Intramural Sports program at West Chester University is based on student interest and provides every student with an opportunity to participate in team/dual/individual competition. The program offers divisional play for men, women, and co-recreational teams in the following sports: flag football, floor hockey, indoor field hockey, indoor and outdoor soccer, beach volleyball, basketball, and softball. There are also several special intramural events coordinated throughout the year such as racquetball and tennis tournaments.

Sport Clubs

Sport Clubs, which are competitive, recreational, and instructional in nature, provide students with similar sports interests an opportunity to enjoy these activities together. West Chester currently has ten sports clubs which are coordinated through Recreation and Leisure Programs. The following Sport Clubs are officially recognized student organizations:

Equestrian	Shotokan Karate
Fencing	Skiing
Ice Hockey-Men	Soccer – Women
Lacrosse – Men	Volleyball – Men
Roller Hockey-Men	Water Polo
Rugby – Men	Ultimate Frisbee

Outdoor Adventure Program

As people find themselves more and more isolated from the natural environment, there has been an ever-increasing appreciation for and desire to experience the outdoors. The Outdoor Adventure Program continues to meet this need by providing students, faculty, and staff opportunities to participate in low-cost, fun, and people-powered outdoor adventure activities. Canoeing, caving, rock climbing, and ski trips are among the many outdoor activities offered.

Group Fitness - Aerobics

Aerobic sessions are offered in the Sykes Union aerobics studio throughout the week for 14 weeks of each semester. Sessions provided include high- and low-impact, step, toning, cross training, body sculpting, slide, and aqua step. The hours vary throughout the day and evening depending on instructor availability. Registration is mandatory, and there is a fee for all sessions. There is a registration fee of \$20 for each semester or \$35 for the academic year. It is strongly recommended that you register within the first week of each semester.

Special Events

Several special events are organized throughout the year. These events range from one-day events, such as the Foul Shooting Contest, dodgeball, and others. All events are open to students, faculty, and staff.

Recreational Swim

There are two swimming pools on campus that are available during the week for open recreation: the Hollinger pool on North Campus and the South Campus pool. ID cards or guest passes are required for admittance. Check bulletin boards for times or call the Aquatics Office at 610-436-2127.

Sykes Union Fitness Center

The Fitness Center in Sykes Union is designed to give students a professional setting for exercise and weight training. The Sykes Fitness Center is equipped with cardiovascular equipment, pin-selectorized equipment, and Olympic free weights. The center also includes an aerobics studio where aerobic sessions are held. A valid student ID is required for admission to the center and an orientation session is also required for all participants.

Athletic/Recreational Facilities

West Chester University has a multitude of athletic facilities for use by the University community:

North Campus

The Sanderson Court recreation area has a full basketball court with six baskets for practice shooting. Other facilities

around North Campus include one intramural football/softball/soccer field, two beach volleyball courts, three tennis courts, and two outdoor basketball courts.

The indoor Hollinger/Ehinger complex includes a swimming pool, ten-lap track, and two gymnasiums.

South Campus

Outdoor accommodations include six tennis courts, Farrell Football Stadium with a quarter-mile track, varsity baseball diamond, varsity softball diamond, varsity soccer field, two practice football fields, three soccer/field hockey/lacrosse fields, and a picnic grove.

Intercollegiate Athletics

West Chester University offers a wide range of varsity athletic programs for men and women, with competition in 24 different sports. Minority students and women are strongly encouraged to participate in intercollegiate athletics at WCU. Intercollegiate athletes have the opportunity to compete in national and regional championships as members of the National Collegiate Athletic Association (NCAA), conference championships as members of the Pennsylvania State Athletic Conference (PSAC), and regional championships as members of the Eastern College Athletic Conference (ECAC). The West Chester University Division I field hockey program competes in the Atlantic 10 Conference, while the Division II women's rugby team – the first such program in the country – competes in the Eastern Pennsylvania Rugby Union (EPRU) and the Mid-Atlantic Rugby Football Union (MARFU).

To participate in intercollegiate sports, all freshman student-athletes and anyone not previously registered with the NCAA Initial Eligibility Center must have their initial eligibility certified through the NCAA Initial Eligibility Center. To continue participation you must be a full-time student making satisfactory progress toward a specific baccalaureate degree and have passed 24 semester hours every academic year. Athletic eligibility is certified annually through the Office of the Registrar. A minimum of 12 semester hours, full-time status, must be maintained while participating.

The athletic program includes a variety of team and individual sports. West Chester University has participated in numerous conference, regional, and national championships. West Chester has won national championships in women's basketball, women's lacrosse, women's swimming, women's field hockey, and men's soccer. In addition, the Golden Ram football team boasts the second winningest all-time record among NCAA Division II football playing institutions, and in 2004 advanced to the NCAA Division II national semifinals for the first time in school history.

From major league baseball to the Super Bowl, from the U.S. National Field Hockey and Women's Lacrosse teams to the Olympics, former WCU student-athletes have enjoyed a variety of successful athletic careers. WCU's coaching staff has stretched its outstanding reputation to national and international levels and many former student-athletes have become coaches themselves.

To challenge our student-athletes, WCU annually creates some of the toughest Division II schedules in the country.

The following is a listing of WCU's athletic teams and the phone extensions for its West Chester athletic coaching staff:

Baseball	x2152
Basketball, Men	x2136
Basketball, Women	x3399
Cheerleading	x3555
Cross Country, M/W	x2468
Diving	x2127
Field Hockey	x2144
Football	x3528
Golf, Men	x3555
Golf, Women	x3555

Gymnastics, Women	x3215
Lacrosse, Women	x2394
Rugby, Women	x3555
Soccer, Men	x2221
Soccer, Women	x6903
Softball	x2170
Swimming,	x2127
Tennis, Men	x3555
Tennis, Women	x3555
Track and Field, M/W	x2468
Volleyball, Women	x3237

Athletic schedules are distributed seasonally throughout the campus and the local community and are available to all students in addition to being posted on the Web site. For updates on scores and schedules, students should call the Golden Rams Sports Hotline at Ext. 2100. Information about West Chester University's athletic teams is also updated regularly on the World Wide Web. The athletics Web page is <http://wcupagoldenrams.com>.

III. Policies

General University Policies

Affirmative Action/Social Equity

The goal of West Chester's Social Equity program is to advance the University's commitment to creating a community that is reflective of the diverse society in which we live. This is accomplished through:

1. the identification and correction of the effects of discriminatory policies and practices, and
2. the provision of equal opportunity for all participants in all aspects of college life.

This program applies to all members of the University community, including students, faculty, noninstructional staff, and administrators. It also applies to all applications for admission or employment and all participants in University-sponsored activities.

The Office of Social Equity monitors the equal opportunity activities on campus. Several coordinators and committees participate in the administration of the University's Social Equity program. The following committees are among those that work with the office: the Sexual Harassment Advisory Committee, the Committee for the Advancement of Social Equity, and the ADA Committee. Students serve on all of these committees and are nominated for them through the SGA. Any interested student may contact the Office of Social Equity directly if she/he wishes to become part of any of these committees.

The laws on equal opportunity, nondiscrimination, and affirmative action are beneficial to all. West Chester University's Office of Social Equity provides a range of services and resources to enhance the campus climate. The office administers programs such as the University's Social Equity Plan. This plan details the University's commitment to the principles of equal opportunity and diversity.

Another function of the Office of Social Equity is to handle complaints of discrimination due to race, color, national origin, sex, sexual orientation, marital status, age, religious creed, disability, or veteran status. University policy prohibits discrimination, including sexual harassment, on any of these grounds. It provides for relief through University procedures.

Any individual having suggestions, problems, complaints, or grievances with regard to equal opportunity or affirmative action, or to request a translation of this publication into a language other than English, is encouraged to contact the director, Office of Social Equity, 13/15 University Ave., Ext. 2433.

Committee for the Advancement of Social Equity (CASE)

In 1974 the Pennsylvania Department of Education developed a plan for equal opportunity in state-owned colleges and universities. The purpose of the plan was desegregation of the colleges and universities. Each institution developed its own implementation of the plan through programs of affirmative action and human relations. At West Chester University a representative Committee for the Advancement of Social Equity (formerly known as the Committee of Sixteen) was developed to focus on the needs of the University and to work on solutions. The planning committee has evolved into an implementing and monitoring committee in addition to the original planning function. The committee continues as an active forum for minority concerns. It should be noted that on July 1, 1983, West Chester University became a member institution

of the State System of Higher Education and is no longer under the jurisdiction of the Pennsylvania Department of Education, but is governed by a central Board of Governors and the Chancellor.

CASE is committed to a policy of equal opportunity and affirmative action and will be guided by the following goals:

1. to remedy past practices and policies that resulted in unequal representation of minority students and employees at West Chester University;
2. to recruit minority students in increasing numbers to reach a parity with the service population of graduating high school students in the University's feeder communities;
3. to retain minority students through a full academic program toward the goal of graduation, and
4. to recruit and retain minority faculty and staff.

ADA Committee

The Americans with Disabilities Act Committee is a campus-wide group with the primary goal of building and advancing University policies and procedures that will provide access to employment, services, and programs, which result in equal opportunity for individuals with disabilities. The committee's name reflects the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities in employment, public services and transportation, public accommodations, and telecommunications services. The members of the former ADA Advisory Board have now joined the ADA Committee to form one group that will plan and monitor the University's ADA initiatives.

The ADA Committee supports the existing University services via consultation and education. The committee includes members from the faculty, noninstructional staff, and students, as well as the University's ADA coordinator. Membership is open to any interested person at the University. The committee works to provide bridges to facilitate better understanding between disabled and nondisabled persons and to enable all of the campus community to benefit from improved educational opportunities.

Americans with Disabilities Act (ADA) Policy

West Chester University is committed to equality of opportunity and freedom from discrimination for all students, employees, applicants for admission or employment, and all participants in public University-sponsored activities. In keeping with this commitment, and in accordance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, the University will make every effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University, regardless of any disability an individual may have. Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities and has established procedures to provide reasonable accommodations to allow individuals with disabilities to participate in University programs.

The director of the Office of Social Equity has been designated as the ADA coordinator for the University. In this capacity, the director of social equity works with the University ADA Committee to advance University policies and procedures that will provide equal educational and employment opportunities for individuals with disabilities. The Office of Social Equity has an established process to investigate and address any complaints of discrimination on the basis of a disability. Any individual who has a suggestion, question, or complaint regarding ADA issues is encouraged to contact the director of social equity located at 13/15 University Avenue, 610-436-2433.

West Chester University has also established the Office of Services for Students with Disabilities (OSSD), which operates as a centralized service for addressing the needs of students with disabilities and as a resource center for students, faculty, and staff. A student who wants to request an accommodation and/or receive specialized services should contact the director of the OSSD. The policies and procedures used by the OSSD are contained in the West Chester University Handbook of Disabilities, which is available in the OSSD, located at 105 Lawrence Center, V/TDD 610-436-3217.

Various housing facilities and services are available for resident students with disabilities. For this and other information about on-campus housing and food service, please contact the Office of Residence Life and Housing Services, 238 Sykes Student Union, 610-436-3306.

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

West Chester University is involved in the ongoing process of renovating campus buildings to ensure accessibility for all individuals. Many of our buildings are currently accessible, but some are awaiting renovation. To find out whether a particular location is accessible or how to access a location, please contact the space manager at 610-436-3348. To make arrangements for changes to a particular facility to ensure accessibility, please contact the manager of campus projects at 610-436-3599.

AIDS/HIV

Human Immunodeficiency Virus (HIV) infection and the resultant Acquired Immunodeficiency Syndrome (AIDS) have had a profound effect upon our entire society. In response to the epidemic of HIV infection, West Chester University establishes this policy to outline the method by which the University addresses students and employees who are exposed to HIV, and to provide a safe working and living environment for all members of the University community.

West Chester University is committed to providing educational awareness about HIV infection and AIDS for the campus community and promoting appropriate prevention and control programs. Such programs shall be consistent with applicable laws, including the Americans with Disabilities Act, the Pennsylvania Human Relations Act, and Pennsylvania Act 148 of 1990 (Confidentiality of HIV-Related Information Act), and shall be guided by the recommendations of the U.S. Public Health Service, the Centers for Disease Control and Prevention, and the American College Health Association.

Current medical evidence indicates that students or employees with AIDS or HIV infection do not pose a health risk to other students or employees in an academic setting. There has been no confirmed case of HIV transmission as a result of casual contact. There is no reason to routinely exclude or limit participation of students or employees because they have asymptomatic or symptomatic HIV infection.

West Chester University has adopted the following procedures with respect to HIV infection:

1. The University will take the necessary steps to safeguard the personal rights of persons infected with HIV. Discrimination on the basis of HIV infection, including emotional, verbal, or physical harassment, is expressly prohibited. Individuals who believe themselves to be the victims of discrimination on the basis of HIV infection should

contact the director of social equity, 13/15 University Avenue, Ext. 2433.

2. Knowledge of an individual's HIV status shall not be a part of the employment requirement at the University or a condition for admission to University programs. No employee, student, or applicant will be required to undergo HIV testing as a requirement for employment or admission to West Chester University.
3. No otherwise qualified individual shall be prohibited from being employed, promoted, or participating in any University program or activity, with or without appropriate accommodation, as a result of HIV/AIDS status unless there is a known risk posed to the health or safety of others.
4. HIV status shall not be cause for a restriction to access any University facility. There is no justification, medical or otherwise, for restricting the access of students or employees with HIV infection to the student union, theater, cafeteria, snack bars, gymnasiums, swimming pools, saunas, recreational facilities, or other public areas.
5. An employee who has a concern that he or she is at risk because of exposure to someone with HIV infection is encouraged to discuss the matter with his or her supervisor or with the Human Resource Services Department. A student who has a concern that he or she is at risk because of exposure to someone with HIV infection is encouraged to discuss the matter with the director of the student Health Center.
6. The best currently available medical information does not indicate any risk to those sharing a residence with infected individuals. However, decisions about housing for students infected with HIV will be made on a case-by-case basis. Because of immune deficiencies caused by HIV infection, accommodations will be made for HIV-infected students.
7. All University records which refer to HIV infection or AIDS in a student or employee shall remain strictly confidential in accordance with University and the Commonwealth of Pennsylvania policies. Unless otherwise required by law, no information will be shared with faculty, administration, student, family members, or outside insurance carriers without the written consent of the student or employee for each instance of disclosure.
8. The primary responsibility of the University with regards to HIV/AIDS is to promote a safe environment which can best be accomplished through education. Effective educational programs about AIDS and HIV are an activity of the highest priority for all areas of the University community. These shall include the development and dissemination of accurate, up-to-date information on the transmission, prevention, and control of HIV to all employees and students. Specialized training shall be provided for employees with occupational exposure to blood-borne pathogens.
9. Individuals who are infected with HIV or who have a reasonable basis for believing they are infected with HIV are encouraged to seek medical advice and are expected to conduct themselves responsibly for the protection of other members of the University community. The student Health Center is equipped to provide HIV testing and information about HIV infection and AIDS to students. The Counseling and Psychological Services Department is able to provide personal counseling for students. The Wellness Center has information about HIV and AIDS, including books, articles, pamphlets, videos, lists of Internet sites, testing facilities, and counseling referrals available for the entire campus community.

Alcohol and Drugs

In addition to state laws prohibiting use of alcohol for persons under 21 years of age, the rules of West Chester University

state that no alcohol shall be used on campus. Other state laws forbid the possession, use, sale, or distribution of controlled drugs. For further information refer to the **Student Code of Conduct** and the **Drug-Free Campus Policies** in Section III.

Anti-Hazing Policy

Hazing involving West Chester University students or student groups is strictly prohibited. Hazing is defined by the State of Pennsylvania Law (Act 175) as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

In addition, the following specific actions and activities are strictly prohibited and include but are not limited to:

Physical Hazing:

1. Causing excessive physical fatigue through physical and psychological shocks;
2. Forcing, requiring, or endorsing calisthenics, such as sit-ups, push-ups, and runs;
3. Conducting a new member-related activity between the hours of midnight and 7 a.m. or awakening individuals during these hours;
4. Forcing, requiring, or endorsing less than seven continuous hours of sleep for associates/pledges each night;
5. Pushing, shoving, tackling, paddle swats, or any other act that may cause harm;
6. Forcing, requiring, or endorsing pledges/associate members to drink alcohol, take any illegal drugs, or eat any food or other substance;
7. Dropping food (e.g., eggs, grapes, liver, etc.) into mouths;
8. Forcing, requiring, or endorsing branding, scarring, or tattooing;
9. Throwing anything (whipped cream, garbage, water, paint, etc.) at or on an individual;
10. Forcing, requiring, or endorsing theft of any personal property under any circumstances;
11. Assigning or endorsing “pranks” or harassing another organization;
12. Forcing, requiring, or endorsing the defacing of trees, ground, or buildings on or off campus;
13. Conducting unauthorized quests, treasure hunts, scavenger hunts, paddle hunts, big sister/brother or little sister/brother hunts;
14. Forcing, requiring, or endorsing the carrying of items that will interfere with daily activities;

Mental Hazing:

15. Conducting activities that do not allow adequate time for study during the pledge period;
16. Yelling and screaming or directing negative comments at associates/pledges;
17. Deceiving new members prior to the ritual designed to convince an associate/pledge that he/she will not be initiated or will be hurt;
18. Forcing, requiring, or endorsing the playing of extremely loud music or music repeated over and over, or any other audible harassment;
19. Not permitting pledges/associate members to talk for periods of time;
20. Forcing, requiring, or encouraging nudity at any time;
21. Messing up the house or a room for the associate members/pledges to clean;
22. Forcing, requiring, or endorsing the running of unreasonable personal errands (servitude);
23. Forcing, requiring, or endorsing engagement in unauthorized activity that involves compelling an individual or group to remain at a certain place or transporting anyone anywhere, within or outside the Borough of West Chester (drop offs, kidnaps, etc.);
24. Forcing, requiring, or endorsing engagement in public stunts and shenanigans;
25. Forcing, requiring, or endorsing shaving of head or body hair;
26. Forcing, requiring or encouraging pledges/associate members to act like animals or other objects;
27. Wearing public apparel that is conspicuous and not “normally” in good taste.

In addition to the above stipulations, West Chester University’s Anti-Hazing Policy also includes the following regulations:

1. Individuals and/or student organizations that force, require, and/or endorse violations will be held directly responsible through the University’s judicial process and if appropriate, through local authorities, which may pursue criminal action.
2. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy.
3. Any student organization wishing to proceed with a membership intake process must first get written approval from the director of Greek life and student organizations.
4. Pledging programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole.
5. In all cases of alleged violations of this policy, faculty and alumni advisers and the national/international headquarters of any organization will be notified.
6. Members of student organizations having pledge periods and pledges must file Anti-Hazing Compliance Forms with the director of Greek life and student organizations (located in 238 Sykes Union) within three days of the start of the pledge program.
7. Pledge programs and initiations must end, at a minimum, seven days prior to the start of final examinations. Copies of the comprehensive Anti-Hazing Policy, including guidelines for positive pledge programs and Anti-Hazing Compliance Forms, are available in the Office of Student Leadership and Involvement, 238 Sykes Union. Specific questions regarding the Anti-

Hazing Policy may be directed to the director of Student Leadership and Involvement.

Commercial Advertising and Sales

The University regulates commercial activity on its campus in order to promote an educational rather than a commercial atmosphere, to promote fire safety, to maintain its buildings and grounds, to provide security for its students and employees, to prevent commercial exploitation of students and employees, and to preserve residential tranquility. As a result, the University has established the following policies.

Commercial Advertising

Advertising through the use of signs and posters may be located on official University bulletin boards only and must be approved by the designated building administrator. The building administrator or residence hall administrator will base approval on community standards of taste, as well as fire safety standards and a concern for program disruption. Advertising depicting alcohol use, abuse, sale, or distribution is prohibited.

No signs or posters are permitted to be displayed on the University grounds including, but not limited to, trees, windows, doors, stairwells, restrooms, trash receptacles, and benches, nor placed on vehicles in University parking lots. Advertising signs and posters are, however, permitted on public kiosks and bulletin boards in the bus stop shelters. University community members wishing to sell personal items such as books, stereos, etc., may advertise on appropriate bulletin boards designated for this purpose **by the particular building administrator.**

Additional policies governing on-campus advertising by West Chester University student clubs and organizations can be found in Section II of this book. Unauthorized signs or posters will be removed immediately and legal action will be taken if necessary to prevent repeat offenses.

Civil and/or campus action may be taken against any persons or external organizations who violate the University's Advertising and Commercial Sales Policy.

To obtain approval for posting advertisements the following guidelines are in effect:

Academic/Administrative buildings – approval for posting advertisements (signs/posters) is obtained through the building administrator for each respective building. A list of building administrators is available through the Office of Facilities Management (436-3200), or in Section II of this book.

Residence Halls – approval for posting advertisements (signs/posters) is obtained through the Office of Residence Life and Housing Services (436-3307).

Commercial Sales

Selling on University property, in other than the Sykes Student Union Building, the residence halls, and the University-owned apartment complexes, is not permitted except in certain limited circumstances with authorization. Authorization may be obtained only through the vice president for administrative and fiscal affairs or designee. Authorization will be based on University needs for the items being sold, convenience of the University community, prevention of exploitation of students, and protection of rights of those granted exclusive arrangements. Separate policies governing sales and solicitation in the Sykes Student Union, the residence halls, and the University-owned apartment complexes also can be found in this book.

Fund-Raising Events

Fund-raising events conducted by officially recognized University organizations may take place with the written approval of the assistant dean of student development and involvement, the director of residence life and housing, or the director of Sykes Student Union. Fund-raising events may not include the sale or advertisement of products that would compete with those covered by University exclusive agreements (for example, beverage products that would compete with the Pepsi-Cola line of beverages).

Noncommercial Literature Distribution/Nonsponsored Presentations or Demonstrations

- A. On University property (outside of buildings) generally open to the public, persons may exercise their constitutionally protected rights to free expression including distribution of noncommercial literature incidental to the exercise of these rights and nonsponsored presentations or demonstrations.
- B. Noncommercial literature distribution and nonsponsored presentations or demonstrations may be held anywhere on University property (outside of buildings) generally open to the public so long as they do not disrupt the normal operation of the University or infringe on the rights of other members of the University community.
- C. In order that these activities not interfere with the operation of the University or the rights of others, they shall not
 - 1. obstruct vehicular, pedestrian, bicycle, or other traffic,
 - 2. obstruct entrances or exits to the buildings or driveways,
 - 3. interfere with educational activities inside or outside of the building,
 - 4. engage in any disorderly conduct as defined by applicable state and local statutes and/or ordinances,
 - 5. interfere with or preclude a scheduled speaker from being heard,
 - 6. interfere with scheduled University ceremonies or events,
 - 7. damage property, including but not limited to lawns, shrubs, or trees,
 - 8. disturb the peace as defined by applicable state and local laws, statutes and/or ordinances, or
 - 9. engage in any conduct deemed to be unlawful by any applicable state and/or local law, statute, and/or ordinances.
- D. Students, employees, or visitors to the University whose activities interfere with the operation of the University, the rights of other members of the University community, or which violate the standards set forth in Paragraph C above will be asked by Public Safety to disperse and/or comply with this policy within a stipulated period of time. Failure to respond positively to such a request may result in arrest by Public Safety and/or disciplinary action by the University.

Definition of University Property

University property includes all real estate owned or controlled by the University, starting from the curb-edge inward, as well as sidewalks and building entrances. Public streets are controlled by the respective municipalities through their ordinances. University Avenue from the intersection of Church Street traveling west, North Campus Drive, and the service road through the Gordon Environmental Center are not public streets and are considered University property.

This policy supersedes all previous Noncommercial Literature Distribution/Non-Sponsored Presentations or Demonstrations policies enacted prior to this date.

West Chester University Policy on Acceptable Use of Information Technology Resources and Systems

I. Purpose

The purpose of this policy is to establish parameters of acceptability for use of the University computing facilities and resources by University faculty, staff, students, and other WCU network users.

II. Definitions

A. Acceptable Use

For use to be acceptable, it must demonstrate awareness and sensitivity towards the intent of the University in granting users' access, the co-existing privileges of other users, privacy interests and freedom from harassment or annoyance, the intellectual property rights of others, and the ownership and confidentiality of data.

III. Policy

A. General Policy

Access to the University's computing and information network facilities and resources is a privilege granted solely to the University's faculty, staff, students, and those other individuals who have been approved for special accounts. The intent of the University in granting access to individuals is to support the academic mission of the University, to share information and ideas, and to manage its administrative and service operations and activities. Obtaining and maintaining an electronic account is a privilege, not a right. All users must show responsibility and proper judgment, as well as comport with the framework of acceptability in order to maintain the integrity of these facilities and resources for all users. While the University respects the individual's right to free speech and free expression, it is expected that the use of the system will fall within the guidelines of generally accepted social standards of the University and demonstrate respect for all members of the campus community. The University reserves the right to limit or revoke electronic account privileges for misuse or abuse of those privileges. Agreement to abide by this policy is a condition of acceptance to use the University's computing and information network facilities and resources.

B. Specific Policy Considerations

1. Protecting Data: The information of the University is one of its most valuable assets. Information must be safeguarded for reasons of data integrity, confidentiality, and availability. The following rules must be observed:
 - a. Never share a password with another person.
 - b. Never attempt to discover or use another individual's password or network ID.
 - c. Never attempt to circumvent data protection schemes or uncover security loopholes.
 - d. Never attempt to monitor another user's data communications, or attempt to read, copy, change, delete or transmit another's user files or software.
 - e. Never attempt to gain unauthorized access to remote computers.
 - f. Always protect data media (diskettes, Flash drives, DVD's, etc.) by securing them immediately after use.
 - g. Always back-up data regularly.
 - h. Properly log out of sessions.

- i. Monitor access to accounts; if a user suspects that his/her access codes have been compromised or that there has been unauthorized activity on his/her accounts, he/she is to report it and change access codes immediately.
2. E-mail: University e-mail account holders can generally expect that the content of e-mail files residing in their user accounts will be treated as confidential by the University. The University does not routinely examine these files or monitor their content. Under certain circumstances, however, e-mail can lose its confidentiality. It can be lost if the University is compelled by court order to be released, by signed release from the user, if the files are transmitted by the user to others and user custody is lost, or when such information is deemed by University officials to be of evidentiary interest to a disciplinary investigation. Under these specific circumstances, e-mail privacy cannot be guaranteed by the University. Users should be cognizant of the lack of expectation of privacy under these circumstances. The following rules must be observed:
 - a. Never send or forward unsolicited e-mail, including chain mail.
 - b. Do not open or execute attachments that appear suspect. Attachments are a popular way of distributing viruses.
 - c. Never use your account for personal business purposes.
 - d. Never send harassing, annoying, threatening, defamatory, offensive, or fraudulent messages or images to others.
 - e. Always think before sending e-mail, especially if angry or upset. E-mail is difficult to retrieve at best and is never retrievable if already opened by the receiving party.
 - f. Always delete e-mail that does not require preservation.
 - g. Always remember that when the confidentiality of a message is critical, there is no substitute for face-to-face communication.
 - h. Always remember that e-mail messages can easily be forwarded or redistributed to others. Custody lost is an open door to privacy lost.
3. Ownership and Use of Computing and Information Technology Facilities and Resources: University information technology facilities and resources may be acquired by the University through lease, purchase, license, loan, or other agreement. Facilities and resources may include computers, accounts, workstations, peripherals, networks, communication devices, switches, software programs, and systems, as well as related devices and hardware and telecommunications equipment. Ownership lies with the institution, not the user. The University has established the following rules associated with the use of its computing and information technology facilities and resources. They must be observed:
 - a. Never run or install a program that could result in damage to or destruction of a data file, computer system or information network. The willful introduction of viruses, worms, and other malicious software are expressly prohibited.
 - b. Never be wasteful of computing or information network resources or unfairly monopolize these resources. Waste in the form of examples such as unauthorized mass mailings, chain mail, unnecessary printing output, or creating unnecessary network traffic are expressly prohibited.
 - c. Never attempt to modify a program or diskette that the University supplies for use.
 - d. Never engage in behavior that could impair or impact the operation of computers, terminals, peripherals or networks. Acts such as tampering with the LAN, the high-speed backbone network, or otherwise blocking communication lines or interfering with the operational readiness of a computer is expressly prohibited.
 - e. Never use the University's computers, workstations, or information networks for financial gain or other personal benefit, or for other reasons that result in a direct cost to the University.
 - f. Never abuse work hours by spending large amounts of time in pursuit of social or other nonrelated personal interests that engage the use of the University's computing and information technology facilities and resources. (Examples of this form of inappropriate use include chat rooms, sexually explicit sites, sports fantasy, and betting sites.)

- g. Never store or attempt to download or otherwise transmit data that would constitute a violation of state or federal law or the policies of the University, the State System of Higher Education, or the Commonwealth of Pennsylvania.
 - h. Installation of any software package by clients on University computers requires an original license agreement to be housed at the location of the PC on which the software will be installed. University employees cannot install any software on University computers without proper software licenses. Always abide by the terms of all software license agreements. Unauthorized copying of software is illegal and expressly prohibited.
4. Privately owned computers: Faculty, staff, students, and guests of West Chester University who provide their own computer and equipment but connect to the University's network must still abide by all aspects of the Acceptable Use Policy. In addition, there are several special areas for these users to keep in mind:
- a. **Responsibility for content:** The content of any files or services made available to others over the network is the sole responsibility of the person with ownership of and/or administrative authority over the computer providing the service. It is this person's responsibility to be aware of all applicable federal and state laws, as well as University policies. This person will be liable for any violations of these laws and policies.
 - b. **Network-intensive applications:** Any person operating a network-intensive application or a defective computer, which causes network overload, will be notified and steps will be taken to protect other users and the University network overall. This may include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the University network or disrupts the activities of others, then the offending computer system or the subnet to which it is attached may be disabled without notice. This latter course of action may affect other users connected to the network.
 - c. **Responsibility for security:** Any person attaching a computer to West Chester University's network is responsible for the security of the computer system and for any intentional or unintentional activities from or to those network connections.
 - d. **Wireless Equipment:** The use of any type of wireless network equipment including but not limited to wireless switches and wireless routers on the University network is strictly prohibited. Only wireless access points installed and managed by the West Chester University Information Services Division will be allowed in use on the University's network. Information Services will maintain a current list of wireless access points available on the network. Students may use wireless laptops to connect at University hotspots in these predefined locations.
 - e. **Ethernet Network:** Network services and wiring may not be modified or extended by users for any reason. This applies to all network wiring, hardware, and data jacks. Ethernet switching equipment and hubs other than those provided by the University are prohibited for use on any West Chester University network without prior written approval from the director of communications and infrastructure services.

IV. Procedures

A. Minor Infractions

Frequently, the IT security administrator will be able to manage a minor violation by contacting the user, advising him or her of the violation, working through a solution, and obtaining user assurance that it will not happen again.

B. Investigating Alleged Employee Serious Misuse of Computing and Information Technology Facilities and Resources

Unfortunately, from time to time, computer abuse, e-mail harassment, and other unauthorized acts do occur. When they do, they must be effectively managed to avoid recurrences. Everyone has a responsibility to report these types of acts if witnessed or suspected. Given such notice, the University has an obligation to investigate misuse of computing and information technology facilities and resources, including e-mail abuse.

1. **Reporting Suspected Misuse or Other Violation of This Policy:** Instances of alleged misuse/violation should be reported to the University's IT Help-Desk immediately. The Help-Desk will determine either to make an effort to resolve the situation or, if necessary, refer the concern to the IT security administrator for further review and action.
2. **Additional Notifications:** Anytime employee misconduct is alleged, the chief human resources officer and the Department of Public Safety must be notified immediately by the IT security administrator. If the allegation might reasonably lead to a criminal complaint, the Department of Public Safety will take over the investigation. If the allegation relates to possible sexual harassment or another form of illegal discrimination, the chief human resources officer will notify the social equity director immediately. Notice to the employee who is the subject of the investigation shall be made by the appropriate University official after consultation with the chief human resources officer.
3. **Decision to Investigate:** The IT security administrator, in consultation with the chief human resources officer and other appropriate University officials, will review the concern and determine how to best approach the conduct of a thorough investigation prior to investigatory action being undertaken by the campus.
4. **Privacy Interests:** Every reasonable effort will be made by the IT security administrator and any others involved in an investigation pursuant to this policy to balance a minimization of intrusion upon employee privacy interests while responsibly conducting a complete investigation. PASSHE legal counsel will be consulted if questions arise in this regard.
5. **Collective Bargaining Agreements:** The chief human resources officer will be consulted regarding employee collective bargaining rights relating to investigations and predisciplinary meetings if the subject of a complaint is a member of a collective bargaining unit.
6. **Suspension of User Privileges:** There may be circumstances where the nature of an allegation is so serious as to require a suspension of privileges while an investigation is being conducted. Under these circumstances, both the employee and the union (where applicable) will be notified at the time of the suspension. Suspension of user privileges pending the outcome of an investigation is not a disciplinary action.

C. Investigating Alleged Student Serious Misuse of Computing and Information Technology Facilities and Resources

Unfortunately, from time to time computer abuse, e-mail harassment, and other unauthorized acts do occur. When they do they must be effectively managed to avoid recurrences. Everyone has a responsibility to report these types of acts if witnessed or suspected. Given such notice, the University has an obligation to investigate misuse of computing and information technology facilities and resources, including e-mail abuse.

1. **Reporting Suspected Misuse or Other Violation of this Policy:** Instances of alleged misuse/violation should be reported to the University's IT Help-Desk immediately. The Help-Desk will determine either to make an effort to resolve the situation or, if necessary, refer the concern to the IT security administrator for further review and action.
2. **Additional Notifications:** Anytime student misconduct is alleged, the director of judicial affairs and Department of Public Safety must be notified immediately by the IT security administrator. If the allegation might reasonably lead to a criminal complaint, the Department of Public Safety will take over the investigation. If the allegation relates to possible sexual harassment or another form of illegal discrimination, the judicial affairs director will notify the social equity director immediately. Notice to the student who is the subject of the investigation shall be made by the appropriate University official after consultation with the judicial affairs director.
3. **Decision to Investigate:** The IT security administrator, in consultation with the judicial affairs director and other appropriate University officials, will review the concern and determine how to best approach the conduct of a thorough investigation prior to investigatory action being undertaken by the campus.
4. **Privacy Interests:** Every reasonable effort will be made by the IT security administrator and any others involved in an investigation pursuant to this policy to balance a minimization of intrusion upon student privacy interests while responsibly conducting a complete investigation. PASSHE legal counsel will be consulted if questions arise in this regard.
5. **Suspension of User Privileges:** There may be circumstances where the nature of an allegation is so serious as to require a suspension of privileges while an investigation is being conducted. Under these circumstances, the student

will be notified at the time of the suspension. Suspension of user privileges pending the outcome of an investigation is not a disciplinary action.

D. Outside Investigations

Occasionally, requests from local, state, or federal agencies will be made to investigate or provide information about technology-related resources. These could include but are not limited to server logs, e-mail transactions, or user information. These requests will be routed through either the Department of Public Safety or the Office of Information Security. Once a request is made to either department, the other respective department will be notified as well, unless it would compromise the integrity of the investigation.

E. Disciplinary Consequences

Verified, serious misuse or repeated, minor infractions of this policy will result in disciplinary action. The typical form of disciplinary action for noncriminal offenses is loss or restriction of privileges, although other forms of discipline that would be more appropriate under the circumstances are possible. Under normal circumstances, disciplinary actions will be issued by the department director or by the University official charged with that responsibility as part of the collective bargaining relationship.

F. Statutory Violations

Some instances of misuse may also rise to the level of violation of the Commonwealth's unfair trade practice, consumer protections and telecommunications laws, the Crimes Code of Pennsylvania and a variety of other state and federal laws. They include prohibitions against such conduct as disruption of services, computer theft, computer trespass, distribution of viruses, unlawful transmission of e-mail, exploitation of children via the Internet, or unsolicited or misleading transmission of commercial e-mail, faxes, or mobile telephone messaging systems. Further information or copies of these statutes may be obtained from the IT security administrator.

Note: Users are advised to seek clarification of any aspects of this policy that are unclear to them before questionable acts are undertaken. Users who have questions should contact the University's IT security administrator.

Drug-Free Campus: Policies, Guidelines, and Resources

To All Members of the University Community:

West Chester University is committed to being a learning community that values diversity and individuality, and encourages community responsibility. The University strives to create a campus environment that is safe for the individual – free of violent crime, free of the use of illegal drugs, and free of the abuse and misuse of alcohol and prescription drugs. These acts threaten not only the individual user, but also the entire University community.

Out of concern for the campus environment, the federal government enacted The Drug-Free Schools and Communities Act Amendment (Public Law 101-226) in 1989. This law requires institutions of higher education to inform the campus community about issues related to substance use and abuse, including information describing the resources available to assist students, faculty, and staff in combating alcohol and drug problems, as well as a listing of the appropriate regulations and laws.

I ask you to review the following information carefully. I urge you to act responsibly and seek additional knowledge about our educational programs, support services, and current laws from the University resource personnel listed. West Chester University is committed to providing a safe and drug-free campus. Please join me in this quest.

Sincerely,

Madeleine Wing Adler
President

Do you know someone who has a drug or alcohol problem? Do you have questions of your own? There are people within the University community to help with private, confidential counseling, referral, and information. Please seek assistance from the following University offices:

The Student Health and Wellness Center Office of Alcohol, Tobacco, and Other Drug (ATOD) Programs. The ATOD staff is available for confidential discussion of alcohol- or other drug-related concerns, and assistance with referrals to community resources.

The Counseling and Psychological Services Department (Counseling Center) has a staff of psychologists who are available to counsel enrolled students regarding vocational choice and personal concerns. The Counseling Center faculty are also available to help students deal with issues of substance abuse, including referrals to community resources.

The Office of Judicial Affairs and Community Development is the primary location to seek clarification on the current laws related to drugs and alcohol. The director is available to explain existing regulations and the range of sanctions for violations.

Resources:

If you have questions or need more information please contact:

Student Health Center and Wellness Center

Office of Alcohol, Tobacco, and Other Drug Programs

230 Wayne Hall

610-436-2509 or 610-436-3276

Counseling and Psychological Services Department

129 Lawrence Center

610-436-2301

Assistant Dean of Students

Wayne Hall

610-436-2509

Office of Judicial Affairs and Student Assistance

238 Sykes Union

610-436-3511

Public Safety

Peoples Building

610-436-3311

YOU ARE ENCOURAGED TO GET THE FACTS

For a complete list of drug use effects and health risks, see the following chart.

PLEASE CONSIDER...

Your Health:

Too much alcohol, too fast, can kill you. To reduce impairment, health and legal problems, use the 0-1-3 guideline for making low-risk choices.

- **ZERO - zero alcohol:** If you are under 21 year of age, are sick (using medications or other drugs, pregnant, chemically dependent) driving, or have a strong family history of alcoholism.
- **ONE - one drink per hour:** Your body can only metabolize one average drink per hour
- **THREE - no more than three drinks on any day and never three drinks daily.**

Remember: An average drink is 1 oz. of 100 proof liquor, 1 ½ oz. of 80-proof liquor, a 12-oz. beer, or a 4-5-oz. glass of wine. It is always okay not to drink. If you do choose to drink, make healthy choices and follow 0-1-3.

New research tells us that the human brain continues to develop through age 25. Drinking during this critical developmental period, especially to the point of intoxication, may lead to life-long impairments in brain function, particularly as it relates to memory, motor skills, and coordination. Young adults are particularly likely to binge drink and to suffer repeated bouts of withdrawal from alcohol. This repeated withdrawal may be a key reason for alcohol's harmful effects on the brain.

The Risk of Using Other Drugs

Any drug, even if it's over the counter or a legal prescription, has possible side effects that can cause impairments for some people. However, these drugs are regulated, and risks are written on the packaging. With illegal drugs, there are no guidelines, and you can never be sure of their strength or purity. Here are some things to consider:

- Most, if not all, illegal drugs are mixed with impurities. You may not always get what you believe you are getting!
- Cocaine is a highly addictive drug. It is both psychologically and physically addictive.
- Alcohol is a depressant drug; it slows the central nervous system.
- THC, the active ingredient in marijuana, remains in your body for one month following use. Marijuana smoke produces all of the harmful effects of tobacco smoke and contains 50 percent more of the cancer-causing chemicals.
- Alcohol and illicit drugs, as agents that dull the senses and impair judgment, are major factors in a large proportion of unplanned pregnancies, sexually transmitted diseases, date rape, accidental injury, and death.
- Aside from the psychosocial implications of long-term use and addiction, permanent physical damage can develop in every bodily organ system, being most pronounced in the heart, liver, and brain.

Your Knowledge of the Law

West Chester University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The University vigorously enforces all local, state, and federal laws as they pertain to the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction under such laws provides for punishment that includes fines and/or imprisonment. The specific codes are described in detail in Section III.

The chart below is a summary of legal consequences of alcohol-related violations:

Pennsylvania Alcohol-Related Legal Consequences

Crime	Fine (1st offense)	License Suspension	Jail
Underage drinking, possession, or transport	Up to \$300	90 days 1st offense One year 2nd offense	Up to 90 days
Carrying a fake ID	Up to \$300	90 days 1st offense One year 2nd offense	Up to 90 days
Public drunkenness	Up to \$300	None	Up to 90 days
Open container in West Chester	Up to \$600	None	Up to 30 days
Manufacture or sale of fake ID	\$1000-\$5000 1st offense \$2500-\$5000 2nd offense	None	0-2 years
Furnishing alcohol to minors (minors can be cited for providing to other minors)	\$1000-\$2500 1st offense \$2500 2nd offense	None	0-1 year

Your Education

Your status as a student at the University could be affected. Students are held accountable for their behavior both on and off campus. Students who are found guilty of violations of the Student Code of Conduct face a full range of sanctions. The standard penalty for those who possess or sell drugs and who sell alcohol to minors is suspension or expulsion. Ask yourself, is it worth it?

Your Future

Many employers, including those in education and government, require a background check that includes University judicial records as well as criminal records. In addition, many graduate schools also require a clearance from the Dean of Students Office, which includes any judicial records.

A single use of marijuana can show up on a drug test 20 days later (and in some cases even longer). One in ten drinkers develops severe drinking problems. And if you are the “adult child of an alcoholic” (ACoA), you are three times more likely than others to develop an alcohol problem.

This information was prepared as part of the educational efforts associated with the Drug-Free Schools and Communities Act Amendments of 1989.

The charts, "Controlled Substances – Uses and Effects" and "Federal Trafficking Penalties," are for your reference.

DRUGS OF ABUSE/Uses and Effects										
U.S. Department of Justice Drug Enforcement Administration										
Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Dependence			Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose
				Physical	Psycho-logical	Tolerance				
Narcotics										
Heroin	Substance I	Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)	None in U.S., Analgesic, Antitussive	High	High	Yes	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected		
Hydrocodone	Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral		
Hydro-morphone	Substance II	Dilaudid	Analgesic	High	High	Yes	3-4	Oral, injected		
Oxycodone	Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral		
Codeine	Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected		
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked		
Depressants										
gamma Hydroxybutyric Acid	Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate	Yes	3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2),	Antianxiety, Sedative, Anti-convulsant, Hypnotic,	Moderate	Moderate	Yes	1-8	Oral, injected		

		Klonopin	Muscle Relaxant						events, interacts with alcohol	
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral		
Stimulants										
Cocaine	Substance II	Coke, Flake, Snow, Crack, <i>Coca, Blanca, Perico, Nieve, Soda</i>	Local anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death
Amphetamine/ Methamphetamine	Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/ hyperactivity disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked		
Methylphenidate	Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked		
Other Stimulants	Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vaso-constriction	Possible	Moderate	Yes	2-4	Oral		
Hallucinogens										
MDMA and Analogs	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer more intense "trip" episode
Phencyclidine and Analogs	Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High	Yes	1-12	Smoked, oral, injected, snorted		Unable to direct movement, feel pain, or remember
Other Hallucinogens	Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextromethorphan* (DXM)	None	None	None	Possible	4-8	Oral		
Cannabis										
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, <i>Mota, Yerba, Grifa</i>	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis
Tetrahydrocannabinol	Substance I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, oral		

Hashish and Hashish Oil	Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral		
Anabolic Steroids										
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cyp	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gynecostasia, acne, aggressive behavior	Unknown
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected		
Inhalants										
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemoglobinemia
Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5-2	Inhaled		
Alcohol										
		Beer, wine, liquor	None	High	High	Yes	1-3	Oral		

June 2004

<http://www.usdoj.gov/dea/pubs/abuse/chart.htm>

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

PENALTIES		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serous injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life 	<ul style="list-style-type: none"> Not more than 30 years If death or seroius injury, mandatory life Fine \$2 million if an

	more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Fine \$1 million if an individual, \$5 million if other than an individual 	individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

<http://www.dea.gov/agency/penalties.pdf>

Fee and Bill Payments

Fees and expenses are subject to change without notice and no student can enroll, graduate, or get a transcript without paying all the charges due on his/her account at that particular time.

If your billing address changes, you must notify the Office of the Registrar in 153 E.O. Bull Center. A change of residence from out-of-state to Pennsylvania requires a notarized affidavit and supporting evidence. For more information about this procedure, contact the Office of the Registrar at Ext. 3541. Out-of-state students who misrepresent themselves as Pennsylvania residents will be subject to legal action. The following information addresses the procedures for paying bills and obtaining refunds. For complete details about fees and expenses, please consult the current Undergraduate Catalog.

Bill Payment

Tuition and fees can be paid by check, electronic check (e-check), money order, or cash. The University does not accept credit cards for tuition and fee payment. However, the University recognizes the convenience of credit card use and has partnered with a third-party vendor to allow secure credit card payments through our Web-based QuikPay system. If the student chooses to pay via credit card, **a fee will be assessed for this service.** Refer to the Bursar's Web page for payment instructions.

All students are expected to pay their tuition bills by the due date indicated on the bill or their schedules will be canceled. Nonreceipt of a bill does not relieve the student of the responsibility of paying/submitting the bill by the due date. Fall semester bills are due in early/mid-August and spring semester bills are due in mid-December. If you have not received a tuition bill as these dates approach, please call the Office of the Bursar at 610-436-2552.

For those experiencing financial difficulty, the partial payment plan (see below) is a viable option. Any concerns or questions regarding bill payment can be addressed to your personal counselor in the Office of the Bursar. For last names beginning:

A to F..... call 610-436-3078;

G to N..... call 610-436-3079;

O to Z..... call 610-436-3080.

Partial Payment Plan

All students are eligible for the partial payment plan. If your anticipated financial aid (including bank loans) will not be

available by the bill's due date, we urge you to use our payment plan to avoid cancellation of your schedule. The plan allows you to make four payments on your semester bill. There is a nonrefundable fee of \$35 per semester for this service, and you can sign up via a check-off box on your semester bill. Your initial payment should be 25 percent of your balance due plus the \$35 fee. Coupons for your remaining installments will be mailed shortly thereafter.

Policies on Repayment and Refunds

Refunds of tuition and fees at West Chester University are governed by the Pennsylvania State System of Higher Education's Board of Governor's Policy as amended July 13, 2000. This amended policy, effective August 15, 2000, supercedes all policies that appear in University publications prior to these dates.

The amount of the tuition and fee refunds issued by the Office of the Bursar depends on the date your official withdrawal is received (and stamped) by the Office of the Registrar. No refunds can be issued if you do not officially **withdraw**.

Undergraduate student appeals concerning the refund policy for tuition and the general fee should be directed to the Office of the Registrar. Graduate student appeals should be directed to the Office of Graduate Studies. Appeals concerning housing or meal fees should be directed to the Office of Residence Life and Housing Services.

Full refunds (100%) are available only through the first day that the University is in session. After that, tuition and fees are refunded according to the schedule below. These percentages apply to the total tuition bill, not to partial payments of tuition. Questions about this as well as when you will receive your refund should be directed to the Office of the Bursar.

If you withdraw during	You receive a refund of
1st day of the semester (or earlier)	100% tuition and general fee
days 2-5 of the 1st week of the semester	90% tuition and general fee
the 2nd week of the	80% tuition and semester general fee
the 3rd week of the	70% tuition and semester general fee
the 4th week of the	60% tuition and semester general fee
the 5th week of the	50% tuition and semester general fee
the 6th week of the semester and thereafter	NO REFUND

Housing and Meal Refunds

The \$100 room deposit is not refundable. When students change from resident status to commuter status after the beginning of the semester, there is no room refund except under the most compelling reasons and when the "Student Occupancy Agreement Release Request" is properly filed in the Office of Residence Life and Housing Services, and provided there are no other outstanding financial obligations to the University. The fee for meals may be refunded on a weekly prorated basis. For more information resident students should contact the Office of Residence Life and Housing

Services. Commuter students should contact the Office of the Bursar.

Appeals to Fee and Refund Policies

Appeals to the policies governing fees and refunds shall be adjudicated by the Registrar. If further appeal is desired, it will be made to the Appeals Committee, whose decision will be final.

Withdrawals:

Should you decide to leave after having paid all your semester fees, follow the official withdrawal procedure at the Office of the Registrar in the E.O. Bull Center, Room 154-155. If you have to leave early in the semester, the quicker you file your withdrawal papers and request a refund, the more money you will get back. You cannot get any money back and you may get F's on your record if you leave without telling anyone.

Parking

Introduction:

With campus parking space at a premium, available spaces must be primarily available to transients to the campus (i.e., commuters and employees). Cooperation on the part of all members of the University community in observing parking rules and regulations will help to assure that the policy is effective and benefits the entire campus.

In order to improve parking facilities, it is necessary that a fee be charged and a permit issued to all eligible students and employees utilizing parking spaces on the West Chester University campus. Visitors may obtain a temporary pass from Public Safety, located at 690 S. Church St. or at the information desk in the Philips Memorial Building located at High Street and University Avenue. This is standard practice on most college and university campuses today. Such a fee will defray the costs of administering the parking program, the upkeep and maintenance of parking lots, and possibly additional and improved service between the north and south campuses. The permit does not guarantee a parking space; it simply reserves the right to park in assigned University lots. Be sure to read all signs when entering any University parking lot. Signage supersedes written regulations.

All questions and information concerning the West Chester University parking policy should be directed to:

Director of Public Safety

Room 18, Peoples Building

690 S. Church Street

West Chester University

Telephone: 610-436-3311 (24 hours a day, seven days a week) or Public Safety Parking Services Office, 610-436-3345 (call for hours)

Please note that all regulations concerning parking are subject to change.

General Information

1. Student lots are open (no permit required) from 4 p.m.– midnight Monday through Thursday, and from 4 p.m. Friday to midnight Sunday. All employees and eligible students desiring to use the designated parking lots at other times must register their vehicles with the Department of Public Safety Parking Services Office and purchase parking permits.

2. All parking areas are designated by posted signs. Vehicles may be parked only in those areas designated for the particular classification identified on the permit. No parking is permitted in areas without painted stalls. Violators are subject to being ticketed and towed.

3. The maximum speed limit on campus is 15 miles per hour, unless otherwise posted. Safe driving practices must be adhered to at all times. Violators are subject to fines.

4. Anyone who has a registered vehicle and who must, for valid reasons, temporarily drive an unregistered vehicle, is required to obtain a temporary permit in order to park on a designated lot where a permit is required. This permit may be obtained from the Department of Public Safety Parking Services Office.

5. Parking lots adjacent to Ramsey, Tyson, Goshen, Sanderson, Schmidt, and Wayne residence halls are open to N permits ONLY.

Parking Options

1. The first option is to purchase a parking permit from the Department of Public Safety Parking Services Office. A fee set by the Council of Trustees is collected annually. Annual is defined as the beginning of fall semester until August 31 of the following year. All permits are subject to availability.

Commuter students with 30 earned credits or more, prior to the fall semester, are eligible to park on North Campus. Commuter students with less than 30 credits are eligible to park on South campus. All resident students who have 30 to 59 credits are eligible to purchase a permit to park on South Campus. All resident students who have more than 59 credits are eligible to park on North campus. Residents of the South Campus apartments are eligible to purchase a permit for that area only. Residents of the Village apartments are eligible to purchase a permit for that area only. First-year resident students are not permitted to bring cars to campus. A first-year resident student is defined as a student having earned less than 30 credits prior to the fall semester. Specific registration procedures will be announced annually. Employees and eligible students living within a five-block area of the University must park in the E.O. Bull Center (M lot) parking lot, the Matlack parking structure on North campus and O lot on South campus.

Those wishing to have a hardship exception considered may pick up an exception request sheet at the Public Safety Parking Services Office or from the Public Safety Web page.

The University provides bus service between North and South Campus during the spring and fall semesters. There is no bus service during the summer. The buses run from 7:15 a.m. to 1 a.m. on weekdays, from 4 p.m. to 1 a.m. on Saturdays, and from 1 p.m. to 1 a.m. on Sundays. On North Campus, the buses stop at the bus shelter located at the corner of University Avenue/Church Street and on Rosedale Avenue in front of Wayne Hall. On South Campus, the buses stop at the Sturzebecker Health Sciences Center, McCoy Center, the South Campus Apartment Complex, and Q and R lots. Bus schedules are available at residence hall desks, the Sykes Student Union Information Center, or Public Safety. Students using the bus service are advised that it is impossible to provide timely transportation between the North and South Campus within the standard 10-minute class break. Therefore, students should plan and develop class schedules that allow sufficient travel time between the two campuses.

Motorcycle parking is available on University Avenue, the blocked street located next to the Public Safety building and in N lot (South Campus). A permit must be purchased to park there.

Mutilated or defaced parking permits must be replaced. Please contact the Department of Public Safety, Parking Services Office for the current cost.

You may pick up a copy of the “West Chester University Motor Vehicle Regulations” from the Department of Public Safety, Parking Services Office. This will be your guide to all parking regulations at West Chester University and also includes the appeal procedures for parking violations. For more information, call the Department of Public Safety, Parking Services Office (ext. 3345) during regular business hours. Purchase of a permit does not guarantee you a parking space.

2. The parking meters on the streets through and around the University are owned and managed by the Borough of West Chester. The fees and enforcement hours for the parking meters are set by the Borough. Information concerning the fees and enforcement is printed on the meters. In addition, a few streets around the campus are posted as Parking Area C. In order to park in these areas, one must obtain a Borough of West Chester parking permit. These permits are sold in limited number at the Borough’s Parking Office located in the West Chester Borough Administration Building, Gay and Adams streets. Additional information can be obtained from the Borough of West Chester’s Parking Division at 610-696-4521.

3. The Sharpless Street Garage, owned and operated by the Borough of West Chester, is located at the intersection of Sharpless and Church streets. Semester permits for garage parking are sold by the Borough of West Chester for \$160/semester. This semester permit allows garage parking 24 hours/day, seven days/week. Information regarding the date/location/time for semester permit sales are announced by the Borough of West Chester through the University’s Parking Services Office. In addition to the semester parking permits, daily and hourly parking is also available in the garage. The maximum daily parking rate is \$6/day. The Borough of West Chester’s Parking Division can be contacted at 610-696-4521. Parking rates listed above are current rates and are subject to change.

Disabled Parking Policy

Parking in stalls designated for persons with disabilities will be restricted to vehicles bearing official (as issued by a state, commonwealth, or West Chester University) ”Person with a Disability” or “Disabled Veteran” registration plates or placard.

Parking Tickets

Any students receiving a ticket will have a hold automatically put on his or her student account. A hold means that you will be prohibited from registering for classes, receiving transcripts and graduation clearance, and future vehicle registration. Five or more unpaid tickets may result in loss of University parking privileges and towing. Currently fines range from \$10 to \$40 depending on the violation.

If a vehicle becomes disabled upon any highway of West Chester University or any parking lot, the operator/owner MUST report the location and license plate number of the vehicle to the University police for inclusion on the “Disabled Vehicle List.” Vehicles parked in fire lane areas or reserved parking spaces may be towed at once at the operator/owner’s expense.

Parking Violation Appeal Procedure

If you wish to appeal a violation, you must do so within ten calendar days from the date the violation was issued. The following is the procedure:

Step 1 – Appeal personally or in writing at the Public Safety Parking Services Office within ten calendar days of the issuance of the ticket. All appeals must be submitted on the official appeal form. Appeal forms are available in the Department of Public Safety Parking Services Office, and on the Web.

Step 2 – If Step #1 appeal is not resolved to your satisfaction, then that decision may be appealed to the Parking Committee. The appeal must be received by the Parking Committee chairperson within 10 calendar days of the denial at Step #1. The Step #2 appeal must be in writing using only the official appeal form. Forms are available in the Department of Public Safety Parking Services Office, and on the Web. Decisions by the Parking Committee are final.

Enforcement

It is the responsibility of the Department of Public Safety, empowered by the Pennsylvania Motor Vehicle Code, to be prompt, impartial, and certain in the enforcement of all parking regulations.

Traffic control signs have been placed on campus streets. The Department of Public Safety requests cooperation of all University motorists to ensure the safety of both pedestrians and motorists. Operators who fail to obey the direction of a traffic sign or who violate any other provision of the Pennsylvania Motor Vehicle Code may receive a traffic citation.

All vehicles found to be in violation of the University and/or Pennsylvania Motor Vehicle Code are subject to being towed, at the owner’s expense, in addition to fines.

Anyone receiving a ticket will be given a time limit of 10 calendar days by which to pay it at the cashier’s window of the Bursar’s Office, E.O. Bull Center.

Visitor’s Parking

Visitors should obtain a temporary parking pass from the Department of Public Safety Parking Services Office, display it on the dash on the driver’s side to be clearly seen, and park in areas designated on the pass. University personnel should inform their visitors of parking rules and regulations.

Possession of a permit or temporary pass implies awareness of the University Motor Vehicle Regulations and the responsibility to adhere to them.

The Parking Committee

The Parking Committee is responsible for developing and reviewing guidelines for parking at West Chester University. Members are appointed by the president of the University, and the committee includes a representative from each of the following areas: Facilities Division, administration, Public Safety, RHA, OCCA, Faculty Senate, APSCUF, and AFSCME.

Key to Parking Lots:

- “A” Lot
 Sharpless StreetEligible commuter students
- “B” Lot
 By Swope HallEmployees
- “C” Lot
 By Peoples BuildingEmployees
- “D” Lot
 Lawrence CenterEmployees
- “E” Lot
 New Street side of LawrenceEmployees
- “F” Lot

New and Nields streets North campus resident and commuter students, employees

“G” Lot
 High Street across from Philips
 Memorial.....Employees and visitors

“H” Lot
 Killinger and SchmuckerPhysically disabled/loading zone

“K” Lot
 Behind Sykes Student Union.....Eligible commuter students and employees as posted

“L” Lot
 By tennis courts on
 Roslyn Street.....North campus resident and commuter students

“M” Lot
 Behind E.O. Bull CenterNorth campus resident and commuter students, and employees

“M 1” Lot Extension
 South end of M-lot.....Eligible students and employees

Matlack Parking Structure
 Behind E.O. Bull CenterEligible commuter students and employees

“N” Lot
 North and West of South
 Campus Field House.....Employees

“O” Lot
 South and East of South
 Campus Field House.....Commuter students

“P” Lot
 Adjacent to Farrell.....Restricted (official parking only)

“Q” Lot
 South of FarrellStudents
 (Note - removal of vehicles may be required during official University-sanctioned events)

“R” Lot
 Tigue Road East of “Q” lotStudents
 (Note - removal of vehicles may be required during official University-sanctioned events)

“S” Lot
 Across from South Campus
 tennis courtsEmployees and students

“S1” Lot
 By South Campus
 tennis courtsEmployees and students

- “S2” Lot
 - By South Campus
 - softball fieldEmployees and students
- “S3” Lot
 - By South Campus
 - lower baseball field.....Employees and students
- “T” Lot
 - Rear of McCoy barn
 - by athletic fields Employees
- “T1”Lot
 - McCoy Farm House.....Employees
- “U” Lot
 - South side of 201
 - Carter DriveEmployees
- “V” Lot
 - North side of 201 Carter DriveEmployees
- “W” Lot
 - North side of Warehouse Employees
- “Y” Lot
 - South Campus housing complexSouth Campus resident students and employees as posted
- “Z” Lot
 - 210 E. RosedaleEmployees
- “Z1” Lot
 - 220 E. RosedaleEmployees
 - Parking lot between Admissions/Graduate Studies offices – reserved for visitors to these offices. Temporary visitor passes can be obtained from either of these offices.
 - Parking lots adjacent to Ramsey, Tyson, Goshen, Sanderson, Schmidt, and Wayne residence halls are open to N permit ONLY.
 - All North Campus commuter student parking areas will be closed from midnight to 6 a.m., Monday through Friday.

Sexual Assault

I. Policy Statement: Any act of sexual violence, sexual assault (Pa. Title 18 Section 3124.1) and rape (Pa. Title 18 Section 3121) violates Pennsylvania law as well as the standards of conduct of West Chester University and will not be tolerated. WCU is committed to the education of students, faculty, and staff about sexual violence, the prevention of sexual assaults involving members of the campus community, and to the provision of an appropriate response when a sexual assault occurs.

II. Statement of Purpose: The WCU Sexual Assault Policy has been developed to ensure that a consistent procedure and

coordination of University and community resources takes place when dealing with victims of sexual assault. The policy is intended to meet the medical, legal, confidential, safety, and psychological needs of the victim and applies to both residential and off-campus students.

The policy also provides for proactive measure and a structure that will deal with the prevention of a sexual assault through educational programming as well as continuing institutional dialogue to assess services for victims.

The University strongly encourages the reporting of any incident of sexual assault. All reported instances of sexual abuse will be investigated, with appropriate disciplinary and/or legal action taken with the consent of the victim. All information will be held as strictly confidential and action taken only with the victim's knowledge and permission. The University will also make services available to students who are victims of sexual assault.

III. Definition of Terms per Pennsylvania Statues

Rape: A person commits a felony of the first degree when he or she engages in sexual intercourse with a complainant:

1. By forcible compulsion
2. By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
3. Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
4. When the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance.
5. Who suffers from a mental disability which renders the complainant incapable of consent.
6. Who is less than 13 years of age.

Sexual Assault: A person commits a felony of the second degree when the person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

IV. Intervention/Immediate Response: (See section VI. Complaint Procedure)

- **Assure the safety of the victim**

Make sure the victim is no longer in danger and in a safe locale.

- **Immediate medical attention if the assault occurred within 72 hours**

If raped, the victim should have a complete medical exam. This will help identify physical injury and disease. Advise the person not to bathe or douche as this will destroy evidence that supports a legal case against an assailant if there is a choice to prosecute. In cases requiring urgent care, contact the local emergency services by calling 911. Brandywine Hospital (where a sexual assault nurse examiner [SANE] nurse, specifically trained in sexual assault examination is available) or the Chester County Hospital Emergency Department can provide medical assistance. The University's Department of Public Safety (610-436-3311) will assist with transportation to the hospital if needed.

If desired, the hospital emergency room personnel will contact Crime Victims Center/Rape Crisis (610-692 RAPE) so that a supportive individual may be with the victim throughout the procedure.

- **Medical attention if the assault occurred more than 72 hours ago**

All of the above procedures will apply, except for the collection of evidence. Medical attention is still needed to check for injuries, sexually transmitted infections, and pregnancy. Medical attention does not need to occur at a hospital. The victim

may seek care at the Student Health Center, the local Planned Parenthood of Chester County, or from a private physician.

- **Reporting Sexual Assault**

The decision to report the crime is the decision of the victim. If the assault occurred on campus there is the option of reporting the incident to the University's Department of Public Safety (610-436-3311). If the assault occurred off campus, it may be reported to the West Chester Borough Police (610-696-2700) or other local law enforcement authorities by dialing 911.

Notify the Assistant Dean of Students

This office (610-436-2509) is available to coordinate efforts to meet needs throughout the crisis. Since initial information regarding assault may come from a variety of University and community resources, it is necessary that the assistant dean of students be notified to coordinate University services. The exception occurs when the victim refuses to release information and/or is protected by ethical and legal "confidentiality privilege" afforded to physicians (WCU Health Services) and psychologists (WCU Counseling Center).

If requested, the assistant dean of students will assist with safety concerns, a change in academic schedules, one's living situation, or obtain a protection from abuse order. The assistant dean will also aid in discussions with significant others/parents. The victim will be assured that he/she will be in control of decisions regarding formal charges.

V. Campus Response/Coordination of Services

The assistant dean of students will link University services to assist the victim. Potential offices include the following:

Student Health and Wellness Center (610-436-2509) will provide follow-up treatment and medical care, if desired. A full examination and testing for sexually transmitted infection can be conducted for assaults that have occurred in the past (greater than 72 hours).

The Women's Center (610-436-2122) provides informal support, information, and referrals for harassment and sexual assault victims, friends, and family members. This assistance is available whether the assault was recent or in the past. Pamphlets, books, and useful articles are also available.

The Office of Social Equity (610-436-2433) assists with sexual harassment issues. Personnel will document such complaints and assist in filing charges if warranted and desired.

The Office of Judicial Affairs and Student Assistance (610-436-3511) will explain prosecution options that are available via the University's judicial process and/or criminal system. Assistance is also provided to students who have been victimized on another college campus. The student Code of Conduct explains in full the hearing procedures, rights of all parties, the full range of sanctions, and the right to be informed if the decision to pursue the case through the judicial process is made. In cases occurring off campus, the office will maintain a liaison with the West Chester Borough Police Department and/or Public Safety.

The Counseling Center (610-436-2301) helps the victim to deal with a variety of feelings that often follow an assault. During the fall and spring semesters, psychologists are on call 24 hours a day and can be reached through the Department of Public Safety (610-436-3311). All information shared is strictly confidential and will only be released with your authorization.

Public Safety (610-436-3311) will conduct the investigation if the assault occurred on campus. This will include

collection and verification of all available facts and circumstances for possible prosecution, as based on the victim's wishes.

Off-Campus Resources

- Crime Victim Center/Rape Crisis,
610-692-RAPE (7273)
- West Chester Police Department,
610-696-2700
- Chester County Hospital Emergency Department, 610-431-5150
- Domestic Violence Center, 610-431-1430

Victim Follow-up

The assistant dean of students will initiate a follow-up inquiry to ascertain if the student has/is received/receiving appropriate psychological, medical, or general support.

VI. Complaint Procedure

A student who has been sexually assaulted is encouraged to contact **any "trusted" person**. Any University person who is contacted about a sexual assault may (at the request of the student) contact the following personnel who have the training to assist these victims: assistant dean of students, Women's Center, Counseling Center, Judicial Affairs, or the Student Health and Wellness Center. The victim will also be advised of his/her option to contact local law enforcement authorities or on-campus Public Safety. *The safety and confidentiality of the student will be assured during this encounter, and the University contact will assist the victim in dealing with legal and medical authority and provide necessary emotional support and information as needed.*

The student will be advised of:

- All referral resources on campus and in the community
- The need for medical intervention
- The preservation of evidence that may be needed as proof of criminal assault
- Counseling options
- The need for a safe environment
- Possible University judicial action regarding students who are accused of sexual assault
- Possible University sanctions for students who are found guilty of sexual assault
- Legal/prosecution information
- Reporting options
- Procedures for help with academic difficulties that result from the sexual assault

The Assistant Dean of Students' Office is notified of all reports of sexual assaults.

VII. Assessment/Prevention

Sexual assault assessment and prevention issues are addressed on a regular basis through the work of two committees: **The Sexual Assault Assessment Committee** and the **Sexual and Relationship Violence Prevention Committee** who meet throughout the academic year. The goals of the groups include the following: a) continually evaluate procedures regarding cases of sexual assault to ensure that the victim's needs are being met through appropriate institutional responses and delivery

of services; b) gather information on the frequency and nature of sexual assault cases/incidents on campus; c) develop and coordinate educational efforts for a campus-wide approach to the prevention of and a supportive response to sexual assault.

University offices involved in the Sexual Assault Assessment Committee's work include the Counseling Center, Department of Public Safety, Student Health Center, Women's Center, Judicial Affairs and Student Assistance, and from off-campus, the Crime Victim's Center. The assessment committee is chaired by the assistant dean of students.

The Sexual and Relationship Violence Prevention Committee is chaired by the director of the Women's Center and is open to representation from all segments of the University. The mission is to foster an environment safe for all members of the WCU community, one that is free of sexual and relationship violence. The committee seeks to bring members of the community together in an effort to reduce the number of incidents of sexual and relationship violence on campus. The committee also seeks to develop strategies that will reduce the effects of such incidents on victims. Essential to this is a campus climate in which victims feel safe to report violence and feel effectively supported in the responses they receive both by University officials as well as their peers. To support this, the culture of the University must be one in which victims are not blamed, where openness on these issues is encouraged and silence is discouraged.

Sexual Harassment

West Chester University is committed to equality of opportunity and freedom from discrimination for all its students and employees. Sexual harassment is a form of discrimination based on gender and will not be tolerated in any form by faculty, staff, students, or vendors. Upon official filing of a complaint, an immediate investigation will be made culminating in appropriate corrective action where warranted, which may include termination of the relationship with the University. Retaliatory actions against persons filing a complaint of sexual harassment, or any person cooperating in the investigation of a complaint, are also prohibited. Acts of retaliation shall constitute misconduct subject to disciplinary action.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurring when:

1. Submission to the unwelcome conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's employment or a student's academic status or treatment;
2. Submission to or rejection of the unwelcome conduct of a sexual nature by an individual is used as the basis for academic or employment decisions affecting such an individual; or
3. The unwelcome conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in, benefit from, or perform at extracurricular activities, work, academic or educational programs, or to create a hostile or abusive living, working, or academic environment.

A complete copy of the University's Sexual Harassment Policy document, inclusive of the investigatory procedures, may be obtained from the Office of Social Equity or on the Social Equity Web site at http://www.wcupa.edu/_admin/social.equity/SEXHARASS.htm.

Individuals who believe themselves to be the victims of sexual harassment, or who have questions about the University's policy on this matter, should contact the director of social equity, 13/15 University Ave., Ext. 2433.

Sexual Harassment Complaint Procedures:

The procedures described in West Chester University's Sexual Harassment Policy represent the University's method for responding to formal and informal complaints of sexual harassment. The sexual harassment complaint process includes different types of procedures for resolving complaints from those individuals who believe that they may have been subject to a specific act or a pattern of behavior falling within the definition of sexual harassment.

Complaints against a student or student organization brought by another student, faculty member, or staff member, should be brought to the attention of the director of Judicial Affairs and Student Assistance, 238 Sykes Student Union, ext. 3511. Given the seriousness of such allegations, the complaint may be processed through formal judicial procedures or other informal avenues. Complaints against a faculty or staff member are addressed by the director of social equity.

The individual filing the complaint may, if he or she chooses, inform the offender orally or in writing that those acts are offensive, and request firmly that the offender cease engaging in those acts. If the offender is a student, or the request is too difficult to make, please contact the director of Judicial Affairs and Student Assistance. If the offender is a member of the faculty or staff, then the individual may discuss the nature of the complaint with the offender's supervisor, department chair, or academic dean. The individual making the complaint may seek assistance from any of the University departments and individuals listed below.

Social Equity - Director
13/15 University Avenue
610-436-2433

Judicial Affairs and Student Assistance
238 Sykes Student Union
610-436-3511

Dean of Students - Associate Vice President for Student Affairs and Dean of Students
238 Sykes Student Union
610-436-3511

Student Affairs - Assistant Vice President
for Student Affairs
238 Sykes Student Union
610-436-2117

Human Resources - Director
201 Carter Drive
610-436-2830

Women's Center - Director
100 Lawrence Center
610-436-2122

Skates, Skateboards, and Bicycles

It has been found that mixed usage of sidewalks and parking areas promotes hazardous conditions.

It is the responsibility of the University administration to reduce hazardous conditions, whenever possible. As a result, the following policy has been adopted.

It shall be prohibited for anyone to use, ride, propel, or otherwise operate a skateboard on the public sidewalks and parking lots of West Chester University.

All University parking lots are to be used for the sole use for which they were designed: parking. Ramps, goals, and other stunt-type devices may not be used in any parking lot.

Bicycles and skates are permitted on University property for the sole purpose of transportation and must be operated in a safe manner and under control. Bicycles and skaters must yield to pedestrians at all times.

Exceptions to the guidelines may be granted in appropriate circumstances by the director of public safety at the direction of the University administration.

Failure to comply with the skate, skateboard, and bicycle guidelines will result in administrative or judicial action by the University and may result in prosecution under Pennsylvania Criminal Law, in appropriate circumstances, by the Department of Public Safety.

Communication of Weather-Related Events

Please do not call Public Safety for weather-related information, as such calls will tie up phone lines needed for emergencies.

When weather or other conditions affect the routine operation of the University, the primary communication methods for announcements regarding class cancellations, delayed openings, changes to final exam schedule, and/or University closings are:

1. Posts on the WCU homepage at www.wcupa.edu.
2. Text messages to e2campus subscribers – West Chester University offers a text messaging subscription service for all faculty, staff, and student to receive weather-related notifications and encourages subscription to this important service. There is no cost to register; however, some cell phone providers may apply a small cost per text message sent or received. Subscribe to receive text messages of campus emergencies and/or weather-related cancellations at www.wcupa.edu/e2campus.
3. Mass e-mails to faculty, staff, and students via WCU-assigned e-mail accounts.
4. Announcements that are recorded on the WCU Information Line – 610-436-1000 – and broadcast on many radio and TV stations. West Chester University’s code number and applicable prefix are: 853 for cancellation of day classes and 2853 for evening classes.

On Monday, Wednesday, or Friday, a one-hour delay means that the 8 a.m. class is cancelled. A two-hour delay means that both the 8 a.m. and 9 a.m. classes are canceled.

On Tuesday or Thursday, either a 90 minute delay or class cancellation will be called.

Although information about class cancellations, delayed openings, and University closings will be broadcast on many radio and TV stations, stations do not always provide detailed information. The most accurate and detailed information can be obtained by calling the University's information line at 610-436-1000 or by viewing the West Chester University homepage at <http://www.wcupa.edu>. The University has also introduced a new Web site specifically formatted for mobile devices. You can access campus announcements found on the WCU homepage, Campus News and Updates, when you are on the go by simply entering www.wcupa2go.com into your mobile device. This Web site also provides the academic calendar, athletic news, cultural events, and emergency contact information. Because mobile device service providers have specific plans and charges for Web services, it is recommended that you consult your service provider for further details.

Decisions regarding daytime classes, delayed openings, or University closings will generally be broadcast by 6 a.m. Decisions regarding evening classes will generally be broadcast by 1 p.m.

Although classes may be delayed or cancelled, all essential personnel must report to work.

Storm closing information is available on:

Radio stations announcing by code numbers:

KYW 1060 AM
WDAS 1480 AM
WDAS 105.3 FM
WKDN 106.9 FM

Radio stations announcing by university name:

WCHE 1520 AM
WCOJ 1420 AM
WILM 1450 AM
WJBR 1290 AM
WSBA 910 AM
WCUR 91.7 FM
WDAC94.5 FM
WARM 103 FM
WLAN 97 FM

Telephone:

University Information Desk
610-436-1000

Television:

WCAU NBC TV 10

WGAL TV 8

WTFX FOX TV 29 Web:

www.wcupa.edu

www.kyw1060.com

www.nbc10.com

Mobile Devices:

Via www.wcupa2go.com. Campus announcements are accessible by entering www.wcupa2go.com into your mobile device. In addition, the academic calendar, athletic news, cultural events, and emergency contact information are also available via this site. Mobile device service providers have specific plans and charges for Web services. Please consult your service provider for further details.

Academic Policies

Listed below are a few of the academic policies of West Chester University. For a comprehensive listing please refer to the **current WCU Undergraduate Catalog or to the Web at www.wcupa.edu/_information/official.documents**.

Academic Dishonesty

Academic Dishonesty Process:

Academic dishonesty is prohibited and violations may result in discipline up to and including expulsion from the University. Academic dishonesty as it applies to students includes but is not limited to academic cheating; plagiarism; the sale, purchase, or exchange of term papers or research papers; falsification of information which includes any form of providing false or misleading information, written, electronic, or oral; or of altering or falsifying official institutional records. Plagiarism is defined as copying another's work or portions thereof and/or using ideas and concepts of another and presenting them as one's own without giving proper credit to the source. **NOTE:** The Student Code of Conduct covers theft or attempted theft of property or services; destruction; vandalism; misuse or abuse of the real or personal property of the University, any organization, or any individual.

Please refer to the WCU Undergraduate Catalog for more information concerning this policy.

Americans with Disabilities Act Classroom Modifications

Notification of Classroom Modifications

For a student with a documented disability requesting classroom modifications, the Office of Services for Students with Disabilities (OSSD) will issue a copy of a letter of modifications for the student to present to the faculty member of the course. This modifications letter will inform the faculty member of the student's specific academic needs. It is the responsibility of the student to present the letter of modifications to the faculty member. Students with disabilities are held to the same academic standards as all other students. Faculty members are not required to provide modifications prior to or retroactive from the date a modifications letter is presented. Faculty members should contact the OSSD if they have questions about the modifications outlined.

For further information concerning this policy, please refer to the WCU Undergraduate Catalog.

Grade Appeals

Scope of the 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 original grade was based upon prejudiced or capricious judgment, or was inconsistent with official University policy. Please refer to the Academic Dishonesty Policy in the WCU Undergraduate Catalog for more information on the policies and procedures regarding grade appeals.

Probation and Dismissal Policy

Maintenance of Academic Standards: Probation and Dismissal

A student's scholastic standing at the University is indicated by his or her cumulative grade point average (GPA). Three categories of academic standing have been established: good academic standing, probation, and dismissal. A student remains in good academic standing as long as he or she maintains a minimum cumulative GPA of 2.00 for all work taken at the University. Probation and dismissal are actions taken by the University when a student's GPA falls below an acceptable level at the end of the fall or spring term. No student will go on or come off academic probation, or be dismissed from the University for academic reasons, at the end of the summer term.

Conditions of Probation and Dismissal

Probation is defined as a trial period during which a student whose cumulative average has fallen below acceptable standards must bring his or her average up to those standards or be dismissed from the University.

An academic review is conducted at the end of each fall and spring semester. The University will notify, in writing, each student who goes onto academic probation or who is dismissed for academic reasons.

A. Students earning a 0.00 cumulative grade point average (CGPA) at the end of their first semester of full-time enrollment will be dismissed from the University.

B. Any other student falling below the 2.00 CGPA standard will be placed on probation for one full-time semester (12 credits). A notice of probation shall be printed on the student's transcript, and the University will notify the student, in writing, that he/she is in danger of dismissal. The student who is placed on probation must see his/her adviser and develop an academic recovery plan. It is the student's responsibility to contact the adviser and schedule the appointment (see below).

C. Any student still below the 2.00 CGPA standard after one full-time semester of probation is subject to dismissal. A student may petition to receive extended probation. The special assistant for academic policy may grant one semester of extended probation to a student who (1) has made progress toward academic good standing while following his/her academic recovery plan, and (2) has a reasonable mathematical chance of reaching a CGPA of 2.00 after one additional semester on probation.

D. Any student who is still below the 2.00 CGPA after one full-time semester of extended probation (two consecutive full-time semesters on probation) will be dismissed. If the student changed from full-time to part-time status as part of the academic recovery plan, a third semester of probation may be permitted, provided that the student has had a semester GPA higher than 2.00 each semester since going onto academic probation.

E. Any student who regains good academic standing, but again falls below the 2.00 standard, will be placed on probation and given a maximum of 12 credits to return to good academic standing. A student may be placed on probation no more than twice; placement on probation for a third time will result in immediate dismissal from the University.

Dismissal from the University

A. A student may appeal his/her dismissal by writing to the special assistant for academic policy.

B. Nothing in this policy shall be taken to preclude the dismissal of students for violations of other University policies, in accordance with the provisions of those policies.

Readmission of Dismissed Students

A. A student dismissed from the University may not take course work at the University until he or she applies and is considered for readmission by the University. No student will be considered for readmission earlier than one full calendar year after the time of dismissal.

B. Students readmitted to the University will have a maximum of two full-time semesters (24 credits) to reach a CGPA of 2.00. During that time, the student must maintain a GPA of at least 2.30 for each semester of work following readmission. Failure to maintain a GPA of 2.30 for each semester until the CGPA reaches 2.00 or higher will result in a second dismissal. Any student who is dismissed from the University for poor academic performance a second time is not eligible for future readmission.

If a student is approved to be readmitted to the University under the Academic Renewal Policy and the student was, prior to separation from the University, a candidate in a program leading to initial teacher certification (B.S.Ed., B.M. in music education, or B.S. health and physical education-teacher certification), he or she may not be readmitted to the original major. The academic renewal student must re-enter in a nonteacher certification degree program or as an undeclared student.

If a student readmitted under academic renewal subsequently qualifies for formal admission to teacher education based upon the provisions of the academic renewal policy, that student may see a change of major to a teacher certification program under the prevailing internal transfer policy of the specific program.

Academic Recovery Plan

It is the responsibility of the student to schedule an appointment with his/her academic adviser as soon as possible after learning that he/she is on probation. The meeting should take place no later than the third day of the first semester on probation, to allow time to adjust that semester's schedule, if necessary. The academic recovery plan will be developed at that meeting.

The academic recovery plan is intended to identify the problems that contributed to a student going on academic probation and list steps that the student will take to correct the problems. Students must commit to the changes in behavior necessary to achieve academic success. Steps to be taken might include regular class attendance, repeating failed courses, decreasing the number of credits attempted in a semester, taking reading/study skills courses, decreasing the amount of time spent working or in extracurricular activities, or taking a semester off to deal with personal or financial problems.

Schedule Changes: Dropping, Adding, and Withdrawing from Courses

Adding a Course

Students may add courses online through the myWCU portal as long as they have met the prerequisites and the course has seats available.

Dropping a Course

Students may drop courses online. Please be aware that additional charges may apply based on the refund schedule. Therefore, if you plan to attend full time you should drop a course only when you can add another course to stay at full-time status.

Withdrawing from a Course

Students must fill out a drop/withdrawal form and bring it to the Registrar's Office for processing. A grade of W (withdraw) will be entered on the academic record. The withdrawal period starts after the drop/add period and ends the ninth class week or the equivalent in summer sessions.

After the ninth week of classes, students may not withdraw selectively from courses; they must withdraw from the University. The University will record a "W" for all courses in which the student is registered. However, if the effective date of official withdrawal is during the last week of classes, a letter grade or NG will be assigned for that course. A student may not receive a W during the last week of classes.

Students who fail to withdraw from or drop a course officially can expect to receive a grade of F for the course and are financially responsible to pay for it.

Student Academic Concerns

The University expects students to learn and to follow academic policies and procedures as stated in the **Undergraduate/Graduate Catalog**, the **Ram's Eye View Student Handbook**, and department or academic program handbooks. If a question or problem should arise concerning a course, a grade, a course of study, an academic requirement, or any other academic issue, the student should first consult the appropriate University or program document. If the student then believes it is necessary to seek a personal resolution of a problem from a University official, he or she should follow these guidelines:

Step 1 The student discusses the problem with the relevant professor or with his or her academic adviser.

Step 2 If there is no resolution at Step 1, the student discusses the problem with the appropriate department chairperson.

Step 3 If there is no resolution at Step 2, the student discusses the problem with the appropriate school/college dean. The dean has final authority on school/college academic policies and procedures.

Step 4 If the academic problem involves a University-wide policy or procedure, and if there is no resolution at Step 3, the undergraduate student may bring the problem to the registrar. The graduate student may bring the problem to the dean of graduate studies. The provost has final authority on University academic policies and procedures.

The University considers students to be adults who take responsibility for solving their own problems. Furthermore, the privacy act prevents University officials from discussing a student's academic record/performance with anyone except the student unless he or she provides written permission to be kept on file in the Office of the Registrar or unless the student brings another person to a meeting with a University official.

Withdrawal from the University

Students wishing to withdraw from the University may go to the Office of the Registrar or submit their withdrawal to the office in writing. Written notification is required for all withdrawals. If illness or some other emergency interrupts the student's University work, he or she must notify the Office of the Registrar at once. Unless a student withdraws officially, F grades will be recorded for unfinished courses.

Residence Hall Policies

The Residence Life program at West Chester University is designed to be an integral part of the educational experience. Its primary focus is student development. Through programs, policies, and procedures, the staff provides students with the opportunity to maximize their potential while living in any housing facility. Efforts are made to integrate academic and out-of-class learning in order for students to develop a balanced and realistic approach to life.

Although students come to us from a wide variety of backgrounds, each residential community is based on the understanding that all resident students have both rights and responsibilities. In order to ensure the most productive residential environment, the Office of Residence Life and Housing Services has established expectations of all students living or visiting housing facilities. For complete policy information, please refer to the publication entitled "The Guide to Residential Living," contact the Office of Residence Life and Housing Services in 202 Lawrence Center, or refer to www.wcupa.edu/_services/stu.lif/.

Student Records: Policy on Confidentiality

Preamble

The intent of this section is to comply with the Pennsylvania “Right to Know Law of 1957” and the Federal “Family Educational Rights and Privacy Act of 1974,” as amended. West Chester University collects and retains information about students for designated periods of time. The University recognizes the privacy rights of individuals in exerting control over what information may be disclosed and, at the same time, attempts to balance that right with the institution’s need for information. Reference should also be made to the “Family Educational Rights and Privacy Act” policy statement in the **WCU Undergraduate Catalog**.

Definition of Student Records

Student records are defined as those files, documents, and other materials that contain information directly related to a student which are maintained by West Chester University or by a person acting for the University pursuant to University or departmental policy.

Notes belonging to a professor or staff member and intended for the professor’s/staff member’s own use are not subject to inspection, disclosure, or challenge unless the person maintaining the notes disclosed the information to a person in the University community other than a substitute. Upon such a disclosure, the records are then open for review by the student. Other exclusions are the following:

- A. Records of the Department of Public Safety pertaining to an investigation.
- B. Student employment records.
- C. Student records that are made or maintained by a physician, psychiatrist, or other recognized professional acting in that capacity are not subject to the provisions of access, disclosure, and challenge.

Definition of a Student

For the purpose of this policy, a student is defined as an individual currently or previously enrolled in any academic course offering of the University.

Public/Directory Information

West Chester University from time to time makes public certain kinds of information about students, such as the names of those who receive scholarships, hold offices, or are members of athletic teams. Various kinds of campus directories are published throughout the year to help members of the University community locate and communicate with each other. The commencement programs publish the names of those who have applied for graduation.

The Family Educational Rights and Privacy Act of 1974, as amended, defines the term “directory information” to include the following categories of information: the student’s name, address, telephone number, e-mail address, date and place of

birth, major field of study, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The University will limit information that is made public to categories such as these but will not necessarily publish all such information in every listing.

Undergraduate and graduate students who do not wish to have any or all of such directory information published without their prior consent must submit a Request to Prevent Disclosure of Directory Information form to the Office of the Registrar within 15 calendar days after the beginning of each fall semester. If a student places this hold on his or her account, it will remain in effect until otherwise notified.

Disclosure of Student Records

Students are accorded the right to inspect, in the presence of a staff member, official University records, files, and data primarily and directly related to themselves. This right includes an explanation of any information contained in these records. Students are entitled to exercise this right within a reasonable time after they personally appear in the appropriate University office to initiate such a request in writing. If students cannot appear personally, they must submit a notarized request to the appropriate office, authorizing a designated individual to receive a copy of the record.

Where any such records, files, or data contain information about a third person, the student is not entitled access to such information. Each record-keeping unit of the University will establish procedures for accommodating requests for access to student records. Students have the right to copy file material to which they have access, provided the records do not have a financial hold.

The law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Challenge of Record Entry

The student is entitled to challenge and/or add to the factual basis of any record entry contained in records, files, and/or data. The purpose of this challenge is to ensure that such entries are not inaccurate, misleading, or otherwise contain inappropriate data. The challenge should be submitted in a timely manner to the appropriate University officer in whose area

of responsibility the questioned material is kept. The University officer is authorized to rectify the entry and so notify the student without a hearing if such a course of action is warranted. The designated officer will provide the student with an opportunity to present both a verbal and written challenge to the questioned entry, and will determine whether or not the material is defective in a manner justifying its correction or removal from the records. The student's written statement of challenge will remain part of the record, regardless of the outcome of the challenge.

The student may appeal in writing an adverse decision to the next level of administrative authority.

Questions and Answers

1. Q: Are letters written by faculty members prior to January 1975, open to the student?
A: Yes, the "Pennsylvania Right to Know Law of 1957" provides access to those letters.
2. Q: Are cooperating teachers' and cooperating employers' ratings included in the student's file?
A: Yes, students have access to all ratings included in the student's file.
3. Q: May evaluations written prior to the present law be destroyed?
A: Yes, if the student has never asked to see the evaluation and it has never been distributed, it may be destroyed.
No, if the evaluation has been sent to a third party, it may not be destroyed.
No, if the student has requested at some time in the past to see the evaluation, even though it has not been sent out, the letter may not be destroyed.
4. Q: Must each department that keeps records maintain a "log" of those individuals who receive a record?
A: Yes, a review of a student's record must be recorded.
5. Q: What does the phrase "reasonable time" mean in the above section of "Disclosure of Student Records"?
A: Within two working days, insofar as work load will permit. In no case may this time period exceed 45 days.
6. Q: May a department have guidelines that are more restrictive than those outlined in the University policy?
A: No.
7. Q: May a student decide what is to be included in the Career Development Center Credential File?
A: No, a student has no right to determine its content. The student does have the right to submit a letter of rebuttal to negative information contained therein.
8. Q: What right do staff and faculty members have to see student credentials/files?
A: Members of the staff and faculty have the right to review student credentials within the scope of their responsibilities, provided that these credentials are not transferred to a third person.
9. Q: Does the Office of Admissions have a right to remove admissions credentials from the admissions files prior to turning the file over to the Office of the Registrar?
A: Admissions officers have the authority to remove material of temporary value such as that primarily related to the admission process.
10. Q: Must a separate file that a counselor keeps for his/her own records be available for student inspection (separate from regular counselor files)?

A: No, there is no such requirement as long as the file has never been transmitted to any other person.

11. Q: What records should be kept?

A: Only those records necessary for the efficient operation of a department should be kept.

12. Q: Will the University give information in person or over the phone to a third party who is not associated with the University?

A: Yes, directory information may be released, at the discretion of the University, unless the student has formally requested this information to be restricted. This request must be submitted to the Office of the Registrar during the first two weeks of the semester.

13. Q: Will students and parents be notified of this policy?

A: Yes, this is required by law. This notice is stated in the University Catalog.

14. Q: What constitutes a waiver?

A: A waiver under the "Family Rights and Privacy Act" and the "Pennsylvania Right to Know Law" represents a voluntary, knowing, and intelligent relinquishment of a student's right to review education records. The Federal Law allows waivers in three areas: admissions to any educational agency or institution, application for employment, and respecting the receipt of an honor or honorary recognition.

Although special restrictions were imposed by the law in the area of waiver of access to certain admissions materials, a representative of the Pennsylvania Attorney General's Office has advised that all waivers, as a matter of policy, should be permitted only where the waiver is executed on a case-by-case basis with the knowledge of the Regional Legal Counsel. The University must be certain that the student knows precisely what right is being waived, understands the implication of such a waiver, and that the student's action is voluntary – that is, free of coercion by the University. This policy recommendation has been accepted by West Chester University.

Student Code of Conduct

As stated in the University Mission and Values Statements, 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.

I. Standards of Conduct

The following forms of conduct are prohibited by any West Chester University student or organization on University property, off University property, or at University functions and are subject to disciplinary action as provided hereafter:

A. Applicability:

1. Any student or student organization committing an act in violation of the Student Code of Conduct shall be subject to disciplinary action.
2. Any student or student organization who aids, abets, encourages, requests, initiates, assists, or has knowledge of any other student, nonstudent, or student organization in acts which violate this document or participates in a violation of this document shall be subject to disciplinary action as if the student or student organization has actually committed the violation.
3. Any violation of the Student Code of Conduct by a student or members of a student organization may result in both the organization and the members involved in the misconduct to be subject to disciplinary action.
4. All statements made by a student relative to a case may be used in any disciplinary proceeding.
5. Students may be charged with violations of the Student Code of Conduct for misconduct occurring off University property when such conduct interferes with the educational objectives of the University community.
6. Charges brought under this document may be applied concurrently with any civil or criminal prosecution brought against a student or organization.

B. Off-Campus Behavior and the Student Code of Conduct

Students are expected to conduct themselves in accordance with federal, state, and local laws and ordinances. Violations of

these laws and ordinances may be subject to University judicial action.

1. When a student is charged with violating federal, state, or local laws or ordinances at a location off campus, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates a disregard for the University community.

2. University disciplinary proceedings may be instituted against a student charged with violating laws or ordinances, when such conduct also violates the Student Code of Conduct if both violations result from the same factual situation. The University will determine whether judicial action under the Student Code of Conduct will be carried out before, simultaneously, or following civil or criminal proceedings.

3. When federal, state, or local authorities charge a student with violating laws or ordinances, the University will not request or agree to special consideration for that individual because of his or her status as a student. The University may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters will be handled internally within the University.

C. Violations of the Student Code of Conduct:

1. **Infliction of Harm** -- Commission of any act which results in or which may result in the infliction of harm to any person or damage to University property or the property of others by willful and deliberate means or through negligence. This offense includes (a) physical assault or abuse; (b) the attempted physical assault or abuse upon any person; or (c) reckless behavior, but not accidental, which may result in injuries to oneself or others. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or expulsion may be imposed on any student found guilty of physical assault.

2. **Threat of Harm** – Conveyance of threats by any means of communication including, but not limited to, (a) threats of physical abuse, or (b) hazing of any student, employee, officer of the University, or organization, or anyone visiting or passing through the University campus, or (c) threats to destroy University property or the property of others.

3. **Theft** – (a) theft or attempted theft of the property or services of the University, any organization, or any individual, by means of taking, deceiving, misappropriating, or misusing; and/or (b) possession of stolen property and/or receiving stolen property.

4. **Vandalism** – the intentional and/or reckless, but not accidental destruction of property; damaging, destroying, defacing, tampering, misuse, or abuse of University property, or the property of any person or business.

5. **Weapons** – Use, possession, or transportation of (a) fireworks, (b) firearms, (c) knives, (d) paintball or BB guns, (e) explosives, (f) ammunition, (g) weapons, or (h) any item which has been modified or adapted so that it can be used as a weapon, or an item which has been used as a weapon.

6. **Fire and Campus Safety** – Violation of campus safety regulations including, but not limited to, (a) setting unauthorized fires, (b) tampering with fire safety, fire fighting equipment and/or defibrillators or rendering such equipment inoperable, (c) turning in false fire alarms by any means of communication, (d) tampering or improper use of campus emergency phones, or (e) failure to evacuate facilities upon the sounding of a fire alarm/drill. Violations of this section include creating any hazardous condition that endangers the health and safety of others.

7. **Alcohol and/or Alcohol Containers** – West Chester University is a dry campus, so any violation of the University's alcohol policy, as set forth in the Ram's Eye View Student Handbook, shall be construed as a violation of this section. Any off-campus violation is a violation of this section when such off-campus use violates local, state, or federal laws. This

section shall include, but is not limited to, (a) display of empty alcohol containers in any University facility, residence hall, or any affiliated University housing, (b) sale, exchange, use, possession, or consumption of alcoholic beverages on campus, (c) underage use, possession, or consumption of alcoholic beverages, (d) open containers of alcoholic beverages, (e) public intoxication, and (f) driving under the influence. As it is a violation of this policy to possess alcohol, demonstrating that a student has knowledge of the location of alcohol and/or the intent to exercise control over the alcohol shall constitute possession. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or expulsion may be imposed on any student found responsible of (g) selling and/or furnishing alcohol to minors.

8. Drugs and/or Drug Paraphernalia – Students who exhibit drug use or abuse or any other violation of the University’s drug policy, as set forth in the *Ram’s Eye View Student Handbook*, shall be considered in violation of this section. This includes, but is not limited to, (a) possession or use of any illegal or controlled substance, drug, and/or (b) possession of drug paraphernalia, (c) possession of a significant quantity, distribution, or sale of drugs, and/or (d) driving under the influence. Any off-campus violation is a violation of this section when such off-campus use or possession is in violation of local, state, or federal laws. Demonstrating that a student has knowledge of the location of any illegal or controlled substance, drug or drug paraphernalia, and/or the intent to exercise control over such items shall constitute possession. Use of legal substances (e.g., inhalants) in a fashion designed to alter one’s mental or physical state will be considered reckless behavior as described in the Infliction of Harm section (see I.C.1.c).

9. Campus Demonstration – Any violation of the University’s policy on demonstrations on campus, set forth in the *Ram’s Eye View Student Handbook*, shall be construed as a violation of this section.

10. Hazing – Any violation of the University’s anti-hazing policy, set forth in the *Ram’s Eye View Student Handbook*, shall be construed as a violation of this section.

11. Computer Use – Any violation of the University’s policy on computer use, as set forth in the *Ram’s Eye View Student Handbook Policies Section*, shall be construed as a violation of this section.

12. Solicitation – Any violation of the University Commercial and Noncommercial Solicitation Policies as set forth in the *Ram’s Eye View Student Handbook* shall be construed as a violation of this section.

13. Gambling – All forms of gambling that involve the exchange of money or goods are prohibited on University property.

14. Disorderly Conduct – Any disruptive conduct that substantially threatens, harms, or interferes with the peace and good order of the University community, personnel, students, visitors, and/or orderly University processes and functions, including but not limited to, (a) fighting, (b) unreasonable noise, (c) lewd or indecent conduct including the use of profanity. When students are charged with violating federal, state, or local laws that interfere or disrupt the quality of life of community residents or procedures, they may be charged with this offense.

15. Academic Integrity – Any violation of this policy shall be processed according to the Academic Integrity Policy as set forth in the West Chester University Undergraduate Catalog.

16. Dishonesty – Making, using, or possessing any falsified document or record; altering or forging any University document or record, including identification, meal or access cards, and parking permits; providing false statements during any judicial proceeding, and the misrepresentation of oneself or of an organization as an agency of the University by any of the means identified above.

17. Trespassing – Unauthorized entry, use, or occupancy of any building, structure, facility, or the property of others or unauthorized use of University grounds.

18. Guide to Residential Living and/or Student Occupancy Agreement – Students are expected to treat each other, as well as professional and student staff members, with respect at all times and to adhere to residence life regulations as described in the Guide to Residential Living and/or Student Occupancy Agreement. Students residing in College Park Housing are expected to abide by the terms of the Housing Occupancy Agreement. Violations of this offense include, but are not limited to, the following: (a) guest policy/visitation, (b) cooking, (c) use and/or possession of incendiary or combustible materials and devices, (d) removal or tampering with window screens, (e) Quiet Hours Policy, (f) entry or exit of a residence hall through any door or opening other than those so designated at any time, (g) athletic activity that may result in harm or disruption to residents and/or building facilities/fire protection systems, and/or (h) other reasonably publicized housing-related policies.

19. Failure to Comply – (a) willful obstruction and/or failure to comply with the legitimate oral or written directives of properly authorized persons, including police and/or a duly-authorized University official acting in performance of his or her prescribed duty, (b) failure to provide a valid West Chester University student identification card or other valid identification upon the request of a duly-authorized University official, (c) failure of the accused to appear when given advance written notice by a University official, hearing officer, University Judicial Board, or University Appeals Board concerning a violation of the Student Code of Conduct, and/or (d) failure to comply with all regulations regarding conduct on or off campus not cited in the Student Code of Conduct when such regulations have been reasonably publicized.

20. Sanction Violation – Violations of a University judicial sanction, including (a) violation of the terms of a sanction, which includes failure to complete any specified condition or assignment of a sanction, or (b) violating the Student Code of Conduct while on disciplinary probation.

21. Guest Policy – Guests are expected to abide by University policies while visiting the campus. Students may be held responsible for the actions of their guests when such conduct violates the Student Code of Conduct.

22. Harassment – Harassment by any means of any individual or group, including coercion and personal abuse. Harassment includes, but is not limited to, written or verbal acts or uses of technology that have the effect of harassing or intimidating a person, which may result in personal indignity.

23. Acts of Intolerance/Intimidation – Verbal, physical, written, or electronic acts of intimidation and/or harassment aimed towards any person or group on the basis of race, sexual orientation, religion, disability, national origin, or gender is prohibited. This includes, but is not limited to, any actions that demonstrate a lack of respect for the human rights and personal dignity of any individual.

24. Sexual Harassment or Assault – Any form of unwanted sexual attention, unwanted sexual contact, or any violation of the University Sexual Harassment Policy as set forth in the Ram's Eye View Student Handbook shall be construed as a violation of this section.

25. Criminal/Civil Statutes – Any student who is cited and/or arrested by federal, state, and local law enforcement officials will violate this offense. This offense includes the alleged commission of any act that may be adjudicated as a violation of such other criminal and/or civil statutes, regulations, or ordinances that are now in effect or may hereafter be in effect in any applicable locality, the Commonwealth of Pennsylvania, or the United States of America.

II. Sanctions

A. Individual Students

Individual students held responsible for violating the Student Code of Conduct will be subject to one or more of the following penalties. Parents may be notified in writing unless a student shows proof of his/her independent status. The student will have five University business days from the exit date of the sanction assessment form to show such evidence. If at any time during his or her probationary period the student violates University regulations, he or she may be subject to suspension from the University.

1. **Disciplinary Reprimand**: The student is informed in writing that his or her behavior has been in violation of University regulations. It is intended to communicate most strongly both the disapproval of the behavior, and to remind the student of his or her responsibility to the University community. It is an assumption that repetition of the behavior is not likely. However, it is to be understood that further misconduct may result in additional disciplinary action.

2. **Disciplinary Probation**: The student is informed in writing that he or she is being placed on disciplinary probation for a specific period of time. Probation is a period of review and observation during which the student must demonstrate the ability to comply with University rules, regulations, and other requirements as stipulated by the sanction. Disciplinary probation will last at least one semester. Any subsequent violation of University regulations during the probationary period will be evaluated within the context of the student's probationary status. This sanction may specify any conditions with which the individual must comply, any privileges that may be withheld, and/or the loss of privilege to represent the University in an official capacity (e.g., varsity and nonvarsity intercollegiate events, plays, holding office, or participation in campus government or related organizations). Probation may also include a written agreement between the student and the University, which is in effect for a specific period of time.

3. **Disciplinary Suspension**: The student is informed in writing that he or she is being involuntarily separated from the University for a designated period of time. A student may not attend classes, take exams, receive grades, or be on authorized University property except for authorized University business during the suspension period. Authorized University business must be approved in advance by the director of judicial affairs and student assistance, or designee. After this period of suspension, the student must seek written approval from the director of judicial affairs and student assistance to return to the University as a student or visitor. Students suspended for two or more consecutive semesters must also reapply through the Office of Admissions. The hearing officer may establish additional requirements that must be fulfilled to the director of judicial affairs and student assistance's satisfaction prior to reinstatement. There will be no refunding of tuition or fees. The assignment of grades will be in accordance with the policy established for suspensions/expulsions. The student's parents, guardians, or sponsors may be notified in writing in accordance with the policy previously cited under paragraph A of this section.

4. **Deferred Suspension** – The student is informed in writing that although the behavior may warrant a suspension, a suspension is being deferred at this time. The student is also advised that any subsequent violation of the Student Code of Conduct may result in the student's involuntary separation from the University for a designated period of time.

5. **Disciplinary Expulsion**: The student is informed in writing that he or she is being expelled from the University. This action is one of involuntary separation from the University. The relationship between the student and this University is

permanently terminated. A student is not permitted on University property. There will be no refunding of tuition or fees. The assignment of grades will be in accordance with the policy established for suspensions/expulsions. The student's parents, guardians, or sponsors may be notified in writing in accordance with the policy previously cited under paragraph A of this section.

6. Interim Disciplinary Suspension: The director of judicial affairs and student assistance, the assistant vice president for student affairs/residence life and housing, or designee may impose an interim suspension and/or loss of privileges including removal from University-owned housing upon any student whose presence on campus constitutes a threat to the health, safety, and welfare of the student or others, or the welfare of the University, its property, or personnel. A student's parents, guardians, or sponsors may be notified in accordance with the policy previously cited under paragraph A of this section. In such cases an administrative hearing will be convened within 10 University days, unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date.

7. Constructive or Educational Task: The student is assigned a task that benefits the individual, campus, or community. This task is assigned as a condition of another sanction such as disciplinary reprimand, probation, or suspension. Tasks must be reviewed and accepted by the Office of Judicial Affairs and Student Assistance. Examples of tasks include educational papers, educational class or seminar attendance at educational programs or relevant community meetings, mediation sessions, counseling, substance abuse education, alcohol education program/experience, or community service. Specific sanction conditions include:

- e-chug/e-toke: Online alcohol/drug self-inventories that provide the student personalized feedback regarding his/her use of these substances.
- CHOICES: Group workshops designed to provide information on effects of alcohol/drugs, self-evaluations for alcohol/drug use, and development of a plan to reduce risks associated with the use of alcohol. Students sanctioned to CHOICES will be assessed a \$25 administrative fee.
- BASICS (Brief Alcohol Screening Intervention for College Students): Individualized sessions to address alcohol consumption and its adverse consequences, promote healthy choices, and develop coping skills for risk reduction.
- Counseling: The purpose of assigning counseling is to encourage the student to assess how his/her behavior and attitude impacts choices, enhance his/her interpersonal skills, and/or learn ways to reduce stressors that may impact the student's ability to be successful. When a student agrees to seek counseling as a condition of his/her judicial sanction, he/she accepts the financial responsibility of fees associated with the counseling arrangements.

8. Housing Reassignment: The sanction of disciplinary probation typically accompanies "Housing Reassignment." The student is informed in writing that he or she is being involuntarily reassigned to a new location on campus. This action may include restriction from entering specific University-owned or affiliated buildings for a designated period of time.

9. Loss of Housing: The sanction of disciplinary probation typically accompanies "Loss of Housing." The student is informed in writing that he or she is being involuntarily removed from University-owned or affiliated housing for a designated period of time, which may be permanent. During this time, the student is banned from all University-owned or

affiliated housing. Removal from University-owned or affiliated housing means that the student must properly check out of his/her room or apartment in accordance with existing University procedures within the time constraints established by the hearing officer. There will be no refunding of housing fees in accordance with University policy. Arrangements for continuation of the meal plan must be made with the director of housing services. The hearing officer may establish requirements that must be fulfilled to his/her satisfaction prior to reinstatement in University-owned or affiliated housing. Students eligible to return to University-owned or affiliated housing must apply for consideration to the assistant vice president for student affairs/ residence life and housing. No housing or room selection priority will be afforded to the student when returning to University-owned or affiliated housing.

10. Interim Loss of Housing: The director of judicial affairs and student assistance, the assistant vice president for student affairs/residence life and housing, or designee may impose an interim loss of housing wherein the student is involuntarily removed from University-owned or affiliated housing for a designated period of time. During this time, the student is banned from all University-owned or affiliated housing. A student's parents, guardians, or sponsors may be notified in accordance with the policy previously cited in paragraph A of this section. In such cases, an administrative hearing will be convened within 10 University days, unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date.

11. Deferred Loss of Housing: The student is informed in writing that although the behavior may warrant a loss of housing, a loss of housing is being deferred at this time. The student is also advised that any subsequent violation of the Student Code of Conduct may result in the student's involuntary removal from University-owned or affiliated housing for a designated period of time.

12. Loss of Dining Hall Privileges: The sanction of disciplinary probation typically accompanies "Loss of Dining Privileges." The student is informed in writing that he or she is being involuntarily removed from the dining hall for a designated period, which may be permanent. Removal from the dining hall means that a student may not purchase or use a meal card in campus dining facilities.

13. Failing Grade: In cases involving academic misconduct, a failing grade or a grade of zero for either an assignment and/or a course may be administered.

14. Hold on Records: The University may withhold transcripts, diplomas, class registration privileges, or other official records pending the disposition of cases and completion of sanctions if such action is reasonably necessary to preserve the University's ability to enforce its disciplinary rules.

15. Financial Restitution: Financial restitution may be imposed on students whose violation of these standards has involved monetary loss or damage. Restitution as imposed by the hearing officer becomes a financial obligation to the University. Either full payment or an agreement for partial payment according to a schedule agreed to by the director of judicial affairs and student assistance is required before the student may register for classes again, or in the case of seniors, before the student may graduate.

16. Fines:

a. Alcohol and/or Alcohol Containers Violation (#7)

Students found in violation of this policy may be subject to the following fines:

1st offense - \$50

2nd offense - \$100

3rd offense - \$200

- b. Students found in violation of this policy and specifically the illegal use or possession of paraphernalia or any controlled substance in Schedule III as outlined in the Ram's Eye View Student Handbook may be subject to the following fines:

1st offense - \$50

2nd offense - \$100

3rd offense - \$200

The implementation of these fines for alcohol and/or drug violations may be in addition to sanction conditions including, but not limited to, CHOICES, BASICS, referrals for substance abuse treatment, community service, and/or other sanctions as described in Section IIA. Should the student provide documentation from the District Court verifying to his/her University hearing officer that he/she did pay the appropriate fines and court costs for the same offense, the University fine will be waived, but the offense will be considered for progressive fining purposes.

c. Students found responsible for violation of Failure to Comply (#19a and/or 19c) may be subject to a \$25 noncompliance fine and/or a hold placed upon their University record. The student must make this payment directly to the Bursar's Office within 30 days from notification thereof. Failure to make the payment may result in additional judicial action.

B. Student Organizations

Student organizations held responsible for violating the Student Code of Conduct will be subject to one or more of the following penalties:

1. Disciplinary Reprimand: The organization is informed in writing that the group has been found guilty of a violation of University regulations. It is intended to communicate most strongly both the disapproval of the behavior and to remind the organization of its responsibility to the University community. It is an assumption that repetition of the behavior is not likely. However, it is to be understood that further misconduct may result in additional disciplinary action.

2. Disciplinary Probation: The organization is informed in writing that it is on probation for a specified period of time. Probation is a period of review and observation during which the organization must demonstrate the ability to comply with University rules, regulations, and other requirements as stipulated by the sanction. During this time, the organization may be required to complete an educational task or service project. Conditions that restrict privileges may also be imposed. If, during this time, the organization becomes involved in additional violations of University regulations, further disciplinary action will be taken.

3. Disciplinary Suspension: The organization is informed in writing of the loss of organizational privileges and recognition as a student organization for a specific period of time. During this time the loss of privileges includes, but is not limited to, the use of campus facilities, participation in University activities, funding, and sponsorship of official activities. The loss of privileges may include recruitment and pledging activities. If, during this time, the organization is involved in additional violations of University regulations, the organization may be subject to expulsion. At the conclusion of the loss of

recognition, the organization may make application to the director of judicial affairs and student assistance or designee for restoration of its official recognition.

4. Disciplinary Expulsion: The organization is informed in writing that a permanent loss of recognition is imposed. This action is one of involuntary separation from the University. The relationship between the organization and the University is permanently terminated. The organization may not use campus facilities, participate in University activities, receive funding, sponsor activities, and pledge or recruit members. Should members violate the conditions of the sanction, they may be charged as individuals with violating the Student Code of Conduct.

5. Interim Disciplinary Suspension: The director of judicial affairs or designee may impose an interim suspension and/or loss of privileges upon any student organization whose presence on campus constitutes a threat to the health, safety, and welfare of its members or others, or the welfare of the University, its property, or personnel. In such cases an administrative hearing will be scheduled within fifteen (15) University days unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date.

C. Application of Sanctions

The full range of sanctions may be applied to any violation(s) of the Student Code of Conduct.

III. Judicial Procedures

A. Charges of violations of the Student Code of Conduct may be lodged against any student or student organization by any employee, student, or student organization of West Chester University. The director of judicial affairs and student assistance should be consulted with regard to the proper form and language of a complaint.

B. All charges of violations of the Code of Conduct shall be lodged with the director of judicial affairs and student assistance or designee and shall be heard by a University hearing officer or board under the supervision of the director. The scheduling of conferences and hearings by an officer or board is at the discretion of the director of judicial affairs and community development or designee. The process for selection of judicial board members and the procedure for requesting a judicial board are available in the Office of Judicial Affairs and Student Assistance.

C. Students shall receive written notice of charges, including, as nearly as possible, the date of occurrence, and the rules of conduct allegedly violated by the student. This notice will include a reasonable sufficient interval to allow the student to prepare a response to the allegation(s). Offenses occurring at the end of any semester will be adjudicated within a time deemed appropriate and reasonable by the director of judicial affairs and student assistance.

D. At a conference, students or student organizations will be given the opportunity to (1) waive their right to a hearing and admit responsibility for the violations, or (2) to request a formal hearing. Any student or student organization who fails to appear at an initial conference will be automatically scheduled for a second judicial conference and may be subject to additional disciplinary action (See Section I., Violation 19). Any students or student organizations who fail to appear at the second scheduled judicial conference consent to the conducting of said conference in their absence.

E. Students and student organizations are entitled to a judicial hearing. The purpose of a **hearing** is to explore broadly the facts and circumstances of the alleged incident and to determine, based on the weight and credibility of the evidence and statements presented during the hearing, the student's or student organization's level of responsibility. There are two types of

hearings – an administrative hearing and a judicial board hearing.

F. At a **hearing** that is initially scheduled or that is requested by a student or student organization, the following procedure will be followed:

1. Hearings shall proceed to the extent possible according to the following form:
 - a. The hearing officer/board shall open the proceedings by reading the statement of charges.
 - b. Before presenting any testimony, each witness must submit to an oath where he or she swears and affirms the truth of statements to be made.
 - c. The charging party shall then present its case against the referred party. This shall be done by the submission of written, physical, and testimonial evidence. The referred party and the hearing officer/board shall have the right to conduct reasonable questioning of the charging party and the charging party's witnesses.
 - d. At the conclusion of the charging party's presentation, the referred party shall present a response to the charges. This shall be done by the submission of written, physical, and testimonial evidence. The charging party and the hearing officer/board shall have the right to conduct reasonable questioning of the referred party and the referred party's witnesses.
 - e. At the close of the hearing, the hearing officer/board may allow closing statements by the parties, which may include rebuttal comments.
2. The hearing officer/board shall be responsible for maintaining order and room decorum, and may make all rules reasonable and necessary for the orderly and efficient disposition of cases. All hearings are closed proceedings.
3. Any person who commits an action that interrupts the proceedings or refuses to comply with a reasonable order of the hearing officer/board shall be subject to removal from the hearing.
4. The hearing officer/board shall have the power to direct the time of entrance and exit of witnesses for all parties in the hearing.
5. All matters upon which the decision will be based must be introduced into evidence at the hearing. Adjudication will be based upon presented evidence sufficient to make a reasonable person believe that a fact sought to be proved is more likely true than not;
6. Students shall have the right to be assisted by one adviser, who may be an attorney and may be present at hearings. The adviser may only consult and interact privately with the student.
7. All hearings will be recorded. Maintenance of a written or audiotape record of the hearing will be done at the University's expense, but students may be required to pay the cost of copies of requested records. If such records contain sensitive or confidential information, a request for a copy will be denied.
8. In addition to testimony and evidence presented at a conference or hearing, a hearing officer/board may consider the following elements before rendering a sanction:
 - a. Academic records and class year;
 - b. Previous discipline record including that which is public record;
 - c. Attitude of the accused during the conference and/or hearing.

G. Any students or student organizations who fail to appear at a scheduled judicial hearing consent to the conducting of said

judicial hearing in their absence.

H. The hearing officer/board shall be responsible for ensuring that each student is afforded due process during all conferences and hearings, whether or not the student is present.

I. A written adjudication in which the facts and reasons for the decision are set forth with reasonable specificity shall be issued within 30 University business days after the close of the proceedings.

J. Pending action on the charges, the student's status shall not be altered nor shall the student's right to be present on campus or to attend classes be suspended, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety of students, employees, personnel, or University property (See Sanction A.6 Interim Disciplinary Suspension).

K. The University retains the right to continue a hearing whenever necessary and appropriate.

IV. Appeals

A. Upon receiving a sanction from the hearing officer/board, a student or organization may appeal for the following reasons:

1. Violations of judicial procedures;
2. Imposition of a penalty unwarranted by the disciplinary case;
3. Lack of substantial evidence upon which a determination of guilt can be based; and/or
4. New evidence that was not previously available, and that might substantially change the nature of the case.

B. All appeals must be made within five University business days from the exit date of the sanction assessment form. Appeals must be submitted in writing to the director of judicial affairs and student assistance and should explain in detail the basis of the request, including any supporting documentation. In addition, students or organizations filing appeals may wish to present letters of character reference.

C. Upon receipt of the written appeal, the director of judicial affairs and student assistance will defer the imposition of the sanction(s) pending the decision on the appeal.

D. Cases involving loss of housing and/or dining privileges, suspension, and expulsion will be forwarded to the University Appeals Board for review.

E. All other cases will be reviewed by the director of judicial affairs and student assistance or designee for final disposition.

F. A request for an appeal will be responded to in a timely manner by the appropriate appellate body.

G. The Appeals Board:

1. Each Appeals Board is comprised of one professional staff member, one faculty member, and one student chosen from active members of the University Judicial Board. When necessary, an Appeals Board may be convened by a quorum. A quorum in this case would be a combination of at least two of the previously mentioned individuals.

2. The Appeals Board will review the written appeal and all documentation contained within the student's or organization's disciplinary file. In cases involving a victim, the board may consider a victim's impact statement. The Appeals Board is not obligated to reconvene a hearing. However, if it should wish to do so, it will follow the same procedures used for an original hearing (See III.F.). All meetings and hearings of the Appeals Board are closed.

3. The Appeals Board by a simple majority vote will uphold the sanction, modify the sanction, or order a new hearing.

4. Normally, all Appeals Board decisions are final and will be forwarded to the director of judicial affairs and student assistance for immediate implementation. However, under extenuating circumstances, the student or organization may request the president of the University to review the Appeals Board decision.

5. An appeal to the president must be presented in writing to the Office of the President within two University business days of formal notification by the Office of Judicial Affairs and Student Assistance of the Appeals Board decision.

6. An appeal to the president must include clear and convincing reasons to overrule the decision of the University Appeals Board. An appeal to the president should include information to support the following reasons for the appeal:

- a) Violation of judicial procedures;
- b) Imposition of a penalty unwarranted by the disciplinary case;
- c) Lack of substantial evidence upon which a determination of guilt can be based;
- d) New evidence that was not previously available and might substantially change the nature of the case.

7. The president may or may not elect to review a decision. The student or organization petitioning for the review will be notified of the decision of the president, or designee, within a reasonable period of time.

8. When it is not feasible for the Appeals Board to meet in a timely fashion (semester breaks), appeals will be reviewed by the director of judicial affairs and student assistance. The recommendation will be forwarded to the assistant vice president for student affairs or respective designee for final disposition.

H. The appeals process described shall be the final step in the judicial process.

V. University Policies

A. Alcoholic Beverages

The Commonwealth of Pennsylvania passed House Bill #668 effective May 25, 1988. Act 31 of 1988 prohibits the following:

1. Purchase, attempted purchase, consumption, possession, or transportation of liquor, malt, or brewed beverages by any person less than 21 years of age.
2. Misrepresentations of age to secure liquor, malt, or brewed beverages.
3. Carrying a false ID card.
4. Representing to another that a minor is of legal age.
5. Inducing a minor to purchase, or offering to purchase, alcohol.
6. Manufacturing or selling a false ID card.
7. Selling or furnishing alcohol to minors.

For additional information on this law, including the range of penalties, see 18PA.C.S.A. Section 6307 et. seq. In addition to this state law, University regulations state that no person, regardless of age, shall consume or possess any alcohol, liquor, malt, or brewed beverages on West Chester University property, except as approved by the president of the University. West Chester students, regardless of age, who violate any part of the state law or University regulations are subject to disciplinary action.

B. Demonstration on Campus

West Chester University supports the rights of students and other members of the University community to express their views or peacefully protest against actions and opinions with which they disagree. The University also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to achieve the dignity and seriousness of University ceremonies and public exercises, and to respect the private rights of all individuals. Accordingly, campus demonstrations may be conducted upon application to and approval of the vice president for student affairs except when it is reasonably foreseeable that the allowance of the exercise of the otherwise protected expression will result in a substantial disruption of the activities of the University or of its students, employees, and other personnel. Student raids on buildings will be considered as unlawful entrance by force and violations of the Demonstration Policy. Demonstration clearance forms may be picked up in the Office of the Vice President for Student Affairs, 238 Sykes Union, and must be filled out 24 hours in advance of the date of the demonstration.

C. Drugs

The manufacture, sale, and/or possession of drugs, devices, and cosmetics; the registration of persons engaged in the drug trade; and the revocation or suspension of certain licenses and registrations are regulated by the Controlled Substance, Drug, Device, and Cosmetic Act, Act. No. 64 (April 1972). Act 64 provides for felony and/or misdemeanor penalties for any person convicted of violating any provision of the Act. A person found guilty of violating Act 64 may be fined no more than \$250,000 and/or be sentenced to prison for not more than 15 years. The exact penalty imposed depends upon the section of Act 64 of which the person is found guilty. Any West Chester University student, regardless of age, who violates any section of Act 64 or any other applicable local, state, or federal drug law, regulation, or ordinance is subject to criminal prosecution and/or University judicial action.

D. Anti-Hazing (Abbreviated Policy)

Hazing on West Chester University campus is strictly prohibited. Hazing is defined as any action or situation that recklessly endangers, intentionally or unintentionally, the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other voluntary or forced physical activity that could adversely affect the physical health and safety of the individual and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual. For purposes of this definition, any activity as described in this definition which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Violations of hazing may be subject to criminal prosecution in addition to disciplinary action. For the complete Anti-Hazing Policy and compliance procedures, see Section III, Policies, Ram's Eye View.

VI. Disciplinary Records

All students' disciplinary records are kept in accordance with the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), 20 U.S.C. 1232g. In accordance with these provisions, all disciplinary files are confidential and may only be accessed by the student, parents of dependent students (as defined by the Internal Revenue Service), or by a person or agency possessing a waiver signed by the student waiving his/her right to this protection and meeting the requirements for valid waivers under the "Buckley Amendment." West Chester University will also allow access to a disciplinary record in order to comply with a subpoena or judicial order served upon it. When served with a subpoena or judicial order, the University will notify the student in writing that it is complying with the same. The University will disclose the outcome of a disciplinary proceeding alleging sexual assault to both the accuser and the accused individuals. The University may disclose the results of a disciplinary proceeding brought against the alleged perpetrator of any crime of violence to the alleged victim of any crime of violence, as that term is defined in 18 U.S.C. 16. The University shall retain records of cases for one year after graduation. Cases involving expulsions or suspensions shall be kept for a minimum of two years. The University reserves the right to keep cases for a longer period of time.

VII. Room/Apartment Inspection and Right of Search in University-Owned and/or Affiliated Housing

A. Right of Inspection by University Officials

Visual inspection of student rooms or apartments for cleanliness, health, safety, and compliance with all University-owned and/or affiliated housing regulations is permitted by members of the administration and residence life staff. Residents shall be present (when possible) and any information discovered by coincidental means may be used as evidence against residents in University disciplinary proceedings. Such inspections shall be announced and publicized 48 hours before the inspection except for routine inspections, which will be conducted at vacations, at regular intervals during the academic year, and at the close of each term. These inspections may be conducted in the absence of the residents.

Visual inspections may also periodically occur when adhering to emergency evacuation procedures (e.g., fire alarms). Because the administration is responsible for discipline, a member of the residence life staff may enter a student's room for visual inspections when there is reasonable suspicion of rule violation. If a resident refuses to grant entry, the passkey/master key may be used. In the event of an emergency, or where there is reasonable suspicion, a member of the residence life staff may enter a room for a visual inspection in the absence of the residents. If this occurs, the residents shall receive written notification of such entry.

B. Right of Search by University Officials

A student's room may be searched by a University official if there is reasonable suspicion to believe that a University rule has been violated. Permission for such searches may be given by the vice president for student affairs or, in his absence, the designated senior student affairs officer. Two copies of a permit signed by one of these shall contain:

1. Place to be searched;
2. Name(s) of student(s);
3. Reason for search;

4. Objects or information sought;
5. Person(s) conducting the search.

Every effort shall be made to inform the student(s) of the intent to search; however, in emergency situations the search may be conducted in the absence of the student(s). If this is done, they shall be informed after the fact and given a copy of the permit. If the students are present, they shall be advised that any information or property seized may be used as evidence against them in any University disciplinary proceeding, and they have the right to counsel and the right to remain silent. Any property seized in the search shall be itemized and acknowledged by signature on both copies of the permit by one of the authorized University searchers and the residents. A copy of the signed permit will be filed in the Office of Judicial Affairs and Student Assistance.

C. Right of Search by Civil Authorities

Search and seizure for purposes related to suspected violation of civil or criminal law of the Commonwealth may be referred to the civil authorities. Such authorities have the right to search the premises and possessions of any student by following the ordinary procedures and requirements for lawful search. Any information discovered through such a search may be used as evidence in any civil or criminal proceedings and by University authorities when violations of the Student Code of Conduct occur.

VIII. Construction

The language contained in this document shall be construed according to ordinary common usage. Terms used include the following:

Appeal: A review of the adjudication of the University hearing officer/board by the director of judicial affairs and student assistance, appeals board, or designee.

Conference: An initial meeting between the referred student and the hearing officer to discuss the charges and give the referred student the opportunity to admit responsibility for charges and waive a hearing or to request a hearing.

Designee: A person who is authorized to make decisions in the absence of the named administrative officer or when said administrator chooses not to exercise his or her authority.

Hearing: A formal proceeding at which the complainant (charging party) and the referred student or organization make presentations to the hearing officer/board. The hearing officer/board will determine the referred student's responsibility for the violation.

University Business Day: Any day during which West Chester University is otherwise open for business.

Waiver (Waiving): The knowing, willing, and voluntary relinquishment of part or all of the rights to due process contained in the Student Code of Conduct by a student or student organization charged with a violation(s).

IX. Revisions to the Student Code of Conduct

All necessary and appropriate revisions to the Student Code of Conduct will be recommended to the director of judicial

affairs and student assistance for final review and approval, and implementation. All approved revisions to the Student Code of Conduct will be advertised for one week in the University newspaper, *The Quad*, if they are not in the current year's Ram's Eye View Handbook.

IV. References

Directories

Emergency and General Information Phone Numbers

All numbers must be dialed with the 610 prefix.

West Chester University:

- University Information Center
 - (Philips Memorial Building) 610-436-1000
- Student Union Information Center (Sykes Union) 610-436-2984
- Public Safety (Peoples Building)..... 610-436-3311
- Counseling and Psychological Services Department
 - (Lawrence Center) 610-436-2301
- Health Services (Wayne Hall)..... 610-436-2509
- Storm Closings: Cancellation Numbers
 - Day Classes # 853
 - Evening Classes # 2853

Please see “Storm Closings” information in Section III for a complete listing of radio stations that carry cancellation announcements.

Borough of West Chester:

- Police and Fire Emergency 911
- Police – Nonemergency 610-696-2700
- Hospital Emergency Rooms
 - Chester County 610-431-5550
 - Paoli 610-648-1043
- Ambulance..... 610-431-3132
- Rape Crisis Council..... 610-692-7273
- Crisis Intervention (Suicide) 610-873-1000
- HELP Counseling (Alcohol and Drugs) 610-436-5388
- Utilities
 - Gas (24 hours) 610-696-4100
 - Electric (24 hours)..... 610-696-4100

Water (Day).....	610-692-1800
(Evening).....	610-692-8410
Telephone (Residence Life Service)	
General Inquiries and Repair (Trouble Reports)	610-436-2344
Telephone (Residential Service)	
General Inquiries.....	1-800-922-1705
Repairs to Line.....	611

Residence Hall Phone Numbers

Goshen Hall Desk	610-436-2206
Killinger Hall Desk	610-436-2422
McCarthy Hall Desk.....	610-436-2510
Ramsey Hall Desk.....	610-436-2310
Sanderson Hall Desk	610-436-2531
Schmidt Hall Desk	610-436-2291
South Campus Apartments Desk.....	610-436-3440
Tyson Hall Desk.....	610-436-2412
University Hall	610-692-7391
The Village at WCU.....	610-436-2368
Wayne Hall Desk	610-436-2558

Building Prefixes

AND	Anderson Hall
ATH	850 South New St.
BOU	Boucher Hall
CAR	201 Carter Drive (speech and hearing)
EHG	Ehinger Gym
EDA	Ehinger Office Annex
EOB	E.O. Bull Center
EQN	220 E. Rosedale Ave.
GBC	Graduate Business Center (1160 McDermott Drive)
HOL	Hollinger Field House
HSC	Sturzebecker Health Sciences Center (South Campus)

LAW Lawrence Center
LIB FHG Library
LIT 210 E. Rosedale
MIT Mitchell Hall (fine arts building)
MNH Main Hall
OLD Old Library
PEO Peoples Building
PHL Philips Memorial Building
REC Recitation Hall
REY Reynolds Hall
RUB Ruby Jones Hall
SSL Schmucker Link
SSN Schmucker Science Center (North)
SSS Schmucker Science Center (South)
SWK 114 W. Rosedale Ave.
SWO Swope Music Building

Commonwealth of Pennsylvania

Edward G. Rendell, Governor

State System of Higher Education

Judy G. Hample, Chancellor

Board of Governors

(As of March 2, 2007)

Kenneth M. Jarin, Chair.....Newtown
Kim E. Lyttle, Vice Chair..... Indiana
C.R. "Chuck" Pennoni, Vice ChairBryn Mawr
Matthew E. Baker.....Wellsboro
John M. Brinjac..... Harrisburg
(Designee for Governor Rendell)
Paul S. Dlugolecki..... Mechanicsburg
Daniel P. Elby.....York

Debra D. Gentzler Harrisburg
 (Designee for Senator Rhodes)
 Michael K. Hanna Lock Haven
 Vincent J. Hughes Philadelphia
 Marie Conley Lammando Harrisburg
 Kyle Mullins Peckville
 Joshua A. O'Brien Harrisburg
 Christine Toretti Olson Indiana
 Allison Peitz Henryville
 Guido M. Pichini Wyomissing
 Edward G. Rendell Harrisburg
 James J. Rhoades Mahanoy City
 Aaron J. Walton Allison Park
 Gerald Zahorchak Harrisburg
 F. Eugene Dixon, Chairman Emeritus

Council of Trustees

(As of March 2, 2007)

Bernard J. Carrozza, Chair West Chester
 Thomas A. Fillippo, Vice Chair Malvern
 Jessie Pincus, Secretary West Chester
 Barry C. Dozor Broomall
 Judy G. Hample, ex-officio Harrisburg
 Tracy Pedron West Chester
 J. Adam Matlawski Broomall
 Marian D. Moskowitz Malvern
 Eli Silberman Unionville
 Elinor Z. Taylor West Chester
 Robert M. Tomlinson Bensalem
 Cathie Whitlock Pottstown
 Johanna K. Havlick, Trustee Emerita (deceased)
 William E. Hughes, Sr., Trustee Emeritus

J. Curtis Joyner, Trustee Emeritus

John Unruh, Trustee Emeritus

Administration

(As of August 7, 2007)

President	Dr. Madeleine Wing Adle
Executive Deputy to the President.....	Mr. Lawrence A. Dowd
Director, Social Equity	Ms. Richeleen Dashiell
Provost and Vice President for Academic Affairs/Provost	Dr. Linda L. Lamwer
Associate Vice President for Academic Affairs.....	Dr. Darla Spence Coffe
Dean, College of Arts and Sciences	Dr. Lori Vermeule
Associate Dean, College of Arts and Sciences.....	Dr. Jennie Ske
Dean, College of Business and Public Affairs	Dr. Christopher M. Fiorentin
Dean, College of Education	Dr. Joseph F. Mala
Associate Dean, College of Education	VACAN
Dean, College of Health Sciences	Dr. Donald E. Ba
Dean, College of Visual and Performing Arts.....	Dr. Timothy V. Bla
Associate Vice President for Sponsored Research	Dr. Michael E. Ayewo
Assistant Vice President for Admissions and Enrollment Services.....	Ms. Marsha L. Hau
Dean, Graduate Studies and Extended Education (Interim).....	Dr. Janet Hickma
Dean, Undergraduate Studies and Student Support Services (Interim).....	Dr. Idna Corbe
Director, Learning Assistance and Resource Center	Ms. Gerardina Kenne
Director, Academic Development Program.....	Dr. Peter Kyp
Director, Business Technology Center	Mr. Tom Pavelche
Director, Financial Aid.....	Mr. Dana C. Park
Director, Library Services.....	Mr. Richard Swai
Director, Pre-Major Academic Advising Center (Interim)	Dr. Shirley Gric
Director, Sponsored Research.....	Ms. Jeanne Kin
Director, Teacher Education Center	Dr. James Pric
Registrar	Mr. Joseph Santivas
Vice President for Administrative and Fiscal Affairs	Mr. Mark P. Mixn
Associate Vice President for Human Resources	Mr. Michael T. Malo
Executive Director, Facilities Management	Mr. Greg Cupra
Executive Director, Facilities Design and Construction	Ms. Dee Giardin

Director, Accounting and Financial Reporting.....	Mr. Tom Capist
Director, Budget.....	Ms. Linda Bouche
Director, Custodial Services	Mr. Michael Quig
Director, Environmental Health and Safety	Ms. Gail Fellow
Director, Fiscal Affairs.....	Ms. Amy W. Bolan
Director, Plant Operations	Mr. Bob Bolling
Director, Public Safety	Mr. Michael D. Bickin
Director, Space Management and Calendar	Ms. Barbara (Babs) Winic
Bursar (Director, Student Financial Services).....	Mr. Daniel Paulet
Director, Transportation Services and Work Management.....	Mr. Royston Gathing
Manager, Construction Procurement and Contracting Officer.....	Ms. Marianne Peffa
Manager, Contracts and Grants Business.....	Mr. Robert Halc
Manager, Grounds and Support Services.....	Mr. Dennis Krysza
Manager, Payroll Operations	Ms. Marlene Civitella-Vinim
Internal Review	Ms. Shannon Keit
Vice President for Advancement	Dr. Mark G. Pavlovic
Executive Director, The Fund for West Chester University.....	Mr. Richard T. Przywar
Director, Alumni Relations	Mrs. Katherine Ciprian
Director, Annual Giving and Stewardship.....	Ms. Melissa A. Caul
Director, Conference Services.....	Ms. Cheryl Fau
Director, Cultural and Community Affairs	Mr. John Rhe
Director, Major Gifts and Corporate and Foundation Relations	Mr. Douglas Kleint
Director, Planned Giving.....	Ms. Norma Clayto
Director, Public Relations and Marketing.....	Ms. Pamela Sherida
Director, Publications and Printing Services.....	Ms. Cynthia A. Bedn
Manager, Graphics and Printing.....	Mr. Robert McGucki
Vice President for Information Services	Dr. J. Fred Gag
Executive Director, Academic Computing Services.....	Mr. Adel Barimar
Director, Administrative Computing	Ms. Carol Clar
Director, Networking, Telecommunications, and Operations	Mr. Steve Lavert
Director, Institutional Research (Interim).....	Ms. Lisa Yannic
Vice President for Student Affairs and Dean of Students	Dr. Matthew Brickett
Assistant Vice President for Student Affairs.....	Ms. Diane DeVester
Assistant Vice President for Student Affairs.....	Dr. Thomas Purc
Assistant Dean of Students	Ms. Mary Ann Hammon
Assistant Dean for Student Development and Involvement.....	Ms. Mary-Alice Ozechosl
Assistant to the Vice President for Student Affairs	Ms. Jacqueline Hode

Director, Athletics	Dr. Edward Matejkovi
Director, Athletic Development	Ms. Amy Sand
Director, Career Development Center	Ms. Elizabeth Giangiu
Director, Children's Center	Ms. Sandra Jon
Director, Counseling and Psychological Services Department	Dr. Judith Baro
Director, Greek Student Life Coordinator	Mr. Jared Brow
Director, Health Center.....	Ms. Mary Ann Hammon
Director, Housing Services	Mr. Peter Gallowa
Director, Judicial Affairs and Student Assistance	Ms. Lynn Klingensmit
Director, Multicultural Affairs	Mr. Jerome Hutso
Director, New Student Programs.....	Ms. Shelley Siedzikowsk
Director, Recreation and Leisure Programs	Dr. Stephen Gambin
Director, Residence Life	Ms. Marion C. McKinne
Director, Service Learning and Volunteer Programs.....	Mrs. Margaret Trip
Director, Sports Information	Mr. Jim Zuhlk
Director, Student Leadership and Involvement.....	Mr. Charles Warn
Director, Sykes Student Union.....	Mr. David Timman
Director, Women's Center	Ms. Robin Garre
Student Services Incorporated, Executive Director	Ms. Mell Joseph
Student Services Incorporated, Bookstore Manager.....	Mr. Steve Mannel
Student Services Incorporated, Coordinator, Co-Curricular Programs.....	Mr. Stephen McKierna
Student Services Incorporated, Director of Campus Activities	Mr. Jeff Gerstei

Deans, Chairpersons, and Academic Department Phone Numbers (as of 7/215/07)

College of Arts and Sciences

Dean (Interim):	Dr. Lori Vermeulen	144 Main	x3243
Associate Dean:	Dr. Jennie Skerl	144 Main	x3522
Department	Chairperson	Department Office	Phone
Anthropology/Sociology	Dr. Susan Johnston	102 Old Library	x2556
Biology	Dr. Jack Waber	175 SSN	x2538
Chemistry	Dr. Blaise Frost	119 SSS	x2631
Communication Studies	Dr. Dennis R. Klinzing	512 Main	x2500
Computer Science	Dr. James D. Fabrey	404 Anderson	x2204
English	Dr. Anne Herzog	531 Main	x2508
Foreign Languages	Dr. Jerome M. Williams	109 Main	x2700
Geology/Astronomy	Dr. Steve Good	207 Boucher	x2727
History	Dr. Thomas Legg	500 Main	x2201

Mathematics	Dr. Richard Branton	124 Anderson	x2440
Philosophy	Dr. Fred Struckmeyer	103 Main	x2841
Physics	Dr. Anthony J. Nicaastro	135 Boucher	x2497
Psychology	Dr. Sandra Kerr	48 Peoples Building	x2945

College of Business and Public Affairs

Dean:	Dr. Christopher Fiorentino	205 Ruby Jones	x2824
Department	Chairperson	Department Office	Phone
Accounting	Prof. Clyde J. Galbraith	309B Anderson	x3422
Criminal Justice	Prof. Jana L. Nestlerode	200 Ruby Jones	x2647
Economics/Finance	Dr. Kevin Dunleavy	309A Anderson	x3422
Geography/Planning	Dr. Joan M. Welch	103 Ruby Jones	x2343
Management	Dr. Charles H. McGee	312B Anderson	x2304
Marketing	Dr. John Redington	312C Anderson	x2304
Political Science	Dr. Peter Loedel	106 Ruby Jones	x2743
Social Work	Prof. Mildred Joyner	114 West Rosedale	x2527
Social Work - Graduate	Dr. Ann Abbott	104 Reynolds Hall	x2664

College of Education

Dean:	Dr. Joseph Malak	302 Recitation	x2428
Associate Dean:	Vacant	302C Recitation	x2321
Department	Chairperson	Department Office	Phone
Counseling and Educational Psychology	Dr. Angelo Gadaletto	154 Graduate Business Center	x2559
Early Childhood and Special Education	Dr. Vicki McGinley	304 Recitation	x2579
Elementary Education	Dr. Martha Drobnak	106B Recitation	x2944
Literacy	Dr. Sharon Kletzien	108 Recitation	x2877
Professional and Secondary Education	Dr. Lesley Welsh	201 Recitation	x2958

College of Health Sciences

Dean:	Dr. Donald E. Barr	Sturzebecker HSC	x2938
Department	Chairperson	Department Office	Phone
Communicative Disorders	Dr. Michael Weiss	201 Carter Dr. 408	x3403
Health	Dr. Roger Mustalish	207 Sturzebecker HSC	x2931
Kinesiology	Dr. Raymond Zetts	206 Sturzebecker HSC	x2260
Nursing	Dr. Ann Coghlan Stowe	222 Sturzebecker HSC	x2219
Sports Medicine	Dr. Carolyn C. Jimenez	216 Sturzebecker HSC	x3293

College of Visual and Performing Arts

Dean	Dr. Timothy Blair	11 Swope	x2489
------	-------------------	----------	-------

Department	Chairperson	Department Office	Phone
Art	Prof. John Baker	212 Mitchell	x2755
Theatre Arts	Prof. Jay Berkowitz	18 E.O. Bull	x3463
School of Music			
Applied Music	Dr. John Vilella	110 B Swope	x2495
Music Education	Dr. Kristen Albert	221 Swope	x0495
Music History	Dr. Sterling Murray	233 Swope	x2284
Theory/Composition	Dr. Robert Maggio	330 Swope	x2646

Questions and Answers: A Resource Guide

Questions	Where To Go	Phone
Absences from Classes	Department office to notify professor	
Accounts–Students	Office of the Bursar 164 E.O. Bull Center	x2552
Academic Advising/Requirements	Academic/Faculty Adviser Pre-Major Academic Advisement Center 250 Lawrence Center	See Dept. No. x3505
AIDS/HIV Information	Health Center 202 Wayne Hall	x2509
Alcohol and Drug Information	Health Center 202 Wayne Hall	x2509
Automobile Registration/Permits	Public Safety, Parking Services Office Peoples Building	x3311
Birth Control	Health Center 202 Wayne Hall Planned Parenthood 12 S. Wayne Street	x2509 692-1770
Books – New or Second Hand	University Bookstore Lower Level Sykes Union	BOOK or x2242
Car Pools	Off-Campus and Commuter Association 219 Sykes Union	x2279
Change of Major	Office of the Registrar 154-155 E.O. Bull Center	x3541

Change of College/School	Office of the Registrar 154-155 E.O. Bull Center	x3541
Check Cashing	SSI Service Center 006 Sykes Union	x2266
Child Care	Children's Center McCarthy Hall	x2388
Computer Information	Academic Computing Center Anderson Hall, Ground Floor	x3349
Copying Machine	Francis Harvey Green Library Sykes Union	x2946 x2984
Course Scheduling List	Department Offices/Registrar	
Employment (part time and summer)	Twardowski Career Development Center 229 Lawrence Center	x2501
Equipment Reservation: Sports Equipment	Recreation and Leisure Programs 131 Ehinger Gym	x2133
Equipment for Student Union	Information Desk 116 Sykes Union	x3360
Faculty Adviser Change	Department Offices	
Food Service	Food Service Office Lawrence Center	x2730
Graduate Student Information	Graduate Office McKelvie Hall	x2943
Greek Life: Fraternity/Sorority Information	Office of Greek Life 238 Sykes Union	x2117
Housing (On Campus)	Office of Residence Life and Housing Services 202 Lawrence Center	x3307
ID Cards (Issued, Lost)	SSI Service Center 006 Sykes Union	610-738-0429
Illness	Health Center 202 Wayne Hall	x2509
International Student Adviser	International Office	x3515

	Third Floor, McKelvie Hall	
Judicial Information	Office of Judicial Affairs and Student Assistance 238 Sykes Union	x3511
Loans–Emergency	Office of the Bursar 164 E.O. Bull Center	x2552
Lost and Found	Public Safety Peoples Building	x3311
Meeting Rooms	Sykes Union Administrative Office 116 Sykes Union	x2984
National Student Exchange	Office of the Registrar 154-155 E.O. Bull Center	x3541
Newspapers and Magazines	Francis Harvey Green Library Floor 1	x2946
Off-Campus and Commuter Services	Assistant Director of Sykes Union 116 Sykes Union	x2984
Off-Campus and Commuter Association	O.C.C.A. Office 219 Sykes Union	x2279
Orientation Programs	New Student Programs 202 Lawrence Center	x3305
Parking Policies	Public Safety Peoples Building	x3345
Payment of University Fees	Office of the Bursar 164 E.O. Bull Center	x2552
Permission to Carry More Than Prescribed Number of Hours	Academic/Faculty Adviser or Department Chairperson	
Personal Concerns	Counseling and Psychological Services Department 234 Lawrence Center	x2301
Pregnancy Information	Women’s Center 220 Lawrence Center	x2122
	Health Center 202 Wayne Hall	x2509
Rape/Sexual Assault Information	Women’s Center	x2122

	220 Lawrence Center	
Reading Problems	Learning Assistance and Resource Center	x2535
	Office of Services for Students with Disabilities	x2564
	223 Lawrence Center	
Refunds	Office of the Bursar	x2552
	164 E.O. Bull Center	
Residence Hall Association	RHA Office	x2605
	229 Sykes Union	
Scholarship and Loan Information	Office of Financial Aid	x2627
	138 E.O. Bull Center	
Scheduling, Academic	Office of the Registrar	x3541
	154-155 E.O. Bull Center	
Selling and Solicitation	Office of Residence Life and Housing Services	x3307
On Campus	202 Lawrence Center	
Sexual Harassment	Office of Social Equity	x2433
	13/15 University Avenue, Room 100	
Sexually Transmitted	Health Center	x2509
Disease Information	202 Wayne Hall	
	Planned Parenthood	692-1770
	12 S. Wayne St.	
Sports Information	Office of Sports Information	x3316
	Hollinger Gym	
Student Activities	Office of Campus Activities and Co-Curricular Programs	x3037
	236 Sykes Union	
Student Affairs	Vice President for Student Affairs	x3301
	238 Sykes Union	
Student Government Association	SGA Office	
	217 Sykes Union	
Student Organizations	Office of Student Leadership	x2117
	and Involvement	
	238 Sykes Union	
Student Teaching	Teacher Education Center	x3090
	251 F.H. Green Library	

Study Skills	Learning Assistance and Resource Center 223 Lawrence Center	x2535
Transportation (Bus/Train Schedules)	Student Union Information Center 116 Sykes Union	x2984
Tutoring	Learning Assistance and Resource Center 223 Lawrence Center	x2535
Veteran's Information	Office of Financial Aid 138 E.O. Bull Center	x2627
Withdrawal from College	Office of the Registrar 154-155 E.O. Bull Center	x3541
Writing Problems	Learning Assistance and Resource Center 223 Lawrence Center Writing Center 214 Lawrence Center	x2535 x2121

Campus Map

Borough of West Chester

Academic Calendar 2007–2009

Fall Semester 2007

August 25 - 26	Residence halls open
August 27	Classes begin at 8 a.m.
September 3	Labor Day (no classes)
September 13	Rosh Hashanah*
September 22	Yom Kippur*
September 29 - 30	Homecoming Weekend
October 15 - 16	Fall Break (no classes)
October 17	Classes resume at 8 a.m.
November 21	Thanksgiving Break begins at 8 a.m.
November 26	Thanksgiving Break ends; classes resume at 8 a.m.
December 8 - 9	Reading days
December 10	Last day of classes
December 11 - 15	Examination period
December 16	Commencement

Spring Semester 2008

January 14	Classes begin at 8 a.m.
January 21	Martin Luther King, Jr. Day (University closed)
January 28 - 29	No classes
January 30	Classes resume (follow Monday schedule)
March 7	Spring Break begins at 5 p.m.
March 17	Spring Break ends; classes resume at 8 a.m.
March 21	Good Friday*
April 20	Passover*
April 30	Last day of classes
May 1 - 2	Reading days
May 5 - 9	Examination period
May 10	Commencement

Summer Session 2008

May 26	Memorial Day, no classes
May 27 - June 26	First Five-Week Session
June 27	First Five-Week Session Final Examinations
June 30 - July 31	Second Five-Week Session
July 4	Independence Day (no classes)
August 1	Second Five-Week Session Final Examination
August 4 - 21	Post Session
August 22	Post Session Final Examinations

Fall Semester 2008

August 23 - 24	Residence halls open
August 25	Classes begin at 8 a.m.
September 1	Labor Day (no classes)
September 30	Rosh Hashanah*
October 9	Yom Kippur*
October 13 - 14	Fall Break (no classes)
November 26	Thanksgiving recess begins at 8 a.m.
December 1	Thanksgiving recess ends at 8 a.m.
December 6 - 7	Reading days
December 8	Last day of classes
December 9 - 13	Examination period
December 14	Commencement

Spring Semester 2009

January 12	Classes begin at 8 a.m.
January 19	Martin Luther King, Jr. Day (University closed)
February 27	Spring break begins at 5 p.m.
March 9	Spring break ends at 8 a.m.
April 9	Passover*
April 10	Good Friday*
April 25	First day of finals (only T/R classes will be scheduled)
April 26	Reading days
April 27	Last day of classes
April 28 - 1	Examination period
May 2	Commencement

*Although the University will be in session, no examinations are to be administered on these major Christian and Jewish holy days. All members of the academic community are also expected to be considerate of and provide accommodations to students of other faiths when assignments, exams, and other course requirements fall on major holy days of their religions.

Note: Dates are subject to change. Please check our Web site at www.wcupa.edu for the most recent, up-to-date calendar.

West Chester University Symbols

University Seal

The University Seal is used on official ceremonial and academic documents and on occasions such as Commencement and Convocation Programs.

University Logo

The University Logo is used on letterhead, official publications, and announcements. This logo, which represents the University's signature building, Philips Memorial, was adopted in 1998 and replaces the former tree and arch logo. The new logo continues to depict the Philips Memorial arch, which serves as a reminder that education is the gateway to achievement.

Athletic Logo/Mascot

The "Golden Ram" is visible at athletic events and serves as the mascot and symbol of school spirit for West Chester University.

School Colors

Purple and Gold are the official colors of West Chester University.

Alma Mater

West Chester, hail, all hail, noble and strong.
To thee with loyal hearts we raise our song,
Swelling to heaven high, our praises ring,
West Chester, hail, all hail, of thee we sing.

Majesty as a crown rest on thy brow;
Pride, honor, glory, love before thee bow;
Ne'er can thy spirit die, thy walls decay,
West Chester, hail, all hail, for thee we pray.

West Chester, hail, all hail, guide of our youth,
Lead thou thy children on to light and truth,
Thee, when we hence depart, others shall praise,
West Chester, hail, all hail, through endless days.
West Chester, hail, all hail, through endless days.

The West Chester University Values Statement

West Chester University is committed to attracting, enrolling, and graduating quality students from a wide variety of educational, cultural, and economic backgrounds. This endeavor requires the University to attract and retain highly qualified faculty and staff and to provide each member of the University community with learning and leadership development opportunities. To this end, the University supports and encourages programs which benefit all people and which seek to eradicate discrimination and injustice. We 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.

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

As a university owned by the citizens of Pennsylvania, we value our mission to provide the best educational opportunities

possible which will enable the University community to successfully address the concerns of a global society. To this end, West Chester University seeks to provide diligent advising for students and to focus on teaching students to think clearly and critically, to make logical and ethical judgments, and to communicate effectively with others.

West Chester University's community strongly supports the principles of academic integrity and academic responsibility, viewing both as the province of every member of the campus community. We hold the highest esteem for teaching directed toward student learning and affirm that mastery of content as well as mastery of teaching skills necessary to communicate such content are paramount.

This values statement is intended to be a living document which will serve West Chester University as it changes and evolves in the coming years.