



**HANDBOOK
for the
GRADUATE PROGRAMS
in
PSYCHOLOGY
2023-2024**

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PREFACE

Welcome to the Department of Psychology at West Chester University! The department offers M.S. programs in two concentrations: Industrial/Organizational Psychology and General Psychology.

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

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

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

In addition, department alumni are employed in numerous area agencies, businesses, hospitals, industries, and universities including **Merck, WAWA, DuPont, QVC, BP Oil, SAP, Astra Zeneca, Booz Allen Hamilton, Korn Ferry, Sallie Mae, Penske, GE, De Lage Landen, Amazon, Deloitte, PricewaterhouseCoopers, and TD Bank.**

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

INTRODUCTION

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

PROGRAMS OF STUDY

M.S. INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

39-42 semester hours¹

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

COURSE WORK

The I/O program includes 27 semester hours of required course work: PSY 601, 602, 524, 560, 562, 566, 569, 600, & 630. In addition, 12-15 semester hours¹ of elective courses must be completed. Common electives include: PSY 510, 546, 567, 571, 572, and 573. Students may take up to 6 elective graduate hours outside of Psychology (e.g., Human Resource Management courses). Electives must be approved by the advisor.

CORE COURSES

Students are expected to complete the I/O core courses (PSY 601, 602, 560, & 562) with a minimum GPA of at least 3.25.

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

M.S. GENERAL PSYCHOLOGY

36 semester hours

The M.S. program in General Psychology is designed primarily for those students who seek to improve their knowledge, skills, and research experience in psychology to strengthen their educational background for application to doctoral programs. A strong focus on student research experience helps to prepare students for continuing graduate study at the doctoral level. The program may also prepare students for a range of occupations in business, government, and other non-academic research settings, as students learn critical thinking and data analysis skills that are attractive to both public and private research firms.

Course work for the General Psychology program is designed around a core curriculum of statistics, research design, substantive areas of psychology, and a research-based thesis. Students enrolled in this program are expected to develop an understanding of the fundamental areas of psychology, to acquire a high level of sophistication in statistics, experimental design, data analysis, psychological measurement, and quantitative methods, and to conduct research in a specialized area of study. The General Psychology M.S. program does not, however, provide clinical preparation. Students interested in a career that includes clinical preparation should consider the Clinical Psychology PsyD program.

COURSE WORK

The General program includes 15 semester hours of required course work (Foundations in Research): PSY 510, 601, 602, 524, and 600. Students will choose 9 semester hours of Core Foundations in Psychology courses from the following: PSY 506, 512, 540, 562, 568, 575, 604, 605, 607, 608, 609, 680, 700, 701, or 470. In addition, 12 semester hours of electives must be taken. Core Foundations Courses and electives must be chosen in consultation with the advisor. Electives may include *two courses* taken outside of the Psychology department. Completing a thesis (PSY610) is optional in the General Psychology M.S. program.

ADMISSION PROCEDURES

Applications for admission are available from the Graduate School, McKelvie Hall, 102 West Rosedale Avenue, West Chester University, West Chester, PA 19383. Phone: 610-436-2943.

Applications can also be obtained online from the Graduate School web page:

www.wcupa.edu/grad

Admission Requirements for the Degree Programs

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

1. An undergraduate overall GPA of 3.0, and a GPA of 3.25 in Psychology courses.
2. GRE General test scores of 153 on the Verbal test and 144 on the Quantitative test (waived for 2023-2024 academic year).
3. Three letters of recommendation
4. Personal goals statement
5. Other requirements, as published in the Graduate Catalog of West Chester University.

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

Admission Information

- Admission to the degree programs is Fall only, with **March 1** as the deadline for initial review. Applications received after March 1 will be reviewed only on a space-available basis.
- Students may not change programs of study in Psychology without approval of the Graduate Curriculum Committee.
- ***Students admitted on a Provisional basis*** must petition to be admitted to Full status when they have successfully met the provisions specified at the time of their admission, or prior to applying for degree candidacy.

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

DEGREE REQUIREMENTS

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

INTERNSHIP

Industrial/Organizational Psychology Program

I/O students meet with the I/O internship coordinator, who maintains a list of I/O internship sites, but it is the student's responsibility to secure internship employment. Upon approval by the I/O internship coordinator, the student begins the internship, which requires 300 clock hours of work, distributed over a minimum of 12 weeks for a minimum of 20 hours per week. Bi-weekly evaluations should be submitted to the site supervisor and forwarded to the I/O internship coordinator. The intern completes an internship evaluation paper at the completion of the internship. Failure to submit evaluations or the final paper will prevent awarding of a grade for the internship.

GUIDELINES FOR RESEARCH REPORT AND THESIS

Research Report (PSY 600)

The student must be a degree candidate to register for the Research Report. The researchreport course can be used for writing an integrated review paper on a special topic or for developing a thesis proposal. Research reports are generally to be modeled after literature reviews published in professional journals in Psychology. The most recent APA Style manual must be used in preparing the paper.

Most students enroll in PSY600 during the Spring semester of their 2nd year. However, students electing to complete a thesis (PSY610) should enroll in PSY600 during their first year. It is expected that students will complete the Research Report in one semester. A more detailed Guide to Graduate Research Report Writing is available on the department's website:

<https://www.wcupa.edu/sciences-mathematics/psychology/ioReport.aspx>

Thesis (PSY 610)

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

The Thesis Student

1. The student must be a degree candidate to register for the thesis (PSY 610).
2. The student must: (a) select a research topic; (b) select a thesis committee; and (c) write a comprehensive thesis proposal to be approved by the committee (no formal proposal defense is required).
3. The student should select a primary thesis advisor as chair of the thesis committee whose expertise is close to the chosen thesis topic.
4. The thesis should be completed during no more than two semesters and can be taken for no more than 6 credits. Students usually develop thesis topics from the Research Report (PSY 600).
5. The thesis proposal should at least address the following three areas: (a) a comprehensive review of the literature; (b) a statement of the problem (including objectives and/or hypotheses); and (c) a methodology section. The proposal must be reviewed and approved by the thesis advisor and the committee before beginning data collection. The study should also be approved by the [University Human Subjects Committee](#) (IRB) before the student can begin data collection. It is the student's responsibility to complete the thesis compliance form before data collection for their study.
6. The student should sign up for PSY 610 only after committee approval of the thesis proposal (no formal proposal defense is required).
7. After data collection, analysis and write up, the student will defend the thesis in an oral examination, open to all who wish to attend. A date for the oral exam will be established by the student and thesis committee. The exam date will be published two weeks prior to the exam, with notices going to the Graduate Dean, the Dean of College of Science and Mathematics, the Provost, and the Psychology Department faculty. *Unanimous approval of the thesis by the thesis committee is necessary for a successful defense.*
8. Additional information regarding thesis requirements can be obtained from the Graduate Coordinator. The completed thesis, including the signed approval sheet, must be delivered to the library prior to graduation and before a grade is given for the course (PSY 610).
9. **Additional information regarding university requirements for the thesis is given in the [GUIDE TO THE PREPARATION OF THE MASTER'S THESIS](#). This guide is available from the Graduate School and is "a must" for all thesis students.**

The Thesis Committee

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

CERTIFICATE INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

12 semester hours

Professionals with an understanding of Industrial/Organizational Psychology principles continue to be in high demand in the workplace. The online certificate program in Industrial/Organizational Psychology at West Chester University prepares students to acquire business, leadership, and psychology skills to help them advance their career in management or human resources.

COURSE WORK

The Certificate program includes 12 semester hours of required course work. Courses are offered in 100% online format. All courses will be taught by members of the West Chester University faculty who are dedicated and experienced in online instruction. A description of courses required in the program and the semesters during which they are offered is provided below:

PSY 560: Advanced Industrial Psychology (3 Credits) *Fall*

PSY 562: Advanced Organizational Psychology (3 Credits) *Spring*

PSY 569: Ethics and Professional Skills in Organizational Practice (3 Credits) *Fall*

PSY 572: Introduction to People Analytics (3 Credits) *Spring*

Course Sequencing and Planned Completion

Students can complete the certificate in one year by taking 2 classes per semester (two in the Fall; two in the Spring). Students that take only one course per semester will complete the certificate in two years. There are no classes available during the summer session.

Admission Requirements for the Certificate Program

The minimum requirements for *consideration* for admission in the I/O Psychology Certificate program are:

1. A bachelor's degree (not necessary to have in psychology)
2. Two letters of recommendation
3. A letter of intention outlining professional goals and educational objectives for attending the program

GRADUATION

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

FINANCIAL ASSISTANCE

The Psychology Department has some Graduate Assistantships available for incoming students. Stipends and full tuition waivers are offered for full-time (20 hrs/wk obligation) appointments and stipends and partial tuition waivers are offered for half-time (5-10hrs/wk obligation) appointments. Graduate Assistants must schedule for the appropriate number of graduate credits (9-15 full-time; 6 credits half-time) throughout the semester and are not permitted to withdraw from graduate course work after the semester begins, without the approval of the Dean of Graduate Studies. Graduate Assistants must maintain a 3.0 cumulative grade point average per semester.

Psychology graduate students also obtain employment and assistantships in other areas of the University. The Office of Research and Development, Office of Institutional Research, LARC Center, Academic Development Program, Frederick Douglass Institute, and Residence Life have all supported Psychology graduate students in the recent past. Students interested in being considered for a graduate assistantship in other academic departments should contact the appropriate Department Graduate Coordinator. Additional information on Graduate Assistantships can be found on the Graduate School website https://www.wcupa.edu/admissions/SCH_DGR/assistantships.aspx

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

OUTCOMES ASSESSMENT

The Psychology Department engages in continued assessment of students' general level of achievement as psychology graduate students. As part of this department wide assessment process, data from graduate courses is collected from instructors every semester to identify whether the program is meeting its goals. Results from this assessment procedure are crucial in helping the Psychology Department identify strengths and weaknesses in the ways in which our students are taught. Results will also help the Department to identify ways to improve the curriculum.

RESIDENCE REQUIREMENTS

In order to be eligible for some types of financial assistance, students may have to satisfy a Pennsylvania residency requirement or take a minimum number of credit hours during a semester. Students who wish to apply for a PHEAA loan must reside in Pennsylvania for 30 days immediately prior to the date of filing a loan guarantee application. Students who have problems or questions concerning the residence requirements should contact the University Graduate Studies Office (www.wcupa.edu/grad).

ADVISEMENT

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

COURSE REGISTRATION

Midway through the semester, registration for the next semester will occur. Students *must* consult their advisor before registration. Students can register through the online myWCU system (my.wcupa.edu). ***NOTE: Registration for courses outside of the psychology department must be approved by the appropriate Graduate Coordinator prior to registration.***

CONTINUOUS ENROLLMENT POLICY

Students have a maximum of six years for degree completion. During that time students are expected to maintain continuous enrollment during fall and spring semesters. Failure to maintain continuous enrollment may affect degree completion due to course availability. Before a semester of non-enrollment, students are encouraged to contact their graduate coordinator, graduate studies, financial aid office (if applicable), and international programs (if applicable) to discuss implications of non-enrollment. A maximum of two semesters of non-enrollment are permitted before a student must enroll or request a leave of absence. Students who fail to reenroll or request a leave of absence are subject to readmission. The Leave of Absence form can be found on the [Graduate School website](#)

THE GRADUATE CURRICULUM COMMITTEE

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

RESEARCH FACILITIES

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

RESEARCH FUNDS

Funds for travel to professional conferences are available through the Graduate Dean's Professional Development Fund. Further information can be obtained at this link: https://www.wcupa.edu/admissions/SCH_DGR/conferencefunding.aspx. The Graduate Dean's Professional Development Award provides funding to current graduate students to attend conferences that are beneficial to professional development and degree advancement. To be eligible, graduate students must be actively enrolled in classes at WCU, and the professional conference must take place while the graduate student is actively enrolled. Students who are presenting at a conference are eligible for an award of up to \$500 for domestic travel or up to \$1,000 for international travel. Students who are attending a conference domestically are eligible for an award up to \$250 or up to \$750 for international conferences. Students may apply for the award once per academic year. Additional opportunities for research funds are provided through the College of Science and Mathematics Graduate Student Research Awards. Nominations are requested each Fall and Spring semester. To be eligible, graduate students must be actively enrolled in classes at WCU, and the professional conference must take place while the graduate student is actively enrolled. Further information can be obtained at this link: <https://www.wcupa.edu/sciences-mathematics/facultyResources.aspx>

APPENDICES

PROFESSIONAL ORGANIZATIONS IN PSYCHOLOGY

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

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

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

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

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

WCU RESOURCES FOR STUDENTS ON CAMPUS

1. **WCU Graduate Student Association:** is a student governing body for graduate students that promotes the well-being of graduate students through education, professional and social events at West Chester University and advocates for their needs. Address: McKelvie Hall, 102 West Rosedale Avenue, West Chester, PA 19383; Phone: 610-436-2943; Email: gsa@wcupa.edu
Hours: Monday - Friday 8:00am-4:00pm
2. **Office of Services for Students with Disabilities (OSSD):** Provides Testing and accommodations for ADHD, dyslexia, and other identifiable learning or health issues
<https://www.wcupa.edu/universityCollege/ossd/> Address: Lawrence 223 (open M-F 8:00am-4:00pm); Phone: 610-436-2564; Email: ossd@wcupa.edu
3. **University's Center for International Programs (CIP):** <http://www.wcupa.edu/international/>
320 Mitchell Hall, Phone: 610-436-3515, Office Hours: Monday - Friday, 8:00am - 4:30pm
Provides special assistance, advising and programming for WCU's international community; this office can be especially helpful if you are encountering language-related issues in your classes.
4. **The Writing Center:** <https://www.wcupa.edu/academics/writingcenter/default.aspx> make an appointment online: <https://wcu.mywconline.com/> for help with academic writing.
5. **College of Science and Mathematics Librarian Contact:** Gary Childs, Francis Harvey Green Library, Room 206, Phone: 610-436-3206 (office) Research Help Desk 610-436-2453



The Graduate School

102 W. Rosedale Avenue, West Chester, PA 19383

Ph: 610-436-2943 Fax: 610-436-2763

Email: gradschool@wcupa.edu

www.wcupa.edu/grad

Thesis/Doctoral Culminating Project – Registration and Research Compliance Form

This form is required and should be completed by all students working on a master's thesis or doctoral culminating project. The form registers your project with the Graduate School and confirms the faculty advisor. Advising and research mentoring are the responsibility of the student's Faculty Advisor and/or Committee Members.

WCUPA complies with federal regulations regarding the use of human subjects in research. Research sponsored, supported, or conducted by its faculty, staff, or students must not expose people who participate as subjects to unreasonable risk to their health, general well-being, or privacy. Student research projects that involve human beings as subjects must be conducted according to the university policy for the protection of human subjects.

It is the faculty advisor's responsibility to ensure that students and their research are conducted in accordance with WCUPA University policies and have a research protocol approved by the Institutional Review Board for the Protection of Human Subjects (IRB) for research with human subjects and the IACUC for research with animals. Students apply for IRB review by completing a protocol form that can be downloaded at <https://www.wcupa.edu/admin/research/irb.aspx> and submitting it for review and routing to the IRB Committee for consideration. If you have any questions regarding the IRB, please email irb@wcupa.edu.

To be completed by the student:

Name:

Student ID#

Phone Number:

WCU Email:

Check one:

☐ Master's Thesis ☐ DPA Dissertation ☐ EdD Dissertation ☐ PsyD Dissertation ☐ DNP Project

Degree:

Anticipated Title of Study:

Faculty Advisor/Committee Chairperson:

Anticipated Graduation:

If your project involves human or animal subjects, please provide protocol number and date of approval from the IRB/IACUC:

Signature of Student: _____

Signature of Faculty Advisor/Committee Chairperson:

Faculty Advisor/Committee Chairperson Contact Information:

Date:

Please send form to thesisdoc@wcupa.edu or deliver to McKelvie Hall, The Graduate School, 102 W. Rosedale Ave.

August 2023

West Chester University Faculty and Student Responsibilities in Culminating Graduate Research Projects

It is the responsibility of all students, faculty, and staff to comply with all applicable university, state, and federal policies and regulations. These manual outlines some of the responsibilities of students and the Faculty Advisor/Committee Chairperson for culminating graduate research projects. Students should also review additional guiding documents available at the department or program level.

Graduate Student Responsibilities

1. Work with your Faculty Advisor/Committee Chairperson to select a committee.
2. Communicate often with the Faculty Advisor/Committee Chairperson until you graduate.
3. Check your WCU email daily. This is the official method of communication with you from WCU.
4. Obtain and complete the Research Compliance Form by the required deadline. If changes occur to the topic or the advisor, a new form must be completed and approved.
5. Submit a protocol for review by the Institutional Review Board for the Protection of Human Subjects (IRB) if appropriate.
6. Submit a protocol for review by the Institutional Animal Care and Use Committee (IACUC) if appropriate.
7. Compose a clear and correct thesis or dissertation manuscript while working closely with the committee at every stage of the composition process. Follow your department's prescribed style manual (APA, MLA, ACS, etc.).
8. Work with Faculty Advisor/Committee Chairperson to fulfill all departmental obligations related to thesis or dissertation preparation.
9. Complete all forms required by the Graduate School. Forms can be found at www.wcupa.edu/thesisdoc.
10. Upload the thesis or dissertation to Digital Commons by the appropriate deadlines. Deadlines for submission can be found at www.wcupa.edu/thesisdoc.
11. Request that the Faculty Advisor/Committee Chairperson submit a grade change form for all thesis or dissertation credits that have not received a letter grade.

Faculty Advisor/Committee Chairperson Responsibilities

The Faculty Advisor/Committee Chairperson is expected to guide and counsel the Candidate during the thesis or dissertation preparation. The counseling process involves the following specific responsibilities:

1. Communicate often with your student. If you have not heard from your student in a while, contact him or her.
2. Work with your student to select a committee.

3. Ensure that your student is progressing normally; intervene if you have information suggesting that a problem is occurring.
4. Be aware of the time limits for master's and doctoral students. University policy dictates students have a maximum of six years to complete their degree. A link to the policy can be found here: <https://catalog.wcupa.edu/graduate/academic-policies-procedures/enrollment-policy/>. Please review program and department specific policies in case of a different time limit.
5. Assist your student in submitting the protocols for the Institutional Review Board for the Protection of Human Subjects (IRB) and/or Institutional Animal Care and Use Committee (IACUC).
6. Ensure that your student is working closely with the committee at each stage of the thesis or dissertation process.
7. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their thesis or dissertation. Confirm that the format of the signature page is to standard before you sign it. WCU formatting guidelines can be found at www.wcupa.edu/thesisdoc.
8. Administer all departmental and college requirements such as the defense, and notify the Graduate Coordinator when requirements are completed.
9. Approve and sign the completed thesis or dissertation. Ensure that all other members of the committee have signed before the document is sent to the Graduate School's email at thesisdoc@wcupa.edu.
10. Remind the Candidate to submit a copy of the final approved thesis or dissertation for formatting review to the Graduate School through Digital Commons. Deadlines for submission can be found at www.wcupa.edu/thesisdoc. Any questions should be sent to thesisdoc@wcupa.edu.
11. Process a change of grade form for all thesis/dissertation credits.

Safety and Academic Integrity

All research must be conducted in an ethical manner. Graduate students are required to follow the guidelines indicated below if research includes human or animal subjects, and the use of copyrighted materials, and any print or media materials.

If there are concerns about another's conduct and a desire to discuss the matter with a university official or make a formal incident report, the appropriate contact is the Office of Student Conduct at 610-436-3511. Concerns involving sexual misconduct or sexual harassment, or any form of discrimination, should be reported to the Office of Diversity, Equity, and Inclusion at 610-436-2433.

Animal Subjects in Research

WCU complies with federal regulations and takes responsibility for the humane care and use of animals in research projects. If a student's research involves the use of laboratory animals or even the use of wild animals studied in their natural habitat, the student must have the research approved by the university's Institutional Animal Care and Use Committee (IACUC).

Students can obtain the protocol form from the Office of Research and Sponsored Program's website: <https://www.wcupa.edu/admin/research/>.

Human Subjects in Research

WCU complies with federal regulations regarding the use of human subjects in research. Research sponsored by, supported by, or conducted by its faculty, staff, or students **must not expose** people who participate as subjects to unreasonable risk to their health, general well-being, or privacy. Student research projects that involve human beings as subjects must be conducted according to the university policy for the protection of human subjects.

Students apply for Institutional Review Board for the Protection of Human Subjects (IRB) review by completing a protocol form which can be downloaded from: <https://www.wcupa.edu/admin/research/irb.aspx>

Plagiarism

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