



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

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**MPH Graduate Student Handbook**

*Effective Fall Semester 2016  
(Updated September, 2016)*

**WEST CHESTER UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
DEPARTMENT OF HEALTH  
MPH GRADUATE STUDENT HANDBOOK**

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

## **WELCOME TO THE MPH PROGRAM**

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

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

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

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

In 1999, the Master of Science (M.S.) in Health: Public Health Program was in its 17<sup>th</sup> year of providing quality graduate education in the Department of Health at West Chester University. Over the years, the health professions have experienced tremendous changes and challenges. The Department of Health faculty recognized these challenges and believed that a change in its degree offerings would enable us to enhance and expand the curriculum to effectively address the changing health needs of our local, regional, and national communities. Some of the current issues in health care include managed care, providing health services for a growing aging population, community health promotion, disease prevention, health disparities and emergency preparedness in the face of a post-911 world. The faculty felt that a Master of Public Health (MPH) format directed towards particular areas of health to enable graduates to work in the ever changing world of public health and health care was warranted. In 1999, the University approved the revised graduate public health curriculum. Currently, the MPH allows for the development and application of knowledge from multiple disciplines for the promotion and protection of health in human populations, with due consideration to cultural perspectives.

The MPH degree builds upon a strong tradition of public health education at West Chester University. The Department of Health has a long tradition of training public health practitioners at the undergraduate and graduate level. During the past three decades, students and faculty have been actively involved in research and service in public health. A long tradition of providing service to community

health agencies, the Chester County Health Department and the Montgomery County Health Department exists. This MPH degree enhances the departmental strength in public health and allows students within the program the opportunity for active involvement in research and community service activities.

The current public health curriculum provides students with a strong foundation in the recognized core areas of public health. All students must complete 18 credits of core courses in epidemiology, biostatistics, environmental health, health care management, research methods and social/ behavioral science. Within each track, students complete 21 additional credits of courses within defined areas of specialization which prepares them for public health careers in community health, environmental health or health care management. As a capstone experience, students complete a 6-credit, 300-hour Applied Learning Experience (I and II) practicum at a community practice site. The purpose of this experience is to allow students to employ newly acquired skills and knowledge to a current public health problem in a public health setting. The program at West Chester University is 45-credit hour MPH degree.

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

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

#### **MPH Program Mission**

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

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

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

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

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

- Seeking and sharing knowledge and wisdom.
- Lifelong learning for self and others.
- Taking responsibility for one's actions.
- Ensuring the highest personal and professional integrity.
- Cultivating deep compassion for those suffering from ill health.
- Committing to and supporting diversity of individuals, views, programs, and institutions.
- Respecting, always, human dignity and human rights.
- Promoting social justice and justice for all.

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

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

### **MPH Program Goals and Objectives:**

Goal statements and objectives for the MPH Program are divided into the key areas of education, research, service, fiscal resources, diversity, MPH faculty/other resources and MPH faculty qualifications.

#### **Education - Goal and Objectives**

**MPH Education Goal:** To provide students with relevant marketable skills that prepare graduates for successful careers in the field of public health.

**MPH Education Objective 1:** To recruit and retain qualified graduate students.

**MPH Education Objective 2:** Students will gain relevant public health knowledge and skills through MPH core/track courses and related practicum.

**MPH Education Objective 3:** Graduates of the MPH program will be valuable skilled professionals in the public health-related workforce.

#### **Research - Goal and Objectives**

**MPH Research Goal:** MPH faculty and students will engage in research and scholarly activity reflecting the theory and practice of public health.

**MPH Research Objective 1:** MPH faculty will participate in research and/or evaluation projects or other scholarly activities.

**MPH Research Objective 2:** MPH students will participate in Research Methods (HEA 648), Applied Learning Experience (ALE) and/or individual faculty led research projects.

### **Service - Goal and Objectives**

**MPH Service Goal:** To involve students and faculty in activities which promote and support service to the university, public health profession and the community.

**MPH Service Objective 1:** MPH faculty will participate in service activities in the public health profession and the community.

**MPH Service Objective 2:** MPH students will have opportunities to participate in service activities in the public health profession, in the community and in the university.

**MPH Service Objective 3:** The MPH program will sponsor public health-related workforce professional development opportunities annually.

### **MPH Fiscal Resources - Goal and Objectives**

**MPH Fiscal Resources Goal:** The MPH Program will have sufficient financial resources to support the program for each academic year as approved by the Dean, College of Health Sciences and the Department of Health Chair.

**MPH Fiscal Resources Objective 1:** The MPH budget reflects sufficient income to support the program activities designed to meet the mission, goals and objectives.

**MPH Fiscal Resources Objective 2:** The MPH Program will provide alternative workload assignments (AWAs) for program administration to the MPH Program Director and graduate workload assignments to MPH Coordinators (based on collateral duties and track enrollments) for fall and spring semesters.

**MPH Fiscal Resources Objective 3:** The Department of Health will provide resources for professional growth and development for each academic year for all MPH faculty members

### **MPH Diversity - Goal and Objectives**

**MPH Diversity Goal:** The MPH Program will achieve a diverse complement of faculty and students.

**MPH Diversity Objective 1:** Students enrolled in the MPH Program will represent minority population groups.

**MPH Diversity Objective 2:** The majority of students enrolled in the MPH Program will represent women.

**MPH Diversity Objective 3:** Students enrolled in the MPH Program will represent international population groups.

**MPH Faculty Diversity Objective 4:** MPH faculty will represent minority and women population groups.



## **MPH Faculty and Other Resources - Goal and Objectives**

**MPH Faculty and Other Resources Goal:** The MPH Program will provide personnel and other resources sufficient to fulfill its stated mission, goals and objectives.

**MPH Faculty and Other Resources Objective 1:** Retain sufficient faculty and staff resources to maintain the MPH Program.

**MPH Faculty and Other Resources Objective 2:** Retain sufficient resources for the growth and development of the MPH Program.

## **MPH Faculty Qualifications - Goal and Objectives**

**MPH Faculty Qualifications Goal:** The MPH Program will ensure that its faculty complement possess the requisite qualifications for the training of MPH-level public health professionals.

**MPH Faculty Qualifications Objective 1:** Retain high quality faculty to support the continued growth and development of the MPH Program.

**MPH Faculty Qualifications Objective 2:** MPH faculty will hold additional certifications/licensures beyond the doctoral degree.

**MPH Faculty Qualifications Objective 3:** MPH faculty will demonstrate continued professional growth and development.

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

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

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

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

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

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

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

The NBPHE was established in September 2005 as an independent organization, to ensure that students and graduates from schools and programs of public health accredited by the Council on Education of Public Health (CEPH) have mastered the knowledge and skills relevant to contemporary public health. Students of CEPH-accredited schools and programs are eligible to sit for the CPH exam so long as they have completed or are concurrently enrolled in the graduate-level core content required for their graduate degree (biostatistics, epidemiology, health services/policy management, environmental health, social behavioral sciences). Candidates who pass the exam under this eligibility criterion will be provisionally certified until graduation. Following confirmation of their graduation, they will be Certified in Public Health. Confirmation the core requirements have been completed must be verified by the NBPHE before candidates may schedule their exam. Alumni are eligible so long as they have completed all degree requirements for a Masters or Doctoral level degree, including, but not limited to, coursework, internships, and thesis, by the time the exam is administered. Walking in a graduation ceremony or receipt of a diploma is not necessary, so long as all degree requirements have been met and verified by the accredited institution. Conferral of degree must be verified by the NBPHE before candidates may schedule their exam. (nbphe.org website) For more information about the CPH Exam, please contact your academic advisor or visit the NBPHE's website (nbphe.org).

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

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

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

## **MPH PROGRAM POLICIES**

### **Undergraduate Preparation**

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

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

**Statistics Competency Examination:** Students have the option of completing a Statistical Competency Examination (administered by the Department of Health, under the direction of the instructor for HEA526 Biostatistics for Public Health). This exam is scheduled at the start of fall/spring semesters. A score of 85 or better will be accepted as a replacement for the undergraduate statistics requirement. This option should only be considered if the student has previous experience with introductory statistics through other courses that may not appear on the transcript as traditional statistics courses. If students are considering this option, please contact the course instructor for HEA526 Biostatistics for Public Health for more information about the competency exam.

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

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

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

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

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

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

## The MPH Application Process

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

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

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

## Provisional Admission Status

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

## Track Change in the MPH Program

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

section). The form is completed online and submitted directly to the Office of Graduate Studies. In addition to completing this form, the student will need to change advisors and notify the MPH Program Director (through email) of plans to change track status.

### **Non-degree Students**

A non-degree student may be admitted to take a workshop or other credit-bearing class. Non-degree students may schedule up to nine credits of course work on a non-matriculated basis. Students taking courses under this policy are expected to meet the minimum GPA required for graduate work and may need to seek permission prior to enrolling. Taking courses on a non-degree basis does not guarantee admission and credits earned may not necessarily be applied to a degree program at a later date. Additional course work may be taken only after the student has applied and been accepted as a matriculated student into the MPH Program. Students taking only special courses, such as workshops, are the exception to this rule. Courses taken under non-degree status may not necessarily be applied to degree programs at a later date. Students should begin the formal application process immediately after they have decided to pursue a graduate degree at West Chester University.

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

Students can enter the program with part time or full time status. Students who maintain part time status are registered for 3-6 credits per semester. Students who maintain full time status are registered for 9 -12 credits per semester.

### **Graduate Transfer Credit**

Up to nine (9) semester hours of graduate credit from other accredited MPH Programs may be transferred for credit toward the MPH core courses at West Chester University. Additional course work for MPH Tracks may be transferred in from other programs. The acceptance of transfer credit is based on review and approval by the MPH Program Director and Track Coordinators. Only grades of “B” or better will be accepted for transfer. Transfer credit must carry a letter or numerical grade of “B” or better and cannot be a pass/fail course.

### **Undergraduate Courses for Graduate Credit (400 Level Courses)**

The MPH Program has identified selected (400 level) undergraduate courses that may be taken by graduate students (under departmental advisement) to meet MPH graduate course requirements. No more than six credits of specifically designated 400-level courses may be applied to the awarding of the graduate degree. See departmental listings. All undergraduate credits, even those applied towards a graduate degree or certificate or certification program, will not be certified as graduate credit by the Office of Graduate Studies for any reason (e.g., notification to employer, or transfer of credits to another institution). The courses will meet the elective requirements within the MPH Program. These 400 level courses will be used for the open electives in each of the MPH tracks. Students will pay graduate tuition for undergraduate courses.

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

All requirements for the master’s degree including course work and the Applied Learning Experience I and II must be completed within six years of admission into the MPH Program. It is

important to note that MPH Track advising sheets offer two course rotations to complete the degree within two or three years. Students do have the option of taking one course a semester but this may take up to six years for program completion.

### **Degree Candidacy**

Degree candidacy application must be made immediately upon completion of 12 –15 semester hours of course work. Every student must file an application for degree candidacy with the Dean of Graduate Studies. To be eligible for degree candidacy, students must have a cumulative GPA of 3.0. The forms are available on line or through the Office of Graduate Studies. Completed forms must be submitted to the Office of Graduate Studies for processing and not to the Department of Health. Students will receive a letter from the Dean of Graduate Studies approving or denying their degree candidacy.

### **Leave of Absence**

Students in a degree program who will not be registering for course work during the fall or spring semesters should either schedule GSR 799 (Continuous Registration) or file a request for a leave of absence with the Dean of Graduate Studies and Extended Education. A leave of absence may be granted for a minimum of one calendar year. The request should be filed in advance of the semester in which course work is halted. Approved leaves of absence do not release the student from the six-year time limitation stipulated for the completion of degree requirements. Leave of absence request forms may be obtained from the Office of Graduate Studies and Extended Education.

### **Academic Advisement**

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

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

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

not expect quick responses to questions when advisors are not readily available during the summer months.

### **Graduate Grading System**

The following grading system applies to graduate students:

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

### **Graduate Grading System**

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

- **IP (In Progress)** is given to indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports); see "Removing 'In Progress' Designation."
- **NG (No Grade)** is given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the instructor; see "Removing 'No Grade' Designation."

- **W (Withdrawal)** is given when a student withdraws from a course between the end of the first and the end of the ninth class week of the semester or the equivalent in summer sessions.
- **Y (Administrative Withdrawal)** is given under appeal when there are nonacademic mitigating circumstances, and there is documentation that the student never, in fact, attended class.
- **M (Military Withdrawal)** In accordance with PA House Bill No. 1460: A grade of "M" will be given for military students and spouses who have to withdraw due to military obligation. PA National Guard and other reserve components called to active duty (for reasons other than for training) and their spouses will receive a grade of M when unable to complete classes due to activation for military obligations. Students are required to notify the Registrar's Office to receive a non-punitive M grade and will be required to provide appropriate documentation.
- **Z Grade** A grade received when a student stops attending a course and fails to officially withdraw from it. The grade is counted the same way that an F would count toward the cumulative average and Academic Standing. The grade assigned to the student must reflect the percentage equivalent of the plus, minus, and straight grades earned in a course.

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

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

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

NG grades will be given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the professor. Students must complete course requirements as stipulated by the professor and no later than the end of the 14th week of the subsequent semester or the NG grade will convert to a F.

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

A grade awarded other than NG is final. Final grades can be changed only when there is a clerical or computational error. If the student thinks there is an error, the student must report the alleged error in writing to the professor as soon as possible, but no later than the end of the fifth week of the following semester. If a grade change is warranted, the professor must submit a change of grade request to the Office of the Registrar not later than the end of the ninth week of the semester. Final grades cannot be changed after the ninth week of the semester following the alleged error. The **Grade Appeal Policy** is found under the Grade Information section in the Graduate Catalog. If a student needs to file a grade appeal, the student will need to follow the steps outlined under the Grade Appeal Policy in the Grade Information section in the Graduate Catalog.

### **Course Repeat Policy**

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



## **Academic Good Standing**

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

## **Application for Graduation**

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

### **Graduation Application Deadlines**

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

If students do not complete their Applied Learning Experience within the semester of the planned graduation date, they do not need to reapply. The graduation date will be then scheduled for the next semester. Students can contact Michelle Auciello (email: [mauciello@wcupa.edu](mailto:mauciello@wcupa.edu)) in the Office of Graduation Studies for additional information about graduation policies.

**Important Information - August Graduation and the May Graduation Ceremony:** Students who complete course requirements in the summer may participate in the May graduation ceremony. Students graduating in August and participating in the May Graduation Ceremony will need to apply for spring graduation. When students officially graduate in August (with successful completion of degree requirements) and participate in the May Graduation Ceremony, the final graduation clearance occurs in September and diplomas are issued at that time.

## **Academic Probation/Dismissal**

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

A graduate student earning an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. An F earned at West Chester University may not be made up at another institution of higher learning for the same course. Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

### **IMPORTANT INFORMATION FOR MPH STUDENTS ON ACADEMIC PROBATION**

All students who are placed on academic probation must meet with their advisors to select courses for the probation semester. Students and advisors will need to complete a MPH Academic Probation Semester Form that will list courses selected for the probation semester along with advisor recommendations for academic improvements. Students on academic probation need to raise their GPA to 3.0 by the end of the probation semester. An additional probationary semester may be granted at the discretion of the Graduate Dean. It is the student's responsibility to meet with their advisor and to keep their advisor up to date on academic progress during the probation semester.

To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

### **Academic Integrity Policy**

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

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

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

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

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

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

1. **Plagiarism:** Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work.
2. **Fabrication:** Fabrication is the use of invented information or the falsification of research, information, citations, or other findings.
3. **Cheating:** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent his/her mastery of the information or skills being assessed. It includes, but is not limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
4. **Academic Misconduct:** Academic misconduct includes, but is not limited to, other academically dishonest acts such as tampering with grades; or taking part in obtaining or distributing any part of a test that has not yet been administered; or disrupting or interfering with the ability of others to complete academic assignments. It also includes violations of the Student Code of Conduct, as they relate to the academic environment.
5. **Facilitating Academic Dishonesty:** facilitating academic dishonesty includes helping or attempting to help another to commit an act of academic dishonesty.
6. **Breach of Standards of Professional Ethics:** In certain degree programs, students will be instructed on and provided with that particular professions code of ethics (e.g., the American Nurses Association Code for Nurses). Under some circumstances, if a student is found to have violated that professional code, that violation may be considered a breach of the Academic Integrity Policy.

### **Procedures for Handling Academic Integrity Cases**

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

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

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

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

### The report includes

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

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

- remain in the course without penalty, or
- withdraw from the course regardless of any published deadlines.

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

### Penalties

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

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

**A grade of "F" for the course triggers the graduate policy on automatic dismissal from the University. Students dismissed under these circumstances will not be considered for readmission to another academic program at West Chester University.**

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

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

## MPH Academic Integrity Policy Form

Students will be asked to read and sign the **Master of Public Health Program - Academic Integrity Form** for each course in the MPH Program. The form includes important information about Academic Integrity along with resources for students to fully understand the issues and consequences that can occur with violation of academic integrity. The following form is presented to students in each MPH course for students to sign and date.

**West Chester University**  
**Department of Health**  
**Master of Public Health Program**  
**Academic Integrity**

Please read the entire document. Then sign and date on the following pages. You are required to uphold academic integrity in all undergraduate and/or graduate courses that you are enrolled in at West Chester University.

It is the responsibility of each student to adhere to the university's standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another's work and/or using ideas of another and presenting them as one's own without giving proper credit to the source; selling, purchasing, or exchanging of term papers or examination papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure, removal from any course and/or program, and termination of immigration status if an international student.

Please also be advised that during the MPH Practicum (Applied Learning Experience I and II) students are expected to produce original material for their major projects and related assignments. Students who plagiarize materials from agency staff members or other sources (i.e., published research and/or projects) are subject to automatic failure for Applied Learning Experience I and II. If this situation occurs, the student will be removed from the site.

For questions regarding Academic Integrity, students are encouraged to refer to the following online resources:

Department of Health's MPH Graduate Student Handbook: [www.wcupa.edu/mpg](http://www.wcupa.edu/mpg)

Graduate Catalog: <http://www.wcupa.edu/information/official.documents/graduate.catalog/acadinfo.htm#integrity>

Ram's Eye View: <http://www.wcupa.edu/services/stu.lif/ramseyeview/policies/acdishonesty.asp> WCU library website on plagiarism at: <http://subjectguides.wcupa.edu/Plagiarism>

Purdue University Online Writing Lab

Plagiarism: <http://owl.english.purdue.edu/owl/resource/589/1/>

How to Paraphrase, Summarize, and Quote: <http://owl.english.purdue.edu/owl/resource/563/1/>

How to Cite in APA style: <http://owl.english.purdue.edu/owl/resource/560/01/>

If you do not know what plagiarism is and/or you do not know how to paraphrase information, it is your responsibility as a graduate student to peruse the resources listed above, especially the university library website on plagiarism (<http://subjectguides.wcupa.edu/Plagiarism>) that is equipped with facts, links to videos, text/article suggestions, and quizzes testing your knowledge on plagiarism. Tabs at the top of this website include an introduction to plagiarism, library resources on plagiarism, cultural perspectives, and external links to additional resources and quizzes on plagiarism. If you are still unsure what constitutes plagiarism, it is your responsibility to ask your instructor. The WCU Writing Center is also available to help you with your writing and citation skills (214 Lawrence Center; <http://www.wcupa.edu/academics/writingcenter/>).

Semester and Year \_\_\_\_\_

Course and Section \_\_\_\_\_

Faculty \_\_\_\_\_

I have been provided with online resources on upholding academic honesty. I am aware that academic misconduct will not be tolerated and may result in the automatic failure from this course and dismissal from the program and the university. If I am an international student, I am aware that my immigration status may be affected/terminated as a result of academic misconduct.

## **Campus Email Communications, My WCU and Desire To Learn (D2L) and WCU Email**

### **Campus Email**

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

### **My WCU**

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

### **The Desire to Learn System (D2L)**

The D2L System is a family of software applications designed to enhance teaching and learning. Intuitive and easy-to-use for instructors and students, the D2L System helps instructors to build course materials online and engage with students in an interactive way.

At WCU, students can access their courses on D2L for course syllabi, course notes and outlines, activities, discussion boards, course announcements, course evaluations and other course support materials. Each instructor provides the material that is appropriate for their courses on D2L.

# GRADUATE CERTIFICATE PROGRAMS

## **Purpose of Graduate Certificates**

The graduate certificates in the Department of Health allows students (with a bachelor's degree) to explore an area of interest in public health or build on current skills. Students do not have to be enrolled in the MPH Program to complete a certificate. Students will need to be admitted into the certificate program by going through the admissions process. If students decide to enroll in the MPH Program, they may apply the certificate credits to the MPH degree. These applied credits will need to meet the MPH academic requirements and certificate students will then need to apply for the MPH Program. Students currently enrolled in the MPH Program can take additional courses beyond their required track courses to earn a certificate. MPH students will need to apply for the certificate program. When the certificate is completed the certificate designation will appear on the student's transcript. Many students in the MPH Program have interests in more than one track and the addition of a certificate allows students to add to their skills and competencies in public health. For more information on the application process for certificate programs, please ask your advisor or refer to the Graduate Catalog at the university website ([wcupa.edu](http://wcupa.edu)). The following certificate programs are available in the Department of Health.

## **Graduate Certificate in Emergency Preparedness**

This certificate is designed for public health, environmental health, occupational health, and emergency professionals along with managers and educators who need to upgrade their skills in the area of protecting people in emergencies. For more information, contact Dr. Charles V. Shorten, 610-436-2360; or email: [cshorten@wcupa.edu](mailto:cshorten@wcupa.edu).

## **Graduate Certificate in Health Care Management**

The graduate certificate in health care management provides health care professionals an opportunity to expand their knowledge of health care administrative issues. An accelerated format is available for many of the courses so the certificate can possibly be earned in three semesters or less. For more information, contact Dr. Harry Holt, 610-436-2124; or email: [hholt@wcupa.edu](mailto:hholt@wcupa.edu).

## **Graduate Certificate in Integrative Health**

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

## **Graduate Certificate in Gerontology**

The Graduate Certificate is designed for professionals seeking training in the field of gerontology. The 18 credit curriculum is holistic in its approach to wellness and includes courses taught by expert faculty from the health, nursing, and kinesiology fields. Faculty research interests in gerontology include: fall prevention, wandering and functional status, preferences for artificial nutrition, healthy aging and fitness, melodic intonation therapy, and needs assessment of elder resources. For more information, contact Dr. Bethann Cinelli, 610-436-2931 or email: [bcinelli@wcupa.edu](mailto:bcinelli@wcupa.edu).

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

## **Tuition and Fees**

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

## **Financial Aid**

The purpose of financial aid at West Chester University is to provide financial assistance and counseling to students who can benefit from further education, but who cannot obtain it without such assistance. Financial assistance consists of gift aid in the form of scholarships or grants and self-help aid in the form of employment or loans. The main responsibility for meeting educational expenses rests with students. Financial aid is a supplement to family contributions and is to be used for educational expenses. Eligibility for financial aid, with the exception of some assistantships and scholarships, is based on demonstrated financial need. Family income, assets, and family size influence the demonstrated financial need of the student. Direct questions concerning financial aid to the Office of Financial Aid (610-4362627). The Department of Health has a limited number of scholarships or awards. The availability of awards varies by emphasis area.

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

Students who officially withdraw or change their enrollment status may be entitled to a refund of certain fees, in accordance with University policy. (See section entitled "[Fees and Expenses](#)" in the Graduate Catalog.) If the student has been awarded financial aid for the semester in which the withdrawal or enrollment change occurs, a portion of the refund will be returned to financial aid program funds. Financial aid refunds due to withdrawals or enrollment changes are processed in accordance with federal, state, and awarding agency guidelines and regulations. A student considering withdrawal or an enrollment status change should consult the Office of Financial Aid to determine the impact of that action on current and future financial aid.

## **Graduate Assistantships**

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



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

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

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

For maximum consideration for support, applications for the fall semester should be submitted by April 15. Assistantships also are offered by the Academic Programs and Services Division, Residence Life and Housing, the Academic Computing Center, and other offices. Please contact these offices or the Office of Graduate Studies for additional information.

Maintaining graduate assistantships requires students to demonstrate both satisfactory performances in meeting assigned hours, dates, and responsibility, as well as good academic standing. Students holding graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Full-time graduate assistantships are given for a maximum of four semesters. Half-time assistantships may be granted for up to eight semesters.

# THE MPH CURRICULUM

## Overview

The MPH Program curriculum provides students with a strong foundation in the recognized core areas of public health. All students must complete core courses in epidemiology, biostatistics, environmental health, health administration, social and behavioral science and research methods along with selecting a track. Students must complete a minimum of 45 credits to obtain the MPH degree (18 credits of core courses, 21 credits in a MPH track, 3 credits in Applied Learning Experience I and 3 credits in Applied Learning Experience II).

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

At the end of the program students participate in a practicum completed during Applied Learning Experience I and II. This practicum is a planned, supervised and evaluated learning experience. During these experience students plan and implement a major project that is their culminating activity. All students are responsible for completing the major project along with presenting a poster of their work at the end of each semester. The purpose of this practicum and culminating activity is to allow students to integrate core MPH competencies with selected specialties and to employ newly acquired skills and knowledge to a current public health problem in a community setting.

## MPH Course Formats

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

### Traditional Course Formats

Courses offered in the traditional format are scheduled for 15 weeks. Classes meet one day a week for 3 hours. Class times are 4:25pm – 7:15pm or 7:15pm – 10:00pm, Monday through Thursday. Courses presented in the traditional format include the MPH Core courses: HEA520 - Public Health Epidemiology; HEA526 - Biostatistics for Public Health and HEA530 - General Environmental Health. The Environmental Health track courses are presented in the traditional format.

### Accelerated Course Formats

Many of the track courses are offered in the accelerated format in seven weeks. These classes meet one night a week from 4:25pm – 10:00pm, Monday through Thursday. Courses presented in the accelerated format include the MPH Core courses: HEA630 - Health Care Management; HEA632 - Social and Behavioral Aspects of Health and HEA648 - Research Methods in Public Health. The Community Health and Health Care Management track courses are presented in the accelerated format.

With careful advising and planning, students who schedule accelerated courses may complete up to three courses a semester with a time commitment of one or two nights during each

semester. This course sequence allows students to reduce the time to graduation. These are the benefits of the accelerated format. However, the challenge for students completing these courses is to effectively manage time with the increased hours (outside of class hours) needed to complete projects and assignments in a shorter period of time. It is important to note the instructors who teach in this format have designed these courses to include lectures interspersed with class discussions, group activities, guest speakers, and work sessions for group projects.

### **Online Format for the Health Care Management**

**Health Care Management Track:** At this time, the Health Care Management Track courses are presented as online courses. Students in this track will not be in the classroom and all of these track courses are completed online. Students in this track can contact Dr. Harry Holt (email: [hholt@wcupa.edu](mailto:hholt@wcupa.edu)) for specific details on how these course formats are presented to students.

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

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

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

### **Summer and Winter Term Course Formats**

During the summer/winter term semesters the MPH faculty offers elective courses in day and or night formats (8:00am – 5:00pm or 4:00pm – 11:00pm with some Saturday hours). A few required and track courses may also be offered during summer/winter sessions in this format depending on the need for these courses. Students who are employed may need to use vacation time to complete these courses. This condensed format allows students to be immersed in the course and provides time for field trips.

### **International Courses**

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

## **The MPH Community Service Requirement**

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

## **Group Projects in MPH Courses**

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

## **MPH Course Descriptions**

Students should refer to the Graduate Catalog on the university website (wcupa.edu) for a complete listing of course numbers and descriptions of MPH core and track courses.

## **The MPH Core Curriculum**

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

HEA520 Public Health Epidemiology  
HEA526 Biostatistics for Public Health  
HEA530 General Environmental Health  
HEA516 Health Care Management  
HEA632 Social and Behavioral Aspects of Health  
HEA648 Research Methods in Public Health  
HEA649 Applied Learning Experience I  
HEA650 Applied Learning Experience II (taken during the last semester of the program  
- all MPH core and track courses need to be completed before the start of HEA650.)

## **MPH Program Tracks**

**Students may choose one of the following tracks within the MPH Program:**

### **The Community Health Track**

A number of rewarding career opportunities are available for graduates of the MPH Community Health Track. Graduates complete the track with knowledge and skills that are adaptable to many settings including: federal and state agencies, voluntary health agencies, hospitals, health maintenance organizations and worksite settings. The terms community health specialist, community health educator, public health educator, health education specialist, health promotion specialist, and health educator are often used to describe the job titles for graduates. It is important to note that health educators are rarely in employment situations where only one skill is needed. For more information on this track, contact Community Health Track Coordinator, Dr. Debra Bill (610) 436-6941 or email: [dbill@wcupa.edu](mailto:dbill@wcupa.edu). A combination of skills and the ability to work as a member of a team ensures success at working in a number of settings and the following track courses prepares graduates for their future careers and CHES certification:

HEA531 Community as a Basis for Health  
HEA543 Transcultural Health  
HEA539 Health Promotion Program Planning  
HEA538 Evaluation of Health Programs  
HEA544 Program Administration in Health and Human Service  
HEA645 Global Community Health Promotion  
HEA \_\_\_\_ Approved CH Elective

### **The Health Care Management Track**

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

HEA513 Legal Aspects of Health Care  
HEA514 Approaches to Health Care Delivery  
HEA612 Health Care Financial Analysis and Management  
HEA613 Advocacy and Quality of Health Care Services  
HEA614 Health Care Technology and Information Management  
HEA616 Strategic Leadership in Health Care  
HEA \_\_\_\_ Approved HCM Elective: \_\_\_\_\_

## **The Environmental Health Track**

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

- ENV524 Industrial Hygiene
- ENV545 Risk Assessment
- ENV547 or ENV447 Environmental Regulations
- ENV551 or ENV451 Environmental Toxicology
- GEO534 Geographic Information Systems
- Environmental Health Electives (6 credits)
- ENV533 Water Quality and Health
- ENV570 Emergency Preparedness
- ENV575 Bioterrorism and Public Health
- GEO584 Applications of Geographic Information Systems
- GEO\_\_ Environmental Modeling with GIS
- ENV581 Special Topics

## COMPETENCIES IN THE MPH PROGRAM

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

**All students regardless of their elective tracks need to meet the following MPH core competencies.**

<b>MPH PROGRAM CORE COMPETENCIES*</b>	
<b>MPH Core Competencies: <i>Upon completion of the MPH Program, the graduates will:</i></b>	
1. Biostatistics	Apply the concepts of biostatistics in the collection, retrieval, analysis and interpretation of health data along with designing health related surveys/experiments and apply the concepts of statistical data analysis to community populations
2. Epidemiology	Demonstrate knowledge of the principles of epidemiology through the study of distribution and determinants of disease, disabilities and death in human populations, the characteristics and dynamics of human populations along with the natural history of diseases in community populations
3. Environmental Health	Interpret and analyze the impact of environmental issues including the biological, physical and chemical factors that affect the health of a community
4. Health Care Management	Understand the role of the health care delivery system in the organization, cost, financing, quality, policy issues and equity of health care along with the role of the health care delivery system in maintaining the health of populations.
5. Social and Behavioral Aspects of Health	Demonstrate knowledge of the concepts of social and behavioral theories relevant to the identification and solution to public health problems.
6. Research	Synthesize literature in an area of public health, including identification of gaps in knowledge and strengths and limitations in study design.
7. Needs Assessment	Analyze and synthesize various available resources and data to determine the public health needs in a community setting.
8. Planning and Evaluation	Demonstrate proficiency in design, development, implementation and evaluation of public health projects/programs in the community setting.
9. Communication and Informatics	Collect, manage and organize data to produce information and present information to different audiences through information technologies or through media channels to demonstrate how information and knowledge can be utilized to achieve specific objectives.
10. Professionalism	Subscribe to a professional code of ethics and apply ethical standards to public health issues along with demonstrating professional, culturally competent knowledge and practice

**\*MPH Core Competencies are adapted from the MPH Core Competency Model from the Association of Schools and Programs in Public Health (ASPPH).**

## **MPH TRACK COMPETENCIES**

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

### **Community Health Track Competencies\***

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

- Assess needs, assets and capacity for health education.
- Plan health education.
- Implement health education.
- Conduct evaluation and research related to health education.
- Administer and manage health education.
- Serve as a health education resource person.
- Communicate and advocate for health and health education.

**\*Community Health competencies are adopted from The National Commission for Health Education Credentialing, Inc., Responsibilities and Competencies.**

### **Health Care Management Track Competencies \***

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

- Effectively transfer information in oral, written, and non-verbal form to others, including the ability to judge what needs to be communicated, when it needs to be communicated, to whom, how and how much, and where this communication should take place.
- Formulate the right questions and answers, think logically and independently, conceptualize and problem solve in an unstructured environment.
- Develop an understanding of planning and decision-making, organizing, leading, and controlling an organization's human, financial, physical, and information resources to achieve organizational goals in an efficient and effective manner.
- Recognize and analyze health system and sub-system properties, processes, and outputs, and the dynamic interactions within the system and with the external environment.
- Develop, implement, manage, and evaluate economic and financial models in order to plan and guide the organization to achieve its strategic goals and objectives.

**\*The competencies for the Health Care Management follow the criteria set forth by the Commission on Accreditation of Healthcare Management Education (CAHME).**



### Environmental Health Track Competencies\*

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

- Identify illness and injury causing agents in workplaces, residences, health care facilities and other institutions, and the outdoor environment.
- Measure biological, chemical and physical disease agents in any environment and assess compliance with environmental regulations and professional standards.
- Analyze, interpret and evaluate toxicological, epidemiological and environmental exposure data.
- Quantitatively assess risk using mathematical models.
- Communicate risk information to the populations they serve.
- Plan and manage emergency preparedness programs.
- Integrate, implement and evaluate control strategies to reduce environmental risks
- Lead, manage and administer environmental health programs.
- Apply appropriate research principles and methods in Environmental Health.
- Advance the profession of Environmental Health.

**\*The competencies for Environmental Health are an adaptation of the requirements for industrial hygiene practice set up by the American Board of Engineering Technology (ABET) which accredits industrial hygiene programs. These industrial hygiene concepts have been broadened to include the whole field of environmental health and some aspects of emergency preparedness.**

# APPLIED LEARNING EXPERIENCE I AND II

## THE MPH PRACTICUM AND CULMINATING ACTIVITY

### Overview

The Applied Learning Experience I and II (ALE I and II) is the practicum and culminating activity for the MPH Program. This practicum and culminating activity (Major Project) is a planned, supervised and evaluated learning experience. During this experience, students plan and implement a Major Project that is their culminating activity. Additionally, students are required to participate in Professional Practice Activities (PPAs) through the completion of onsite hours at the agency. Examples of Major Projects include: research projects, program development, program evaluation, needs assessments and case studies.

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

- **Major Project (Culminating Activity):** Students are required to complete their Major Project (culminating activity) during ALE I and II. The planning phase of the Major Project occurs during ALE I. The Major Project implementation phase occurs during ALE II. Students are required to present the ALE I and I assignments in a professional binder at the end of each semester.
- **Professional Practice Activities (PPAs) On Site Hours:** Students are required to spend time at the agency to observe how the site supervisor and coworkers provide their services to the community. Students are required to participate in ongoing PPAs (i.e. attending committee meetings, planning meetings, interaction with clients and onsite work related to the Major Project). To participate in PPAs students are required to complete 100 onsite hours during ALE I and 200 onsite hours during ALE II.
- **Professional Poster Presentation:** At the end of ALE II, each student produces a professional poster that summarizes the Major Project. Students prepare handouts that summarize the Major Project. Posters are presented at the end of each semester to faculty, students and invited community members.

**Please note:** The information provided in this section is an overview of ALE I and II. *The ALE I and II Guidelines and Appendices* provides in-depth information for students and site supervisors along with forms that will need to be completed by students and site supervisors. These guidelines and appendices are available on the MPH website and D2L.

### **HEA649- Applied Learning Experience I**

The purpose of this practicum course is to prepare students for ALE I which is the culminating experience (major project report and poster session) and practicum (implementation of major project at the practice site). This preparation will include a comprehensive and integrated application of the MPH curriculum in the development of the major project plan that will be completed during ALE II. Students will also be introduced to the role of the agency in the community setting with completion of the Agency Interview Reaction paper and the Agency Report.

During the second part of the ALE I semester, students will be expected to participate in professional practice activities to gain hands-on experience in the public health setting. Students will select their community practice site for the practicum experience under the supervision of the ALE Faculty Advisor.

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

The purpose of this practicum course is to enable students to complete their practicum and culminating experience (Major Project Report) at a site selected during ALE I. This practicum is a continuation of the of the Major Project Plan that was developed during ALE I. Students will be responsible for implementation of the Major Project Plan at the practicum site along with preparing a professional poster that summarizes the completed Major Project. Students are also expected to continue to participate in professional practice activities throughout the ALE II semester for further growth and development as a public health professional. This experience will include a comprehensive and integrated application of the MPH curriculum to the implementation of the Major Project Plan and completion of the Major Project Report.

### **Course Prerequisites for HEA649 - Applied Learning Experience I**

The ALE I and II are the final practicum courses taken before graduation. Students will need to complete 30 credits before registering for HEA649-ALE I and complete an Applied Learning Experience I Application that includes a list of completed courses with the student's transcript and cumulative grade point average. This application is reviewed and approved by the ALE Faculty Advisor. Only students with approved applications will move to the next step of agency site selection and interviews. **It is important to note that each track may have specific courses that need to be completed before the start of ALE I and students are responsible for meeting with their academic advisors to ensure that courses are completed in appropriate sequence before the start of ALE I. All students (regardless of assigned track) will need to complete the following courses before the start of HEA649 –ALE I as these courses serve as a foundation for developing the Major Project Plan.**

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

**All students completing ALE I and II in the accelerated format will need all courses completed before the start of HEA649.**

\*Students are strongly encouraged to take all of the course prerequisites during the first year of the program. If this is not possible due to scheduling conflicts students will have the option of registering for HEA648 Research Methods in Public Health during the same semester as HEA649 Applied Learning Experience I (this situation usually applies to full time students who need to maintain 9 credits per semester). HEA648 Research Methods in Public Health is an accelerated course offered in the first half of the semester and if students register for both courses in same semester they will not begin their Major Project Plan for HEA649 Applied Learning Experience I until after the completion of HEA648. The Applied Learning Experience Faculty Advisor will require students to be prepared to develop their Major Project Plan with the skills and knowledge on research methods acquired during HEA648.

### **Course Prerequisites for HEA650 - Applied Learning Experience II**

All MPH core and track courses need to be completed before the start of HEA650-ALE II. **There are no exceptions made for this prerequisite.** Students will complete an ALE II Application that will include a list of

completed courses with the student's transcript and cumulative grade point average. This application is reviewed and approved by the ALE Faculty Advisor.

### **ALE I and II Time Commitments (Accelerated and Traditional Format Options)**

It is important to note that many students in the program have full time jobs and will need to **complete a total of 300 hours for ALE I and II**. Students who are employed may need to make arrangements for time off from work to complete their Major Project and PPAs during the Applied Learning Experience I and II. **Employed students will need to select the traditional ALE I and II format.**

Other students who are not employed (full time students, Graduate Assistants and MPH Fast Track students) have the option of completing ALE I and II in one semester in the **accelerated format**. In either format, the student and Agency Site Supervisor will need to be in agreement about the time needed to be spent onsite before the start of the ALE I. Arrangements for time at the site should be flexible.

**All students are expected to spend time at the agency to complete their Major Projects and PPAs.**

#### **Accelerated Format: ALE I and II completed in one semester (15 weeks)**

This format is recommended for full-time students, MPH Fast Track students and Graduate Assistants who are not employed. Students will need to devote the time needed to complete ALE I and II in one semester. The accelerated format requires students to complete 300 hours in one semester with 100 hours (classroom and practicum hours) in the first half of the semester and 200 hours in the second half of the semester. **Students selecting this format must be placed at their practicum site before the start of ALE I and all courses need to be completed before the start of HEA649.**

#### **Traditional Format: ALE I and II completed in two semesters (30 weeks)**

In the traditional format, students will complete ALE I and II over two consecutive semesters. During the first semester, students will complete 100 hours in class and at the practicum site. During the second semester, students will complete 200 hours at the practicum site. This format is recommended for students who are employed and need more time to complete the Major Project and the PPAs.

### **Applied Learning Experience at Student's Place of Employment**

Students who are employed at an agency/institution/facility may complete their ALE at their place of employment. However, the experience cannot be related to their current job responsibilities. For example, a student who is working in a county health department in the area of maternal/infant health may not complete his/her project in that division or department. However, the student can select a different department (i.e., chronic disease prevention and control) to complete their project with a site supervisor not related to the student's current position.

# GUIDELINES FOR INTERNATIONAL STUDENTS

## Overview

The MPH Program at West Chester University has a very diverse group of students, with many international students from India and various countries throughout South America, Africa and Asia. **It is important for international students to understand that the Chair of the Department of Health, the MPH Program Director, the Graduate Coordinator, the Assistant Chair or MPH Faculty are not able to assist students with processing VISAs, immigration issues and housing. The Center for International Programs is the main support system for international students at West Chester University. It is important that international students work directly with the Center for International Programs for the issues and concerns with immigration status.**

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

## Services Offered by the Center for International Programs

**Contact:** Angela Howard, Assistant Director of International Programs  
Email: [ahoward@wcupa.edu](mailto:ahoward@wcupa.edu), phone (610) 436-2138

### **The Center for International Programs offers an array of services, such as:**

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

### **Undergraduate Preparation**

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

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

**Statistics Competency Examination:** Students have the option of completing a Statistical Competency Examination (administered by the Department of Health, under the direction of the instructor for HEA526 Biostatistics in Public Health) This exam is scheduled at the start of fall/spring semesters. A score of 85 or better will be accepted as a replacement for the undergraduate statistics requirement. This option should only be considered if the student has previous experience with introductory statistics through other courses that may not appear on the transcript as traditional statistics courses. If students are considering this option, please contact the current course instructor for HEA526 Biostatistics in Public Health for more information about the competency exam.

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

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

**Recommendations for the Environmental Health Track/Undergraduate Preparation**  
MPH Environmental Health Track candidates should have an undergraduate degree in a science, engineering or public health field but others with extensive coursework in the sciences are also invited to apply. We seek applicants with an undergraduate background that includes a year of biology with labs, including microbiology; a year and a half of chemistry with labs, including organic chemistry; math including pre-calculus and a basic statistics course. A broad familiarity with environmental health science is a distinct advantage.

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

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

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

#### **All graduate programs require the following:**

- Completed application form submitted online.
- A written statement of your professional goals. This statement is included on the application.

- TOEFL or IELTS scores (minimum TOEFL score = 80; Minimum IELTS total overall score= 6.5)
- WES evaluation (or other NACES credential) if you attended a college/university outside of the United States ([www.naces.org](http://www.naces.org))

**In addition, the MPH Program requires all of the following:**

- Two letters of recommendation for degree & certificate programs.
- Resume

**You are responsible for assuring that all necessary materials are received by the Office of Graduate Studies by the application deadlines.**

All application materials become the property of West Chester University and may not be returned or forwarded to another institution.

**Where to Send Your Supplemental Materials:**

All corresponding materials should be sent directly to:

Office of Graduate Studies and Extended Education  
 McKelvie Hall, 102 W. Rosedale Avenue  
 West Chester University  
 West Chester, PA 19383-2600

**Application Fee**

A \$50 fee must be paid online when submitting your application. The application fee is nonrefundable and cannot be credited toward any charges if you subsequently register as a student.

**Application Deadline**

International students are strongly advised to submit their completed applications and other required documents (including test scores) **by May 1 for fall semester and October 15 for spring semester.**

**Application Instructions**

The online application cannot be processed without credit card information.

**Programs to Which You Are Applying**

Requirements for programs of study and degree can be found in the [Requirements for Programs of Study and Degrees Offered](#) and in the Graduate Catalog.

Please indicate the program/curriculum to which you are applying.

## **Graduate Assistantship**

If you are interested in being considered for a graduate assistantship, please check the appropriate field on the international application. Additionally, the Department of Health has a Graduate Assistant Application that needs to be completed by all MPH students interested in a GA positions in the department. The GA application is posted on the MPH website. Deadlines for this application are posted on the MPH website.

## **Statement of Professional Plans and Goals**

All applicants must complete a goals statement. The quality of your statement is of critical importance to the success of your application for admission. Several programs have specific essay requirements. Please refer to the Requirements for Programs of Study and Degrees Offered.

## **Letters of Reference**

Please list at least two persons, such as a college professor or employment supervisor, who can attest to your academic or professional skills. Upon submission of your application, your recommenders will receive reference request emails with instructions on how to complete the letter of recommendation. Upon completion by your recommender, their letter of recommendation will be automatically forwarded to the Office of Graduate Studies. If you prefer, you may have your recommenders send their letter directly to the Office of Graduate Studies. ([gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu))

## **Additional Requirements for International Students**

In addition to fulfilling all the general University requirements, applicants whose permanent residence is other than the United States must meet the following requirements.

### **Testing of English as a Foreign Language (TOEFL) or (IELETS)**

This test is required of all applicants who are non-native speakers of English, regardless of previous language instruction. **To be admitted to one of the degree programs, a student must obtain a minimum score of 80 on the TOEFL.**

The TOEFL is an **additional** requirement for foreign applicants. It is not a substitute for the standardized examinations (GRE, GMAT, MAT) required for admission to some graduate programs.

Applicants should, therefore, take care to register for the examination in time for their scores to reach West Chester University before the appropriate application deadlines.

**IELTS scores can also be submitted. An overall score of 6.5 is required.**

## **Student Visa**

If you require a student visa, please indicate this on the application form. If you are already in the United States, please supply a copy of your current visa. If you are currently attending another university on an I-20, you will need a new I-20 document for WCU (transfer).



## **Proof of Financial Support**

International students must be able to verify their ability to meet all educational and living expenses before a U.S. Immigration Form (I-20) can be issued by West Chester University. Detailed information on proof of financial support can be obtained through the Center for International Programs. This proof is not required until after formal acceptance.

## **Nondiscrimination/Affirmative Action Policy**

West Chester University is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the University will continue to make every effort to provide these rights to all persons regardless of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability, or veteran status. This policy applies to all members of the University community including students, faculty, staff, and administrators. It also applies to all applicants for admission or employment and all participants in University-sponsored activities. This policy is in compliance with federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1972, Americans with Disabilities Act of 1990, and the Executive Order of the Governor of Pennsylvania. 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., 610-436-2433.

**Please Note: You are considered an international applicant if you need a visa in order to reside and study in the United States. If you are a U.S. citizen, permanent resident, refugee or asylee, you will be considered a domestic applicant even if you currently reside outside the U.S.**

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

<https://www.wcupa.edu/international/maintainStudentStatus.aspx>

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

# THE MPH FAST TRACK PROGRAM FOR THE WCU UNDERGRADUATE STUDENT

## Purpose of the MPH Fast Track

The MPH Fast Track Program will enable qualified undergraduates to enroll in two graduate MPH courses during their senior year along with two approved 400 level health courses. Students will complete 12 credits that will meet the MPH Program requirements by the end of the senior year which can enable completion of the MPH degree as a full time student during the following year. The courses for the MPH Fast Track taken in senior year will apply to the undergraduate degree and these courses will meet the requirements for the graduate degree. Many of the MPH courses are offered in an accelerated format (completed during the evening hours in seven weeks or online (i.e. Health Care Management Track). Additionally, the MPH Program has accelerated winter term and summer courses (one week formats). The MPH Program also prepares students to participate in a 300-hour practicum (Applied Learning Experience I and II) to gain hands-on public health experience in a variety of settings (hospitals, health departments, government agencies, non-profit agencies, and corporate sites).

<b>MPH FAST TRACK COURSE SCHEDULE</b>	
<u><b>Senior Year</b></u> (2) 400 Level Health Courses (2) Graduate MPH Courses	<u><b>Summer Semester After Graduation</b></u> One Graduate MPH course
<u><b>Fall Semester</b></u> 4 Graduate MPH Courses	<u><b>Spring Semester</b></u> 4 Graduate MPH Courses
<u><b>Summer Session I</b></u> Applied Learning Experience I (100 hours)	<u><b>Summer Session II</b></u> Applied Learning Experience II (200 hours)
<u><b>AUGUST GRADUATION</b></u> <b>Credit Totals</b> <b>Senior Year</b> - 12 Credits Meets the Requirements for MPH Degree <b>MPH Degree</b> – 33 Graduate Credits 45 Credits for the MPH Degree	

## General Requirements for the MPH Fast Track Program

- Undergraduate students are in their senior year (completion of 90 credits) with a cumulative 3.0 grade point average before the start of the graduate courses.
- All students will complete a **MPH Fast Track Approval Form** and meet with their undergraduate and MPH advisor in the spring semester of their junior year to prepare for the MPH Fast Track Program.
- Students will meet with a MPH advisor during their senior year to ensure appropriate advising for the transition from undergraduate to graduate studies.
- Undergraduate students will apply for admission into the MPH Program in the fall semester of their senior year.

**Statistics Requirement:** All students will need to complete MAT121 – Introduction to Statistics before enrolling in HEA520 – Public Health Epidemiology and HEA526 – Biostatistics for Public Health. Students also have the option of completing this course equivalent at a Community College or another university.

**WCU Majors Eligible for the MPH Fast Track Program**

- B.S. Public Health/Health Promotion
- B.S. Environmental Health
- B.S. Health Science
- B.S. Health Science/Respiratory Care
- B.S. Professional Studies/Health Science Minor/Nutrition Minor

**Other WCU Majors:** All WCU Majors will be considered for the MPH Fast Track Program if these students take (2) 400 health courses and (2) graduate health courses during their senior year and meet the requirements for taking graduate courses as an undergraduate student. These students will need to meet with a MPH advisor during their junior year.

**Approval Process for the MPH Fast Track Program**

- All students will need to complete a department *MPH Fast Track Approval Form* before enrolling in graduate courses.
- Students should meet with the appropriate undergraduate and MPH advisors to discuss the program and complete the application.
- The student gives the completed application to the MPH advisor. This application is for department use only and will not replace the formal application for graduate studies at WCU. This application will also serve as documentation for completion of course credit, course grades and GPA requirements for the MPH Fast Track Program.
- All students will need to apply for formal acceptance into the MPH Program, through the Office of Graduate Studies, during the fall semester of their senior year.
- At the end of the semester, each MPH Advisor will provide a list of students who did not meet the credit and GPA requirements to the MPH Program Director. The MPH Program Director will forward this list to the Graduate Dean and these students will be dropped from the graduate courses.

<b>Approved Graduate Courses for All Tracks in the MPH Program</b>
HEA520 Public Health Epidemiology ( <i>fall/spring semesters, prerequisite – MAT121 Introduction to Statistics</i> )
HEA526 Biostatistics for Public Health ( <i>fall/spring semesters, prerequisite – MAT121 Introduction to Statistics</i> )
ENV530 General Environmental Health ( <i>fall/spring semesters</i> )
HEA630 Health Care Administration ( <i>fall/spring semesters</i> )
HEA632 Social and Behavioral Aspects of Health ( <i>fall/spring semesters</i> )
(These courses are selected under advisement with an MPH Track Advisor)

**Meeting the Requirements for the MPH Degree at the Time of Graduation Clearance**

Each MPH Track Advisor will verify that students have met the undergraduate 400 level courses and graduate course requirements during MPH graduation clearance. The (2) 400 courses will be used to meet the two course elective requirements for the MPH degree. The (2) graduate courses will be used to meet the requirements of the graduate courses selected according to each track requirements. These courses do not appear on graduate transcripts.

## **Department of Health's Grade Requirements and Repeat Policy for 400 and Graduate Courses**

For the 400 level and graduate courses to meet the requirements of the MPH Program, all students will need to complete these courses with a B or better grade. If the students do not receive the B or better grade, these courses will continue to be applied as undergraduate credit for undergraduate degree completion. Once a grade has been recorded for undergraduate credit, it cannot be transferred to graduate credit at a later date (WCU Policy).

**Repeat Policy:** Students will not have the option to repeat the graduate courses (as undergraduate students) to meet the grade requirement for the MPH Fast Track Program. However, students who are dropped from the MPH Fast Track Program and decide to apply to the MPH Program as traditional graduate students will be able to retake these courses. These courses will be counted as graduate credit and will appear on the graduate transcript.

### **WCU Forms Needed for Graduate Course Registration**

The forms are found on WCU's website under the Department section – Registrar's Office. On the Registrar's Office website students will need to click on "***All Forms***" and then click on "***Undergraduate Credit for Graduate Courses***". A form will be needed for each graduate course. Students will need to print and complete this form along with obtaining signatures from their advisor, the course professor, the Department Chair, the Graduate Dean, the Associate Provost and the Registrar. These graduate courses will count as credit for the undergraduate degree and students will be charged undergraduate tuition for these courses.

**Deadline for Form Submission:** If students have not obtained the 90 credits and the 3.0 GPA at the time of registration for the graduate courses, they will need to submit the form when they have completed the 90 credits with the 3.0 GPA before the end of the Drop/Add period.

**Option for Enrolling in Graduate Courses for Graduate Credit:** The WCU policy for undergraduate enrollment in graduate courses allows student to count the graduate courses for either undergraduate or graduate credit, we recommend that students count the graduate courses as credit for their undergraduate program. In some cases, students will have more than the 120 credits needed for their undergraduate degree, these students may want to count these graduate courses as graduate credit. If students decide to count these graduate courses as graduate credit, they will need to pay graduate tuition for these courses. These courses will be listed on the graduate transcript and will need to meet the requirements of the MPH Program. In this situation, these courses will not count as undergraduate credit and students will need to complete the "***Application for an Undergraduate to Take a Graduate Course for Graduate Credit***" form. This form is found on the Office of Graduate Studies' website under the "Forms" section.

**Time Requirements to Complete the MPH Degree and Time Requirements for the Fast Track Courses:** Students have the option of extending the time needed to complete the degree. Students who need to extend their time for degree completion will need to meet with their advisors to work on alternative course schedules. Students who need a time extension should be aware of the time requirements for these courses taken during their senior year. For the (2) 400 level health courses and the (2) graduate courses to meet the requirements for the MPH degree, all students will need to finish the MPH Degree within six years of completion of the (2) 400 level health and (2) graduate courses. If the time to complete the MPH Degree Program extends beyond the six years, this will result in forfeiture of

these courses for the MPH Degree. Students in this situation will have the option to complete the degree (with approved extension for degree completion) but will need to replace the (2) 400 level courses with graduate elective courses selected under advisement. The students will need to repeat the (2) graduate courses taken during senior year.

### **Transfer of Credit to Other Graduate Programs**

After completion of the MPH Program some students will pursue doctoral degrees. It is important for students to understand that the graduate courses that were taken for their undergraduate degree will not be eligible for transfer credit from West Chester University to another University's graduate program. It is important to remember that these courses were taken as an undergraduate student for undergraduate credit. In this situation, the student should explore the possibility of a waiver of the requirements for these courses when applying for a graduate program at another university.

#### **MODIFIED MPH FAST TRACK PROGRAM**

##### **Current Students Not in the MPH Fast Track Program – Using 400 Level Health Courses to Meet Elective Requirements for the MPH Degree**

Students who are recent graduates of the degree programs in the Department of Health, and Professional Studies/Health Minors who did not participate in the MPH Fast Track Program will be allowed to use two 400 level health courses to meet the elective requirements for MPH degree.

**The grade requirement is a B or better for the (2) 400 level health courses.**

The (2) 400 level health undergraduate courses will be used to meet the requirements of MPH Track electives. Each MPH Track will determine the 400 level courses that will be accepted for this requirement.

**MPH Modified Fast Track Program Requirements:** To qualify for the MPH Fast Track, WCU students need a 2.8 cumulative GPA and apply for the MPH Program in their senior year. Students need to complete a **MPH Modified Fast Track Approval Form** which is submitted to their undergraduate advisor and MPH Advisor during their senior year. During completion of the undergraduate degree, (2) 400 level health courses will be used to meet the elective requirements in for the MPH Degree (MPH advisors will verify the completion of these courses as meeting the graduate elective requirements during MPH graduation clearance).

**Admission into the MPH Program:** All undergraduate students in the MPH Fast Track Program need to apply for admission into the MPH Program in their senior year during the fall semester.

**Time Extension to Complete the MPH Degree and Time Requirements for the 400 Level Health Courses:** Students have the option of extending the time needed to complete the degree. If courses cannot be completed within the recommended course rotations listed on the advising sheet, students will need to meet with their advisors to work on alternative course schedules. Students who need a time extension should be aware of the time requirements for these courses. For the (2) 400 level health courses to meet the requirements for the MPH degree, all students will need to finish the MPH Degree within six years of completion of the (2) 400 level health courses. If the time to complete the MPH Degree Program extends beyond the six years, this will result in forfeiture of these courses for the MPH Degree. Students in this situation will have the option to complete the degree (with approved extension for degree completion) but will need to replace the (2) 400 level health courses with graduate elective courses selected under advisement. MPH advisors will verify the completion of these courses as meeting the graduate elective requirements during MPH graduation clearance.

## THE UNIVERSITY AND STUDENT LIFE

### Library Services

West Chester University has two physical libraries, the Francis Harvey Green Library at the corner of High Street and Rosedale Avenue, and the Presser Music Library in room 121 Swope Music Building and the Performing Arts Center. Both libraries offer excellent environments for study and research. The total collections of both libraries include more than 774,000 print volumes, 7,700 print and electronic periodical subscriptions, and 86,500 audio-visual items (including videos, DVDs, and sound recordings). In addition, Library Services licenses more than 116,000 electronic books, the full text of articles from more than 23,000 periodicals, over 75,000 streaming audio titles, and more than 450,000 images of art works. These materials are augmented by an extensive collection of maps, government documents, and more than 879,000 items in microform, including books, periodicals, newspapers, and doctoral dissertations.

The total library collection compares favorably with other major public and private libraries in the region. Special holdings in the Green Library include the Chester County Collection of Scientific and Historical Books, the Normal Collection (publications by faculty and alumni), and the Stanley Weintraub Center for the Study of Arts and Humanities. Important rare books include *The Biographies of the Signers of the Declaration of Independence* by John Sanderson and the first four Folios of Shakespeare. Also worthy of note are the collections of children's literature, instructional media, and the Philips Autographed Library in Philips Memorial Building. The Presser Music Library contains the University's collection of scores as well as sound recordings, music books, periodicals, and microforms. This new facility also features the latest equipment for listening to sound recordings in analog and digital formats.

The Green Library houses a Starbucks and the Elinor Z. Taylor Graduate Study Lounge (FHG 608). Access to the Graduate Study Lounge is available through the Graduate Student Association. Key library services include reference (in-person, telephone, and e-mail), library instruction, electronic reserves, interlibrary loan, wireless laptops for use in the library, and access to coin-operated photocopiers and microform copiers.

The library's Web site, <http://www.wcupa.edu/library>, provides continually updated access to a wide array of resources and services, including PILOT, the library's catalog and links to more than 180 specialized databases. Most library databases are available from any computer with Internet access, and they may be accessed from off campus by entering an authentication number – a valid WCU network login or the 14- or 16-digit number from a current WCU ID. Graduate students without a WCU network login or ID may request an authentication number on the library's Web pages. There is no charge for interlibrary loan, and materials not owned by the library may be requested over the Internet. Most materials requested from other libraries must be picked up at the Green Library. Questions regarding library materials and services should be directed to the Green Library Reference Desk, 610-436-2435, [refdesk@wcupa.edu](mailto:refdesk@wcupa.edu).

### Student Housing

West Chester University provides housing facilities for its graduate students on a limited basis for the regular school year and all summer sessions. Graduate students may live in either a North Campus residence hall (that houses predominantly undergraduate students), with a 24-hour quiet hour option, or in selected units of the South Campus apartment complex. Students in the residence halls must be on the University meal plan; apartment residents have the option of any meal plan offered or no plan at all.

North Campus residence hall rooms are all double occupancy; apartments are designed for five occupants in combinations of double and single bedrooms.

The University, through the West Chester University Foundation, also offers other housing options on campus that are referred to as affiliated housing. University Hall, a suite-style residence hall on North Campus, and the Village at West Chester University, an apartment complex on South Campus, are available to current students beyond the 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 a private corporation.

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

For assistance in locating a dwelling or apartment off campus, students may contact the Off Campus and Commuter Services program. The Office of Residence Life and Housing Services is located in 202 Lawrence Center, phone: 610-436-3307.

Students who choose to live in the community must secure their own living accommodations. The Off-Campus and Commuter Services program will assist students in finding housing by providing up-to-date listings of available housing. These listings are available in 116 Sykes Student Union and may be accessed on the Web at [www.wcupa.edu/public/och](http://www.wcupa.edu/public/och).

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

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

### **The Writing Center**

Anyone and everyone comes to the Writing Center! Everyone can improve their writing! West Chester students, grad students, and professors frequently visit the Writing Center for assistance. They come to the center because they know how useful it can be to talk about and get feedback on their writing. Talking with a tutor helps clarify and organize thoughts which will help you become a better writer in the long run. Graduate students are welcome to bring in any type of writing assignment for any class or project to the Writing Center. The staff will offer personal help with planning, revising, or any other aspect of writing your paper, but they will not write student papers. The staff wants to help students develop writing skills which are vital to success as a writer.

**It is important to note that most of the MPH courses are writing intensive. Program planning, needs assessments, research reports, grant proposals, and Applied Learning Experience projects need to be written at a professional level. MPH faculty will expect students with weak writing skills to utilize the Writing Center. Some MPH faculty will require a staff member of the Writing Center review and critique papers as part of student assignments. To make an appointment, students must sign up using the sign-up sheet on the door at Lawrence 214, or call (610) 430-5664. Please plan ahead and don't wait until the day the paper is due or you will not be able to fully benefit from the session.**

### **Student Health and Wellness Centers**

The University maintains a Student Health Center staffed by physicians, nurse practitioners, registered nurses, health educators, and a nutritionist. The Health Center staff is available to meet emergency and first-aid needs, and to perform routine treatment of minor illnesses and minor surgical conditions. The Student Health and Wellness Centers also offer programs designed to enhance wellness, disease prevention, and health education.

Part-time graduate students must pay the student health fee to be eligible for services. The University does not furnish other medical care or bear the costs of medical or surgical treatment or hospitalization. The community of West Chester has qualified physicians and excellent facilities at the Chester County Hospital.

The Student Health and Wellness Centers are located on the Ground Floor of Commonwealth Hall. Any emergencies during the night and on weekends may be treated at the Chester County Hospital Emergency Room. The Health Center phone number is 610-436-2509 and visits are available by appointment. The Wellness Center phone number is 610-436-3276.

Graduate students, their spouses, and dependents may take advantage of a group medical illness and accident insurance policy approved by the University. Under the same group plan, there is a separate summer policy. Visit the Student Health and Wellness Centers for additional information and brochures.

### **Psychological Counseling Services – The Counseling Center**

Counseling and Psychological Services - The Counseling Center (Phone: 610-436-2301) is located on the lower level of Commonwealth Hall. 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.

### **Information Services**

Information Services provides computing resources for a wide variety of users, both academic and administrative. Many of the University's administrative functions, such as registration, grade reporting, and billing, depend heavily on the campus-wide transaction processing system, which provides centralized access to University data from workstations located throughout the campus.

More importantly, computing is a vital instructional and research tool. Information Services offers students and faculty a wide range of computing resources, including a variety of software packages and hardware resources such as SAS, SPSS, MINITAB, programming languages, office software



products, microcomputers, printers, graphics workstations, digitizers, and optical scanners. Many of these facilities are available at various campus locations, but the Academic Computing Center on the ground floor of Anderson Hall serves as a focal point of instructional computing activity. A valid WCU ID card is required to use the Academic Computing Center. (For further information, contact the Academic Computing Center at 610-436-3349.) Computing facilities throughout the campus are joined by a high-speed network.

WCU faculty, staff, and students also can access computing resources off-campus through the Web. The network provides electronic mail capabilities for all campus workstations, connection to the Internet, and access to the University's main library catalogs.

The WCU network provides high-speed access to software applications (including programming languages, spreadsheets, word processors, and faculty-developed programs) and electronic communications capabilities to workstations. Student laboratory facilities are available in the Academic Computing Center, each of the nine residence halls, and Sykes Student Union. Information Services is located in Anderson Hall, 610-436-2828.

### **Bookstore**

The Student Services Inc. Bookstore is located on the ground floor of Sykes Student Union. The bookstore sells both new and used textbooks for all WCU courses, as well as school and art supplies. The store also stocks best sellers, a variety of general interest literature, and a large selection of reference books, study aids, and teacher aids. SSI Bookstore offers a complete line of official WCU imprinted clothing and an extensive array of gifts, greeting cards, groceries, snacks, and laundry supplies. Services include film processing, special orders for computer software and general interest books, UPS shipping, and daily book buybacks. All major credit cards and personal checks, accompanied with a valid ID, are accepted. The bookstore offers extended hours of operation at the beginning of each semester. As a shopping convenience, students may order textbooks and merchandise via the bookstore Web site, [www.click2ssi-bookstore.com](http://www.click2ssi-bookstore.com).

### **The Twardowski Career Development Center**

The University provides career planning and placement services and programs for its students and graduates through the Twardowski Career Development Center. The Twardowski Career Development Center's library provides information about careers, federal and state government positions, application forms, procedures, and job requirements. The center also maintains listings of job vacancies in business, education, and industry.

The services available to graduate students are career counseling; resume referral; and an on campus interview program. The center's Web site contains links to a variety of job vacancy databases as well as sites to post resumes on the Internet. A variety of resume services are also provided, from samples to assistance in developing a resume to free critiques.

The Twardowski Career Development Center is located in 225 Lawrence Center, 610-436-2501. For additional career information visit the Web page at [www.wcupa.edu/cdc/](http://www.wcupa.edu/cdc/).

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

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.

The OSSD is located within the Academic Programs and Services Division and coordinates services with the other units within the division, such as the Learning Assistance and Resource Center and the Academic Advising Center, as well as other University offices including the Writing Center and the Office of Residence Life and Housing. Liaison with governmental agencies and private practitioners for provision of services is also available through the OSSD. In order to ensure continuity of services, students should 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.

### **Office of Services for Students with Disabilities**

223 Lawrence Center  
West Chester University  
West Chester, PA 19383  
610-436-2564

### **Emergency Preparedness and Emergency Notification and Emergency Preparedness**

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

### **Emergency Alert Notification** <http://www.wcupa.edu/dps/emergency/EmergencyNotification.asp>

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

- Text message to e2campus subscribers, <http://www.wcupa.edu/e2campus/>
- Mass e-mails to faculty, staff, and students via WCU-assigned e-mail accounts
- Posted on WCU's homepage
- Recorded message on WCU's Information Line, 610-436-1000

While the University has a wide variety of methods to communicate with the campus community, the text messaging service allows the University to use some of the latest technology to reach students, faculty, and staff in the event of any emergency. The WCU homepage at <http://www.wcupa.edu> will be the primary source for all up-to-date, official information concerning emergencies. **Weather Notification Alert** <http://www.wcupa.edu/dps/emergency/WeatherEmergency.asp>

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

**Text messages to e2campus subscribers.** West Chester University offers a text messaging subscription service through e2campus, a state-of-the-art communication system, to instantly alert students, faculty, and staff of campus emergencies, including weather-related events. Subscribers will receive text messages on any device that accepts text messaging (SMS) through cellular service, such as cell phones, text pagers, BlackBerrys, and some wireless PDAs. In addition, there is an option to have messages sent to a personal e-mail address.

**Mass e-mails to students, faculty, and staff.** Because WCU-assigned e-mail accounts for employees and students will be used as one of the primary layers of communication for weather related as well as emergency alerts, all employees and students are required to activate and maintain regular access to their University-provided e-mail accounts.

**Posted on WCU's homepage at <http://www.wcupa.edu>.** The most up-to-date and specific information, including weather developments, event cancellations and postponements, or changes to the final exam schedule, will be posted on the WCU homepage. **Recorded message on WCU's Information Line, 610-436-1000.**

**Broadcast on many radio and TV stations.** Some radio and TV stations use a system of code numbers rather than school names for cancellations and announcements. **West Chester University's code numbers are 853 for cancellation of day classes and 2853 for evening classes,** and at <http://www.wcupa.edu/dps/emergency/WeatherEmergency.asp>. Because radio and TV stations are generally not able to provide specific information, the most accurate and detailed announcements will be maintained on WCU's homepage at <http://www.wcupa.edu>.

### **Recreation and Leisure Programs**

The Office of Recreation and Leisure Programs provides a variety of recreational opportunities for the University community. Through participation, individuals are afforded an opportunity to improve their health and experience recreational activities that will enhance their use of leisure time.

**Intramural Sports** affords students the opportunity to participate in individual or team competitive activities. The Intramural Sports program promotes health, wellness, and physical fitness, as well as encourages the worthy use of leisure time. Regardless of ability level, every individual can experience successful participation in a variety of individual or team athletic events.

For students who enjoy highly competitive, instructional, or recreational sports other than varsity athletics, the office provides a **Sports Club** program. Becoming a member of a club provides opportunities for instruction, socialization, competition, and fun. Currently, West Chester University provides 11 Sports Clubs: equestrian, fencing, ice hockey, karate, men's lacrosse, men's roller hockey, men's rugby, skating, skiing, men's volleyball, and women's water polo.

Outdoor recreational opportunities are conducted through the **Outdoor Adventure Program**. The Outdoor Adventure Program provides a variety of different trips and one-day activities including canoeing, caving, rock climbing, ski trips, backpacking, and camping. Outdoor recreation equipment such

as backpacks, tents, sleeping bags, camping equipment, snow boards, cross-country skis, and mountain bikes are available to rent.

For students who do not wish to participate in formal programs, **Open Recreation** provides days, times, and facilities in which students may participate in informal recreational activity utilizing the swimming pools, indoor/outdoor tracks, outdoor tennis courts, basketball gymnasiums, and sand volleyball courts.

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 and Olympic free weights. The center also includes an aerobics studio where sessions are held. A valid student ID is necessary for admission to the center and an orientation session is also required for all participants.

The **Aerobics** program is one of our most popular activities, with over 800 students, participating in more than 30 different aerobic sessions. All participants must register for this program and a \$15 semester fee is charged for participation.

For more information, call the Office of Recreation and Leisure Programs, 610-436-2131, or stop by Room 133, Ehinger Gymnasium.

The Student Recreation Center is now open with a fully equipped exercise facility. This center is available to students with a membership fee. For more information about the Student Recreation Center students need to contact the Student **Recreation Center**, Campus Recreation, 275 North Campus Dr., West Chester, PA 19393, **Phone:** 610.436.1REC, **Fax:** 610.436.3088.

## **STUDENT ORGANIZATIONS**

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

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

The Graduate Student Association (GSA) is the student government of all persons enrolled in graduate programs. The primary objective of GSA is to promote the overall well-being of graduate students at West Chester University. All graduate students are members of the association by virtue of their graduate status. The GSA office is located in Sykes Student Union.

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

The MPH Program provides opportunities for students to become involved in student governance through the MPH Student Advisory Board. Board meetings are scheduled throughout fall and spring semesters. Each academic year there are elections for key positions in this Board. The purpose of this Board is to enable students to: provide suggestions for program improvement and enable students to become actively involved in public health service and research activities. Student representatives from this Board attend MPH Program Meetings. Students who are interested in joining the MPH Student Advisory Board need to contact the Student Advisory Board Faculty Advisor.

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

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

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

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

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

## **PUBLIC HEALTH PROFESSIONAL ORGANIZATIONS**

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

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

The Pennsylvania Public Health Association is a membership alliance working to promote the health of Pennsylvania residents through the advancement of sound public health policies and practice. PPHA members from across the state have interest, experience and expertise over a wide range of health related issues, including those related to policy, education, private and public sector health services, health care delivery, legislation and health related research. (ppha.org)

PPHA sponsors a conference every year that enables students to network with other public health professionals in Pennsylvania. PPHA is a state affiliate of the American Public Health Association. The PPHA membership is free to all MPH students, full or part time while in school and for one year following degree completion. Membership applications are available on PPHA's website (ppha.org). Students should complete the application during their first semester and provide a copy of the completed application to the MPH Program Director.

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

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

## **Society for Public Health Education**

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

# **MPH PROGRAM FACULTY AND STAFF**

## **Faculty/Student Communications**

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

## **MPH Core and Track Courses – Instructor/Student Communications**

### **Student Issues Within Courses**

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

### **Course Information**

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

## **Student/Advisor Communications**

### **Course Advising**

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



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

### **Advisor Availability**

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

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

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

### **The Role of MPH Faculty and Staff**

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

### **Department of Health - Chair**

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

#### **Department of Health Chair: Dr. Bethann Cinelli**

Contact Information:

Phone: 610-436-2931

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

Address: Sturzebecker Health Science Center Room 207

### **Department of Health - Assistant Chair**

The Assistant Chair of the Department works closely with the Department Chair to provide support and management of all programs in the Department of Health. The Assistant Chair works on the Department of Health's assessment plans for graduate and undergraduate programs.

#### **Department of Health Assistant Chair: Dr. Jim Brenner**

Contact Information:

Phone: 610-436-3357

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

Address: Sturzebecker Health Science Center Room 302

### **MPH Program Director/Graduate Coordinator**

The major responsibility of the MPH Program Director is to oversee all activities related to program compliance to CEPH accreditation standards and management of accreditation related tasks. Additionally, the MPH Program Director oversees the programs goals, objectives, and outcomes, program curriculum revisions, monitoring assessment activities, student recruitment and retention, student application approval, general student advising through attending Graduate Open Houses, and community service placement.

#### **MPH Program Director/Graduate Coordinator: Dr. Lynn Carson**

Contact Information:

Phone: 610-436-2138

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

Address: Sturzebecker Health Science Center Room 209

### **The MPH Program Secretary**

The Department Secretary provides administrative support to the MPH Program in coordinating student requests for information, preparing welcome letters, and coordinating the

MPH Program materials (MPH Graduate Student Handbook, Applied Learning Experience I and II Guidelines, MPH Track Advising Sheets) and preparing course schedules.

**The MPH Program Secretary: Stephanie Kienle**

Contact Information:

Phone: 610-436-2245

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

Fax: 610-436-2860

Address: Sturzebecker Health Science Center Room 208

**MPH Track Coordinators**

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

<b>CURRENT MPH TRACK COORDINATORS</b>		
<b>MPH Track</b>	<b>Track Coordinator</b>	<b>Contact Information</b>
Community Health	Dr. Debra Bill	Phone: 610-436-6941 Email: <a href="mailto:dbill@wcupa.edu">dbill@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 222
Health Care Management	Dr. Harry Holt	Phone: 610-436-2124 Email: <a href="mailto:hholt@wcupa.edu">hholt@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 222-N
Environmental Health	Dr. Neha Sunger	Phone: 610-436-2289 Email: <a href="mailto:nsunger@wcupa.edu">nsunger@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 315
MPH Core Course Coordinator	Dr. Lynn Carson	Phone: 610-436-2138 Email: <a href="mailto:lcarterson@wcupa.edu">lcarterson@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 209
Applied Learning Experience Coordinator	Dr. Lynn Carson	Phone: 610-436-2138 Email: <a href="mailto:lcarterson@wcupa.edu">lcarterson@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 209

**MPH Advisors**

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

**LIST OF MPH FACULTY, ROLES IN EACH TRACK AND CONTACT INFORMATION**

<b>COMMUNITY HEALTH TRACK</b>		
<b>MPH Faculty Member</b>	<b>Role in the MPH Program</b>	<b>Contact Information</b>
<p><b>DR. LYNN CARSON</b> Professor B.A., Neumann College M.S., St. Joseph's University Ph.D., Temple University <b>Certification:</b> MCHES (Master Certified Health Education Specialist)</p>	<p>MPH Program Director Community Health Faculty Community Health Faculty Advisor MPH Core Faculty Applied Learning Experience Coordinator Community Health ALE Faculty Advisor MPH Fast Track Coordinator Chair – MPH Program Committee</p>	<p>Phone: 610-436-2138 Email: <a href="mailto:lcarrson@wcupa.edu">lcarrson@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 209</p>
<p><b>DR. DEBRA BILL</b> Professor B.A., Central Connecticut State University MPH, University of North Carolina Ph.D., Temple University <b>Certification:</b> MCHES (Master Certified Health Education Specialist)</p>	<p>Community Health Track Coordinator Community Health Faculty Advisor Community Health Faculty Chair, Community Health Track Committee Co-Chair – MPH Community Advisory Committee Chair – MPH Community Service Committee Community Health ALE Faculty Advisor</p>	<p>Phone: 610-436-6941 Email: <a href="mailto:dbill@wcupa.edu">dbill@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 222</p>
<p><b>DR. SHARON DEJOY</b> Assistant Professor B.A., Columbia University MPH, Ph.D., University of South Florida <b>Certification:</b> CPH (Certified Public Health)</p>	<p>Community Health Faculty MPH Core Faculty Program Director, Undergraduate Public Health, Health Promotion Program</p>	<p>Phone: 610-436-3531 Email: <a href="mailto:sdejoy@wcupa.edu">sdejoy@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 211</p>
<p><b>DR. CHRISTINE WILLIAMS</b> Associate Professor B.S., University of Delaware M.S., University of Delaware Ph.D., Middle Tennessee State University <b>Certification:</b> CHES (Certified Health Education Specialist)</p>	<p>Community Health Faculty MPH Core Faculty Chair – MPH Workforce Development Committee</p>	<p>Phone: 610-436-2295 Email: <a href="mailto:cwilliams@wcupa.edu">cwilliams@wcupa.edu</a> Address: Sturzebecker Health Science Center, Room 304</p>
<p><b>DR. WHITNEY KATIRAI</b> Assistant Professor B.A., University of Louisville MPH, University of Kentucky Ed.D., University of Kentucky</p>	<p>Community Health Faculty Community Health Faculty Advisor WCU Graduate Assessment Coordinator</p>	<p>Phone: 610-436-2173 Email: <a href="mailto:wkatirai@wcupa.edu">wkatirai@wcupa.edu</a> Address: Sturzebecker Health Science Center, Room 304</p>
<p><b>DR. CHIWONESO TINAGO</b> Assistant Professor B.S., William Carey University MPH, University of Southern Mississippi PhD, University of South Carolina</p>	<p>Community Health Faculty Community Health Faculty Advisor MPH Core Faculty</p>	<p>Phone: 610-436-2776 Email: <a href="mailto:ctinago@wcupa.edu">ctinago@wcupa.edu</a> Address: Sturzebecker Health Science Center, Room 308</p>

ENVIRONMENTAL HEALTH TRACK		
MPH Faculty Member	Role in the MPH Program	Contact Information
<b>DR. NEHA SUNGER</b> Assistant Professor B.S., MBM Engineering College, India M.S., Indian Institute of Technology, Kanpur Ph.D., Drexel University	Environmental Health Track Coordinator Environmental Health Faculty Environmental Health Faculty Advisor MPH Core Faculty Environmental Health ALE Faculty Advisor Chair – Environmental Health Track Committee	Phone: 610-436-2289 Email: <a href="mailto:nsunger@wcupa.edu">nsunger@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 315
<b>DR. CHARLES V. SHORTEN</b> Professor B.S., M.S., Virginia Polytechnic Institute and State University Ph.D., Clemson University <u>Certification:</u> P.E. (Professional Engineer)	Environmental Health Program Director Environmental Health Faculty Emergency Preparedness Certificate Coordinator Emergency Preparedness Certificate Advisor Environmental Health ALE Faculty Advisor	Phone: 610-436-2360 Email: <a href="mailto:cshorten@wcupa.edu">cshorten@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 222-P
<b>DR. LORENZO CENA</b> Assistant Professor B.S., Brigham Young University M.S., Iowa State University Ph.D., University of Iowa	Environmental Health Faculty	Phone: 610-436-2623 Email: <a href="mailto:lcena@wcupa.edu">lcena@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 308

HEALTH CARE MANAGEMENT TRACK		
MPH Faculty Member	Role in the MPH Program	Contact Information
<b>DR. HARRY HOLT</b> Assistant Professor B.A., Indiana University of Pennsylvania J.D./MBA, Case Western Reserve University Ph.D., Pennsylvania State University <u>Licensure:</u> Lawyer	Health Care Management Track Coordinator Health Care Management Certificate Coordinator Health Care Management Faculty Advisor Health Care Management Faculty MPH Core Faculty Chair – Health Care Management Track Committee	Phone: 610-436-2124 Email: <a href="mailto:hholt@wcupa.edu">hholt@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 222-N
<b>DR. GOPAL SANKARAN</b> Professor B.S., M.B., Maulanaazad Medical College (India) M.D., All India Institute of Medical Sciences MPH, Dr.PH., University of California, Berkeley <u>Certifications:</u> MNAMS (Board Certified in Integrated M.C.H. Care; National Board of Examinations, India), CHES (Certified Health Education Specialist)	Health Care Management Faculty Health Care Management Faculty Advisor MPH Core Faculty	Phone: 610-436-2300 Email: <a href="mailto:gsankaran@wcupa.edu">gsankaran@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 222-0
<b>DR. TANYA GATENBY</b> Associate Professor B.A., M.S., University of Arkansas; Ph.D., University of North Carolina <u>Certification:</u> CPH (Certified Public Health)	Health Care Management Faculty Health Care Management Faculty Advisor MPH Core Faculty	Phone: 610-436-2113 Email: <a href="mailto:tgatenby@wcupa.edu">tgatenby@wcupa.edu</a> Address: Sturzebecker Health Science Center Room 312