OTHER ADMISSIONS INFORMATION

Physical Examination Requirements
Information on physical examination requirements is available in the Student Affairs section (http://catalog.wcupa.edu/undergraduate/student-affairs/health-counseling-services-information/) of this catalog.

Accessibility Services
West Chester University will make every effort to assure that students in need of learning accessibility services or accommodations will have access to the support they need to be successful in their program of study and will endeavor to remove all obstacles to a fulfilling, comprehensive university experience.

Students should contact the Office of Services for Students with Disabilities in Lawrence Center Room 223 to arrange for appropriate accessibility services or accommodations. Additional information can be obtained by calling 610-436-2564, e-mailing OSSD@wcupa.edu, or visiting their website at https://www.wcupa.edu/universitycollege/ossd/.

Second Baccalaureate Degree
An individual may pursue a second baccalaureate degree at West Chester University after earning the first baccalaureate degree either at West Chester University or another institution. Such an individual must apply for admission through University Admissions as a transfer student.

Post-Baccalaureate Teacher Certification
Individuals who are interested in post-baccalaureate teacher certification, at either the undergraduate or graduate level, should contact The Graduate School (http://www.wcupa.edu/grad/) for admissions materials. Applicants will be referred to the appropriate faculty advisor(s) for completion of the Approved Program of Studies form.

Readmission of Former Undergraduate Students
Degree students who have not attended West Chester University for three or more consecutive semesters are classified as "inactive" and can obtain an application for readmission from the West Chester University website. Students applying for readmission who have attended any institutions of higher learning since leaving West Chester must request those institutions to forward transcripts of their records to:
Office of the Registrar
25 University Ave
West Chester University
West Chester, PA 19383

Readmitted students who have a disability that they previously did not disclose but wish to do so should contact the Office of Services for Students with Disabilities (http://www.wcupa.edu/ossd/) (OSSD) at 610-436-2564. These students will be informed of the appropriate documentation to submit as well as the assistance and support services available to them. Students who believe that their disability had an effect on their previous course work at the University and wish to have this fact considered should include that information in their personal statement. They also may wish to seek the support of the OSSD in the readmission process.

Readmitted students are bound by the requirements in general education, major, minor, and cognate areas at the time of readmission, except where permission is granted by the respective department concerning departmental requirements.

Students intending to enroll in student teaching in the first semester of readmission must file an application for student teaching with the individual departments at least four months before their expected readmission. See also "Student Teaching" in the section entitled "Academic Affairs."

All readmission applications, including all supporting documents, should be filed by August 1 for the fall semester and December 1 for the spring semester.

Readmission of Former Graduate Students
Readmission is not automatic and may be subject to additional conditions set by the department, school or college, or by the Dean of the Graduate School. Students inquiring about readmission to their previous graduate program should contact the Graduate School at 610-436-2943 or gradschool@wcupa.edu.

Second Master's Degree
Students wishing to obtain a second master's degree from West Chester University (where the baccalaureate degree may have been earned at West Chester University or another institution) must meet all academic requirements set by The Graduate School and the department concerned. Candidates for a second master’s degree must earn a minimum of 24 credits beyond the hours applied toward the first master’s degree. All new credits and additional departmental academic requirements must have been completed within a six-year period preceding the awarding of the second degree.

Senior Citizen Policy
The Senior Citizen Program allows retired Pennsylvania residents to attend West Chester University tuition free on a space-available basis. To qualify, the student must be retired, at least 60 years old, and have been a Pennsylvania resident for at least a year. Students may enroll as either degree or non-degree and may audit or take courses for credit. The program does not include internships, independent study, individualized instruction, student teaching, thesis, seminar, or any similar course requiring extra faculty compensation for the additional enrollment.

Senior citizen students may not register prior to the beginning of classes. They must attend the first meeting of the class(es) for which they wish to register and obtain the instructor's signature on their enrollment form, indicating there is space available in the class. They then return their completed enrollment form, along with a signed Senior Citizen Fee Waiver form, to the Registrar's Office. The Registrar's Office then schedules the student and submits the fee waiver to the Bursar's Office.

For additional information, visit the Registrar's Office (http://www.wcupa.edu/registrar/nonDegreeSeniorCitizen.aspx) website.

Criminal Convictions Policy
A. Purpose and Intent
West Chester University of Pennsylvania has determined that all applicants for admissions or individuals intending to take classes non-degree must disclose information regarding criminal convictions. West Chester University is committed to promoting a safe and secure work and learning environment for all members of the University community. The policy and procedures outlined below have been established to protect the university and its populations.

The Criminal Convictions in Admissions and Non-degree policy has been adopted for the following reasons:

1. To promote a safe environment for all members of the community and their property.
2. To assist the university in making an evaluation of the character, maturity, and responsibility of the applicant.
3. To assist the university in determining the appropriateness of placing an applicant in university housing.
4. To assist the university in providing better academic advisement regarding possible difficulties in obtaining such matters as internship placement, professional licensure and employment
because of laws, regulations, or policies that exclude persons who have certain convictions.

B. Definition
For the purposes of this policy, a "criminal conviction" has the following meaning:

"Any instance in any state or national jurisdiction where you have plead guilty or been found guilty by a judge or jury to charges that you committed a felony offense. This includes any plea of ‘no contest’ or ‘nolo contendere,’ and any conviction that may be under current appeal.”

It does not include an arrest that does not result in a charge, or charges being dropped, or being found not guilty, or a conviction overturned on appeal, or convictions that have been expunged, or convictions that have been executive pardoned. Please disregard minor traffic violations; misdemeanors; offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law; and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.

C. Policy
1. Distribution of Policy.
If an applicant has met all criteria for general university admission and for the specific program to which they applied or non-degree admission, and s/he answered in the affirmative that s/he has a criminal conviction, the applicant will receive this document that details the policy and the procedures of the University. The applicant will also be provided with a copy of a Consent and Authorization to Access Additional Information form that the applicant must complete and return.

2. Required Disclosure of Information.
On as many separate sheets as are necessary, the applicant must provide a written, detailed explanation of each incident that led to a conviction. The applicant's summary shall include the following:

1. Offense(s)
2. Date(s) Committed
3. Name(s) and Location(s) of Court(s)
4. Penalty or Punishment(s) Imposed
5. A description of the Terms or Conditions of past and current sentence(s), probation(s), or parole(s)

In addition, the applicant is required to submit a copy of the following court records:

1. The criminal complaint(s) that initiated his or her criminal case(s)
2. The guilty plea(s) or verdict form(s) that establish his or her guilt
3. All sentencing agreement(s) or orders that establish his or her criminal sentence

3. Consideration of Applicant's Information
The university will not necessarily deny admission to the university in general or a particular academic program or to housing because of the presence of a conviction. This information will only be considered after it has been determined that the student has met all admission criteria for the university and the specific program to which they applied. Each case will be separately evaluated based upon the rational relationship of interests and needs of the university to the nature, severity, recency of the crime; circumstances surrounding the crime; records of other convictions; the responsibility and repentance of the applicant; and any other relevant factors. Generally, the university does not accept anyone who has not completed their criminal sentence, absent any extraordinary circumstances. All of these factors will be carefully considered and weighed. The disclosure of conviction information and access to related additional information will be made to the Office of the Vice President for Student Affairs as appropriate.

4. Procedure

1. In order to be considered for admission, the applicant must complete the form to the best of his/her ability by answering truthfully, accurately, and completely.
2. A student's previous conviction or conduct does not automatically warrant denial of admission to the University, but may require further review to determine whether conditions to acceptance are warranted. Determinations as to the imposition of conditions will be based upon the nature and severity of the offense(s); the period of time that has lapsed between the completion of a sentence, if applicable; whether the student has other criminal conduct; the applicant's attitude toward the criminal offense(s); and the extent to which the conduct would be relevant to the student's participation in the University community.
3. Students should note that some state professional standards prohibit the issuing of a license to a convicted felon or to an individual convicted of certain non-felony criminal offenses. As a result, applicants with a conviction who apply for specific academic programs governed by state professional standards may not be eligible for admission to that program. The applicant should disclose information that s/he may be uncertain about whether it must be disclosed—for example, other non-felony criminal offenses—so that the university will be able to make such eligibility determinations.
4. The disclosure of conviction information will be reported to the Pennsylvania Higher Education Assistance Agency (PHEAA) if the applicant receives PHEAA aid.
5. By the applicant's signature on the Consent and Authorization to Access Additional Information form, the applicant certifies that s/he understands and agrees to all requirements in this Policy. The signature also certifies that the applicant understands and agrees that failure to disclose material information or the failure to be fully truthful in the inquiry process may result in (1) denial of admission, or (2) if the applicant has been admitted, immediate suspension or expulsion from a course, program, housing, and/or the university.

Members of the Criminal Convictions Review Committee may include:

- Vice Provost representative
- Enrollment Management representative
- Public Safety representative
- Judicial Affairs representative
- Title IX representative
- Undergraduate Admissions representative
- Graduate School representative

Questions regarding this policy may be directed to: Undergraduate Admissions and Non-degree: (610) 436-3479 or Graduate Admissions: (610) 436-2462.

Disciplinary Suspension/Dismissal Policy

A. Purpose and Intent

West Chester University of Pennsylvania has determined that all applicants for admissions or individuals intending to take classes non-degree must disclose information regarding any current disciplinary proceeding, disciplinary suspension or dismissal imposed by other higher education institutions. West Chester University is committed to promoting a safe and secure work and learning environment for all members of the University community. The policy and procedures outlined below have been established to protect the university and its populations.

The Disciplinary Suspension/Dismissal in Admissions policy has been adopted for the following reasons:

1. To promote a safe environment for all members of the community and their property
2. To assist the university in making an evaluation of the character, maturity, and responsibility of the applicant
To assist the university in determining the appropriateness of placing an applicant in university housing

To assist the university in providing better academic advisement regarding possible difficulties in obtaining such matters as internship placement, professional licensure and employment

**B. Definition**

For the purposes of this policy, a current disciplinary proceeding, disciplinary suspension/dismissal has the following meaning:

“Any instance of judicial or administrative action currently under review or already taken by a previous institution for behavior on University property or off University property that is not consistent with that institution’s Student Code of Conduct that has resulted in a suspension or dismissal.”

**C. Policy**

1. **Distribution of Policy**

If an applicant has met all admission criteria for general university admission and for the specific program to which they applied or non-degree admission, and they have answered in the affirmative that they are currently under disciplinary proceedings or have been the subject of a disciplinary suspension/dismissal, the applicant will receive this document that details the policy and the procedures of the University. The applicant will also be provided with a copy of a Dean’s Certification Form in order to access additional information that the applicant must complete and send to their previous institution(s) in which they have received an outcome of disciplinary suspension or dismissal.

2. **Consideration of Applicant’s Information**

The university will not necessarily deny admission to the university in general or a particular academic program or to housing because of a disciplinary issue. This information will only be considered after it has been determined that the student has met all admission criteria for the university and the specific program to which they applied. Each case will be separately evaluated based upon the rational relationship of interests and needs of the university to the nature, severity, recency of the disciplinary issue; circumstances surrounding the issues; records of other issues; the responsibility and repentance of the applicant; and any other relevant factors. These factors will be carefully considered and weighed. The disclosure of information and access to related additional information will be made to the Office of the Vice President for Student Affairs as appropriate.

3. **Procedure**

1. In order to be considered for admission, the applicant must complete and send the Dean of Students Certification Form for each institution from which they are currently under disciplinary proceedings or have been suspended or dismissed. Once the institution(s) have completed the form, they are instructed to return the certification directly to the appropriate admissions office (undergraduate, graduate, or non-degree) for consideration.

2. A student’s previous conduct does not automatically warrant denial of admission to the University, but may require further review to determine whether conditions to acceptance are warranted. Determinations as to the imposition of conditions will be based upon the nature and severity of the offense(s); the period of time that has lapsed between the incident(s); the completion of discipline, if applicable; whether the applicant has additional incidents of misconduct; and the extent to which the conduct would be relevant to the student’s participation in the University community.

3. By the applicant’s signature on the Dean’s Certification Form, the applicant certifies that they understand and agrees to all requirements in this Policy. The signature also certifies that the applicant understands and agrees that failure to disclose material information or the failure to be fully truthful in the inquiry process may result in (1) denial of admission, or (2) if the applicant has been admitted, immediate suspension or expulsion from a course, program, housing, and/or the university.

Members of the Discipline Review Committee may include:

- Vice Provost representative
- Enrollment Management representative
- Public Safety representative
- Student Conduct representative
- Title IX representative
- Undergraduate Admissions representative
- Graduate School representative

Questions regarding this policy may be directed to: Undergraduate Admissions and Non-degree: (610) 436-3479 or Graduate Admissions: (610) 436-2462.