

Population and Public Health Sciences Certificate Handbook

Aerospace Medicine

Emergency Public Health

Epidemiology

Health Care Management

Public Health Leadership



This handbook is meant to be a resource to students enrolled in certificate programs being administered by the Department of Population and Public Health Sciences at Wright State University.

Not all policies and procedures are covered in the following pages, but an effort has been made to accurately include those that could impact students wanting to enroll or matriculate in these programs. Please note that policies and procedures governing the department's certificate programs can change periodically. If you have any questions about the information contained in this handbook or any programmatic question, please do not hesitate to contact the department's Certificate Program Coordinator.

Contact Information

Department of Population and Public Health Sciences
Wright State University, Boonshoft School of Medicine
3123 Research Blvd., Suite 200, Kettering, OH 45420-4006
Phone: (937) 775-1430; Fax: (937) 775-1425

Certificate Program Coordinator
Ron Combs
Email: ron.combs@wright.edu
Phone: (937) 775-1300

Aerospace Medicine Certificate Director
Thomas Jarnot, M.D.
Email: thomas.jarnot@wright.edu

Emergency Public Health Certificate Director
Sheri Gladish, M.D.
Email: sheri.gladish@wright.edu

Epidemiology Certificate Director
Sara Paton, Ph.D., M.S., CPH
Email: sara.paton@wright.edu

Health Care Management Certificate Director & Public Health Leadership Certificate Director
John McAlearney, Ph.D.
Email: john.mcalearney@wright.edu

Table of Contents

Overview	4
Admission	4
Academic Calendar	5
Tuition and Other Charges	5
Course Registration	5
Program of Study and Certificate Course Requirements	6
Certificate in Aerospace Medicine	6
Certificate in Emergency Public Health	7
Certificate in Epidemiology	7
Certificate in Health Care Management	7
Certificate in Public Health Leadership	8
Student Accounts, Billing, and Payment	9
Wright1 Card	9
Wright State Accounts (<i>WINGS Express</i> , <i>WINGS</i> , and WSU Email)	9
WSU Email Address and Forwarding to Preferred Email	9
Research Park, Kettering	10
Parking	10
Certificate Diploma and Transcript Recording	10
Certificate Academic Requirements and Academic Good Standing	10
Grading	11
Final Course Grade Appeal Procedure	11
Academic Integrity and Professionalism	12
Transfer Credit for Courses Taken Elsewhere	13
Transfer of Certificate Course Credit toward Graduate Degrees	13
Pilot	13
CaTS and Technology Requirements	14
Student Technology Assistance Center (STAC) at the Paul Dunbar Library	14
Additional Student Resources	14
Career Center	14
Counseling and Wellness Services	14
University Center for International Education	15
University Writing Center	15
University Policies	15
Affirmative Action Policy	15
Discrimination and Harassment	15
Disabilities	15
Diversity	16

Overview

The Department of Population and Public Health Sciences ([DPPHS](#)) currently offers five certificate programs through the Wright State University (WSU) Graduate School. Since 2002, the Boonshoft School of Medicine and the Raj Soin College of Business have co-sponsored the Health Care Management Certificate program. The other four certificate programs include: Aerospace Medicine, Emergency Public Health, Epidemiology, and Public Health Leadership. While administered by the DPPHS's faculty and staff, these programs represent a partnership with WSU graduate programs in the College of Education and Human Services, College of Liberal Arts, College of Nursing and Health, College of Science and Mathematics, Raj Soin College of Business, and School of Professional Psychology.

This student handbook describes some of the policies and procedures for the DPPHS's certificate programs. Since most certificate program courses are also offered as part of various masters-level degree programs, additional policies and procedures may be applicable. Please see the [Graduate School's Policy and Procedures](#) which includes additional information that is applicable to all graduate students.

Admission

Certificate students must first be accepted into the WSU Graduate School with either degree or non-degree status. To be awarded any DPPHS-sponsored certificate, a student must also be formally admitted to a specific certificate program. Students are not eligible for a certificate if they take the required curriculum but were not enrolled/accepted by a certificate program. *Degree students pursuing a concentration with the same curricular requirements as a certificate are also not eligible for a certificate since the achievement of a graduate degree with a concentration supersedes the certificate, e.g., MBA program with Health Care Management concentration.*

If a prospective certificate student is not currently enrolled at WSU, he/she can apply [online](#) as a non-degree graduate student through the WSU Graduate School. During the online application process, applicants will have an opportunity to designate the certificate program to which they are interested in applying.

Minimum WSU Graduate School academic requirements include an earned baccalaureate and/or advanced graduate degree from an accredited college or university. DPPHS-sponsored certificate programs have an additional requirement that all applicants have a cumulative GPA of 3.0 or higher. Any grade below a B will not be accepted for any certificate program course.

Please note that students must be accepted by both the WSU Graduate School and the certificate program prior to the start of classes to be considered a certificate student. At a minimum, interested applicants should submit a completed application at least two weeks before the start of the semester they intend to begin matriculation.

WSU graduate students are also eligible for certificate programs provided they apply before satisfying more than half of the certificate program's required credit hours. "Students in this

status must have a 3.0 cumulative graduate grade point average the semester in which they complete nine semester hours of graduate credit.” ([Policy 5010](#))

Academic Calendar

Students should refer to the [online WSU Academic Calendar](#) for important dates for each semester including course start/stop, holidays/breaks, course registration/drop deadlines, and finals periods. Generally speaking, Spring semester is January thru April and Fall semester is late August thru mid-December. Summer courses are offered in Term A (May thru mid-June), Term B (mid-June thru July) or full Summer Term C (May thru July). Summer terms do not have a designated finals week. Please note that in most cases, certificate courses are offered only once a year and some may be offered online.

Tuition and Other Charges

Non-degree certificate students are part-time students and pay tuition on a per course basis. Their cost is based in part on the number of credit hours multiplied by the tuition rate as set by WSU (see <https://www.wright.edu/bursar/tuition-fees>). In contrast, full-time graduate students (those taking more than 10.5 credits) pay the full tuition amount along with any additional fees. Both full tuition and per course rates are lower for Ohio residents compared to non-residents. WSU’s Board of Trustees reviews tuition and fees on an annual basis. Rates are generally approved in the spring for the upcoming academic year term, but WSU reserves the right to make policy and fee changes at any time.

Other potential costs/fees such as parking will be discussed in the sections below.

At this time, certificate courses, if not taken as part of a degree program, do not qualify for Federal Financial Aid. Students who have employers paying for tuition and other costs will be billed by the university personally.

Course Registration

We advise students to register as soon as possible so that their completion of the program is not delayed because a course is full. Many courses are only offered once a year. Courses may also be cancelled if enrollment is too low.

Course registration is available online prior to the start of a semester; however, some certificate courses require permission for registration. After the students inform the Certificate Program Coordinator of the course(s) they will be taking and in which semester, permissions will be loaded for that semester.

Students register for courses using *WINGS Express*. For instructions on how to complete the registration process please see the [Registration Guide](#) on the right-hand side of the [Registration/RaiderConnect](#) page.

Students need to review the [WSU Academic Calendar](#) to avoid late registration fee information. Waiting longer to register can result in even greater late registration fees or, in some cases the student may not be allowed to enroll for that term.

Students can change their registration (i.e., drop or add courses) on *WINGS Express* or in person at [RaiderConnect](#) (first floor of Student Union). The [WSU Academic Calendar](#) also includes all relevant deadlines for dropping a course and obtaining a refund.

Students may drop a course without a grade appearing on their record (or withdraw from a course with a "W" appearing on their transcript for the course grade) up to the date specified on the [WSU Academic Calendar](#). Students who stop attending a course and do not make an official withdrawal through *WINGS Express* (or Raider Connect) will receive a grade of "F" or "X" at the instructor's discretion. The "X" grade remains on the student's permanent record and is computed in the grade point average as an "F."

Programs of Study and Certificate Course Requirements

Each certificate has a distinct set of course requirements as outlined below. To view the individual course descriptions please go to: <http://www.wright.edu/degrees-and-programs/catalog/courses>

Students will be contacted by the Certificate Program Coordinator about their program of study upon acceptance into a certificate program.

Certificate in Aerospace Medicine

This graduate level series of courses provides a broad-based introduction to the field of aerospace medicine and will enhance the knowledge base of individuals entering into the field or those who may be interested in pursuing a career in this evolving area.

Applicants must possess an unrestricted medical license and a history of independent medical practice. Experience as a Federal Aviation Administration (FAA) Aviation Medical Examiner or military/government flight surgeon is typical of successful candidates. Flight experience as a military or civilian pilot is also common. Approval by the ASM Certificate Program Faculty is required.

To achieve the [Certificate in Aerospace Medicine](#) (ASM), **students must successfully complete the following four courses:**

- ASM 7370 Aerospace Toxicology
- ASM 7571 Aerospace Skills for Healthcare Providers I
- ASM 7771 Fundamentals of Aerospace Medicine I
- ASM 7871 Space Medicine I

For more information please contact Thomas Jarnot, M.D., at thomas.jarnot@wright.edu or Sheri Gladish, M.D., at sheri.gladish@wright.edu.

Certificate in Emergency Public Health

To achieve the [Certificate in Emergency Public Health](#) (EPH), students must successfully complete the following three courses **in the order listed below**:

1. Principles of Emergency Management - PPH 7640
2. Public Health Terrorism Preparedness - PPH 7660
3. Public Health Crisis and Consequence Management - PPH 7650

Certificate in Epidemiology

Effective Fall 2021, to achieve the [Certificate in Epidemiology](#) (EPID), admitted students must complete four required courses (12 credit hours) and one approved elective (3 credit hours). A list of approved and recommended courses includes:

Required Courses (12 credit hours):

1. PPH 7010/6100 Biostatistics for Health Professionals (3 credit hours)
2. PPH 7020/6200 Public Health Epidemiology (3 credit hours)
3. PPH 7160 Advanced Biostatistics for Health Professionals (3 credit hours)
(pre-requisite PPH 7010/6100)
4. PPH 7170 Public Health Epidemiology II (3 credit hours)
(pre-requisite PPH 7020/6200)

Approved Electives (choose one 3-credit hour course):

- PPH 7150 Applied Epidemiology (3 credit hours)
(pre-requisite PPH 7020/6200)
- PPH 7410 Community Assessment (3 credit hours)
(pre-requisite PPH 7010/6100 and PPH 7020/6200)
Note: PPH 7410 can be taken for certificate credit only by **non-MPH students**.
- GEO 6430 Geographic Information Science Principles (3 credit hours)

If a student proposes a WSU course not on the list above, then the student must provide a rationale for taking the elective prior to enrolling. The Epidemiology Certificate Director will make the final decision on whether the course is approved.

Certificate in Health Care Management

To achieve the [Certificate in Health Care Management](#) (HCM), **students must complete the following three courses:**

- Health Systems and Policy - PPH 6500/7050

- Strategic Leadership in Health Care - PPH 7510
- Financial Management of Health Service Organizations - FIN 7500

In the event a HCM student is concurrently working toward or has already earned a Certificate in Public Health Leadership, then only credit for taking PPH 7510 can count toward the HCM certificate's three course requirement. The HCM Certificate Director must approve any course substitutions.

Certificate in Public Health Leadership

To achieve the [Certificate in Public Health Leadership](#) (PHL), students must successfully complete four semester courses (12 credit hours):

Required (6 Credit Hours): PPH 7510 - Strategic Leadership in Health Care (3 credit hours)
AND one of the following three public health courses:

PPH 6200/7020 Epidemiology, PPH 6300/7030 Environmental Health, **or** PPH 6400/7040 Social & Behavioral Determinants of Health (3 credit hours)

Approved electives (6 Credit Hours): One course from two different subject areas:

Communications

- Health Awareness and Advocacy Communications - PPH 7430

Ethics

- Ethics and Leadership in Public Service - URS 6230
- Leadership and Ethics - MBA 7500
- Moral Leadership: Ethics, Social Justice, & Authenticity - LDR 7050

Finance & Budgeting

- Financial Management of Health Service Organizations - FIN 7500
- Public Budgeting & Fiscal Management - URS 7010

Grant Writing

- Fundraising and Grant Writing - URS 6340

Management

- Health Program Planning and Evaluation - PPH 7420
- Public Health Project Management - PPH 7440
- Problems in Population Health - PPH 7520
- Seminar in Human Resource Management - MGT 7030
- Organizational Development and Change - MGT 7060
- Fundamentals of Project Management - MGT 7710
- Strategic Planning and Program Evaluation - URS 7020
- Managing Human Resources in Public Service - URS 7040

Marketing

- Marketing Strategy - MBA 7600

In the event a PHL student is concurrently working toward or has already earned a Health Care Management Certificate, then only credit for PPH 7510 can count toward the PHL certificate. In these cases, the PHL student must choose two non-HCM courses from unique subject areas. In other words, for a student to achieve both certificates, the student must take at least 5 approved courses along with PPH 7510.

Student Accounts, Billing, and Payment

The WSU Bursar's Office generates electronic billing statements on the last day of each month for all student accounts that have activity during the month. Please note that billing statements are available online only. Students and authorized users are notified by e-mail that a billing statement is available for viewing. Students view and pay statements by logging into *WINGS Express*.

Wright1 Card

A Wright1 Card (or university ID) is issued to any student, faculty or staff member at WSU. Your Wright1 Card can be used to check out books or media in person from WSU libraries. For more information and the benefits of having a Wright1 Card, please see: [Benefits of Wright1 Card](#).

Wright State Accounts (*WINGS Express*, *WINGS*, and WSU Email)

WINGS Express is WSU's online portal for registration, grades, financial aid, and student account billing. Students access this account with their University ID (UID) and PIN. (This PIN never expires.)

WINGS is a customizable portal that can be used to view announcements, access Pilot, access *WINGS Express*, view course resources (i.e., course reserve materials), access WSU email, etc. You use your CAMPUS Username and password to access this portal. The format of your CAMPUS Username is "w" followed by 3 numbers and 3 letters.

When they enroll, students are issued a WSU email account which is a component of Microsoft Office 365. Besides email, Office 365 provides cloud-based access to Wright State's official calendar service and a suite of Office Web Apps like Word and Excel. Your WSU email has the format: *lastname.#@wright.edu* and your password is the same as your *WINGS* password.

WSU Email Address and Forwarding to Preferred Email

WSU, DPPHS, and the WSU faculty use the WSU email system to send official communications to students. **It is very important that you check your WSU email account regularly. Students have the option of forwarding WSU email to a preferred email account.** Please click on this link for further information: [Email forwarding](#).

Research Park, Kettering

The majority of certificate and PPH courses are currently taught at the DPPHS's Education Center at Research Park in Kettering, OH. The address is 3123 Research Blvd, Suite 200, Kettering, OH 45420 and no parking permit is needed.

Students admitted to the DPPHS's programs are welcome to use its office suite to meet and study during regular business hours (8:30 am to 5:00 pm Monday through Friday). Students attending classes are eligible to stay on the night of their class past 5:00 pm to prepare for class. Please note that lobby doors are locked at 7:00 pm when classes are in session (Monday through Thursday).

Parking

Parking for courses taken at Research Park is free of charge.

For courses on Dayton campus, a parking permit must be purchased. Permits can be purchased for a specific semester or for the entire year through [Parking Portal](#). Permits are required in all parking lots from 6:00 am until 10:00 pm, Monday through Thursday, and from 6:00 am until 4:00 pm on Friday (yellow-lined spaces). Handicap, state vehicle, and specifically assigned reserved spaces, and resident lots are restricted at all times. Temporary Visitor Parking Permits can be obtained from the Visitor Lot 2 in front of the Student Union.

See [parking facilities](#) for maps, parking regulations, parking permit costs, and how to pay/appeal a citation.

Certificate Diploma and Transcript Recording

Upon satisfactory completion of any certificate program of study, the program will notify the WSU Graduate School of this accomplishment. The student's transcript will reflect the same date for awarding of the certificate that the university uses in conferring degrees for that term. While non-degree students are not eligible to participate in the WSU Graduation ceremony, certificate completers will receive a formal certificate diploma. These are personalized and require 4-6 weeks to produce. If you would prefer to pick up your certificate diploma from the DPPHS, please contact the Certificate Program Coordinator before the end of your graduating semester.

Certificate Academic Requirements and Academic Good Standing

Per Graduate School policy [GS Policy [5810.1](#)], all graduate students are expected to maintain a minimum cumulative grade point average of 3.0. (This minimum GPA includes all courses and not just certificate courses, if applicable.) Certificate students with either non-degree or certificate enrollment status must have a 3.0 cumulative graduate grade point average the semester in which they complete nine semester hours of graduate credit. Failure to meet this

grade point average requirement will result in dismissal from the certificate program and the WSU Graduate School. [GS Policy [5010.9](#)]

Because graduate certificates have a limited scope of credit hours, no course with a grade of “C” or below can be applied towards a graduate certificate. If a student would like to repeat a graduate course for which the grade received was below a “B” within the program, then they should be aware of the Graduate School’s policy on course repeats (see [Course Repeats](#)).

In summary, a certificate student is in good academic standing if the above requirements are met.

Students who have not completed at least one course within 3 semesters are considered to be in inactive status and must reapply for admission to the Graduate School and to their certificate program. [GS Policy [5220.1](#)]

Certificate students must complete all requirements for a certificate within five years. The time limit is defined as beginning from the beginning date of the earliest course taken at WSU within the courses applied toward the certificate as determined by the program of study. The time limit excludes a leave of absence granted in advance for adequate cause by the certificate program director and the Dean of the Graduate School. [GS Policy [5520.1](#)]

Grading

Academic achievement in WSU Graduate School courses is indicated by the following letter grades and points used in calculating grade point averages:

Grade	Level Grade	Points per Credit Hour
A	Highest	4
B	2 nd Highest	3
C	3 rd Highest	2
D	Lowest	1
F or X*	Failed	0

*A grade of “X” indicates that a student failed to complete the course and did not formally withdraw.

Final Course Grade Appeal Procedure

For courses taught within the DPPHS, a formal appeals process exists to address issues concerning final course grades. (Other departments may have different appeals procedures.) Any student appealing final grades made by faculty members is required to be very clear and explicit about the alleged grading violation and how this placed them at an unfair disadvantage relative to other students so graded or evaluated. The process and procedures for these appeals are as follows:

1. Within 14 calendar days of the posting of the final grade, the student will meet with or email the course director to discuss their concern. Concerns will not be considered if raised more than 14 calendar days after the final grade is posted.
2. If the concern is unresolved after the student meets with the faculty member, within seven (7) calendar days after the consultation with the course director the student may submit a written appeal by completing the **Final Course Grade Appeal Form** and forwarding it to the director of the DPPHS degree program or certificate program in which the student is enrolled.
3. Within 14 calendar days of receiving the written appeal the program director, certificate director, or faculty member appointed for the review if a student is not enrolled in a DPPHS program of study, will email the decision to the student with a request that the student respond within seven (7) calendar days. If the student fails to respond, or responds that they accept the decision, the program director, certificate director, or appointed faculty member will email the student and the course director to document the concern submission, review, and final outcome. A copy of the email is retained in the student's file.
4. If the student responds that they do not accept the decision of the reviewing program director, certificate director, or appointed faculty member and wishes to appeal further, the program director, certificate director, or appointed faculty member will convene a Mediation Committee. This committee will consist of the program director, certificate director, or appointed faculty member, the DPPHS Chair (or designee) and a student representative. The Mediation Committee will review the issue and render a decision within 21 calendar days of the student's response (see #3). The Mediation Committee will communicate its decision in writing to the student and the involved faculty member. This communication is retained in the student's file.

The decision of the Mediation Committee is final.

Academic Integrity and Professionalism

It is expected that each WSU student abide by a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment at the WSU Graduate School.

This standard prohibits any form of intellectual dishonesty and requires the demonstration of respect for the rights and well-being of others, including all students, faculty, staff, and members of the WSU community.

Academic Misconduct is defined as an act that violates the standards of the Academic Integrity Policy as described in the WSU Code of Student Conduct or in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

This includes, the use of materials on any exam or assignment that are not permitted by the instructor; plagiarism; and any other acts or omissions which constitute a submission of someone else's work as your own without proper credit or reference.

By choosing to enroll at WSU, every student is required to adhere to the Code of Student Conduct which established standards of student academic and behavior. The Code also provides significant detail on what constitutes an infraction and procedures for enforcement. For more detailed information please see:

<http://www.wright.edu/student-affairs/student-life/community-standards-and-student-conduct>

Transfer Credit for Courses Taken Elsewhere

Students may transfer courses (credits) completed at another academic institution to their WSU academic record and can apply those courses toward the requirements of certificate programs. Credit may be applied for courses taken prior to a student's admission or while they are enrolled in a DPPHS certificate program.

To be allowed to transfer graduate credit [[Transfer Credit Policy](#)]:

1. The Certificate Director must review and approve the transfer of credit. A course syllabus and official transcript must be provided by the student for this review.
2. The student must have been admitted and enrolled as a graduate student at the institution where the graduate credit was completed. In addition, the student must be or have been in good standing at that institution. The grade for the course under consideration must be a "B" or better, or equivalent as determined by the Graduate School.
3. The non-certificate course for which the student is requesting graduate credit must have been completed within the past five years.
4. For graduate certificates, students may transfer in no more than 33% of the credit hours required for the certificate, with the proviso that a minimum of nine (9) semester credit hours for that certificate must be taken at WSU.

Transfer of Certificate Course Credit toward Graduate Degrees

Please note that should students in non-degree or certificate status be accepted into WSU degree status at a later date, a maximum of one-half (50%) of the graduate hours required for the degree may be transferred. For example, if a program of study stipulates that fifty graduate hours are required for the award of a master's degree, then up to twenty-five hours of graduate course work completed in a non-degree status may be applied toward the requirements of that degree. Degree programs may set lower non-degree credit hour limits for completion of a degree program.

Pilot

Course content is located online in WSU's Learning Management system, [Pilot](#). Pilot is accessible through most web browsers such as the latest version of Explorer, Safari, Firefox, and Chrome. Most certificate courses use Pilot in varying degrees with some using it to post course

materials, administer quizzes and exams, and other online courses using it as the main interface with students.

CaTS and Technology Requirements

CaTS (Computing and Telecommunications Services) is WSU's computing office. CaTS provides service and support for all campus technology and software, including accounts, Internet access, and computer labs. It is also responsible for managing and supporting many of the online services you'll use, such as Office 365, *WINGS*, and *WINGS Express*.

While technology requirements of each course vary, students are required to have either a laptop or desktop computer and Internet access. While enrolled at WSU as a certificate student you have access to discounted software purchases and free laptop rentals. For details see: <https://www.wright.edu/information-technology/software-purchases-for-personal-use>

Student Technology Assistance Center (STAC) at the Paul Dunbar Library

The Student Technology Assistance Center in the Paul Laurence Dunbar Library provides WSU students with the tools to make productive use of multimedia.

In the [STAC](#), students can create original academic and creative works using Windows or Macintosh computers and the latest software applications. The STAC employs trained student mentors who share a wealth of experience, skills, and backgrounds. In a unique peer-to-peer learning environment, knowledgeable mentors are always available to assist students with their projects.

Additional Student Resources

Career Services. Career Services at WSU is committed to helping students and alumni develop career and life planning skills, acquire experience, master job search strategies, and seek rewarding employment. Career Services facilitates mutually beneficial relationships between employers, faculty and staff, students and alumni in order to meet the dynamic needs of today's workplace. Career Services administers programs in career exploration, student employment, cooperative education & internships, and career employment job search & development. Visit their website: <http://www.wright.edu/student-success/career-services>

Counseling and Wellness Services. Counseling and Wellness Services (CWS) is a unit of the division of Student Affairs and is the WSU student mental health and health promotion service. The mission of Counseling and Wellness Services is to promote optimal student wellness and mental health and the pursuit of social justice through the provision of quality education, consultation, and clinical service and training as an active presence in the WSU community with an appreciation for multiculturalism and diversity. They are located in the basement of the Student Union and are open from 8:30 am to 5:00 pm Monday through Friday. Visit their website: <https://www.wright.edu/student-affairs/health-and-wellness/counseling-and-wellness>

University Center for International Education. The University Center for International Education (UCIE) acts as a catalyst for international education at WSU. The UCIE coordinates exchange and study abroad opportunities for students and sponsors events and programs that promote cross-cultural understanding. Visit their website: <https://www.wright.edu/international-education>

University Writing Center. The mission of the University Writing Center (UWC) is to help WSU students become more skilled, confident, independent writers, thereby enhancing their abilities as writers in educational, professional, civic, and personal settings.

Students, faculty, and staff of WSU may come to the UWC for writing consultations free of charge. Trained undergraduate and graduate writing consultants from across the disciplines will assist with any type of writing, including papers for any course, scholarship essays, and job applications. Writing consultants provide one-on-one assistance; however, **consultants do not write or edit others' work.** The UWC conducts face-to-face sessions by appointment or on a walk-in basis. Visit their website at: <https://www.wright.edu/student-success/academic-support/university-writing-center>

University Policies

Affirmative Action Policy. WSU is committed to affirmative action and equal opportunity for all. University policies have been developed to ensure that all phases of university operations support and confirm these beliefs. These policies are available in The Wright Way, the official university policy manual, in the University Library, and electronic links provided here: <http://www.wright.edu/inclusive-excellence/office-of-inclusive-excellence>

Discrimination and Harassment. It is the policy of WSU that no member of the academic community (which includes all WSU faculty, students, residents, and staff, paid or voluntary, fully- or partially-affiliated) may in any respect discriminate against or harass any other member of the academic community (or any applicant for admission or employment) on the basis of the latter person's race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, genetic (DNA) information, veteran status, military status, or sexual orientation. This policy is consistent with all state and federal regulations.

Disabilities. Extending the opportunities of higher education to people with disabilities is a high priority at WSU. The Office of Disability Services offers services, programs and activities that allow students with disabilities to participate in all facets of university life, according to their unique abilities and interests. For more information, please visit the Office of Disability Services at 180 University Hall, Phone: 937-775-5680, TTY 937-775-5844, website: <http://www.wright.edu/inclusive-excellence/disability-services>, Email: disability_services@wright.edu

Diversity. *Adopted by the Wright State University Board of Trustees, March 28, 1991*

Wright State University celebrates diversity. Our daily life is made rich by the diversity of individuals, groups, and cultures. The interplay of the diverse stimulates creativity and achievement in all facets of our existence.

Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our world. We are all linked to each other in a world created for all of us to share and enjoy. Each member of humanity has a potential contribution to make to the whole. It is our duty to encourage and promote that contribution.

Wright State University is committed to achieving an intellectual, cultural, and social environment on campus in which all are free to make their contribution. We will achieve an environment in which every student may think, learn, and grow without prejudice, without intimidation, and without discrimination. We will achieve an environment in which personal dignity and respect for the individual are recognized by all.

Wright State University promotes the acceptance and appreciation of every individual regardless of race, gender, age, ethnicity, ability or disability, sexual orientation, socioeconomic status, religious affiliation, or national origin. We encourage appropriate activities and events that foster learning about the diversity of our world.

Wright State University will be a model for our geographic region, exemplifying that a human community can exist that celebrates diversity, enjoys the richness that diversity brings to our lives, and grows stronger with every new member.

<https://policy.wright.edu/policy/1230-diversity-statement>