

Ram Plan Experience Withdrawal Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

West Chester University recognizes the value of student learning outside the classroom and has created the Ram Plan: Co-curricular Transcript to document students' experiences, knowledge, and skills. The goal of the co-curricular transcript is to provide an official university document to support all students in their experiential learning, employment, graduate school, and scholarship endeavors. The purpose of this policy is to outline the process for students and alumni to request that a program be removed from their co-curricular transcript.

Policy Statement

After an experience is added to a co-curricular transcript, students and alumni may request that the experience be removed from their Ram Plan: Co-curricular Transcript. Reasons for removing an experience may include, but are not limited to, the following:

- The experience does not align with the person's culture, personal opinions, political views, religion, or goals.
- The experience reveals an aspect of the person's identity they prefer to not disclose to others (e.g., health, personal views, demographic background)
- The person does not wish to highlight the experience on their co-curricular transcript.

Students and alumni may request to remove an experience from their Ram Plan: Co-curricular Transcript by submitting the Ram Plan Experience Withdrawal Form on the Ram Plan website. The form will ask for the following information:

- Name and contact information
- Identification number at West Chester University
- Name of the experience(s) they would like to remove
- Reason for their request
- Signature

The form will be reviewed by a member of the Ram Plan Leadership Team and a decision will be made within 10 business days.

Once a program is removed from an individual's co-curricular transcript, a student may ask to re-add it for up to one year. After that time, an experience cannot be re-added unless the individual attends the experience again and passes the assessment questions related to the learning outcomes, again. In some cases, the program may have changed, may no longer be available, or may not be open to alumni.

The reason for the request will be shared with the department to inform their future planning efforts.

Definitions

Business days: A business day is one day when the University is open. West Chester University offices are generally open for business Monday through Friday from 8:00AM to 4:30PM, excluding University closures (e.g., holidays, inclement weather).

Co-curricular: Educational programs outside of the classroom that are intentionally designed to build students' skills and competencies that complete the educational mission of the university in fostering student success.

Ram Plan Co-curricular Transcript: An official university record of a student's learning as a result of participating in co-curricular experiences.

References

Ram Plan website:

<https://www.wcupa.edu/ramplan>

Ram Plan Experience Withdrawal Form: <https://cglink.me/2f3/s71826>

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Policy Owner: Dr. Sara Hinkle, Assistant Vice President for Student Engagement

Approved by:



Dr. Tabetha Adkins, Interim Vice President for Student Affairs
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— UNIVERSITY POLICY —

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