

***THE INSTITUTE FOR THE PSYCHOLOGICAL
SCIENCES***



***STUDENT
HANDBOOK
2005-2006***

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INTRODUCTION TO THE INSTITUTE

HISTORY

The Institute for the Psychological Sciences (Institute) The Institute for the Psychological Sciences (Institute) was founded in 1997 by a group of mental health professionals, academicians and clinicians, under the leadership of Dr. Gladys Sweeney, who perceived a need for a proper understanding of the interrelationship between psychology and its philosophical foundations.

- In September 1998, the Institute for Faith and Psychological Sciences was incorporated in Virginia sponsoring workshops for licensed mental health professionals, incorporating philosophy and psychology. It leased classroom and office space on the first floor of an office building located at 2001 Jefferson Davis Highway in the Crystal City area of Arlington, Virginia, just across the Potomac River from Washington, D.C. After several years of experience sponsoring workshops, the founders became convinced of the need for a new degree-granting institution to educate and train future generations of psychologists integrating theology and psychology.
- In September 1999, the Institute for Faith and Psychological Sciences changed its name to the Institute for the Psychological Sciences and began offering instruction leading to the Master of Science degree in Clinical Psychology. The initial enrollment in this program was 17 students.
- In January 2000, the State Council of Higher Education for Virginia (SCHEV) granted provisional approval for the Institute to confer the Master of Science and the Doctor of Psychology degrees in Clinical Psychology.
- In August 2000, the Institute awarded its first degrees in the Master of Science program. The first students enrolled in the Doctor of Psychology degree program in Clinical Psychology.
- In September 2000, the Institute founded the John Henry Cardinal Newman Lecture Series to feature speakers who are widely recognized for their contributions to the fields of psychology, moral and political philosophy, theology, and law and to promote the interdisciplinary dialogue to advance the integration of modern social, psychological and Catholic thought.
- In the Fall of 2001, the Institute's Scholarly Research Center was founded, sponsoring research, conferences, and various. The Idea of Human Nature: Roman Catholic Teachings and Its Implications addressed the moral, political and civic dimensions of life as they relate to the Roman Catholic conception of the human person. The Anthropology Project aims to identify those elements of the Christian tradition that remain indispensable for sustaining a proper dialogue between Christianity and secular psychology.
- In August 2002, the Institute expanded the library and classroom space on the first floor and moved its administrative and faculty offices to the fifth floor of same building.
- In 2004, the Institute opened the Centre for Philosophical Psychology in collaboration with Blackfriars Hall at the University of Oxford in England. The Centre hosts a visiting scholar program featuring both a senior and junior scholar who engage in research while in residence at Oxford and who present public lectures at the Institute to be published by the IPS Press.
- In December 2004, the Institute established the IPS Press for publishing approaches to the psychological sciences that are integrated with a Catholic view of the human person and the moral life.

- Nearly 4,000 additional square feet of space was acquired to increase the number of classrooms, expand the library and its holding, provide a student center, and co-locate the student services offices in close proximity to the classrooms. With this additional space, the Institute occupies the entire first floor of the building.
- The Institute received an accreditation visiting team from the Commission on Colleges of the Southern Association of Colleges of Schools in May 2005 and a decision from SACS regarding regional accreditation by the end of the calendar year.

MISSION

The Institute for the Psychological Sciences, an institution of higher education offering Master's and Doctoral degrees, affiliated with the Legionaries of Christ, is dedicated to the renewal of the Christian intellectual tradition and the development of a psychology consistent with the teachings of the Catholic Church and in constructive dialogue with the modern world.

The Institute seeks to provide an effective academic and educational environment for assisting students intellectually and professionally as they prepare themselves to respond to their calling as mental health professionals.

Integral to the Institute's mission is the development of Catholic approaches to psychology within the broader professional community, both nationally and internationally.

OBJECTIVES

- 1) Through its Master of Science Program in Clinical Psychology, the Institute provides students with a solid theoretical foundation and training in clinical skills consistent with Catholic approaches to clinical psychology so as to prepare them for further graduate training.
- 2) Through its Doctor of Psychology Program in Clinical Psychology, the Institute forms highly skilled clinical psychologists who have the leadership skills necessary for promoting Catholic approaches to the psychological sciences.

ADMINISTRATION

President	Rev. John Hopkins, L.C., M.A.
Academic Dean	Gladys A. Sweeney, Ph.D.
Vice-President of Finance and Administration	Antonio Maza, B.A.
Vice-President for Institutional Effectiveness, Planning, & Rsch	Laura M. Tucker, M.P.A.
Chairman, Psychology Department	William J. Nordling, Ph.D.
Director of Clinical Training	Philip Scrofani, Ph.D.
Director of the M.S. Program	Carleton A. Palmer, Ph.D.
Enrollment Services Manager	Iris Robinson, M.P.A.
Chaplain	Reverend Robert Weighner, L.C.
Dean of Students	Holiday Rondeau, Ph.D.
Associate Director of Institutional Advancement	Heather Hosford, B.S.
Library Director	Saundra L. Shirley, M.L.I.S
Director of Promotions	Jennifer Kimball, B.S.
Business Manager	Harold Chandler, M.B.A.
Financial Aid Officer	Judi Amey, M.A.
Student Life Services Coordinator	Nancy Flynn
Grant Writer	Rozann Styden, J.D.

BOARD OF DIRECTORS

Fr. Anthony Bannon, LC, Chairman	Thornwood, New York
Fr. Thomas Berg, LC	Thornwood, New York
Mr. Thomas Cunningham	Baltimore, Maryland
Fr. Joseph Burtka, LC., Secretary	Thornwood, New York
Fr. Richard Gill, LC, President (on sabbatical)	Rome, Italy
Fr. John Hopkins, LC, Acting President	Potomac, Maryland
Most Reverend Bishop Paul S. Loverdee	Arlington, Virginia
Fr. Robert Presutti, LC	Sacramento, California
Dr. G. Alexander Ross, Vice Chairman	Vero Beach, Florida

DEGREE-GRANTING AUTHORITY

The Institute is authorized by the State Council of Higher Education for Virginia (SCHEV) to confer the Master of Science (M.S.) and the Doctor of Psychology (Psy.D.) degrees in the Commonwealth of Virginia.

ACCREDITATION

The Institute of Psychological Sciences is a candidate for accreditation by the Commission on Colleges of the Southern Association of College and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) to award the Master of Science in Clinical Psychology (M.S.) and the Doctorate of Psychology in Clinical Psychology (Psy.D.).

DEGREES OFFERED

The Institute offers the Master of Science in Clinical Psychology and the Doctor of Psychology in Clinical Psychology.

ACADEMIC EXCELLENCE

The Board of Directors and the Faculty of the Institute for the Psychological Sciences are committed to maintaining the highest academic standards in teaching and clinical training. In pursuit of academic excellence, the Institute for the Psychological Sciences commits itself to:

1. Continually strengthening the quality of its teaching by supporting innovative programs, and through an ongoing process of evaluation from its students, faculty, and consultants.
2. Providing instruction in accordance with the teaching of the Magisterium of the Catholic Church.
3. Encouraging and fostering the spiritual formation of its students through opportunities for them to participate in spiritual direction, retreats, conferences, and religious services.

STATEMENT OF NON-DISCRIMINATION

The Institute admits qualified students of any race, gender, color, nationality or ethnic origin to its programs. Applicants should understand that the central mission of the Institute for the Psychological Sciences is the development of a Christian approach to the psychological sciences. The Institute welcomes qualified students of any religious faith; nonetheless, all students who seek admission must sincerely desire to share the Institute's mission and objectives. Given its distinct and unique goal of integrating psychology with the Catholic view of the person and the moral life, the degree programs at the Institute differ from traditional psychology programs in their approach, while maintaining the rigor in both the quantity and quality of clinical training.

INSTITUTE MILIEU

Because the Institute endeavors to project an appropriate professional image to the community, and with due respect to the presence of the chapel on campus, it is expected that students conduct themselves and dress in a respectful and modest manner, with sensitivity to their fellow students, and the Institute faculty and staff.

STUDENTS RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students are contained within this *Student Handbook* and in the Institute's *Academic Catalog*. The student is responsible for understanding his or her duty to these rights and responsibilities.

STUDENT COMMUNICATION

Most communication between the faculty, staff, and the students, will occur through email and memoranda placed in the student's mailboxes located in Suite 102. Official notifications regarding confidential matters (e.g., semester grade reports) are sent to the student's current address, as reflected in their student file. It is the student's responsibility to ensure that all of their personal data is accurate in their file which can be done by contacting the Registrar.

Students are encouraged to correspond privately with other students on an individual basis through the use of the Institute mailboxes. However, any mass notification of students about events, opportunities, etc., requires prior approval of the Institute. Similarly, items should not be placed on the Bulletin Board without prior approval. These items should be submitted to the Student Life Services office for approval.

Appointments with Faculty

Faculty members are responsible for scheduling their own appointments. Students wishing to speak with their faculty academic advisor, or another faculty member should contact them at the Institute and schedule an appointment.

ACCESS TO SUITE 102

The security system for Suite 102 allows access to authorized people during specific hours. The building security system will be active at all times. Student access to Suite 102 is limited to the following hours each semester:

Monday through Friday	7:00 a.m. -10:00 p.m.
Saturday	9:00 a.m. - 3:00 p.m.

Students may access the Library during the following hours during the semester:

Monday through Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m.– 1:00 p.m.

The motion detector will unlock the double glass doors during business hours. However, press the "Exit" button to unlock the door if the motion detector malfunctions. In case of fire or power failure, the doors will unlock automatically.

Electronic keycards can be picked-up at the Business Office during registration. Keycards should be returned at the end of every semester.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING

Faculty advisors participate in student orientation, give approval to each student's registration for his or her academic program each semester, provide necessary academic and career advisement, and provide referral for students who are having personal problems (if requested). Students are required to meet with their faculty academic advisors at least once per semester for individual advising. Initial faculty academic advisor assignments are made prior to the commencement of classes during a student's first program year. Students who desire to switch faculty academic advisors can do so by obtaining a "Change of Advisor" form from the Registrar's Office, and having it completed by their current and prospective faculty academic advisor.

ACADEMIC INTEGRITY

Academic integrity is the moral and ethical code of honesty that is the fundamental cornerstone of the Institute and is paramount for all activities in which the Institute engages. It is the responsibility of all members of the Institute community (faculty, staff, students, etc.) to promote academic integrity. Violations of academic integrity are considered academic dishonesty and are a violation of the Institute's Code of Conduct. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, fabrication, falsification, research fraud, or facilitating academic dishonesty.

When academic dishonesty is suspected, the Institute shall engage in appropriate due process. If an individual suspects academic misconduct, it is their responsibility to report it to the faculty member, or the academic department chair. The faculty member has the responsibility for determining the academic consequences for violations of academic integrity, which may include assigning a failing grade for the assignment, exam, or course, non-acceptance of the thesis or dissertation, or recommend review of the academic dishonesty through the Student Complaint grievance process.

ACADEMIC PROBATION

In the event of failure to meet the above standard for good academic standing, a student will be placed on academic probation. Students whose cumulative grade point average falls below 2.0 may be subject to academic dismissal. Students may request exceptions to this policy by presenting a written description of their extenuating circumstances and their plan for re-establishment of good academic standing to the Academic Dean. Generally, the Academic Dean will consult with the faculty academic advisor and the Department Chairman prior to granting any exceptions. After a review by the Faculty, the student will be advised in writing of the Academic Dean's decision. The Academic Dean's decision will be final.

Academic probation is different than Satisfactory Academic Progress requirements for students participating in Title IV federal financial aid programs. Please see sub-section entitled 'Satisfactory Academic Progress' of the section entitled 'Financial Aid' for more information.

ACADEMIC STANDING

To remain in good academic standing, students must maintain a cumulative grade point average of 3.0. A 3.0 grade point average is necessary to graduate. Cumulative grade point criteria do not apply until the student has completed six or more credits.

CLINICAL "AT RISK"/DUE PROCESS POLICY

Graduation with a degree in clinical psychology requires more than adequate grades and scholarly ability. Students must reach adequate levels of skill competency in psychological assessment and psychotherapy, as well as possessing the ability to exercise good clinical judgment, ethical reasoning, and professionalism. It is the solemn responsibility of the Institute to serve as a gatekeeper for the profession and to ensure that students who are unable to meet these standards be terminated from the program.

During each End-of Semester Review of students, the Director of Clinical Training will bring to the attention of the faculty feedback from instructors, and where applicable externship and internships sites, which indicates that a student is significantly deficient in their professional development. In such cases the Director of Clinical training will work with the appropriate course instructors and/or placement sites to develop a Remediation Plan which will include specific areas in which remediation is necessary, actions to be taken by the student and by the program to remediate deficiencies, criteria by which remediation success is to be judged, and a time frame by which remediation must be completed. Such a Remediation Plan will be reviewed with the student.

When such a Remediation Plan is developed, the Director of Clinical Training and clinical faculty members, following consultation with relevant course instructors and/or placement supervisors, will determine whether the deficiencies are of a serious enough nature as to deem the student to be "At -Risk" for termination from the program. If deemed to be "At Risk" the student will be formally notified of such status.

A student determined to be "At Risk" who fails to meet the Remediation Plan requirements in the designated time is eligible for termination from the program. In such cases, the Director of Clinical training and clinical faculty members will deliberate and vote on whether or not to terminate the student from the program or alternatively to develop an additional plan for remediation. An affirmative vote to terminate by a simple majority of the current clinical faculty members will result in the student being dropped from the program. The student will be notified in writing of the decision.

In the case of a student who is not deemed to be "At Risk," but who is placed on a Remediation Plan, fails to successfully complete the requirements of their Remediation plan in the designated time frame, the student may after the deliberation of the Director of Clinical Training and the clinical faculty be designated "At Risk." In such cases the student will be formally notified of such status. The Director of Clinical Training and the clinical faculty will then revise the pre-existing Remediation Plan noting the requirements which remain unmet and establishing a new time frame for completion. If the student remains unable to meet the requirements of the revised Remediation Plan in the designated time frame, the Director of Clinical training and clinical faculty members will deliberate and vote on whether or not to terminate the student from the program or alternatively to develop an additional plan for remediation. An affirmative vote to terminate by a simple majority of the current clinical faculty members will result in the student being dropped from the program. The student will be notified in writing of the decision.

In cases where an affirmative vote to terminate a student from the program is made, the student may appeal the decision to the Academic Dean. Such appeal must be made within 30 days following notification by the Department of their termination from the program. The Dean will consider the appeal and render his/her decision within 30 days of receipt of the student's request for appeal. The Dean's decision will be final.

COPYRIGHT POLICY

It is the policy of the Institute that all faculty, staff, students, and other members of the Institute community adhere to all copyright laws concerning the reproduction of materials and will be responsible for any infringement(s).

Copyright is defined by the United States Copyright Office as:

a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

To reproduce the work in copies or phonorecords;

To prepare derivative works based upon the work;

To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;

To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;

To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and

In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.¹

Applicable sections of the U.S. Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code are provided with this policy. Further Information about copyright laws is available in the Mary S. Thelen Library or from the United States Copyright Office, www.copyright.gov.

Title 17, Section 107. Limitations on exclusive rights: Fair use³⁸

Notwithstanding the provisions of [sections 106](#) and [106A](#), the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

¹ United States Copyright Office. (2004). Circular 1 Copyright Basics. Washington, D.C. [Available online: <http://www.copyright.gov/circs/circ1.html>, p 1.

- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

§ 108. Limitations on exclusive rights: Reproduction by libraries and archives³⁹

(a) Except as otherwise provided in this title and notwithstanding the provisions of [section 106](#), it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if —

(1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;

(2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and

(3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.

(b) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if —

(1) the copy or phonorecord reproduced is currently in the collections of the library or archives; and

(2) any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.

(c) The right of reproduction under this section applies to three copies or phonorecords of a published work duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if —

(1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and

(2) any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if —

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(e) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined,

on the basis of a reasonable investigation, that a copy or phonorecord of the copyrighted work cannot be obtained at a fair price, if —

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(f) Nothing in this section —

(1) shall be construed to impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of reproducing equipment located on its premises:

Provided, That such equipment displays a notice that the making of a copy may be subject to the copyright law;

(2) excuses a person who uses such reproducing equipment or who requests a copy or phonorecord under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by [section 107](#);

(3) shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or

(4) in any way affects the right of fair use as provided by [section 107](#), or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phonorecord of a work in its collections.

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee —

(1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or

(2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): *Provided*, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

(h)(1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.

(2) No reproduction, distribution, display, or performance is authorized under this subsection if —

(A) the work is subject to normal commercial exploitation;

(B) a copy or phonorecord of the work can be obtained at a reasonable price; or

(C) the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.

(3) The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.

(i) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b) and (c), or with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e).

Source: *Circular 92 Copyright Law of the Copyright of the United States of America and Related Laws Contained in Title 17 of the United States Code* June 2003, Available Online: <http://www.copyright.gov/title17/circ92.pdf>.

FACULTY AVAILABILITY AND ACCESSIBILITY

The Institute is deeply concerned about each student's individual progress within its program. Timely instructor input, feedback, and guidance benefit the student's decision making, and facilitates academic progress. To ensure the adequate availability and accessibility of instructors, the Institute requires that faculty members offering a course to hold a minimum of two hours of office hours per week outside of scheduled classroom times. An instructor's office hours will be distributed at the first class meeting and any changes to the office hours will be announced in class meetings.

To ensure equitable and effective use of both the student and instructor's time, students are required to make an appointment when they would like to utilize an instructor's office hours. Each instructor will inform the students during the first class meeting what process he or she wishes to maintain in scheduling appointments for office hours.

REGISTRATION

Enrollment Status

Students attending the Institute enroll in one of four categories:

Full-time Study

Full-time students must be admitted to either the M.S. or Psy.D. degree program. A M.S. degree program student is considered full-time if a minimum of nine (9) credit hours of coursework is taken per semester. A Psy.D. degree program student is considered full-time if the student is: a.) enrolled in a minimum of nine (9) credit hours per semester; b.) enrolled in a minimum of six (6) credit hours and is enrolled in a practicum/externship; c.) actively working on a dissertation (i.e., enrolled for dissertation credit hours); or d.) engaged in a pre-doctoral internship.

Part-time Study

Part-time students must be admitted to either the M.S. or Psy.D. degree program. A student in the M.S. degree program is considered part-time if enrolled for eight (8) or fewer credit hours per semester. A Psy.D. degree program student is considered part-time if enrolled for coursework or a/an practicum/externship at the Institute, but does not meet the criteria for full-time study.

Course for Credit

Students can take certain Masters-level courses offered by the Institute as long as they have an appropriate Baccalaureate degree. Any person wishing to register on a course-for-credit basis must submit a completed application and pay the required application fee; interviews are not required, but the application is reviewed and approved by the Chair of the Department. Students receiving permission to take courses-for-credit are not admitted nor guaranteed admission to a degree program. Permission is subject to limitation of class size, with a priority given to degree candidates, and pre-requisites. In addition, only certain courses are eligible to be taken by non-degree program students (unless special permission is received from the Department Chairman and Academic Dean).

Auditor

Students may audit a Master's-level course offered by the Institute as long as they have an appropriate Baccalaureate degree. See section entitled "Auditing Courses" for additional information about the courses available for audit and related policies.

Registration for Classes

Attendance at any Institute class is not permitted unless the person is registered for the class.

All students must meet with their academic advisor prior to registering and have the academic advisor sign the registration form. It is the responsibility of each new student admitted to make an appointment with the assigned academic advisor to plan a program prior to registering.

Registration of new students is held during the week immediately preceding the first day of regular classes. Returning students should meet with the academic advisor before registering each semester and have the academic advisor sign their registration form. For planning purposes, Fall semester registration for returning students takes place in April of the preceding academic year and Spring semester registration for returning students takes place in November of each year. Any student registering for courses other than as described above are subject to a Late Registration Fee.

Students taking a course-for-credit must register no later than the last day of the published Add/Drop Period each semester. Students whose accounts are not current will not be permitted to register for classes.

AUDITING COURSES

Any enrolled student may choose to audit a course by paying the audit tuition (one-half of the current regular tuition) and applicable audit fee. For students auditing a course, attendance will not be recorded, nor will they be required to complete any of the class requirements. No academic credit is awarded for auditing a course.

Enrollment as a auditor is subject to limitations of class size, with priority given to students enrolled for credit, any special requirements for auditing a particular class, an the exclusion of auditors from a particular class or a given type of class. Only certain courses are eligible to be taken by non-degree program students (unless special permission is received from the Department Chairman or the Academic Dean).

A student currently taking a course on an audit basis may petition the Academic Dean to switch to taking the course on a "course for credit" basis. Such petition must be presented to and approved by the Department Chairman prior to the commencement of the third class meeting of the semester.

A student may later enroll in the same course, for credit, by paying the regular registration fee. Students who have previously audited a class, and who are now taking the course-for-credit are required to complete the assignments for the course as outlined by the current syllabus for that class, including any requirements for class participation, papers, and examinations. The student may, however, petition the instructor and the Academic Dean in writing for a modification of the class attendance requirement of the Institute.

CRITERIA FOR TRANSFER OF CREDIT

Graduate credits are transferable from regionally accredited institutions and must have been completed within a period of six (6) years prior to acceptance into the Institute's degree programs. Exceptions may be possible for those who have been actively involved in the field in which the degree was earned on a continuous basis prior to admission. Extension, continuing education, or in-service courses that are not intended by the institution offering the courses to be part of a degree program, are not acceptable for transfer credit to the Institute. No graduate credit can be awarded for undergraduate level courses. Transfer of graduate credits earned at other institutions is not automatic. Only graduate credit for courses determined to be equivalent to courses offered at the Institute can be transferred for course credit. In addition, only courses for which a grade of 3.0 or better is obtained will be considered for transfer. Students wishing to apply for Transfer of Credit to

Institute must be enrolled in a degree program and must submit the appropriate transfer of credit form to their academic advisor, prior to registering for their second semester of classes. This request will be reviewed by the Chair of the Department who will notify the student of the decision regarding the request.

Applicants should note that given the unique mission of the Institute, certain courses completed at other academic institutions may differ significantly in content even though a similar title is given to the course at both institutions. Therefore, the following courses typically are not eligible for transfer from another institution: PSY 503 (Personality Theories); PSY 512 (Law, Ethics and Psychology); INT 533 (Foundations for Psychology); PSY 535 (Integration of Psychology and Spirituality); PSY 609 (Adult Psychotherapy); PSY 610 (Child Psychotherapy); PSY 611 (Marital Therapy); PSY 723 (Advanced Psychotherapy I: Children); PSY 724 (Advanced Psychotherapy II: Adults); PSY 726 (Advanced Marital Therapy); INT 828 (The Therapeutic Team); and PSY 836 (Advanced Personality Assessment).

Students admitted to the Masters of Science (M.S.) degree program in Clinical Psychology may transfer a maximum of nine (9) credit hours of courses. All transfer courses for psychology credit must have been earned at a regionally accredited graduate level program of a college or university psychology department. A maximum of six (6) of these credits may be transferred for Integration courses.

Students admitted to the Psy.D. degree program in Clinical Psychology may transfer a maximum of 18 credit hours of coursework. A maximum of six (6) credit hours may be transferred for Integration courses. However, students admitted to the Psy.D. program who have completed their

M.S. degree at the Institute will be allowed to transfer all credit hours completed at the Institute that are applicable toward the Psy.D. degree.

Courses Completed at other Institutions while enrolled at the Institute

A student enrolled in an Institute degree program may petition the Institute to take graduate courses at another accredited institution and apply these credits toward a degree program at the Institute. However, this option will generally only be endorsed in extenuating circumstances which are deemed extreme. In order to obtain credit for these classes, the student must submit, prior to taking the class, a written request to the Department Chairman via their academic advisor. The Department Chairman will determine the equivalency of the courses to those offered at the Institute (see Criteria for Transfer of Credit, above, for likely exclusions) and make a recommendation to the Academic Dean, whose decision will be final. Transfer of credit hours is limited to the total number of transfer credit hours allowed, including those accepted before entry into the degree program. Following completion of a course at another institution, the student is responsible for having an official transcript submitted to the Institute's Registrar for documentation.

LIFE EXPERIENCE AND COURSE EXEMPTIONS

The Institute recognizes and values the varied life experiences of its applicants and students. These are given the appropriate weight in the admissions process, as we attempt to determine the aptitude of an individual for graduate study in psychology and their fit with the mission and goals of our program.

The Institute understands that certain individuals may believe that they have, through self-study, life experience, or other non-degree coursework, obtained the information covered in a specific Institute course, and wish to be exempted from taking the course to avoid duplication. In these circumstances, a student may petition the Department Chairman for an exemption from a required course by submitting a portfolio of relevant learning to their advisor. The Department Chairman will make a recommendation to the Academic Dean.

Upon approval of the Academic Dean, the student may sit for an oral examination with the instructor of the course. A Course Exemption Fee of \$100 is required prior to the student scheduling the oral examination (see also Expenses). If the examination is passed by the student, this satisfies the academic requirement for the course, but not the credit hours associated with the course. The student is required to obtain the stated number of credit hours for graduation in the degree program in which the student is enrolled. If the student does not pass the examination, the student is required to complete the course for credit.

A maximum six (6) hours of coursework can be exempted in this manner. Exemptions will not be granted for any course which is generally required by states for licensure as a psychologist. In addition, exempt hours count towards the maximum number of transfer credit hours allowable. That is, the maximum number of transfer and exempt hours combined is nine (9) for the M.S. program and eighteen (18) for the Psy.D. program.

TUTORIALS

Tutorials are independent studies which involve required courses that are taken on an individual basis. Tutorials are only allowed rarely, under extraordinary circumstances that prevent a student from enrolling in a course at the regularly scheduled time. To enroll in a tutorial, a student must first consult with their faculty academic advisor who will guide them in completing the necessary forms.

COURSE CHANGES

A course change is any course added to or dropped from a prior paid course schedule. Students are permitted to add or drop courses throughout the published registration period and during the first week of classes, with the approval of their academic advisor and Registrar. Course changes made after the registration period has ended or after the Add/Drop Period require the approval of the instructor, academic advisor, and Registrar's Office. Such changes are subject to Registration change fee for each change (or set of changes made at the same time). Course changes other than as described above, require the signature of the instructor, academic advisor, and Registrar's office.

A student who follows the published course change procedures may drop courses prior to the seventh week of classes (academic semester) and receive a Withdrawal (W). After the published Last Date to Drop and Receive a "W" each academic semester, any student who drops a course will be assigned a Withdrawal Passing (WP) or Withdrawal Failing (WF) by the instructor based upon actual work completed at the time of the drop or withdrawal. A W or WP will not affect the student's cumulative grade point average. A WF is treated as a failing grade for grade point average computation.

Any class that meets in an intensive format for a week or on a shortened semester calendar must be added no later than the end of the first day of classes and dropped not later than the end of the second class.

WITHDRAWAL FROM THE INSTITUTE

A withdrawal from the Institute is defined as dropping all registered courses or failure to enroll each semester prior to completing all requirements for graduation.

To withdraw from the Institute at any time other than the close of the semester, students are required to consult their academic advisor and the Financial Aid Officer, complete the Institute's withdrawal procedure, and obtain written notification of withdrawal to be considered withdrawn. No refunds will be made, except as required under Title IV federal regulations, without a letter noting honorable dismissal from the Institute by the Academic Dean.

Discontinuation of class attendance or notification to an instructor of withdrawal does not constitute an official withdrawal from the Institute. In these instances, students will be responsible for the full payment of their accounts. Students who withdraw from the Institute during the Fall or Spring semester with written permission from the Academic Dean are allowed a return of tuition and refundable fees according to the following schedule:

<u>Withdrawal</u>	<u>Refundable Portion</u>
First Week	80%
Second Week	60%
Third Week	40%
Fourth Week	20%
Later Than Fourth Week	0%

All monies due the Institute at the time of withdrawal become due and payable immediately. To obtain a refund of tuition and refundable fees, students must also turn in their student identification cards, facility access keys, and all Library materials.

The date used to calculate refunds will be the date on which a student's written request for withdrawal is made to the Academic Dean. Certain exceptions to these policies may be approved by the Academic Dean in specific instances (e.g., when students incur serious injury or illness, etc.).

Students receiving Title IV federal financial aid may have a different refund schedule. Please refer to the Financial Aid section for more information.

Any student who withdraws from the Institute will be assigned a Withdrawal (W), Withdrawal (WP), or Withdrawal Failing (WF) as stated in the Institute's Course Change policy.

A student who withdraws from the Institute and wishes to continue course work at the Institute must reapply for admission following all applicable procedures required and pay the appropriate re-application fees. In instances where the Institute's Withdrawal procedure is not completed, students will be responsible for the full payment of their accounts.

LEAVE OF ABSENCE

Should a student enrolled in a degree program of the Institute find it necessary to interrupt active pursuit of their degree, he or she should discuss the need for a leave of absence with their academic advisor. Generally, a leave of absence is granted for good cause, and a minimum of one academic semester, and limited to one calendar year. Requests will be considered prior to the beginning of an academic semester. For any request made during the academic semester, the grade assigned will follow the Institute's Withdrawal policy.

The right to make use of the Institute's facilities is suspended while the leave is in effect. The student who discontinues active enrollment in courses without being granted a leave of absence, or a student granted a leave of absence who does not return to active enrollment in courses at the close of the approved period of time, must apply for readmission to the degree program, and will be subject to the regulations and requirements then in force. In such cases, acceptance into the program is not guaranteed, and any courses taken prior to the interruption of enrollment may not count towards graduation if they were not completed within the time allowed for degree completion.

While Institute policy may allow students a leave of absence of up to one calendar year, students who take advantage of this policy may be required to begin repayment of Title IV federal loans. Students who are participating in Title IV federal financial aid programs may be granted a leave of absence of up to 180 days in a calendar year without entering repayment. Therefore,

students receiving federal financial aid are required to receive counseling from the Financial Aid office prior to being granted a leave of absence.

CLASS ATTENDANCE

All students, whether full-time, part-time, or course-for-credit are required to attend all scheduled classes and complete all examinations and other requirements. Furthermore, it is required that students miss no more than two class meetings of any given course. Absences exceeding these limits will result in the student being dropped from the class unless the student receives a written exemption, granted jointly by the instructor and the Academic Dean.

PAPERS

Students are expected to write all papers in a manner consistent with the expectations of the academic psychology community. Therefore, the Publication Manual of the American Psychological Association, 5th Edition, (Manual) should be utilized in all course requirements for term papers, as well as other professional writing. The student may want to access the Manual and associated resources in the Library or see the following websites for assistance:

<http://www.apastyle.org>
<http://www.wooster.edu/psychology/apa-crib.html>

GRADING POLICY

Course Grades

To ensure that grades are awarded with justice and on a uniform basis, all members of the faculty are required to make clear to their students at the beginning of each course the principles which they will employ in determining final grades. A clear statement of grading principles offered by the instructor is the student's strict right and the instructor's serious duty.

The Institute allows instructors to define numerically what each grade requires as well as assign finer distinctions such as A-, B+, etc. Official transcripts, grade points will be reflected as follows:

Grade	Numerical Equivalent
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
NC	0.0
I	Incomplete

Incomplete

When a student has been assigned an "Incomplete" the student must complete all outstanding course requirements within three (3) months following the end of the semester of registration for the course. Failure to complete all course requirements will result in the instructor awarding a grade based upon work completed.

Students who receive financial aid and who carry a grade of "Incomplete" into a following semester risk loss of financial aid for that semester. Carrying an "Incomplete" grade reduces the student's overall grade point average and lowers his or her credit hours attempted to completed ratio – either or both of which factors can create a failure to meet the requirements for Satisfactory Academic Progress.

Clinical Skill Ratings

For courses that involve learning and demonstration of clinical skills, in addition to regular course grades students also will receive ratings on attainment of specific aspects of clinical practice and skills. An example of the rating form is available in the *Clinical Training Handbook*. The clinical courses at the Masters level include Psy 507, Psy 516, Psy 608, Psy 609, Psy 610, Psy 611, and Psy 613.

EXAMINATIONS

Final examinations are scheduled during regular class hours during the final week of each semester and on the last day of each seminar session. In case of serious illness or emergency, arrangements may be made with the instructor to take an exam at another time. Postponement of a final examination beyond the last day of the semester or of the summer session requires the issuance of an "Incomplete" grade designation.

COURSE EVALUATION BY STUDENTS

Near the end of each semester, students are expected to complete a written evaluation of each course. All evaluations are anonymous and confidentiality is maintained. Student honesty in evaluation of the courses is critical, since the results contribute to improving class design and presentation. Instructors do not have access to completed course evaluation information until after final grades are submitted.

PERMANENT ACADEMIC RECORD

All grades recorded become a permanent part of the student's academic history. A student who believes a final grade has been miscalculated should ask the instructor to review the matter. If a grade change is warranted, the instructor should report this to the Registrar. If the student is not satisfied with the instructor's response, the student may submit a written request to the Academic Dean. The Academic Dean or the Academic Dean's representative will then meet with the student and the instructor, and will attempt to resolve the dispute about the grade. Failing such resolution, the instructor's grade will stand.

No grade change will be accepted after 30 days of the end of the semester unless authorized by the Academic Dean. Requests for a change in grade, which would make the student eligible for academic honors, or for graduation, or which would prevent dismissal for academic deficiencies, must be made before the regular date on which those actions are taken.

Students may retake certain courses in order to improve their grade. In such cases where a course is retaken both grades will be reported on their transcript, but the higher of the two will be used for the purpose of calculating the grade point average. Basic and advanced clinical practice classes may not be retaken. Poor performance in such courses will be remediated through an individualized plan developed between the instructor, Director of Clinical Training, and the student (See 'Clinical "At-risk"/Due Process' policy).

STUDENT ACCESS TO EDUCATION RECORDS

Students have a right to view their education records within 45 days after submitting a request in writing to the Enrollment Services Manager. Education records include all records directly related to the student and maintained by the Institute.

Students do not have the right to access the following records:

- a) records containing information on more than one student; in this case, only the information which pertains to that student will be released to him.
- b) the financial records of the student's parents
- c) confidential statements of recommendation placed in the student's file before January 1, 1975
- d) those records which are excluded from the FERPA definition of education records.

Release of Student Education Records

For release of a student's confidential educational records, the student must provide a signed and dated written consent form. The request must specify the records to be released, the purpose of the disclosure, and the party to whom the disclosure may be made.

Written permission from the student is *not* required to release his or her files to:

- a) other school officials within the Institute
- b) officials of another school or institution where the student seeks to enroll
- c) authorized representatives of the Comptroller General of the United States, the Secretary, or State and local educational authorities
- d) ascertain eligibility for financial aid

However, this information is disclosed to the above parties on the condition that it not be released to a third party without written consent from the student.

Directory Information

Directory information is non-confidential information about a student and may be released by the Institute upon request, without written permission from the student, unless notified otherwise in writing by the student. The following is considered by the Institute as directory information: student name, addresses, e-mail address, telephone number, date and place of birth, program of study, enrollment status, dates of attendance, degrees, previous schools attended, residencies, and internships.

STUDENT TRANSCRIPTS

Each student can receive up to ten (10) copies of their transcript free of charge; after ten (10) copies have been issued, there will be a charge of five dollars (\$5) per transcript. To receive copies of transcripts, students or former students must submit a signed, written request to the Registrar including the student's name, social security number, dates enrolled, and address to which transcript is to be mailed. Transcript will be mailed within seven (7) days of receipt of the request.

INTERNATIONAL STUDENTS

International students are required to maintain valid immigration status throughout their stay at the Institute. In most cases, this requires that the student be enrolled full-time for two consecutive semesters out of every year. A person whose immigration status is not valid is not considered a current student, and cannot register for classes, participate in the Institute's activities, or apply for readmission or admission to a degree program. The Institute can accept foreign applicants who are in the United States as dependents of someone in the country on a work visa. The Institute can also accept students in the country on F-1 visas and R-1 visas.

CLASS CANCELLATIONS OR EMERGENCY CLOSING

In the event of snow, ice, weather-related, or other emergencies, instructions will be provided to students in their mailboxes and announcements will be made in class. Instructions will also be available on the Institute telephone recording, 703-416-1441. Whenever possible, the announcement of class cancellations or emergency closing will be made and announced on the Institute telephone recording by 7:00 a.m. on each day impacted by such emergencies.

STUDENT COMPLAINTS

In a Christian academic atmosphere, every effort should be made on the part of both students and faculty to resolve issues with the other party on an individual basis. If for whatever reason a student does not feel comfortable approaching a particular faculty member, or is not satisfied with the results of such meeting, they should consult their faculty academic advisor, or the appropriate (M.S. or Psy.D.) Program Director, who will provide guidance as to what further steps, if any, should be taken. Should a student then wish to file a formal complaint, the following procedure will be followed:

Complaint Resolution Procedures

Student complaints will be handled as follows:

1) Filing a Complaint: The complainant shall file a written complaint with the Academic Dean. The complainant shall record with specificity the circumstances of his or her complaint.

2) Fact-Finding Committee: The Academic Dean will appoint a Fact-Finding Committee consisting of three faculty members. A Chairman of the committee will be designated by the Academic Dean. If a conflict of interest or other valid reason prevents a committee member from serving, the Academic Dean shall select an alternate. The Academic Dean shall make every effort to ensure that a fair, impartial and representative committee hears the matter.

3) Notification: The Academic Dean shall give the respondent written notification that a complaint has been filed, as well as a copy of the complaint. The respondent may file a written response with the Fact-Finding Committee Chairman. The Academic Dean shall provide a copy of the response to the complainant.

4) Investigation: The following standards for investigation will be observed:

a) In conducting the investigation, the committee shall receive and review the complaint, the response, and other pertinent statements or documents;

b) The complainant and respondent shall be given the opportunity to respond to one another's statements, and to individually present witnesses or concerned parties in conformity to the evidence presented;

c) The committee will interview witnesses and concerned parties individually and in conformity with privacy requirements, as it deems necessary.

5) Fact-Finding Report: When, in the judgment of the Committee, the positions of the complainant and respondent have been equitably heard, the Committee shall submit a written Fact-Finding Report to the Academic Dean. The Fact-Finding Report shall contain the following:

a) A statement of the issues under review;

b) The positions of the parties;

c) A finding of the results of the investigation;

d) Conclusion as to whether there is probable cause to believe that the complaint is valid; and

e) Recommendations for action(s) to be taken.

The total time period for the investigation, from the filing of a written complaint to submission of the Fact-Finding Report to the Academic Dean shall not exceed ninety (90) calendar days.

The Chairman of the Fact-Finding Committee will maintain all records of the complaint, including its conclusions and recommendations. These records shall be transferred to the Office of the Academic Dean at the time of disposition of the complaint. The records shall be maintained in conformity with state and federal privacy and disclosure requirements, policies and procedures.

Disposition of the Complaint and Disciplinary Action

The Academic Dean will make the decision about action to be taken. The factual conclusions contained in the Fact-Finding Report shall be binding upon the Academic Dean for the purpose of this determination.

The Academic Dean will discuss the decision with the Chairman of the Fact-Finding Committee, prior to taking action, if the action to be taken is different than that recommended by the Committee.

The Academic Dean will immediately notify the complainant and the respondent in writing of the disposition of the complaint once the decision has been made.

The decision of the Academic Dean will be made within ten (10) working days of the receipt of the Fact-Finding Report. If disciplinary action is taken, the person disciplined has the right to file an appeal challenging the disciplinary action. Appeals must be made in writing to the Chairman of the Board of Directors of the Institute no later than fifteen (15) working days from the date of the Academic Dean's notification of the decision. The Chairman of the Board will notify the party making the appeal of the Chairman's decision in the matter within fifteen (15) working days of the date of the appeal. The Chairman's decision shall be final.

Confidentiality

In the complaint resolution procedures, every reasonable effort will be made to protect the privacy of all parties. All records pertaining to the investigation and to the disposition of the complaint shall be maintained in sealed files in conformity with state and federal privacy requirements. Records of individuals involved or alleged to be involved in a complaint, will be made available to officials of the Institute who have a need to know, and otherwise only in accordance with applicable state and federal laws and only to the extent required by law.

Retaliation Prohibited

The Institute strictly prohibits retaliation against a member of the Institute community who files a complaint, against whom a complaint is filed, or who otherwise is a participant in the complaint resolution procedure. Such retaliatory conduct includes, but is not limited to, decreasing an employee's pay, reducing a student's grade, or downgrading a person's performance evaluation.

INFORMATION TECHNOLOGY RESOURCE USERS

The Institute has a wireless network available for student use. In addition, computer workstations are available for the students in the Library. Please consult the *Student Library Handbook* for information about additional information technology that is available to Institute students.

The Institute recognizes that the vast majority of students, faculty, staff and guests exercise responsible judgment with all Information Technology resources. To ensure the continued integrity of this environment, reasonable policies, procedures, and security guidelines have been published and implemented.

All students are encouraged to learn more about Institute Computer Accounts and E-mail System, as well as general guidelines and ethical behavior while using Information Technology resources in the Institute's Computing Ethics Guidelines and the Acceptable Use of Electronic Systems Policy.

In order to ensure the reliability and performance of the Institute's network, IPSNet, members of the Institute community should read and follow the Institute's Network Standard. With the advent of wireless networking at the Institute, the Wireless Standard contains important information about the use of Institute wireless network installations.

INFORMATION TECHNOLOGY CODE OF CONDUCT

Retain Sanction Definition:

Information Technology Resource Suspension/Termination - A suspension or termination of part or all of a student's access to Information Technology resources. No refund of any fees charged and applied to Information Technology resources will be made.

Offenses Related to the Utilization of the Institute Information Technology Resources Users

"Information Technology Resources" includes, but is not limited to: campus computing facilities (labs and individual machines), Institute time-sharing services, network ports, wireless networks, World Wide Web pages and related resources, internal or external network connectivity and access to other services and machines.

The information technology resources of the Institute are available to faculty, staff, and students of this institution for the purpose of instruction, research, and other activities defined by the President or the Academic Dean.

This policy addresses offenses related to the properties and operation of the Institute and therefore applies to information and technology use and resources as it applies to all other Institute resources. Specifically, an offense related to utilization of the Institute information technology resources is committed when a student:

Uses information technology resources for purposes other than research or instructional purposes. (Information technology resources may not be used for commercial purposes or personal gain).

Intentionally or recklessly abuses or misuses the information technology resources so as to cause damage, program disturbances, or harassment to other persons.

Repeatedly or purposefully engages in activities which can be reasonably expected to, or do, unreasonably tax information technology resources or go beyond the intended or acceptable use.

Borrows, lends, falsifies or misuses a computer account or information technology resource, or allows, or facilitates the unauthorized access to use of Institute information technology resources by a third party.

Obtains passwords(s) of other persons in order to use Institute or Institute-related information technology resources without proper authorization or impersonates another person or an information technology resource.

Uses electronic media to harass or threaten other persons, or to display, design, copy, draw, print, or publish obscene language or graphics. Submits or causes to be submitted to the Institute false, misleading, harassing or deceptive help requests or complaints. Uses institute information technology resources to gain or attempt to gain unauthorized access to information technology resources either inside or outside of the Institute.

Intercepts, attempts to intercept or otherwise monitors any communications not explicitly intended for him or her.

Copies, reads, accesses, uses, misappropriates, alters, publishes or destroys the files, output data, documents or other files of another individual or attempts to do so, without the permission of that individual, project leader, or information technology resource administrator.

Makes, distributes and/or uses unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes peer to peer sharing of entertainment (e.g., music, movies, video games) files in violation of copyright law. (Unauthorized copying of copyrighted software or proprietary files may also lead to proceedings in the civil court.) Violates the terms and conditions of software license agreements for software distributed by the University of Pittsburgh to students by giving, lending, selling, or leasing such media or software to others for their own use.

Interferes with the operation of the Institute's information technology resources by deliberately attempting to degrade or disrupt resource performance, security, or administrative operation including, but not limited to, intentionally introducing any computer virus or similar disruptive force into any information technology resource.

The following options are available to the Institute in responding to alleged violations of the Offenses Related to the Utilization of the Institute Information Technology Resources Users portion of the Student Handbook:

When a violation of the Information Technology Policies is observed and the alleged violator is identified, one or a combination of the following actions may be taken by the Institute:

- a. Collect evidence of the alleged violation, including copies of the files or any other information, for the ensuing investigation.
- b. Issue a warning to the accused violator(s).
- c. Request corrective action by the accused.
- d. If the alleged Code represents a continuing threat of damage or harassment to the community, an interim suspension of the person's access to Information Technology resources will be imposed.

In cases where an interim suspension has been imposed, the IT Services Committee, may promptly file a complaint with the Dean of Students requesting an expedited hearing.

Copyright Violations

The increased use of file sharing (peer-to-peer) software programs such as KaZaA, Gnutella, LimeWire, and others has led to a significant increase in anti-piracy efforts and legislation. Peer-to-peer programs allow sharing of copyrighted music, movies, and software often without the knowledge or consent of the user. Recent legislation including the Digital Millennium Copyright Act in conjunction with automated scanning software employed by software publishers and music and movie production companies can lead to a significant increase in copyright infringement complaints received by the Institute. Please review the Copyright Infringement and the Copyright and Intellectual Property Policies.

EMERGENCY PROCEDURES

The Institute for the Psychological Sciences has a comprehensive Safety Plan for the purposes of taking reasonable efforts to provide a healthy, safe, and secure environment for all members of the campus community. This Safety Plan is in effect, evaluated regularly, and improved as needed.

The effective implementation of the Institute's environmental health and safety program requires a partnership between the Institute administration, entire campus community, and Charles E. Smith Property Management, the owner of the Institute's facility. The Vice-President for Finance and Administration has administrative responsibility for the Institute's Safety Plan.

As instructed by the Office of Homeland Security, high levels of alert require the Institute's community to be in a state of readiness. Students and employees should go about their normal business but should report any suspicious activity on campus to the Vice-President for Finance and Administration by calling 703-416-1441 or email amaza@ipsciences.edu. If you encounter a situation that warrants immediate response from emergency personnel, call 911 first.

Emergencies

Like you, the Institute uses a number of proven sources including law enforcement, local and federal governments, broadcast media, the Internet, and our building management to gather information. With any change in the government-communicated threat level, we will evaluate all incoming data the information we have, and communicate promptly to all members of the Institute's Community the most current information available

In the event of an actual emergency, information and instructions are available through multiple sources, including:

Emergency Telephone Line, 703-416-1441 (Extension 1)
Email (Emails are provided to staff and students with IPS email accounts)
Orange Flier - posted throughout campus
Student Mailboxes

It is your responsibility to regularly review these sources for emergency information and instructions.

Professionals on the Institute's staff are trained to supervise the campus's response to these emergencies and communicate with all members of the community.

What to do in an Emergency

If an emergency occurs, the Institute community is advised to follow these procedures:

- Remain calm and be patient
- Seek information from reliable sources and follow the advice of local emergency officials.
- Use telephones, cellular phones, and Internet only for critical communication. Notify your IPS Emergency Contact (department heads). Department heads should inform the Vice President for Finance and Administration. During times of emergency, communication lines can easily become clogged;
- Reduce your electrical power consumption to a minimum; if you have a cell phone, use it sparingly;
- Follow directions of Institute personnel.

Evacuation Procedures

If an emergency requires the evacuation of the campus building, the building alarm will be sounded and everyone is required to evacuate the building.

Fire

In the event of fire you should,

- a. **Sound the fire alarm.** No matter how small the fire seems to be, pull the alarm. The alarm boxes are generally located near the exit stairwell doors.
- b. Notify other nearby office occupants.
- c. Close all doors behind you, especially the door to a burning room. Quickly proceed directly to the exit. **Do not use elevators. Do not exit to the rooftop.**
- d. Go quickly and calmly to the ground floor and exit immediately.
- e. Move across the street and/or at least 100 feet away from the building.
- f. In all instances, follow the directions of fire and security personnel.
- g. Do not re-enter the building until fire personnel signal to do so--Even if the alarm should stop ringing you should not re-enter the building.

If you find your exit routes blocked by fire or smoke, follow these procedures:

- a. Close your main corridor entry door. If smoke is in the hallway, place draperies, blankets, sheets or clothing around the door to keep smoke out. Wet this material if possible.
- b. If smoke is in your office put a wet cloth over your nose and mouth.
- c. Call the fire department (**Telephone 911**) and tell the dispatcher that you are trapped.
- d. Do not break windows. (Window glass may not be safety glass: Broken glass causes a hazard for people and rescue personnel on the street level).
- e. Remain close to the floor and wait for firefighters to arrive.

Chemical or Other Airborne Attack

In the event of a chemical or other airborne attack, individuals will be advised to take shelter. In general, you should seek shelter in interior rooms or hallways and close windows and doors to the best of your ability. If necessary, Charles E. Smith Commercial Realty has systems in place designed to shut down HVAC equipment, most importantly all exhaust and intake fans, secure all perimeter doors, and limit entry and exit of the building. Specific instructions will be provided by campus officials. Everyone is to remain indoors until instructed that it is safe to leave. This type of shelter is expected to be needed for no more than a few hours at most.

Personal Preparedness

The Federal Government recommends preparing *personal workplace disaster supplies kits* in accord with recommendations from the American Red Cross. Such kits should include:

- Cash
- Bottled water and non-perishable food for *at least* one day.
- Small first aid kit and extra prescription medications
- Battery operated flashlight and fresh batteries
- Battery operated radio or television
- Emergency contact and medical information
- Personal identification
- Sanitation and hygiene supplies
- Whistle
- Pen, pencil and paper

Remember that your kit should be adjusted based on your own personal needs. For more information about *workplace disaster supplies kits*, please visit the Red Cross website, www.redcross.org/services/disaster/0,1082,03,00.html.

The Institute maintains two *disaster supplies kits* located in the office supplies storage room in Suite 511 and in classroom 1 in Suite 102. These kits contain two (2) flashlights with extra batteries, one battery-powered radio, first aid supplies and a limited amount of water and non-perishable food. Please be advised that this does not replace the need for *personal workplace disaster supplies kits* and that food and water supplies are intended for the use of visitors and students.

Resources

A list of governmental and volunteer organizations and publications having more detailed instructions of what to do in the event of an actual emergency are provided as a resource for the Institute community. It is the responsibility of each member of the Institute community to be knowledgeable about these instructions.

- Department of Homeland Security <http://www.ready.gov/>
- American Red Cross (*Terrorism Preparing for the Unexpected*) <http://www.redcross.org/>
- Virginia Department of Emergency Management <http://www.vdem.state.va.us/>
- Arlington County <http://www.co.arlington.va.us/emergency/>
- District of Columbia Emergency Services <http://dc.gov/citizen/preparedness/index.shtm>

STUDENT SUPPORT SERVICES, PROGRAMS, AND ACTIVITIES

The Institute provides a variety of student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of its students. The Dean of Students and the Student Life Services office seek to assist students with housing, social, and other student support services while enrolled at the Institute.

The Institute strives to provide timely and accurate information to students regarding matters of interest such as academic events, lectures, student life and spiritual activities, as well as other Institute and area events. Notification of these events and activities are provided to students by email, through the Student Life Committee, posted on student bulletin boards, placed in student mailboxes, in *Mind Matters* (see section '*Mind Matters*' below), and through contact with the Student Life Services Office.

A student directory is published with student's names, addresses, telephone, and email information to facilitate students' need for this type of information. Students may request that their information not be published.

Mind Matters

Mind Matters is a monthly newsletter published by the Student Life Services office and provided to students. This newsletter contains items of interest to students, including the Student Life Services Calendar, extracurricular programs, services, and activities, lecture series, and area information.

Student Life Services Calendar

The Student Life Services office maintains a calendar of Institute programs, events and activities of interest to students. This calendar is provided to students in *Mind Matters*.

LECTURE SERIES

The Institute has guest lectures from time to time on topics of interest to students and the Institute community. All students are encouraged to participate in these lectures.

The John Henry Cardinal Newman Lecture Series

The Cardinal Newman Lecture Series (Newman Lectures) is an annual program hosted by the Institute. The Newman Lecture Series features speakers who are widely recognized for their contributions to the field of psychology, moral and political philosophy, theology, and law. The Institute promotes this interdisciplinary dialogue to advance the integration of modern social, psychological and Catholic thought. Lectures are free to the public and students are encouraged to attend.

The 5th annual Newman Lecture Series will consider the profound theoretical underpinnings for understanding the human psyche. Philosophical psychology is established neither by empirical studies nor by clinical psychology. It involves deeper reflections, which draw nonetheless on the empirical and clinical, as well as the metaphysical and the religious. In turn, as a philosophical and systematic reflection the human person, it provides a basis for applied psychological approaches, as well as for moral and social theories that can recognize deeper human and spiritual resources. This interdisciplinary lecture series will feature scholars of international reputation in philosophy, psychology, political theory, and religion offering philosophical reflections on psychology and its relationship to human emotion, freedom, and moral theory.

Date	Lecturer	Topic
September 9, 2005	Rev. Aidan Nichols, O.P.	The Rebellious Discipleship Of Father Victor White: Theology And Psychology In A Critic Of C.G. Jung
October 7, 2005	Richard Sorabji, D. Phil.	Emotions and the Therapeutic of the Ancients
November 11, 2005	Daniel N. Robinson, Ph.D.	Reason and Passion, Again
January 20, 2006	Rev. Bernard Ceslas Bourdin, O.P.	Individual Freedom in a Political Setting
February 10, 2006	Rev. Kevin Flannery, S.J.	Why Does Anscombe Say That We Need Today a Philosophy of Psychology
March 24, 2006	Rev. Benedict M. Ashley, O.P.	The Service of Metaphysics to Psychology
April 21, 2006	Roger Scruton, Ph.D.	Against Biologism

COUNSELING SERVICES

The process of learning clinical psychology often results in students reflecting upon their lives and themselves in a different manner than they might have previously done. In the course of this reflection, it is not uncommon for some students to experience increased concern or distress. The Institute takes seriously the welfare of all students, and has arranged with several area psychotherapists to offer reduced-rate therapy services for students who feel they might benefit from this opportunity. Contact information is available from the Dean of Students office.

CAREER PLACEMENT SERVICES

The Institute is dedicated to assisting students completing academic programs find and secure positions in clinical psychology and related fields and maintains current career placement opportunities on bulletin boards in Suite 102. Additional career placement assistance is available on an individualized basis by contacting either the Dean of Students or your faculty advisor. Each student is encouraged to take advantage of all resources for any job or graduate placement assistance needed.

Career placement services is also provided through Institute-sponsored workshops to help students build resume and job interviewing skills as well as through providing initial contact with potential employers. Current job openings, employers, and graduate programs in the field of clinical psychology are available on the bulletin board located in the student lounge.

STUDENT ACTIVITIES

The Institute provides a number of student life services and activities to students, which are communicated to students in a variety of ways, including *Mind Matters*. Additional information about student activities is available from the Dean of Students' office.

Student Life Committee

The Student Life Committee (SLC) is the recognized student leadership and government function of the Institute. The SLC plans social and spiritual activities for students and serves as the main channel of communication between the student body and the Institute's administration.

Members of the SLC are elected by the student body in the Spring semester and serve one year terms. The officers of the SLC are elected by the elected members of the SLC committee.

In support of the student life programs, a student activity fee is paid by each student enrolled in a degree program.

Social Activities

To facilitate community life, the Institute regularly sponsors social gatherings of students, faculty, staff and their families. The Student Life Committee coordinates many of these functions and your attendance is encouraged and welcome. Details are available in *Mind Matters*, the Student Life Services office, and on student bulletin boards.

- The President's Picnic is an annual event for students and their families, faculty, and staff held to welcome students at the beginning of each academic year.
- IPS Game Night, held each semester and sponsored by the Student Life and Concerns Committee and the Chairman of the Psychology Department, is an opportunity for students and their families, faculty, and staff to learn and play a variety of different games while socializing with the Institute community.
- Teas, Sweets and Savories is a ladies afternoon tea sponsored for female students, faculty, and staff is offered at least once each academic year and sponsored by the Dean of Students' office.
- The IPS Men's Group holds regular meetings for all interested male students, faculty, and staff to enjoy spiritual reflection and discussion about relevant topics of interest to men.
- Cheese and Chat and Bagels and Chat are morning and evening forums for students to engage in meaningful discussions and share information with each other on a variety of topics.

RELIGIOUS ACTIVITIES

Because of the mission and vision of the Institute, encouragement of the spiritual growth of students is a clear priority. Towards this end, efforts are made to have regular religious services available to students. During the semester, daily Mass and Eucharistic Adoration is made available so that the students, faculty, and staff can experience shared worship. In addition, opportunities for spiritual direction and the Sacrament of Reconciliation are available to students from the Institute's Chaplain. Individual appointments may be scheduled by calling the Student Life Services office.

The Holy Sacrifice of the Mass is offered at noon during the semester on Tuesdays and Wednesdays in the Chapel. Confessions and spiritual direction times and dates are announced each semester. The Mass of the Holy Spirit is held during the first week of classes each Fall semester.

A variety of spiritual activities are provided for the students. Each semester the Institute Chaplain conducts a Half Day Retreat for students. Details about the Half Day Retreat and other planned events are available from the Institute Chaplain's office and on the Student Life bulletin board.

DINING SERVICES

The Institute is located in an area where a wide variety of food services are available. Many of the food services are listed in *Mind Matters*.

HOUSING

A variety of housing options are available for Institute students. Some of these housing options are included in *Mind Matters*.

OTHER SERVICES

The Institute provides information about many services that are of interest and available for students in the area in *Mind Matters*. These services include banking, employment opportunities, local hospitals and clinics, hotels, parishes, student health services and insurance, places of interest, student discount tickets, and transportation.

FINANCIAL POLICIES

EXPENSES

All expenses are payable in U.S. currency. The Institute reserves the right to change rates and policies when necessary.

Tuition and Regular Fees

Tuition (per credit hour)	\$ 665
Practicum / Externship (per course)	\$ 100
Student Activity Fee (per year)	\$ 40
Library Fee (per semester)	\$ 80
Audit fee (per credit hour)	\$ 335
Application fee (non-refundable)	\$ 50
Course Exemption Fee	\$ 100
Late Registration Fee	\$ 50
Graduation Fee	\$ 60
Audit Application Fee	\$ 30
Transcript Fee	\$ 5
Replace Diploma	\$ 50
Returned check fee, each service	\$ 25
Registration change fee	\$ 5

Payment of Student Account

The Institute requires students to satisfy their student account at the time of registration, prior to attending classes. The Financial Aid office is available to assist students obtain resources for meeting these financial obligations.

Payment Plans

The Institute offers payment plans for students requiring assistance paying their student account. The "Application for Payment Plan" is available in the Business Office or Financial Aid Office.

REFUND POLICY

A student who reduces the number of credit hours using the Institute's Course Changes procedure or withdraws following the Institute's Withdrawal procedure are subject to the following refund schedule:

Withdrawal Date	Refundable Portion
First Week	80%
Second Week	60%
Third Week	40%
Fourth Week	20%
Later Than Fourth Week	0%

All monies due the Institute at the time of withdrawal become due and payable immediately. To obtain a refund of tuition, students must also turn in their student identification cards, facility access keys, and all Library materials.

The date used to calculate refunds will be the date on which a student's written request for withdrawal is made to the Academic Dean. Certain exceptions to these policies may be approved by the Academic Dean in specific instances (e.g., when students incur serious injury or illness, etc.).

REFUND INFORMATION FOR TITLE IV RECIPIENTS

Students receiving Title IV federal financial aid who withdraw are subject to the Higher Education Act of 1965 as changed by the 1998 Reauthorization of the Higher Education Act. This Act requires calculation to determine the amount, if any, of the Title IV funds to be returned to the Title IV program(s). For more information, please see "Return of Title IV Funds" in the Financial Aid section below.

Delinquent Accounts

A student with a delinquent account or debt will be denied a transcript or diploma until all obligations are fulfilled. The student is responsible for attorney fees and other costs and charges necessary for the collection of any amount not paid when due. If a previously enrolled student has a delinquent account he/she will not be allowed to register for the next semester until the account is settled.

FINANCIAL AID

The Financial Aid Office provides financial assistance to students in meeting the educational costs of attending the Institute. It is the Institute's philosophy that it is the student's responsibility for financing their graduate education. Any student who needs financial assistance is expected to contribute through combination of borrowing funds and working to meet the educational expenses.

Financial aid is any grant, scholarship, loan, assistantships, or part-time employment offered for the purposes of helping a student to meet educational expenses. The sources of this aid are generally federal, institutional, or private sources.

To assist students in affording graduate education, the Institute has developed a financial aid program that includes assistantships, financial support grants, educational loans, and payment plans. Students must demonstrate financial need as calculated by federal methodology for all need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA) located at the website: <http://www.fafsa.ed.gov/>.

INSTITUTE FINANCIAL AID

The Institute has merit and need-based tuition and scholarship assistance grants available to students demonstrating need on the FAFSA.

Assistantship Program

Teaching and Research Assistantships are merit-based aid available to students enrolled in the Psy.D. program. Eligibility is determined through the evaluation of scores in clinical skills and GPA for coursework completed at the Institute. Assistantships require the recipient to complete eight (8) hours of service per week for two academic semesters.

Application Deadline 2006-2007 Academic Year: March 31, 2006

Financial Support Grants

Need-based aid is an institutional grant or scholarship. It is awarded based upon the Expected Family Contribution (EFC) as determined by the United States Department of Education after the student's completion of the FAFSA. A need-based award requires the student maintain their status as a student in good academic standing.

Educational Loans

Federal and private student loans are available to assist students in meeting their educational costs. The federal loans require completion of the FAFSA and are briefly explained in the Federal Financial Aid section below. Private loans are available based upon a student's credit worthiness and require completion of an application as well as additional information.

FEDERAL FINANCIAL AID

Students attending the Institute have access to federal student financial aid programs.

Federal Loans

Title IV federal student loans are available to assist students in meeting their educational costs. These Title IV federal aid funds include both subsidized and unsubsidized loans up to a maximum award of \$18,500 for the academic year.

OTHER FINANCIAL AID

Students are encouraged to obtain private sources of grants and loans whenever possible. Many private organizations and foundations provide grant funds to students. In addition, private educational loans are available to students based upon credit worthiness.

FINANCIAL AID POLICIES AND PROCEDURES

The Institute is authorized by the United States Department of Education to participate in the Title IV federal student (Title IV) financial aid program. The Institute requires that all students comply with federal regulations.

Satisfactory Academic Progress

All students must meet Satisfactory Academic Progress (SAP) requirements to receive federally sponsored financial aid at the Institute for the Psychological Sciences. SAP for financial aid recipients is policy distinct from the Institute's Academic Standing policy. The Institute's SAP includes both qualitative and quantitative components in compliance with federal regulations. Students must maintain a cumulative Grade Point Average (GPA) of 2.5 or higher and must earn at least 50 percent of their attempted credit hours each semester. Students who fall below these standards become ineligible for federal financial aid.

Under certain extenuating circumstances, students who fall below the SAP requirements may appeal to the Financial Aid Office within 30 days of ineligibility notification. During such an appeal due to extenuating circumstances, the student's aid may be continued for one semester, if the appeal request is granted. If the student has not met the SAP requirements by the end of the appeal semester, she or he is no longer eligible for federally sponsored financial aid. Restoration of federally sponsored financial aid becomes possible when the student achieves SAP requirements, based on official end-of-semester grade reports.

Break in Enrollment

When a student has a break in enrollment, the financial aid standing in effect prior to breaking enrollment is retained.

Withdrawal and Incompletes

Course drops, withdrawal of courses, and incompletes will not be considered satisfactorily completed. Each of these types of courses will be considered courses attempted but not completed.

Students who receive financial aid and who carry a grade of "Incomplete" into a following semester risk loss of financial aid for that semester. Carrying an "Incomplete" grade reduces the

student's overall grade point average and lowers his or her credit hours attempted to completed ratio – either or both of which factors can create a failure to meet the requirements for Satisfactory Academic Progress.

Repeated Courses

Repeated courses are eligible for financial aid.

Financial Aid Academic Year

The academic year consists of the Summer, Fall, and Spring semesters.

Non-Credit Remedial Courses

Financial aid is not available for audit or non-credit courses. Remedial courses carrying regular course credit count towards satisfactory academic progress.

Student Rights and Responsibilities regarding Financial Aid

Student's Rights

Each student has the right to know:

- (1) The financial aid that is available, including information on all federal, state, institutional, and private financial aid programs;
- (2) The deadlines for submitting applications for each financial aid program;
- (3) The cost of attendance and the policies regarding refunds to students who drop out of the Institute;
- (4) The criteria used to select financial aid recipients;
- (5) How financial aid need is determined (including consideration of costs for tuition, room and board, fees, books and supplies, transportation, and miscellaneous expenses);
- (6) The resources (such as assets, other financial aid, etc.) considered in the calculation of need;
- (7) The details regarding various programs in the financial aid award package (and may request reconsideration of any award which was offered if it is believed that he or she was treated unfairly);
- (8) The portion of financial aid received which must be repaid and the portion which is grant aid;
- (9) The interest rate, total amount to be repaid, when repayment must begin, and the length of time allowed to repay loan funds;
- (10) Terms and conditions of any employment that is part of the financial aid package;
- (11) How the Institute distributes financial aid among its students;
- (12) The Institute's refund policy and order of financial aid distribution;
- (13) How the school determines whether a student is making satisfactory academic progress, the consequences of not meeting those standards, and how to reestablish satisfactory academic progress;
- (14) The academic programs offered by the Institute;
- (15) The office designated for providing financial aid information and for administering financial aid programs or general institutional issues;
- (16) Institute retention and completion rates;
- (17) Information regarding accreditation and licensing organizations;
- (18) Special facilities and services available to disabled students;
- (19) About Institute facilities;
- (20) Institute faculty and other instructional personnel;
- (21) About campus security from an annual campus security report also upon request of the Business Office;
- (22) Actions taken by the Institute for any violation (and to prevent violation) of the provision of the Drug-Free Workplace Act of 1988);
- (23) Data for the general student body;

- (24) Program participation agreement requirements; and
- (25) Students' rights and responsibilities as financial aid recipients.

Student's Responsibilities

It is the student's responsibility to:

- (1) Complete all applications for financial aid completely and accurately and to submit the application(s) to the appropriate federal, institutional, or private organization prior to the deadline. Intentionally misreporting information on any application for financial aid is a violation of law and considered a criminal offense subject to applicable penalties;
- (2) Submit and return any required documentation, including verification, corrections, or other information requested in a timely manner;
- (3) Read, understand, and retain copies of all information provided and submitted;
- (4) Inform the Institute and the lender of any changes in name, address, marital status, financial situation, or enrollment status;
- (5) Report all financial aid to the Financial Aid Office, regardless of the source;
- (6) Maintain satisfactory academic progress;
- (7) Apply for financial aid each academic year, as required; and
- (8) Complete entrance and exit counseling as required for all federal loans.

If the student disputes the terms of the loan in writing and the Institute fails to resolve the dispute, the student may contact the Student Loan Ombudsman's Office of the United States Department of Education for solution. For further information, please refer to www.ombudsman.ed.gov, or the U.S. Department of Education, FSA Ombudsman, 830 First Street, NE, Fourth Floor, Washington, D.C. 20202-5144, telephone: 1-877-557-2575.

Return of Title IV Funds

Federal law and regulations require that the Institute calculate a refund of tuition and fees for any student receiving Title IV funds who withdraws from the Institute's programs.

In addition, the Institute must calculate a Return of Title IV funds for any student receiving financial aid used for the student's tuition and fees for the period. The calculation is based on the percentage of the enrollment period completed and the amount of the Title IV aid disbursed. The Return of Title IV funds calculation is separate from the Institute's tuition refund policy.

The Institute utilizes software provided by the United States Department of Education (ED) to calculate the Return to Title IV funds. The following paragraphs describe the procedure and basis for the calculations:

The Institute calculates the Return of Title IV funds based upon the official withdrawal data as determined by the Registrar's Office. Using ED software, the Institute divides the number of days completed by the number of days in the enrollment period to identify the percentage of time the student has completed in the enrollment period. If 60 percent of the semester is completed, there is no return of the Title IV funds for the period.

When a return of funds to ED becomes necessary, the Institute multiplies the amount of funds disbursed to the student in Title IV funds by the percentage of time the student has completed. Then, the Institute subtracts the total amount of aid earned from the amount of aid disbursed. The Institute calculates its share of money to return by subtracting the amount the school must return from the total amount due. If the amount due to ED from the Institute is greater than the tuition and fees owed to the Institute, the school returns the greater amount. If the calculation shows a return of less than the refund calculation, the school returns the difference to the student.

In addition to the possibility of returning Title IV funds not earned during an enrollment period, students are required to repay loans obtained through the lender based on the terms and conditions detailed in their promissory notes.

The student and the Institute are both required to return appropriate amounts to ED. A student's failure to return funds they are not eligible to receive will result in the student being ineligible for further financial aid. In addition, the Institute and ED are required under federal regulations to seek legal action against the student to collect any funds the student is not entitled to retain.

This is the order in which ED will receive returned funds: unsubsidized Stafford loan fund first, then subsidized Stafford loan funds. The Institute will return unearned Title IV funds to ED by electronic transfer or draft to the Institute federal account within 30 days of determining that a student has withdrawn from the Institute.

The first step in the calculation determines the amount of financial aid the student earned based upon the dates of enrollment. The second step in the calculation determines the amount of unearned federal financial aid. Unearned federal Title IV financial aid must be returned to the appropriate Title IV program.

EXAMPLE OF TITLE IV REFUND

A student withdrew from the Institute on the 40th day of the 105 day academic semester, completing 57 percent of the semester, having received 100 percent of the federal financial aid disbursements for the semester, with no further refund allowable under Institute policy.

Actions Prior to Withdrawal:

Charges on Student Account

1-Tuition	\$7,980.00 (12 hrs x \$665/ch)
2-Fees	<u>120.00</u> (Student Activity + Library fees)
3-Total Charges	\$8,100.00

Title IV Aid

4-Unsubsidized Stafford Loan	\$5,000.00
5-Subsidized Stafford Loan	<u>4,250.00</u>
6-Total Federal Title IV Aid	\$9,250.00

Refund Calculation

7-Title IV Aid	\$9,250.00 (see #6, above)
8-Amount Earned	5,272.50 (% sem. completed, 57% x Title IV Aid, 9,250)

9-Title IV Aid to be returned = \$3,977.50

Amount Owed by Student to Institute

Total Charges	\$8,100.00 (see #3, above)
Less Title IV Aid Amount Earned -	5,272.50 (see #8, above)

Amount Owed to Institute = \$2,827.50 Due to Institute from Student

In this example, the Title IV Aid will be returned to the Unsubsidized Stafford Loan. If an amount greater than the Unsubsidized Stafford Loan needed to be returned, the amount returned would be applied first to the Unsubsidized Stafford Loan, and the balance applied to the Subsidized Stafford Loan.

Under Institute policy, the student in this example is required to pay the Institute \$2,827.50 at the time of the withdrawal from the Institute and complete Exit Counseling.

2005-2006 ACADEMIC CALENDAR

FALL SEMESTER 2005

Student Orientation	August 22
First Day of Classes	August 24
Drop/Add Period	thru August 30
Labor Day	September 5
Last date to Withdraw and Receive "W"	October 7
Thanksgiving Break	November 23-27
Last Day of Classes	December 1
Study Week	December 2-4
Exams	December 5-8
Graduation	December 9
Grades Due	December 14
Grades Mailed	December 23

SPRING SEMESTER 2006

First Day of Classes	January 9
Drop/Add Period	thru January 13
Last date to Withdraw and Receive "W"	February 17
President's Day, no classes	February 20
Financial Aid Deadline	March 31
Support Grant Deadline (2006-2007)	March 31
Tuition Assistantship Deadline	March 31
Easter Break	April 10-16
Last Day of Classes	April 24
Spring Break/Study	April 25-30
Exams	May 1-4
Graduation	TBA
Grades Due	May 10
Grades Mailed	May 19

Psy.D Summer Session 2006

First Day of Classes	May 8
Drop/Add Period	thru May 12
Last Date to Withdraw and Receive "W"	June 9
Last Day of Exams	August 18
Grades Due	August 24
Grades Mailed	September 5

APPENDICES

PSYCHOLOGY REFERENCE TEXTS

Ethnicity & Therapy

Sue, Derald Wing & Sue, David (1999). *Counseling the Culturally Different: Theory and Practice*, 3rd Edition. Wiley, John & Sons.

Ethnicity & Assessment

Dana, R. H. (Ed.) (2000). *Handbook of Cross-Cultural and Multicultural Personality Assessment*. Mahwah, New Jersey: Lawrence Erlbaum Associates, Publishers. (Available in the library)

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Ethics & Professional Issues

AERA, APA, & NCME (1999). *Standards For Educational and Psychological Testing*. Washington, D.C.: AERA.

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Fisher, Mary Alice (2001). *Applying Virginia's Legal Standards In Your Own Practice: Current Regulations and Their Implications*. Winchester, VA: Virginia Psychological Association.

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American Psychiatric Association Press (2000). *Diagnostic and Statistical Manual – IV, Text Revision (DSM-IV TR)*. Washington, D.C.: APA.

Diagnosis According to the DSM-IV, Volumes 1-3. (1994). Videotape series published by Brooks/Cole Publishing Company.

Land, William. *Strategies for Passing the Oral Boards, Volumes 1-10.* Videotape series published by author (www.psychboardprep.com or (617) 964-5503).

Zuckerman, Edward L. (2000). *Clinician's Thesaurus, 5th Edition.* Guilford Press.

Therapy

Bergin, A & Garfield, S. (Eds.) (1994). *Handbook of Psychotherapy and Behavior Change, 4th Edition.* NY: John Wiley & Sons

Roth, A. & Fonagy, P. (Eds.) (1996). *What Works For Whom: A Critical Review of Psychotherapy Research.* NY: Guilford Press.

Assessment

Sattler (2001). *Assessment of Children Cognitive Applications, 4th Edition.* San Diego, CA: Jerome M. Sattler Publisher. (ISBN 0-9618209-7-7).

Sattler (2001). *Assessment of Children: Behavioral and Clinical Applications, 4th Edition.* San Diego, CA: Jerome M. Sattler Publisher. (ISBN 0-9618209-8-5).

Religious Reference Texts

Bible

Catechism of the Catholic Church

John Paul II (1997). *The Theology of the Body: Human Love in the Divine Plan.* Boston: Pauline Books

John Paul II (1988). *Mulieris Dignitatem* (On the Dignity and Vocation of Women). Encyclical Letter, Boston MA: Pauline Books & Media

STUDENT POLICIES

Policy 2000 Harassment-Free Environment: Students

It is the policy of The Institute for the Psychological Sciences (IPS) that no student should be subject to unsolicited, unwelcome, abusive or offensive conduct of either a verbal or physical nature. Harassment refers to behavior that is not welcome, is personally offensive, interferes with efficacy or creates uneasiness. Examples of harassment include, but are not limited to: repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a racial nature; graphic, degrading or demeaning ethnic comments about an individual or about his/her appearance; the display of sexually suggestive objects or pictures; or any other offensive or abusive verbal comments or physical contact. Further, students will not be subjected to third party harassment, which is defined as behavior that is personally offensive to an observing party. Students engaging in any act that harasses or discriminates against another student because of race, color, national or ethnic origin, gender, religion, marital status, or the presence of a disability, shall not be tolerated. Such conduct is specifically prohibited. Appropriate action will be taken by the Dean in accordance with set policies and procedures.

Approved and Submitted by the Institute Council: 11 June 2002

Reviewed and Ratified by the President: 11 June 2002

Adopted by the Board of Directors: 1 August 2002

Policy 2010 Non-Discrimination: Students

The Institute for the Psychological Sciences, Inc. does not discriminate against applicants and students on the basis of gender, religion, race, color, or national or ethnic origin. The Institute adopts this racially nondiscriminatory policy as to students, makes this policy known to the general public, and operates in a bona fide manner in accordance therewith in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

Approved and Submitted by the Institute Council: 11 June 2002

Reviewed and Ratified by the President: 11 June 2002

Adopted by the Board of Directors: 1 August 2002

Policy 2020 Student Freedom Of Expression In Support Of The Mission Statement And In Fulfillment Of The Vision Of The IPS

The free expression of student opinion is an important part of education in a democratic society. Student's verbal and written expression of opinion at the Institute for the Psychological Sciences (IPS) is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are, however, expressly prohibited from the use of vulgar and/or offensive terms, images, or behaviors.

Student Publications

Student publications produced as part of the Institute for the Psychological Sciences curriculum or with the support of the student body are intended to serve both as vehicles for instruction and student communication. As such, they should reflect respect for the Mission and the Vision of the Institute in accordance with the Institute's code of ethics and respect for the foundational charism of the Institute's affiliated Sponsor.

Distribution of Materials

Publications or other material written by students may be distributed on the Institute's premises in accordance with procedures developed by the Academic Dean. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the

distribution or circulation of printed material or the posting of such material at the Institute, subject also to lease restrictions. Students responsible for the distribution of material, which leads to a substantial disruption of the Institute, interferes with its operations, contradict the mission of the school, or the rules and policies of the Board of Directors, may be subject to disciplinary action in accordance with appropriate policy of the Institute. Students must abide by the Institute's code of ethics and exhibit respect for the foundational charism of the Sponsor. Non-students or non-employees of The Institute for the Psychological Sciences shall not distribute materials on the Institute's grounds.

Approved and Submitted by the Institute Council: 11 June 2002
Reviewed and Ratified by the President: 11 June 2002
Adopted by the Board of Directors: 1 August 2002

Policy 2030 Student Records

The Institute for the Psychological Sciences (IPS) will maintain student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of the Institute, and as required by law. All information related to individual students will be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the Board of Directors and the Institute's employees are immune from civil liability . Student records are the property of the Institute but will be made available to appropriate parties in accordance with State and Federal law.

Approved and Submitted by the Institute Council: 11 June 2002
Reviewed and Ratified by the President: 11 June 2002
Adopted by the Board of Directors: 1 August 2002

Policy 2040 Release Of Student Directory Information

The Institute for the Psychological Sciences (IPS) will disseminate student information in accordance with applicable State and Federal laws and the Institute's own established procedures.

Approved and Submitted by the Institute Council: 11 June 2002
Reviewed and Ratified by the President: 11 June 2
Adopted by the Board of Directors: 1 August 2002

Policy 2050 Emergency Treatment: Students

The Institute for the Psychological Sciences (IPS) recognizes that it is reasonably responsible for obtaining first aid or emergency treatment in case of sudden illness or injury to a student. The Institute further acknowledges that the obtaining of additional medical attention, if necessary, is the responsibility of the individual.

Approved and Submitted by the Institute Council: 11 June 2002
Reviewed and Ratified by the President: 11 June 2002
Adopted by the Board of Directors: 1 August 2002

Policy 2060 Due Process: Students

It is the policy of the Institute for the Psychological Sciences (IPS) to utilize due process in the handling of complaints or grievances of students. It is also the policy of the Institute to utilize due process in disciplinary actions taken against students. The IPS will publish due process procedures in relevant Institute publications.

Approved and Submitted by the Institute Council: 5 August 2002
Reviewed and Ratified by the President: 5 August 2002
Adopted by the Board of Directors: 9 August 2002