



STUDENT HANDBOOK

2010 - 2011

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TABLE OF CONTENTS

TABLE OF CONTENTS	i
INTRODUCTION TO THE INSTITUTE	1
HISTORY	1
MISSION	2
OBJECTIVES	2
ADMINISTRATION	3
BOARD OF DIRECTORS	4
DEGREES OFFERED	4
DEGREE-GRANTING AUTHORITY	4
ACCREDITATION	5
ASPPB/NATIONAL REGISTER DESIGNATED PROGRAM	5
ACADEMIC EXCELLENCE	5
STATEMENT OF NON-DISCRIMINATION	5
INSTITUTE MILIEU	6
STUDENT COMMUNICATION	6
ACCESS TO SUITE 100 AND 102	6
ACADEMIC POLICIES AND PROCEDURES	7
ACADEMIC ADVISING	7
ACADEMIC FREEDOM	7
ACADEMIC INTEGRITY	7
ACADEMIC STANDING	8
ACADEMIC PROBATION	8
CLASS ATTENDANCE	8
CLASS CANCELLATIONS OR EMERGENCY CLOSING	8
CLINICAL "AT RISK"/DUE PROCESS POLICY	8
COPYRIGHT POLICY	9
COURSE EVALUATION BY STUDENTS	11
DISTRIBUTION OF MATERIALS	11
DUE PROCESS	11
EXAMINATIONS	11
DISABILITY SUPPORT	11
FACULTY AVAILABILITY AND ACCESSIBILITY	11
FREEDOM OF EXPRESSION	12
GRADING POLICY	12
HARASSMENT-FREE ENVIRONMENT	13

INTERNATIONAL STUDENTS	13
LEAVE OF ABSENCE	13
PAPERS	14
PERMANENT ACADEMIC RECORD	14
STUDENT PUBLICATIONS	14
STUDENT RECORDS	15
Access to Education Records	15
REGISTRATION	15
Enrollment Status	15
Registration for Classes	16
Auditing Courses	16
Course Changes	17
RELEASE OF STUDENT DIRECTORY INFORMATION	17
TRANSCRIPTS	17
TRANSFER OF CREDIT	17
TUTORIALS	18
WITHDRAWAL FROM THE INSTITUTE	18
STUDENT COMPLAINTS	20
INFORMATION TECHNOLOGY resource users	22
INFORMATION TECHNOLOGY CODE OF CONDUCT	22
Retain Sanction Definition:	22
Offenses Related to the Utilization of the Institute Information Technology Resources	22
Copyright Violations	24
Emergency Procedures	25
Emergencies	25
What to do in an Emergency	25
Personal Preparedness	26
Resources	27
STUDENT SUPPORT SERVICES, PROGRAMS, AND ACTIVITIES	28
MIND MATTERS E-NEWSLETTER	28
COUNSELING SERVICES	28
CAREER PLACEMENT SERVICES	28
STUDENT ACTIVITIES	29
STUDENT LIFE COMMITTEE	29
SOCIAL ACTIVITIES	29
SPIRITUAL LIFE ACTIVITIES	30
DINING SERVICES	31
HOUSING	31
OTHER ACTIVITIES AND SERVICES	31
LECTURE SERIES	31
The John Henry Cardinal Newman Lecture Series	31
“Mood and Food” Lecture with Kathy O’Brien	31

FINANCIAL INFORMATION.....	32
EXPENSES	32
PAYMENT OF STUDENT ACCOUNT	32
REFUND POLICY	32
Refund Information for Title IV Recipients	33
DELINQUENT ACCOUNTS.....	34
FINANCIAL AID.....	34
ASSISTANTSHIP PROGRAM	34
FEDERAL WORK-STUDY PROGRAM	34
FEDERAL FINANCIAL AID.....	35
Federal Loans	35
OTHER FINANCIAL AID.....	36
FINANCIAL AID POLICIES AND PROCEDURES.....	36
Satisfactory Academic Progress	36
Withdrawal and Incompletes.....	36
Repeated Courses	36
Financial Aid Academic Year	36
Non-Credit Remedial Courses	37
Student Rights and Responsibilities	37
Return of Title IV Funds	38
ACADEMIC CALENDAR 2010-2011	39
PSYCHOLOGY REFERENCE TEXTS	40
STUDENT POLICIES.....	42
Policy 2000 Harassment-Free Environment: Students.....	42
Policy 2010 Non-Discrimination: Students.....	42
Policy 2020 Student Freedom Of Expression In Support Of The Mission Statement And In Fulfillment Of The Vision Of The IPS	42
Policy 2030 Student Records.....	43
Policy 2040 Release Of Student Directory Information	43
Policy 2050 Emergency Treatment: Students	43
Policy 2060 Due Process: Students	43

INTRODUCTION TO THE INSTITUTE

HISTORY

The Institute for the Psychological Sciences (Institute or IPS) 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, philosophy, 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 to sponsor various research projects of special relevance to the mission of the Institute. 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 the 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.

- The Institute received regional accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools in 2005.
- In December 2005, the first Psy.D. student graduated from the Institute.
- In 2006, the Psy.D. program was recognized as an Association of State and Provincial Psychology Boards (ASPPB)/National Register Designation program.
- The Institute expanded its graduate programs to include the Master of Science Program in General Psychology in the Fall 2006 semester. The campus also expanded into the entire first floor of 2001 Jefferson Davis Hwy, increasing classroom, library, student services & clinic areas. The Student Center was opened and most administrative offices were relocated to the first floor.
- The first publication of the IPS Press was released in July 2006.
- In July 2007, the Institute offered its first Summer Program in Oxford, United Kingdom.
- The first Psy.D. students were licensed as clinical psychologists in 2008.

MISSION

The Institute for the Psychological Sciences (Institute), 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 that supports the integration of the psychological sciences with the Catholic understanding of the person through teaching and learning both knowledge and necessary clinical skills and assists 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) The Master of Science in General Psychology program provides students with the academic background necessary for pursuing careers in the mental health field, as well as in business or government, and for Psy.D. or Ph.D. studies in clinical psychology or other areas of psychology.
- 3) 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. Charles Sikorsky, L.C., J.D., J.C.L.	<u>csikorsky@ipsciences.edu</u>
Academic Dean	Gladys A. Sweeney, Ph.D.	<u>gsweeney@ipsciences.edu</u>
Vice-President of Finance and Administration	Roberto Partarrieu, M.A.	<u>rpartarrieu@ipsciences.edu</u>
Vice-President for Institutional Effectiveness	Mary Ann LaFleur, Ph.D.	<u>mleflaur@ipsciences.edu</u>
Chairman, Psychology Department	William J. Nordling, Ph.D.	<u>wnordling@ipsciences.edu</u>
Director of Clinical Training	Philip Scrofani, Ph.D.	<u>pscrofani@ipsciences.edu</u>
Director of IPS Training Clinic	Holiday Rondeau, Psy.D.	<u>hrondeau@ipsciences.edu</u>
Director of the M.S. Clinical Psychology Program	Stephen H. Hamel, Ph.D.	<u>shamel@ipsciences.edu</u>
Director of the M.S. General Psychology Program	Paul Vitz, Ph.D.	<u>1vitz@ipsciences.edu</u>
Director of the Psy.D. Program	Holiday Rondeau, Psy.D.	<u>hrondeau@ipsciences.edu</u>
Director of Integrative Research	Craig Titus S.T.D, Ph.D	<u>ctitus@ipsciences.edu</u>
Director of Research Training	Michael J. Donahue, Ph.D.	<u>mdonahue@ipsciences.edu</u>
Dean of Students	G. Alexander Ross, Ph.D.	<u>gaross@ipsciences.edu</u>
Chaplain	Rev. Steven Reilly, L.C.	<u>sreilly@legionaries.org</u>
Student Services Coordinator	Nancy Flynn, A.A.	<u>nflynn@ipsciences.edu</u>
Interim Library Director	Jeffrey Elliot, B.A., M.S.L.S	<u>jelliott@ipsciences.edu</u>

Business Manager	LaRon Norris, B.A.	<u>lnorris@ipsciences.edu</u>
Director of Enrollment Services & Registrar	Jennifer Karns, M.A.	<u>jkarns@ipsciences.edu</u>
Financial Aid Officer and International Student Coordinator	Maria Ruhl, B.A.	<u>mruhl@ipsciences.edu</u>
Director of Admissions and Promotions	Ann Marie Dardis, B.A.	<u>amdardis@ipsciences.edu</u>
Assistant Director of Promotions	Ellen Guarente, B.A.	<u>eguarente@ipsciences.edu</u>
Administrative Assistance Coordinator	Maria Ruhl, B.A.	<u>mruhl@ipsciences.edu</u>

BOARD OF DIRECTORS

Fr. Anthony Bannon, LC
 Fr. John Connor, LC
 Mr. Thomas Cunningham
 Mr. Eugene Zurlo
 Fr. John Hopkins, LC
 Most Rev. Paul S. Loverde
 Fr. Julio Marti, LC
 Fr. Charles Sikorsky, LC
 Fr. Robert Presutti, LC
Officers
 Fr. Julio Marti, LC
 Fr. Anthony Bannon, LC
 Fr. Charles Sikorsky, LC
 Mr. Roberto Partarrieu

San Jose, California
 Thornwood, New York
 Baltimore, Maryland
 Kiawah Island, South Carolina
 Potomac, Maryland
 Arlington, Virginia
 Thornwood, New York
 Potomac, Maryland
 Sacramento, California

 Chairman
 Vice Chairman
 President/Secretary
 Treasurer

DEGREES OFFERED

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

DEGREE-GRANTING AUTHORITY

The Institute for the Psychological Sciences was formed, chartered, and established in the Commonwealth of Virginia, has maintained a main campus under the same ownership for 10 years, has remained fully accredited by an accrediting body recognized by the U.S. Department of Education, and is therefore exempt from the requirements of certification or approval by the State Council of

Higher Education for Virginia (SCHEV). The exemption entitles IPS to conduct academic affairs or business without seeking or obtaining SCHEV approval. The resulting scope of the institutional autonomy includes:

- Offering courses or programs for degree credit;
- Enrolling students in courses or programs;
- Conferring or awarding degrees;
- Initiating other programs for degree credit at a new or additional level; and

ACCREDITATION

The Institute for the Psychological Sciences is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Institute for the Psychological Sciences.

ASPPB/NATIONAL REGISTER DESIGNATED PROGRAM

The Doctor of Psychology (Psy.D.) program meets the Association of State & Provincial Psychology Boards/National Register of Health Service Providers in Psychology “Guidelines for Defining ‘Doctoral Degree in Psychology.’” Therefore, graduates of this designated program who decide to apply for licensing as a psychologist typically will meet the educational requirements for licensing. However, in each jurisdiction there are additional requirements that must be satisfied. For exact information, please contact the state, provincial, or territorial licensing board in the jurisdiction in which you plan to apply.

Once licensed, graduates are eligible to apply for credentialing as a Health Service Provider in Psychology. Graduation from a designated program ensures that the program you completed meets the educational requirements for credentialing by the National Register. However, there are additional requirements that must be satisfied prior to being credentialed by the National Register of Health Service Providers in Psychology.

ACADEMIC EXCELLENCE

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

1. Continually strengthening the quality of its teaching by supporting innovative programs and through an ongoing process of evaluation by 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 to participate in spiritual direction, retreats, conferences, and religious services.

STATEMENT OF NON-DISCRIMINATION

The Institute admits qualified students of any age, 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, 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 staff, faculty, and fellow students.

STUDENT COMMUNICATION

Most communication between the faculty, staff, and the students, will occur through IPS email (name@ipsciences.edu) and memoranda placed in the student's mailboxes located in Suite 100. Official notifications regarding confidential matters (e.g., semester grade reports) are sent to the student's current address, as reflected in the student's file. It is the student's responsibility to ensure that all personal data in his file is accurate. Corrections can be made by contacting the Registrar.

Students are encouraged to use the internal mailboxes at the Institute to correspond individually with other students. Any mass notification of students about events, opportunities, etc., either through the individual mailboxes or bulletin boards, should be submitted for approval to the Student Life Services office.

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 100 AND 102

The security system for Suites 100 and 102 allows access to authorized people during specific hours. The building security system will be active at all times. Student access to Suites 100 and 102 is limited to the following hours each semester:

Monday through Friday	8:30 a.m. - 8:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.

Students may access the Library during the following hours, or as posted:

Monday through Friday	8:30 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m.–2:00 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 Enrollment Services Office, and having it completed by their current and prospective faculty academic advisor.

ACADEMIC FREEDOM

Besides the teaching, research, and service common to all institutes of higher education, the Institute for the Psychological Sciences as a Catholic institution brings to the educational endeavor the inspiration and light of the Christian faith. Catholic insights, ideals and truths inform its scholarly and pedagogical activities in accordance with the proper nature and autonomy of these activities. Each faculty member is guaranteed academic freedom in this regard to pursue his or her respective discipline in accordance with the principles and proper methods of each discipline, and insofar as it is consistent with the common good of the Institute and its mission, and the normative teaching of the Roman Catholic Church.

ACADEMIC INTEGRITY

The Institute is first and foremost an academic community. Students and faculty together engage in the discovery, analysis, application, development, and transmission of knowledge as it pertains to the psychological sciences. In order for this honorable pursuit to progress successfully, a firm commitment to academic integrity is required from all members of the intellectual community.

Academic integrity entails a respect and reverence for knowledge as a human good and for the whole academic process by which that knowledge is pursued and transmitted. Specifically, it entails honesty in all one's academic dealings. Students at the Institute for the Psychological Sciences therefore shall not engage in or tolerate acts of academic dishonesty. Such acts include, but are not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act or attempt to commit an act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment).

Students shall acknowledge in appropriate fashion the contributions of others to their work where such acknowledgment is due. The submission of work for academic credit indicates that the work is the student's own and that the work has been completed in accordance with the standards of his or her course or assigned project. At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying any special application of the IPS academic integrity policy to his or her course.

In cases where a violation of academic integrity has been verified, the faculty member has the responsibility for determining the academic consequences, which may include assigning a failing grade for the assignment, exam, or course, or non-acceptance of the thesis or dissertation. The faculty member also may recommend a formal review of the violation by the Academic Dean, at which time the responsibility for determining the academic consequences will pass to the Academic

Dean. Consequences can include probation from the Institute for a designated period of time, and in extreme cases permanent dismissal from the Institute.

Students accused of a violation of academic integrity have the right to appeal the accusation and/or the imposed penalty. All such appeals are handled through the Student Complaint Grievance Process administered through the Office of the Dean of Students.

ACADEMIC STANDING

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

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 3.00 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 academic advisor and 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.

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. Penalties may be imposed for a student who misses a class, unless the absence is due to serious and extenuating circumstances, and the student notifies the instructor in a timely manner. Students who miss more than two classes for any cause in a semester are automatically dropped from the class. Students may appeal for an exception to this policy to the Program Director. The exemption shall be jointly granted by the instructor and the Program Director. If the appeal is granted, the student may still be subject to penalties and must develop a make-up plan acceptable to the instructor."

CLASS CANCELLATIONS OR EMERGENCY CLOSING

In the event of snow, ice, weather-related or other emergencies, students will be informed in the most expedient manner possible. When feasible, instructions will be provided to students by postings, in their student mailboxes, and announcements will be made in class. Instructions will also be available on the Institute telephone recording, 703-416-1441, Ext. 456. We also list our closings on www.wtop.com under "closings/delays." Every effort will be made to post the announcement of class cancellations or emergency closing on the Institute telephone recording by 7:00 a.m. on each day impacted by such emergencies.

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, and possess 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 his or her 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, and fails to successfully complete the requirements of the 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

The United States Copyright Office further states the following:²

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the Copyright Act ([title 17, U. S. Code](#)). One of the more important limitations is the doctrine of “fair use.” Although fair use was not mentioned in the previous copyright law, the doctrine has developed through a substantial number of court decisions over the years. This doctrine has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered “fair,” such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. 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 distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 *Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law* cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

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 United States Copyright Office (2006), <http://www.copyright.gov/fls/fl102.html>

The safest course is always to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of "fair use" would clearly apply to the situation. The Copyright Office can neither determine if a certain use may be considered "fair" nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

FL-102, Revised July 2006

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.

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 building lease restrictions. Students responsible for the distribution of material, which leads to a substantial disruption of the Institute, interferes with its operations, contradicts 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 shall not distribute materials on the Institute's grounds.

DUE PROCESS

It is the policy of the Institute to utilize due process in handling student complaints or grievances. It is also the policy of the Institute to utilize due process in disciplinary actions taken against students. The Institute publishes due process procedures in relevant Institute publications.

EXAMINATIONS

Final examinations are scheduled during regular class hours during the final week of each semester and on the last day of each summer 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.

DISABILITY SUPPORT

The Institute is committed to providing reasonable accommodation to any student who has a disability. Any student who has a documented disability may seek access to necessary accommodations by contacting the Enrollment Services Office.

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 faculty members offering a course 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 during an instructor's office hours. Each instructor will inform the students as to what process he or she wishes to maintain in scheduling appointments for office hours.

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. Student's verbal and written expression of opinion within the Institute 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.

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. On 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 (No Credit)	0.0
I (Incomplete)	None
IP (In Process)	None
W (Withdrawal)	None
WP (Withdrawal Passing)	None
WF (Withdrawal Failing)	0.0

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 the 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. Additional clinical ratings are made for “clinical” courses in the Psy.D. program.

HARASSMENT-FREE ENVIRONMENT

It is the policy of the Institute for the Psychological Sciences (Institute) 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 person 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 Academic Dean in accordance with set policies and procedures.

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.

INTERNET USE IN THE CLASSROOM

While the internet is a valuable source of information that can facilitate the learning process, the faculty have found that in the classroom setting it is often a distraction to the important interpersonal activity and learning opportunities that occur there. Therefore, unless otherwise permitted in special cases by a faculty member, students in the classroom during an active class session are not permitted to connect to the Internet.

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.

PAPERS

Students are expected to write all papers in a manner consistent with the expectations of the academic psychology community. Therefore, the fifth edition of the *Publication Manual of the American Psychological Association* (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>

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 designee will then meet with the student and instructor, and will attempt to resolve the dispute about the grade. Failing such a resolution, the instructor's grade will stand.

No grade change will be accepted after 30 days following 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 repeat certain courses in order to improve their grade. In such cases where a course is retaken both grades will be reported on the 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 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.

STUDENT RECORDS

The Institute maintains 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. Student records are the property of the Institute but will be made available to appropriate parties in accordance with state and federal law.

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.

REGISTRATION

Enrollment Status

Students attending the Institute enroll in one of four categories:

Full-time Study

Full-time students must be admitted to the M.S. in Clinical Psychology, M.S. in General Psychology, or Psy.D. Degree program. A student in either M.S. degree program 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 each semester 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 the M.S. in Clinical Psychology, M.S. in General Psychology, or Psy.D. Degree program. A student in either 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 practicum/externship at the Institute, but does not meet the criteria for full-time study.

Course-for-Credit

Certain Master-level courses may be taken on a course-for-credit basis by non-degree seeking students holding an appropriate Baccalaureate degree. Any person wishing to register on a course-for-credit basis must submit a completed application, official transcript(s), and 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 register course-for-credit are not admitted nor guaranteed admission to a degree program. Permission is subject to limitation of class size and prerequisites, with priority given to degree candidates. In addition, only the following courses are eligible to be taken course-for-credit by non-degree students (unless special permission is received from the Department Chairman and Academic Dean): PSY 500, PHT 502, PSY 503, PSY 504, PHT 533, PSY 605, PHT 614, and PHT 619.

Auditor

Students can audit a Masters-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.

Students must meet with their academic advisor prior to registering each semester and have the academic advisor sign the completed registration form. It is the option of each new student admitted to make an appointment with an academic advisor to plan a program prior to registering.

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 registering for a course-for-credit or audit 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 (approximately one-half of the current regular tuition), and applicable audit fee. Students not enrolled in a degree program at IPS must also submit an Application Form and transcript to the Registrar's Office. 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 an auditor is subject to limitations of class size, with priority given to students enrolled for credit, any special requirements for auditing a particular class, and the exclusion of auditors from a particular class or a given type of class. Only the following courses are eligible to be taken by non-

degree students (unless special permission is received from the Department Chairman and Academic Dean): PSY 500, PHT 502, PSY 503, PSY 504, PHT 533, PSY 605, PHT 614, and PHT 619.

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 withdraw from courses prior to the seventh week of classes (academic semester) and receive a Withdrawal (W). After the published Last Date to Withdraw and Receive a "W" each academic semester, any student who withdraws 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 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 no later than the end of the second class.

RELEASE OF STUDENT DIRECTORY INFORMATION

The Institute disseminates student information in accordance with applicable state and federal laws and the Institute's own established procedures.

TRANSCRIPTS

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

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 to this policy may be granted for applicants 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 the Institute must be enrolled in a degree program and must submit the appropriate transfer of credit form (obtained from the Registrar) to the Director of the Psy.D. program 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: PHT 502 (Philosophical and Theological Anthropology); PHT 614 (Practical Reasoning and Moral Character); PHT 633 (Major World Philosophies and Religions); PHT 635 (Theology of Marriage and Family); PSY 512 (Law, Ethics, and Psychology); PSY 516 (Basic Interviewing and Clinical Skills); PSY 535 (Integration of Psychology and Spirituality); PSY 609 (Adult Psychotherapy); PSY 610 (Child Psychotherapy); PSY 611 (Marital Therapy); PSY 738 (Childpsychopathology); PSY 724 (Advanced Adult Psychotherapy); PSY 725 (Advanced Child, Marital, and Family Therapy I); PSY 726 (Advanced Child, Marital, and Family Therapy II) and PSY 836 (Advanced Personality Assessment).

Students admitted to the Master of Science (M.S.) degree program in Clinical Psychology or General Psychology may transfer a maximum of nine (9) semester 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 semester credit hours may be transferred from a regionally accredited graduate level program for non-psychology courses.

Students admitted to the Psy.D. degree program in Clinical Psychology may transfer a maximum of 18 semester credit hours of coursework from a regionally accredited graduate level program. A maximum of six (6) semester credit hours may be transferred for Integration courses. However, students admitted to the Psy.D. degree 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 for 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 his 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.

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 his faculty academic advisor who will guide him in completing the necessary forms.

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.

Discontinuation of class attendance or notification to an instructor of withdrawal does not constitute an official withdrawal from the Institute.

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

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

Withdrawal Date	Refundable Portion
First Week	80 %
Second Week	60%
Third through Fourth Week	50%
Fifth through Eighth Week	25%
Later Than Eighth 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.

STUDENT COMPLAINTS

In a Christian academic environment, every effort should be made to sustain a relationship of charity and cooperation between all members of the community. Occasionally, however, a student may have a complaint or grievance with a member of the faculty or staff. The student should endeavor first to meet with the other party to discuss the difficulty in an attempt to resolve the issue. If a student does not feel at ease approaching the individual, or is not satisfied with the results of such meeting, he or she should consult the Dean of Students who will provide guidance as to what further steps, if any, should be taken. If resolution is not reached at this informal level, the student may then wish to file a formal complaint. At any point in the process described herein, the student filing a grievance will always have the option to withdraw the complaint. The Institute has established the following Complaint Resolution Procedure for students to use for all aspects of their experience with academic, student, and other support services of the Institute.

Student Complaint Resolution Procedures Involving Faculty

Student complaints directed to a member(s) of the faculty (referred to herein as “the respondent”) 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.
 - 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 individually to 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. The decision may be appealed by either the complainant or the respondent to the President of the Institute; the appeal must be made no later than fifteen (15) working days from the date of the Academic Dean's notification of the decision. As a last resort, students may contact the State Council of Higher Education for Virginia (SCHEV) by calling 804-225-2600.

Student Complaint Resolution Procedures Involving Staff

The same procedures as described for student complaints directed to faculty will be followed in the case of a student complaint directed to a staff member, with the following two exceptions:

- a) The Vice President for Finance and Administration will serve in place of the Academic Dean, and
- b) The Fact-Finding Committee will be appointed from either staff or faculty of the Institute.

Confidentiality

In the complaint resolution process, 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 required to use their IPS-issued E-mail address. Students are also 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

"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 Institute 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 ext 104 or email dbrake@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 the information we have, and communicate promptly to all members of the Institute's Community.

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

- Emergency Telephone Line, 703-416-1441 (Extension 101)
- Email (Emails are provided to staff and students with IPS email accounts)
- Orange Flier - posted throughout campus
- Student Mailboxes

It is your responsibility to review regularly 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 sound and all will be 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. WHERE??? 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 Coordinator of Student Services seek to assist students with housing, social, spiritual 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, on student bulletin boards, in student mailboxes, through the website: www.IPSciences.edu, and through contact with the Student Services Office.

A student directory is published through the Student Services Office with student names, addresses, telephone, and email information to facilitate student need for this type of information. Students may request that their information not be published.

MIND MATTERS E-NEWSLETTER

Mind Matters is an online electronic newsletter that is produced by the Office of Promotions and is distributed to the IPS community, as well as to prospective students, friends and supporters of IPS.

Through integration with the IPS website (www.IPSciences.edu), *Mind Matters* features student and graduate news, faculty announcements, program highlights, and other IPS newsworthy events.

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 for local counseling services can be obtained from the Coordinator of Student Services.

CAREER PLACEMENT SERVICES

The Institute is dedicated to assisting students completing academic programs in finding and securing positions in clinical psychology and related fields. Career placement is individualized for each student and is facilitated by faculty academic advisors. Each student is encouraged to take advantage of all resources and work through their faculty academic advisor for any job or graduate placement assistance needed.

Career placement services are 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 for students, which are communicated to students in a variety of ways. The Institute maintains and distributes a calendar of programs, events and activities (both on and off campus) that are of interest to students. Additional information about student activities is available from the Student Services Office. Activities include:

Orientation: Orientation Day at IPS is an opportunity for the IPS Community to welcome our new students to the IPS Family. Faculty and Staff present various aspects of graduate school life from curriculum to practical issues. Orientation at IPS is mandatory for all students and takes place right before the beginning of the Fall Semester.

“Ask the President”: Each semester the President of IPS invites the students to meet with him during a special evening entitled “Ask the President”. The floor is opened to our students to bring up different questions and concerns to which he responds.

Town Meetings: Faculty members have created the opportunity for students to come with questions and concerns about the programs offered at IPS via the venue of Town Meetings. This is an informal evening where healthy discussions occur on topics relevant to IPS.

IPS Choir: The IPS Choir is a new addition to our list of activities at IPS. Students, Staff and Faculty gather regularly to rehearse and learn new music selections which will be performed at Mass. All members of the IPS community are encouraged to participate.

Graduation: Each year the IPS Community celebrates the successful completion of the programs by awarding a Master of Clinical Science or Doctor of Psychology in Clinical Psychology to those students who have participated in a particular program of study. Commencement Exercises at the Institute for the Psychology Sciences is the culminating event in our school year, one which is anticipated with great joy by students, staff and faculty.

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 student attendance is encouraged and welcome. Details are promoted through the Student Services office and are posted on student bulletin boards, through email and announcements in students mailboxes

President’s Picnic: The annual President’s Picnic is one of the most popular annual traditions for the IPS community. Each year students, staff, faculty and their family members gather together for Sunday Mass followed by a picnic hosted by our President as we celebrate the beginning of a new school year at IPS.

Chili Cook-off: A fun event in which members of the IPS community share their own recipes of chili. The entrees are tasted and judged by all and prizes are awarded for the best chili recipe.

“Sunday Tea” for the Ladies: Arriving on campus and not knowing another soul can be an uncomfortable experience. The “Sunday Tea” for the ladies offers an opportunity for the students, staff and faculty of IPS to come and enjoy some sweets and savories, meet new friends and spend time with old acquaintances.

Entertaining Tips 101: As everyone knows, graduate students live on a very tight budget. This does not mean that they cannot eat healthy foods and occasionally entertain their friends. Entertaining Tips 101 gives an opportunity for students to learn the basics of giving of yourself through hosting others in your home. A meal will be prepared and shared by the students. Everyone will go home with recipes.

Advent Soup Lunch: During Advent the entire IPS community gathers together to celebrate the Advent Season through sharing a variety of soups cooked by members of our community. A special blessing and lighting of the Advent Wreath set the tone for one of the most beautiful seasons of the year.

A Capitol Tour: The United States Capitol is a monument, a working office building, and one of the most recognizable symbols of representative democracy in the world. IPS students are invited to visit the Capitol and experience democracy at work.

Edible Encouragement (Fall and Spring Exam week): The Staff and Faculty of IPS want to make it easy for every student to receive a much needed pick-me-up while exams are going on. The Student Services’ Edible Encouragement offers several choices of healthy treats during final exams.

SLCC Spring Picnic: Each spring, the Student Life and Concerns Committee organizes and sponsors a school wide picnic where friends and families and relax, play games and enjoy traditional barbecue fare.

SPIRITUAL LIFE 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, Mass and Eucharistic Adoration are 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 regularly during the semester. Confessions and spiritual direction times and dates are announced. The Mass of the Holy Spirit is held during the first week of classes each Fall semester.

Each semester, a variety of spiritual activities are provided for the students, including a Half Day Retreat, facilitated by the Institute Chaplain. 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. Specific activities include:

Student Retreat: As students look forward to beginning a new semester of classes, they are invited to come and have their hearts and minds refreshed with a day of silent retreat. A Retreat Master offers directed meditations and the opportunity for prayer, confession, and sharing a meal together with fellow students at the beginning of the new school year. The day ends with the celebration of Mass.

Advent Evening of Recollection: Advent is the time of preparation for the coming of Christ at Christmas and also the start of the liturgical year for the Church. IPS’s Chaplain offers an evening of recollection for our students that can help to sharpen their awareness of the true meaning of Advent and bring a reflective calm into what is very often a hectic season.

Lenten Evening of Recollection: Lent arrives soon after the Christmas Season has ended. It begins on Ash Wednesday as we embark on a conversion of the heart. The students of IPS are given the opportunity to take time out with a Lenten evening of recollection to gather their thoughts and reconnect before the joyful season of Easter arrives.

Pilgrimage with President: Each year the students of IPS and the IPS President set out on a pilgrimage to one of the many religious sites located in the greater Metropolitan area. It is a time to appreciate the historical traditions of our faith by visiting and learning about the sacrifices made by those who have come before us.

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 the printed Orientation edition of *Mind Matters*.

HOUSING

A variety of housing options are available for Institute students. Some of these housing options are included in the printed Orientation edition of *Mind Matters* that can be obtained from the Student Services Office.

OTHER ACTIVITIES AND SERVICES

The Institute provides information about many services that are of interest and available for students in the area in the printed Orientation edition of *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.

LECTURE SERIES

The Institute sponsors guest lectures 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 open to the public and students are encouraged to attend.

“Mood and Food” Lecture with Kathy O’Brien

The “Mood and Food” Lecture is an annual lecture hosted by the Student Services Office. Kathy O’Brien is a local nutritionist who explores the effects that the food people consume has on their daily lives. She presents on the power foods have to enhance or sabotage moods and energy.

FINANCIAL INFORMATION

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) – M.S.	\$ 798
– Psy.D.	\$ 808
Audit Tuition (per credit hour)	\$ 396
<u>Standard Fees</u>	
Lab Fee (per course – PSY 608, 613, 836)	\$ 100
Library Fee (per semester)	\$ 98
Student Activity Fee (per semester)	\$ 29
Late Registration Fee	\$ 50
Drop/Add Fee (per course)	\$ 20
<u>Miscellaneous Fees</u>	
Graduation Fee	\$ 75
Transcript Fee	\$ 5
Replace Diploma	\$ 50
Returned check fee, each service	\$ 30
<u>Admissions Fees</u>	
Application fee (non-refundable)	\$ 50
Audit Application Fee	\$ 30
Enrollment deposit	\$ 250
(applied to next years tuition)	

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 to obtain resources for meeting these financial obligations.

Payment Plans

The Institute offers payment plans as an option for students who are unable to satisfy their student account at the time of registration. Applications for Payment Plans will be considered on an individual basis. The “Application for Payment Plan” is available in the Business Office.

REFUND POLICY

A student who reduces the number of credit hours using the Institute’s course changes procedure or withdraws using the Institute’s Withdrawal procedure are subject to the following refund schedule:

Withdrawal Date	Refundable Portion
First Week	80%
Second Week	60%
Third through Fourth Week	50%

Fifth through Eighth Week	25%
Later Than Eighth 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.

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).

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 60th 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	\$9,576.00 (12 hrs x \$798/ch)
2-Fees	<u>127.00</u> (Student Activity + Library fees)
3-Total Charges	\$9,703.00

Title IV Aid

4-Unsubsidized Stafford Loan	\$6,000.00
5-Subsidized Stafford Loan	<u>4,250.00</u>
6-Total Federal Title IV Aid	\$10,250.00

Refund Calculation

7-Title IV Aid	\$10,250.00 (see #6, above)
8-Amount Earned	<u>- 5,272.50</u>
(% sem. Completed, 57% x TitleIV Aid, 10,250)	
9-Title IV Aid to be returned	\$4,407.50

Amount Owed by Student to Institute

Total Charges	\$9,703.00 (see #3, above)
Less Title IV Aid Amount Earned	<u>- 5,272.50</u> (see #8, above)
Amount Owed to Institute	\$3,877.50 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 \$3,877.50 at the time of the withdrawal from the Institute and complete Exit Counseling.

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 is available to help students meet the educational costs of attending the Institute. The Institute encourages its students to take primary responsibility for financing their graduate education; to this end, self-help financial aid in the form of loans, assistantships and work-study are the primary, though not sole, sources of financial assistance available to students. A limited scholarship fund is also available with preference given to priests and religious.

Financial aid is any grant, scholarship, loan, assistantship, or federal work-study offered for the purpose 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, scholarships, work-study, 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>.

ASSISTANTSHIP PROGRAM

Depending on the award amount, assistantships require between 7 to 10 hours of service work per week, for a total of 98 or 140 hours for the semester, respectively. Clinical and teaching assistantships are available to Psy.D. students; research and general assistantships are available to M.S. students. The assistantship assignments are determined by a team of faculty and staff. All student workers are required to submit bi-weekly time records, signed by their supervisors, to the financial aid office. In so doing, students may earn the full amount of the tuition reduction associated with their assistantship award. The amount of tuition reduction associated with each assistantship award may vary, and all awards are primarily merit-based, and secondarily need-based. Students apply for the assistantship by submitting an Application for Institutional Aid, available in the Financial Aid office and on our website: [update link >](#)

FEDERAL WORK-STUDY PROGRAM

The federal work-study program is need-based, and positions and hours per week vary. Students may be placed on-campus, or off-campus as reading tutors. Time records, signed by the supervisor, are required for this program, which is paid by the hour in a bi-weekly pay check. The

total amount of the student's award is provided on the award letter, and is determined by the level of need and type of position in which the student will work.

For both programs, the Application Deadline for the 2011-2012 Academic Year is March 15, 2012.

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 eligible students in meeting their educational costs. These Title IV federal aid funds include both subsidized and unsubsidized loans up to a maximum award of \$20,500 for the academic year. Grad Plus loans or private loans are available for the remaining cost of attendance should the student desire this option. The Institute for the Psychological Sciences participates in the William D. Ford Direct Lending program, through which the federal loans are available. For information about Direct Lending, please go to the following website: studentloans.gov.

Enrollment Policies for Federal Loan Eligibility

A student must be enrolled at least half-time to receive aid from the Stafford and Plus loan programs.

Fall/Spring

For the fall and spring semesters, to be considered full-time for purposes of obtaining federal loans, an M.S. student must be enrolled in a minimum of 9 credits per semester, and a Psy.D. student must be a) enrolled in a minimum of 9 credits per semester or b) enrolled in 1 dissertation credit. To be considered half-time, a student must take a minimum of 6 credits.

Summer

For the period of summer enrollment, to be considered full-time a student must take a minimum of 4 credits or 1 dissertation credit. To be considered half-time, a student must take less than 4 credits and a minimum of 2 credits.

Students enrolled at least half-time during the summer are eligible to receive funds to cover their tuition and living expenses. The funds for living expenses during the summer are calculated in the following way: living expenses for a 12 month period minus the living expenses calculated for the fall and spring semesters = the aid available for summer living expenses.

If at any time during the summer a student drops a class, he/she is no longer eligible to receive the full amount of aid for those credits, and IPS's Refund Policy and the Title IV refund policy must be put into effect to determine how much aid needs to be returned. If a student drops below half-time and has received aid for living expenses, the Title IV refund policy must be performed for the aid they have received for living expenses as well as for the dropped credits. Please refer to the Return of Title IV Funds and IPS Refund Policy sections of the IPS Catalogue for more information. Due to the condensed timeframe for summer classes, the timeframe of IPS's refund policy is condensed to be commensurate with the period of enrollment.

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. Students are also encouraged to visit the Financial Aid department's portion of the IPS website, where a scholarship page is located. A scholarship database is provided there for the convenience of our students.

FINANCIAL AID POLICIES AND PROCEDURES

The Institute has a Program Participation Agreement with the United States Department of Education to participate in the Title IV federal student (Title IV) financial aid program.

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 3.0 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.

Withdrawal and Incompletes

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 Fall, Spring and Summer semesters.

Non-Credit Remedial Courses

Financial aid is not available for audit or non-credit courses.

Student Rights and Responsibilities

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 a student 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, the date that 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 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 funds 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 Institute will provide examples of these calculations to students upon request.

ACADEMIC CALENDAR 2010-2011

Fall 2010

Student Retreat	Monday, August 16
[New Student Orientation	Tuesday, August 17]
[PHT 502 Course Begins	Tuesday, August 17 – Friday, August 20]
Returning Student Orientation	Wednesday Evening, August 18
First Day of Class	Thursday, August 19
Add/Drop Period Ends	Friday, August 27
Opening of the School Year Mass & President's Picnic	Sunday, August 29
IPS CLOSED for Labor Day	MONDAY, September 6
Monday Make-up Day	Tuesday, September 7
<i>(Tuesday classes cancelled, Monday classes meet)</i>	
IPS CLOSED for Columbus Day	MONDAY, October 11
Last Day to Drop and Receive "W"	Friday, October 15
Thanksgiving Break (no classes)	November 24 – 28
IPS CLOSED for Thanksgiving	NOVEMBER 25-26
Last Day of Class	Wednesday, December 1
Study Period	December 2 - 3
Final Exam Period	December 6 – 10
Grades Due to Registrar	Thursday, December 16
IPS CLOSED for Christmas & New Year	DECEMBER 23-24 & 30-31
Degree Conferral	Thursday, December 30

Spring 2011

First Day of Class	Monday, January 10
IPS CLOSED for MLK, Jr Day	MONDAY, January 17
Add/Drop Period Ends	Wednesday, January 20
IPS CLOSED for President's Day	MONDAY, February 21
Monday Make-Up Day	Tuesday, February 22
<i>*(Tuesday classes cancelled, Monday classes meet)</i>	
Last Day to Drop and Receive "W"	Friday, March 4
Spring Break (no classes)	March 7 – 11
Easter Break (no classes)	Wednesday, April 20 – Monday, April 25
IPS CLOSED for Good Friday & Easter Monday	FRI, APRIL 23 & MON, APRIL 25
Last Day of Class	Monday, May 2
Study Period	Tuesday, May 3 – Wednesday, May 4
Final Exam Period	Thursday, May 5 – Wednesday, May 11
Grades Due to Registrar	Tuesday, May 17, Noon
Graduation	Thursday, May 19 at 2pm
IPS CLOSED for Memorial Day	MONDAY, May 30

Summer Session 2011**

First Day of Classes	Monday, June 13
Add/Drop Period Ends	Wednesday, June 15
IPS CLOSED for Independence Day	MONDAY, July 4
Last Day of Classes/Final Exam	Friday, July 15

**Preliminary Summer Schedule. Dates subject to change. Will be confirmed at summer registration.

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)

Religious Diversity

Richards & Bergin (Eds.) (2000). *Handbook of Psychotherapy and Religious Diversity*. Washington, D.C.: APA.

Shafranske, Edward (Eds.) (1996). *Religion and the Clinical Practice of Psychology*. Washington, D.C.: APA

Ethics & Professional Issues

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

American Psychological Association. (1992). *Ethical Principles of Psychologists and Code of Conduct*. Washington, D.C.: APA

Commonwealth of Virginia Department of Health Professions Board of Psychology. (2000). *Regulations Governing the Practice of Psychology*.

Commonwealth of Virginia Department of Health Professions Board of Psychology. (2000). *Applicable Statutes from the Code of Virginia*.

Eyde, Robertson, & Krug et al. (Ed). (1993). *Responsible Test Use: Case Studies for Assessing Human Behavior*. Washington, D.C.: American Psychological Association

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

Research

American Psychological Association. (2001). *Publication Manual of the American Psychological Association, 5th Edition*. Washington, D.C.: APA

American Psychological Association. (1982). *Ethical Principles In the Conduct of Research with Human Participants*. Washington, D.C.: APA.

Chastain, G. & Landrum, R. E. (Eds.) (1999). *Protecting Human Subjects: Departmental Subject Pools and Institutional Review Boards*. Washington, D.C.: APA

Cone, John D. & Foster, Sharon L. (1993). *Dissertations and Theses From Start to Finish: Psychology and Related Fields*. Washington, D.C.: APA

Psychopathology & Diagnosis

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 age, 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