



## **Student Academic Policies**

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## **General Academic Policy**

The Student Academic Policies pertain to all students at William James College. Please use this manual as a regular reference and guide to successful matriculation at William James College. Feel free to seek clarification on academic policy from your advisor and your department chair. Please also note that this is a living document. Periodically, policies are revised and updated. The online version of this document will have the current statement of our academic policy.

### **Academic Credit**

This college subscribes to the Federal regulation definition of a credit hour. A credit hour is an amount of work represented in intended learning outcomes and is verified by evidence of student achievement. There are two ways in which a credit hour may be measured; (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester. (2) At least an equivalent amount of work as required in the preceding portion of this definition for other academic activities as established by the college including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. Compliance with this policy is determined by the Curriculum Committee whenever a course is proposed or formally reviewed.

### **Academic Conduct and Responsibilities**

All matters of conduct must comply with generally accepted principles of professional behavior as recommended by national professional associations (e.g., Ethical Principles of Psychologists and Code of the American Psychological Association; National Association of School Psychologist, Principles for Professional Ethics; and American Counseling Association Code of Ethics) and the requirements for professionals as stated by the Massachusetts Professional Licensing Boards. Furthermore, our college has determined that all matters related to student discipline must satisfy standards of procedural and substantive due process as determined by statute and operative case law.

Students are oriented to expectations, regulations and requirements of conduct as well as to the policies and procedures of their respective academic department upon matriculation. During Fundamentals Week, the Dean of Students presents these materials and discusses these expectations. . It is the intent of the college to generate an atmosphere of professional collaboration, objectivity, support, and fairness in the review of all matters of professional conduct and responsibility in the management of teaching and training in professional psychology. Faculty with questions regarding student behavior are urged to consult with their department chair and/or the Dean of Students. They are expected to engage in such consultation as a preliminary step in the initiation of any formal disciplinary complaint.

**Student Responsibilities:** Students are responsible for meeting all of the requirements and obligations of their programs of study as described in the academic standard policies, student services policies, and policy manuals of the particular program in which they are enrolled.

**Faculty Responsibilities:** Faculty members are responsible for instruction in the classroom, evaluation, and for research and research supervision, advising, program planning, governance committee participation and engagement in other program needs, and service to the college's internal and external community. Faculty will provide timely and clear feedback to students related to academic and professional performance. Such feedback may be consultative and through discourse, but must also be provided in writing as dictated by evaluative procedures. Written feedback is provided in the narrative portion of

course grades, in Assessment and Planning meeting reports, in Notices of Academic Difficulty, in letters submitted to a student by Registrar's Office, faculty, department chairs, the Academic and Standards Committee of the faculty and/or by the Dean of Students or the Vice President of Academic Affairs. Faculty members will strive to serve as role models and mentors to help the next generation of our graduate students to become excellent professionals.

### **Academic Integrity**

Our college is committed to developing professionals who demonstrate personal and academic integrity. In order for there to be a strong learning academic environment, there must be honesty and trust among all our constituencies. We expect all students to conduct themselves with professionalism and honesty. Academic dishonesty violates the principles of any academic college. Incidents will be immediately reported to the Academic Department Chair for investigation, intervention, and possible sanctions. The Chair will notify the student's advisor, the Dean of Students, the Registrar and/or any other faculty/staff that she\* deems appropriate. Sanctions may include, but are not limited to, probation, suspension, dismissal. Assisting or attempting to assist in the violation of this policy is in itself a violation and considered academic dishonesty.

Academic dishonesty includes, but is not limited to:

Plagiarism – the use of another's work without acknowledgment. Plagiarism includes, but is not limited to, the use by direct quote or paraphrase the work, published or unpublished, of another without proper attribution. Our college expects students to produce their own work in coursework, papers, presentations, doctoral projects and/or any other academic work with the proper citations.

Cheating – the attempt to use, the actual use, or the facilitation of another's use of unauthorized materials, information, or study aids.

Fabrication – the inventing or falsifying any information, including research data, or citations in a clinical or academic exercise.

Students must take special care in assignments that require collaboration. In group projects, each student makes an independent contribution. In situations in which students have an independent assignment, the work product must be entirely the student's independent scholarship research and writing.

### **Academic Probation**

Academic Probation is a formal warning status that represents grave concern regarding a student's academic progress and/or suitability for professional practice. While it is not noted on a student's official transcript it does represent serious concerns regarding a student's academic functioning. Probation is automatic and will be applied under any one or more of the following circumstances:

1. Student earns a grade below B- or below or a grade of NC in one or more courses.
2. Student earns a grade of B- or below or a grade of credit problematic (CP) in 2 or more courses (this may occur in a single semester or cumulatively).
3. Student earns a grade of I in 3 or more courses (this may occur in a single semester or cumulatively, and includes those I grades that are resolved).
4. Student earns a CP or NC in Field Placement.

Probation is deliberated in the following condition: instances of unprofessional or unethical conduct may be referred to the Department Chair. The Department Chair then conducts a review and decides whether there are grounds to place the student on probation, or possibly recommend for dismissal based on the severity of the conduct. During his/her deliberations, the Department Chair has the authority to consult with faculty and administrative personnel, to review student work and other documentary evidences, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision.

In the case of automatic academic probation, the Registrar's Office will notify the student, the Department Chair (DC), and Financial Aid Office. In the case of deliberated probation, the DC will notify the student, the Registrar and Financial Aid Office. The terms and time frame for the lifting of probation will be determined by the DC. The DC will notify the student, Registrar and Financial Aid Office of the student's probationary status. In addition the DC will notify the Registrar and the Financial Aid Office when the terms of probation have been met and probation is lifted. Any appeals of probation will be made to the Academic and Standards Committee (APSC) of the faculty for its review and recommendations. The APSC is one of the committees of the faculty. Membership is comprised of elected faculty representatives. The APSC serves as a forum for student appeals. In addition, this committee monitors academic policies and makes recommendations for revisions of William James College academic policies. Finally, the APSC monitors student attrition. The APSC makes its recommendations to the VPAA for final consideration and implementation.

Students shall meet with the Academic Standards and Policy Committee independently. They are welcome to invite their advisor. No other parties can participate in the APSC committee meeting except the APSC members, the student and the student's advisor. The APSC has a regular meeting time, which they are not expected to alter or rearrange in order to accommodate the student or advisor. During its deliberations, the APSC has the authority to consult with faculty and administrative personnel, to review student work, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision.

Students may be dismissed for the following reasons:

(Please note that these are examples and are not intended to be a comprehensive list that covers all students actions, omissions or commissions.)

- Failure to resolve the terms of probation
- Inability to keep all grades at the level of B or higher
- Academic dishonesty including plagiarism, cheating and fabrication
- Violation of their discipline's Code of Ethics
- Unprofessional behavior with faculty, fellow students, college administrators, patients, supervisors and clinic administrators
- Legal difficulties that make meeting academic and training responsibilities not possible and failing to complete paperwork for a leave of absence or formal withdrawal
- Personal difficulties that make meeting academic and training responsibilities not possible and failing to complete paperwork for a leave of absence or formal withdrawal
- Failure to maintain contact and regular communication with one's faculty advisor, research advisor, department chair or college official

In all cases, the formal application of Academic Probation status is determined by the VPAA. It is applied for a specific period of time or until the conditions established for the removal of probation have been satisfied.

### **Appeal of Course Grades**

The academic evaluation of students and the determination of grades is a matter of faculty judgment. In instances where a student wishes to appeal a course grade, the following procedures have been established to ensure a fair and equitable consideration of the student's concern.

1. The student is first required to confer with his/her instructor regarding the disputed grade.
2. If the dispute is not resolved between the instructor and student, the student is then required to meet with the appropriate Academic Department Chair, at which time the student will present his/her grievance. (If the Department Chair was also the instructor who gave the disputed grade, the VPAA will appoint another core faculty member to hear the student's concern.) If the Department Chair believes there is sufficient reason to question the accuracy or legitimacy of the grade in question, he/she will have a conference with the faculty member at which time they will together examine the determination of the disputed grade. While a student has the right to appeal to the APSC, students should note that it is highly unusual in higher education for a faculty assigned grade to be overturned.

Note: If at any time in this process the original course instructor becomes unavailable, then the consideration of this appeal will revert automatically to the Academic Policies and Standards Committee.

### **Application of Courses Completed as a Non-Matriculated Student**

Students may apply up to four courses completed at our college in a non-matriculated student status, toward doctoral degree requirements, and may apply up to two such courses toward either Master's or CAGS degree. In order to qualify for degree applicability, credits earned while in non-matriculated student status may be no more than five years old at the time of full matriculation.

### **Completion of Admission Record**

New students are required to submit a copy of their official academic transcript(s) indicating the successful completion of their prior degree(s) to the Registrar's Office. The latest this document may be submitted is no later than two weeks prior to the start of their first semester/term.

### **Curricular Waivers**

Waivers of established course prerequisites or other course enrollment restrictions (e.g., allowing students from another program to enroll in a course that is not open to such students, allowing students to take courses out of a planned sequence), are determined by the appropriate Academic Department Chair. When such waivers are granted, the Chair will notify the Registrar's Office.

### **Deadlines**

Students are expected to meet all deadlines as outlined on the Academic Calendar which is posted on the Registrar office web page, as well as those mandated by their instructors, advisors, field placements, and/or other college requirements. It is the students' responsibility to be cognizant of deadlines. In the event that a deadline is changed, notice will be posted online on the William James College website and/or sent electronically to all who may be affected by the change.

## **Degree Matriculation**

A student is matriculated into a degree program upon a formal offer of the Admission's Office, with approval of an academic department chair and with a cleared tuition deposit in Accounts Receivable Office.

A non-matriculated student who has applied through the Admission's Office or a student who after initial acceptance decides that they desire to change their matriculated degree program, needs a completed Change of Matriculation form from the Admission's Office and the process is the same as stated in the first paragraph.

A deposited matriculated admitted student may register for their first semester/session of courses. Once an admitted student attends their first class they are classified as student who is then serviced by the Registrar's Office.

## **Disclosure of Educational Records**

The college will disclose information from a student's education records to a third party only with the written consent of the student; however, records may be disclosed without consent when the disclosure is made in accordance with FERPA regulations. Please refer to the FERPA information available on the Registrar's Office web page for additional information.

## **Financial Allowance for Students Pursuing an APA Pre-Doctoral Internship**

For students who have scheduled APA internship interviews, the college will, upon request, increase the student's cost of attendance (COA) to allow borrowing to cover reasonable transportation and hotel expenses incurred. The college will not cover expenses for food and other incidentals as these are covered in the regular COA budget.

- The student's APA interview schedule must be approved by the program director.
- The student must then submit the approved schedule to the financial aid office, and
- Upon completion of the APA interview, student must submit transportation and hotel receipts to the financial aid office. Upon approval, the students COA will then be raised to accommodate these expenses.

Please note that the college will increase the COA to cover "reasonable" transportation and hotel costs. It is understood to mean that the student, if traveling by air or rail, will be reimbursed for the "coach" fare and a reasonable hotel would be considered a "moderate" hotel within the surrounding area and for the duration of the interview process only.

## **Grading**

Our college courses employ one of two distinct systems for recording final course grades. The first is a traditional system that is built on the A-F structure. These grades and their descriptions are as follows:

A Represents distinguished, superior quality work that exceeds course expectations in every respect; in courses where numerical approaches are used to determine grades, the grade of "A" is normally inclusive of the 94 – 100 percent accuracy range. (In calculating the grade-point-average, a grade of "A" is worth 4 quality points.)

A- The quality of the student's work clearly meets or exceeds course expectations and is outstanding in nearly all respects; in courses where numerical approaches are used to determine grades, the grade of "A-" is normally inclusive of the 90 – 93 percent accuracy range. (In calculating the grade-point-average, a grade of "A-" is worth 3.7 quality points.)

B+ The quality of the student's work clearly meets the minimum course standards and is good or very good in most respects; in courses where numerical approaches are used to determine grades, the grade of "B+" is normally inclusive of the 87 – 89 percent accuracy range. (In calculating the grade-point-average, a grade of "B+" is worth 3.3 quality points.)

B The quality of the student's work clearly meets the minimum course standard with no glaring areas of deficiency. The student's work is generally good, but undistinguished; in courses where numerical approaches are used to determine grades, the grade of "B" is normally inclusive of the 84 – 86 percent accuracy range. (In calculating the grade-point-average, a grade of "B" is worth 3 quality points.)

B- The overall quality of the student's work meets the minimum course requirements and is marginally acceptable by graduate college standards. The student's performance may be deficient or substandard in particular areas; in courses where numerical approaches are used to determine grades, the grade of "B-" is normally inclusive of the 80 – 83 percent accuracy range. (In calculating the grade-point-average, a grade of "B-" is worth 2.7 quality points.)

C+ The overall quality of the student's work closely approaches but fails to meet the minimum course standards and raises questions regarding the student's preparation for more advanced work in the discipline; in courses where numerical approaches are used to determine grades, the grade of "C+" is normally inclusive of the 77 – 79 percent accuracy range. (In calculating the grade-point-average, a grade of "C+" is worth 2.3 quality points.) ***Credit earned in a course for which this grade has been received may not be applied to a degree program.***

C The student's work fails to meet course standards. Although aspects of the student's work may be acceptable by graduate and professional standards, the overall quality suggests inadequate preparation for more advanced work in the discipline; in courses where numerical approaches are used to determine grades; the grade of "C" is normally inclusive of the 74 – 76 percent accuracy range. (In calculating the grade-Point-average, a grade of "C" is worth 2 quality points.) ***Credit earned in a course for which this grade has been received may not be applied to a degree program.***

C- The quality of the student's work fails to meet course standards and is poor or clearly substandard in nearly all respects, raising serious questions about the student's preparation for more advanced work in the discipline; in courses where numerical approaches are used to determine grades, the grade of "C-" is normally inclusive of the 70 – 73 percent accuracy range. (In calculating the grade-point-average, a grade of "C-" is worth 1.7 quality points.) ***Credit earned in a course for which this grade has been received may not be applied to a degree program.***

D The quality of the student's work fails to meet course expectations and is very poor or substantially substandard in all respects; in courses where numerical approaches are used to determine grades, the grade of "D" is normally inclusive of the 64 – 69 percent accuracy range. (In calculating the grade-point average, a grade of "D" is worth 0 quality points.) ***No academic credit is granted for a course in which this grade has been received.***



F The quality of the student's work fails to meet course expectations and is grossly deficient; in courses where numerical approaches are used to determine grades, the grade of "F" is normally below the 64 percent accuracy range. (In calculating the grade-point-average, a grade of "F" is worth 0 quality points.) ***No academic credit is granted for a course in which this grade has been received.***

In a small number of courses, a more general scheme of student grade recording is used. The course syllabus will state when a course uses this grading system. These grades are normally accompanied by an extended narrative describing the student's performance. The NP and NF grades do not require a formal narrative. The grades and their respective designations are as follows:

CR Credit: Course requirements were satisfactorily completed at a qualitative level judged to be at least equal to that of "B" in more traditionally graded systems. (These grades are not included in the calculation of a student's grade-point-average.)

CP Credit Problematic: Course requirements were completed and credit was granted, but work was done in some degree of substandard, marginal or problematic fashion. The "CP" grade is generally judged to be of lesser quality than that of "B" in more traditionally graded systems. (These grades are not included in the calculation of a student's grade-point-average.)

NC No Credit: Course requirements were not completed at a level sufficient to award academic credit. (These grades are not included in the calculation of a student's grade-point-average.)

There are two grade designations—that can be recorded on student transcripts that measure whether a student is successfully progressing through courses in a progression of a doctoral project, an academic year-long study, or a year-long sequence of field site experiences. This type of grading designation is an option that may be used and will be determined by each academic department as to when it will be used.

NP No Credit Passing: Not calculated into the student's GPA but required for federal Title IV financial aid SAP and shows the student is making desired progress therefore carries a value equal or greater than a "B" grade. An NP grade will never be used for the last course in a sequence. An NP grade may be changed to a grade of CR after the completion of a formal evaluation that includes the content of a course with an NP grade.

NF No Credit Not Passing: Not calculated into the student's GPA but required for federal Title IV financial aid SAP and shows the student is not making desired progress therefore carries a value less than a "B" grade. If a student has two sequenced courses with final grades of NF the courses must be repeated. With additional future coursework completed the NF grade maybe formally changed to a grade of NP or CR.

There are four other grade designations that can be recorded on student's official academic transcript. None of these notations carry the award of academic credit. They are as follows:

AU Audit: designates a course for which was attended by the student, but for which no assignments were graded and no course grade was awarded. (The grade of "AU" is not included in calculation of the gradepoint-average.)

**I Incomplete:** Some of the course requirements were not completed within the required time frame, but an arrangement, documented on an Incomplete Grade Form, has been made at the instructor's discretion to complete all requirements by a mutually agreed upon date. The college does not automatically grant incompletes. Incompletes are always at the option of the professor. Grades for courses in which an "I" is not removed by the end of the following semester will be converted to "WF." (The grade of "I" is not included in calculation of the grade-point-average.) After one semester has passed, the student can no longer negotiate with the professor. An extension request with substantial extenuating circumstances can be made to the Department Chair. The Department Chair may also consult with the APSC. The student may also choose to appeal the I determination to the APSC.

**W Withdrawal without Evaluation:** Awarded when the student withdrew from a course after the drop/add period but before the end of the eighth week of the semester. (The grade of "W" is not included in calculation of the grade-point-average.)

**WP Withdrawal with a Record of Passing:** The student is leaving the college in good academic and professional conduct standing. In the event that the student wants to resume their matriculation at the college, they would need to send a formal request to the department chair and their re-enrollment can then be discussed and planned with the chair. No formal re-application to Admissions Department is required.

**WF Withdrawal with a Record of Failure:** Awarded when the student did not officially withdraw before the end of the eighth week of the semester, but stopped attending and did not complete course requirements. (In calculating the grade-point-average, a grade of "WF" is worth 0 quality points.)

### **Holds Administrative/Academic**

Holds may be placed on student records for a variety of reasons such as delinquent accounts and violations of academic or administrative policy. When the college places a "hold" on a student's record, he/she is not eligible to receive or participate in many college services. These many include, but are not limited to: printed academic information, registering for classes, being blocked from attending a course which the student has registered for but which has not yet started, qualifying for college aid, library access, receiving a diploma, etc. If a student owes the college money or has not returned college property that has financial value, the student will not be allowed to obtain an official academic transcript.

### **Notice of Difficulty**

The college seeks to respond as quickly as possible to students who are having difficulties. Accordingly, Instructors of students who are having academic difficulties either in the classroom or in the field and who may receive an unsatisfactory grade should file a "Notice of Difficulty" with the Department Chair as early in the semester as possible. The Chair will take appropriate intervening or consultative action.

### **Student Complaints**

In matters that are not concerned with the appeal of course grades or any other subject for which a specific grievance policy/procedure is otherwise provided (e.g., discrimination, discriminatory harassment and retaliation), students must first discuss the matters of concern with their advisor, their Department Chair, or with the Dean of Students to determine whether some informal resolution of a problem can be achieved.

In those instances when the matter cannot be informally resolved and the student wishes to pursue a complaint, the student must follow the following process. Within 21 days of the occurrence of the objectionable behavior or establishment of objectionable condition, the student must submit a written

complaint to the VPAA. Complaints must (a) clearly and succinctly state the objectionable behavior or condition, describe the remedy being sought and (b) provide any pertinent background information/documentation to support a justification of an investigation.

On the basis of the written presentation of the complaint and upon information gathered through any other initial fact-finding, the Vice President for Academic Affairs, may (a) dismiss the complaint, or (b) engage parties to the complaint as well as any other appropriate personnel in an informal dispute resolution process, and/or convene a special review panel.

If the VPAA decides to convene a formal review panel, membership shall be comprised of the Dean of Students (or his/her designee) who will chair the panel; and three faculty members, one of whom shall be a member of the Academic Policies and Standards Committee. It will be the review panel's responsibility to consider the complaint, collect and consider evidence, hear testimony, and to provide a recommended remedy to the Vice President for Academic Affairs. The Vice President for Academic Affairs carefully weighs the review panel's recommendations and then makes a determination.

### **Substitution of Course Requirements**

On the basis of a student's prior academic experience (including, but not limited to recognition of knowledge/skill acquired in previously completed courses which may not be eligible for transfer credit), a Department Chair may substitute one or more required courses, and then designate a suitable curriculum replacement(s) or allow for free electives to allow the student to make up the credit requirements. However, in no case shall the substitutions constitute a reduction in the number of overall credits required for a degree program. The decision to grant substitutions is an exercise of the discretion of the Department Chair and is not subject to appeal. The Department Chair will notify the Registrar of any such course substitution arrangements.

### **Transcript Requests**

Students may request transcripts or other written academic documents to be released to a third party by using a form found on the Registrar's Office web page. The college will respond to these requests within three (3) business days.

### **Transferring Credits Earned at Other Institutions prior to Matriculation**

Credits earned in graduate-level courses completed at another accredited institution (as defined below) no more than five years prior to matriculation at the college, for which a grade of "B" or better was awarded, are eligible for transfer. Said transfer credit may be applied to degree requirements subject to the following two provisions:

1. No more than twenty percent (20%) of the total credits comprising a student's degree program may be satisfied through transfer credit. Various degree programs in the college may establish policies that further limit the acceptability and application of transfer credit.
2. The determination of the acceptance and applicability of potentially eligible transfer credit is the responsibility of the appropriate Department Chair. Appeals will be heard by the VPAA.

NOTES: (1) An accredited institution" refers to any institution of higher learning that holds accreditation from an association/unit that is recognized by the Council for Higher Education Accreditation (CHEA). (2) Upon the recommendation of the appropriate Department Chair, exceptions to the five year limitation may

be approved by the VPAA (3) The grade of “B-“ is less than “B” and not eligible for transfer. Credit for coursework in which a traditional letter grade is not recorded will not be considered for transfer unless the student can present compelling evidence that recorded grades are at least equivalent to “B” quality. (4) Program-based policies on transfer credit require approval by the Curriculum Committee. (5) Appeals of negative decisions will be heard by the VPAA.

### **Transfer of Credits Earned at Other Institutions Following Matriculation**

A student may apply graduate credits earned at another institution subsequent to matriculation, only with the prior approval of the appropriate Department Chair. Credits earned in this status are subject to the limitation on total transfer credit described in the section, **Transferring Credits Earned at Other Institutions prior to Matriculation.**

### **Waivers of Institutional Policy**

Institutional policies are designed to apply to the entire student body. Successful waivers of institutional policy are infrequent occurrences. Student requests for variances with, exceptions to, or waiver of existing college-level academic policies are considered by the Department Chair. The Department Chair also reviews and acts on student appeals for variances with, exceptions to, or waiving of existing program level guidelines for academic compliance. All considerations for academic policy waivers should be initially submitted to the appropriate Department Chair. In instances where departmentally-based waiver requests are denied, students may appeal to the APSC. The APSC decision is then submitted as a recommendation to the Vice President for Academic Affairs for a final decision.

## **Academic Policies – Advisement, Registration through Graduation**

### **Auditing a Course**

Any matriculated or non-matriculated student who wishes to audit a course must complete a “Request to Audit” form (available from the Registrar’s Office web page) and obtain permission of the appropriate Department Chair and the course instructor. While audited courses are noted on the student’s transcript, no grade is received and no credit is awarded.

### **Changing Advisors**

The college assigns each student an academic advisor who will normally serve as the student’s advisor throughout the student’s academic experience. However, either party may seek to initiate an advisor change without prejudice (but not without review). The Change of Advisor form is available through an academic department Administrative. Questions concerning the process should be posed to the Department Chair. Final approval for all requested advising requests/changes rests with the appropriate academic department chair.

### **Class and Field Placement Attendance**

Students are expected to attend every session of each course for which they are registered, and are expected to be responsible to their field placement commitments according to the schedules determined by the field placement contract. It is the responsibility of the student to notify the instructor and/or field supervisor in advance of any foreseeable absence(s). The student must also notify the Field Placement Office if there are any schedule conflicts. Excessive absence and/or persistent lateness are each conditions which jeopardize academic and professional success. Graduate students in training to be health care professionals and/or applied psychologists are expected to attend each classroom session. In a typical 15

week semester, students are not allowed more than 2 absence from a classroom session. In other course delivery systems which include blended courses, students are expected to attend each weekend residency in its entirety and to participate 100% in all online instruction and activities. Students must also notify their instructors about absences before the class session. When this is not possible, students should promptly inform the instructor following the missed class. Students who demonstrate excessive absences are subject to academic penalty including lowered grades or course failure.

### **Course Drop/Add**

The drop/ add period begins on the first day of registration. The dropping/adding of courses outside of periods when the online system is open to students must be requested by a form located on the Registrar's Office web page.

### **Course Waiting Lists, Enrollment Priority, and Reopened Courses**

The online registration system allows for students to be placed on a waitlist for courses. **Please be advised that there are no guarantees that a student will be admitted to a course section that they are waitlisted on**, nor will a waitlisted course count towards your enrollment status for financial aid or enrollment status. If a student drops the course you are waitlisted for you, the next student on the waitlist will receive an email that is time sensitive, and will allow the next student on the waitlist to register for the course section.

Legitimate special considerations may only be made by the appropriate department chair of the course.

### **Declaration of a Concentration**

A declared concentration is considered to become part of the student's degree program. This may then require additional credits for the completion of the degree. A student's program may exceed the total credits required for the degree, if there are not enough open electives within the degree program to account for all of the additional courses required by the declared concentration. A student who decides that they desire to declare a concentration must complete a form, obtain required signatures, then turn the Concentration Declaration Form into the Registrar's Office. A declared concentration allows the required courses of the concentration to be federal Title IV financial aid fundable.

### **Failure to Register and Suspension**

If a current student is not registered for the next semester/term that they should be enrolled in by the end of the current semester/term, the College will place them on suspension. In order to be reinstated for the following semester, the student must register and pay any and all outstanding fees and reinstatement fees, including those that were incurred at the time s/he should have registered as required. If the student fails to apply for reinstatement to continue for the following semester, they will be dismissed. Suspension will become effective on the first business day following the last day of the drop/add period.

### **Graduation**

Graduation applications are due in the semester prior to the last semester of enrollment to complete a degree program. Please check the Registrar's Calendar for the due date. Students who have completed all their academic requirements, including field education, within 14 days after the last day of spring semester, are eligible to participate in June graduation ceremonies. Students who meet all other academic requirements and who remain in their field education sites beyond this extended two week period are eligible for degree conferral at the end of the summer.

Students in the doctoral Clinical Psychology program and who are at extended APA internships concluding in June or August may participate in the June graduation ceremony and then receive their degree at the end of the summer. These students must meet the following requirements. They have completed all their coursework, submitted an accepted doctoral project and successfully presented their colloquium within two weeks of the conclusion of the spring semester. Their only remaining requirement must be the successful conclusion of their field education. Students who are in the doctoral School Psychology program may participate in the June graduation ceremonies and receive their diploma at the end of the summer if they meet the following requirements. The student must have completed all academic requirements including their coursework, submission of their accepted doctoral project and successful presentation of their colloquium by two weeks after the conclusion of the spring term. The only remaining requirement must be the successful conclusion of their field education.

Degree Conferral Dates:	Spring Semester	Graduation Ceremony
	Summer Session	August 31 <sup>st</sup>
	Fall Semester	The Friday before the start of the spring semester

### Registration for Classes

The college's procedures for class registration are published well in advance of the registration period for each semester/term. (New incoming students will be registered by their academic department or the Registrar's Office. The academic departments will make the determination. In most academic departments, the first year of classes is registered after a student's field placement site has been approved). Each year's registration requires advisor approval via SSIG, the MSPP platform for registration and grading.

Students are advised of the following general registration policies:

1. Unless on an approved or mandated leave from the College, students are required to register for classes each fall and spring semester (and summer, if a program requirement) until all academic program requirements have been completed.
2. A student may not exceed the standard full-time course enrollment as dedicated by an academic degree program for any given semester without the permission of the advisor.
3. Any change in student status (e.g., from part-time to full-time, or full-time to part-time) **requires the completion of a form on the Registrar's Office web page and** approval from the Department Chair.
4. All students are required to register by to their academic department schedule and before the date that the late fee is applied, which is posted on the Registrar's Planning Calendar on the Registrar's Home Page. Payment of this fee does not alter the fact that late registrants are frequently unable to select the courses they prefer. Students who register late jeopardize their financial aid, possibly resulting in student loans becoming due immediately. Any student who fails to register by the end of the drop/add period will be suspended from continuous attendance.

### Student Evaluation of Courses/Instructors

The integrative philosophy of professional education includes an understanding of the importance and reciprocal nature of evaluation. All students are evaluated in the classroom and in the field on several indices of professional growth. Equally important is the expectation that all students assume a responsibility for evaluating their professional training experience as well as themselves throughout the scope of professional training. To do so is consistent with an educational structure that teaches in the

domains of Knowledge, Skills and Attitudes in accord with the training philosophy of the professional institution model as articulated by The National Council of Schools of Professional Psychology (NCSPP).

Equally relevant is the systemic need for evaluative feedback. The College considers course and faculty evaluations, among other sources of data, as necessary information regarding ongoing quality assurance review of the institution's program. Moreover, accrediting and regulatory bodies, the American Psychological Association (APA), the National Association of School Psychologists (NASP), and the New England Association of Schools and Colleges (NEASC), require that we regularly generate such information.

Students must complete a Course Evaluation on each of the classes in which they have been enrolled during each term. The MIS Department announces the availability of the on-line Course Evaluations within two weeks of the end of a given term and provides instructions to the student body regarding access to and completion of the evaluations. All information is communicated via college email.

Please note the following: (a) Course Evaluation results are presented anonymously; (b) Course Evaluation content is received electronically and aggregated by the College. No student feedback is presented with any identifying information; (c) The MIS department generates two kinds of reports: (1) an overall report aggregating all data, including narrative statements, as an evaluative summary for each class, and (2) a record of who has or has not completed evaluations based upon course enrollment records during a given academic term. Individual course instructors are not informed of who has or has not completed a Course Evaluation.

Course Evaluations must be completed within two weeks of the final class of the term.

Failure to complete Course Evaluations will result in the Registrar's Office placing a "Hold" on a student's registration account and relevant program departments will be notified. Access to course registration information and the services of other college offices (Library, Financial Aid, etc.) will be suspended until Course Evaluations are completed.

### **Taking Courses not Required by a Matriculated Degree Program**

If a student desires to register for a course that is not a requirement of a degree program, and would exceed the allocation for degree program electives, the course cost may not be covered by federal Title IV financial aid.

*An exception* may be allowed if the academic advisor is able to complete documentation that completely states how the course would "strongly" enhance the student's ability to seek and land employment, and the academic department chair signs off on the documentation. This documentation must be delivered to the Registrar's Office for filing and notification to the financial aid office.

### **Withdrawal from a Course**

If a student wishes to withdraw from a course after the drop/add period they must inform the Registrar's Office using a withdrawal form located on the Registrar's Office web page. A grade of "W" will be recorded for approved course withdrawals if prior to the mid-point of the semester, after the mid-point a grade of "WF" will be assigned. In instances where students discontinue attendance without completing the course withdrawal process, a grade of "WF" will be recorded.

## Academic Policies that Deals with Stages of Enrollment

### Academic Leave of Absence

An Academic Leave of Absence is a temporary interruption in a student's program of study. Only a student in good standing (academic and financial) who has the intention to return to the College at the end of the leave may request a leave of absence from the college. A completed *Academic Leave of Absence Request* (ALOA) form stating the reason for the leave request must be submitted to their Academic Department Chair for approval. Application must be made prior to June 15 for a fall semester and prior to December 1 for a spring semester leave.

An academic approved Leave of Absence is **not the same as a Financial Aid Leave of Absence** which may not be more than 180 continuous days within a 12 month period, by federal regulation. Please contact the Financial Aid office to see how an academic approved Leave of Absence will affect your ability to receive financial aid in the future.

Under unforeseen circumstances (e. g. serious illness, family emergency) during a semester/term a student would need to withdraw from all current semester/term courses. An Academic Leave of Absence form is only required if the following semester/term will also not be attended. In an emergency it is possible for the Department Chair to submit the form without the student's signature. Again, there must be a reasonable expectation that the student will return to the college at the conclusion of the Academic Leave for this to be done. The Department Chair must document the reason for the decision to approve the Leave and obtain the request from the student at a later date.

The beginning date of the Academic Leave (ALOA) is the day after the end of a current semester/term. When an Academic Leave of Absence is approved, the final grade in all courses that were not completed, for which the student is registered, would become 'WP'.

An Academic Leave of Absence is not a withdrawal from the college but a separation for an approved period of time. The student would not be required to reapply to the college for a withdrawal for medical, personal, or military leave, unless their academic department chair has checked the box on the LOA form indicating that it would be necessary.

If a student does not return from an academic leave of absence of **180 days** and does not request to extend the Leave, he/she will be administratively withdrawn from the college and reported as such, retroactive to the Leave start date, to state and federal agencies. In order to return to the college, the student must contact their academic department chair. In such instances there is no guarantee of readmission or reinstated college financial aid.

Students not in good academic standing are ineligible for an Academic Leave of Absence. A student who is not in good academic standing and who wishes to take time away from the program may only withdraw from the college. The process for readmission of full-withdrawn former students in good standing will be followed. The Department Chair will set the conditions for readmission. Previous enrollment at the institution does not guarantee readmission.

### Advanced Standing Credit

A program may grant advanced standing credit to applicants who have completed, or will have completed



upon matriculation, a degree program that is substantially equivalent to a degree program that is a required prerequisite to the terminal degree for which the applicant is applying. Advanced standing credit is distinct from transfer of credit, and is subject to separate and independent conditions and credit limits.

### **Dismissal from the College**

Students who fail to fulfill the requirements of probation, or students whose academic progress is sufficiently unacceptable so as to question his/her capability to complete a program, or students whose professional or social behavior violates ethical and professional standards, are subject to dismissal from the College. Automatic dismissal will occur under any one or more of the following circumstances:

1. A student earns a grade below B- or NC in 2 or more courses (this may occur in a single semester or cumulatively).
2. A student earns a grade of B- or CP in 4 or more courses (this may occur in a single semester or cumulatively).
3. A student earns a grade of I in 6 or more courses (this may occur in a single semester or cumulatively).

The College may also dismiss a student if the student is found to have engaged in unprofessional or unethical conduct. The student will be referred to the Department Chair. The Department Chair then conducts a review of the reported conduct and decides whether there are grounds to dismiss the student. Dismissal reviews are conducted by the Department Chair. During his/her deliberations, the Department Chair has the authority to consult with faculty and administrative personnel, to review student work and other documentary evidences, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision. The Department Chair submits a recommendation for formal dismissal to the VPAA. The Department Chair concurrently informs the student of this recommendation for dismissal by email, with receipt requested, and by certified USPS mail. The student has the right to an appeal to the Academic Policy and Standards Committee. The student has 10 business days to notify the APSC and the VPAA of an intent to appeal and 14 days from when the email was sent to submit a letter to the APSC stating their appeal. During the appeal process, the Department Chair will determine whether the student may attend classes and/or the field site. The student may also continue at the field site provided they are in good standing at the field site. The APSC meets with the student in a timely manner and then informs the student, the Department Chair and the VPAA of their decision. The VPAA makes the final determination.

### **Enrollment Status Measurement**

Enrollment status is measured by contact hours directly connected to each academic course section. This calculus operates to allow a course that may carry a low academic credit value to be measured at a higher percentage of enrollment based on the physical weekly hours required by the student to complete the academic course requirements. Enrollment status is determined as follows:

9.00 or more contact hours = full-time enrollment status

Less than 9.00 contact hours but at least 6.75 contact hours =  $\frac{3}{4}$  enrollment time

Less than 6.75 contact hours but at least 4.50 contact hours = half-time enrollment

Less than 4.5 contact hours is less than half-time enrollment and does not qualify for federal financial aid

Contact hours are initially recommended by academic departments when new courses are requested through the Curriculum Committee. The CC will review the suggested contact hours but final approval will rest with the VPAA. In the majority of academic courses offered the academic credit hours match the contact hours.

### **Good Academic and Financial Standing**

The following conditions are necessary for any currently enrolled student to be certified as being in good standing: (1) The student must be free of any currently applied official academic probationary or warning status; (2) The student may not be in any official probationary or warning status related to professional or social behavior; and (3) The student may not be delinquent in financial obligations to the college.

Former students will be certified as having been in good standing if the first two criteria (above) were satisfied at the time of separation from the college, and if all financial obligations to the college have been satisfied or are up-to-date.

### **Readmission of Dismissed Students**

Former students who have been dismissed for any reason must petition and receive permission from the Department Chair prior to submitting an application for readmission. If permission for admission reconsideration is granted, the process described below (**Readmission of Former Students**) will be followed. Former students who have been denied permission to submit an application for readmission may appeal said decision to the VPAA, whose decision is final.

### **Readmission of Former Students**

Readmission is the process by which a previously matriculated student who has withdrawn from the program is considered for re-enrollment. Previous enrollment does not guarantee re-admission.

Former students who seek to be readmitted should submit an application for readmission to the Admissions Office. Application materials will seek thoughtful introspection from the former students in regard to relevant experience, growth, and change since the original application and subsequent withdrawal from the college. If written materials warrant, the Department Chair will invite the applicant for an interview in order to elaborate on specific components of the application, as well as his/her previous and interim experiences.

The Department Chair will make a decision on the candidate's admissibility and determine whether any special terms or conditions will be established for the readmission. Readmitted students who wish to appeal said special terms/conditions may do so with the VPAA.

Readmitted students may be required to satisfy new curriculum requirements and/or—because of particular licensing requirements—may be required to repeat previously completed coursework. All previous financial obligations must be settled.

### **Withdrawal from the College**

Students may withdraw from the College at any date by submitting a completed Full Withdraw Form located on the Registrar's Office web page. There are several different types of full withdrawals which are noted on the form. If a student is withdrawing with no intention of returning, then decides otherwise at a later date, they must reapply through the admissions office with a new full application.

There are several options on the withdrawal form to indicate the nature of the withdrawal and a checkbox for the academic department chair to use to indicate whether it would be necessary for a student to have to reapply through admissions if they wanted to return to the college. If the box is NOT checked, the student

would only need to meet with their academic advisor or the chair of their academic department to plan out their continued road map for registration of courses that are needed to complete their degree program.