



PACIFICA  
GRADUATE INSTITUTE

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# Student Handbook 2008/2009

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# PACIFICA

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## GRADUATE INSTITUTE

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Dear Students:

It is a pleasure to welcome you to Pacifica Graduate Institute, whether you are a newly enrolled or continuing student.

The information contained in this Student Handbook will provide help as you navigate through various educational landscapes at Pacifica. Please consider this Handbook to be your 'first contact' for academic and administrative information by familiarizing yourself with the Table of Contents, Faculty and Staff, General Information, Academic Policies and Regulations, Forms, and Schedule of Fees. It clarifies many of the questions that will arise during your tenure here.

We are delighted to accompany and support your progress toward a graduate degree.

Sincerely,

Cindy Carter, Ph.D.  
Chief Academic Officer

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*Pacifica reserves the right to alter its policies and procedures at any time and to implement new policies to address emerging needs. In such event, the school will make all reasonable efforts to notify students. Students should be aware that the policies and procedures contained in the Handbook may not remain in effect during their entire program of studies at Pacifica. To the extent that there may be discrepancies between the Tuition and Fee Agreement and the Student Handbook, the Agreement is binding.*

## **GENERAL INFORMATION**

### **Philosophy of the Institute**

*animae mundi colendae gratia*  
**for the sake of tending soul in and of the world**

Pacifica Graduate Institute's Counseling Psychology, Clinical Psychology, Depth Psychology, Depth Psychotherapy, Mythological Studies, and Humanities programs are built on the conviction that the science of psychology and comparative mythology is enhanced immeasurably by the study of literature, religion, art, and culture. These undertakings infuse the study of human experience with a necessary sense of the recurring archetypal motifs of the psyche – a sense long honored by the traditions of depth psychology.

The remembrance of these motifs not only reconnects the individual to archetypal patterns moving the human heart and soul, but also cultivates an awareness that the threads of the psyche animate the world itself. In light of the imminent dangers overshadowing the modern world, we believe that psychological training and mythological studies can no longer remain isolated vocations. Rather, psychology and mythological studies can give insights into the struggles of the age in which we live.

### **Mission Statement**

The mission of Pacifica Graduate Institute is to provide graduate degree programs and to foster research in the fields of psychology and mythological studies framed in the traditions of depth psychology. The Institute seeks to fulfill this purpose by creating an educational environment that nourishes respect for cultural diversity and individual differences and an academic community that fosters for its faculty and students a spirit of free and open inquiry consistent with the recognized values of academic freedom. Students are invited to Pacifica for study, for mutual community building, and for support from faculty and from one another.

Pacifica Graduate Institute offers graduate programs in Counseling Psychology, Clinical Psychology, Depth Psychology, Depth Psychotherapy, Mythological Studies, and Humanities. All degree programs carry an emphasis in depth psychology.

The Counseling Psychology, Clinical Psychology, Depth Psychology, and Depth Psychotherapy programs are designed to educate scholars and clinicians who will contribute to the healing vision offered by a soul-centered, psyche-centered approach to psychology. Our curriculum emphasizes scholarly research and writing as well as professional development in clinical practice. Our coursework is founded upon the conviction that psychology is enhanced by the study of ancient and contemporary culture, including literature, religion, art, and mythology. These disciplines have long been integral to the tradition of depth psychology.

The Mythological Studies program offers students a strong grounding in the varieties of mythological narratives and religious beliefs as well as a foundation in the principles of depth psychology. Mythological Studies coursework explores human experience within the context of cultural and religious systems in order to affirm the importance of the mythic perspective in the formation and development of soul in the world. Emphasis is placed upon the exploration of the imagination and creative expression as well as scholarly research and writing.

The Engaged Humanities program prepares students to manifest their vision of a better world through the acquisition of critical thinking, analytical writing, and enhanced communication skills. Students connect with the world's great stories through the perspective of depth psychology and humanities to serve personal and professional goals. The approach is broad, interdisciplinary, and satisfying for those who seek intellectual curiosity and creativity. The combined disciplines of Depth Psychology and Engaged Humanities access and stimulate inner life processes, including a remembrance of indigenous and traditional wisdom, allowing the transcendence of individual egos. Contemporary demands and professional development are then met with creative expressions in the Process and Praxis coursework. Face-to-face contact on campus encourages the development of relationships in which fertile seeds of understanding and engagement can be grounded. Online involvement provides convenient interactive communities that support students' internal and external discoveries while working from home, yet with like-minded individuals from around the world.

### **Academic Freedom Statement**

Pacifica Graduate Institute is committed to the free exchange of ideas for all faculty and students. The Institute is committed to creating an academic environment that fosters the willing and enthusiastic participation of those individuals and groups who compose its academic community.

### **Accreditation and Academic Status**

Santa Barbara Graduate Schools, Inc., d.b.a. Pacific Graduate Institute, is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education (Western Association of Schools and Colleges, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501; telephone: 510-748-9001; fax: 510-748-9797; [www.wascweb.org](http://www.wascweb.org)). In June 2001, Pacifica's accreditation was re-affirmed.

Pacifica Graduate Institute is an accredited institution with each degree recognized and approved by the State of California. In addition, Ph.D. graduates in Clinical Psychology are eligible to apply for the California Clinical Psychology License if they meet the California Board of Psychology requirements for supervised professional experience. M.A. graduates in Counseling Psychology may apply for the California Marriage and Family Therapy (M.F.T.) License. Students commuting from other states need to check with their state boards for applicable licensing requirements.



## **State Licensure**

All psychology students seeking licensure as clinical psychologists or counselors are urged to contact the appropriate governmental agency in their state about present and future curricular and internship requirements. It is the student's responsibility to ensure that s/he meet various licensure requirements in his/her particular state.

## **Non-discrimination and Equal Opportunity Statement**

Pacific Graduate Institute does not discriminate on the basis of race, color, national origin, religion, creed, gender, sexual orientation or identity, physical or mental disability, citizenship status (within the limits imposed by law or Institute policy), marital status, medical condition, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers treatment in institutionally approved academic programs and activities. In conformance with Institute policy, Pacifica Graduate Institute is an Affirmative Action/Equal Opportunity Employer. If a student believes s/he has been subjected to any form of unlawful discrimination, please submit a written complaint to the Chief Academic Officer.

## **The Diversity Committee Mission Statement**

Diversity in the student body, faculty, staff, board, and administration is an incomparable asset to the learning experience at Pacifica Graduate Institute. The purpose of the Diversity Committee is to nourish an atmosphere at Pacifica that promotes, respects, and encourages diversity in its fullest sense.

In order to achieve greater diversity, concerted effort is necessary in recruitment and retention. To build an atmosphere of hospitality toward differences, Pacifica encourages cross-cultural dialogue, reviews the curriculum regularly with regard to issues of diversity, and explores pedagogies that enlist awareness of diversity in the learning process.

Appreciation for diversity begins with thoughts and attitudes that support multicultural environments. Pacifica engages in a process of self- evaluation regarding institutional, collective, and individual racism and other bias in order to work toward a more inclusive learning environment.

Pacifica encourages regular dialogue on issues of diversity among the staff, faculty, and student body.

Depth psychology is an historical conversation of diverse voices with multiple yet related points of view on interiority, culture, context, the unconscious, imagination, dialogue, transformation, myth, symbol, symptom, and healing.

Practitioners of depth psychology who are struggling to become conscious about issues of cultural bias, Eurocentrism, colonialism, and domination in the field find many theories of depth psychology can be used as a valuable guide to the hosting of diversity.

Depth "psychologies" may more aptly describe the complexity of voices that comprise any situation: intrapsychic, interpersonal, intercultural, or interspecies. They ask us to acknowledge our point of view at any moment as one among many. This attitude helps allow space for alternate perspectives to emerge, thus augmenting, challenging, confirming, and

critiquing points of view with which we have identified. Depth psychologies see this discipline as a necessary and ongoing process that is sensitive to shifts in what calls from the margins of a culture at any particular time.

The movement from singularity of voice to polyphony, from identification with a fixed viewpoint to a critique and contextualizing of viewpoint, parallels psychology's own contemporary movement from a universalist standpoint that often covered over cultural context and bias.

Just as the individual seeks to open a space for other viewpoints to emerge, some depth psychologies are presently struggling to be clear about their origins in Euro-American culture and the implicit values underlying their predominant foci of research, clinical practice, and favored methodologies.

This struggle allows psychology thoughtfully to extend its research and clinical practice to groups and issues previously under-represented by a more monocultural discipline, by working in concert with members of such groups.

In accord with Pacifica's commitment to depth psychology, we actively support an educational environment that respectfully welcomes the richness of cultural, racial, gender, sexual orientation, class, religion, learning style, able-bodiedness, and other even as yet unnamed differences, which all who study and work in this Institute bring as gifts for a learning community.

## **FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student education records and affords each the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from those records. Each student is the "owner" of his or her education record. The institution is the custodian of that record. A student's rights are as follows:

1. The right to inspect and review education record within 45 days of the date Pacifica receives the access request.

A student should submit to the Registrar's Office an official written request that identifies the record(s) for inspection. The Registrar's Office will send notification of the time and place where the record may be inspected.

2. The right to request an amendment of the educational record that a student believes is inaccurate or misleading.

To request an amendment, please write to the Registrar's Office clearly identify the amendment, and specify why the record is inaccurate and/or misleading.

If Pacifica decides not to amend the record as requested, the student will be notified. Additional information regarding the hearing procedure to contest the non-amendment decision will be provided at the time of notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure with consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacifica to comply with the requirements of FERPA. FERPA is administered by the:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

5. Pursuant to Section 99.3 of FERPA regulations, directory information and information from a student's education record may be disclosed without his/her written permission. Directory information includes: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, degrees and awards, most recent educational institution attended, and enrollment status.

If a student does not wish for his/her directory information to be released, that student must sign and submit to the Registrar's Office a Request to Withhold Directory Information form which is available on the website.

The complete text of the Family Educational Rights and Privacy Act of 1974 as Amended (and its interpretation) is available in the Registrar's Office.

### **Instructional Facilities**

Pacifica Graduate Institute is a private corporation with campuses located at 249 Lambert Road and at 801 Ladera Lane in Carpinteria, CA 93013. Situated approximately five miles south of Santa Barbara, the Lambert Road campus is comprised of six buildings on thirteen acres. Pacifica also has a campus on Ladera Lane. This campus is situated on thirty-five acres in the coastal foothills of Montecito, just north of the Lambert Road Campus. The Ladera Lane campus has housing and dining facilities.

At the discretion of the Institute, classes may be conducted at other locations throughout the Santa Barbara area.

### **Pacifica Graduate Research Library and the Joseph Campbell and Marija Gimbutas Library**

#### **Introduction**

Pacifica Graduate Institute Library resources and services support graduate-level study in the areas of counseling psychology, clinical psychology, depth psychology, depth psychotherapy, mythological studies and humanities. Subject area strengths are in Jungian and archetypal

psychology, depth psychology, psychoanalysis, clinical psychology, mythology, religious studies, psychological studies of literature, and research methodology.

### **Library Collections**

The Graduate Research Library on the Lambert Road campus holds approximately 15,000 books, 1,500 theses and dissertations, 700 audio and video titles, and access to thousands of journal titles, both print and electronic. Special reference collections include rare books, student papers, course reserves, and internship and licensing information for counselors and psychologists for each state. The Graduate Research Library maintains a branch location at the Ladera campus, and materials can be sent by shuttle between the two campuses upon request. The collections are indexed in the library catalog, available on the library website.

At the Ladera campus, the library maintains branch collections, as well as database, email and internet access. The library is staffed whenever Ladera campus students are in session: when Ladera classes are not in session, the Ladera branch library is closed, and students are asked to use the Lambert campus main library. Shuttle service is offered between the two campuses at designated times, and students make use of both library facilities. Books, tapes, journal articles, and other items are delivered to students upon request to either campus.

OPUS Archives and Research Center (an independent, non-profit organization) has approximately 4,600 books as well as the archival materials of Joseph Campbell, Marija Gimbutas, James Hillman, Jane Hollister, and Joseph Wheelwright. The Hillman and Wheelwright materials include an extensive collection of Jungian publications. In addition to these resources, the OPUS Archives and Research Center has plans is accepting the incoming collections of Marion Woodman and Robert Johnson. Archival materials are located on both campuses at this time.

### **Electronic Resources**

Through Pacifica, students have onsite as well as remote access to the following databases: Academic Search Premier, PsycInfo, the ATLA Religion Database, ATLA Serials, Religion and Philosophy Collection, Psychology and Behavioral Sciences Collection, the PEP Archive, PsycArticles, PsycCritiques, PsycExtra, ProQuest Digital Dissertations, PapersInvited, Humanities International Complete, JSTOR – Arts and Sciences III, ERIC, and Mental Measurements Yearbook. These databases contain citation information and full-text access to thousands of journals in a variety of subject areas. Additionally, the library offers access to several encyclopedic e-books in the subject areas of religious studies, psychoanalysis, human development, and social theory.

Computer terminals are available for student use at both campuses and support word processing, web-based e-mail, and internet searching. Printers and photocopiers are also available. Internet access hook-ups and WiFi hotspots are available to support the use of personal laptops.

To facilitate distance learning, Pacifica Graduate Institute uses a Learning Management System (LMS), a web-based platform to deliver course content for online classes. The LMS facilitates student-teacher communication in a non-traditional classroom setting. Students registered for online courses receive a username and password, granting them access to the LMS once the

enrollment process is completed. Technical support is not available through the library but can be obtained by contacting your Program Administrator.

### **Interlibrary Loan Services**

Materials not held by the library may be obtained upon request through interlibrary loan. Pacifica is a member of the On-line Computer Library Center (OCLC), an Interlibrary Loan network of hundreds of libraries world wide, and maintains membership in the Northern California Consortium of Psychology Libraries (NCCPL), the Gold Coast Library Network, and the Black Gold Library Consortium. The Pacifica Library also participates in global resource sharing. Interlibrary loan requests may be made in person, by e-mail, or telephone: [ill@pacific.edu](mailto:ill@pacific.edu) or (805) 679-6143.

### **Reference Services**

Reference librarians are available to provide orientations to the library, bibliographic instruction, and reference and referral services. Individual instruction (by appointment or on a walk-in basis) and small group instruction are provided throughout the year.

Reference requests may also be made by mail, telephone at ext. 144, fax, or e-mail at [reference@pacific.edu](mailto:reference@pacific.edu).

### **Circulation Services**

Most of the library's materials circulate. However, reference books, journals, and special collections (e.g., course reserves) do not. The loan period for Pacifica faculty, staff, and students is six weeks. The loan period for Pacifica alumni and Friends of the Library is two weeks. Items checked out may be renewed, provided they have not been reserved by someone else. Reserve Request Forms, required to reserve materials, are available in the library. When a requested item is returned, it may either be mailed to the student or held at the library for the student, on request.

Overdue fines of 50 cents per day for books and \$1 per day for all other materials are charged. If an overdue item is not returned within two months of the due date, it is considered lost and a replacement charge plus a \$20 processing fee is assessed: items returned damaged (this includes highlighting, underlining, or other book defacement) or missing components are also subject to cost of replacement plus processing fee charges. Overdue items cannot be renewed. Psychological assessment materials carry their own fee structure for fines and penalties, and students are strongly advised to inquire about these charges at the Circulation desk. Circulation requests may be made in person, by e-mail or telephone: [circulation@pacific.edu](mailto:circulation@pacific.edu) or (805) 679-6115.

### **Fax and Shipping Charges**

Billing for all library charges is handled through the Business Office, generally on a monthly basis. Please send all payments to the Business Office, as the library does not process payments.

### **Renewals**

Renewal requests are best handled a minimum of one week before the existing due date, as not all items are renewable. Materials reserved by other patrons cannot be renewed and must be

returned by the original due dates. Renewal requests may be made in person, by email or telephone: [circulation@pacific.edu](mailto:circulation@pacific.edu) or (805) 679-6115.

### **Check Out Policy for Psychological Assessment Materials**

Students may check out testing materials on a first-come first-served basis. A 24-hour advance notice is required in order to secure a room reservation. The Library conference room must also be reserved to review and use the testing materials: psychological assessment materials must remain in the library. Students who do not arrive within 30 minutes of their reservation times forfeit the use of the testing materials as well as the Library conference room, and will need to make arrangements to reschedule. Please inquire at the circulation desk about fines for testing materials that are kept beyond their times.

### **Library Hours**

The Graduate Research Library is open seven days per week. Hours will vary during, and between sessions and on holidays. Please refer to the library website or call the circulation desk for current hours.

The Joseph Campbell and Marija Gimbutas Library is open seven days per week to Pacifica students and faculty, though provision of advanced notice is recommended for more extensive, research visits. Other scholars may visit the library by appointment only. Please contact Richard Buchen, Special Collections Librarian, at ext. 133 for an appointment.

### **Library Contact Information**

#### **Library Website**

<http://www.pacific.edu/libraries.html>

#### **Library News**

<http://www.online.pacific.edu/pgl>

The Library website contains links to information on journal holdings as well as to the library catalog. The Library News site is a weblog that is updated regularly with information on recent library acquisitions, research tips, calls for papers, etc, and students are encouraged to view it regularly.

### **Library Voicemail and E-mail**

#### **Circulation**

Phone: 805-969-3626 ext. 115

E-mail: [circulation@pacific.edu](mailto:circulation@pacific.edu)

#### **Reference**

Phone: 805-969-3626 ext. 144

E-mail: [reference@pacific.edu](mailto:reference@pacific.edu)

#### **Interlibrary Loan**

Phone: 805-969-3626 ext. 143

E-mail: [ill@pacific.edu](mailto:ill@pacific.edu)

#### **Joseph Campbell and Marija Gimbutas Library**

Phone: 805-969-3626 ext. 133

E-mail: [rbuchen@pacific.edu](mailto:rbuchen@pacific.edu)

## **GENERAL POLICIES AND PROCEDURES**

### **Changes in Academic Policy**

Major changes in academic policies of the Institute will be undertaken through the following steps:

- a. A member of the academic community suggests a change.
- b. The Office of Academic Affairs will correspond in writing to the academic community about the proposed change.
- c. Administrative staff (if affected) and/or faculty will have one month to provide opinions, feedback, and suggestions to the Education Council and/or Office of Academic Affairs.
- d. With the Office of Academic Affairs recommendation, the Education Council will determine the need for a new policy. If a new policy is developed, the Chief Academic Officer will announce it in writing. The old policy remains in effect until the new policy becomes effective.

There are a number of ways in which students have input at Pacifica Graduate Institute. Those include, but are not limited to: faculty and course evaluations, faculty liaison meetings, suggestions through the student representative, and periodic student surveys conducted by the Office of Institutional Evaluation and other departments.

### **Curriculum and Program Review**

The sequence of classes may be changed by the Program Chair at any time prior to a quarter. Other significant curricular changes are implemented only after review by the Curriculum Committee and the approval of the Chief Academic Officer. To ensure that our programs offer the highest quality educational experience, we continually evaluate the curriculum and programs. The culmination of this process occurs each winter when the Chief Academic Officer and the Program Chairs meet with the faculty and staff. Program Chairs and their faculty send a self-reflective report to the Chief Academic Officer. Material gathered during this review is forwarded to the Curriculum Committee of the Academic Senate for review and implementation.

### **Evaluation of Faculty and Courses**

At the conclusion of each quarter, faculty/course evaluation forms are distributed. Evaluations forms will either be distributed in class during the last session of the quarter, or online two weeks prior to the end of the quarter for online courses. Students are invited to provide specific comments about their instructor's attitudes, availability, clarity, fairness, etc. as well as about the depth and suitability of course material. After the student has completed an evaluation form, the student should either mail it or deliver it in person to the Program Administrator. The Program Chair reviews the forms as a part of faculty evaluation. The anonymous feedback provided is carefully considered in future selection of faculty and in curriculum development.

## **Honesty and Plagiarism Policy**

Pacifica Graduate Institute is committed to the highest standards of academic honesty. It is expected that students will complete all course assignments, exams, research projects, theses and dissertations with honesty and integrity. Students may not, at any time, misrepresent the authorship of work submitted in their name. Plagiarism, fabrication of research data and failure to complete separate written work for each course taken are examples of violations of the honesty policy. If a student wishes to use similar material for different courses, s/he must first obtain explicit permission from the instructors. Students may be required to submit electronic copies of course assignments for plagiarism scanning software.

Students are expected to be familiar with the definitions of plagiarism provided by the writing and publication manuals of their respective disciplines. Psychology, Counseling, Depth Psychotherapy and Humanities students will find this definition in the current edition of the *Publication Manual of the American Psychological Association*. Students in other institute programs will find this definition in the current edition of the *MLA Style Manual and Guide to Scholarly Publishing*. Appropriate citation and referencing of sources as described by these manuals is the best way to avoid the possibility of plagiarism. Since the intent to deceive is not a necessary element in plagiarism, careful note taking is essential to avoid unintentional plagiarism.

All instances of academic dishonesty must be reported to the department Chair and the Chief Academic Officer.

If a student plagiarizes (presents others' words as his/her own), misrepresents the source of their work, steals, borrows and/or collaborates in a dishonest way with others in completing such work, or is fraudulent in any way related to the practicum work, the student will receive a failing grade from the instructor or research committee member for that work and will automatically be placed on academic probation by the Registrar pending a formal review by the Education Council. Sanctions range from a grade of "F" for the assignment to permanent expulsion from Pacifica Graduate Institute, depending upon the Education Council's differential assessment of the academic breach. Evidence of plagiarism discovered after graduation may lead to the revocation of a student's degree.

If the penalty involves separation from Pacifica Graduate Institute, the Registrar will notify the student in writing.

Students may appeal Education Council decisions to the Chief Academic Officer, who may appoint a Review Committee. Decisions from the Chief Academic Officer are final.

Students' written work is protected by intellectual property rights. Faculty may not duplicate or distribute students' written work without the student's permission. Course content is likewise protected by intellectual property rights. Faculty own all rights to lecture material and other course content. Students may not duplicate, distribute, or sell lecture notes or other course content.



## **Policy on Conduct and Impairment**

The purpose of a conduct policy is to respect and safeguard the intention of the faculty, administration, and students to create an atmosphere where learning and dialogue can flourish. Whenever engaged in any activity related to being a student, whether in the classroom, offices, campus, residential areas, on shuttles, or in any form of correspondence with other students, staff, or faculty, students are expected to maintain themselves in a sober, drug free, and capable condition and behave in an orderly and respectful manner. Orderly behavior means behavior that does not disrupt regular academic life and complies with school policies.

Verbal abuse, sexual harassment, the carrying of weapons, issuing of threats, verbal, written or otherwise, acts of violence, or any other form of disorderly conduct, are all expressly forbidden and will not be tolerated. Students shall also respect parking and land use regulations while on campus.

Students are expected to arrive for class on time and to behave respectfully toward staff, faculty, and other students and to refrain from any behavior that might interfere with the learning environment. While disagreement can enrich academic exchange, all members of the educational environment need to pursue disagreement with basic respect for the other.

Students who are impaired for any reason such that they are not able to function within the expectations of the Policy on Conduct and Impairment should seek appropriate remedy or assistance rather than come onto the campus.

Violation of any of the above guiding principles is cause for suspension, academic probation, and/or disqualification by the Department Chair pending a formal review by the Education Council. The Council will have the authority to take appropriate disciplinary action.

Students may appeal the Education Council decisions to the Chief Academic Officer who may appoint a Review Committee. Decisions from the Chief Academic Officer are final.

Additionally, Pacifica reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community and to support its mission. Such action may include taking disciplinary action as outlined in this conduct and impairment policy against students whose off campus behavior poses a potential danger to others, to self, or would otherwise disrupt the campus environment or adversely affect Pacifica Graduate Institute.

## **Course Materials and Requirements**

The contents of each course, as taught by individual instructors at Pacifica Graduate Institute, are copyright protected. All federal and state copyrights are reserved for all original material presented in each course through any medium, including lecture or print. Individuals are prohibited from being paid for taking, selling, or otherwise transferring for value, personal class notes made during each course to any entity without the express written permission of the individual instructor. In addition to legal sanctions, students found in violation of these prohibitions may be subject to academic disciplinary action. Each student attending Pacifica is required to have computer access and to possess general computer knowledge.

## **Classroom Lecture Taping**

Pacifica acknowledges faculty members' legal copyright protection over classroom lectures. Therefore, faculty may limit circumstances under which certain students may audio tape classroom lectures.

Individual faculty members shall inform students during the first week of class regarding the taping policy. The absence of such notice affords students the right to audio tape lectures.

Students granted audio taping rights through a Pacifica approved ADA accommodation plan are entitled to audio tape. Such an approved plan would pre-empt any individual faculty member's classroom taping policy and each faculty member would be notified of the accommodation.

## **Drug-Free School and Workplace: Drug and Alcohol Policy**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (which requires that each institution of higher education receiving federal financial assistance adopt and enforce a drug-free school policy), Pacifica Graduate Institute has implemented a policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

### Drug-Free School Policy Statement

Pacifica Graduate Institute strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, as defined by applicable law, on Pacifica property or as part of any Institute sponsored activity. The use of alcoholic beverages while on Pacifica premises, including meal periods and breaks, is absolutely prohibited except when authorized by a member of the Executive Management Council for approved Pacifica functions.

### Health Risks Associated With the Use of Illicit Drugs and the Abuse of Alcohol

The act requires that students, faculty and staff be made aware of the health risks associated with the use of illicit drugs and the abuse of alcohol that are stated here, as these risks are described in federal regulations. Alcohol and drug use and abuse are prohibited not simply because they are against the law, but because of the demonstrated health risks associated with usage. The use of drugs and alcohol can cause physical and psychological dependence. Use and abuse can interfere with memory, sensation, and perception. Drugs impair the brain's ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often accompanied by withdrawal symptoms. The psychological dependence occurs when the drug taking becomes central to the user's life.

While the following list is not exhaustive, it serves to demonstrate the range of potential hazards associated with usage:

#### Alcohol

- Impairs judgment, vision, coordination, and speech
- Often leads to dangerous risk-taking behavior which can result in unintended pregnancies and exposure to sexually transmitted diseases
- May be a factor in violent behaviors such as assault or acquaintance rape

- In large amounts may cause sudden mood swings and unconsciousness
- Binge drinking may result in respiratory arrest and death
- May be a factor in serious car accidents causing injury and/or death
- Long-term abuse can lead to major health problems such as liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage
- Ingested when pregnant, may increase the risks of birth defects such as fetal alcohol syndrome which may leave the child with irreversible physical abnormalities and mental retardation

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#### Marijuana

- Street names: pot, ganga, weed, grass, etc.
- May impair or reduce short-term memory and comprehension
- May alter sense of time and judgment
- Reduces coordination and energy level
- May cause drowsiness and mood swings
- May lower the immune system, cause damage to the reproductive system and increase the risk of lung cancer

#### Club Drugs

- Most common club drugs include Ecstasy (MDMA), GHB, Rohypnol, ketamine, methamphetamine, and acid (LSD)
- Street names: XTC, X (MDMA), Special K, Vitamin K (ketamine), liquid ecstasy, soap (GHB), and roofies (Rohypnol)
- And chronic use may lead to changes in brain function
- May cause coma and seizures
- Can cause delirium, amnesia, and other problems
- May incapacitate users and cause amnesia

#### Cocaine

- Powerfully addictive drug that is snorted, sniffed, injected, or smoked
- Crack is cocaine that has been processed from cocaine hydrochloride to a free base for smoking
- Street names: coke, snow, flake, blow, etc.
- Usually makes the user feel euphoric and energetic
- May cause delirium, hallucinations, blurred vision, muscle spasms
- Related health effects include heart attacks, respiratory failure, strokes, and seizures
- In large amounts can cause bizarre and violent behavior
- In rare cases, can cause sudden death

#### Ecstasy/MDMA

- Acts as both a stimulant and a hallucinogen
- Is taken orally as a capsule or tablet
- Street names: XTC, X, Adam, hug beans, and love drug

- Short-term effects include feelings of mental stimulation, emotional warmth, enhanced sensory perception, and increased physical energy
- Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision

#### Amphetamine

- Stimulants that give users extra energy for 4-6 hours
- Are taken orally, snorted, sniffed, smoked or injected
- Street names: crank, meth, crystal, dexies, and beans
- Prevents sleep, reduces appetite, speeds up breathing and heart rate, and widens the pupils
- Users feel more energetic, cheerful, and confident which gives a high risk for psychological dependence
- Users may develop delusions, hallucinations and feelings of paranoia
- Users can develop temporary or permanent paranoid psychosis
- Impairs judgment and decision making
- Decreases appetite, weight loss, and tremors

#### Methamphetamine

- An addictive stimulant that is closely related to amphetamine, but has longer lasting and more toxic effects on the central nervous system
- Use has high potential for abuse and addiction
- Street names: speed, meth, chalk, ice, crystal, and glass
- Increases energy level and physical activity
- Decreases appetite
- Can cause agitation paranoia, increased heart rate, increased blood pressure and body temperature
- May cause cardiac arrest or even death
- Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke

#### Heroin

- Addictive drug that is processed from morphine
- Usually appears as a white or brown powder
- Street names: smack, H, ska, junk, etc.
- Short-term effects include a surge of euphoria followed by alternately wakeful and drowsy states with cloudy mental functioning
- Is associated with fatal overdose
- Users who inject the drug risk infectious diseases such as HIV/AIDS and hepatitis
- Long-term users may develop collapsed veins, liver disease, and lung complications

#### Acid (LSD)

- One of the strongest mood-changing drugs
- Is sold as tablets, capsules, liquid, or on absorbent paper

- Street names: acid, blotter, etc.
- Produces unpredictable psychological effects
- Users may experience delusions and visual hallucinations
- Physical effects include increased body temperature, heart rate, and blood pressure
- Causes sleeplessness and loss of appetite

#### Inhalants

- Breathable chemical vapors that users intentionally inhale
- Produces mind-altering effects
- Street names: whippets, poppers, and snappers
- Substances are often common household products that contain volatile solvents or aerosols
- Can produce a rapid high that resembles alcohol intoxication
- In large amounts will produce a loss of sensation and unconsciousness

#### PCP/Phencyclidine

- Illegally manufactured in labs and sold as tablets, capsules, or colored powder
- May be snorted, smoked, or eaten
- Street names: angel dust, ozone, wack, rocket fuel, etc.
- Has intensely negative psychological effects
- Users often become violent or suicidal

#### Prescription Medications

- Are abused or used for non-medical reasons
- Can alter brain activity and lead to dependence
- Commonly used as follows: opioids, central nervous system depressants, and stimulants
- Street names are: OxyContin, Darvon, Vicodin, Dilaudid, Demerol, Lomotil, Nembutal, Valium, Xanax, Dexedrine, and Ritalin
- Long-term use can lead to physical dependence and addiction
- Usage can lead to compulsive use, paranoia, dangerously high body temperatures, and irregular heartbeat

#### Steroid

- Human-made substance related to male sex hormones
- Abuse can lead to serious health problems, some of which are irreversible
- Side effects can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne, and trembling

#### Smoking/Nicotine

- One of the most heavily used addictive drugs
- Increases risk for lung cancer, emphysema, and bronchial disorders
- May cause cardiovascular diseases
- Creates secondhand smoke which causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children

### Disciplinary Actions

The school will impose disciplinary sanctions on students, faculty and staff who violate this policy. Discipline may range from a warning to immediate expulsion, termination, or suspension, and/or referral to local, state, or federal law enforcement authorities for prosecution. Students violating the policy may be suspended, placed on academic probation, be subject to disqualification, and/or face any other disciplinary measures. The school may require completion of an appropriate rehabilitation program as a disciplinary sanction.

Alternatives to immediate dismissal may include as follows:

- Rehabilitation – enrollment in and completion of an approved rehabilitation treatment program
- After care – enrollment in and completion of an approved after-care program
- Substance abuse education – enrollment in an approved substance abuse education or similar program

Any further drug or alcohol abuse after an alternative treatment program will be grounds for immediate dismissal. Any violation of local, state, and federal laws constitutes a violation of school policy.

### Applicable Legal Sanctions Under Federal, State and Local Law

Local, state, and federal laws establish severe penalties for unlawful possession, manufacture or distribution of illicit drugs. The sanctions may range from a small fine and probation for minor infractions to imprisonment, fines and seizure of property for felony convictions.

Laws governing the possession and abuse of alcohol vary from state-to-state and may carry substantial penalties. Drivers convicted of misdemeanor or felony DUI in the state of California can receive county jail or state prison sentences, fines, impoundment or forfeiture of vehicle, license restriction/suspension/revocation, and an ignition interlock device requirement or probation.

### Drug/Alcohol Counseling/Treatment Resources

- Alcoholics Anonymous
- Al-Anon
- Narcotics Anonymous
- National Institute on Drug Abuse
- Community agencies – yellow pages under “Drug Abuse & Addiction Information & Treatment Centers”

Students may appeal the disciplinary decisions to the Chief Academic Officer who may appoint a Review Committee. Decisions from the Chief Academic Officer are final.

### **Pacifica Identification Cards**

All Pacifica students are issued an identification (ID) card when their association with Pacifica begins. All ID cards will be issued in the student’s legal name as listed in Pacifica’s enrollment

management system. ID cards are issued for either a four (4) or seven (7) year period, depending on each student's program of study.

#### Acquisition and Replacement

Students receive ID cards at Orientation. Each student's first ID card is free. If a student's card is lost or stolen, there is a \$10.00 fee for a replacement card. If a student needs to request a card, please contact the Director of Operations.

#### Benefits and Uses

Student ID cards serve the following the purposes:

- Identification
- Discounts for conferences
- Discounts for journals
- Discounts for some insurances
- Discounts for movies

## **PACIFICA GRADUATE INSTITUTE**

### **Information Security Plan**

#### **Purpose:**

The Pacifica Graduate Institute ("Pacifica") Information Security Plan ("Plan") outlines the privacy practices or information security measures of the school. The plan describes Pacifica's safeguards to protect confidential information belonging to its students, faculty, and staff. The purpose of the plan's procedures is to facilitate:

- The security and confidentiality of covered data and information;
- The protection of personal data against anticipated and unanticipated threats or hazards to the security or integrity of covered information;
- And, the protection against unauthorized access to or use of covered data and information.

The school continues to be diligent in providing safeguards to insure protection against unwanted intrusions with malicious intent, as well as protecting the information that the institution works with during the normal course of business. These safeguards address information that is stored centrally, as well as, decentralized information that is stored in hardcopy and electronic format. Technological advances have enabled students, faculty, and staff to extract data from centrally maintained systems and store covered data on laptops, desktops, or on transportable storage devices. Policies and guidelines are continually being augmented to manage the decentralized nature of information security.

#### **Scope:**

The plan addresses both network security and the security of the information the school maintains. The plan is a general framework for information security. The plan applies to

institutional data assets, network infrastructure, data center facilities, and personal computers. The plan applies to all Pacifica faculty, staff, students, consultants, vendors, and guests that have access to covered information in any form.

### **Federal/State Laws:**

#### *Family Education Rights and Privacy Act (FERPA)*

One of the most significant, current risks under FERPA is that the number of electronic records created by or relating to students that are stored in educational databases on servers has increased exponentially, increasing in turn the number of potential "educational records" that must be protected. Deciding what constitutes an educational record subject to FERPA, therefore, is increasingly complex in the current technological environment. This ambiguity, combined with the proliferation of electronic records and the need to protect against unauthorized disclosure, threatens to significantly increase the costs and risks of exposure for security breaches.

#### *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*

Educational Institutions that are affiliated with health care providers are considered covered entities and must provide written notice of their affiliated health care provider's electronic information practices. Most employer-sponsored health plans also are considered to be "entities" subject to HIPAA. As a result, educational institutions may be obligated to comply with HIPAA in connection with a broad range of activities.

#### *Electronic Communications Privacy Act (ECPA)*

Unlike FERPA and HIPAA, which are specific to certain types of entities, the ECPA broadly prohibits the unauthorized use or interception by any person of the contents of any wire, oral or electronic communication. Protection of the "contents" of such communications, however, extends only to information concerning the "substance, purport, or meaning" of such communications. As a result, the monitoring by institutions of students' network use or of network usage patterns, generally, would not be prohibited by the ECPA. Thus, an institution's right to monitor electronic communications, or its obligation or ability to comply with a law enforcement request, may vary depending on whether the user in question is a student, an employee, or a member of the public.

#### *Computer Fraud and Abuse Act (CFAA)*

The CFAA criminalizes unauthorized access to a "protected computer" with the intent to obtain information, defraud, obtain anything of value or cause damage to the computer. A "protected computer" is defined as a computer that is used in interstate or foreign commerce or communication or by or for a financial institution or the government of the United States.

#### *USA PATRIOT Act*

The USA PATRIOT Act also amends the portion of the national Education Statistics Act of 1994 (NESAs) that specified that data collected by the National Center for Education Statistics



(NCES) may only be used for statistical purposes. The amended NESA now permits the attorney general to petition a judge for an ex parte order requiring the Secretary of the Department of Education to provide data from the NCES that are identified as relevant to an authorized investigation or prosecution concerning national or international terrorism.

Another significant impact of the USA PATRIOT Act is its mandate to the INS requiring the INS to develop and implement the Student and Exchange Visitor Information System or "SEVIS". SEVIS is an Internet-based system that will allow schools to transmit information on foreign students to the INS for purposes of tracking and monitoring. The system will compile students' personally identifiable information including the admission at port of entry, academic information, and disciplinary information, which must be maintained and updated for the duration of a student's stay in the United States.

#### *Digital Millennium Copyright Act*

Among other things, institutions may be confronted with claims under the Digital Millennium Copyright Act (DMCA) if their users attempt to defeat the technological restrictions employed by digital rights management tools. The DMCA makes it unlawful to circumvent technological measures that effectively control access to protected works.

#### *Gramm-Leach-Bliley Act (GLBA)*

The GLBA is applicable to financial institutions, including colleges and universities, and creates obligations to protect customer financial information. The GLBA includes requirements to take steps to ensure the security of personally identifying information of financial institution customers, such as names, addresses, account and credit information, and Social Security numbers. The Federal Trade Commission's (FTC's) regulations implementing the GLBA specifically provide that colleges and universities will be deemed to be in compliance with the privacy provisions of the GLBA if they are in compliance with FERPA. Nevertheless, educational institutions likely remain subject to the security provisions under the GLBA and the FTC's implementing rules.

#### *California Civil Code §1798.82*

Public and private organizations shall notify the owner or licensee of confidential information of any breach in the security of covered data and information immediately following discovery, if the information was, or is reasonably believed to have been, acquired by an unauthorized person.

#### **Safeguards:**

##### *Physical*

The school uses direct personal control or direct supervision to control access to and handling of all non-public customer information. Whether the information is stored in paper form or any electronically accessible format, departmental non-public information is maintained, stored, transmitted and otherwise handled under the direct personal control of an authorized employee of the institution.

Departmental non-public information is collected, processed, transmitted, distributed and ultimately disposed of with constant attention to its privacy and security. Conversations concerning non-public information are held in private. Papers with non-public information are mailed via official campus mail, US mail, or private mail carrier. Departments are encouraged to password-protect electronic files of non-public information when transmitting electronically. When best practices permit the disposal of non-public information, it is destroyed; paper containing such information is routinely shredded or otherwise destroyed.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time.

Key access is limited to authorized school employees only, in the context of the institutions key control governing the distribution of keys.

Departmental offsite storage and information processing generally conforms to the same practices as onsite storage, and is safeguarded under the provisions for outside service providers, as described below.

#### *Electronic*

The school relies on Pacifica's Information Technology Department to provide network security and administrative software password access according to industry standards in order to protect non-public customer information that is accessed electronically but stored outside of a department.

Departmental desktop computers and other electronic devices storing non-public customer information are protected by physical safeguards.

The Pacifica Information Technology Department maintains its own written security policy which is incorporated within the overall student, faculty and staff Computer and Network Resource Acceptable Use Policy.

#### **Employee Management and Training:**

All school employees, including part-time and temporary employees, are given specific training by their supervisors about issues concerning the security of sensitive and confidential material used in their respective departments. Employees are held accountable to know that although they have access to non-public information in order to perform their job responsibilities for the school, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. The Computer and Network Resource Acceptable Use Policy, which is provided to all employees, states that a violation of security policies may result in separation of employment and/or legal action.

### **Outside Service Providers:**

Due to the specialized expertise needed to design, implement, and service new technologies, vendors may be required to provide resources that the institution determines it cannot provide on its own. The school's academic and administrative departments periodically review and exercise due diligence in safeguarding the access to non-public information. Contracts with service providers, who within their contracts have access to the institution's non-public customer information, shall include the following provisions as appropriate:

- Explicit acknowledgment that the contract allows the vendor access to confidential information;
- Specific definition of the confidential information being provided;
- Stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract;
- Guarantee from the contract partner that it will ensure compliance with the protective conditions outlined in the contract;
- Guarantee from the contract partner that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously than it protects its own customers' confidential information;
- Provision allowing auditing of the contract partners' compliance with the contract safeguard requirements;

### **Continuing Evaluation and Adjustment:**

The information security program and its associated plan shall be evaluated and revised in response to relevant circumstances, changes in the law, business practice changes, and assessment of security safeguards.

## **PACIFICA GRADUATE INSTITUTE**

### **Computer and Network Resource Acceptable Use Policy**

#### **Purpose:**

The Pacifica Graduate Institute ("Pacifica") provides computing and networking resources to the greater Pacifica community. The purpose of the Computer and Network Resource Acceptable Use Policy is to further the school's commitment to scholarship, instruction, research, and service by using the full spectrum of available technical resources. The use of these resources is a privilege that is granted to members of the community so that they may work and learn in an environment that is supportive of education and service. The use of the school's technology, like the use of any other resource, is subject to the normative industry requirements of legal and ethical behavior. Thus, the legitimate use of computer and network systems does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions of what is permissible. Users must abide by all restrictions, even if such restrictions can be circumvented via a technical means.

Pacifica takes reasonable and necessary steps to preserve the security of its computer and network resources. Doing so maintains a respectful community in which our computing and information resources may be utilized as intended. Resource users are expected to maintain this community by abiding by the school's policies and reporting violations immediately. Potential policy violations should be reported to the Pacifica Information Technology Department, at 805-679-6199 or by e-mail at [itsupport@pacificca.edu](mailto:itsupport@pacificca.edu).

Pacifica grants access to its networks and computer systems with the responsibilities and obligations described below, and is subject to all local, state, and federal laws. The school reserves the right to access electronic communication or data (e.g. - e-mail, computer files) stored and transmitted over Pacifica's technological resources.

### **Academic Freedom and Computer Use:**

Pacifica is committed to providing those facilities, faculty, curricula, resources, and administrative personnel that facilitate the free exchange of ideas. The school is dedicated to creating an academic environment that fosters the willing and enthusiastic participation of those individuals and groups who compose its community. At the same time, the school must protect itself from the legal, academic, and personal ramifications ensuing from the misuse of its computer and network resources. Thus, the school has placed reasonable limits on the use of its computing and network resources. Any policies contained herein are intended to preserve a learning environment characterized by mutual respect and the exchange of intellectual thoughts.

### **Audience and Agreement:**

Pacifica's Computer and Network Resource Acceptable Use Policy applies to all staff, students, faculty and visitors, whether affiliated with Pacifica or not, receiving and/or using computing and network resources on campus or remotely. It is generally assumed that a basic knowledge of computer skill and proficiency is required to use the school's computing resources. By using all such resources, all persons are bounded by the policies contained herein.

Additional policies may apply to specific computer systems, degree programs and/or networks provided and operated by individual departments. For further information, interested parties should consult the operators or managers of the specific computer, computer system, or network, in which they are concerned.

### **Web Policy Statement:**

Pacifica's web site contains information for and about Pacifica's community and is a major means of communication, publication, and collaboration in support of the mission of the school. The school maintains the right to temporarily disable access to any web page.

Any member of Pacifica's community posting information on the web must abide by U.S. and international copyright and licensing laws.

- Copyrighted material reproduced on the web site must have prior written permission of the copyright holder.

- All published information will include identification of the owner, date modified or created, and contact information.
- Commercial use of Pacifica's web pages is prohibited.
- Owner(s) of published information are responsible for the accuracy and maintenance of content.

Pacifica is not responsible for the content of individual home pages, links from these pages, or material accessed via those links.

**Network Use Policy Statement:**

The Network Use Policy applies to all persons connecting personal or institutional computer systems to Pacifica's computing network.

The Pacifica network includes shared, finite resources installed by the school's administrators to promote scholarship and learning for all students. Disruption of the network will deprive others of access to essential learning resources.

**Computer Use Policy Statement:**

Pacifica's students, faculty, staff and visitors are responsible for the legal and ethical use of computers connected to Pacifica's network. The school primarily provides computing resources to support its instruction, research, and service missions; administrative functions; student and campus life activities; and the free exchange of ideas among members of Pacifica's global community.

Pacifica allows individual user access when such person is authorized to use Pacifica resources, and the use of any computing resources is bounded by the manner in which that the authorized access is intended. Computer users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of other states and countries and the rules and policies of other systems and networks. Computer users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Activities considered to be in conflict with the school's policy include, but are not limited to, the following:

- Spreading viruses or causing disruptions on networks.
- Unauthorized access to restricted or personal computers, data, or programs or knowing use of restricted computers, data or programs accessed or acquired by someone else.
  - Ability to access other persons' accounts does not, by itself, imply authorization to do so.
  - Computing resource users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Sharing a password(s) or account(s).
  - Account holders are responsible and will be held accountable for all activity occurring on their accounts.

- Creating, modifying, executing or re-transmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Violating copyright laws or software license agreements.
- Installing software, including freeware, shareware, public domain or commercial software on any Pacifica-owned computer equipment without appropriate authority.
- Using computers or networks with the intent to compromise any other computers or networks or to commit crimes or other unethical acts.
  - The Electronic Communications Privacy Act and the Computer Fraud and Abuse Act – which prohibit “hacking,” “cracking,” and similar activities.
- Using computers or networks for unauthorized commercial or for-profit activity.
- Sending or forwarding electronic mail for unauthorized purposes (i.e.- SPAM).
  - This includes but is not limited to unsolicited and unsanctioned mass mailings.
  - The Executive Management Team is the only official body authorized to approve and send mass electronic mailings on behalf of Pacifica.
- Viewing, printing, storage, display, or playing of sounds of any sexually explicit or potentially offensive materials in a way that may create an offensive working or learning environment.
- Excessive use of paper, toner, disk space, or other resources.
- Monopolizing systems so that others are prevented from use.
- Overloading computers or networks with excessive data.
- Using email or other electronic methods for purposes of harassment or stalking.
- Activities which violate local, state, or federal laws.
- Removing any Pacifica owned computer software or hardware from campus without written permission of the appropriate administrator.

### **Responsibilities for Personal and Pacifica Owned Computers:**

- Maintain a valid, regularly updated anti-virus program (i.e.- Norton Anti-Virus, Symantec Anti-Virus, McAfee Anti-Virus).
- Maintain an updated version of all Operating Systems and Applications provided by software vendors.
- Maintain effective security practices on computer systems to avoid intentional or unintentional activities from or to any network connection. Included, but not limited to, are attempts to monitor other network connections, hijack connections, spread viruses, spyware, or any other activity which may impact the overall security of the network.

### **Guidelines for Responsible Usage:**

While the following list is not exhaustive, Pacifica suggests that all community members adopt the following computing guidelines when accessing its resources.

1. General
  - a. Make copies of important computer files on a regular basis.
  - b. Save all original computer software disks in a safe place.
  - c. Refrain from libel, slander, intimidation, and harassment.

- d. Refrain from saturating technology resources with voluminous traffic, such as mass e-mails or malevolent activities, to the exclusion of another's use.
    - i. Pacifica's networks, computer labs, and e-mail and telephone systems are universally limited and broadly shared.
  - e. Refrain from stating or implying representation of Pacifica or using Pacifica's trademarks without authorization to do so.
    - i. Affiliation with Pacifica does not, by itself, imply authorization to speak on behalf of Pacifica.
    - ii. Authorization to use Pacifica's trademarks and logos on Pacifica's computing resources may be granted only as appropriate.
    - iii. The use of suitable disclaimers is encouraged.
2. Laws and Regulations
- a. Abide by all local, state and federal laws.
  - b. Adhere to all copyright and trademark laws.
    - i. The unlawful distribution of copyrighted works can provide the basis for civil litigation and criminal prosecution.
  - c. Comply with all product licensing and contractual agreements.
3. Security
- a. Refrain from using technology privileges that are no longer authorized after graduation, transfer to another institutional role, or employment separation.
  - b. Secure voice, computer, and network accounts with unique passwords that change regularly and do not share with anyone.
  - c. Keep all computer operating systems and other application software "up-to-date" with manufacturer patches and updates.
  - d. Use virus protection software that is updated regularly to detect the latest types of Trojans and viruses.
  - e. Do not violate the security of any technology resource at Pacifica or anywhere on the Internet.
4. Sharing Resources
- a. Refrain from using peer-to-peer file sharing utilities (i.e.- iTunes, LimeWire, Kazaa, iMesh, Morpheus, Sharaza or BitTorrent) to unlawfully download or share copyrighted material for which copyright permission has not been granted.
  - b. Encrypt or password protect all confidential or sensitive material transported via public networks (i.e.- Wi-Fi, Internet).
  - c. Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of those resources or interfere unreasonably with the activity of other users.
5. E-mail
- a. Official correspondence between Pacifica faculty, staff and students should be communicated using the Institution's e-mail systems and resources.
  - b. Submit e-mail messages directed at a large number of faculty, staff, or students to the Executive Management Team for review, approval and forwarding.
  - c. Keep mailbox size to a minimum by deleting all unnecessary messages and storing other messages outside the mailbox.
  - d. Refrain from the use of odious communications, such as obscenity, profanity, and inappropriate jokes.
6. Other Uses of Technology Resources
- a. Wireless networking is reserved for classroom and "mobile" computing needs.

- i. It is not intended as the primary means for connecting to the institution's internal network.
  - b. Do not use Pacifica's resources for personal financial gain without expressed written consent.
  - c. Limit the use of Pacifica's technology unrelated to academic or administrative needs.
7. Privacy and Confidentiality
  - a. Respect the privacy and personal rights of others.
  - b. Do not access or copy another user's e-mail, data, computer software, or other files without permission.

### **Netiquette:**

Netiquette, defined as Internet etiquette, is necessary if Pacifica's community is to foster relationships characterized by mutual respect, caring, and support for learning. Students engaged in web based coursework or communication shall abide by the following guidelines and policies:

- Always remember that students, staff and faculty are real people.
- Don't say anything to students, staff and/or faculty online that wouldn't be said face-to-face.
- Present feedback in a constructive and sensitive manner.
- Use private correspondence to discuss sensitive or detailed issues.
- Use communications to convey good will, to encourage response, and to enhance relationships.

### **ListServ Groups, Usenet and Mailing Lists:**

Please be considerate of Pacifica's faculty, staff and students by restricting e-mail and web-based correspondence with these parties to course-specific, academic, or other Pacifica related issues.

### **Discussion Groups & Chat Rooms:**

*Personal Misrepresentation* – Using school owned technology to mislead a person romantically or financially or to lure children and other individuals for the purpose of harming them are strict violations of netiquette, punishable by law and may be subject to academic reprimand by or dismissal outlined in Pacifica's conduct policies.

*Flaming* – The school wishes to encourage lively debate and an environment of academic freedom. At the same time, the school wishes to foster a learning environment characterized by mutual respect with regards to race, ethnicity, gender, sexual orientation, religion, and nationality. For this reason, discussion posts that intentionally target a specific individual or group for the purpose of initiating controversy (flames) are prohibited. Individuals who engage in flame wars that target individuals or groups may be subject to reprimand by individual faculty members and other school personnel outlined in Pacifica's conduct policies.



*Electronic hoaxes and rumors* – It is the policy of the school to prohibit the use of school affiliated resources to spread hoaxes or rumors. Students who engage in this activity are subject to academic probation or dismissal from Pacifica’s academic programs outlined in Pacifica’s conduct policies.

### **Information Retrieval:**

The basic issue with information retrieval and the Internet is to be considerate of other people’s time. Electronic files that are available on the Internet or through file transfer mechanisms should be downloaded onto the desktop and then opened for review of the contents. Opening and reviewing such documents online ties up Internet connections and denies others access to information. Other things to remember when downloading files are downloading during low “traffic hours” (usually before 8 AM and after 5 PM), following time limits posted by archive sites, and obtaining copyright permission before downloading and duplicating web-based materials.

### **Copyright:**

When using and duplicating Internet-based sources for academic research or personal enrichment, adhere to the fair use and copyright policies outlined on the Internet resources and Pacifica’s citing and integrity policies. Cite sources in accordance with the guidelines established by the American Psychology Association and/or MLA Style Manual.

### **Computer Use Requirements:**

A functional knowledge and access to computer terminals is required to communicate and complete institutional work and coursework. Personal computer hardware, software and an Internet connection are requirements to participate in Pacifica’s academic programs. Please refer to Pacifica’s Computer Requirements Table for technical recommendations intended to enhance the learning experience and ensure the most trouble-free use of the school’s online resources.

Pacifica highly recommends a broadband (cable modem, DSL or T1) connection. While not required, subscribing to a broadband connection is the most important investment an individual can make to improve his/her personal home computing experience.

### **Security and Privacy:**

Pacifica employs various measures to protect the security and privacy of its computing environment as described in Pacifica’s Information Security Plan. The school cannot guarantee the security of all computers and networks accessed by nodes from within or outside Pacifica’s network or computer systems. Therefore, it is the responsibility of all individuals who use Pacifica’s technical resources to engage in “safe computing” practices by establishing appropriate computer access restrictions and safeguarding their usernames and passwords. Additionally, it is necessary that all computing devices be equipped with anti-virus software and be running the most recent updates before connecting to Pacifica’s networks and/or computers.

It should also be noted that Pacifica's networking and computing resources are not private. While Pacifica does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of Pacifica's computing resources require the backup, the logging, and the monitoring of general usage and access patterns necessary for the remediation of service that will capture such data.

Pacifica, on its own discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate Pacifica personnel or law enforcement agencies and may use those results in appropriate Pacifica disciplinary or legal proceedings.

### **Enforcement:**

If it is deemed that there is an abuse of the Computer and Network Resource Acceptable Use Policy, the concerned parties will be subject to the denial of access to Pacifica's computing resources and may be subject to other penalties and/or disciplinary action, both within and outside the jurisdiction of the school. However, violations will normally be handled through the procedures outlined in Pacifica's conduct policies.

Additionally, Pacifica may temporarily suspend or block access to computing resources, prior to the initiation or completion of any investigation when Pacifica determines that it is reasonably necessary to do so in order to protect the integrity, security, or functionality of Pacifica; or, to protect Pacifica from any liability. Consequently, Pacifica may also refer suspected violations to appropriate law enforcement agencies if any situation warrants such action.

### **Frequently Asked Questions:**

1. Q-Does this policy mean that I can't download copyrighted audio or video programs?

A-Ninety nine point nine percent of the time the answer is Yes. The unlawful use or distribution of copyrighted works provides the basis for civil litigation and criminal prosecution as well as disciplinary action by Pacifica. "Fair use" of such material for legitimate educational purposes, however, may be permissible, but should never be assumed.

2. Q-What are the possible consequences of violating the Computer and Network Acceptable Use Policy?

A-Some of the possible consequences include:

- Temporary deactivation of Pacifica's technology resource access;
- Permanent deactivation of Pacifica's technology resource access;
- Disciplinary actions taken by the appropriate institutional department;
- Expulsion from the school or termination of employment; and
- Prosecution under applicable federal, state, or local laws.

3. Q-What will Pacifica do to protect my operating system from viruses?

A-Pacifica's Information Technology (IT) works diligently to block system and network access to viruses and to secure Pacifica's centralized servers. However, individual users are responsible for maintaining their operating systems and other computer software with available software vendor updates and virus protection programs. All stakeholders must take personal responsibility and a proactive role in keeping their systems "up-to-date."

4. Q-Is Pacifica responsible for my computer's anti-virus protection?

A-All personally-owned computers are the sole responsibility of the owner. Ensuring installation of anti-virus software and appropriate updates for personal computers is the responsibility of the individual users.

Pacifica will provide anti-virus programs for school owned resources. This includes ensuring the installation of anti-virus software and maintaining the software by updating it as necessary.

5. Q-Is Pacifica's technical staff required to provide network connectivity?

A-Technical staff is not required to assist users in connecting personally owned computers to the network. Their assistance may be provided as a courtesy.

6. Q-What does "personal use" include? When "personal use" crosses the line from permitted to prohibit?

A-Personal use includes any use that is not institutionally related to Pacifica's positions of faculty, staff, student or visitor. Use of Pacifica's technology resources for personal commercial purposes, for personal financial gain, or other personal reasons are generally improper and, under some circumstances, may be illegal. In general, personal use should meet the following criteria:

- It must not consume a significant amount of technology resources;
- It must not interfere with the performance of Pacifica's responsibilities;
- It is not made for personal commercial or financial gain; and
- It is otherwise in compliance with applicable laws, rules, policies, agreements, and licenses.

7. Q-Are my communications across Pacifica's computer and network resources private?

A-Users should be aware that the use of Pacifica's computing resources are not private. While Pacifica does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of Pacifica's computing resources require the backup, the logging of activity, the monitoring of general and individual usage patterns, and other such activities that are necessary for the rendition of service.

Pacifica, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate school personnel and/or law enforcement agencies and may use those results in appropriate disciplinary actions outlined in Pacifica's conduct policies.

8. Q-How can I ensure that my documents are compatible from one computer to another?

A-Due to the requirements and limitations of diverse computing and software environments, Pacifica has standardized on the Microsoft Office Suite to assure document compatibility across a variety of operating platforms.

### **Continuing Evaluation and Adjustment:**

The Computer and Network Acceptable Use Policy and its associated plan shall be evaluated and revised in response to relevant circumstances, changes in the law, business practice changes, and testing and assessment of security safeguards.

### **Student Technology Offerings - My.Pacifica:**

The Pacifica Information Technology Department offers computer labs, Wi-Fi and My.Pacifica self service and e-mail accounts to all active students. The technology systems are designed to facilitate efficient, timely communication and notification within the academic community. In addition, some of the academic programs provide an online based curriculum that is supported by the school's distance learning management system, which is referred to as My.Pacifica E-Learning. The following are the links to the Institute's My.Pacifica offerings:

- <http://www.my.pacifica.edu>
  - My.Pacifica Student Self Services Website (Registration, Address Changes, Transcripts, Account Balances)
- <http://email.my.pacifica.edu>
  - My.Pacifica E-mail Website
- <http://elearning.my.pacifica.edu>
  - My.Pacifica E-Learning Website (Desire2Learn online learning environment)

***Note: The My.Pacifica systems are disparate and isolated. The systems do not actively synchronize username or password information. Thusly, a password change on one system does not translate into a password change on remaining My.Pacifica systems.***

For technical support with the My.Pacifica systems please contact the Pacifica Information Technology Department, at 805-679-6199 or by e-mail at [itsupport@pacifica.edu](mailto:itsupport@pacifica.edu).

*My.Pacifica Student Services Website* – The Student Services website provides the student community access to unofficial transcripts, online address change and official transcript forms, class registration services and account balances.

*My.Pacifica E-mail Website* – The web based e-mail system provides all students with a universal and cross functional operating system accessible electronic mail to facilitate an efficient medium of active communication. The school uses the My.Pacifica issued e-mail accounts for all official student correspondence by faculty, staff and students.

My.Pacifica e-mail offers several advantages:

- Enhanced security and reliability for electronic mail correspondence.
- Access to e-mail anywhere a supported browser has access to the Internet (Work, Home, Internet kiosk, etc.).
- SPAM filtering and tagging.

The system requires that students log into their account at least once every 90 days. After 90 days of e-mail account inactivity, the My.Pacifica e-mail system will begin automatically deleting any e-mail's that are older than 90 days. It is imperative that all students check their My.Pacifica e-mail accounts to prevent any automated e-mail deletions. It is every student's responsibility to frequently monitor correspondence to their My.Pacifica e-mail account.

*My.Pacifica E-Learning Website (Desire2Learn)* – The Learning Management System is referred to as My.Pacifica E-Learning. Select academic tracks have access to online course work that adds supplementary value and relevance to the school's academic course work. The E-Learning system is supported by the Desire2Learn distance learning academic community.

## PACIFICA GRADUATE INSTITUTE Computer Requirements Table

<b>Software and Hardware Requirements***</b>		
	<b>Minimum</b>	<b>Recommended</b>
<b>Internet Connectivity***</b>	56K Modem	Broadband (Cable or DSL), T1, DS3
<b>E-Mail Capabilities</b>	Microsoft Internet Explorer 6.0 Mozilla Firefox 2.0	Microsoft Internet Explorer 7.0 or higher Mozilla Firefox 2.0 or higher
<b>Software*</b>	Macintosh: MS Word 2004 PC: MS Word 2002, XP Anti-Virus Software	Macintosh: MS Office 2004 or higher PC: MS Office 2003 or higher Anti-Virus Software
<b>Plug-ins (Free downloads)</b>	Windows Media Player 8 Apple QuickTime 7 Adobe Acrobat Reader 7 Adobe Macromedia Flash 9 Player Java Runtime Environment 5	Windows Media Player 11 or higher Apple QuickTime 7 or higher Adobe Acrobat Reader 8 or higher Adobe Macromedia Flash 9 Player or higher Java Runtime Environment 5 or higher
<b>Peripherals</b>	Video Card and monitor capable of 1024 x 768 pixel resolution Speakers & sound card	Video Card and monitor capable of 1024 x 768 pixel resolution or higher Speakers & sound card
<b>PC Requirements</b>		
	<b>Minimum</b>	<b>Recommended</b>
<b>Processor</b>	Intel P4 1.8 GHz	Intel 2.4 GHz or higher, Intel Core 2 Duo or higher
<b>Operating System</b>	Windows XP Home Edition SP2	Windows XP Professional SP 2, Windows Vista
<b>RAM</b>	512 MB	1.0 GB or higher
<b>Browser** (only 1 needed)</b>	Microsoft Internet Explorer 6.0 Mozilla Firefox 2.0	Microsoft Internet Explorer 7.0 or higher Mozilla Firefox 2.0 or higher
<b>Macintosh Requirements</b>		
	<b>Minimum</b>	<b>Recommended</b>
<b>Processor</b>	G3 800 MHz	G4 1.25 GHz or higher
<b>Operating System</b>	OS X 10.2	OS X 10.4 or higher
<b>RAM</b>	512 MB	1.0 GB or higher
<b>Browser**</b>	Mozilla Firefox 2.0	Mozilla Firefox 2.0 or higher

\*Specific courses or programs may have additional requirements.

\*\*Other browsers and platforms may perform adequately, however they are not supported by Pacifica's support technicians.

\*\*\*Pacifica Graduate Institute urges students involved in any online programs to conform to our recommended system configuration.

## **Grievance Policy and Procedure**

The purpose of this procedure is to assure prompt and equitable resolutions of issues arising from academic and administrative policies of Pacifica Graduate Institute as they may affect students. The procedure is designed to secure resolution through mutual agreement. The procedure is responsive to student concerns and provides a thorough review in conjunction with affording due process rights to dispute participants.

Pacifica encourages students to utilize informal procedures for addressing and resolving complaints, but when necessary, students may file a formal grievance according to the procedures described below.

### **Definitions**

A student complaint is an allegation by a student that there has been an arbitrary or discriminatory application of, or failure to act pursuant to, the policies of Pacifica Graduate Institute pertaining to students.

An academic complaint is a student complaint that involves a faculty member(s) and/or the Department Chair.

An administrative complaint is a student complaint about a staff member.

A grievance is a formal written complaint by a student to a designated academic (department chair) or administrative officer (director) in which specific remedies may be requested.

The parties to a grievance are the student(s) filing the grievance and the person(s) against whom the grievance is filed.

### **Informal Procedure for Resolving Academic and Administrative Complaints**

A student is encouraged to discuss his/her complaint with the person(s) who is (are) directly involved in the complaint, in an effort to come to a satisfactory, informal resolution.

If these informal direct discussions are not successful, then the student may pursue a further informal avenue. If the matter is an academic complaint, the student may contact the Department Chair. If the matter is an administrative complaint, the student may contact the Administrative Director. The Chair or student affairs representative can be of assistance in directing a student to the appropriate person.

### **Formal Procedure for Resolving Grievances - Academic**

A formal grievance shall be submitted to the Department Chair, in writing on the Student Complaint and Grievance Form (available in the "Forms" section and on the website). The grievance shall state the nature and time of the offending action(s) and the person(s) involved in the action or failure to act. If the grievance involves the Department Chair, the grievance should be addressed to the Chief Academic Officer. If the matter involves the Chief Academic Officer, the grievance would be brought to the attention of the President of Pacifica.

The person receiving the formal written grievance will review it, and will gather information from the grievance parties keeping a record and/or summary of this information. S/he will declare a resolution of the grievance. In either case, the basis for the recommendation or

declaration will be stated in writing. Copies of all records will be sent to and maintained by the Academic Affairs Office.

### **Formal Procedure for Resolving Grievances - Administrative**

A grievance involving non-academic matters must be addressed to the Administrative Department Director involved with that function, e.g., Financial Aid, Business Office, etc. It should be submitted in writing on the Student Complaint and Grievance Form.

The Director will review the grievance and investigate the complaint. The Director will gather information from the parties to the grievance and keep a record and/or summary of this information. After review, the Director will recommend a solution by mutual agreement, and, if this is not acceptable, will declare a resolution of the grievance. Copies of all records will be sent to and maintained by the office of Human Resources.

### **Appeal Process**

For both academic and administrative grievances, if the parties accept the recommendations following review, the entire process terminates. If the recommendations are not acceptable, then the grievant(s) shall so indicate in writing to the Chief Academic Officer within 15 days of recommendations being mailed to grievant(s) that she/he/they are appealing. If she/he/they do not so indicate in this prescribed time, the entire process terminates.

If the grievant(s) elect(s) to appeal, the appeal, academic appeals will go to the Chief Academic Officer, along with the written record from the previous steps. Administrative appeals and records will go to the Chief Operations Officer. If either the Chief Academic Officer or the Chief Operations Officer is the object of the grievance, the grievance will be referred to the President.

Within 30 days of appeal to either chief officer, either officer will convene a Special Hearing Committee to further investigate the grievance. The Committee may include any of the following members, depending upon the circumstances: Core Faculty members, any Administrative Director, Ethics Committee members, or others. The Committee will make recommendations, as described below, within 45 days after being convened.

The Committee will recommend steps to the parties that will provide an amicable and mutually acceptable solution. If the parties cannot agree on a solution, the Committee will declare a resolution in writing. Student(s) who do not accept the decision of the Committee must file a written appeal to the Chief Academic Officer or Chief Operations Officer within 15 days.

The Chief Academic Officer or Chief Operations Officer will accept, reject, or revise the decision of the Committee and communicate it to the grievant(s). This decision will be based on the record and the chief officers will not reopen the matter for additional evidence or argument. The action of the Chief Academic Officer or Chief Operations Officer will be final.

### **Harassment**

Pacifica is committed to maintaining a safe, productive environment for all members of its community. Harassment can take many forms, including sexual harassment. Each of us in the Pacifica community must be sensitive to the feelings of others and must not act in a way that



might be considered harassment by someone else. Prohibited harassment includes the following forms of offensive behavior:

- Verbal harassment: making or using derogatory comments, epithets, slurs, and jokes.
- Physical harassment: touching, assaulting, impeding or blocking movement.
- Visual harassment: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, drawings, written material, or Internet images.
- Sexual favors: unwelcome sexual advances, offering benefits in exchange for sexual favors, or making or threatening reprisals after a negative response to sexual advances.

Sexual harassment is any unwelcome behavior that has the purpose or effect of creating a sexually intimidating, hostile, or offensive environment.

If any student has been the victim of harassment, that student should provide a written complaint to the Program Chair as soon as possible after the incident. The complaint should include details of the incident(s), the names of the individuals involved, and the names of any witnesses. The incident will be investigated. Student cooperation is crucial for Pacifica to maintain a safe, comfortable academic environment. There will be no retaliation against any student for making a sexual harassment complaint.

If a student is afraid to report harassment to the Program Chair, the student is urged to speak to an administrator whom s/he trusts or to a member of the Institute's Ethics Committee.

The procedure for submitting a harassment claim is the same as the grievance procedure outlined above.

### **Multiple Relationships**

Pacifica's policy on multiple relationships encourages the cultivation of warm, authentic, and enriching interactions in our academic community while placing necessary boundaries on some behaviors. Our policy is informed by the observation that community life always requires the surrender of certain personal freedoms, and that this surrender opens up broader opportunities for constructive interaction. A wisely drafted policy on multiple relationships serves to promote, rather than to deter, closer interpersonal connections among faculty, students, and staff. It also supports the multiplicity of our relationships as we interact with each other as students, teachers, and colleagues.

Pacifica's multiple relationship policy limits only those interactions that carry a strong potential for bringing harm to individuals, the Pacifica community, or the Institute as a legal entity.

### **Brief Summary of Pacifica's Multiple Relationship Guidelines**

Faculty and students are prohibited from entering into sexual, financial, client-therapist, and supervisory relationships when they are involved in coursework together or are scheduled to be involved in coursework together. Oral exams, tutorial work, and thesis or dissertation advising are also classified as "coursework involvement."

Faculty – core, adjunct, and contributing – and students are prohibited from entering into sexual, financial, client-therapist, and clinical supervision relationships at any time until the student has graduated or withdrawn from the Institute. Any exceptions to this policy must be reviewed by the Education Council.

Important: Adjunct or contributing faculty who elect to supervise or do therapy with former students privately undertake this work as independent practitioners and not as employees of Pacifica Graduate Institute. The Institute shall accept no responsibility for services offered outside the framework of regularly scheduled courses.

### **Definitions and Explication**

A distinction must be made between multiple relationships and sexual harassment. Sexual harassment is characterized by non-mutuality and abuse of power. Harassing behaviors may include foisting unwelcome sexual advances, making sexual statements, or attempting to use power or position as levers for sexual favors. These kinds of behaviors are prohibited in the strictest sense by Pacifica's code of conduct. Procedures for filing sexual harassment grievances are outlined in this handbook and in Pacifica's Faculty Handbook.

Multiple relationships differ from sexual harassment in two main ways. The former are entered into by mutual consent, generally being welcomed by both parties. Secondly, multiple relationships encompass a wide range of interactions, including financial interactions and client-therapist relationships. They become problematic only when the interaction interferes with our official roles, duties, or activities at the Institute. For example, a therapist might find it difficult to give a poor evaluation of a student's work if it is warranted.

Multiple relationships become increasingly problematic when there exists an inequality of power between parties. When these interactions go awry, they carry the potential for bringing harm to individuals and the community. "Harm" may take the form of emotional pain, impairment of the learning environment, interruption of graduate studies, loss of employment at the Institute, or litigation – to name a few.

Therefore, the first and most important commitment shall be to stay mindful of multiple relationship issues as we interact with each other. Everyone shares this responsibility to avoid. Before becoming involved in ways that extend beyond our official roles at the Institute, we should ask, "What potential harm to individuals, the learning environment, or the Institute could result from this anticipated interaction? Would our ability to work together professionally be impaired by this anticipated interaction? What would happen if our outside relationship turned sour?" Serious multiple relationship problems would become a rarity if questions such as these were kept in conscious awareness.

Four specific areas of behavior have been identified as carrying considerable risks for engendering harm in multiple relationships. These are: sexual interactions, financial interactions not mediated by the Institute, client-therapist interactions, and supervisory interactions not mediated by the Institute.

The term "student" includes all individuals who are enrolled at Pacifica and who have neither received their degrees nor withdrawn from the school. Individuals on a leave of absence are also "students."

Sexual interactions include all of those interactions associated with erotic and romantic relationships. Sexual interactions are prohibited between students and all core or adjunct faculty members. They are also prohibited between students and contributing faculty when the student is enrolled in or scheduled to be enrolled in a class taught by that faculty.

Financial interactions not mediated by the Institute include exchanging services or goods for money, entering into financial partnerships, loaning or borrowing money, and entering into any other private money exchange relationship. Financial interactions are prohibited between students and all core or adjunct faculty members. They are not prohibited between students and contributing faculty as long as a student is neither enrolled in nor scheduled to be enrolled in further coursework with that faculty.

In reviewing the above guidelines, it should be emphasized that some interactions may be imprudent even if not prohibited under the guidelines. Students, faculty, and staff are urged to consider all possible outcomes carefully before entering into any multiple relationship situation.

### **Tending Multiple Relationship Issues on an Ongoing Basis**

Multiple relationship issues are a continuing part of our inter-subjective field. We encourage students, faculty, administrators, and staff to process specific issues as they arise, exploring how we feel about them, what effects they may have on others, what stances might be taken in regard to them, and what the issues are “telling us” about our own community and culture.

### **Ethics Committee**

The Ethics Committee at Pacifica is comprised of either faculty members who are not program chairs or a combination of faculty members and staff. Members are appointed by the President to serve for a period of two years. The purpose of the committee includes, but is not limited to, the following:

- To offer information and counsel regarding issues that may present an ethical dilemma.
- To offer advice and/or recommendations on appropriate courses of action on issues brought to the committee. Examples include problems within the institute that arise between student and faculty, faculty and faculty, or involving staff or administration.

The Ethics Committee is not a policy making or decision making body, but is available to provide consultation and recommendations when needed. Students, faculty, staff, and administrators may bring issues to this committee.

### **Business Office**

#### **Tuition and Fee Payments**

Pacifica’s annual tuition and fees are billed quarterly. Tuition and residential/non-residential fees are due 21 days prior to the first day of class for each quarter for all continually enrolled students. All other fees are due within 15 days of receipt of the monthly statement. To ensure continued enrollment in a program, students must pay their student account balance on a timely basis.

Tuition and fees, not otherwise covered by Financial Aid funds, must be paid in full by the above deadlines.

Students may make payments either by check or by credit card (MasterCard, Visa, or Discover). Credit card payments will result in a 2% fee. Forms to authorize automatic credit card payments are available in the Business Office.

A late fee of \$100 will be assessed to each student account each quarter if payment for tuition and residential/non-residential fees is not received by the end of the first day of the quarter. Interest may also be added to overdue accounts at the rate of 10% per annum.

**Refundable Tuition**

Students withdrawing or taking a leave of absence from Pacifica: To be eligible for a refund, timely written notification must be submitted to the Office of the Registrar as specified below. The date of withdrawal will be determined by the date written notification is received by the Office of the Registrar. If you withdraw or file a Leave of Absence from Pacifica after instruction has begun, you will receive a pro rata refund of the tuition charges as stated below:

*For newly admitted students, \$250 of the enrollment deposit will be deducted from the refund.*

Students dropping or withdrawing from a course. To be eligible for a refund, a completed Request to Drop a Class Form must be received by the Office of the Registrar. The date of dropping or withdrawing from a course will be determined by the date written notification is received by the Office of the Registrar. If you drop a class or withdraw from a course after instruction has begun, you will receive a pro rata refund based on a “per unit tuition calculation”\*\* as specified below:

*\*\*”Per unit tuition calculation”: the sum of the annual tuition in the specific program divided by the total annual units offered in that program.*

Time frame – Academic Quarter Refund\*\*

On or before the first day of class of the quarter . . . . .	100% *
First week of the quarter (i.e., day 2 to day 7) . . . . .	80%
Second week of the quarter (day 8 to day 14) . . . . .	70%
Third week of the quarter (day 15 to day 21) . . . . .	60%
Fourth week of the quarter (day 22 to day 28) . . . . .	50%
Fifth week of the quarter (day 29 to day 35) . . . . .	40%
Sixth week of the quarter (day 36 to day 42) . . . . .	30%
After sixth week (day 43 and beyond) . . . . .	0%

Summer Quarter Policy:

On or before the first day of class. . . . .100%  
 After the first day – tuition refund is prorated based on the number of days in the quarter, up to and including the date written notification is received by the Office of the Registrar.

## **Refundable Residential/Non-Residential Fee**

If you plan to miss an on-site session, in order to be eligible for a full refund, written notification must be submitted to the Housing Department at least five (5) days prior to the start date of on-site instruction.

## **Students withdrawing or taking a leave from Pacifica:**

If you attend a portion of your on-site instruction and later withdraw from Pacifica, the refund will be prorated based upon the number of days of on-site instruction in the quarter, up to and including the date written notification of the withdrawal is received. If the school cancels or discontinues an on-site course, you will receive a pro rata refund of the fee.

## **Dissertation Refund Policy**

Students who withdraw from Pacifica during the dissertation phase of their program must submit a written request to the Registrar's Office. The date of withdrawal will be determined by the date written notification is received by the Office of the Registrar. The dissertation refund is pro-rated based on the number of quarters for which the student is enrolled. If a student withdraws after the start of a quarter, s/he will be charged the full amount for that quarter and any excess payment will be refunded. If the student is a financial aid recipient, any pending financial aid will be canceled.

## **Financial Aid**

The purpose of financial aid is to provide financial assistance to students enrolled on at least a half-time basis (minimum 3 units) in an eligible program at Pacifica. Pacifica's Board of Trustees, administrators, faculty, and staff do all they can to ensure a quality education that is accessible by students. Pacifica is committed to a policy of non-discrimination in its policies pertaining to the awarding of financial aid.

Important note: The financial aid information published in this handbook is current and accurate at the time of printing. Federal and state regulations governing the various federal and state programs may change periodically. Please consult the Financial Aid Office for the most up-to-date information.

For more detailed information regarding the types of financial aid available, financial aid application requirements, policies, and procedures, contact the Financial Aid Office or visit the website at [www.online.pacifica.edu/pfa](http://www.online.pacifica.edu/pfa).

## **General Eligibility Requirements**

To qualify for federal financial aid at Pacifica a student must:

1. be admitted to an eligible program at Pacifica and enrolled in that program on at least a half-time basis (minimum 3 units);
2. complete and submit the Free Application for Federal Student Aid (FAFSA) form each year to determine eligibility;
3. be in good standing (a student may not be in default on or owe a refund for any federal financial aid programs);

4. be a United States citizen or legal permanent resident of the United States and provide proof of compliance with selective service and drug conviction regulations;
5. be making Satisfactory Academic Progress toward the completion of degree requirements (see next page for SAP policy); and
6. complete an entrance counseling session with the Financial Aid Office prior to receiving the first loan disbursement and an exit counseling session when leaving Pacifica.

For complete details on the types of assistance available, please refer to the Pacifica Financial Aid Guide. Copies are available at the Financial Aid Office and online.

### **Return of Federal Funds/Refunds**

If a student receives federal financial aid and finds it necessary to withdraw from all courses at Pacifica prior to the completion of the current quarter, the Department of Education requires that Pacifica adhere to the following federal policy. The focus of the policy is to return the **unearned** portion of the federal financial aid for the enrollment period. Only the amount of financial aid that has been earned (based on the number of calendar days completed in the period of enrollment) will be retained on the student's behalf. Any unearned aid will be returned to the lender.

Return of federal funds will be calculated based on the date an official withdrawal is received by the Registrar's Office (i.e., written notification, the last date of documented attendance or, for an unofficial withdrawal, the mid-point of the term or the last documented date of attendance).

If withdrawing from school on or before the 60% point in the term, then the school, and possibly the student, shall return the percentage of unearned Title IV federal financial aid.

The distribution of returned funds is as follows:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
2. Federal Grad-Plus
3. State, private, or institutional aid
4. The student

“Refund” refers to the calculation of institutional charges and is a separate calculation from the Return of Federal Funds calculation. The amount of refundable institutional charges (tuition and residential/non-residential fees) will be prorated based on school policy. Policy details are available in the Refund Policy section of this handbook. If there is a balance due by the student as a result of the unearned financial aid being returned, each student will be responsible for payment of the difference.

Details and examples of the Return of Federal Funds Policy are available in the Financial Aid Office. Details and examples of the Refund Policy are available in the Business Office.

### **Satisfactory Academic Progress (SAP) for Students Enrolled in Coursework**

To receive financial aid, a student must be making satisfactory academic progress toward completion of the degree requirements. The Financial Aid Office will review academic records

annually upon completion of the spring quarter to determine continued eligibility. A student must maintain a cumulative grade point average of at least 3.0 **and** complete a minimum number of units per academic year. At the time of evaluation a student may not have more than two incomplete, withdrawal, or failing grades (refer to the SAP brochure available in the Financial Aid Office for complete details). If a student is not making satisfactory academic progress, that student will be placed on financial aid probation. During the financial aid probationary period, a student may receive financial aid. If the deficiencies exceed those listed above, financial aid eligibility will be suspended until deficiencies are removed. If extenuating circumstances (such as prolonged illness or a death in the family) hindered academic performance, the student has the right to appeal. The appeal of the suspension must be in writing addressed to the Director of Financial Aid. Complete details of the SAP policy are provided to all financial aid recipients when they are awarded financial aid each year.

### **Financial Aid Probation (FAP)**

If a student is placed on Financial Aid Probation, s/he will remain eligible for financial aid during the probationary period. Students are given the opportunity during this period to resolve any academic deficiencies that may be outstanding. If deficiencies are not resolved during the probationary period, eligibility for financial aid will be suspended.

### **Financial Aid Suspension (FAS)**

Financial aid eligibility will be suspended indefinitely if a student does not meet the financial aid probationary requirements. To regain eligibility, a student must appeal in writing to the Director of Financial Aid. The Financial Aid Committee will review the appeal. The decision of the committee is final. If a student commits fraud during the financial aid process, eligibility will be lost and the student will be reported to the Department of Education.

### **Satisfactory Academic Progress (SAP) for Dissertation Students**

If a student is enrolled in the dissertation phase of the Ph.D. program, s/he may be eligible for the Federal Stafford Loan program. Please note that if a student chooses to begin the dissertation clock while simultaneously being enrolled in regularly scheduled coursework then eligibility for the year may already be depleted. The only choice for funding may be through a Grad Plus or private alternative loan program. Contact the Financial Aid Office for consultation.

If enrolled in the dissertation phase only, a student is considered to be enrolled on a half-time basis. All eligible financial aid recipients entering the dissertation phase of the program will be awarded Stafford Loans on a borrower-based academic year. In other words, from the time the two-year clock begins, the financial aid will cover four consecutive quarters. For example: dissertation start date January 1 (winter) – financial aid will cover four consecutive quarters (winter, spring, summer, and fall).

Upon completion of the first four (4) quarters of the two-year dissertation clock, the financial aid office will confirm active participation in the dissertation process. ***Active participation is defined as submission of written materials beyond the initial concept paper and on-going consultation with the student's dissertation committee.*** Once active participation in the dissertation process is confirmed, the student may be eligible for additional Stafford Loans during the second year of the two-year clock.

If a student finds that additional time beyond the two-year clock is necessary for completion of the dissertation, that student must enroll in the extended one-year clock. To remain eligible for additional Stafford Loans, the coordinator or chair of the dissertation committee must approve the student proposal and submit the approval form to the dissertation office. Proposal requirements are defined by each program and are included in the dissertation handbook. It is the student's responsibility to stay in contact with the committee and to follow-up on the progress of the proposal approval. Please be aware that all pending financial aid will be canceled once the final draft of the dissertation is approved.

In summary:

- **First year of initial two-year clock:** Successful completion of coursework requirements as defined by SAP policy for those students enrolled in coursework.
- **Second year of initial two-year clock:** Continued financial aid eligibility requires confirmed submission of written materials beyond the initial concept paper and on-going consultation with dissertation committee.
- **Third year or extended one-year clock:** After completion of two-year clock, continued financial aid eligibility requires coordinator or chair approval of the dissertation proposal. Please be aware that all pending financial aid will be canceled once the final draft of the dissertation is approved.
- **Federal financial aid is not available beyond the extended one-year clock.**

### **Satisfactory Academic Progress (SAP) for Thesis Students**

If enrolling in the thesis process students may be eligible for financial aid during the first quarter. Students must be actively engaged in the thesis writing process to be eligible for financial aid. Any pending disbursements will be canceled once thesis is completed.

### **Student Responsibilities**

Students must:

- accurately complete and submit all applications by the required deadlines;
- promptly respond to requests for additional required documentation;
- avoid intentional misreporting of information on financial aid forms;
- read, understand, and retain copies of **all** forms signed and submitted;
- read, understand, and accept responsibility for all signed agreements;
- review and understand all information about the program of study prior to enrollment;
- understand and comply with all requirements of federal, non-federal, and Pacifica financial aid programs;
- remain continuously enrolled, i.e., not have a break in enrollment (e.g., leave of absence) for sequential continuation of financial aid;
- complete the required Entrance Counseling session prior to the receipt of the first loan disbursement;
- complete an Exit Counseling session prior to leaving Pacifica (i.e., upon completion of degree requirements or prior to a leave of absence or withdrawal); and
- notify the Federal Loan and Alternative Loan lenders and the administrative offices at Pacifica of all changes to a student's address, phone number, e-mail address, and enrollment status. Failure to notify the Financial Aid Office may result in delayed processing of the financial aid.



## **Veterans Administration Educational Benefits**

Pacifica's programs are approved for the training of veterans and other eligible persons under Title 38, U.S. Code. To find out eligibility under any of these programs, call 1-888-GIBILL1.

For students eligible for education benefits through the Veterans Administration, all previous education and training will be evaluated. Credit will be awarded where appropriate and the program will be shortened accordingly. The student and the Veterans Administration will be notified promptly.

Failure to maintain a cumulative grade point average of 3.0 or higher in three consecutive quarters will result in the veteran's benefits being interrupted and the VA office being notified.

## **Housing and Transportation Policies**

### **Lambert Road and Ladera Lane Campuses**

Housing is provided at one of two locations, depending on the program track assignment.

Students assigned to Tracks C, D, J, K, L, Q, and R take classes and are housed on the Ladera Lane Campus.

Students assigned to Track A, B, E, G, O, T take classes on Pacifica's Lambert Road Campus and are housed at the Best Western Carpinteria Inn.

Shuttle service is provided by Pacifica to transport students between campuses at designated times, please refer to the shuttle section included below.

There are two housing statuses at Pacifica: Residential and Non-Residential. Residential status means that a student resides in Pacifica housing for each session. Non-Residential status means that overnight Pacifica lodging is not required. Non-Residential status is available to students who reside in either Santa Barbara or Ventura counties. Proof of residency is required.

All first-year students maintain Residential status for one academic year unless they are residents of Santa Barbara County or Ventura County. Residential students are required to stay in Institute provided housing during their class sessions.

For Residential students in the Counseling, Clinical, Depth, Myth, and Depth Psychotherapy programs, housing arrangements include two nights during the fall, winter, and spring quarters. For the summer quarter, housing arrangements include six nights for the Counseling Psychology and Clinical Psychology programs; four nights for the Mythological Studies and the Depth Psychotherapy programs, and the Depth Psychology program has no on-site summer session.

For Residential Humanities students, housing arrangements include four nights during the fall, winter, spring and summer quarters (fees are charged on a yearly basis).

All meal plans, both Residential and Non-Residential, with the exception of the Humanities program, include one continental breakfast, two full breakfasts, three lunches, and two dinners for each class session for the fall, winter, and spring, quarters. For the summer quarter the meal plans vary depending on the program in which the student is enrolled.

The fees for housing and meal plans summarized above are governed by the “Tuition and Fee Agreement” signed by all students. Please note that there are only three circumstances for which our housing policy allows fee adjustments:

1. students who have been granted Non-Residential status;
2. students who submit timely notification of an anticipated absence; \* and
3. a special scheduling of classes as determined by the Registrar.

\*In case of an anticipated absence for a particular session, a written cancellation must be received at **least five days** prior to scheduled arrival to avoid room and meal charges.

If a student believes that s/he falls within one of these special circumstances, that student may petition for an exception to housing policy. Petitions for an exception must be submitted in writing to the “Pacifica Housing Committee” for consideration. Please send petitions to the Housing Coordinator.

### **Transportation/Shuttle Service:**

Shuttle service is provided by Pacifica to transport students:

1. Who attend program sessions on the Lambert Campus and between campuses at designated times throughout the day.
2. Who attend program sessions on the Lambert and Ladera campuses from the Best Western Hotel, the IHOP Santa Barbara Airbus Stop and the Amtrak station on the day before and the morning of a program.
3. Shuttles do not provide service from the Best Western or any other location to the Ladera campus for Public Program participants (regardless of student status).
4. Shuttle service between campuses is provided for prospective students at designated times during Introduction Days.
5. Other than what is listed above, shuttle service is never provided to the Ladera Campus.

## **Lambert Road and Ladera Lane Campuses Housing and Meals**

### **Residential Students**

Housing for Residential students placed at the Best Western Carpinteria Inn is based on double occupancy with roommates assigned by the Housing Office. Roommate assignments are based on gender and common class year. Occasionally, however, it may be necessary to pair students from a different class years in order to fulfill the double occupancy condition. A student may submit a roommate preference and most requests are honored.

Residential students are asked to submit a new Residential Housing Form (available in the back of this handbook) to the Housing Office at least three weeks prior to each quarter. If changes in housing needs or status are not anticipated during the academic year, a student may opt to submit the Residential Housing Form or Non-Residential Application / Housing Form annually.

**Students are responsible for any charges incurred due to failure of a timely written notification.**

Residential students wishing to change to Non-Residential status may do so by submitting a Residential Housing Form to the Housing Office that includes the address of the student’s

residence in Santa Barbara or Ventura County. This change will take effect upon receipt of the written notice, and acceptance by the Housing Committee of proof of county residency (see below).

**Please Note:** Pacifica reserves the right to make temporary alternative housing and/or transportation arrangements in the rare circumstance when it may be necessary.

### **Non-Residential Students**

**To meet the conditions of Non-Residential status, a student must reside in Santa Barbara or Ventura County. “Residence,” “reside,” and “residing,” refer to a place of continuous domicile. Both new and returning students are required to submit annual proof of county residency, along with a Non-Residential Form.** Residency is established and supported by producing three or more of the following documents: a California driver’s license, a California voter’s registration card, a copy of your Federal or State tax return, a currently paid California property tax receipt, a current paystub, a current utility bill, a copy of a current financial record which indicates an address, and/or a current vehicle registration card. A student may also qualify for Non-residential status if s/he stays with an immediate family member in either of the counties during a class sessions. Pacifica considers immediate family as being parents (natural or adoptive), grandparents, or siblings. Any student who plans to stay with immediate family during his/her sessions must submit a Non-Residential Form and a notarized affidavit confirming the immediate family relationship. (See Housing Coordinator for forms).

If a student does not meet the above conditions, but wishes to apply for Non-Residential status, s/he may do so by submitting a written request to the Pacifica Housing Committee. Requests will be carefully reviewed. If the Housing Committee approves the request, the Housing office will notify the student in writing and the status change becomes effective before the next class session.

**Unless a student resides in Santa Barbara County, Ventura County, or stay with immediate family as described above, any first year student must maintain Residential status for one academic year before his/her Non-Residency request for an exception to the policy will be considered.** However, if s/he moves to Santa Barbara County or Ventura County during the academic year, Non-residential status will take effect before the next class session, contingent on acceptance by the Housing Committee of proof of residency in one of the counties.

If the circumstances that originally qualified a student for Non-Residential status become invalid, s/he must notify the Housing Office in writing and Residential status will be assigned.

Residential or Non-Residential status remains in effect until the student notifies the Housing Coordinator in writing of a change. Changes of status become effective for the subsequent class session.

**Please Note:** Non-Residential students are responsible for their own transportation to and from the campuses and remain participants in the Pacifica meal plan. (Please see below.)

## **Meal Policies:**

### **Student meals**

Meal plans for both residential and non-residential students, with the exception of the Humanities program, include one continental breakfast, two full breakfasts, three lunches and two dinners for each class session for the fall, winter, and spring quarters. For the summer quarter, the meal plans vary depending on the program in which the student is enrolled.

Humanities students enjoy breakfast, lunch, and dinner for every day they are in session on-campus, with the exception that no dinner is provided on the final day of the fall and spring residential sessions.

Pacifica's meal policy requires full participation by all students during their class sessions. At times, however, a student may request an exemption from the policy if s/he has successfully petitioned the Education Council for an altered class schedule. If a student does not require meals for the full three-day session due to non-attendance or approved alteration to a class schedule, that student must notify the Housing Office at least five days prior to the scheduled class session to avoid any charges.

Students are asked to please bus their own tables. When eating outside, students are asked to return all dishware and utensils to the busing station in the dining room.

### **Guest meals and campus visitors**

Upon occasion students may invite a guest to join them for a meal. To make arrangements for such a guest meal, please notify the Housing Coordinator at least one week prior to the class session. This notice ensures that the catering staff is prepared and that a meal ticket is issued for the guest. Guest meals, which are not cancelled at least three days in advance, are billed to the hosting student's account. Because our dining facilities are often utilized for classroom interaction during mealtimes both dining facilities are considered classrooms. As such, students are asked to limit guests to one meal per session and guests may not be under 18 years of age. Guests should not arrive or remain on campus for extended periods of time prior to or after the meal. Guest meals are a privilege which may be revoked at any time for any reason at Pacifica's discretion.

No visitors of any age are allowed in classrooms (which may at certain times include the dining halls on both campuses) and no one unaffiliated with Pacifica, who is either selling products to students, or charging or requesting a fee for services rendered to students, is permitted on campus at any time. A guest or family member may not sleep overnight on the Ladera campus and everyone on either campus, or traveling to or from either campus, must abide by all parking, traffic, and land use regulations.

If a student wishes to have a meal on campus while a different track is in session, s/he should notify the Housing Office prior to arrival and obtain a meal ticket. All meals are coordinated through the Housing Office. Ticketed meals are billed to the student's account.

### **Special diets**

Pacifica's catering service will provide special meals for any student who is placed on a restricted diet by his/her physician. To request a medically restricted diet, a student must complete a Dietary Form, available in the back of this handbook, and submit it to the Housing Office along with a physician's prescription at least two weeks prior to attendance. If necessary, the kitchen staff will meet with and/or discuss with a physician any dietary restriction in order to provide the proper meal within the context of the current menu. It is imperative that meal planning be done in advance so that the kitchen staff may be prepared.

Students following a vegan diet, are asked to fill out the Dietary Form and the caterer will provide an alternative meal. These meals are for vegans only. If a student selects a vegan diet on the dietary form, all meals will be prepared as vegan. Vegan menus will not be available on a meal-by-meal basis.

If a student has requested a special diet meal, s/he is responsible for identifying himself/herself to the kitchen staff at mealtime. **Please do not go through the buffet line.**

The caterer will try to accommodate personal preferences and personal choice diet requests (e.g., low fat, high protein, low cholesterol) if same can be created within the context of the currently planned menus. Please inform the Housing & Meal Coordinator the first morning of the class session to review what options are available. The food service staff is not able to guarantee special foods, either by brand name or type.

### **Housekeeping Policy**

Out of respect for fellow students and housekeeping staff, students are asked to keep the classrooms neat and orderly. Please take responsibility for returning glasses, dishware, and utensils to the dining room. Note that personal items may be moved around when classrooms are reset for the next class and such items should be removed prior to any meal breaks.

### **Campus Safety and Security**

Pursuant to the Crime Awareness and Campus Security Act of 1990, annual reports of crime statistics and campus polices concerning crime and security on campus are available in the Campus Transportation and Security Office located on the Lambert Road Campus in the main building above the Bookstore, on the Pacifica website, and within this handbook.

### **Lambert Road Campus**

Each Lambert campus building is equipped with one or more fire extinguishers and a first aid station. For safety reasons, students are asked to stay on designated paths when walking on campus. While most paths are lighted at night, we advise students to carry a flashlight and walk on the driveway. Also, for safety reasons, it is not advisable to walk on Lambert Road, and students are strongly discouraged from doing so. If it is necessary to walk on Lambert Road, however, walk only two abreast and on the side of the road facing traffic.

The Transportation and Security office is responsible for responding to student safety and security concerns. For on campus emergencies between 6:00 am and 11:00 P.M., please call 805-896-1887 or 805-896-1888, the campus receptionist, or another staff member at 805-969-3626 X 101. Any staff responder will then dial 9-1-1. For off-campus emergencies please dial

911 and if possible notify the security office. (Please note that shuttle drivers are not able to transport injured students to any location other than the Best Western Carpinteria Inn.) If necessary, shuttle drivers have access to the Student Emergency Contact Forms, which are located in the Transportation and Security Office. Please report any and all campus safety concerns to the Transportation and Security Office.

### **Ladera Lane Campus**

The Ladera Lane campus site is a member of the Montecito Emergency Response and Recovery Action Group (MERRAG). This group, initially formed by the Montecito Fire, Water and Sanitary Districts, is designed as a “self-help” organization that enables these special districts and the community to respond to a disaster during the first 72 hours after an event.

Ladera Lane campus buildings are equipped with fire extinguishers. First aid supplies for minor medical problems or supplies for personal needs may be obtained at the reception desk in the Administration building.

Staff members are on duty at the Ladera Lane campus reception desk from 7:00 A.M. to 12:00 A.M. to assist students.

If there is an after hours emergency, call the Ladera night security caretaker at 805-708-4531. Please identify the location as the **Ladera Lane** site. A 9-1-1 call may be made from the public phones. (Each room at the Ladera Lane campus has been supplied with a pamphlet containing the above information and phone numbers.)

Meeting rooms on the Ladera Lane campus are locked at 11:30 P.M. and buildings are locked at 11:45 P.M. On-site security is available for emergencies.

Students are advised to stay on paths as poison oak flourishes in the brush. Even though the walkways are lit during the evening hours, a flashlight is recommended.

Please report any and all safety concerns to Pacifica personnel.

### **Lost and Found**

Pacifica is not responsible for misplaced personal items. As a courtesy, however, a lost and found service is provided through the reception desk.

### **Campus Visits**

See Guest meals and campus visitors section above.

### **Nursing Mothers / Special Needs**

Pacifica wishes to support student mothers who are nursing infants and asks that all mothers and caretakers are respectful of the learning environment. Day care resources are not available at either campus.

Students with special needs (e.g. nursing mothers) who require a family member’s or caretaker’s presence on campus for distinct periods are required to contact the Program

Administrator prior to class sessions so that appropriate arrangements can be made if possible. A private room will be made available for breast milk expression.

Nursing infants may be transported privately (shuttle service is not available) onto common campus areas only during lunch or dinner breaks and must leave when classes resume. The dining room, library, and computer labs are restricted areas; for everybody's protection and safe keeping, infants may not occupy these spaces at any time. A Private room can be made available for nursing during meal breaks.

If disturbances or other legal issues arise the visitor exception may be withdrawn and other feeding arrangements will need to be made.

Parking arrangements for visitors to the Lambert Road campus must be made with the Campus Receptionist at 805.969.3626, ext. 101 prior to arriving on campus.

### **Student Parking**

**We require all students to comply with Pacifica's parking and transportation policies**, as presently written, and as they may be amended. These policies are designed to be respectful of our neighborhood, and comply with our Conditional Use Permit (CUP) requirements, and local, county and state laws.

Pacifica is not liable for loss or damages to any vehicle or its contents while parked at either campus location. Please be careful to lock your vehicle and secure all valuables.

### **Lambert Road Campus**

Parking on the Lambert Road campus for faculty and staff is limited and occurs by assignment only; there is no student parking M-F 8-5. Students are permitted to park on campus after 5:00 P.M. and on weekends. This privilege is subject to Pacifica's needs and can be revoked or modified at any time. Additionally, pursuant to policy, **neither students, family members, nor guests are permitted to park on Lambert Road, at the off-ramp area at the intersection of Via Real and Highway 101, or at Loon Point.** If a student violates a parking or transportation policy, s/he will receive a verbal or windshield notice of violation. A second violation will result in a vehicle being ticketed with an accompanying fine. Each subsequent violation will result in additional fines and repeat violations may result in disciplinary action, including possible dismissal from the Institute by the Education Council.

### **Physically Disabled and Special Needs Parking at Lambert Road Campus**

All parking at the Lambert campus **is by assignment only**, with arrangements made through the Campus Receptionist at 805-969-3626 Ext, 101 **prior** to coming to the Lambert campus. If a student requests parking at the Lambert Road Campus because of physical disability, s/he is required to submit to the Campus Receptionist a doctor's verification of the disability or possess a valid placard issued by the DMV, which must be properly displayed within the vehicle. If a student experiences a temporary special need (e.g. a broken limb) s/he is required to provide a current doctor's verification with inclusive dates.

In addition, if a student has special needs that require a family member or caretaker's presence on campus for an extended period of , s/he must make arrangements for the parking prior to coming to the Lambert campus.

### **Ladera Lane Campus**

Student parking is available at the Ladera Lane campus. Residential students are asked to park in the parking area next to the handball courts behind the Residence Building. Non-Residential students should park in the main lot in front of the Administration Building. Students may not park in restricted areas. Please read the parking signs and note there is no student parking on Ladera Lane, or on Toro Canyon Road.

### **Good Neighbor Policy**

Pacifica's community reputation, in part, is based on its relationship with its neighbors. We ask that each student join with us in extending consideration to those with whom we share our connected space.

When on Pacifica campuses, please be guided by the following:

### **Lambert Road Campus**

- Respect Pacifica's and our neighbor's boundaries. Please do not go on any property other than the campus areas between our driveway and Lambert Road, our gardens, and the open area above the gardens.
- Please do not feed or pet the neighboring horses or pick orchard fruit.
- To respect all community members, animals are neither allowed on campus grounds nor in campus buildings, nor should they be left in vehicles parked on campus. Service animals are excepted.
- Please be attentive to the noise levels on campus at all times. This is a remote, quiet campus where even the sound of voices travel great distances, particularly during the evening hours. Please conduct evening gatherings indoors only.
- Please follow all posted speed limit recommendations and use caution when entering and exiting the property.

### **Ladera Lane Campus**

- We ask that all students respect both Pacifica's and our neighbors' boundaries. Please do not enter or tread on any property other than the campus areas surrounding the buildings. When walking on the grounds, for your own safety, please stay on the pathways.
- A strict noise curfew takes effect each evening at 10:00 P.M. Ladera is a very quiet neighborhood and sounds travel great distances. Please keep voices low while outside, and be sure noises remain confined within building walls after 10:00 P.M.
- To respect the needs of all community members, pets are not allowed on campus grounds, in campus buildings, or in vehicles parked on campus. Note: Neighbors, however, are permitted to walk their leashed dogs through the campus grounds.
- Parking is allowed only in designated spaces on the campus lots. For the immediate future, handicapped parking is located to the rear of the Dining Hall though no other student parking is allowed in that area. Note: Any parking on neighborhood streets is prohibited.
- Please drive carefully when approaching and departing the campus. Although seemingly "country roads," Ladera Lane, East Valley Road, and neighboring streets are narrow and winding, often filled with fast moving traffic.
- For the same reasons, it is not advisable to walk on Ladera Lane, East Valley Road, and/or Toro Canyon Road. If it is ever necessary to do so, however, please walk single



- file and on the side of the road facing oncoming traffic.
- Please follow all posted speed limit recommendations and use caution when entering and exiting the property.

### **Use of Alcohol**

The use of alcohol on the grounds of either campus is prohibited except for Pacifica approved functions.

### **Organized Student Gatherings**

Due to the conditional use permit (CUP) restrictions imposed by Santa Barbara County at both campus sites, plans for any group gatherings other than those indicated on the program class schedule must be submitted in advance for review and approval by the Program Chair and campus site administration.

### **Fires**

The Lambert and Ladera Lane campuses are both located in high fire danger areas. The making of fires, the use of candles and other flammable items by students on the grounds of either campus is strictly prohibited.

### **Smoking**

Due to the constantly high fire danger, students must be very careful when smoking outdoors. Students must smoke only in designated areas on either campus. Please exercise respect for others when smoking.

- **Lambert Campus**

The Lambert campus has a designated smoking area located in the corner of the upper corral area, across the driveway from the Library entrance. Smoking is not permitted in any other area on the Lambert campus.

- **Ladera Lane Campus**

The Ladera Campus has one designated smoking area. It is located outside near the Northwest corner of the dining hall. Smoking is not permitted in any other areas on the Ladera campus.

### **Student Solicitations**

Outside vendors may submit advertisements to Pacifica's Director of Operations, who will evaluate ads for appropriateness. Approved ads will be posted on the student bulletin board. Student to student solicitations for selling of services and goods are not allowed on either campus. Students are not permitted to use other students' names, addresses, and/or email addresses for solicitations purposes. Student are also encouraged to refer to the Multiple Relationship Policy.

### **Textbooks**

All textbooks sales are offered online at: [bookstore.mbsdirect.net/pacifica.htm](http://bookstore.mbsdirect.net/pacifica.htm)

At the website, select which quarter you are buying textbooks for then select your program and year of study. Select a course from the list and you will see the required material. If used textbooks are available, you'll have the option of choosing a new or used book. Select your books and proceed to the checkout. If you are unhappy with your online purchase, you have up to 14 days from the original purchase date or from start date of class, whichever is later, to **return your textbooks in purchased condition to MBS Direct** for a full refund.

At the end of the quarter, you will have the opportunity to sell back books that are in demand. Visit Pacifica's online textbook store for specific buyback information.

## **Bookstore**

The Institute established a bookstore to serve students studying the specialized curriculum of Pacifica. It is located on the Ladera Lane campus as well as the Lambert Road campus. The bookstore offers an excellent selection of suggested readings, faculty publications and other books relevant to thesis and dissertation research. Purchases made in the bookstore may not be charged to a student account, as the bookstore accounting system is independent of the Student Accounts System managed by the Business Office. All returns must be made within five weeks of purchase and must be accompanied by a receipt. Merchandise must be in new and saleable condition. Opened videos, audio cassettes, tarot decks, CD's, and any discounted items are not returnable.

## **The Golden Rule - "Put It In Writing"**

Any "agreement," "understanding," or "decision" made in a meeting with a faculty or administrative staff member is **not** official unless the **student** puts the results of that meeting on paper and presents it to the faculty or administrative staff member for signing. This written document must be given to the Registrar, who will place it in the student's permanent file.

Any petitions or recommendations for exceptions to, or changes in, school policy must be in writing and should be sent to the Education Council, attention **Office of the Registrar**, for consideration.

## ACADEMIC POLICIES AND REGULATIONS

### Information Changes

To ensure the accuracy of our records and to help us stay in contact, students should immediately notify the Registrar's Office **in writing** of any changes to name, address, phone numbers, or e-mail address. To this end, we encourage use of the Student Data Change Form included in this handbook. Alternatively, you may access and perform information changes by using the updating services offered on My.Pacifica.edu. Name changes must be accompanied by supporting legal documentation such as a copy of a driver's license, social security card, marriage license, or divorce decree showing the new name.

### Transfer Credit and Prior Training

Due to the unique instructional nature of the Doctoral and Master's degree programs, prior coursework or training usually is not equivalent to the approach and methodology used at Pacifica Graduate Institute. Additionally, because of the sequential nature of the programs, we strongly advise against transferring in prior coursework.

**A maximum of eight (8) units for any program may be transferred from outside institutions. Courses taken at another institution more than four (4) years prior to matriculation at Pacifica Graduate Institute will not be considered for transfer.**

A maximum of ten (10) units may be transferred from one degree program to another within Pacifica Graduate Institute. Only coursework completed at Pacifica within the past eight (8) years will be considered for transfer credit.

**Master's or Doctoral level courses may be used to transfer credits into the M.A. and/or Ph.D. programs.**

Transfer units must meet or exceed the unit values of petitioned courses, and students must have earned "B" grades or better in each course.

Additional information about transfer of credits and prior training can be obtained in the Office of Admissions. **Applications for transfer of credit must be submitted to the Director of Admissions prior to the first day of class at Pacifica.**

Financial Aid students may be affected by level of enrollment due to transfer credits, and should consult with the Financial Aid Office about their eligibility.

For students eligible for education benefits through the Veterans Administration, all previous education and training will be evaluated. Credit will be awarded where appropriate and the program will be shortened accordingly. The student and the Veterans Administration will be notified promptly.

## **Dual Enrollment Policy**

The Dual Enrollment policy applies to students in the M.A. Counseling Psychology who wish to commence a doctoral program at Pacifica Graduate Institute prior to completion of M.A. degree requirements.

M.A. Counseling students may apply and be approved to enroll in a doctoral program prior to completion of the thesis in accordance with the following procedures:

Applicants for dual enrollment must state in writing to the Chair of the M.A. Counseling Psychology program their intent to enter a doctoral program prior to submitting an application to the Admissions Office. The Admissions Office will require that the student complete the entire admissions application packet, and participate in all other normal application processes, including the interview, in order to begin doctoral studies.

The application request will be reviewed and action recommended by the Admissions Committee in consultation with the M.A. and Ph.D. programs. The Admissions Committee will determine whether the student will be admitted to the new program. A formal letter regarding admission status will be included in the student file.

Dual enrollment will be allowed for one quarter only to allow for completion of the thesis. The following steps are required by the applicant:

1. A draft copy of the thesis must be provided on or before September 1<sup>st</sup> in for consideration of the application.
2. A final thesis draft must be provided by October 1<sup>st</sup>
3. Final approval and verification of degree award must be received by the Admissions office on or before the end of the fall quarter.

If a student fails to complete the M.A. degree requirements by the end of the fall quarter, s/he may elect to remain in either the M.A. or the Ph.D. program and will need to formally withdraw from the other program. Students are not eligible to remain in both programs for a second quarter of concurrent enrollment.

## **The Quarter System**

Pacifica's academic year is divided into four quarters. For all programs except Humanities, the fall, winter, and spring quarters include three 3-day sessions totaling nine days of instruction per quarter. Examinations are usually included in the allotted time for the quarter. The summer session consists of seven consecutive days of instruction for students in the Counseling Psychology and Clinical Psychology programs and four consecutive days of instruction for students in the Mythological Studies program. Students in the Depth Psychology program pursue off-campus fieldwork or research during the summer quarter and have five (5) consecutive days of instruction.

MA Engaged Humanities is a hybrid program. Students attend five residential sessions at the Ladera Lane Campus during the two-year program. The rest of the quarter's time is spent engaged in online courses. The five residential sessions are scheduled as follows:

#### Fall Admits

- Five days to begin the fall quarter of Year One
- Nine days to complete the Winter quarter and begin the Spring quarter of Year One
- Nine days to complete the Summer quarter of Year One and start the Fall quarter of Year Two
- Nine days to complete the Winter quarter of Year Two and start the Spring quarter of Year Two
- Four days to complete the Summer quarter of Year Two

#### Spring Admits

- Five Days to begin the Spring quarter of Year One
- Nine days to complete the Summer quarter and begin the fall quarter of Year One
- Nine days to complete the Winter quarter of Year One and start the Spring quarter of Year Two
- Nine days to complete the Summer quarter and start the Fall quarter of Year Two
- Four days to complete the Winter quarter of Year Two

### **Academic Credit**

Pacifica awards academic credit on a quarter unit basis. Units described in this handbook and in Pacifica's catalog are quarter units. One-and-one-half quarter units equal one semester unit (three quarter units are equivalent to two semester hours).

### **Course Load**

All degree programs at Pacifica require full-time enrollment. Students are expected to enroll in all courses offered each quarter in his/her program and class year unless transfer credit for a particular course has been granted. Other exceptions are rare and require a petition that must be approved by the Education Council.

For financial aid purposes, a minimum of six (6) units will be considered full-time. Less than six (6) units is considered half-time with the exception of the summer quarter. During the summer quarter, full-time is four (4) or more units. Less than four (4) units is considered half-time during the summer quarter. Fewer than three (3) units is considered less than half-time.

### **Enrollment Policy**

Students are expected to complete and submit appropriate registration forms for academic enrollment prior to attending class. Several kinds of registration forms are in use at Pacifica, including those for coursework, thesis, dissertation, traineeship only, internship only, and Independent Studies. It is the student's responsibility to request the necessary registration forms from the Registrar's Office.

While taking courses, students are expected to register for all courses offered in the program and class year with the following exceptions:

- Students may be part-time for a particular quarter if they have received transfer credit for one or more of the courses being offered (please see Transfer Credit section).
- Students may be part-time if they have not successfully completed a course that is a prerequisite for another course and therefore are not allowed to continue with that sequence of courses.
- Students may be part-time if they are making up previously missed courses.
- Students in the M.A. Counseling Psychology Program are advised to contact the Program Administrator for part-time status requests.

Only in exceptional circumstances will a student be granted permission to enroll part-time for reasons other than those stated above. Requests are to be submitted in writing to the Education Council at least 30 days prior to the quarter in question.

If a student is not enrolled full-time, please be aware that it may affect eligibility for financial aid and for deferment of loans.

Students must complete online registration one month prior to the beginning of each quarter to ensure space availability.

A late registration fee will be assessed for any registration forms received less than two weeks before the start of the quarter. Coming to class does not automatically register a student for a course. Likewise, a student may not drop a course by not attending the class. **If a student does not attend a course and does not officially drop or withdraw from the course via written notification to the Registrar, s/he will receive a grade of F with no tuition refunded.** **Please note: If a student does not intend to enroll in any academic work (i.e., coursework, independent study, thesis, dissertation, traineeship/internship) then s/he is expected to complete and submit a Leave of Absence Form to the Registrar's Office.** If a student fails to submit a Leave of Absence Form in a timely manner, s/he is subject to administrative withdrawal from the program. Once a student has been withdrawn, s/he must apply for readmission to re-enter the program.

### **Attendance – On-Campus**

All students may not miss more than one-third of any given course. Students are expected to be on time and to attend all class meetings for each course. It is the student's responsibility to inform instructors of absences. Ideally, a student should inform his/her Program Administrator and the Housing Coordinator before the absence occurs. Instructors may deduct participation points for absences.

Religious holiday observance does not negatively affect attendance. However, advance written notice must be given to the Program Chair. With the exception of Humanities students, students are permitted a total of five (5) class day absences per academic year. Due to the limited time on campus, Humanities students may not miss more than a total of 36 hours per year of scheduled on-campus class sessions. This effectively means that Humanities students must attend a minimum of 8 hours out of a total possible 12 hours of on-campus instruction for each course.

Additional absences for any course during a quarter will necessitate re-taking the course. Only under profound circumstances will Education Council waive or alter this requirement. Excessive unexcused absences may be cause for academic probation or academic disqualification (see section on Academic Standing).

### **Attendance - Online Policy**

Students completing coursework online are required to participate actively in online course activities. Online course activities include, but are not limited to: reading lesson presentations; reading and responding to discussion topics posted by instructors and fellow students; completing lesson assignments, group projects, and term projects; maintaining contact with instructors and peers using course e-mail, chat rooms and/or the discussion board.

For courses taught entirely online, regular activity is considered to be a minimum of logging in three times a week and posting at least one discussion question response each week for each course offered during a particular quarter. Please refer to each individual instructor's guidelines.

Humanities students meet the required contact hours for each 2-unit course by attending the on-campus class session, which is approximately 12 hours for each course, and by completing the remaining necessary 10 contact hours for each course online. Students must login several times a week, for a total of one hour per week per course, to complete the discussion questions and assignments as assigned.

**Important: Although students are allowed to miss up to one-third online and in-session coursework, absences can severely compromise the learning experience and retention of information in a distance-learning environment. For this reason, Pacifica strongly discourages students from missing any on-campus class sessions or assigned online activities. Excessive absences may result in academic probation or disqualification (see section on Academic Standing).**

### **Dropping a Course**

A student may drop a course without the course appearing on her/his transcript if s/he submits a Request to Drop a Class form to the Registrar's Office:

- within one week after the first day of each quarter in the Humanities program
- prior to the start of the quarter for the track or within one week after the first class meeting, with the exception of summer session for all other programs
- prior to the 1<sup>st</sup> day of summer session, with the exception of the Humanities program

The tuition for the course will be refunded according to the refund schedule listed in this handbook in the section titled "Refundable Tuition Policy".

Students should submit the form directly to the Registrar's Office. The Registrar's Office will notify course instructors and the form will be filed in the student's permanent file.

Any course dropped after the first week of class is considered a withdrawal and the course will remain on the transcript and the withdrawal will be noted with a W grade. Tuition will be refunded according to the refund schedule listed in the catalog.

### **Withdrawing from a Quarter or Program**

Withdrawal is defined as completely withdrawing from all classes and/or the academic program. Students must notify the Office of the Registrar in writing of their intention to withdraw. Failure to attend classes or verbal notification to program administrators or instructors does not constitute withdrawal. Students who drop out of a course or program without official written notification will be issued a failing grade.

If the letter of withdrawal is received prior to the coursework due date for any classes in which the student is enrolled, a final grade of W will be placed on the transcript. If the withdrawal is received after the due date, the student will be graded based on attendance in the course and on the work submitted by the due date.

The effective date of the withdrawal is the date the Office of the Registrar receives official written notification of the student's intention to withdraw. Students may be eligible to receive a refund of tuition and fees based on the Refundable Tuition and Fee policy. Financial aid recipients refunds will be evaluated based on the Return of Federal Funds policy.

### **Dissertation Withdrawal Policy**

Students who find it necessary to withdraw from Pacifica during the dissertation phase of their program must submit a written request to the Registrar's Office. Any student so withdrawing will receive a grade of "W" for dissertation writing.

After withdrawing, students who wish to continue their education at Pacifica will need to apply for re-admission. If the student wishes to return to the same program and is readmitted, s/he will be required to complete any new curricular requirements, establish a new dissertation committee, and enroll in a new two-year dissertation clock. Students are advised to consult with the Admissions Office for details on the reapplication process and program requirements.

### **Evaluations**

Evaluation of students' work by instructors, supervisors, and peers is a large part of the educational process and occurs frequently throughout the program. During the quarter, instructors are encouraged to give direct verbal and written feedback regarding work.

In the normal course of evaluating written work, a faculty member who notices significant problems that limit a student's ability to write lecture essays or to complete a thesis or a dissertation may choose to submit a Writing Skills Evaluation Form to the Program Administrator. A copy of this form will be mailed to the student along with the paper; the student's Program Chair will retain the original. In such cases, students are strongly advised to seek help as soon as possible to strengthen their writing skills.

The library maintains a list of resources for writing assistance, including the Writing Assistance Practicum.



## **Writing Assistance Practicum**

If a student experiences difficulty in writing papers, s/he should seek assistance early in his/her academic work in order to prepare for thesis or dissertation work. Each program has a list of resources available to students who need help. These resources range from texts and articles on writing, to on-line services, to independent tutors, editors, and writing teachers working in the Santa Barbara area. It is up to the student to seek help.

In some cases, students may arrange for a Writing Assistance Practicum with a specific faculty member. A Writing Assistance Practicum may be appropriate when writing problems arise up in a particular class. There is a separate fee for a Writing Assistance Practicum, which covers up to six (6) hours of consultation time, including reading and commenting on the student's work. No academic credit is given for a Writing Assistance Practicum.

## **Faculty-Student Meetings**

Students are encouraged to meet with faculty regarding evaluation of her/his work and the grades received. Faculty and administrators hold both physical, and virtual office hours, if applicable, each quarter. Instructors will announce in the syllabus the day and time of office hours.

Each class meets once per quarter with a faculty liaison. Questions, concerns, and suggestions of the class will be communicated to the faculty liaison member, who takes such concerns to the administration and faculty council meetings. Student representatives, selected by the class, may also bring issues to the attention of the faculty liaison.

## **Student Self-Disclosure**

Assignments and class discussions, which offer the opportunity for self-disclosure, may generate anxiety. There is no requirement that you disclose your personal history and your grade will not be affected by your decision not to disclose. An alternative activity will be planned in lieu of your disclosure. It is, however, important to note that these disclosures may offer opportunities to expand how you understand human behavior and that anxiety is often a pre-requisite for personal transformation.

## **Submission and Return of Student Papers**

Pacifica requires students to submit all work to their instructors in a typewritten or printed format by the due date indicated on the course syllabi. Students are asked to submit their work either in person, by mail, or by other delivery service **unless** they are completing an online course.

For online courses, students must submit papers in electronic format by the due dates listed in the course syllabi. The due date will generally be the last day of the quarter for online course work. Submission methods generally include posting electronic copies of the paper to the Assignment Dropbox in the online course or e-mailing an electronic attachment of the paper to the instructor. Please refer to individual instructors' directions as outlined in the syllabi.

Every Pacifica student must at all times have an electronic copy of any paper available and must submit it upon request. All student papers are subject to plagiarism software scans.

Faculty will grade all papers and submit both grades and papers to the Program Administrator within three weeks of the course work due date.

**Important: Students should always verify with the instructor the preferred method for paper submission and adhere to the guidelines established by the course professor. It is highly recommended that students document all correspondence regarding submission of papers and retain both electronic and hard copy versions of the coursework.**

For on-campus courses, approximately eight weeks after the final class session each quarter, the Program Administrator will mail final papers to the students and the Registrar's Office will send an unofficial transcript. For online courses, faculty grade and return papers through the online course provider. It is the student's responsibility to check with the online course provider for final paper grades and comments no later than three weeks after the course due date.

## Grades

While most courses at Pacifica are evaluated with a letter grade, a limited number of courses are graded on a Pass - No Pass basis. Please be aware that a student **may not graduate with any grade of D, F, or NP on their transcript.**

A grade of A, B, C, or P is required to successfully complete a course.

Exception: **A grade of A or B is required to successfully complete CP 832 Legal, Ethical, and Professional Practice.**

Pacifica's grading system consists of the following grade notations with associated grade points.

<u>Grade</u>		<u>Grade Points</u>
A	Honor grade to distinguish exceptional work at the graduate level	4.0
B	Sufficient performance at the graduate level	3.0
C	Passing work at the graduate level	2.0
D	Unacceptable performance at the graduate level	1.0
F	Failing grade	0.0
P	Passing work; credit	
NP	Work not passing; no credit	
W	Withdrawal from coursework or program	
R	Repeated; course was or is currently being repeated	
I	Incomplete	
IEXT	Incomplete, due date has been extended	
IW	Incomplete requested, student withdrew from course	
I grade	Incomplete grades which have been completed are noted by an I followed by the final <i>grade</i> , with associated grade points (e.g., IA, IB, IP, etc.; IB represents Incomplete changed to B with 3.0 grade points)	
Grade t	Tutorial (t Indicates that a tutorial is in progress e.g. Ft)	
TR	Transfer credit awarded	
NG	No graded was received	
J	Work in progress; continuation of a course	

Beyond these general guidelines, individual instructors may outline specific grading criteria on their course syllabi.

### **Grade Point Average**

Grade point averages (GPA) are determined by dividing the total number of grade points earned by the total number of units attempted, excluding courses in which grades of W, P, NP, I, IEXT, IP, INP, IW, NG, TR, J, or R were received.

### **Quarterly Reporting of Grades**

Approximately eight weeks after the final class session each quarter, the Registrar's Office will mail a copy of an unofficial transcript to each student. The transcript includes all of the student's courses and grades as well as the quarterly and cumulative grade point averages. To ensure receipt of the unofficial transcript, please keep us apprised of any changes in address. The Registrar's Office does not release grades over the phone.

### **Grade Appeals**

To appeal a grade in a course, students should first discuss the matter with the course instructor. If dissatisfied with the outcome of this meeting, a student may initiate a formal grade appeal. A grade may be overturned by the Institute if it is determined to have been awarded capriciously, prejudicially, or unfairly. An "unfair" grade is one that is determined to be at least two letter grades different from what it justly should be. For example, if a paper was given a D but an independent judge determined that the paper merited a B, the grade is considered "unfair." A grade of B cannot be contested on the basis of unfairness. This guideline protects the right of instructors to apply a stricter or more liberal standard to their evaluation while protecting students from extreme misjudgments.

To initiate a formal grade dispute, write a letter to the Program Chair, attach a copy of the work contested, all comments written on that work by the instructor, and all correspondence relating to that work. The Program Chair will make a decision regarding the case or will form a committee to review the matter. Students may appeal the Chair's decision to the Chief Academic Officer whose decision is final.

### **Academic Standing**

Academic standing depends on several factors, including grades and attendance. The categories of scholastic standing are:

**Good Standing:** Graduate students are considered to be in good academic standing if s/he maintains a minimum 3.0 (B) cumulative grade point average.

**Satisfactory Progress:** Students achieve satisfactory progress by receiving passing grades in all courses attempted and by maintaining a minimum 3.0 (B) cumulative grade point average. Financial aid recipients must maintain a cumulative grade point average of 3.0 *and* successfully complete a minimum number of units each quarter. For complete details, refer to the Satisfactory Academic Progress policy in the Financial Aid section of this handbook. Students who do not maintain satisfactory progress will be referred to the Program Chair and will be placed on academic probation and/or be subject to academic disqualification.

**Academic Probation:** Students are placed on academic probation upon failure to achieve or maintain a cumulative grade point average of 3.0. Students may also be placed on academic probation for excessive unexcused absences or for failure to follow the Honesty or Conduct Policies of the Institute. After being notified of probationary status, it is recommended that a probationary student contact the Program Chair for advisement. Probationary status is removed when a student has raised her/his cumulative GPA to at least a 3.0 and/or when the honesty, conduct, or attendance issues have been addressed satisfactorily.

A student may be on academic probation for no more than two consecutive quarters of enrollment. If probationary status is not removed within two enrolled quarters, a student will be placed on academic disqualification status.

**Clinical Probation:** Students are placed on clinical probation when they do not make satisfactory progress in their clinical traineeship or internship work. This includes unsatisfactory reports from the clinical supervisor, substantiated charges of legal or ethical violations in regard to the practice of psychotherapy, or poor performance in the clinical practice courses. The Education Council will conduct an independent investigation before any student is placed on clinical probation.

Students on clinical probation may be required to undertake one or more of the following remedial steps: obtain additional clinical supervision, engage in further personal psychotherapy, enroll in an independent study program to attend to areas needing improvement, and/or suspend their internship activity. A probationary review of progress to remedy this situation will take place within six months. (Refer to the Traineeships and Internships section of this handbook.)

**Academic Disqualification:** Academic disqualification discontinues current enrollment and bars further registration in any course pending a review by the Education Council. There are five circumstances under which students would be liable for placement on academic disqualification status:

1. Students who fail to resolve their academic probation status within two consecutive quarters of enrollment will automatically be placed on academic disqualification.
2. Students who do not make satisfactory progress during the six-month remedial work period of their clinical probation may be placed on academic disqualification status. Students in this situation have the opportunity to make a written and oral presentation to show cause for remaining in the program
3. Students who engage in additional unethical or illegal behavior in regard to the practice of psychotherapy while on clinical probation will undergo an immediate review. If evidence of this behavior is substantiated by the Education Council, the student may have his/her probation extended or may be placed on academic disqualification status.
4. If a student does not pass either the written or oral exam in the Doctoral or Master's program after three attempts, he/she shall be placed on academic disqualification status.
5. Violation of the Honesty Policy or the Conduct Policy is cause for academic probation and/or disqualification.

When any of these situations occur, the Registrar will notify the student in writing of the status. Students who are academically disqualified will receive a pro rated refund of tuition and fees based on Pacifica's Refund Policy as described in this handbook. Financial aid recipients will be evaluated based on the Return of Federal Funds policy required by federal regulations as outlined in the Financial Aid section of this handbook.

### **Disqualification Appeal Procedure**

In the event a student is academically disqualified, s/he may submit a petition to the Education Council. Petitions to the Education Council must be submitted to the Registrar within one week of receipt of disqualification notice. The Council will review and consider all materials that are submitted and will respond to the student in writing. A copy of the Council's action, along with the student's petition, will be placed in his/her permanent file.

If Education Council denies the appeal for reinstatement, please keep in mind that the student does have the option to apply for readmission unless the disqualification was based on the Honesty Policy. Students who are disqualified for violations of the Conduct and Impairment Policy or the Honesty Policy are eligible to appeal the disqualification by petitioning the Chief Academic Officer who may appoint a review committee and whose decision is final.

**Suspension:** Students who are suspended due to violations of the Honesty Policy or the Conduct and Impairment Policy may not attend classes. Within three weeks of the date of the suspension, there will be a review by the Program Chair and the Office of Academic Affairs to determine whether the student will be taken off of suspension and allowed to return to classes, continued on suspension for a determined period of time, placed on academic probation, or academically disqualified. The student will be notified of the date of this review and will have the option of providing written response to the reviewing committee. Suspension of classes includes those conducted online, in this case, the suspended student will be denied access to the Learning Management System.

### **Incomplete Policy**

A temporary grade of incomplete indicates that the student has been unable to complete course work due to serious extenuating circumstances. To prevent falling behind in coursework, students are strongly discouraged from taking incomplete grades.

Students may not take more than four incomplete grades per academic year. If a student exceeds the limit of four incompletes per academic year, a grade of "F" or "NP" will be recorded on the transcript for each additional Incomplete request.

It is the student's responsibility to contact the instructor regarding the work required to complete the course. To request an incomplete, a Request for Incomplete form must be submitted to the instructor on or before the course work's due date. With the exception of Humanities students, the completed work must be submitted to the instructor prior to the first day of the third session of the following quarter for Fall, Winter and Spring quarters. Spring quarter incomplete work is due prior to the first day of the first session of the Fall quarter. Students in the Humanities program must submit the finished coursework and a Grade Change Form to the instructor no later than two weeks prior to the end of the following quarter.

All students are responsible for ensuring that their paperwork has been completed. If the student fails to submit final work within the required time period, a failing grade will be recorded on the transcript. To remove the failing grade from the transcript, the student may repeat the course or complete a tutorial. If a student's cumulative GPA falls below 3.0, probationary status is automatic. If the probationary status is not removed within two enrolled quarters, the student will be placed on academic disqualification status.

The instructor will evaluate the work, complete a Grade Change Form and submit both to the Registrar within three weeks following the Incomplete due date. The Registrar will record the grade change and return the final paper plus a revised copy of the transcript to the student.

Counseling students may not request an incomplete in Process of Psychotherapy I, II, III courses or in Clinical Practice I, II, III courses. Mythological Studies students may not request an incomplete for the Dissertation Formulation class.

Incomplete and failing grades may impact the eligibility of financial aid recipients. Please consult the Satisfactory Academic Progress section for complete details.

### **Repeating a Course to Achieve a Passing Grade**

A student may elect to repeat a course in which a D, F, or NP grade was received. Both original and repeat enrollments will be noted on a student's permanent academic record. However, unit credit and grade points are earned only once, and the units and grade points earned for the higher passing grade will be used in computing the grade point average.

Repetition of a course must meet with the approval of the Program Chair. Given the sequential structuring of and periodic revisions to the curriculum, course repetition may be difficult. If scheduling or revisions prevent repetition of a course, a student may work in an Independent Study context with the course instructor. An Independent Study fee will be assessed for this instruction.

### **Academic Tutorial/Extended Tutorial**

**If no more than one year has elapsed since a student originally took the course, a student may take an Academic Tutorial. After the one year deadline has elapsed but within two years of the original course date, a student may take an Extended Tutorial.**

Four kinds of academic tutorials are offered at Pacifica:

1. If a student wishes to remedy a grade of C or lower in a course taken within the past two years for which attendance requirements were met, that student may elect to take an academic, or extended, tutorial with the instructor of that course. Approval must be received from the Chair for an alternate instructor. In some cases, more than one academic tutorial may be required to raise a grade of D or F to a satisfactory grade of B or C. Grades may be raised to no higher than a B through the academic tutorial process.
2. If a student is in good standing and must miss more than the allowable absences due to extenuating circumstances, the student will fail that course but may, within one year, petition the Education Council for an academic, or extended, tutorial.

3. If a student does not successfully complete the written or oral exams, an academic tutorial may be undertaken to gain mastery of deficient areas in preparation for re-examination.
4. If a student does not have an approved concept paper at the end of doctoral coursework, that student must take an academic tutorial with a member of the research faculty until the concept paper is approved. (Note: Students enrolled in the Mythological Studies program may not request incompletes in MS 733 Dissertation Formulation.)

**The procedure for engaging in an academic tutorial or extended tutorial is as follows:**

1. Submit an Academic Tutorial Request and Contract form or Extended Tutorial Request and Contract form to the prospective faculty member. A contract will be formulated outlining the objectives and methods for completing the study.
2. The faculty will submit the signed contract to the Registrar's Office who will mail a copy to the student.
3. The Business Office will charge the student's account for the tutorial fee.
4. The student will send the completed tutorial work and a Grade Change Form to the instructor, who will submit the Grade Change Form along with work to the Registrar. The Registrar's Office will notify the student in writing of the final grade.

The student may take a maximum of four academic and/or extended tutorials over any successive two-quarter period. Requests for additional academic or extended tutorials beyond this number must be made by written petition to the Education Council.

**Academic tutorials begin on the first day of the month and end on the last day of the month in which they are taken.** There is a separate fee for an academic tutorial; it is assessed on a per calendar month, per course basis. A new academic tutorial contract must be completed for each calendar month that a student works with a faculty member and the student will be billed the tutorial fee for each calendar month.

**Extended tutorials cover a period of three calendar months,** since additional reading and research is required. There is a separate fee for an extended tutorial; it is assessed on a three calendar month, per course basis.

Taking an academic or extended tutorial does not place a student on enrollment status. Academic tutorials or extended tutorials may be taken while a student is on leave from the school. A student may use the Academic Tutorial or Extended Tutorial Request and Contract forms in this handbook or online when applying for an academic or extended tutorial.

If a student has not met the deadline for the completion of the thesis, an academic tutorial may not be taken. A student must re-enroll in Directed Research I or II. Students may use the Thesis Registration Form in the back of this handbook or online in order to re-enroll for Directed Research.

## **Traineeship Tutorial – Counseling Psychology**

If a student doesn't complete the direct service requirements in any quarter for traineeship in the M.A. Counseling Psychology program, s/he may request a Counseling Psychology Traineeship Tutorial, which will allow one additional month for the completion of direct service hours for that quarter. If at the end of one month s/he has not completed the direct service requirement, the student must consult with the Clinical Coordinator to develop a plan for remediation.

There is a separate fee for a Traineeship Tutorial.

For more information, please refer to the M.A. Counseling Psychology Traineeship Guidelines.

## **Independent Study**

Special scheduling conditions or life circumstances may cause a student to withdraw from a class. In general, Independent Study arrangements are discouraged. However, when a student cannot wait to take the course at the time it is offered again because of course sequencing, or if the course will no longer be offered, that student may contact the Program Chair and request to complete the course with the course instructor through an Independent Study arrangement. If the Chair approves the request and the instructor agrees to work with the student, the student should complete an Independent Study Contract form and obtain the signature of the instructor.

The student should work with the instructor over a period of three months to complete the course requirements; the three-month period of study should coincide with an academic quarter. The student is expected to submit final work to the instructor along with an Independent Study Grade Form on or before the due date for the Independent Study. When enrolled in an Independent Study, a student will be billed a per unit tuition charge for the course(s). A student is considered to be enrolled while taking a course as an Independent Study and s/he may accrue traineeship or internship hours. Independent Studies may not be undertaken following degree completion.

## **Traineeships and Internships**

### **Supervised Fieldwork – M.A. Counseling Traineeships**

Master's students in Counseling Psychology must complete 300 hours of supervised traineeship in order to satisfy the program's traineeship requirement. During the second year of the program, students must complete a minimum of 150 hours of direct client contact at their traineeship site. Students must complete a minimum of 30 hours of direct client contact at their trainee site during the Clinical Practice I class and a minimum of 50 hours of direct client contact during the Clinical Practice II and III classes. The additional 20 hours remaining from the first quarter of the second year must be completed during the second and third quarters of the second year.

In order to receive a passing grade for the Clinical Practice courses in the Counseling Psychology program, all course requirements must be met including the required number of direct client contact hours, and each student must successfully complete the oral comprehensive exam. If this requirement is not met, the student will fail the course and a grade of F will be posted to his/her transcript. A student may not attend the next sequential Clinical Practice course unless the student registers, immediately after the course deadline, for a Traineeship



Tutorial in which a student will receive a one-month extension to meet the direct client contact requirement. If at the end of one month a student has completed the direct service requirement, s/he must submit documentation of hours along with a Grade Change Form to the Clinical Coordinator within one week prior to the tutorial deadline. If s/he has not met the direct client contact requirement, s/he must consult with the Clinical Coordinator to develop a remediation plan.

### **Supervised Fieldwork – Ph.D. Clinical Practicum & Internship**

Doctoral students in Clinical Psychology are required to complete 2500 hours of supervised internship during their program. While practicum hours may be accrued as soon as a student begins the clinical program, internship hours may only be accrued beginning with the first quarter of the second year of coursework after the student has completed prerequisite coursework and a clinical competence assessment.

### **Supervised Fieldwork – Ph.D. Clinical and M.A. Counseling**

All internships and traineeships must include direct client contact. Pacifica's Clinical Coordinator must approve both the site and the clinical supervisors who oversee the traineeship or internship work. Pacifica faculty – core, adjunct, or contributing – are not permitted to supervise any student at his/her traineeship or internship site. If charged with legal or ethical violations in performing psychotherapy or if a student fails to make satisfactory progress in the traineeship or internship, that student will be subject to clinical probation or academic disqualification.

Students are placed on clinical probation when they do not make satisfactory progress in their clinical traineeship or internship work. This includes unsatisfactory reports from the clinical supervisor, substantiated charges of legal or ethical violations in regard to the practice of psychotherapy, or poor performance in the clinical practice courses. The Education Council will conduct an independent investigation before any student is placed on clinical probation. (Refer to the Clinical Probation policy in the Academic Standing section of this handbook.)

If a student is placed on clinical probation, s/he may be required to undertake one or more of the following remedial steps: obtain additional clinical supervision, engage in further personal psychotherapy, enroll in an independent study program to attend to areas needing improvement, suspend their internship activity. A review of a student's progress to remedy this situation will take place within six months of the student being placed on probation.

If a student practices any form of psychotherapy or healing activity outside of an approved traineeship or internship site, s/he may not identify the work as affiliated with his/her education at Pacifica. A complete packet of traineeship or internship information will be provided to each student.

### **Traineeship Only and Internship Only Enrollment**

Counseling Psychology students who have satisfactorily completed all coursework, passed the oral exam, and completed their thesis may enroll for traineeship only status. Clinical Psychology students who have completed all coursework and passed written exams may enroll for internship only status. This status enables students to accrue traineeship or internship hours during those periods when they are not enrolled in coursework, Independent Studies, thesis, or dissertation.

Students who elect to enroll on a traineeship only or internship only basis, must receive approval from either the M.A. Clinical Coordinator or the Ph.D. Director of Clinical Training. Submit the Internship Only/Traineeship Only Enrollment Form, signed by the appropriate Clinical Coordinator, to the Registrar. There is a separate quarterly fee for this enrollment. An enrollment form must be submitted for each quarter a student wishes to be enrolled; the student's account will be billed. Following degree completion, enrollment is not permitted in either traineeship only or internship only.

Students in this status are not considered enrolled at Pacifica for financial aid purposes. Financial aid recipients are not eligible for financial aid or loan deferment during this period of time.

### **Personal Therapy**

If enrolled in either the Counseling Psychology or Clinical Psychology program, students are required to fulfill a personal therapy requirement **while enrolled at Pacifica**. Students are expected to choose their own therapist(s); **therapists must be licensed mental health clinicians or certified analysts**. Students may satisfy the personal therapy requirement via individual, group, couple, and/or family therapy, but **are prohibited from having a personal therapy relationship with any Pacifica faculty – core, adjunct, or contributing – until they have graduated or withdrawn from the Institute**. Completed hours are to be recorded on the Personal Therapy Documentation form and signed by the therapist. Pacifica faculty strongly recommend the completion of a minimum of 25 hours of personal therapy for each year of enrollment.

Counseling students must complete 50 hours of personal therapy. Clinical students must complete 60 hours of personal therapy.

### **Depth Transformative Practice**

In the Depth Psychology program, students are required to participate in 60 hours (6 units) of depth transformative practice. Examples of such practice include, but are not limited to, individual depth psychotherapy, group dialogue work, facilitated vision questing, rites of passage, meditation, artistic engagement, or other psycho-spiritual practice. The transformative practice must be approved in advance by the Transformative Practice Coordinator. Completed hours are to be recorded on the Depth Transformative Practices Documentation of Hours form, which should be signed by the appropriately trained guide, teacher, or therapist, then submitted to the Program Administrator.

### **Practice Requirement of Depth Psychology with Emphasis in Depth Psychotherapy**

Students in the Depth Psychology Program with Emphasis in Psychotherapy must engage in the practice of psychotherapy in order to meet the basic requirements for practicum coursework. However, Pacifica does not monitor this work nor does Pacifica provide clinical supervision of these hours for licensure.

## **Referrals**

From time to time, we receive inquiries about therapists in specific areas who are Pacifica alumni. Pacifica is unable to make such referrals and recommends consulting a local directory for a mental health professional in the desired community.

## **Oral Comprehensive Examination – Counseling Psychology**

Master's students enrolled in Clinical Practice III must successfully pass the oral examination. Each student must be in good standing in order to take the exam and must have completed the required minimum hours of direct client contact at her/his trainee site and achieved a grade of C or better in Clinical Practice I and II.

If a student does not pass the oral exam, that student must consult with the Clinical Coordinator, who will advise whether a tutorial or a more extended independent study would best address the area(s) of weakness evidenced in the exam. It is suggested that an academic tutorial or independent study be completed prior to rescheduling the exam. A re-examination fee will be charged to the student's account. If a student does pass the oral exam within three attempts, s/he will be academically disqualified.

## **Written Comprehensive Examination – Clinical Psychology**

Upon successful completion of ten quarters of Ph.D. coursework in the Clinical Psychology program, a student is eligible to take the written comprehensive exam if that student is in good standing. This evaluation of the student's cognitive understanding of the coursework serves as partial fulfillment of the degree requirements.

Each student must achieve a passing grade for each question from at least two of three evaluators. S/he must retake any failed portion of the exam. A student may take an academic tutorial in preparation for re-examination. A per question re-examination fee will be charged to each student's account. If the student does not pass the written exam within two attempts, s/he will be placed on academic disqualification status.

## **Written Comprehensive Examination - Depth Psychology**

In the Depth Psychology Program, after successful completion of at least five quarters of coursework, students take their written exam at the end of the second year. This exam is an evaluation of the student's understanding of the program's core competencies.

Each student must achieve a passing grade for each question from at least two of three evaluators. Any failed portions of the exam must be retaken. A student may take an academic tutorial in preparation for re-examination. A per question re-examination fee will be charged to the student's account. Students who do not pass the written exam within two attempts will be unable to progress to the doctoral phase of the program.

## **Ph.D. Oral Examination – Depth Psychology**

Depth Psychology doctoral students are eligible to take the oral examination in the spring of their third year, after having taken their written comprehensive exam. The oral exam occurs in the context of the course DP 992 Enacting the Oral Tradition. This is the final evaluation of

students' ability to integrate academic coursework and serves as partial fulfillment of the degree requirements.

If a student fails the exam, s/he may take a tutorial in preparation for re-examination. A re-examination fee will be charged to each student's account. If the student does not pass the oral exam within two attempts, s/he will be placed on academic disqualification status.

### **Written Comprehensive Examination – Depth Psychology with Emphasis in Psychotherapy**

Depth Psychotherapy students who have successfully completed at least five quarters of Ph.D. coursework, and who are in good standing will be eligible to complete the written comprehensive examination. The written exam will consist of a take home assignment given at the beginning, and due at the end of Spring Quarter. This is an evaluation of the student's understanding of the coursework to date, as well as an opportunity to set learning goals for the balance of the program. It serves as partial fulfillment of the degree requirements.

The examination will be read by two faculty and must be approved by both in order for the student to pass. Students who do not pass the written examination may retake it one time only but will be required to take an academic tutorial prior to retaking the exam. A re-examination fee will be charged to each student's account. If the student does not pass the written examination within two attempts, s/he will be placed on academic disqualification status.

### **Oral Comprehensive Examination – Ph.D. Depth Psychology with Emphasis in Psychotherapy**

Depth Psychotherapy Program students who have passed the written comprehensive examination are eligible to take the oral comprehensive examination in the summer of their third year. The oral exam occurs in the context of DPP 994 Oral Comprehensive Presentation which also focuses on the development of teaching and oral presentation skills. The exam is the final evaluation of the students' ability to integrate academic coursework and practical experience and serves as partial fulfillment of the degree requirements.

### **Written Comprehensive Examination – Mythological Studies**

Upon the successful completion of at least five quarters of coursework, students are eligible to take the written comprehensive exam provided that they are in good academic standing. If a student has completed less coursework but wishes to take the exam, s/he may submit a written request to the Program Chair. Successful completion of this written exam is a requirement for the M.A. degree. Each student must obtain a passing grade for each of the three parts of the written exam.

Each student must retake any failed portion of the exam. Students may take a tutorial in preparation for re-examination. A per question re-examination fee will be charged to each student's account. If the student does not pass the written exam within two attempts, s/he will be placed on academic disqualification status.

### **Oral Consultation – Mythological Studies**

An oral consultation takes place in the Dissertation Formulation course during the third year of the program. The purpose of this assessment is to raise critical questions pertaining to a proposed dissertation project. Each student must successfully incorporate the critique of this consultation into his/her dissertation concept paper in order to be advanced to candidacy.

If a student does not receive a Pass grade for the concept paper by the course work deadline, s/he will be required to take a tutorial prior to re-submitting it. Each student will also be required to meet (or talk in a conference call) with the Research Coordinator. There is a separate fee for a tutorial. Each student may take a maximum of two tutorials or one extended tutorial to achieve an acceptable paper. If a student is unable to achieve an acceptable concept paper via the tutorial process within one year of receiving a No Pass grade for the MS 733 Dissertation Formulation course, s/he will be placed on academic disqualification status.

### **Portfolio Requirement – Engaged Humanities**

In lieu of a Master's thesis, students in the Humanities program are required to complete a portfolio as a capstone project. Portfolios accepted by the Portfolio Committee serve as partial fulfillment of the degree requirements. A complete handbook with guidelines is provided to each student.

### **The Thesis**

Students in Counseling Psychology complete a Master's thesis within the Directed Research I and II courses. A complete handbook with a set of guidelines is provided to each student. Master's students follow the guidelines of the Thesis Handbook that is current at the time their work is being submitted. Students are required to enroll in Directed Research II in order to complete the thesis; s/he must submit to the Registrar's Office a Thesis Registration Form, which covers three quarters of enrollment.

If a student does not complete a thesis within the first three quarters of enrollment, s/he must re-enroll on a quarterly basis by submitting an extended Thesis Registration Form to the Registrar prior to the beginning of each quarter. There is a separate fee for additional thesis quarters. Thesis quarters begin on October 1, January 1, April 1, and July 1. Financial aid is available during the first quarter of the three quarter thesis enrollment period; contact the Financial Aid Office for details.

### **Advancement to Candidacy**

A student will earn the designation of "doctoral candidate" after s/he has successfully completed all coursework, passed written and oral comprehensive exams, and his/her dissertation concept paper has been accepted by the Institute. However, once candidacy is achieved, a student may not indicate in public announcements or advertising that s/he holds a doctorate. Additionally, the use of Ph.D.-c is not permissible as a designation.

### **The Dissertation**

A complete handbook with a set of guidelines and forms for the dissertation process is provided to each student.

In order to work with the dissertation committee, the student must officially enroll in the two consecutive academic year period of dissertation writing. This is often referred to as the two-year dissertation “clock.” To begin the dissertation clock, the student must a) have an approved concept paper, b) submit a Dissertation Registration Form to the Dissertation Office by the registration deadline, and c) be in good financial standing with the Business Office. There are four enrollment dates for the dissertation – October 1, January 1, April 1, and July 1. Registration forms must be received no later than the 1st day of the month of the student’s intended enrollment.

If a student needs to enroll beyond the two-year clock, that student is required to register for additional one-year periods until s/he has completed the dissertation; s/he will be billed only for those quarters that are required for acceptance of a final draft. To register for an additional year, each student must submit a Dissertation Registration Form to the Dissertation Office in accordance with the registration deadlines stated above. Dissertation registrations may not extend beyond the program time limit.

Each student is required to make satisfactory payment arrangements with the Business Office regarding the dissertation fee. The dissertation fee schedule is included at the back of this handbook; contact the Business Office for more information. Financial aid is available for the two-year dissertation period for those who qualify; contact the Financial Aid Office for complete details.

Following completion of coursework, a student may take a leave of absence for a maximum of one year prior to beginning the clock. Any break in enrollment, including leave of absence, following the two-year clock, however, will result in committee dissolution; continued enrollment is required for a student to maintain her/his committee. Financial aid recipients should consult with the Financial Aid Office to discuss the impact that a break in enrollment will have on current and future student loans.

If a student plans to return following a break in enrollment, s/he must do so within the permissible **one year maximum leave of absence and the eight year program** time limit and must submit a Dissertation Registration Form to the Registrar in accordance with the registration deadlines stated above. Upon return, s/he will need to reconstitute a committee. Be aware that **former committee members are under no obligation to rejoin the committee** and that **new committee members have the right to disapprove work that may have been approved by former committee members.**

At the completion of either the two-year or one-year clocks, students may be eligible for a one quarter, no-fee extension. The extensions may be applied **once** to either enrollment period and are granted for short illness or unforeseen circumstance, committee member sabbatical, or being within one quarter of final draft approval by all committee members. See form in Dissertation Handbook. Further extensions of dissertation enrollment without additional fee can only take place by petitioning the Education Council and are only granted under exceptional circumstances, such as serious and prolonged medical illness.

Students will be assessed an additional dissertation processing fee that includes the costs of proofreading, duplicating, microfilming, copyrighting, and binding the dissertation. This fee

varies per student and is determined after the final proofread and edited manuscript has been submitted.

If a student intends to complete the dissertation process in time to participate in the commencement ceremony over the Memorial Day weekend, s/he must successfully defend his/her dissertation and complete all other degree requirements at least six weeks prior to the date set for the ceremony. Please keep in mind that the months of April and May are particularly busy so students may wish to plan their completion efforts to avoid those months. A suggested timeline:

12 weeks prior to graduation – Final draft accepted by all committee members and submission of final draft to proofreader.

9 weeks prior to graduation – Student receives proofread copy and dissertation order forms and begins editing the manuscript.

8 weeks prior to graduation – Student submits and Pacifica accepts the final edited version ready for copying and binding. Defense is scheduled.

6 weeks prior to graduation – Student successfully defends the dissertation.

### **Research and Ethics**

Any research that includes human subjects needs to follow the guidelines for such work in the corresponding department research and thesis or dissertation handbook. This includes informing subjects of their rights and securing informed consent forms from each subject. For instance, if a student is interviewing individuals for a term paper, s/he must inform them of their right to anonymity and of their right to discontinue the interview at any point. S/he should also sign an informed consent form. The format for these forms can be found in the research handbooks for each department.

### **Program Time Limits for Completion of Degree Requirements**

Students enrolled in the Master's program in **Counseling Psychology** and **Humanities** must complete all degree requirements (coursework, traineeship, personal therapy, oral exam, thesis or portfolio, and on-campus sessions) within a five-year period from the initial date of beginning the program.

Students enrolled in the **Clinical Psychology**, **Depth Psychology**, **Depth Psychotherapy** programs must complete all degree requirements (coursework, internship, personal therapy or depth transformative practice, exams, and dissertation) within an eight-year period from the initial date of beginning the program.

Students enrolled in the **Mythological Studies** program must complete all degree requirements (coursework, written exam, oral consultation, and dissertation) within an eight-year period from the initial date of beginning the program.

Time limits for program completion include periods of non-enrollment.

If a student wishes to attend beyond the normative time frame stated above, s/he must petition Education Council in advance for an extension of the program time limit; if the program time limit expires, the student will be administratively withdrawn from the program and will have to apply for re-admittance. If approved for readmission, a student must satisfy all degree requirements in effect at the time of return, including but not limited to total units, courses, personal therapy or depth transformative hours, written and oral exams, traineeship or internship hours, and portfolio, thesis, or dissertation.

### **Posting of Degrees**

A student's degree will be posted to reflect the date that s/he successfully completed the final degree requirement. This date will appear on her/his transcript as the official date the degree was conferred.

Once the degree is conferred and posted to the transcript, the Registrar will send a letter of congratulations to the student. Allow a minimum of two weeks processing time once degree requirements are completed. If a student does not receive confirmation of his/her degree within three weeks, please contact the Registrar.

Diplomas are printed once annually in May and are distributed at commencement ceremonies over the Memorial Day weekend. If a student is unable to attend commencement, the Registrar's Office will mail the diploma by mid-June. Please keep in mind that each student must resolve all financial obligations with the Business Office (including but not limited to tuition, residential/non-residential fees, thesis or dissertation fees, library fees and fines, parking fines, and miscellaneous charges) before the diploma or official transcript will be released and doctoral students must submit a FINAL corrected dissertation manuscript and the accompanying forms for microfilming and copyright before official transcripts can be released by the Registrar's Office.

### **Commencement Ceremonies**

If students wish to participate in commencement ceremonies, they must successfully complete all degree requirements at least six weeks prior to the date set for the ceremony. Participation, though voluntarily, must be planned. All students intending to participate in the exercises must notify the Registrar's Office by March 20 so that all regalia can be ordered. No students will be allowed to participate in the commencement exercises unless these procedures are followed.

In order to receive a diploma or official transcript, all outstanding prior balances (including but not limited to tuition, residential/non-residential fees, thesis or dissertation fees, library fees and fines, parking fines, and miscellaneous charges) must be paid in full to the Business Office by April 15.

### **Leave of Absence Policy and Procedure**

A student who finds it necessary to interrupt studies at Pacifica may submit a written request for a leave of absence upon completion of one quarter of study. Continuous registration as a graduate student is required unless a formal leave of absence form is submitted to and processed by the Registrar. A leave of absence may be for a minimum of one quarter or a maximum of one year during coursework study. Students may also take a leave of absence for up to one year before beginning the thesis or dissertation phase of the program. Students are



encouraged to discuss plans with the Program Chair, Program Administrator or Student Affairs representative before taking the leave of absence.

Reasons for requiring a leave typically include bereavement, illness, care giving, maternity, paternity, and call to active military duty. Withdrawing from all courses during a quarter does not in itself constitute a leave of absence. Students requesting a leave of absence must submit a completed Leave of Absence Form with the Chair's signature to the Registrar. All requests must be submitted in advance of the anticipated leave.

The Registrar will send written verification of a leave of absence request to the student. For students who take a leave of absence prior to the start of the quarter, enrollment ends on the last day of the preceding quarter. A separate fee will be assessed for the leave of absence.

Students who do not attend class without filing for a leave of absence will be considered withdrawn from the institution. Students who have been withdrawn must apply for readmission through the Admissions Office in order to re-enter their program and will be subject to the degree requirements and handbook policies, including tuition and fees, in effect at the time of their readmission.

In the event a student is granted a leave of absence or is withdrawn after a quarter has begun, a pro-rata refund of tuition will be applied. Financial aid recipients funding will be evaluated based on the federal refund policy as outlined in the Return of Title IV Funds policy. All financial aid recipients are required to complete an Exit Interview as required by federal regulations. Lenders will be notified of the last date of attendance and the repayment terms and conditions of the loan will begin. The last date of attendance will be the date the Registrar receives the signed Leave of Absence Form.

Following an approved leave of absence, students must submit a Request for Re-Enrollment to the Registrar at least six (6) weeks prior to the intended quarter of re-enrollment. Returning students may not necessarily be re-assigned to their original track or campus location. A leave of absence may not be taken during either the two year or one year dissertation periods of enrollment. In the rare event that a student is granted a leave of absence following the start of the two or one year clocks, the dissertation committee will be dissolved. In the Counseling Psychology Program, a leave of absence may not be taken during the three quarter enrollment in CP 651 (Directed Research II) or a quarterly enrollment in CP 653 (Extension in Directed Research II).

While on a leave of absence, the following factors may apply:

- The sequential nature of the curriculum will be disrupted which may cause challenges in the re-entry phase.
- Financial aid recipients may be required to begin repayment of student loans during the leave (depending on the length of the leave).
- The Visa status of international students may be affected.
- Students may engage in approved tutorial work with an instructor.
- Students in the M.A. program may not engage in thesis work with their advisor or coordinator.
- Students may accrue personal therapy hours.

- Students may not accrue internship or traineeship hours.
- Taking a leave of absence does not extend the program time limits of eight years for students in the Ph.D. programs and five years for students in the M.A. programs.

## **Re-enrollment and Re-admittance**

**Re-enrollment/Re-entry applies when a student returns from a leave within the maximum time period allowed.**

Following an approved leave of absence, students must submit a Request for Re-Enrollment to the Registrar at least six (6) weeks prior to the intended quarter of re-enrollment. Returning students may not necessarily be re-assigned to their original track or campus location. A leave of absence may not be taken during either the two year or one year dissertation periods of enrollment. In the rare event that a student is granted a leave of absence following the start of the two or one year clocks, the dissertation committee will be dissolved.

To re-enter the program following a leave of absence, a student must be in good financial standing. The Registrar will inform a student of his/her status and eligibility for re-entry.

**Re-Admittance applies if the leave of absence exceeds the maximum permissible time period; if there is a break in enrollment and a failure to submit a Leave of Absence Form; if the program time limit has expired; or if the student has withdrawn from the program.**

If the conditions of re-admittance apply, the student will be administratively withdrawn from the program and will need to apply for re-admission through the Institute's Admissions Office. Students must adhere to all catalog, handbook, and degree requirements in effect at the time of readmission; in other words, they will be held to new curricular and total unit requirements, new fee structures, and new institutional policies. Students who are considering reapplying to the program after an extended leave of absence should note that only coursework completed within the past eight years will be considered toward completion of degree requirements. This policy also applies to internship, traineeship and personal therapy requirements. The Registrar's Office, Business Office, Financial Aid Office, and Program Chair will review each student's status and transcript in order to determine the appropriate academic schedule and requirements.

## **Transcripts**

The Registrar's Office is responsible for maintaining an official record of each student's academic program of studies at Pacifica. Among other things, the transcript reflects the degree program, a chronological record of courses and grades, and degree(s) earned within that program at Pacifica.

Students may request an official or unofficial copy of a transcript at any time, but such request will not be processed if the Business Office, or Dissertation Office, has placed a hold on her/his account. Transcripts will be provided at no cost to students who are currently enrolled; a processing fee of \$4.00 per transcript applies if a requester is no longer enrolled at Pacifica.

**To order a transcript, submit a signed written request to the Registrar's Office along with applicable payment. Faxed requests will be accepted if they are signed. Transcripts will not be released without a valid signature. All transcript requests must be in writing;**

**telephone and email requests do not qualify.** The Registrar's office maintains all files in compliance with applicable law.

### **Education Council**

The Education Council is composed of five voting and several non-voting members. It meets twice monthly on Thursdays to consider policy issues and to review petitions that students submit for exceptions to school policy. To request an exception, the following steps should be taken.

1. Put in writing the nature of the request and the reasons an exception to policy is in order. The petition should be clear, specific, and concise.
2. If the petition is based on medical reasons, please provide appropriate documentation of the medical situation or condition.
3. Petitions that do not involve dissertations should be directed to the Registrar; send a copy to the Chair of the program as well.
4. Petitions that involve dissertations should be sent to the Dissertation Office.
5. For petitions to be considered in a timely fashion, they must be received no later than 4:00 pm on Tuesday of the week Education Council meets. Petitions that involve dissertations, however, must be received at least one week prior to the scheduled meeting.
6. If appealing an academic disqualification, the student has one week from the date s/he receives the notice of disqualification to submit a written appeal to the Education Council.

If Education Council approves a petition that involves financial exceptions, it must also be reviewed and approved by the Executive Management Committee as well.

Depending on the nature of the petition, either the Registrar's Office or the Dissertation Office will notify the student as to the decision made on the petition.

### **Pacifica Graduate Institute's Policy for Accommodating Students and Applicants with Disabilities**

It is the policy of Pacifica Graduate Institute to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs, or activities of Pacifica Graduate Institute.

In carrying out this policy, we recognize that disabilities include mobility, sensory, health, psychological, and learning disabilities. Pacifica will make efforts to provide reasonable accommodations to qualified individuals with disabilities, to the extent that such accommodations are readily achievable. Though Pacifica takes the needs of students with disabilities seriously, it is not able to guarantee that all services requested can or will be provided. Specifically, accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program or activity may not be entertained.

**Disability Defined**

A disability is a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

**Major Life Activities**

The phrase major life activities refers to normal functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Physical Impairment**

A physical impairment includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory and speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

**Mental Impairment**

A mental impairment includes any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**Learning Disabilities**

A learning disability is a generic term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders occur in persons of average to very superior intelligence and are presumed to be due to central nervous system dysfunction.

**Admission of Students with Disabilities**

Pacifica will make admission decisions using criteria which do not consider an individual's disability. Thus, Pacifica will not impose or apply admission or eligibility criteria that screen out or tend to screen out individuals on the basis of their disability, unless such criteria is necessary to keep the program, service or activity being offered from being overburdened or fundamentally altered.

Students with disabilities desiring to enroll in any program, service or activity of Pacifica must be able to meet the minimal standards of Pacifica and the particular program, service or activity to which admission is sought.

**Students Requesting Accommodations**

Students with disabilities who require accommodations must make those needs known to the Academic Affairs Associate as soon as possible. It is the student's responsibility to make his/her needs known in a timely manner and to provide the appropriate documentation (see Disability Verification section and Guidelines for Documentation sections). The student should not assume that this information is known by Pacifica because it was included in the student's application for admission or communicated to anyone other than the Academic Affairs Associate.

Pacifica will make reasonable accommodations to students with documented disabilities. These accommodations may include course load modifications, exam accommodations, readers, sign language interpreters, note takers, and additional time to complete assignments. No

accommodation will be provided if it fundamentally alters the nature of the service, program or activity or if it would be unduly burdensome whether financially, administratively, or otherwise.

Students seeking accommodations should contact the Academic Affairs Associate for an accommodations request packet. Once the request form and appropriate documentation is received, the Academic Affairs Associate will contact the student to develop a suitable accommodation plan.

Note: Temporary impairments are not commonly regarded as disabilities, and only in rare circumstances will the degree of limitation rendered by a temporary impairment be substantial enough to qualify as a disability pursuant to this policy.

### **Accommodations**

Pacifica will provide services and accommodations as mandated by the ADA and section 504 of the Rehabilitation Act of 1973. Because each disability and the particular circumstances surrounding each request are unique, it is impossible to predict what accommodations might be provided to any particular student. Academic accommodations include, but are not limited to: note takers, testing accommodations, extended time on exams, American Sign Language interpreters, and audio recordings. This list is not exhaustive, nor are these services guaranteed.

Whether a requested accommodation will be provided will depend on the nature and functional limitations of the student's disability, the particular class or classes taken, and the burden that the accommodation would place on Pacifica in terms of resources as well and whether the accommodation would fundamentally disturb or alter the nature of the service provided.

### **Disability Verification**

Students requesting accommodations must provide diagnostic documentation from a licensed clinical professional who is familiar with the functional implications of the impairments. The opinions and recommendations of the licensed clinical professional will be considered in developing a suitable accommodation plan. Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests. All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification.

If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodations, Pacifica has the discretion to require additional documentation. Any cost incurred in obtaining additional documentation when the original records are inadequate is borne by the student. If the documentation is complete but Pacifica desires an additional assessment for the purpose of obtaining a second opinion, then Pacifica bears the latter costs.

In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family. Additionally, students requesting

accommodations for the manifestations of multiple disabilities must provide evidence of all such conditions.

### **Guidelines for Documentation of a Disability**

Accommodations will be reviewed, and if appropriate, granted once all documents have been received by the Academic Affairs Associate. Please note that prior history of a certain accommodation does not guarantee its continued provision. An Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation of a disability.

To establish that an individual is covered under Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, documentation must indicate that the disability substantially limits a major life activity. If academic or classroom-based adjustments and accommodations are requested learning must be one of the major life activities affected.

Documentation submitted must meet the following criteria:

- Be appropriate to verify eligibility
- Demonstrate a current substantial impact of one or more major life activities
- Support the request for accommodations, academic adjustments, and/or auxiliary aids

Note: All diagnosticians must be impartial individuals who are not family members of the student. Documentation must be supplied by a qualified professional who is licensed or certified to diagnose the disability in question. Diagnostic reports must include the names, titles, professional credentials, addresses, and phone numbers of the evaluators as well as the date(s) of testing.

Documentation for eligibility should be current, within the last three years. Exceptions to this policy can be made by the Academic Affairs Associate, but such exception is not mandated and lies within the discretion of the Academic Affairs Associate.

### **Documentation Guidelines for Physical Disabilities and/or Systemic Illnesses**

Physical disabilities and systemic illnesses include but are not limited to: Mobility Impairments, Multiple Sclerosis, Cerebral Palsy, Chemical Sensitivities, Spinal Cord Injuries, Cancer, AIDS, Muscular Dystrophy, and Spinal Bifida. Any physical disability and/or systemic illness is considered to be in the medical domain and requires the expertise of a licensed physician, including a neurologist, psychiatrist, or other medical specialist with experience and expertise in the area for which accommodations are being requested.

Documentation must include:

- A clear statement identifying the disabling condition(s).
- An assessment of the functional limitations of the condition(s) for which accommodations are being requested, and whether the degree of limitation is mild, moderate, or substantial. This assessment must include a summary of the procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable.
- A description of present symptoms that meet the criteria for diagnosis.
- Medical information relating to the student's needs to include the impact of medication on the student's ability to meet the demands of the postsecondary environment.

- Suggestions of reasonable accommodations that might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.

### **Documentation Guidelines for Deafness or Hearing Loss**

Services are provided to all deaf and hearing impaired students at Pacifica who have a documented unaided bilateral hearing loss of at least 30 db. The audiologist who conducts this test must be an impartial individual who is not related to the student.

Documentation must include:

- A clear statement identifying the disabling condition.
- An audiological evaluation and/or audiogram
- An assessment of the functional limitations of the hearing loss for which accommodations is being requested, and whether the degree of limitation is mild, moderate, or substantial.
- Suggestions as to how the functionally limiting manifestations of the hearing loss condition(s) may appropriately be accommodated. These recommendations should be supported by the diagnosis.

### **Documentation Guidelines for Low Vision or Blindness**

Ophthalmologists are the primary professionals involved in diagnosis and medical treatment of individuals who are blind or experience low vision. Optometrists provide information regarding the measurement of visual acuity as well as tracking and fusion difficulties (including but not limited to: eye focusing problems, visual sensory disorders, and motor integration).

Documentation must include:

- A clear statement identifying the disabling condition.
- An ocular assessment or evaluation from an ophthalmologist.
- A low-vision evaluation of residual visual function, when appropriate.
- An assessment of the functional limitations of the condition(s) for which accommodations is being requested, and whether the degree of limitation is mild, moderate, or substantial.
- Suggestions as to how the functionally limiting manifestations of the visual condition(s) may be appropriately accommodated. These recommendations should be supported by the diagnosis.

### **Documentation Guidelines for a Specific Learning Disability**

Students requesting accommodation on the basis of a specific learning disability must provide documentation from a professional who has undergone comprehensive training and has relevant experience in differential diagnosis of a full range of cognitive and psychiatric disabilities. The following professionals are considered qualified: licensed clinical psychologists, neuropsychologists, LD specialists, and educational therapists.

The diagnosis of a learning disability shall be based on multiple forms of evidence that support a learning disability diagnosis.

Documentation must include:

- A diagnostic interview including a description of the presenting problem(s); developmental, medical, psycho-social and employment histories; and family history (including primary language of the home).
- Assessment – for the neurological or psychological evaluation to illustrate a substantial limitation to learning, the comprehensive assessment battery must contain the following domains:
  - Aptitude/Cognitive Ability – an assessment of global intellectual functioning as measured by the Wechsler Adult Intelligence Scale-III (WAIS-III) with all subtests and standard scores.
  - Academic Achievement – A comprehensive achievement battery (e.g., Woodcock-Johnson Psycho educational Battery – Revised: Tests of Achievement) with subtest and standard scores, indicating current level of functioning in the academic areas of reading, math, oral and written language.
  - Information Processing – A comprehensive battery (e.g. Woodcock-Johnson Psycho educational Battery – Revised: Tests of Cognitive Abilities) with subtest and standard scores which addresses the specific areas of short and long-term memory, sequential memory, auditory and visual perception, processing speed, executive functioning, and motor ability.
  - A specific diagnosis which conforms to DSM-IV criteria for a specific learning disability.
  - A clinical summary which indicates the following:
    - The substantial limitations to major life activities posed by the specified learning disability;
    - The extent to which these limitations impact the academic context for which accommodations are being requested;
    - How the specific effects of the learning disability may be accommodated at the postsecondary level.

Since accommodations are based on the current impact of the learning disability to the student, the documentation and testing must be no more than three years old.

### **Documentation Guidelines for Attention Deficit Hyperactivity Disorder (ADHD)**

Students requesting accommodations on the basis of attention deficit-hyperactivity disorder (ADHD) must provide documentation by a professional who has undergone comprehensive training and has relevant experience in differential diagnosis and the full range of psychiatric disorders (licensed clinical psychologist, neuropsychologist, psychiatrist and other relevantly trained medical doctors).

Documentation must include:

- Evidence of early impairment. The condition must have been exhibited in childhood in more than one setting.
- Evidence of current impairment. An assessment of the individual's presenting attentional symptoms and evidence of current impulsive/hyperactive or inattentive behaviors that significantly impair functioning in two or more settings must be provided. In an academic setting, functional impairment is most often expressed in poor academic performance across a variety of academic tasks.



- A diagnostic interview. The interview must contain self-report and third party information pertaining to: developmental history, family history, learning or psychological difficulties; relevant medical and medication history; a thorough academic history; a review of prior psycho educational test reports to determine whether a pattern of strengths or weaknesses is supportive of attention or learning problems.
- Evidence of alternative diagnoses or explanations being ruled out. The documentation must investigate and discuss the possibility of dual diagnoses and alternative or coexisting mood, behavioral, neurological, and/or personality disorders that may confound the ADHD diagnosis.
- Neuropsychological or psycho educational assessments needed to determine the current impact of the disorder on the individual's ability to function in an academic setting and to establish eligibility for classroom accommodations including alternative testing, note takers, and/or alternative media. Such data should include subtest and standard scores.
- A specific psychological diagnosis as per the Diagnostic and Statistical Manual – IV (DSM-IV). Symptoms of hyperactivity/impulsivity that were present in childhood, and the current symptoms which have been present for at least the past six months and which impair functioning in two or more settings (e.g., school, work, home) must also be identified.
- An indication of whether or not the student was evaluated while on medication and the degree to which the prescribed treatment reduces the level or degree of impairment.
- A clinical summary which indicates: the substantial limitations to major life activities posed by the disability; describes the extent to which these limitations would impact the academic context for which accommodations are being requested; suggests how the specific effects if the disability may be accommodated; and states how the effects of ADHD are mediated by the recommended accommodations.

### **Documentation Guidelines for Traumatic Brain Injury**

Traumatic Brain Injury is trauma to the brain resulting from cerebral vascular accidents, tumors, or other medical conditions. Students requesting accommodations on the basis of traumatic brain injury (TBI) or brain insult must provide documentation by a neuropsychologist.

Documentation must include:

- A thorough neuropsychological evaluation including assessment of the areas of attention, visuosperception/visual reasoning, language, academic skills, memory/learning, executive function, sensory, motor, and emotional status. Data should include subtest scores and percentiles.
- Evidence of current impairment. A history of individual's presenting symptoms and evidence of behaviors that significantly impair functioning.
- A diagnostic interview. The interview must contain self-report and third-party information pertaining to: developmental history, family history, learning or psychological difficulties, relevant medical history, and a thorough academic history.
- Evidence of alternative diagnoses or explanations being ruled out. The documentation must investigate and discuss the possibility of dual diagnoses and alternative or coexisting mood, learning, behavioral, and/or personality disorders that may confound the diagnosis.

- A specific psychological diagnosis as per the Diagnostic and Statistical Manual – IV (DSM-IV).
- A clinical summary which: indicates the substantial limitations to major life activities posed by the disability; describes the extent to which these limitations would impact the academic context for which accommodations are being requested; suggests how the specific effects of the disability may be accommodated; and states how the effects of the disability are mediated by the recommended accommodations.
- Suggestions of reasonable accommodations that might be appropriate at the postsecondary level. These recommendations must be supported by the diagnosis.

### **Documentation Guidelines for Psychiatric/Psychological Disabilities**

Psychiatric and psychological disabilities include but are not limited to: Depressive Disorders, Post-Traumatic Stress Disorder, Bipolar Disorders, and Dissociative Disorders. Students requesting accommodations on the basis of a psychiatric disability must provide the current documentation from a licensed psychologist, psychiatrist, or licensed clinical social worker.

Documentation must include:

- A specific, current psychiatric diagnosis as per the DSM-IV which indicates the nature, frequency, and severity of the symptoms upon which the diagnosis was predicated. A diagnosis without an explicit listing of current symptoms is not sufficient. Primary and secondary Axis I and Axis II diagnoses are required.
- Evidence of current impairment. An assessment of the individual's presenting symptoms and evidence of current behaviors that significantly impair functioning must be provided. In an academic setting, functional impairment is most often expressed in poor academic performance across a variety of academic tasks.
- Evidence is needed to determine the current impact of the disorder on the individual's ability to function in an academic setting and to establish eligibility for classroom accommodations including alternative testing, note takers and/or alternative media.
- Prescribed medications, dosages and schedules which may influence the types of accommodations provided.
- A clinical summary which: indicates the substantial limitations to major life activities posed by the psychiatric disability; describes the extent to which these limitations would impact the academic context for which accommodations are being requested; suggests how the specific effects of the psychiatric disability may be accommodated; and states how the effects of the psychiatric disability are mediated by the recommended accommodations.

### **Forms**

Students requesting accommodations must submit an Accommodations Request Form at the beginning of each academic year. Students must submit the request form at least 30 days prior to the first day of classes. Confirmation must be sent quarterly either via e-mail or snail mail that the accommodation request(s) needs to be continued.

**Note:** It is the student's responsibility to identify as an individual with a disability when an accommodation is needed; complete and submit all documentation in a timely fashion; and follow published procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.

## **Grievances**

Students who request accommodations and who believe that such accommodations have been impermissibly denied, or who believe they may have been discriminated against on the basis of their disability, should bring this matter to the attention of the Chief Academic Officer. Any such reconsideration request must be made in writing. The Chief Academic Officer will make every effort to resolve the situation and has the option to appoint a three person panel to review the request or to handle the request personally without convening a panel. The findings of the Chief Academic Officer, or the panel, shall be provided in written form to the student and President of Pacifica. The Chief Academic Officer's decision, whether independently or by panel, shall be binding.

## **Frequently Asked Questions**

### **What constitutes a disability?**

A disability is defined as a mental or physical impairment which substantially limits one or more major life activities.

### **What does substantially limiting mean?**

According to Section 504 of the Rehabilitation Act of 1973, substantially limiting is defined as being unable to perform a major life activity, or significantly restricted as to the condition, manner, or duration under which a major life activity can be performed, in comparison to the average person or to most people.

### **I've been accepted at Pacifica Graduate Institute and I have a disability...what do I have to do to receive accommodations?**

Students with disabilities who need accommodations must contact the Academic Affairs Associate to request an ADA Accommodations Packet. Students should not assume that the Academic Affairs Associate knows any information about their disability because it was included in the application for admission process.

### **Is my temporary impairment considered a disability?**

A temporary impairment (e.g., broken arm or leg, recovering from surgery, et.) does not constitute a disability for purposes of Section 504 or the ADA unless its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time. The issue of whether a temporary impairment is substantial enough to be a disability must be resolved on a case-by-case basis, taking into consideration both the duration of the impairment and the extent to which it actually limits a major life activity of the affected individual.

### **How can I obtain permission for accessible (handicapped) parking?**

If a student requests parking at the Lambert Road Campus because of physical disability, he/she must submit to the Campus Receptionist a doctor's verification of the disability or possess a valid placard issued by the DMV, which must be properly displayed within the vehicle. If a student has special needs that require a family member or caretaker's presence on campus for an extended period of time, he/she must make arrangements for the parking prior to coming to the Lambert campus.

Student parking is available at the Ladera Lane campus. Handicapped parking is available with the above criteria.

**Are there any sources of funding for college expenses that are specifically for students with disabilities?**

- ❖ Vocational Rehabilitation Services: A federal program designed to “obtain, maintain, and improve employment for people with disabilities”. To be eligible for funding, a student must have a disability which is severe enough that it impedes them from getting or keeping a job specifically because of the disability. It must also be agreed that college is needed to increase a student’s ability to obtain employment.
- ❖ Financial Aid/Scholarship Opportunities: Funding opportunities for students can be found at: <http://www.finaid.org/otheraid/disabled.phtml>

This policy was adopted from Title III of the Americans with Disabilities Act; The National Joint Committee on Learning Disabilities, Journal of Learning Disabilities; The University of Houston Law Center Handbook for Students and Applicants With Disabilities; The University of Wisconsin, Madison McBurney Disability Resource Center; University of Illinois at Urbana-Champaign Division of Rehabilitation-Education Services; The consortium on ADHD Documentation, Educational Testing Services Document titled “Guidelines for Documentation of Psychiatric Disabilities in Adolescents and Adults.

## **PACIFICA GRADUATE INSTITUTE SERVICE ANIMAL POLICY**

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act require that applicants and students with disabilities be provided with "reasonable accommodations." Those accommodations may include the use of a service animal.

### **WHO NEEDS SERVICE ANIMALS?**

Some disabled people require the assistance of an animal because of their condition(s). Under most federal laws, a person is considered to be disabled if s/he has a sensory, mental or physical condition that substantially limits one or more major life activities (such as walking, seeing, working, etc.)

### **WHAT IS A SERVICE ANIMAL?**

The most common service animals are dogs, but sometimes other species are used (for example, a cat or a bird). Service animals may be any breed, size or weight. Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or "certified" and/or have identification papers. However, there is no legal requirement for service animals to be visibly identified or to have documentation.

The ADA defines a service animal as "any animal that is individually trained to do work or perform tasks for the benefit of a person with a disability."

### **WHAT'S THE DIFFERENCE BETWEEN A SERVICE ANIMAL AND A PET?**

Service animals are not considered to be pets. A person with a disability uses a service animal as an auxiliary aid.

### **WHAT DO SERVICE ANIMALS DO?**

Service animals perform many types of services for those with disabilities. Here are some examples:

- A guide animal serves as a travel tool by a person who is legally blind.
- A hearing animal alerts a person with significant hearing loss or who is deaf when a sound occurs, such as a ringing alarm or a knock on the door.
- A service animal helps a person who has a mobility or health disability. Duties may include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, etc. Service animals sometimes are called assistance animals.
- A seizure response animal assists a person with a seizure disorder. The animal's service depends on the person's needs. The animal may go for help, or may stand guard over the person during a seizure. Some animals have learned to predict a seizure and warn the person.

## **Guidelines for Students, Faculty and Staff**

### **SERVICE ANIMAL ACCOMMODATION**

The Chief Operations Officer reviews all requests for reasonable accommodations seeking a service animal inclusion. Service animals may not reside in campus housing without prior

approval. A request must be made in writing to the Chief Operations Officer at least 30 days before the housing is required. Accompanying the request should be medical documentation reciting that the requestor has a disabling condition or impairment, and that a service animal is needed in order for the requestor to utilize Pacifica's facilities and/or services. The person's health care provider must submit a signed letter on professional letterhead which states:

- The nature of the disabling condition or impairment; and
- The provider's professional opinion that the person needs the requested animal to use Pacifica's facilities and services, the function of the animal, and whatever rationale or further statement Pacifica may reasonably need to understand the basis for the professional opinion.

### **DEPOSITS AND FEES**

A service animal is not a pet. The disabled individual who uses a service animal is not required to make a pet deposit; however the student is liable for any damage the animal actually causes.

### **AWARENESS RULES**

All staff and faculty must be aware of the rules relating to service animals:

- Allow a service animal to accompany the student/applicant at all times and everywhere on the property except where animals are specifically prohibited (such as in the pool).
- Do not pet or touch a service animal. Petting a service animal when it is working distracts the animal from the task at hand.
- Do not feed a service animal. The animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle a service animal. Avoid making noises at the animal (barking, whistling, etc.).
- **Do not separate or attempt to separate a student/handler from her or his service animal.**
- Avoid initiating conversation about the service animal, the student's disabilities or other service animals one has known. If you are curious, you may ask if the student/handler would like to discuss it, but be aware that many people with disabilities may not care to share personal details.
- Remember, not all disabilities are visible. The nature of the person's disability is a private matter, and you are not entitled to inquire for details.
- Although it is recommended, service animals are not required to wear any special identifying gear such as harnesses or capes. Service animal owners/handlers are not required to carry any paperwork documenting the animal as a service animal.
- A student may train his or her own service animal and is not required to provide any information about training or the specific tasks the animal performs.

### **REMOVAL OF A SERVICE ANIMAL**

If a service animal is unruly or disruptive (barking, running around, aggressively jumping on people, nipping, or other harmful behavior), Pacifica may ask the handler to remove the animal from the Institute. If the animal's improper behavior happens repeatedly, Pacifica may tell the handler not to bring the animal onto Institute property until significant steps have been taken to mitigate the behavior. Mitigation can include refresher training for both the animal and the handler and may include a muzzle.

A handler with a service animal who is ill may be asked to remove the animal from Pacifica's facilities.

An animal that is unclean, noisy or bedraggled may be asked to leave.

### **AREAS OFF-LIMITS TO SERVICE ANIMALS**

Pacifica may designate certain areas off limits to service animals, such as swimming in the pool. Such designations should not infringe upon the right of a person with disabilities to full enjoyment of the amenities of the community.

### **EMERGENCY SITUATIONS**

In the event of an emergency, the Emergency Response Team (ERT) that responds should be aware that the animal may become disoriented from the confusion and that the animal may be stressed. The ERT member should be aware that the animal is protective and not harmful. Every effort should be made to keep the animal and the handler together, but the first responsibility of the ERT member is to the handler which may necessitate leaving an animal behind in a certain situation.

### **GUIDELINES FOR DISABLED PERSONS WITH SERVICE ANIMALS**

#### **REQUEST FOR A SERVICE ANIMAL ACCOMMODATION**

The student/applicant who needs a service/companion animal should submit a request in writing to the Chief Operations Officer.

#### **VERIFICATION OF DISABILITY AND NEED FOR A SERVICE ANIMAL**

The Chief Operations Officer reviews all requests for reasonable accommodations seeking a service animal inclusion. Service animals may not reside in campus housing without prior approval. A request must be made in writing to the Chief Operations Officer at least 30 days before the housing is required. Accompanying the request should be documentation reciting that the requestor has a disabling condition or impairment, and that a service animal is needed in order for the requestor to utilize Pacifica's facilities and/or services. The handler's health care provider must submit a signed letter on professional letterhead which states:

- The nature of the disabling condition or impairment; and
- The provider's professional opinion that the person needs the requested animal to use Pacifica's facilities and services, the function of the animal, and whatever rationale or further statement Pacifica may reasonably need to understand the basis for the professional opinion.

#### **ANIMAL CARE AND SUPERVISION**

The handler is responsible for the care of his/her service animal. The animal must be supervised and the handler must retain full control of the animal at all times. This generally means that while the animal is in common areas, it is on leash, in a carrier, or otherwise in the direct control of the animal owner/handler. When in the presence of others, the animal is expected to be well behaved (not jumping on or nipping at people, not snarling or barking, etc.).

The handler is responsible for the proper disposal of animal waste –

- never allow the service animal to defecate on any property unless the handler immediately removes the waste.
- Always carry equipment sufficient to clean up the animal's feces.
- Properly dispose of waste and/or litter.
- If you need assistance with cleanup, make arrangements for such help through family, friends or advocates.

## **REQUIREMENTS**

Requirements of service animals and handlers include:

- Dogs must be licensed in accordance with county regulations, and wear a current vaccination tag.
- Animal must be in good health.

## **GRIEVANCES**

Any handler dissatisfied with a decision concerning a service animal may appeal the decision in writing to the President of Pacifica Graduate Institute. The President has the power to handle the appeal individually or to convene a three person panel. The decision from the President or the panel is binding.



## **Guide to Intellectual Property & Copyright for Pacifica Students**

### ***Introductory Note***

Copyright rules for education and academia are not stringent. In fact, it is in this area that copyright seems to break down, to a degree. This is especially true for musical works by contemporary artists. In reaction, the RIAA (Recording Industry Association of America) recently launched a series of lawsuits against music duplicators, music file-sharers, and the like. While copyright law allows for only 10%, but not more than 30 seconds, of a song to be reproduced for academic means, some individuals have successfully argued their cases – some have not, which is why it is best to err on the side of caution. Imagine receiving a cease and desist notice regarding your dissertation after you've completed it! Therefore, this hand-out serves only as a guideline regarding current practices in Intellectual Property, and you are personally responsible for complying with copyright law. The good news is that your works are also protected by these principles.

### **Definitions and Terms**

#### *What is Intellectual Property?*

The term “Intellectual Property” refers to all ideas, information, creation, knowledge, that are protected by law. Intellectual Property concerns everything tangible that human minds have created, as opposed to physical property. For example, the Microsoft® (or MSN®) butterfly is not a physical object, but it is a fixed form protected by Intellectual Property Rights.

#### *What is Copyright?*

Copyright law is designed to protect the works of authors and creators of art, music, poetry, prose, etc., from unauthorized republication, reproduction, duplication, or distribution. Original copyright law was drafted to foster creativity and inspire new, original, academic, cultural or economic contributions. Any work, in a fixed, tangible form, is automatically protected by copyright the moment it is completed; registration with the Copyright Office offers additional benefits to copyright holders, but it is not necessary for protection under the law. Copyright is one specific type of the many Intellectual Property Rights.

#### *What Else Might be Protected by Intellectual Property Rights?*

Patents, trademarks, registered trademarks, registered designs, company logos, cartoons, created scents, trade dresses, performances, maps, spoken recordings, lectures, are all examples of items or ideas that can be protected from unauthorized use.

#### *What is Public Domain?*

Public Domain concerns anything published/produced prior to 1923, anything published between 1923 and 1977 without copyright notice, and anything published from 1923 to 1964 with copyright notice but without copyright renewal; other exceptions exist as well. Anything that falls within Public Domain may be freely used by anyone (with proper citations, of course). For updated information about Public Domain materials, you will need to consult the U. S. Copyright Office (<http://www.copyright.gov>). Cornell University has an excellent web page on materials available through Public Domain (<http://www.copyright.cornell.edu>).

### *What is Fair Use?*

Fair use is a copyright exemption that allows greater latitude for scholars and critics engaged in non-commercial use. However, fair use is not a law, and is considered more along the lines of a doctrine. U.S. guidelines and common practices of fair use for laws relating to Intellectual Property are contained within this document.

## **Using Protected Materials**

### *Books, Manuscripts, and Printed Materials*

According to copyright law, no more than 10% or 1,000 words of a single work may be reproduced without authorization. However, for academic purposes, “fair use” clauses relax such restrictions. Most students do not quote more than 10% of a book within their own papers, theses, or dissertations, so this is not often an issue. Though the boundaries of “fair use” are often unclear, anything in the 15-20% range is considered pushing your luck, and anything greater than 15-20% of the entire work will likely be considered unacceptable. Proper attribution and citation are always required (anything else is plagiarism).

### *Poetry*

An entire poem may be quoted if its length is less than 250 words; if the poem is longer, may up to 250 words may be used. Additionally, no more than five poems or poem excerpts by different authors from the same anthology may be used, and no more than three poems or poem excerpts by any one poet.

### *Music or Lyrics*

As you may know, music reproduction is a hot topic these days, and it is in this area where students get into the most trouble. For academic, educational fair use, 10%, but not more than 30 seconds, of a musical work may be copied. Furthermore, students may not alter or change the fundamental musical structure or character of the work. Even if the intent is for “academic” or “educational” applications of copying or distributing complete songs, there is no protection under fair use. **Please note:** This means that students may not submit entire songs or copied CDs to accompany their papers, theses, or dissertations (that’s called “pirating” material) without expressed permission from the copyright holders. Additional copyright restrictions involving the thwarting of industry technology (anti-pirating coding) also prevent the copying of entire CDs.

### *Photographs, Art Work, and other Illustrations*

In most cases, expressed permission to use these must be obtained. For example, if the wish is to use a strip from *Calvin and Hobbes*, (written) permission must be obtained from Bill Watterson to do so. This extends to photographs of protected architecture, and buildings/architecture created on or after Dec. 1, 1990 – in some cases, even if the individual snapped the photo. To use a picture of the Guggenheim, (written) permission may be required to use the image. In most art and architecture books, an extensive section of items is listed as “[re]printed with permission.” Also, finding it on a website does not imply that it is free of copyright restrictions or fees. If the intent is to use a photograph of a person, written permission is required.

For paintings, permissions may be required from the governing/owning body, such as the Tate, the Huntington, the Getty, the National Gallery, and so on, as well as the copyright holder.

No more than five images by an artist or photographer may be used in any one work, and no more than 10%, or up to 15 images, of a collective work (periodical issue, anthology, encyclopedia, etc.).

As with music, the integrity of copyrighted art work may not be altered or modified.

*Videos, Movies and Multimedia*

The 10% rule applies here as well: You may use up to 10%, but not more than 3 minutes, of a copy protected video, movie, motion picture, etc. For copyrighted databases, data tables, and datasets, up to 10%, or 2500 fields, or cells (whichever is less) may be used.

**Pacifica Graduate Institute  
2008 Annual Campus Crime and Security Report**

<b>Criminal Offenses On Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Criminal Offenses on Non-Campus Buildings</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	0/0
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	0/0
Sex offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	0/0
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	0/0
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	0/0
Burglary	0/1	0/0	0/1	Burglary	0/0	0/0	0/0
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	0/0
Arson	0/0	0/0	0/0	Arson	0/0	0/0	0/0
<b>Criminal Offenses In Residence Halls</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Criminal Offenses on Public Property Contiguous to the Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	0/0
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	0/0
Sex Offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	0/0
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	0/0
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	0/0
Burglary	0/0	0/0	0/0	Burglary	0/0	0/0	0/0
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	0/0
Arson	0/0	0/0	0/0	Arson	0/0	0/0	0/0
<b>Hate Crimes on Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Hate Crimes at Non-Campus Buildings</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	0/0
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	0/0
Sex offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	0/0
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	0/0
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	0/0
Burglary	0/0	0/0	0/0	Burglary	0/0	0/0	0/0
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	0/0
Arson	0/0	0/0	0/0	Arson	0/0	0/0	0/0
Any other crime involving bodily injury	0/0	0/0	0/0	Any other crime involving bodily injury	0/0	0/0	0/0
<b>Hate Crimes In Residence Halls</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Hate Crime In Public Property Contiguous to the Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent Manslaughter	0/0	0/0	0/0	Murder/Non-negligent Manslaughter	0/0	0/0	0/0
Negligent Manslaughter	0/0	0/0	0/0	Negligent Manslaughter	0/0	0/0	0/0
Sex offenses (forcible)	0/0	0/0	0/0	Sex Offenses (forcible)	0/0	0/0	0/0
Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0	Sex offenses-Non-forcible (Include only incest & statutory rape)	0/0	0/0	0/0
Robbery	0/0	0/0	0/0	Robbery	0/0	0/0	0/0
Aggravated Assault	0/0	0/0	0/0	Aggravated Assault	0/0	0/0	0/0
Burglary	0/0	0/0	0/0	Burglary	0/0	0/0	0/0
Motor Vehicle Theft	0/0	0/0	0/0	Motor Vehicle Theft	0/0	0/0	0/0
Arson	0/0	0/0	0/0	Arson	0/0	0/0	0/0
Any other crime involving bodily injury	0/0	0/0	0/0	Any other crime involving bodily injury	0/0	0/0	0/0
<b>Arrests On Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Disciplinary Actions On Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Illegal Weapons Possession	0/0	0/0	0/0	Illegal Weapons Possession	0/0	0/0	0/0
Drug Law Violations	0/0	0/0	0/0	Drug Law Violations	0/0	0/0	0/0
Liquor Law Violations	0/0	0/0	0/0	Liquor Law Violations	0/0	0/0	0/0
<b>Arrests In Residence Halls</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>				
Illegal Weapons Possession	0/0	0/0	0/0				
Drug Law Violations	0/0	0/0	0/0				
Liquor Law Violations	0/0	0/0	0/0				
<b>Arrests Non Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Disciplinary Actions Non Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Illegal Weapons Possession	0/0	0/0	0/0	Illegal Weapons Possession	0/0	0/0	0/0
Drug Law Violations	0/0	0/0	0/0	Drug Law Violations	0/0	0/0	0/0
Liquor Law Violations	0/0	0/0	0/0	Liquor Law Violations	0/0	0/0	0/0
<b>Arrests Public Property</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>Disciplinary Actions Public Property</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Illegal Weapons Possession	0/0	0/0	0/0	Illegal Weapons Possession	0/0	0/0	0/0
Drug Law Violations	0/0	0/0	0/0	Drug Law Violations	0/0	0/0	0/0
Liquor Law Violations	0/0	0/0	0/0	Liquor Law Violations	0/0	0/0	0/0

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pacifica's crime statistics and campus policies concerning crime and security are distributed annually and are available on our website and upon request.

# FORMS

Pacifica Graduate Institute

**Academic Tutorial Request and Contract**

- ✓ Academic tutorials must be completed within one year of the original course date.
- ✓ Negotiate the terms and conditions of the tutorial with the instructor of the course, then complete this form and obtain the instructor’s signature.
- ✓ The instructor will send the contract to the Registrar.
- ✓ The tutorial begins the first day of the month and ends the last day of the month.
- ✓ A new contract is required each month.
- ✓ The Registrar will send a copy of the contract to the Business Office.
- ✓ The Business Office will apply the fee to the student’s account for the calendar month of the tutorial.
- ✓ Tutorial work and Grade Change Form should be submitted to the instructor by the end of the calendar month.
- ✓ The instructor will submit the tutorial work and Grade Change Form to the Registrar.

Student Name \_\_\_\_\_ Track \_\_\_\_\_

Reason for Requesting Tutorial:

\_\_\_\_ Course    Course # \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_ Retake Oral Exam    \_\_\_\_ Retake Written Exam

\_\_\_\_ Complete doctoral dissertation concept paper

Start Date: \_\_\_\_\_ (month,day,year)

Completion Date \_\_\_\_\_ (month,day,year)

Supervising Instructor/Faculty Advisor: \_\_\_\_\_

Objectives for completing tutorial work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

\_\_\_\_ Approved    Registrar’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Returned to Faculty \_\_\_\_\_

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249 Lambert Road, Carpinteria, CA 93013

telephone 805.969.3626

fax 805.565.3804

**Pacifica Graduate Institute  
Depth Transformative Practices  
Documentation of Hours**

*During the course of the M.A./Ph.D. Depth Psychology program, students are expected to engage in 60 hours of depth transformative practices, within a relational context. A minimum of forty hours are required for completion of the Master's degree with an additional twenty hours for completion of the Ph.D. degree. Latitude is given to students to choose the form of this practice in accordance with their needs and interests. Examples of such practice may include, but are not limited to, individual depth psychotherapy, group dialogue work, facilitated vision questing, rites of passage, meditation or other psycho-spiritual retreat, or artistic engagement.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a brief description of the practice you will engage in and submit to the Transformative Practice Coordinator for approval before beginning. Please record dates and total number of hours and submit to your Program Administrator upon completion of the practice.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dates*	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

*\*additional dates may be recorded on the reverse if necessary*

Total Hours: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Completed Hours: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit completed form to your Program Administrator.**



Pacifica Graduate Institute

**Request to Drop a Class**

- ✓ Student may drop a course without the course appearing on his/her transcript if s/he submits a Request to Drop a Class form to the Registrar’s Office prior to the start of the quarter or within one week after the start of fall, winter and spring quarters.
- ✓ Summer quarter drops must predate the start of class.
- ✓ Any course dropped after the first week of class is considered a withdrawal and the course will remain on the transcript and the withdrawal will be noted with a “W” grade.
- ✓ Tuition will be refunded according to the refund schedule listed in the Student Handbook.

Student Name: \_\_\_\_\_ Track: \_\_\_\_\_

Course Number: \_\_\_\_\_ Quarter & Year Enrolled in Course: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the Registrar’s Office**

---

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: \_\_\_\_\_ Instructor

Cc: \_\_\_\_\_ Housing

Pacifica Graduate Institute

**Extended Academic Tutorial Request and Contract**

- ✓ Extended academic tutorials must be completed within two years of the original course date.
- ✓ Negotiate the terms and conditions of the tutorial with the instructor of the course, then complete this form and send to the instructor.
- ✓ The instructor will send the contract to the Registrar.
- ✓ The extended academic tutorial covers a three calendar month period.
- ✓ A new contract is required for any additional time.
- ✓ The Registrar will send a copy of the contract to the Business Office.
- ✓ The Business Office will apply the fee to the student’s account for the extended academic tutorial.
- ✓ Tutorial work and Grade Change Form should be submitted to the instructor by the end of the three calendar month period.
- ✓ The instructor will submit the tutorial work and Grade Change Form to the Registrar.

Student Name \_\_\_\_\_ Track \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Quarter and Year enrolled in class: \_\_\_\_\_

Start date: \_\_\_\_\_ (month,day,year)

End date: \_\_\_\_\_ (month,day,year)

Supervising Instructor/Faculty Advisor: \_\_\_\_\_

Objectives for completing tutorial work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

\_\_\_\_ Approved Registrar’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Returned to Faculty \_\_\_\_\_

\_\_\_\_\_

Pacifica Graduate Institute

**Grade Change Form**

- ✓ Student submits this form along with final coursework to the instructor by due date.
- ✓ Instructor will evaluate student work within three weeks of the due date.
- ✓ Instructor will submit grade change and final work to the Registrar.
- ✓ Registrar will record the grade change and send student a copy of revised transcript along with the final work.

**STUDENT completes this section:**

Name \_\_\_\_\_ Program/Track \_\_\_\_\_

Course Number \_\_\_\_\_ Quarter **and Year** taken \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**FACULTY completes this section:**

Date you received student's work \_\_\_\_\_

Grade is for: Incomplete \_\_\_\_\_ Tutorial (highest possible is B) \_\_\_\_\_

**Grade Being Changed:** Original Grade \_\_\_\_\_ **FINAL GRADE** \_\_\_\_\_

Reason for change:  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Registrar: \_\_\_\_\_

Pacifica Graduate Institute

**Request for Incomplete**

- ✓ Students must submit request for an incomplete to the instructor on or before date course work is due.
- ✓ For all programs besides Engaged Humanities, completed work must be submitted with Grade Change form to the instructor prior to the first day of the third session of the following quarter for Fall, Winter & Summer Quarters. Students in the Engaged Humanities program must submit completed work with Grade Change form to the instructor no later than four weeks prior to the end of the following quarter.
- ✓ Spring quarter incomplete work is due prior to the first day of Fall quarter’s first session (with exception to Engaged Humanities students).
- ✓ If final work is not submitted within the required time period, a failing grade will be recorded on the transcript.
- ✓ Students may take no more than four incompletes per academic year.

**Student Information**

Name: \_\_\_\_\_

Program: \_\_\_\_\_ Track: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course # \_\_\_\_\_

Quarter course was taken: \_\_\_\_\_ Year course was taken: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date that incomplete course work is due to the instructor: \_\_\_\_\_

Please list any other Incompletes you have taken this academic year (maximum of 4 allowed per academic year)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Instructor’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Registrar’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Pacifica Graduate Institute

**Independent Study Contract**

- ✓ Independent Study must be approved by the Program Chair.
- ✓ Student contracts with instructor for a three month period (that coincides with an academic quarter) to complete course requirements and obtain Instructor's signature.
- ✓ Submit form to Program Chair, who will sign and forward to the Registrar
- ✓ Student is charged the regular per unit tuition payment for the course(s)
- ✓ Student is considered to be enrolled while taking an independent study course.

Student Name \_\_\_\_\_ Track \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Course unit value: \_\_\_\_\_

Quarter of enrollment: \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer **Year** \_\_\_\_\_

Due date for Independent Study: \_\_\_\_\_ (month,day,year)

Objectives for Independent Study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Program Chair Signature: \_\_\_\_\_

\_\_\_ Approved Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Returned to Faculty \_\_\_\_\_

\_\_\_\_\_

Pacifica Graduate Institute

**Independent Study Grade Form**

**STUDENT completes this section:**

Name: \_\_\_\_\_ Track: \_\_\_\_\_  
please print

Please indicate **quarter and year** course was taken:

\_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer **Year** \_\_\_\_\_

Course Number: \_\_\_\_\_ Units: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

**FACULTY completes this section:**

**Final Grade for the Independent Study:** \_\_\_\_\_

Date you received student's work: \_\_\_\_\_

Course Requirements Completed:

\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Procedure:

1. Submit this form and your completed work to the instructor by the due date for the Independent Study.
2. Instructor will submit this form and final work to the Registrar within three weeks of the due date for the Independent Study.
3. The Registrar will record the grade and send student an unofficial transcript along with the final work.

**Rev. 6/07**

Pacifica Graduate Institute

**Leave of Absence Form**  
**(Request to leave Pacifica with the intention of returning)**

- ✓ Please read the Leave of Absence Policy prior to completing form.
- ✓ Prior to taking a leave of absence, students must consult with the Program Chair.
- ✓ Financial Aid recipients must contact the Financial Aid Office regarding the Exit Interview.
- ✓ The Visa status of international students may be affected.
- ✓ Students must submit a Request for Re-Enrollment to the Registrar at least six weeks prior to the intended quarter of re-enrollment.
- ✓ Students may not necessarily be reassigned to their original track.
- ✓ Traineeship and internship hours may not be accrued during the leave period.

**Student Information**

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_ Track: \_\_\_\_\_

**Leave of Absence Information**

Expected quarter of leave: \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer **Year** \_\_\_\_\_

Expected quarter of return: \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer **Year** \_\_\_\_\_

Reason for leave of absence: \_\_\_\_\_

\_\_\_\_\_  
If you are currently enrolled, do you wish to withdraw from your courses and receive grades of "W's"? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Information**

Department Chair's Signature: \_\_\_\_\_

Leave of absence granted: \_\_\_ Yes \_\_\_ No Date of Leave of Absence: \_\_\_\_\_

W Grades assigned for all courses if LOA begins after first day of Quarter: \_\_\_ Yes \_\_\_ No

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: \_\_\_ Program Administrator \_\_\_ Housing \_\_\_ Fin. Aid . \_\_\_ Instructor

Pacifica Graduate Institute

**Request for Re-Enrollment in Coursework**

- ✓ Following an approved leave of absence, students must submit a Request for Re-Enrollment to the Registrar at least six (6) weeks prior to the intended quarter of re-enrollment.
- ✓ Re-entering students must be in good financial standing and are required to meet all curricular degree requirements of their original degree plan.
- ✓ Students may not necessarily be reassigned to their original track.
- ✓ Students should contact their Program Administrator for quarterly materials.
- ✓ Re-entering students need to contact the Housing Coordinator and Financial Aid (if applicable)

**Student Information**

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_ Track: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Re-Enrollment Information**

Requested Re-entry Quarter: \_\_\_Fall \_\_\_Winter \_\_\_Spring \_\_\_Summer **Year** \_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use – Pre-Approval and Academic Analysis**

Out-of-sequence classes needed: \_\_\_\_\_

\_\_\_\_\_ (attach transcript analysis)

Conditions or provisions to re-enrollment: \_\_\_\_\_

Re-entry Year: \_\_\_\_\_ Re-entry Track: \_\_\_\_\_ Re-entry Curricular Year(I, II, III) \_\_\_\_\_

Chair Signature _____	_____ Approved	_____ Denied
Registrar's Signature _____	_____ Approved	_____ Denied
Business Office _____	_____ Approved	_____ Denied

Cc: \_\_\_\_\_ Program Administrator \_\_\_\_\_ Financial Aid \_\_\_\_\_ Housing



PACIFICA GRADUATE INSTITUTE

THESIS REGISTRATION FORM

Student Name: \_\_\_\_\_ Program/Track: \_\_\_\_\_  
please print

CP 650 – Directed Research I

\_\_\_ Fall (10/1) \_\_\_ Winter (1/1) \_\_\_ Spring (4/1) \_\_\_ Summer (7/1) Year \_\_\_\_\_

CP 651 – Directed Research II

Initial 3-quarter Thesis Enrollment period beginning [ please check beginning quarter only ]:

\_\_\_ Fall (10/1) \_\_\_ Winter (1/1) \_\_\_ Spring (4/1) \_\_\_ Summer (7/1) Year \_\_\_\_\_

CP 653 – Extension on Directed Research II

Check additional quarter(s) needed beyond the initial Thesis Enrollment period of 3 quarters:

\_\_\_ Fall (10/1) \_\_\_ Winter (1/1) \_\_\_ Spring (4/1) \_\_\_ Summer (7/1) Year \_\_\_\_\_

Name of Thesis Advisor: \_\_\_\_\_  
please print

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Year Entered Program: \_\_\_\_\_

Procedure:

1. Complete this registration form and submit it to the Registrar’s Office prior to the quarter of enrollment.
2. After processing the registration form, the Registrar’s Office will send copies to the Business Office, Thesis Advisor, and Research Coordinator. The original will be filed in the student’s permanent folder.
3. The Business Office will apply applicable charges.

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

cc: \_\_\_ Thesis Advisor \_\_\_ Research Coordinator \_\_\_ Financial Aid

249 Lambert Road • Carpinteria, California 93013 • 805-969-3626 • Fax 805-565-1932

PACIFICA GRADUATE INSTITUTE

**TRANSCRIPT REQUEST FORM**

**Registrar's Office**

Transcript requests can be either mailed or faxed to the Registrar's Office. Students must be cleared with the Business Office before official transcripts will be released. The transcript fee is \$4 per copy. There is no charge for students who are currently enrolled at Pacifica.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social security number (optional): \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Please send \_\_\_\_\_ official transcript(s) to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send official transcript(s) to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send official transcript(s) to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature is required:** \_\_\_\_\_

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Rev. 8/2007

PACIFICA GRADUATE INSTITUTE  
**WRITING ASSISTANCE PRACTICUM**

Student Name: \_\_\_\_\_  
please print

I want to engage in a writing practicum for the following quarter and year:

\_\_\_ Fall    \_\_\_ Winter    \_\_\_ Spring    \_\_\_ Summer    **Year** \_\_\_\_\_

with the following writing instructor / advisor: \_\_\_\_\_

over a three-month period beginning \_\_\_\_\_  
three-month period ending \_\_\_\_\_

During this time my objectives are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I will accomplish these objectives by the following methods and assignments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My expectations concerning the instructor / advisor are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Writing Instructor / Advisor Name (please print): \_\_\_\_\_

Instructor / Advisor Signature: \_\_\_\_\_

**Procedure:**

1. Contact the writing instructor/advisor and meet to decide on the nature of the writing practicum.
2. Complete this form together with the writing instructor/advisor
3. Submit this form to the Business Office.

PACIFICA GRADUATE INSTITUTE

DISSERTATION REGISTRATION FORM

Please note: To register for dissertation writing, you must have an approved concept paper, be in good financial and academic standing and have a minimum 3.0 grade point average.

Student Name: \_\_\_\_\_ Program/Track: \_\_\_\_\_
please print

2-year Dissertation Period

I would like to begin my 2-year clock on [ please check one date only ] Year \_\_\_\_\_

October 1 January 1 April 1 July 1

Post 2-year Clock Dissertation Work

I would like to register for an additional year beginning [ please check one date only ] Year \_\_\_\_\_

October 1 January 1 April 1 July 1

Please note: Dissertation registrations may not extend past your program time limit.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dissertation Office: \_\_\_\_\_ Date: \_\_\_\_\_ Program Time Limit: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Procedure:

- 1. Student must have an approved concept paper on file in the Dissertation Office before the registration form will be processed.
2. The completed form must be submitted to the Dissertation Office no later than the 1st day of the October, January, April, or July.
3. The Dissertation Office will process the registration form, send the original to the Business Office and keep a copy in the student's file.
4. The Business Office will charge the student's account and send the original to the Registrar's Office where it will be placed in the student's permanent folder.

PETITION FOR ONE-QUARTER, NO-FEE EXTENSION

Student: \_\_\_\_\_

Program/Track: \_\_\_\_\_

Current Dissertation Enrollment Period Ends:  
(please check one)

January 1\_\_ April 1\_\_ July 1\_\_ October 1\_\_

*Reason for extension request:*

- a) Short illness or unforeseen circumstance (1-3 months): please specify dates and situation.
- b) Committee member sabbatical: please name faculty member and quarter.
- c) Near completion: I am within one quarter of final approval of my dissertation.

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Approval: \_\_\_\_\_

Director of Dissertation Office: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Applied to (dates): \_\_\_\_\_

Procedure:

1. Student completes the upper portion of this form and submits to the Director of the Dissertation Office one month prior to the end of current enrollment phase.
2. Director of Dissertation Office assesses student petition and, if approved extends student's enrollment period by one-quarter.
3. The Dissertation Office forwards copy of form to Registrar's office, Financial Aid Office, Business Office and student.

Please note: This form is for a *one-time, one-quarter extension of either the 2-year or 1-year dissertation enrollment period* using criteria listed above, only. All other requests for extension without fee must be submitted in writing to the Director of the Dissertation Office, for Education Council consideration.

See policies for "The Dissertation" in Student Handbook.

- cc: Business Office
- Financial Aid Office
- Student Folder
- Dissertation Office
- Student

**Disability Accommodation Request Form**

Pacifica Graduate Institute  
Office of Academic Affairs  
249 Lambert Road  
Carpinteria CA 93013  
805.679.6124

Today's Date: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Current Student  Yes  No Yr. you began (will begin) at Pacifica Graduate Institute: \_\_\_\_\_

Planned Enrollment: Quarter \_\_\_\_\_ Year \_\_\_\_\_

Disability: \_\_\_\_\_

Requested Accommodations: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Best Way to Reach You:  E-Mail  U.S. Mail  Phone – Best Time of Day \_\_\_\_\_

Return this completed form to:

Kathi Merrigan  
Academic Affairs Associate  
Pacifica Graduate Institute  
249 Lambert Road  
Carpinteria CA 93013

PACIFICA GRADUATE INSTITUTE  
**INTERNSHIP ONLY ENROLLMENT FORM**

Student Name: \_\_\_\_\_  
please print

Track: \_\_\_\_\_

I would like to enroll in internship only for the following quarter(s) and year (s):

Fall_____	Year_____
Winter_____	Year_____
Spring_____	Year_____
Summer_____	Year_____

If you sign up for multiple quarters, your file and financial account will be reviewed each quarter for eligibility. A quarterly fee will be charged to your account.

Your internship site must be approved by the Director of Ph.D. Clinical Training.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Ph.D. Clinical Training signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: Financial Aid

Before submitting this form to the Registrar's Office, please be sure to obtain the signature of the Director of Ph.D. Clinical Training.

249 Lambert Road • Carpinteria, California 93013 • 805-969-3626 • Fax 805-565-3804

Rev. 8/2007

Pacifica Graduate Institute

**TRAINEESHIP ONLY ENROLLMENT FORM**

Student Name: \_\_\_\_\_  
Please print

Track: \_\_\_\_\_

I would like to enroll for the following quarter(s) and year(s):

Fall \_\_\_\_\_ Year \_\_\_\_\_  
Winter \_\_\_\_\_ Year \_\_\_\_\_  
Spring \_\_\_\_\_ Year \_\_\_\_\_  
Summer \_\_\_\_\_ Year \_\_\_\_\_

If you sign up for multiple quarters, your file and financial account will be reviewed each quarter for eligibility.

Your internship or traineeship site must be approved by the Director of Clinical Training (MA-D and MA-L Tracks) or the Clinical Coordinator (MA-C Track).

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Clinical Coordinator Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Clinical Training Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: Financial Aid

Before submitting this form to the Registrar's Office, please be sure to obtain the appropriate signatures: MA-L Track: Director of Clinical Training: Willow Young, M.A., M.F.T. Phone 805.879.7321; MA-C & MA-D Tracks: Clinical Coordinator: Martha Feng, M.A., M.F.T. Phone 805.879.7333



**PACIFICA GRADUATE INSTITUTE  
M.A. COUNSELING PSYCHOLOGY  
TRAINEESHIP TUTORIAL REQUEST and CONTRACT FORM**

Student Name: \_\_\_\_\_  
Please print

Track:    \_\_\_ C    \_\_\_ D    \_\_\_ L

I am requesting a traineeship tutorial for the following time period:

\_\_\_\_\_ January 2 – January 31, 2009    [for CP 610 Clinical Practice I]

\_\_\_\_\_ April 1 – April 30, 2009        [for CP 611 Clinical Practice II]

\_\_\_\_\_ July 1 – August 15, 2009        [for CP 612 Clinical Practice III]

in order to extend the time period for attaining direct service hours within my traineeship at the following site:

\_\_\_\_\_

I will accomplish these objectives by the following methods: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that direct service hours consist of face-to-face individual, conjoint, family, or group psychotherapy, and that I must receive supervision on a weekly basis in order for my hours to qualify.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Clinical Training: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Procedure:**

1. Complete and sign this form and submit it to the Counseling Psychology Traineeship Office.
2. The Director or Coordinator will sign the form, and submit it to the Registrar.
3. The Registrar will send a copy of the contract to the Business Office and place the original in your file.
4. The Business Office will apply the traineeship tutorial fee to your account.

MA-L Track: Director of Clinical Training: Willow Young, M.A., M.F.T. Phone 805.879.7321

MA-C & MA-D Tracks: Clinical Coordinator: Martha Feng, M.A., M.F.T. Phone 805.879.7333

**PACIFICA GRADUATE INSTITUTE**  
**Ph.D. PERSONAL THERAPY**  
**DOCUMENTATION**

**Ph.D. Clinical students must complete 60 hours of personal therapy**

Student Name: \_\_\_\_\_

<u>Date</u>	<u>Hours</u>	<u>Date</u>	<u>Hours</u>	<u>Date</u>	<u>Hours</u>	<u>Date</u>	<u>Hours</u>
1.		16.		31.		46.	
2.		17.		32.		47.	
3.		18.		33.		48.	
4.		19.		34.		49.	
5.		20.		35.		50.	
6.		21.		36.		51.	
7.		22.		37.		52.	
8.		23.		38.		53.	
9.		24.		39.		54.	
10.		25.		40.		55.	
11.		26.		41.		56.	
12.		27.		42.		57.	
13.		28.		43.		58.	
14.		29.		44.		59.	
15.		30.		45.		60.	

**Total hours:** \_\_\_\_\_

Name of Therapist: \_\_\_\_\_

Address: \_\_\_\_\_

Therapist signature: \_\_\_\_\_ License or Certificate # \_\_\_\_\_

Please submit this form to the Director of Ph.D. Clinical Training.

249 Lambert Road • Carpinteria, California 93013 • 805-969-3626 • Fax 805-565-1932

Pacifica Graduate Institute  
M.A. PERSONAL THERAPY DOCUMENTATION

Student Name: \_\_\_\_\_ Track:  MA-C  MA-D  MA-L

**Include Day, Month, and Year of each session of Personal Therapy**

<u>Date</u>	<u>Hours</u>	<u>Date</u>	<u>Hours</u>	<u>Date</u>	<u>Hours</u>	<u>Date</u>	<u>Hours</u>
1.		16.		31.		46.	
2.		17.		32.		47.	
3.		18.		33.		48.	
4.		19.		34.		49.	
5.		20.		35.		50.	
6.		21.		36.		51.	
7.		22.		37.		52.	
8.		23.		38.		53.	
9.		24.		39.		54.	
10.		25.		40.		55.	
11.		26.		41.		56.	
12.		27.		42.		57.	
13.		28.		43.		58.	
14.		29.		44.		59.	
15.		30.		45.		60.	

Total hours: \_\_\_\_\_

Name of Therapist: \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_

Therapist Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

Note: M.A. Counseling Psychology students must complete 50 hours of personal therapy.

**Please submit this original form to the Counseling Psychology Traineeship Office**

**FULL-TIME NON-RESIDENTIAL APPLICATION / HOUSING  
LADERA CAMPUS**

To be completed by all students applying for non-residential status.

**Students claiming residency in either Santa Barbara County or Ventura County must attach written proof of residency. Written proof would include a copy of driver's license, utility bill, etc. Students are required to notify the Housing Coordinator immediately if planning a move outside of Santa Barbara County or Ventura County; as such a move would likely change the student's residency status.**

Time Frame: Students who do not reside in Santa Barbara County or Ventura County and who wish to apply for Non-Residential status must complete and submit this form to the Housing Office **3 weeks prior to the effective quarter**. The Housing Committee will review requests from non-county residents who apply for Non-Residential status and notify students of its decision.

New Application

Returning Non-Resident Student

Name: _____	Date: _____
Address: _____	Program / Track: _____
_____	Class Year: _____
Phone: Daytime ( ) _____	
Evening ( ) _____	Effective Quarter: _____
New address: ___ Yes ___ No	

Please indicate reasons for requesting Non-Residential status (attach additional sheet if necessary):

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**If your non-residential application is pending approval, or if you currently have Non-Residential Status, please complete the following:**

I agree to notify the Housing Coordinator in writing five days prior to session of any changes in my housing needs or status and to be responsible for any charges incurred as a result of a failure to notify.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Track: \_\_\_\_\_

Two “in-session” nights with occupancy in the Residence Hall are included with the tuition & fee agreement. In-session night stays are the first and second night of any session. Any housing request other than “in-session” will incur additional costs. Pacifica provides single, double, and suite rooms in our Administration Building for an additional fee. Special room requests and/or additional nights (limited to one day prior and/or one day after session) are optional and are billed in accordance with the schedule listed below.

If making an additional night(s) request, please circle the night(s). Your request can be made quarterly or annually.

Please check one: \_\_\_\_\_ Quarterly \_\_\_\_\_ Annually

FALL SUN MON TUE WED THU FRI SAT

WINTER SUN MON TUE WED THU FRI SAT

SPRING SUN MON TUE WED THU FRI SAT

SUMMER A separate form will be provided prior to the Summer Quarter.

**Additional Services and Fees:**

\_\_\_\_\_ Residence Hall:  
\_\_\_\_\_ Single Occupancy \$ 80.00/non session night

**Administrative Building Optional Services and Fees:** (Occupancy tax of 10% is an additional charge.)

\_\_\_\_\_ Single Occupancy  
\_\_\_\_\_ in-session/night \$ 37.50  
\_\_\_\_\_ non-session/night \$125.00

\_\_\_\_\_ Double Occupancy  
\_\_\_\_\_ non-session/night \$ 62.50

\_\_\_\_\_ Suite Single Occupancy  
\_\_\_\_\_ in-session/night \$ 65.00  
\_\_\_\_\_ non-session/night \$145.00

\_\_\_\_\_ Suite Double Occupancy  
\_\_\_\_\_ non-session/night \$ 72.50

Check out time is on or before 11:00 A.M. the day your last class is held. A \$15.00 late fee will apply if check-out is after 11:00 A.M.

I agree to notify the Housing Office in writing five days prior to session of any changes in my housing status and to be responsible for any charges incurred as a result of a failure to notify.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Policy: All residential students must have a current Residential Housing form on file with the Housing Office. All changes must be made in writing. In order to avoid additional fees, Cancellations must be received at least 5 days prior to arrival. **If planning to move to Santa Barbara or Ventura counties, students are required to notify the Housing Coordinator immediately. A change to “Non-Residential Status” resulting from a move to Santa Barbara or Ventura counties is made on receipt of the proper documentation and approval by the Housing Committee.**



**PART-TIME NON-RESIDENTIAL APPLICATION / HOUSING  
LADERA CAMPUS**

To be completed by all students applying for non-residential status.

**Students claiming residency in Santa Barbara county or Ventura county must attach written proof of residency. Written proof would include a copy of driver’s license, utility bill, etc. Students are required to notify the Housing Coordinator immediately if planning a move outside of Santa Barbara County or Ventura County; as such a move would likely change the student’s residency status.**

Time Frame: Students who do not reside in Santa Barbara County or Ventura County and who wish to apply for non-residential status must complete and submit this form to the Housing Office **3 weeks prior to the effective quarter.**

The Housing Committee will review requests from non-county residents who apply for non-residential status and notify students of its decision.

**New Application**

**Returning Non-Resident Student**

Name: _____	Date: _____
Address: _____	Program / Track: _____
_____	Class Year: _____
Phone: Daytime (    ) _____	
Evening (    ) _____	Effective Quarter: _____
New address: ___ Yes ___ No	

Please indicate your reasons for requesting Non-Residential status (attach additional sheet if necessary): \_\_\_\_\_

Please complete the following while your Non-residential application is pending approval or if you currently have Non-Residential Status.

Based on your academic schedule, which days/meals will you need? Please circle days/meals below.

<b>FALL</b>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MEAL</b>	B L D	B L D	B L D	B L D	B L D	B L D	B L D

<b>WINTER</b>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MEAL</b>	B L D	B L D	B L D	B L D	B L D	B L D	B L D

<b>SPRING</b>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MEAL</b>	B L D	B L D	B L D	B L D	B L D	B L D	B L D

**Summer:** A separate form will be provided for the Summer Session.

I agree to notify the Housing Coordinator in writing five days prior to session of any changes in my housing needs or status and to be responsible for any charges incurred as a result of a failure to notify.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

PACIFICA GRADUATE INSTITUTE

**FULL-TIME NON-RESIDENTIAL APPLICATION / HOUSING  
LAMBERT CAMPUS**

To be completed by all students applying for non-residential status.

Students claiming residency in Santa Barbara county or Ventura county must attach written proof of residency. Written proof would include a copy of driver's license, utility bill, etc. Students are required to notify the Housing Coordinator immediately if planning a move outside of Santa Barbara county or Ventura county; as such a move would likely change the student's residency status.

Time Frame: Students who do not reside in Santa Barbara county or Ventura county and who wish to apply for non-residential status must complete and submit this form to the Housing Office **3 weeks prior to the effective quarter.**

The Housing Committee will review requests from non-county residents who apply for Non-Residential status and notify students of its decision.

**New Application**     

**Returning Non-Resident Student**     

Name: _____	Date: _____
Address: _____	Program / Track: _____
_____	Class Year: _____
Phone: Daytime (    ) _____	
Evening (    ) _____	Effective Quarter: _____
New address: ___ Yes ___ No	

Please indicate reasons for requesting Non-Residential status (attach additional sheet if necessary):

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**If your non-residential application is pending approval, or if you currently have non-residential status, please complete the following:**

I agree to notify the Housing Coordinator in writing five days prior to session of any changes in my housing needs or status and to be responsible for any charges incurred as a result of a failure to notify.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_



Name: \_\_\_\_\_ Date: \_\_\_\_\_ Track: \_\_\_\_\_

Two “in-session” nights with double occupancy are included with your tuition fee agreement. In-session night stays are your first and second night of any session. Any housing request other than “in-session” will incur additional costs.

Single room requests and/or additional nights (limited to one day prior and/or one day after session) are optional and are billed in accordance with the schedule listed below.

If you are making an additional night(s) request, please circle the night(s). Your request can be made quarterly or annually.

Please check one: \_\_\_\_\_ Quarterly \_\_\_\_\_ Annually

FALL SUN MON TUE WED THU FRI SAT

WINTER SUN MON TUE WED THU FRI SAT

SPRING SUN MON TUE WED THU FRI SAT

SUMMER A separate form will be provided prior to the Summer Session.

**Additional Billing Requests:**

**Best Western Carpinteria Inn:** (The Best Western is a non-smoking facility; however smoking is allowed on non courtyard balconies which room location students may request.)

**Optional Services and fees:** (Occupancy tax is included.)

\_\_\_\_\_ Single Occupancy  
\_\_\_\_\_ in-session/night \$ 37.50  
\_\_\_\_\_ non-session/night \$120.00

\_\_\_\_\_ Double Occupancy  
\_\_\_\_\_ non-session/night \$ 80.00 Roommate Preference: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Special Room Request  
\_\_\_\_\_ Courtyard room/night \$ 25.00

I agree to notify the Housing Office in writing five days prior to session of any changes in my housing status and to be responsible for any charges incurred as a result of a failure to notify.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Policy: All residential students must have a current Residential Housing form on file with the Housing Office. All changes must be made in writing. In order to avoid additional fees, Cancellations must be received at least 5 days prior to arrival. **If planning to move to Santa Barbara or Ventura counties, students are required to notify the Housing Coordinator immediately. A change to “Non-Residential Status” resulting from a move to Santa Barbara or Ventura counties is made on receipt of the proper documentation and approval by the Housing Committee.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Track: \_\_\_\_\_

Two “in-session” nights with double occupancy are included with your tuition fee agreement. **In-session** night stays are your first and second night of any session. Any housing request other than “in-session” will incur additional costs. Single room requests and/or additional nights (limited to one day prior and/or one day after session) are optional and are billed in accordance with the schedule listed below.

Please circle night(s) requested. Requests can be made quarterly or annually.

Please check one: \_\_\_\_\_ Quarterly \_\_\_\_\_ Annually

**FALL** SUN MON TUE WED THU FRI SAT

**WINTER** SUN MON TUE WED THU FRI SAT

**SPRING** SUN MON TUE WED THU FRI SAT

**SUMMER** A separate form will be provided prior to the Summer Session.

**FALL MEALS** SUN MON TUES WED THU FRI SAT  
B L D B L D B L D B L D B L D B L D B L D

**WINTER MEALS** SUN MON TUES WED THU FRI SAT  
B L D B L D B L D B L D B L D B L D B L D

**SPRING MEALS** SUN MON TUES WED THU FRI SAT  
B L D B L D B L D B L D B L D B L D B L D

**SUMMER** A separate form will be provided prior to the Summer Session.

**Additional Billing Requests:**

**Best Western Carpinteria Inn:** (The Best Western is a non-smoking facility; however smoking is allowed on non-courtyard balconies which room locations students may request.)

**Optional Services and fees:** (Occupancy tax is included.)

\_\_\_\_\_ Single Occupancy  
\_\_\_\_\_ in-session/night \$ 37.50  
\_\_\_\_\_ non-session/night \$120.00

\_\_\_\_\_ Double Occupancy  
\_\_\_\_\_ non-session/night \$ 80.00 Roommate Preference: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Special Room Request  
\_\_\_\_\_ Courtyard room/night \$ 25.00

I agree to notify the Housing Office in writing five days prior to session of any changes in my housing status and to be responsible for any charges incurred as a result of a failure to notify.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Policy: All residential students must have a current Residential Housing form on file with the Housing Office. All changes must be made in writing. In order to avoid additional fees, Cancellations must be received at least 5 days prior to arrival. **If planning to move to Santa Barbara or Ventura counties, students are required to notify the Housing Coordinator immediately. A change to “Non-Residential Status” resulting from a move to Santa Barbara or Ventura counties is made on receipt of the proper documentation and approval by the Housing Committee.**

**PART-TIME NON-RESIDENTIAL APPLICATION / HOUSING  
LAMBERT CAMPUS**

To be completed by all students applying for non-residential status.

**Students claiming residency in Santa Barbara county or Ventura county must attach written proof of residency. Written proof would include a copy of driver's license, utility bill, etc. Students are required to notify the Housing Coordinator immediately if planning a move outside of Santa Barbara county or Ventura county; as such a move would likely change the student's residency status.**

Time Frame: Students who do not reside in Santa Barbara County or Ventura County and who wish to apply for non-residential status must complete and submit this form to the Housing Office **3 weeks prior to the effective quarter.** The Housing Committee will review requests from non-county residents who apply for non-residential status and notify students of its decision.

New Application

Returning Non-Resident Student

Name: _____	Date: _____
Address: _____ _____	Program / Track: _____
Phone: Daytime (    ) _____	Class Year: _____
Evening (    ) _____	Effective Quarter: _____
New address: ___ Yes ___ No	

Please indicate reasons for requesting non-residential status (attach additional sheet if necessary):

**Please complete the following while the non-residential application is pending approval or if currently have the non-residential status.**

Based on the academic schedule, which days/meals will be needed? Please circle days/meals below.

<b>FALL</b>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MEAL</b>	B L D	B L D	B L D	B L D	B L D	B L D	B L D

<b>WINTER</b>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MEAL</b>	B L D	B L D	B L D	B L D	B L D	B L D	B L D

<b>SPRING</b>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MEAL</b>	B L D	B L D	B L D	B L D	B L D	B L D	B L D

**Summer:** A separate form will be provided for the Summer Session.

I agree to notify the Housing Coordinator in writing five days prior to session of any changes in my housing needs or status and to be responsible for any charges incurred as a result of a failure to notify.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

**DIETARY FORM  
LAMBERT and LADERA CAMPUSES**

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please print) (Last) (First)

<b>PROGRAM</b>	<b>TRACK (please circle)</b>
Depth Psychology	J
Depth Psychology	K
Depth Psychotherapy	T
Clinical Psychology	A
Clinical Psychology	B
Clinical Psychology	O
Mythological Studies	E
Mythological Studies	G
Counseling Psychology	C
Counseling Psychology	D
Counseling Psychology	L
MA Engaged Humanities	Q
MA Engaged Humanities	R

Meals are ordered in advance and are served buffet style in the dining room. Three categories of special individual diets are accommodated: vegan (no meat, no cheese, or dairy), vegetarian (no meat, dairy included), and medically restricted diets with an accompanying doctor’s note. Please be advised that additional charges may apply for a restricted diet.

Special meals are ordered in advance with this form. If you request special meals, your name, along with special dietary requests, are given to the kitchen staff prior your arrival. *Students with special requests are responsible for identifying themselves to the kitchen staff at mealtime.*

Please indicate your request and add comments if needed. Attach an additional sheet if necessary.

- \_\_\_\_\_ NO SPECIAL DIETARY NEEDS
- \_\_\_\_\_ VEGETARIAN (no meat, dairy included)
- \_\_\_\_\_ VEGAN (no meat, dairy, or cheese)
- \_\_\_\_\_ MEDICALLY RESTRICTED (physician’s prescription required)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have requested a medically restrictive diet, please include your physician’s name and telephone number along with your dietary prescription.

PACIFICA GRADUATE INSTITUTE  
**STUDENT DATA CHANGE FORM**

Please print name as it currently appears on Pacifica's records.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check the items you wish to change or correct. Print the new information, sign your name, and return the form to the Registrar's Office.

\_\_\_ New First Name: \_\_\_\_\_  
please print

\_\_\_ New Last Name: \_\_\_\_\_  
please print

Name changes must be accompanied by a copy of an appropriate legal document such as a court decree, social security card, or driver's license showing the new name.

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\_\_\_ Address

\_\_\_ Number, Street: \_\_\_\_\_

\_\_\_ Apt. Number: \_\_\_\_\_

\_\_\_ City, State: \_\_\_\_\_

\_\_\_ Zip: \_\_\_\_\_

\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return this form to the Registrar's Office. Thanks.**

**PACIFICA GRADUATE INSTITUTE  
STUDENT COMPLAINT AND GRIEVANCE FORM**

(Please refer to Grievance section of handbook for process)

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Program/Track \_\_\_\_\_

Address \_\_\_\_\_

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Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Grievance (circle one)

Academic

- Grades
- Incomplete work
- Individual faculty
- Internship
- Traineeship
- Dissertation Clock issues

Administrative

- Paperwork
- Individual staff

Describe Grievance:

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Requested Specific Remedies for this Grievance:

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Student Signature: \_\_\_\_\_

**Tuition and Fees  
2008-2009**

Tuition - MA in Counseling Psychology P \$	19,420.00	
Tuition - MA in Humanities Program \$	19,420.00	
Tuition - PhD in Clinical Psychology Prog \$	23,400.00	
Tuition - MA/PhD in Mythological Studie \$	23,400.00	
Tuition - MA/PhD in Depth Psychology P \$	23,400.00	
Tuition - PhD in Depth Psychotherapy Prc \$	23,400.00	
<hr/>		
Thesis / Directed Research II - for three (3 \$	1,700.00	2005-2006 Enrollment year
Thesis / Directed Research II - for three (3 \$	1,800.00	2006-2007 Enrollment year
Thesis / Directed Research II - for three (3 \$	1,800.00	2007-2008 Enrollment year
Thesis / Directed Research II - for three (3 \$	1,800.00	2008-2009 Enrollment year
Additional Quarters - Thesis / Directed Re \$	500.00	Per Quarter
<hr/>		
<b>2-Year Dissertation Fee</b>		
Enrolled in PhD Program 2003-2004 \$	17,915.00	50% Billed at the Start of Each Year
Enrolled in PhD Program 2004-2005 \$	19,170.00	50% Billed at the Start of Each Year
Enrolled in PhD Program 2005-2006 \$	20,510.00	50% Billed at the Start of Each Year
Enrolled in PhD Program 2006-2007 \$	21,430.00	50% Billed at the Start of Each Year
Enrolled in PhD Program 2007-2008 \$	22,395.00	50% Billed at the Start of Each Year
Annual Dissertation Fee, Post 2-Year Clo \$	10,255.00	25% of This Fee is Billed Quarterly
<hr/>		
Residential Fee -Counseling Psychology I \$	4,969.00	
Residential Fee -Clinical Psychology Prog \$	4,969.00	
Residential Fee -Mythological Studies Prc \$	4,623.00	
Residential Fee -Depth Psychotherapy Prc \$	4,623.00	
Residential Fee -Depth Psychology Progr \$	3,849.00	
Residential Fee -Humanities Program \$	2,932.00	
Non-Residential Fee -Counseling Psychol \$	2,769.00	
Non-Residential Fee -Clinical Psychology \$	2,769.00	
Non-Residential Fee -Mythological Studie \$	2,606.00	
Non-Residential Fee -Depth Psychotherap \$	2,606.00	
Non-Residential Fee -Depth Psychology F \$	2,199.00	
Non-Residential Fee -Humanities Program \$	1,464.00	
<hr/>		
Independent Study per unit - Counseling I \$	593.00	
Independent Study per unit - Humanities I \$	809.00	
Independent Study per unit - Clinical Psyc \$	856.00	
Independent Study per unit - Mythologica \$	1,048.00	
Independent Study per unit - Depth Psych \$	949.00	
Independent Study per unit - Depth Psych \$	1,032.00	

**Additional Fees  
2008-2009**

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Additional Lodging Charges

Lambert/Best Western- In-Session Room Charge, Single	\$ 37.50	Per In-Session Night
Lambert/Best Western- Additional Night Charge, Single	\$ 120.00	Per Additional Night
Lambert/Best Western- Additional Night Charge, Shared	\$ 80.00	Per Additional Night
Lambert/Best Western-Courtyard Charge	\$ 25.00	Per Night Stayed
Ladera - Residential Building Additional Night Charge	\$ 80.00	Per Additional Night**
Ladera - Administrative Room, Shared	\$ 80.00	Per Additional Night**
Ladera - Administrative Room, In-session, Single	\$ 37.50	Per In-Session Night
Ladera - Administrative Room, Single	\$ 125.00	Per Additional Night**
Breakfast - Student or Guest	\$ 12.00	*
Lunch - Student or Guest	\$ 16.50	*
Dinner - Student or Guest	\$ 20.00	*
Plus *7.75% state sales tax for food and **10% SB county occupancy use tax for lodging		

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Traineeship Only Enrollment-MA in Counseling Program	\$ 300.00	Per Quarter
Internship Only Enrollment-PhD in Clinical Program	\$ 300.00	Per Quarter
Academic Tutorial - One Calendar Month	\$ 150.00	
Extended Tutorial - Three Calendar Months	\$ 300.00	
Traineeship Tutorial - MA in Counseling Program	\$ 150.00	
Writing Assistance Practicum	\$ 300.00	
Comp Exam Re-take, Per Question	\$ 100.00	
Leave of Absence	\$ 100.00	
Late Registration Fee	\$ 75.00	
Late Payment Fee	\$ 100.00	

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Dissertation Processing Fee	Varies	Actual Cost
Inter Library Loan - per book or article	\$ 3.50	
Library Shipping - First item	\$ 5.50	
Additional items	\$ 0.50	
Library Fines for Overdue Materials - General Items	\$ 0.50	Per Day
Library Fines for Overdue Materials - Specialty Items	\$ 1.00	Per Day
Library Item Replacement - Processing Fee	\$ 20.00	Plus Replacement Cost
Photocopies	\$ 0.05	Per Page
Postage or Shipping	Varies	Actual Cost
Transcript	\$ 4.00	Per Copy
Student ID replacement Fee	\$ 10.00	
Returned Check Fee	\$ 50.00	
Graduation Hood	\$ 45.00	
Campus Parking Violation	\$ 75.00	

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## Dissertation Fee Schedule

### Initial two-year enrollment clock – based on the year you entered the PhD program

- ✓ For students entering their initial two-year clock, one-half of the designated fee will be billed at the beginning of each year of the two-year clock.

<input type="checkbox"/>	Fall 2003	Fee = \$17,915	Annual Billing = \$8,957.50	Qtrly Pmnt = \$2,239.37
<input type="checkbox"/>	Fall 2004	Fee = \$19,170	Annual Billing = \$9,585.00	Qtrly Pmnt = \$2,396.25
<input type="checkbox"/>	Fall 2005	Fee = \$20,510	Annual Billing = \$10,255.00	Qtrly Pmnt = \$2,563.75
<input type="checkbox"/>	Fall 2006	Fee = \$21,430	Annual Billing = \$10,715.00	Qtrly Pmnt = \$2,678.75
<input type="checkbox"/>	Fall 2007	Fee = \$22,395	Annual Billing = \$11,197.50	Qtrly Pmnt = \$2,799.38

#### Payment Options:

##### Option 1: \*

- ✓ Initial two-year enrollment clock – Pay one-half of the Dissertation Fee on or before the beginning of each year. See annual figures above.

##### Option 2: \*

- ✓ Initial two-year enrollment clock – Pay one-eighth of the Dissertation Fee quarterly (quarter begin dates October 1, January 1, April 1, July 1 each year). See quarterly payment figures above.

##### Option 3:

- ✓ Financial Aid recipients – Must complete the FAFSA form each year and maintain satisfactory academic progress toward completion; may qualify for up to \$20,500 annually, beginning 2007/2008. See Pacifica's website for details or contact the Financial Aid Office.
- ✓ Initial two-year enrollment clock – One-eighth of the Dissertation Fee (quarterly payment) will be deducted from the Stafford loan(s) each quarter. Excess loan funds will be made available (within 14-days of receipt of funds) to the students each quarter for educational expenses. Contact the Financial Aid Office for complete details.

### Extended one-year enrollment clock

- For students enrolling in extended one-year dissertation clock the fee will be billed quarterly:

<input type="checkbox"/>	Oct 09-July 10	Fee = \$10,715	Qtrly Pmnt = \$2,678.75
<input type="checkbox"/>	Oct 10-July 11	Fee = \$11,198	Qtrly Pmnt = \$2,799.38
<input type="checkbox"/>	Oct 11-July 12	Fee = \$11,700	Qtrly Pmnt = \$2,925.00

#### Payment Options:

##### Option 1: \*

- Extended one-year enrollment clock – Pay the one-year fee indicated above at the start of the extended one-year enrollment period.

##### Option 2: \*

- Extended one-year enrollment clock – Pay each quarter as billed (quarter begin dates October 1, January 1, April 1, July 1 each year). See quarterly payment figures above.

##### Option 3:

- Financial Aid recipients – Must complete the FAFSA form each year and maintain satisfactory academic progress toward completion; may qualify for up to \$20,500 annually, beginning 2007/2008. See Pacifica's website for details or contact the Financial Aid Office.
- Extended one-year enrollment clock – One-fourth of the fee will be deducted from the Stafford loan(s) each quarter. Excess loan funds will be made available to the students (within 14-days of receipt of funds) each quarter for educational expenses. Contact the Financial Aid Office for complete details.