



PACIFICA  
GRADUATE INSTITUTE

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# Student Handbook

# 2013/2014

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Pacifica Graduate Institute | 249 Lambert Road, Carpinteria, CA 93013  
TEL: 805.969.3626 | [www.pacifica.edu](http://www.pacifica.edu)



# 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. Familiarizing yourself with the critical information held in these pages will help clarify questions that may arise during your tenure here.

Knowing Pacifica's policies is a great way to avoid issues and to be certain that you enjoy smooth sailing as you progress through your education. It also provides you with information about what we do and who to see if you run into stumbling blocks.

We are delighted to accompany you and support your progress toward a graduate degree. Our hope is that your Pacifica experience is intellectually rich and personally transformational while guiding you towards your vocational and career goals.

I wish you all the best.

Sincerely,

Patricia O. Katsky, Ph.D.  
Academic Vice President and Provost

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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 this 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.*

## **About Pacifica**

### **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 (Jungian and Archetypal Studies, Somatic Studies, Community/Liberation/Ecopsychology, and Depth Psychotherapy emphases), Mythological Studies, and Humanities and the Creative Life 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, it also cultivates 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.

### **Core Values of Pacifica**

- **Logos:** The idea that academic excellence is central to what informs our curriculum, research, and scholarship – demonstrated by conscious reflective regard for new knowledge resting securely on the traditions of the past that inform the development of the whole person (intellect, dream, intuition, symptoms, feeling, imagination and other ways of knowing) in relation to the larger social world.
- **Eros:** The importance of open communication, respectful relationship, care, and a heartfelt regard for a diverse community which includes a love for learning as a noble goal of the human spirit.
- **Consciousness:** The awareness of Pacifica as a “psychological community” with a connection to the deep psyche – mindful attention is given to personal and community introspection, the conscious tending of the shadow of consciousness, and a respect for solar thinking (reason) and lunar reflection (dream and imagination).
- **Integrity:** The necessity for a just, psyche-centered attitude rooted in the “wisdom traditions,” and committed to cultivating an honest and caring presence among ourselves, our students, and the world around us.



- **Service:** We are in service to ourselves as unique human beings, to others within the Pacifica community as well as to those we engage in the world through our example, talks, lectures, workshops, writing, teaching; the capacity to see through cultural forms; the art of hosting the incarnate and the invisible; and our ongoing service to our fields of Depth Psychology, Mythological Studies, and the Humanities.
- **Stewardship:** Care of the world soul as expressed in Pacifica’s motto, “*animae mundi colendae gratia*,” becoming sustainable at all levels – from our way of being actively present in imaginal inquiry to our presence in the larger earth community – from work load to land use, from our way of conducting business to our model of doing business.

### **Mission Statement**

The mission of Pacifica Graduate Institute is to foster creative learning and research in the fields of psychology and mythological studies, framed in the traditions of depth psychology.

By creating an educational environment with a spirit of free and open inquiry, consistent with the recognized values of academic freedom, Pacifica is dedicated to cultivating and harvesting the gifts of the human imagination. So that these insights may influence the personal, cultural, and planetary concerns of our era, this dedication is contained in the motto: *animae mundi colendae gratia* - for the sake of tending soul in and of the world.

Pacifica traces many of its central ideas to the heritage of ancient story tellers, dramatists, and philosophers from all lands who recorded the workings of the imagination. The legacies of these early men and women have evolved in multiple cultural contexts including the systematic explorations of the unconscious by Freud, Jung, and other theorists of the psychologies of this century.

The concepts of depth psychology result from this long development and are at the core of Pacifica’s orientation. These ideas—such as the importance of symbol and metaphor in personal and cultural imagery or the recognition of the dynamic interplay between the natural world and the world of the human psyche—are articulated in all of the Institute’s programs. Pacifica students and faculty contribute further to this rich body of knowledge through the intricacies of the human imagination.

Extending the concepts of psychology and mythological studies beyond the personal, beyond the consulting room, and beyond the classroom, we see psychological life as an evolutionary development within nature, alive in all the phenomena and systems of our world. In studying and working with these multidimensional exchanges, we facilitate contributions to the contemporary concerns of our world through dialogues between the psyche of the individual, the mythologies of the culture, the collective human imagination, and the living planet.

### **The Tradition of Depth Psychology**

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 (Jungian and Archetypal Studies, Somatic Studies, Community/Liberation/Ecopsychology, and Depth Psychotherapy emphases),

Mythological Studies, and Humanities and the Creative Life. All degree programs carry an emphasis in depth psychology.

The Counseling Psychology, Clinical Psychology, Depth Psychology (Jungian and Archetypal Studies, Somatic Studies, Community/Liberation/Ecopsychology, and Depth Psychotherapy emphases) 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 and the Creative Life program prepares students to manifest their vision of a better world through the acquisition of critical thinking, analytical writing, creative engagement, and enhanced communication skills. Students connect with the world's great stories through the perspective of depth psychology, mythology, the arts, and humanities to serve personal and professional goals. The approach is broad, interdisciplinary, and satisfying in the areas of intellectual curiosity and creativity. The combined disciplines of depth psychology and humanities access and stimulate inner life processes, including a remembrance of indigenous and traditional wisdom, allowing the transcendence of individual egos. Face-to-face contact on campus encourages the development of relationships in which fertile seeds of understanding and engagement can be grounded, and this program's 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.

### **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's Ladera Lane 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 lodging as well as dining facilities.

At the discretion of the Institute, classes may be conducted at other locations. Students in the Jungian and Archetypal Studies program who begin their studies during the Spring quarter will meet for classes twice a year in Santa Barbara and twice a year in New York City at the New York Open Center.

## General Information

### **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**

As an accredited institution, Pacifica Graduate Institute is committed to high standards of quality, integrity, capacity, and effectiveness. Pacifica's academic programs are subject to review and approval on multiple levels: 1) the U. S. Department of Education (DOE), 2) the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), and 3) the State of California.

The regional body that accredits Santa Barbara Graduate Schools, Inc., d.b.a. Pacific Graduate Institute, is WASC, an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. WASC was formed to promote the welfare, interests, and development of education in the Western Region of the United States.

Accredited membership in WASC is achieved and maintained after an institution undergoes a series of self-studies and peer reviews by educators from member schools. These reviews are planned periodically to ensure that each institution is achieving its mission, educational purposes, and other WASC-determined standards of quality, integrity, capacity, and effectiveness.

### ***Statement of WASC Accreditation Status***

In June 2010, Pacifica's accreditation was re-affirmed with the next review scheduled for 2019.

Current Accreditation Status: ACCREDITED

First Accredited: June 30, 1997

Most Recent Commission Action: Reaffirmation of Accreditation - June 24, 2010

[Click Here \(PDF\)](#) to read the letter from Pacifica's Chancellor, Stephen Aizenstat, Ph.D.

For standards of accreditation and information regarding the Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities, including information about policy and process for compliance complaints, visit: <http://www.wascsenior.org>, or contact WASC at the address below.

Western Association of Schools and Colleges (WASC)  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
Telephone: (510) 748-9001  
Fax: (510) 748-9797  
[www.wascweb.org](http://www.wascweb.org)

## **State Licensure**

All Clinical and Counseling 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 each student's responsibility to ensure that he/she understands the various licensure requirements in his/her particular state. It is the responsibility of each student to keep copies of all documentation related to their program that may be required when applying for licensure, such as supervised practicum /practicum/ internship logs, personal therapy hours, syllabi, course requirements/catalogs, incomplete requests, grade change forms, student handbooks, grades, notices, and any other documents or forms.

## ***Professional Licensure for Graduates***

Professional licensure is regulated by individual states. Two of Pacifica's degree programs prepare students for licensure requirements:

- Ph.D. or Psy.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 and the California Licensed Professional Clinical Counselor (L.P.C.C.) License. Graduates who begin matriculating in the M.A. program in 2012 may also apply for the Licensed Professional Counselor (L.P.C.) credential upon graduation.

Students commuting from other states need to check with their state boards for applicable licensing requirements.

## **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.

## **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. Students' rights are as follows:

- The right to inspect and review their education record within 45 days of the date Pacifica receives the access request. Students should submit to the Registrar's Office an official written request that identifies the record(s) requested for inspection. The Registrar's Office will send notification of the time and place where the record may be inspected.

- 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.

- 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.
- 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

- Pursuant to Section 99.3 of FERPA regulations, directory information and information from a student's education record may be disclosed without 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.

Students will be asked to complete a Release of Directory Information form at the time of orientation. The form provides a directive as to whether or not the student authorizes release of directory information without written consent. The student can at any time alter this directive by contacting the Registrar's Office and submitting a new form.

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.

### **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 or seven year period, depending on the 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. To request a card, 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

## **Research and Information Technology Resources**

### **The Graduate Research Library and Joseph Campbell & Marija Gimbutas Library**

#### ***Introduction***

Pacifica Graduate Institute's 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 Libraries on the Lambert and Ladera campuses contain over 22,000 books, 9,000 ebooks, 2,700 theses and dissertations, and 1,500 audio and video materials. They also provide access to thousands of journals, both in print and electronic formats. Special reference collections include course reserves, student papers, faculty publications, rare and hard-to-find books, and other unique multimedia materials. On-site resources include personal computers (PC and Mac) with Internet access, printing and photocopying. Library items can be sent by shuttle between the two campuses upon request, though transferring can take one business day or more. These items are available through the library catalog, which is available through the library's website.

The Ladera campus library is staffed when Ladera campus students are in session. When Ladera classes are not in session, the Ladera 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 so students can make use of both library facilities.

OPUS Archives and Research Center is an independent 501(c)3 non-profit organization located on both campuses. The Joseph Campbell and Marija Gimbutas library, consisting of approximately 4,600 books, is housed on the Lambert campus. These books cannot be checked out. The archive collections of Joseph Campbell, Marija Gimbutas, James Hillman, Jane Hollister and Joseph Wheelwright, Marion Woodman, Christine Downing, and Katie Sanford are on the Ladera campus OPUS facility. Various parts of these collections include manuscripts, drafts of published and unpublished books, correspondence, audio lectures, research notes, photos, slides, paintings, and personal items. These collections and the Campbell and Gimbutas library are open to the public by appointment only. If you would like to visit the archives for research or become a volunteer archival assistant, contact OPUS at (805) 969-5750 or visit the website at [www.opusarchives.org](http://www.opusarchives.org).

### ***Circulation Services***

Most of the library's materials circulate except for reference books, print journals, and special collections (e.g., rare items). Currently enrolled Pacifica students may check out up to 50 library items at one time, and the loan period is six weeks.

### ***Renewals and Holds***

Items checked out may be renewed indefinitely as long as they have not been placed on hold by another patron. Students can renew items through their own personal library catalog accounts or ask library staff to renew them in-person, by phone, or e-mail. Students may also place up to 12 items on hold at a time. When a requested item is available, the library catalog automatically emails the hold requestor notifying them that the item came in. Holds may either be mailed to the requestor or held at one of the libraries for pick up. These options are available through the catalog when requesting a hold or students can notify staff directly of their choice.

### ***Overdue Items***

Overdue books accrue fines of 35¢ per day per item, with a maximum charge of \$65.00 per item. Overdue items cannot be renewed. Students are advised to inquire at the circulation desk about overdue fines for psychological assessment materials, which accumulate hourly. Items that are returned damaged (this includes highlighting, underlining, or other book defacement), or are missing components, are also subject to replacement costs. If and when the Library must replace lost or damaged items, students will be charged the full replacement cost of the item purchased new, in addition to any accrued overdue fees. Items overdue more than 6 months will be replaced, with students charged \$65.00 per item. Lost Master's theses will incur a \$20.00 replacement fee and lost Doctoral dissertations will incur a \$50.00 replacement fee. Students must contact Library staff before attempting to purchase a replacement item for one they have lost; this enables staff to verify that the replacement will be a suitable one, including the same edition and published year. Billing for all library charges is handled through the Business Office for students on a monthly basis; please do not send payment directly to the library.

All circulation requests may be made in person, by email at [circulation@pacific.edu](mailto:circulation@pacific.edu), or by telephone at (805) 679-6115. All library correspondence regarding overdue materials, library accounts or library services is sent to students' @My.Pacific.edu email accounts. Students are required check their @My.Pacific.edu email accounts regularly for important official notices from the Library.

### ***Library Accessibility***

The library offers a number of resources and assistive technologies for individuals with learning or mobility challenges. This page outlines the general services offered, though we encourage anyone with specialized needs to contact staff members for personal assistance. Please note that many of the library's electronically accessible ebooks and journals now come with built-in voice-reading technology; contact library staff for further assistance with those

### ***Accessible Stations***

The Lambert library provides a wheelchair-accessible computer and learning station. From this terminal, students are able to access all library resources including the library catalog, the library's

subscription databases, productivity software, etc. Additional components include speech recognition software, specialized screen-reading software, headphones, microphone, and accessible keyboard. This station is located in an accessible room that can be closed from the rest of the library for students with attention sensitivities requiring reduced audio-visual stimulation. This station is only available to our patrons requiring additional accessibility features. A similar workstation is available in the Ladera campus computer lab, adjacent to the Ladera library.

### *Intel Reader*

For individuals requiring assistance with reading from the general collections, the library can provide an Intel Reader (for use within the library) which can convert captured pages into speech. This assistive device can also read additional transferred text files and comes with headphones.

### *Special Services*

Library staff are available to attend to any patron who needs individual assistance. Requests for special access services may be submitted in advance to the library's circulation staff. Requests for special services made while visiting the library will be accommodated as best as possible. To review the library's support services available for collections accessibility, please visit: [www.pacifica.edu/library\\_accessibility.aspx](http://www.pacifica.edu/library_accessibility.aspx).

### *Electronic and Off-Campus Resources*

Pacifica students have access to thousands of e-books, full-text online journals, online videos, dissertations & theses, and numerous academic databases which cover a variety of subject areas. They are available both on and off campus and include the following:

- Academic Search Premier - full text to over 4,600 publications via EBSCO
- Archive for Research in Archetypal Symbolism (ARAS)
- ATLA Religion with ATLASerials (produced by EBSCO)
- Business Source Elite (produced by EBSCO, containing leadership journals)
- Cabell's Publishing Directory for Psychology, Psychiatry
- Cambridge Collections Online
- Counseling and Therapy in Video
- DSM-IV TR Online
- DSM-V Online
- Ebrary Psychology & Social Work ebook collection
- EBSCO eBooks
- EBSCO E-Journals Database
- Electronic Journals Service (EJS provides access to the library's individual journal subscriptions) via EBSCO
- Gale Virtual Reference Library
- Health Source Nursing Academic (produced by EBSCO)
- Humanities International Complete database via EBSCO
- JSTOR Arts & Sciences III
- Mental Measurements Yearbook with Tests in Print via EBSCO
- Oxford Classical Dictionary
- Oxford English Dictionary



- ProQuest Dissertations and Theses (formerly known as Digital Dissertations) - contains PDF versions of all Pacifica dissertations, as well as over 1 million dissertations from universities throughout the world
- Psychoanalytic Electronic Publishing (PEP) Archive via EBSCO
- PsycARTICLES (produced by the APA) via EBSCO
- PsycBOOKS (produced by the APA) via EBSCO
- PsycCRITIQUES (produced by the APA) via EBSCO
- PsycEXTRA (produced by the APA) via EBSCO
- PsycINFO (produced by the APA) via EBSCO
- PsycTESTS (produced by the APA)
- Stahl's Essential Psychopharmacology
- World Folklore and Folklife

Computer terminals are available for students at both campus libraries to support word processing, web-based email, and Internet/database searching. Printers and photocopiers are also available and wireless Internet access is available throughout both campuses for personal laptop use.

### ***Interlibrary Loan Services***

Materials not held by the library may be requested through Inter-Library Loan (ILL). Requests may be made in-person, through the online request form at [http://www.pacifica.edu/library\\_ILL.aspx](http://www.pacifica.edu/library_ILL.aspx), by e-mail at [ill@pacifica.edu](mailto:ill@pacifica.edu), or by telephone at (805) 679-6115. ILL requests for items already owned by the Pacifica Library will not be processed. Students will be contacted when the requested items arrive, though it is difficult to predict how quickly that will occur since the Library depends on the speed of the lender to process requests, the mail delivery service, etc. To cover the fees of the lending libraries, \$3.50 plus shipping is charged per item for this service to students. Students may request to pick items up in-person at either campus library to avoid shipping costs. Renewal policies for ILL documents are dependent on the lending library, not Pacifica's. Overdue ILL items are charged a \$1/day fee and items not returned after one month are assessed a replacement charge plus a \$20 processing fee. Students are limited to 20 ILL requests per 30 days.

### ***Reference Services***

Reference librarians are available to provide orientations to the library, bibliographic instruction, and assistance with scholarly research. Individual instruction (by appointment or on a walk-in basis) and small group instruction are available throughout the year. Reference requests may be made in-person, by mail, telephone at (805) 679-6144, or e-mail at [reference@pacifica.edu](mailto:reference@pacifica.edu).

### ***Delivery/Shipping Charges***

Library items may be shipped to students via shippers who use trackable systems, such as UPS or US Postal Service Priority Mail, and via an expedited service such as FedEx upon request. The charge for the first item delivered is \$5.50 and each additional item is 50¢. Papers, articles, etc. (small items) are delivered at a reduced rate of \$1. The additional cost of expedited service, if requested, will be added to these fees. If articles or book chapters must be photocopied by library staff, an additional charge of 20¢ per page is assessed.

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

Students may check out testing materials on a first-come, first-served basis, and for 3 hours at a time per test. Since psychological assessment materials must remain in the library, the library recommends that students reserve the library conference room 24 hours in advance in order to review and use the testing materials. Students who do not arrive within 1 hour of their reservation times may forfeit the use of the testing materials as well as the library conference room and may 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***

#### **Lambert Library Hours**

Monday-Saturday 9AM-7PM

Sunday 10AM-7PM

#### **Ladera Library Hours** (open only when classes in session at Ladera)

Monday-Tuesday 10AM-7PM

Wednesday 9AM-6PM

Thursday-Friday 10AM-7PM

Saturday 10AM-2PM, 5-7PM

Sunday 9AM-6PM

The Joseph Campbell and Marija Gimbutas Library is open seven days per week to Pacifica students for brief visits; advanced notice is recommended for more extensive research visits. Please contact Richard Buchen, Special Collections Librarian, for an appointment.

### ***Library Contact Information***

*Library Website:* [www.pacifica.edu/library.aspx](http://www.pacifica.edu/library.aspx)

The library website is the main gateway to all resources mentioned above, including:

- One page for access to all research databases
- A page of FAQs and library policies
- Research guides for psychology, depth psychology, and mythology
- A searchable directory of all journals (print and electronic), ebooks, and online videos that the library provides access to
- The library catalog
- A job and career resources page
- A library news page that is updated regularly with information on recent library acquisitions, research tips, policy changes, and more. Students are encouraged to visit it regularly
- Other pages containing contact information, library hours, services provided, an online ILL form, and more

### ***Library Phone Numbers and E-Mail***

Circulation

Phone: (805) 969-3626 extension 115

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

Reference	Phone: (805) 969-3626 extension 144 E-mail: <a href="mailto:reference@pacific.edu">reference@pacific.edu</a>
Interlibrary Loan	Phone: (805) 969-3626 extension 115 E-mail: <a href="mailto:ill@pacific.edu">ill@pacific.edu</a>
Joseph Campbell and Marija Gimbutas Library	Phone: (805) 969-3626 extension 133 E-mail: <a href="mailto:rbuchen@pacific.edu">rbuchen@pacific.edu</a>

### **Information Technology Policies**

Pacifica's Information Technology department is committed to advancing the use of technology to enhance the quality and effectiveness of the educational experience for our students, faculty, and staff. The office is uniquely structured to provide technical support and computing services in support of Pacifica's mission of providing quality graduate degree programs that foster research in the fields of depth psychology, humanities, and mythological studies

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

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. The full text of Pacifica's Computer and Network Resource Acceptable Use Policy may be found at: [http://pacific.edu/computer\\_use\\_policy.aspx](http://pacific.edu/computer_use_policy.aspx).

#### ***Information Security Plan***

Pacifica continues to be diligent in providing safeguards to protect against unwanted intrusions with malicious or other intent, as well as to protect the information that the institution works with during the normal course of business. The safeguards the school has adopted address the information that is stored centrally, as well as decentralized information that is stored in hardcopy and electronic format. The Information Security 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 full text of Pacifica's Computer Information Security Plan may be found at: [http://pacific.edu/Information\\_Security\\_Plan.aspx](http://pacific.edu/Information_Security_Plan.aspx).

#### ***Student Computer Requirements***

Students attending Pacifica are required to have access to computing resources and to possess a functional level of working computer knowledge to support their academic aspirations. The technology and communication systems at the school are designed to facilitate efficient, timely communication and notification within the community. To facilitate distance learning, Pacifica uses a Learning Management System (LMS), email, phone, and the Student Self-Service website to interact with students while completing coursework. The LMS facilitates student-instructor communication in a non-traditional classroom setting. Students registered for courses receive

usernames and passwords which grants them access to My.Pacifica systems once the enrollment process is completed on the first day of coursework. The full text of the Student Computer Requirements matrix may be found at: [http://pacifica.edu/computer\\_requirements.aspx](http://pacifica.edu/computer_requirements.aspx).

### ***My.Pacifica Student Technical Support***

For immediate assistance to common Pacifica computer related questions, please visit Pacifica's Information Technology home page at: [https://www.pacifica.edu/information\\_technology.aspx](https://www.pacifica.edu/information_technology.aspx). Students may also receive individual technical support from 8:30 am through 5:00 pm seven days a week, excluding holidays and breaks observed by the school, by contacting the IT Help Desk at [itsupport@pacifica.edu](mailto:itsupport@pacifica.edu) or (805) 679-6199.

## **Copyright and Intellectual Property Policies**

### **Course Materials and Content**

The contents of each course taught by 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, print, and electronic documents. Students 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 instructor's written permission. In addition to legal sanctions, students found in violation of these policies may be subject to academic disciplinary action.

### **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 may inform students during the first week of class regarding their taping policy. The absence of notice provides students with the right to audio tape lectures; however, students who wish to record may choose to ask permission from the instructor first.

Students granted audio taping rights through a Pacifica approved disability accommodation plan are entitled to audio tape. An approved plan supersedes any individual faculty member's classroom taping policy, and each faculty member is notified of the accommodation.

### **For Pacifica Students**

#### ***Introductory Note***

Copyright rules for education and academia are not stringent. This section serves only as a guideline regarding current practices in Intellectual Property, and students are personally responsible for complying with copyright law.

#### ***Definitions and Terms***

##### ***What is Intellectual Property?***

The term "Intellectual Property" refers to all ideas, information, creation, and knowledge 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.

### *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, and lectures are all examples of items or ideas that can be protected from unauthorized use.

### *What is Public Domain?*

Public Domain concerns anything published or 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, 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/resources/publicdomain.cfm>).

### *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 mostly considered more along the lines of a doctrine. Unfortunately, Fair Use is not clearly defined and often is only defined individually in legal cases. The four factors judges consider are:

- The purpose and character of your use
- The nature of the copyrighted work
- The amount and substantiality of the portion taken
- The effect of the use upon the potential market

Not that the amount and substantiality of the portion taken cannot always be defined in absolute terms. Even if you take a small portion of a work, your copying will not be a fair use if the portion taken is the “heart” of the work. In other words, you are more likely to run into problems if you take the most memorable aspect of a work, or the part that sums it up. For example, it would probably not be a fair use to copy only the opening guitar riff and the words, “I can’t get no satisfaction” from the song, “Satisfaction.” (Source: Stanford Libraries and Academic Information Resources page, “Measuring Fair Use: The Four Factors” at [http://fairuse.stanford.edu/Copyright\\_and\\_Fair\\_Use\\_Overview/chapter9/9-b.html#3](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter9/9-b.html#3))

## *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 excessive, 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, 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*

Reproducing music for academic, educational fair use is limited to 10%, but not more than 30 seconds, of a musical work. Students may not alter or change the fundamental musical structure or character of the work. Even if the intent is for “academic” or “educational” use, copying or distributing complete songs is not protected under fair use. This means that students may not submit entire songs or copied CDs to accompany their papers, theses, or dissertations (also known as “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.

CD art work, designs, and lyrics may also be protected by copyright law, although no legal precedent has been set for the reproduction of lyrics. It is recommended that no more than 10% is reproduced, and it is suggested that students obtain copyright permission if they intend to use this type of work in their projects.

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

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

It may be necessary to obtain permission to reproduce paintings from the governing or owning body, such as the Tate, the Huntington, the Getty, the National Gallery, as well as the copyright holder.

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

As with music, it is not permissible to alter the integrity of copyrighted art work or make modifications without approval from the copyright holder.

#### *Videos, Movies and Multimedia*

Students 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.

#### *Consequences*

Failure to comply with copyright and intellectual property laws can result in a variety of consequences. In addition to cease-and-desist letters or lawsuits from copyright holders or companies, students may be subject to federal penalties such as injunctions, federally assessed damages and profits, seizures, forfeitures, recovery of legal costs, and criminal prosecution. For additional information on the full range of federal actions that may be taken, please review Sections 501-513 of U.S. Copyright Law at <http://www.copyright.gov/title17/92chap5.html>.

Dissertations and theses cannot receive final approval or be published if they violate these standards.

#### **Honesty and Plagiarism Policy**

Students and faculty are required to read Pacifica's Academic Honesty Policy located at: [http://www.pacifica.edu/academic\\_honesty.aspx](http://www.pacifica.edu/academic_honesty.aspx). This page contains full descriptions of and tips for avoiding plagiarism and academic dishonesty. Pacifica's Academic Honesty website also contains tutorials for the Institute's anti-plagiarism service, Turnitin.com, which is used to scan student submissions for originality.

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. Students who use similar material for different courses 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 and abide by the definitions of plagiarism provided by the writing and publication manuals of their respective disciplines. These definitions are available in the current editions of the *Publication Manual of the American Psychological Association* and 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 Program Chair and the Provost.

If a student plagiarizes (presents others' words as his or her own), misrepresents the source of the 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. In addition, the Registrar will automatically place the student on academic probation 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 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 Student Relations Liaison, who may appoint a Review Committee. This decision is then reviewed by the Provost. Decisions made by the Provost 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 also 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.

## **Academic Integrity**

### **Changes in Academic Policy**

Members of the academic community may submit suggested changes to academic policies to the Education Council. The Education Council will convene a policy review meeting to discuss and evaluate suggested policy changes and obtain input from the appropriate faculty and staff and will then send recommendations to the Provost. If the Provost also approves, she will communicate changes of policy to faculty and staff.

Students have input at Pacifica Graduate Institute in a number of ways. Means of input include, but are not limited to: faculty and course evaluations, faculty liaison meetings, and periodic student surveys conducted by the Office of Institutional Research and other departments.

### **Curriculum and Program Review**

The sequence of classes may be changed by the Program Chair at any time prior to the start of a quarter. Other significant curricular changes are implemented only after review by the Curriculum Review Committee and the approval of the Provost. To ensure that our programs offer the highest quality educational experience, we continually evaluate the curriculum and programs.

### **Course Evaluation**

At the conclusion of each course, students assess components of the learning process through the Course Evaluation. Course Evaluation forms are completed online the week before final assignments are due. Instructions will be sent to students about how and when to access the



evaluations through Pacifica's assessment software, on the My.Pacifica page, or through an e-learning module for individual courses. Students may receive points, participation credit, or other incentives for completing the evaluation in each course; however, each student's identity is not linked to his or her responses and the instructors will not have access to the confidential results until after grades are submitted for each course.

Individual and aggregate responses will be reviewed by the Program Chair for better understanding about all aspects of the learning process. Course Evaluation feedback is important because it affects curriculum development, assignments, format, and instructor selection.

### **Ethics Committee (Non-Research)**

The Ethics Committee at Pacifica is comprised of either faculty members or a combination of faculty members and staff. Members are appointed by Executive Management to serve for a period of three 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, among 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 requested or needed. Students may bring issues to this committee by making a request to the Academic Affairs office (either the Provost or Academic Affairs Associate).

### **Complaint and Grievance Policies and Procedures**

The Student Relations Liaison position is intended as an additional support for students who are seeking information and mediation regarding the grievance processes related to policies described in the Student Handbook. One of the key responsibilities of the Liaison is to create communication between students and their faculty, staff, and administration regarding creation of fair and positive solutions that uphold Pacifica's standards and values as well as to address student's questions and concerns.

The Student Affairs Liaison can be reached at a confidential phone line (805) 220-8707 or at [studentliaison@pacifica.edu](mailto:studentliaison@pacifica.edu).

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

Students are encouraged to first discuss complaints 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, the student may pursue further informal avenues as defined within each academic program. The Program Chair, Student Affairs representative, or Student Relations Liaison may be involved in discussing possible resolutions or can be of assistance in directing a student to the appropriate person. If the matter relates to the student's financial account, it may be referred to the Student Accounts Committee.

Before filing a formal grievance, Pacifica encourages students to use established program

procedures for addressing and resolving complaints whenever possible. In some cases, students or faculty may be directed to the Ethics Committee for consultation or to the Educational Council for consideration of exceptions to academic policies. If it is determined that the student complaint is appropriate for consideration by the Education Council, the Education Council will review the matter in accordance with its procedures and its decision will be final, subject to review by the Provost as described in Education Council procedures. When Education Council review is not appropriate, or where other specific and separate grievance procedures are not applicable, students may file a formal grievance according to the procedures described below. When an Education Council review is conducted, there will not be a duplicative grievance procedure.

### ***Procedure for Addressing Grievances***

Our grievance policy and procedure provides students with a method for addressing any concerns that may arise regarding possible violations to Pacifica's academic or administrative policies that pertain to students, or an arbitrary or discriminatory application of, or failure to act in accordance with, the academic or administrative policies of Pacifica Graduate Institute pertaining to students. The procedure provides a thorough review of the student's complaint and affords due process rights to dispute participants with the intent of arriving at a mutual agreement. The grievance procedures are only for non-Ed Council matters.

### ***Definitions***

#### **Complaint**

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

A student complaint may involve a faculty or staff member(s) and/or the Program Chair or it may be related to an academic or administrative process.

#### **Grievance**

A grievance is made when complaints have not been resolved and the student alleges that there has been an arbitrary or discriminatory application of, or failure to act in accordance with, the academic or administrative policies of Pacifica Graduate Institute. A formal written grievance is made by a student to a designated academic (Program Chair) or administrative officer (Director) in which specific remedies may be requested.

### ***Formal Procedure for Resolving Grievances***

A grievance is initiated by completing and filing a Grievance Form available on Pacifica's website. This form requires a detailed description of the grievance, the parties involved, the attempts to resolve the grievance informally, and the remedies sought.

Most frequently, the grievance is addressed to the Program Chair or, if it involves non-academic matters, to the administrative director of that function, e.g., Financial Aid, Business Office, etc. If the Program Chair is a party to an academically-related grievance, the formal written grievance must be addressed to the Provost, who will assign the matter for review. If an administrative director is a party to the grievance, the formal written grievance should be directed to the Chief

Administrative Officer, who will assign the matter for review. If the Provost or the Chief Administrative Officer is a party to a grievance, the formal written grievance should be directed to the Chancellor, who will assign the matter for review.

The person receiving the formal written grievance will review it and within 30 days will gather information from the grievance parties, keeping a record and/or summary of this information. He or she will recommend a solution to the grievance based on mutual agreement. If a mutual agreement cannot be reached, a resolution will be determined and the grievant will be notified of the resolution in writing. Copies of all records will be sent to and maintained by the Academic Affairs office or, for administrative department grievances, by the Human Resources office.

### ***Appeal Process***

For both academic and administrative grievances, if the parties accept the resolution, the grievance is considered settled. If the resolution is not accepted, then the grievant(s) may appeal the resolution in writing within 15 days of the date the resolution is mailed to the grievant(s). If the appeal is not submitted within the prescribed time limit, the resolution is final.

If the grievant(s) elects to appeal, appeals are submitted to the Provost or Chief Administrative Officer, along with the written record from the previous steps. If the Provost or Chief Administrative Officer is the object of the grievance, the grievance will be referred to the Chancellor.

Within 30 days of appeal to either chief officer, the officer may decide the matter or may 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 Provost or Chief Administrative Officer will accept, reject, or revise the Committee's decision 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 executive management will be final.

## **Business Office**

### **Tuition and Fee Payments**

Pacifica's annual tuition and fees are billed quarterly, approximately 80% over Fall, Winter and Spring, with Summer's tuition charge making up the remaining 20%. The quarterly tuition plus residential or non-residential fee charges are due fourteen (14) days prior to the first day of class for each quarter for all continually enrolled students. All other fees are due to Pacifica on or before the end of the month in which the billing was received. To ensure continued enrollment in a program, students must pay their student account balance in accordance with Pacifica's payment policies, regardless of whether or not a statement has been received.

Students who are using Federal Stafford Loans to assist with their payment of quarterly Tuition and Fees need to pay the balance not covered by their loan within the fourteen (14) day deadline described above.

Students may make payments either by personal check, cashier’s check, money order, or by credit card (MasterCard, Visa, American Express, or Discover). To make a credit card payment, access the self-service section of [My.Pacifica.edu](http://My.Pacifica.edu), and click on the Finance tab. IT support is available, if needed, at [ITSupport@pacifica.edu](mailto:ITSupport@pacifica.edu) or at (805) 969-3626 x199. Pacifica does not accept cash payments. Any payment that is declined due to Non-Sufficient Funds (NSF) is subject to an additional \$50 fee.

A \$100 late fee will be assessed to the student’s account each quarter if payment for tuition plus residential or non-residential fees is not received by Pacifica Graduate Institute 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.

**Although statements may be mailed, students are encouraged to access their My.Pacifica account for current Student Account balance information.**

In order to be eligible for enrollment in subsequent quarters, students must be in *good financial standing*. Good financial standing means that quarterly tuition and fees are paid in accordance with the payment policies described above and any balance due on the Student Account is paid each month in full.

### **Refundable Tuition**

Students withdrawing or taking a leave of absence from Pacifica are eligible for a tuition refund after submitting written notification to the Registrar’s Office. The date of withdrawal will be determined by the date written notification is received by the Registrar Office. If students withdraw or file for a Leave of Absence from Pacifica after instruction has begun, they will receive a prorated refund of the tuition charges as stated below. Any credit balance on a student’s account resulting from a tuition refund will be refunded to the student by check or direct deposit (if the student is signed up for direct deposit through Sallie Mae). Otherwise, the tuition refund will be applied to any unpaid balance. If a refund is due to the student and the student paid by credit card, the refund amount will be credited back to the student’s credit card.

Students dropping or withdrawing from a course are eligible for a tuition refund after submitting a completed Request to Drop a Class form to the Registrar’s Office. The effective date will be determined by the date written notification is received by the Registrar’s Office. If students drop a class or withdraw from a course after instruction has begun, they will receive a prorated refund based on a “per unit tuition calculation” which is the sum of the quarterly tuition in the specific program divided by the total quarterly units offered in that program.

<b><u>Time frame – Academic Quarter Refund*</u></b>	<b><u>% of Refund</u></b>
On or before the first day of class of the quarter .....	100%
Day 2 to day 7 of the quarter.....	80%*
Day 8 to day 14 of the quarter .....	70%*

Day 15 to day 21 of the quarter .....	60%*
Day 22 to day 28 of the quarter .....	50%*
Day 29 to day 35 of the quarter .....	40%*
Day 36 to day 42 of the quarter .....	30%*
After day 43 and beyond.....	0%

**Summer Quarter Policy:**

On or before the first day of class.....100%

\* Based on “per unit tuition calculation”

If a student withdraws from Pacifica after the first day their track begins the Summer Session, the 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 or Non-Residential Fee**

Students who plan to miss an on-site session will be eligible for a refund of the residential or non-residential fee if written notification is submitted to the Housing Department at least five (5) days prior to the first day of class for the missed session.

If a student attends any portion of the quarterly on-site session and then withdraws, takes a Leave of Absence, or drops courses from Pacifica, a Residential/Non-Residential refund will only apply to subsequent sessions in that quarter and not the session during which the student withdraws, takes a Leave of Absence, or drops courses. If the school cancels or discontinues an on-site course, students will receive a prorated refund of the fee.

**Dissertation Refund Policy**

Students who withdraw from Pacifica while enrolled in 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 Registrar’s Office. If a student withdraws after the first day of a quarter, he or she will be charged the full dissertation fee for that quarter, and any excess payment will be refunded within thirty (30) days of notification of withdrawal. If the student is a financial aid recipient, any pending financial aid will be canceled.

Please be aware that students may not take or register for a leave of absence during any dissertation enrollment period. Students are able to take a leave of absence after the two-year dissertation phase has ended. By registering for a leave of absence, the dissertation committee will be dissolved. Upon returning from leave, it will be the student’s responsibility to convene a new committee.

**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 that quality education is accessible to all students. Pacifica is committed to a policy of non-discrimination in its regulations pertaining to the award of financial aid.

For complete details on how to apply and the types of financial aid available, please visit the Financial Aid Office website at [www.pacifica.edu/financial\\_aid.aspx](http://www.pacifica.edu/financial_aid.aspx). You may also download the Pacifica Financial Aid Guide from the website or stop by the Financial Aid Office for a printed copy.

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.

### **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 for federal financial assistance. Pacifica's School Code is **G31268**.
3. Be in good standing in order to qualify for federal financial assistance (a student may not have federal liens, or be in default, or owe a refund on any federal financial aid program).
4. Be a United States citizen, or legal permanent resident of the United States or eligible non-citizen; provide proof of compliance with selective service and drug conviction regulations.
5. Be making Financial Aid Satisfactory Academic Progress (FSAP) toward the completion of degree requirements. (See FSAP policy for details)
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.

### **Types of Financial Aid Available**

#### ***Pacifica Scholarship Programs***

Pacifica offers Board of Trustee Scholarship, Pacifica Scholarship, Joseph Campbell Scholarship, Herman Warsh Scholarship, Marion Woodman Scholarship, and the Thirtieth Anniversary Scholarship, each year to those applicants who show high financial need and academic merit. For complete details, deadlines, and to download the scholarship applications please review the Scholarship webpage on the Financial Aid Office website.

#### ***Pacifica Matching AmeriCorps Scholarship Program***

Pacifica is a proud participant in the Segal AmeriCorps Matching Education Award program and is pleased to offer the Segal AmeriCorps Matching Scholarship to qualified AmeriCorps Alumni enrolled in one of our MA or Ph.D. programs. For complete details, please review the Scholarship webpage on the Financial Aid Office website.

### ***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 determine eligibility requirements under any of the education benefit programs, call 1-888-GIBILL1 or logon to the VA website at <http://www.gibill.va.gov/>.

Pacifica has agreed to participate in the Post 9/11 GI Bill Yellow Ribbon Matching Scholarship program. For details of Pacifica's Yellow Ribbon Matching Scholarship program contact the Financial Aid Office or visit the Pacifica Scholarship Programs link on the Financial Aid website.

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 by the Registrar 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.

### ***Federal Direct Loan Program***

Pacifica Graduate Institute participates in the US Department of Education William Ford Direct Loan program. The Direct Loan program provides students with access to federal Unsubsidized Stafford Loans as well as PLUS Loans for graduate and professional students by allowing students to borrow directly from the US Department of Education. To learn more about these Federal Direct Loan programs, visit the US Department of Education website at <http://www.direct.ed.gov> or the Pacifica Financial Aid website at [www.pacifica.edu/financial\\_aid.aspx](http://www.pacifica.edu/financial_aid.aspx). You may also learn more about these loan programs in the Pacifica Financial Aid Guide, which is available for download online or in the Financial Aid Office.

### ***Private Alternative Education Loans***

Private alternative education loans are private, non-federal loan programs that require at least half-time enrollment, good credit history, the ability to repay the loan, and US citizenship or permanent resident status. Some loans may require a creditworthy co-signer. For complete details, please refer to Pacifica's Financial Aid Guide or visit the Pacifica Financial Aid website.

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

Pacifica Graduate Institute adheres to the Return of Federal Funds (R2T4) regulated by federal policy (Sect. 668.22 Higher Education Amendments of 1998). For those students who are eligible and receive federal financial aid and find it necessary to withdraw from all courses at Pacifica prior to the completion of the current quarter, the following federal policy applies. 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 Department of Education (DOE).

Return of federal funds will be calculated based on the date an official withdrawal notice 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, 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 Direct Unsubsidized Stafford Loan
2. Federal Direct Plus Loan
3. State, private, or institutional aid
4. The student

A “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, the 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.

### **Financial Aid Satisfactory Academic Progress (FSAP) Policy**

*For All Federal Financial Aid Recipients Enrolled in Coursework:*

Annual evaluation of FSAP will occur after Spring grades are posted each year (*in July or August depending on the Spring track end dates*).

A cumulative grade point average of 3.0 must be maintained AND a minimum of 67% of attempted units must be successfully completed with a grade of “C” or better (grade of “B” or better required for Clinical students). Transfer credit (“TR”) will be considered as both attempted and completed units. Incomplete grades (“I”), failing grades (“F”, “NP”), withdrawn grades (“W”), repeated courses (“R”) and courses in progress with grades pending (“J”) will be counted as attempted units and excluded from completed units until successful grades are posted to the transcript.

Example: The percentage of completed units is calculated by dividing the number of successfully completed units by the number of attempted units. For example, if you attempt 6 units in each of the Fall, Winter, and Spring terms for a total of 18 attempted units and you successfully complete a total of 12 units, you have completed only 66.7% and are not maintaining FSAP. Your eligibility for federal aid would be suspended.

Dissertation students completing dissertation coursework are considered to be in progress and will be counted as attempted credits and will not receive a grade until the student is able to complete his or her dissertation. Students who are completing their dissertation demonstrate FSAP by having a committee formed and submitting acceptable written work to their dissertation committee chair/advisor by the end of the first year. The committee chair/advisor must confirm that such



progress has occurred. At the end of the second year of dissertation, in order to be making FSAP, a student must have a committee-approved proposal to receive aid during a third year of dissertation work. Federal financial aid is not available beyond the third year of dissertation work.

***Financial Aid Suspension***

It is the student’s responsibility to ensure FSAP is maintained. Students will not receive prior FSAP warnings. Students who fail to maintain a minimum cumulative grade point average of 3.0 and/or fail to successfully complete a minimum of 67% of attempted units each year will lose eligibility for Federal Stafford and Grad Plus Loans. These students will be notified in writing if or when their eligibility for federal aid is suspended.

***Appeal Process***

Students for whom federal aid has been suspended may appeal if extenuating circumstances (such as a death in the family, injury, illness, or other special circumstances) has hindered academic performance.

Students are strongly encouraged to submit a written appeal immediately after receiving notification that financial aid has been suspended. Appeals must be in writing and describe the basis for the appeal: the death of a relative, an injury, or illness of the student, or other special circumstances. The appeal should include the following items:

- An explanation as to what has changed that would allow the student to demonstrate FSAP at the next evaluation.
- A Corrective Action Plan (CAP) that provides a detailed explanation of how and when deficiencies will be resolved.
- A proposed academic plan for completion of the degree requirements.

The appeal and the CAP must be submitted in writing to the Director of Financial Aid at Pacifica Graduate Institute, 249 Lambert Road, Carpinteria, CA 93013. Phone: (805) 969-3626 x137. The FSAP Committee will review each student’s appeal and CAP to determine whether the FSAP standards will be met and if eligibility for federal aid may be continued.

**Maximum Timeframe**

The maximum number of units a student may attempt in the process of completing the degree is:

<b>Program</b>	<b>Number of Units required for Degree</b>	<b>Maximum Number of Attempted Units Allowed *</b>
Ph.D. Clinical Psychology	104	156
PsyD Clinical Psychology	107	160
MA Counseling Psychology	90	126.5
MA/Ph.D. Depth Psychology	90	135
Community, Liberation, Ecopsychology	90	135
Jungian Archetypal Studies	90	135
Somatic Studies	90	135
MA Engaged Humanities and the Creative Life	48	72
MA/Ph.D. Mythological Studies	82	123

Ph.D. Depth Psychotherapy	83	124.5
<i>* The maximum number of units attempted may vary based on degree requirements at the point of admission to the program of study</i>		

### **Financial Aid Satisfactory Academic Progress (FSAP) for Thesis Students**

Students enrolled in CP 651 thesis only who matriculated prior to Fall 2012 may be eligible for financial aid during the first two quarters. 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 Department of Education and alternative loan lenders and the administrative offices at Pacifica of all changes to a student's address, phone number, email address, and enrollment status. Failure to notify the Financial Aid Office may result in delayed processing of the financial aid.

### **Notice of Penalties of Drug Law Violations**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal financial aid during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

<b>Possession of a Controlled Substance:</b>	<b>Ineligibility Period:</b>
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
<b>Sale of a Controlled Substance:</b>	<b>Ineligibility Period:</b>
First Offense	2 years

Second Offense	Indefinite
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A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A. The student satisfactorily completes a drug rehabilitation program that:
  - 1. Complies with the criteria prescribed in the federal regulations; and
  - 2. Includes two unannounced drug tests;
- B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C. The conviction is reversed, set aside, or otherwise rendered nugatory.

### **Gainful Employment Disclosure**

Pacifica Graduate Institute's U.S. Department of Education's Office of Post-Secondary Education Identification number (OPEID): 031268-00

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, [http://www.pacifica.edu/degree\\_programs.aspx](http://www.pacifica.edu/degree_programs.aspx).

For program specific gainful employment information, please visit our website at-

**MA Counseling Psychology:** [pacifica.edu/FA-Counseling-GE.aspx](http://pacifica.edu/FA-Counseling-GE.aspx)

**MA Engaged Humanities and the Creative Life:** [pacifica.edu/gainful-employment-Humanities.aspx](http://pacifica.edu/gainful-employment-Humanities.aspx)

**MA/PhD in Depth Psychology with Emphasis in Somatic Studies:** [pacifica.edu/gainful-employment-Depth.aspx](http://pacifica.edu/gainful-employment-Depth.aspx)

**MA/PhD in Depth Psychology with Emphasis in Jungian and Archetypal Studies:** [pacifica.edu/gainful-employment-Depth.aspx](http://pacifica.edu/gainful-employment-Depth.aspx)

**MA/PhD in Depth Psychology with Emphasis in Community Psychology, Liberation Psychology and Ecopsychology:** [pacifica.edu/gainful-employment-Depth.aspx](http://pacifica.edu/gainful-employment-Depth.aspx)

**MA/PhD Mythological Studies:** [pacifica.edu/gainful-employment-Myth.aspx](http://pacifica.edu/gainful-employment-Myth.aspx)

**PhD and PsyD Clinical Psychology:** [pacifica.edu/gainful-employment-Clinical.aspx](http://pacifica.edu/gainful-employment-Clinical.aspx)

**PhD in Depth Psychology with Emphasis in Psychotherapy:** [pacifica.edu/gainful-employment-Depth.aspx](http://pacifica.edu/gainful-employment-Depth.aspx)

### **Vaccination Policy**

Pacifica does not require vaccinations for its students. However, students are encouraged to be responsible for their well-being. Please visit the Centers for Disease Control and Prevention website at [www.cdc.gov](http://www.cdc.gov).

## On-Campus at Pacifica

### **Housing, Transportation, and Meal Policies**

Pacifica Graduate Institute aims to host students in an environment that promotes academic growth and personal comfort. Student life at Pacifica is based on respect for self and others, responsibility, and consciousness of behaviors and attitudes that form the basis of a community of learners. Additionally, Pacifica strives to provide students with a space that supports physical, emotional, and spiritual wellness while engaged in challenging academic, intellectual, and social growth.

Pacifica's vision for its students is to remain in community with their group, both in and out of the classroom. Meal times and the time spent while in residence are key opportunities for students and faculty to generate cohesion and camaraderie. These interactions are essential to fully experience and understand life at Pacifica. Residential students are required to stay in Institute-provided housing during their class sessions. Students may contact the Guest Services Coordinator for detailed information about lodging arrangements for their individual track.

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

### ***Lodging and Meal Fees***

The fees for lodging and meal plans are described in the "Tuition and Fee Agreement" signed by all students. Please note that there are only three circumstances under which our housing policy provides for fee adjustments:

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

\*In case of an anticipated absence for a particular session, a written cancellation must be received by the Guest Services Coordinator at least five days prior to scheduled arrival to avoid residential fees for that session.

Students who believe that they have a special circumstance that requires an exception to Pacifica's housing policy may submit a written petition to the Pacifica Housing Committee. Petitions must be sent to the Guest Services Coordinator at [housing@pacifica.edu](mailto:housing@pacifica.edu) who will then submit them to Pacifica's Housing Committee.

Student lodging requests will be canceled if the Education Council approves a student's petition for part-time enrollment. The student may, subsequently, request housing by submitting a Part-Time Residential form to the Guest Services Coordinator one week prior to the start of the quarter in which part-time enrollment begins.

### ***Residential Students***

While scheduling adjustments may cause reassignment of a program's campus of instruction, residential housing is provided at one of two locations, depending on the program. Students in the Counseling Psychology program, Depth program (Somatics, Community/Liberation/Ecopsychology, Jungian and Archetypal Studies emphases), and Engaged Humanities and the Creative Life program typically attend classes and are housed on the Ladera Lane Campus.

Students in the Mythological Studies, Clinical Psychology, and Depth Psychotherapy programs typically attend 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 the Lambert Road Campus and Best Western Carpinteria Inn and between campuses at designated times. Shuttle service information is available at each campus' Reception Desk.

Lodging for Residential students staying at the Best Western Carpinteria Inn is based on double occupancy. Customarily, roommates are assigned by the Guest Services Coordinator and are based on gender and class year. Occasionally, however, it may be necessary to pair students from a different class year in order to fulfill the double occupancy requirement. If a student has a roommate preference, he or she may send an email to the Guest Services Coordinator requesting the identified student as a roommate.

If changes in housing needs or status are not anticipated during the academic year, a student may choose to submit the Residential Housing Form or Non-Residential Application/Housing Form annually. Students are responsible for any charges incurred if they fail to submit timely written notification of their non-attendance.

Residential students wishing to change to Non-Residential status may do so by submitting a Residential Housing Form to the Guest Services Coordinator 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).

Pacifica reserves the right to make temporary alternative housing and/or transportation arrangements if 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:

- California driver's license
- California voter registration card
- Copy of most recent Federal or State tax return
- Current paycheck stub
- Current utility bill

- Current vehicle registration card
- Rental agreement with a property management company (no personal owner agreements accepted)

Students may also qualify for Non-Residential status if they choose to stay with an immediate family member who resides in either Ventura or Santa Barbara County. Pacifica defines immediate family member as parents (natural or adoptive), grandparents, or siblings. Any student who plans to stay with immediate family during the sessions must submit a Non-Residential Form and a notarized affidavit confirming the immediate family relationship. The Non-Residential form may be sent to the Guest Services Coordinator via email to [housing@pacific.edu](mailto:housing@pacific.edu), by fax to (805) 879-8270, or by mail at 249 Lambert Road, Carpinteria, CA 93013

If a student does not meet the above conditions, but wants to be considered for Non-Residential status due to special circumstances, he or she may do so by submitting a written request to the Housing Committee. Requests will be carefully reviewed, and, if the Housing Committee approves the request, the Guest Services Coordinator will notify the student in writing and the status change will become effective before the next class session.

If a student moves to Santa Barbara County or Ventura County during the academic year, however, Non-Residential status will take effect before the next class session, contingent upon the Housing Committee's acceptance of the student's proof of residency in one of the counties. It is the student's responsibility to notify the Guest Services Coordinator about changes in residence. The Guest Services Coordinator may request proof of residence once the student has made the initial contact. If the circumstances that originally qualified a student for Non-Residential status become invalid, he or she 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 Guest Services Coordinator in writing of a change. Changes of status become effective for the subsequent class session.

Non-Residential students are responsible for their own transportation and remain participants in the Pacifica meal plan.

### ***Residential Waiver***

Students who live outside of the Santa Barbara and Ventura Counties have the option to apply for a Residential Housing Waiver for family related considerations, financial hardships, medical concerns, or summer residential exceptions. Students wishing to be exempt from Residential status must complete a Residential Waiver Form, which enables a student to request a change to their Residential status for one academic year. Forms must be filled out and returned to the Housing Office eight weeks prior to the start of the first session of an academic year, if the request is for a full year, or eight weeks prior to the start of a summer residential session. The student should provide documentation as to why he or she is requesting a change in residential status with the waiver form to be review by the Housing Committee. The Guest Services Coordinator will notify the student of the status of their Non-Residential request and when the change is scheduled to be effective.

Once completed, academic year residential status changes are locked-in for one academic year, and changes to the student's residential status will not be allowed until the following academic year, unless the student is to move in or out of Santa Barbara or Ventura County. Students are responsible for resubmitting their waiver application to the Housing Office eight weeks before the beginning of each academic year, or eight weeks before the first summer residential session for a summer exemption.

**Please note the following:**

- Students with Non-Residential status may not stay on either the Lambert or Ladera campus overnight. This includes sharing rooms with Residential status students, camping on the grounds, or sleeping in the parking lot.
- Student parking on the Lambert Campus is **not allowed** per Santa Barbara county law, and shuttle service from the Best Western Hotel in Carpinteria will be provided while classes are in session. If a student is found to be parking on campus or on Lambert Road, their car shall be towed at the owner's expense and Non-Residential status may be revoked.

If a student does not abide by these guidelines in the handbook for Non-Residential status, or there is any violation of student conduct, the Housing Committee reserves the right to revoke a student's Non-Residential status. The Residential Waiver Form can be found on the Housing Office website and may be sent to the Guest Services Coordinator via email, [housing@pacific.edu](mailto:housing@pacific.edu), by fax to (805) 879-8270, or by mail to 249 Lambert Road, Carpinteria, CA 93013.

***Transportation/Shuttle Service***

Pacifica's shuttle service is provided to transport:

- Students who attend program sessions on the Lambert Campus. The shuttle runs to and from the Best Western Carpinteria Inn and between campuses at designated times throughout the day. Students may check with the Receptionist at either campus to obtain shuttle schedule information.
- Students who attend program sessions on the Lambert and Ladera campuses from the Best Western Carpinteria Inn, the IHOP Santa Barbara Airbus Stop, and the Amtrak station, on the day before and the morning of a program.
- Shuttles do not provide service from the Best Western Carpinteria Inn or any other location to the Ladera campus for Public Program participants (regardless of student status).
- Shuttle service between campuses is provided for prospective students at designated times during Introduction Days.

Other than what is listed above, shuttle service is not provided to the Ladera Campus.

***Student Meals***

Meal plans for both Residential and Non-Residential students include breakfast, lunch, and dinner. Meal plans may vary among programs due to differing schedules. Students may contact the Guest Services Coordinator to obtain detailed information about the meal plan for their track.

Pacifica's meal policy requires full participation by all students during their class sessions. We feel that meal times provide a wonderful setting for students and faculty to come together as a

community. At times, however, students may request an exemption from the policy if they have successfully petitioned the Education Council for an altered class schedule. If a student does not require meals for the full session due to non-attendance or approved alteration to a class schedule, that student must notify the Guest Services Coordinator at least five days prior to the scheduled class session to avoid any charges.

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

### ***Special Diets***

Pacifica's catering service will provide special meals for any student who is placed on a restricted diet by his or her physician. To request a medically restricted diet, a student must complete the Dietary Form available on the Pacifica website and submit it to the Housing and Guest Services Coordinator, along with a physician's prescription, at least three weeks prior to attendance. If necessary, the kitchen staff will discuss any dietary restriction with the physician 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.

Students who request a special diet meal are responsible for identifying themselves 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 such variations to the meals can be addressed within the context of the currently planned menus. Please inform the Guest Services Coordinator to review what options may be possible.

### ***Guest Meals and Campus Visits***

Occasionally students may invite a guest to join them for a meal. To make arrangements for a guest meal, students need to notify the Guest Services Coordinator at least one week prior to the class session. This notice ensures that the catering staff is prepared. The hosting student's account will be charged for the guest's meal. Guest meals that 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 the number of meals their guest participates in. 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.

Visitors, regardless of age, are not permitted in classrooms (which may at certain times include the dining halls on both campuses). 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. Everyone on



either campus or traveling to or from either campus must abide by all parking, traffic, and land use regulations.

Students who wish to have a meal on campus while a different track is in session should notify the Guest Services Coordinator 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.

### **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.

### **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, including nursing mothers, who require a family member or caretaker's presence on campus for distinct periods, are required to contact their Program Administrator prior to class sessions so that appropriate arrangements can be made.

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. Infants should not be brought into the dining room, library, and computer labs for their protection and safekeeping. A private room can be made available for nursing and breast milk expression during meal periods. 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 x101 prior to arriving on campus.

### **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 in 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, students are strongly discouraged from walking on Lambert Road. 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 PM, please call (805) 896-

1887, (805) 896-1888, or the campus receptionist or another staff member at (805) 969-3626 x101. Any staff responder will then dial 911. For off-campus emergencies please dial 911 and notify the security office if possible. (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 am to 12:00 am 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 campus. A 911 call may be made from 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 pm and buildings are locked at 11:45 pm. 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.

### **Student Parking**

All students are required 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 to 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 or the Best Western Carpinteria Inn. 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. We ask that students be respectful of staff and faculty parking needs, and remember to park on campus only after 5:00 PM. and on weekends. This privilege is subject to Pacifica’s needs and

can change at any time. Additionally, in accordance with local regulations, students, family members, and guests are not permitted to park on Lambert Road, at the off-ramp area at the intersection of Via Real and Highway 101, or at Loon Point. Students who violate a parking or transportation policy 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 x101 prior to coming to the Lambert campus. Student requesting parking at the Lambert Road Campus because of physical disability are required to submit a doctor's verification of the disability to the Disability Services Coordinator or possess a valid placard issued by the DMV which must be properly displayed within the vehicle or on its license plate. If a student experiences a temporary special need (e.g., a broken limb) he or she 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 time, arrangements for the parking must be made 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 neighbors' 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 not allowed on campus grounds or in campus buildings and should not be left in vehicles parked on campus. Service animals are an exception.
- 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 limits 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. For your own safety, please stay on the pathways when walking on the grounds.
- A strict noise curfew takes effect each evening at 10:00 PM. Ladera is a very quiet neighborhood and sound travels great distances. Please keep voices low while outside, and be sure noises remain confined within building walls after 10:00 PM.
- To respect the needs of all community members, pets are not allowed on campus grounds, in campus buildings, or in vehicles parked on campus, with the exception of approved service animals. Please note that neighbors are permitted to walk their leashed dogs through the campus grounds.
- Parking is allowed only in designated spaces on the campus lots. Handicapped parking is located to the rear of the Dining Hall and in the lot on the southeast side of campus. Parking on neighborhood streets is prohibited.
- Please drive carefully when approaching and departing the campus. Ladera Lane, East Valley Road, and neighboring streets are narrow, winding, and 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 necessary to do so, however, please walk single file and on the side of the road facing oncoming traffic.
- Please follow all posted speed limits and use caution when entering and exiting the property.

### **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.

### **Use of Alcohol**

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

### **Fires**

The Lambert and Ladera Lane campuses are both located in high fire danger areas. The making of fires and 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 may smoke only in designated areas on either campus. Please exercise respect for others when smoking.

### ***Lambert Road Campus***

The Lambert Road campus has a designated smoking area located near the garden by the faculty parking lot. Smoking is not permitted in any other area on the Lambert campus.

### ***Ladera Lane Campus***

The Ladera Lane campus has a designated smoking area located outside near the northwest corner of the dining hall. Smoking is not permitted in any other area on the Ladera campus.

### **Student Solicitations**

Outside vendors may submit advertisements to the Chief Administrative Officer 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 solicitation purposes. Students are also encouraged to refer to the Multiple Relationship Policy.

### **Textbooks**

All textbooks sales are offered online at: <http://bookstore.mbsdirect.net/pacifica.htm>

At the website, select the quarter the textbooks are needed, the program, and the year of study. Select a course from the list to see the required reading material. If used textbooks or e-books are available, there will be an option to choose a new or used book. Select books and proceed to the checkout. Online purchases may be returned up to 14 days from the original purchase date or from start date of class, whichever is later. **To receive a full refund from MBS Direct, textbooks must be in purchased condition.** At the end of the quarter, students will have the opportunity to sell back books that are in demand. Visit Pacifica's online textbook store for specific buyback information. **International Students** – If you need to purchase and pick-up your textbooks on campus, please contact the Bookstore in advance so that your textbooks can be made available for you on a quarterly basis. The bookstore can be contacted by email at [bookstore@pacifica.edu](mailto:bookstore@pacifica.edu).

### **Bookstore**

The Institute established a bookstore to serve students studying the specialized curriculum of Pacifica. Bookstores are located on both the Ladera Lane and Lambert Road campuses. 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, CDs, and any discounted items are not returnable.

## **Academic Policies and Procedures**

### **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 requests for exceptions to or changes in school policy must be made in writing and should be sent to the Education Council, via the Registrar, for consideration.

### **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, or phone numbers. We encourage you to use the Student Data Change Form available on Pacifica's website. Information changes can also be performed by using the updating services offered at 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, unless an approved articulation agreement between programs specifies an alternate number of units. Only coursework completed at Pacifica within the past eight (8) years will be considered for transfer credit.

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. Students must submit all requests for transfer of credit to the Director of Admissions prior to the start date of the first year classes.

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.

### **Education Council – Requesting Exceptions to Academic Policies**

The Education Council is composed of seven 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:

- Put in writing to the Registrar the nature of the request and the reasons an exception to policy is in order. The petition should be clear, specific, and concise. **Students who**

**wish to submit the petition via email must use their My.Pacifica email address and note ‘Petition’ in the subject line.**

- If the petition is based on medical issues, please provide appropriate documentation of the medical situation or condition.
- Petitions that do not involve dissertations should be directed to the Registrar and copied to the Program Chair.
- Petitions that involve dissertations should be sent to the Dissertation Office.
- 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.
- If appealing an academic disqualification, the student has one week from the date notice of disqualification is received to submit a written appeal to the Education Council.

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

Depending on the nature of the petition, the Dissertation Office will notify the student in writing as to the decision made on the petition. Students may appeal Education Council decisions to the Provost who may make a decision or appoint a Review Committee to do so. All appeals must be received within one quarter of Education Council’s ruling. Decisions made by the Provost are final.

### **Enrollment Policy**

Students are expected to register online for courses no later than two weeks prior to the start of each quarter. Students must be registered for a class prior to attending the class. Under very limited circumstances, Education Council will review petitions to audit a class.

Students who wish to register for thesis, practicum or internship only, and independent studies must submit the appropriate paper registration form to the Registrar’s Office prior to the beginning of the quarter. These forms are available in the Registrar’s section of Pacifica’s website.

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 permitted to continue with that sequence of courses.
- Students may be part-time if they are making up previously missed courses.
- Students in the Engaged Humanities and the Creative Life program may be enrolled part-time without prior approval.

- Students in the Counseling Psychology and Engaged Humanities and the Creative Life programs are advised to contact the Student Affairs Coordinator for part-time status requests. Part-time status must be approved by the Program Chair.

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 start of the quarter in question.

Students who are not enrolled full-time should be aware that eligibility for financial aid and deferment of loans may be affected.

On-line registration for each quarter opens during the second session of the prior quarter.

A late registration fee will be assessed for any registration 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. Students who do not attend a course and do not officially drop or withdraw from the course by submitting a Request to Drop a Class Form or Leave of Absence Form to the Registrar will receive a grade of F with no tuition refunded and will be considered to be inactive. Students who do not remedy an inactive status will be administratively withdrawn from Pacifica.

If a student does not intend to enroll in any academic work (i.e., coursework, independent study, thesis, dissertation, supervised practicum/internship) then he or she is expected to complete and submit a Leave of Absence Form to the Registrar's Office. Students who fail to submit a Leave of Absence Form in a timely manner are subject to administrative withdrawal from the program. Once a student has been withdrawn, he or she must apply for readmission to re-enter the program.

### **Course Load**

All degree programs at Pacifica require full-time enrollment, with the exception of the Engaged Humanities and the Creative Life program which allows part-time matriculation. Students are expected to enroll in all courses offered each quarter in his or 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, enrollment in six (6) units or more is considered full-time and three (3) to five (5) units is considered half-time, with the exception of the summer quarter. During the summer quarter, enrollment in four (4) or more units is considered full-time and enrollment in less than four (4) units is considered half-time. Enrollment in fewer than three (3) units is considered less than half-time.

### **Dual Enrollment Policy**

The Dual Enrollment policy applies to students in the M.A. Counseling Psychology program 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's 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:

- A draft copy of the thesis must be provided on or before September 1<sup>st</sup> for consideration of the application.
- A final thesis draft must be provided by October 1<sup>st</sup>.
- 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, he or she 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 those offered as hybrid programs, the fall, winter, and spring quarters include three sessions of on-campus instruction per quarter. Examinations are usually included in the allotted time for the quarter. The summer session consists of four to seven consecutive days of on-campus instruction, depending on the program, while some programs require students to pursue off-campus fieldwork or research during the summer quarter.

### **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 units).

### **Credit Hour Policy and Definition**

A **course unit** is a weighted value assigned to a course which is awarded to a student upon completion of the course. A **contact hour** is the amount of time of classroom instruction associated with each course. At Pacifica, one (1) course unit contains ten (10) contact hours and is considered to be one (1) credit hour.

Each credit hour also includes three hours of work per week each quarter on the part of the student outside of the classroom. Pacifica defines work to include time spent outside of class studying and doing research or homework as well as other academic activities such as internships, practica, supervised practicum experience, and completing assignments using the web-enhanced component of certain classes.

Pacifica will periodically review the application of its policy on credit hours across the institution to assure that credit hour assignments are accurate and reliable. This will occur by regular curriculum and syllabi review.

### **Attendance Policy – On-Campus**

Students are expected to attend all classes. Students are also expected to be on time and to be present for the entire duration of all class meetings for each of their courses. If an absence should become necessary, it is the student's responsibility to inform the instructor. A student should also inform the Program Administrator and the Housing and Guest Services 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 students in the hybrid programs, students cannot miss more than five (5) class days per academic year. Additionally, in order to ensure academic excellence, students must attend a minimum of 2/3 of the total classroom hours for each course. Students in the hybrid degree programs may miss no more than 1/3 of the contact hours during the residential session per course and may miss no more than 1/3 of the total hours online and in residence.

Please Note: Missing more than 1/3 of any course during a quarter will result in a failing grade and necessitate retaking 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 Policy – Online**

Students completing coursework online are required to participate actively in online course activities. Online course activities include, but are not limited to: reading or listening to 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 by using course email, chat rooms, and/or discussion boards.

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 in accordance with the course requirements. Please refer to each individual instructor's guidelines. In the online classes, weekly posts count towards class attendance, although students may miss up to 1/3 of online activity.

Students in the hybrid programs meet the required contact hours for each course by attending the on-campus class session, (approximately 15.5 hours for each three unit course) and by completing the remaining necessary contact hours for each course online (14.5 hours for each three unit course). Students should expect to login several times a week to complete the discussion questions and assignments.

Although students are allowed to miss up to 1/3 of online and 1/3 of 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 his or her transcript if a Request to Drop a Class form is submitted to the Registrar's Office:

- within one week after the first day of each quarter for students in a hybrid program.
- prior to the start of the quarter for the track or within the first week of the quarter, 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 students in a hybrid 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" and is based on the date the Request to Drop a Class form is received by the Registrar's Office. 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. The course will remain on the student's transcript, and the withdrawal will be noted with a W grade. Tuition will be refunded according to the refund schedule noted in the Student Handbook.

### **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 is required to remain an active student unless a Leave of Absence form is submitted by the student and approved by the Program Chair. With the exception of the Counseling Psychology and the Clinical Psychology programs, a Leave of Absence may be for a minimum of one quarter or a maximum of one year during coursework study. Due to the sequential structure of course requirements, students in the M.A. program in Counseling Psychology and students in their first year of the Ph.D./PsyD program in Clinical Psychology who elect to take a Leave of Absence must remain on leave for one full year.

Students may also take a Leave of Absence for up to one year before beginning the dissertation phase of their program. 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. Reasons for requiring a leave often 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 to the Registrar's Office. 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 and have not filed for a Leave of Absence will be placed on inactive status and are subject to administrative withdrawal from the institution. Students who have been withdrawn must apply for readmission through the Admissions Office in order to re-enter their program, and they will be subject to the degree requirements and handbook policies, including tuition and fees, in effect at the time of their readmission.

**If a student needs to take a Leave of Absence after the quarter has begun, the date on which the Registrar's Office receives the Leave of Absence Form constitutes the effective date of the leave.** This date will be used to calculate any pro-rata refund of tuition and/or fees based upon the Refundable Tuition Policy. 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 must 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.

Students in dissertation may not take a Leave of Absence during either the initial two-year or subsequent one-year periods of enrollment. If a student takes a leave following the two-year or one-year dissertation clock, their dissertation committee will be dissolved and the student will have to reconvene a committee upon reenrollment.

For students who matriculated prior to Fall Quarter 2012 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 during the one quarter CP 653 (Extension to Directed Research II) enrollment. Students may, however, take a leave of absence following either the CP 651 or CP 653 enrollment.

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 Counseling Psychology Program may not engage in thesis work with their advisor, course instructor, portfolio evaluator, or research associate.
- Students may accrue personal therapy hours.
- Students may not accrue practicum, internship, or supervised practicum hours.

To resume enrollment following an approved Leave of Absence, students must submit a Request for Re-Enrollment form to the Registrar's Office at least six (6) weeks prior to the intended quarter of re-enrollment.

Students are encouraged to discuss their plans with their Program Chair, Program Administrator, or Student Affairs representative before taking a Leave of Absence.

### **Re-Enrollment**

Re-enrollment 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.

To re-enter the program following a Leave of Absence, a student must be in good financial standing. Students who have failed any courses are strongly advised to remediate these prior to returning from leave. The Registrar will inform a student of his or her status and eligibility for re-enrollment.

### **Re-Admittance**

Re-admittance applies when a student has withdrawn or been administratively withdrawn from Pacifica.

If a student's Leave of Absence exceeds the maximum permissible time period, if there is a break in enrollment and the student does not submit a Leave of Absence Form, or the student's program time limit has expired, then he or she will be administratively withdrawn from the program. Any student who has withdrawn or been administratively withdrawn from the program will need to apply for re-admission through the Institute's Admissions Office. Students will be required to follow all catalog, handbook, and degree requirements in effect at the time of readmission. They will be held to new curricular and total unit requirements, new fee structures, and new institutional policies. Students who are considering reapplying to any program with the exception of the Mythological Studies 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. For students re-applying to the Mythological Studies program, coursework completed within the past ten years will be considered toward the completion of degree requirements. This policy also applies to internship, supervised practicum experience, 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, requirements and program time limit.

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

Withdrawal is defined as completely withdrawing from all classes and/or the academic program through official notice to the Registrar. Students must submit a signed statement of withdrawal to the Registrar's Office. Failure to attend classes or verbal notification to the 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 notification 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 Registrar's Office 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, he or she 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.

### **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, with the exception of the Clinical Psychology program.

**Exception:** In the Clinical Psychology Program, a grade of A, B, or P is required to receive course credit.

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, except in the Clinical Program beginning in Fall 2010	2.0
D	Unacceptable performance at the graduate level	1.0
F	Failing grade	0.0
P	Passing – satisfactory or better work at the graduate level	
NP	Not passing – unsatisfactory work at the graduate level	
W	Withdrawal from course or program (a W is posted when a class is dropped after the first week of the quarter)	
J	Work in progress; continuation of a course (e.g., thesis and dissertation); a grade hold is in place	
R	Repeated; course was repeated	
I	Incomplete	
IEXT	Incomplete, due date has been extended	
IW	Incomplete requested, student withdrew from course	
I <i>grade</i>	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)
<i>grade t</i>	Tutorial (t indicates that a tutorial is in progress, e.g., Ft)
TR	Transfer credit awarded
NG	No graded was received

Beyond these general guidelines, individual instructors may outline specific grading criteria in their course syllabus.

### ***Grade Point Average***

Grade point averages (GPA) are determined by dividing the total number of grade points earned (Q points) 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 update any changes in address by contacting the Registrar's Office or using the My.Pacifica account.

The Registrar's Office does not release grades over the phone; however, students may view their grades by logging into their My.Pacifica self-service account. Students are advised to check their grades each quarter.

### ***Grade Appeals***

In order to be considered, a grade appeal must be received within one quarter of the receipt of the grade in question. To appeal a grade in a course, students must first discuss the matter with the course instructor. If dissatisfied with the outcome of this discussion, 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 reviewer 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 appoint an independent reviewer to read and evaluate the paper. The Program Chair will notify the student regarding the result of the grade dispute process and maintain the anonymity of the independent reviewer.

### ***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 they maintain a minimum 3.0 (B) cumulative grade point average.

### *Good Standing – Clinical Psychology Program*

In addition to maintaining a minimum 3.0 cumulative grade point average, Clinical Psychology students must receive a grade of B or higher in every graded Clinical Psychology course. If a student receives a grade lower than a B in any graded course taken in the Clinical Psychology program the student is required to retake the course, complete an independent study, or complete an academic tutorial. For complete details, please refer to the Academic Tutorial, Extended Tutorial, and Independent Study sections in this handbook.

### *Satisfactory Progress*

Students achieve satisfactory progress by receiving passing grades in all courses attempted and/or 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 Financial Aid 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 his or her 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*

The Director of Clinical Training (DCT) is responsible for monitoring student behavior and performance at clinical training field placement, including practicum and internship. In cases where the DCT, Pacifica faculty, or training site supervisor identifies a need for remediation of student performance, the DCT will review the situation. In cases of minor concerns, the DCT may simply discuss concerns about the student's performance with the student informally in order to help the student improve performance. In other cases, the DCT may place the student on Clinical Probation for the purpose of identifying specific steps to remediate the problem. Clinical Probation involves a specific written Remediation Plan which addresses the relevant knowledge, skill set, and/or professional attitudes of the student.



Required actions may include reading or writing assignments (such as researching the relevant ethical guidelines underlying the problem behavior), additional coursework or other training, or removal from a practicum or internship position. The student will have an opportunity to agree or disagree with the findings of the Remediation Plan and will be allowed to make comments. Students may appeal the requirements of the Remediation Plan through the Program Chair and then to the Education Council if the Chair does not agree with the student's appeal. Additional details about clinical probation are outlined in the Clinical Training Handbook.

### *Academic Disqualification*

Academic disqualification discontinues a student's current enrollment and bars further registration and attendance in any course pending a review by the Education Council. There are five circumstances under which a student would be placed 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 status.
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 two attempts, he or 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 prorated 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, he or she may submit a petition to the Education Council to appeal the disqualification. Petitions to the Education Council must be submitted to the Registrar within one week of receipt of the 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 or her permanent file.

If the 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 Student Relations

Liaison in the Provost's Office who may appoint a review committee. The review committee will make a suggestion to the Provost and the decision of the Provost will be 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 a written response to the reviewing committee. Suspension of classes includes those conducted online, in which case the suspended student will be denied access to the Learning Management System.

### **Evaluation of Student Work**

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 essays and research papers 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, and 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 through the use of Pacifica's online writing tutor.

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

### **Clinical Psychology Readiness Assessment Modules**

In addition to coursework evaluations, Clinical Psychology students are evaluated at the end of their first year to assess eligibility for continuation in the program. Students are also evaluated at the end of each academic year as to their readiness to advance to the next level of clinical practice: First Year – Diagnostic Practicum readiness Assessment Module, Second Year – Psychotherapy Practicum Readiness Assessment Module, and Third Year – Internship Readiness Assessment Module. Failure to pass any of these Assessment Modules requires remediation. Unsuccessful remediation leads to Clinical Probation.

### **Writing Assistance Practicum**

Students who experience difficulty in writing papers are encouraged to seek assistance early in their academic work in order to prepare for thesis or dissertation writing. Available resources include texts and articles on writing, online services, independent tutors, editors, and writing teachers. 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 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 his or her work and the grades received. Faculty and administrators hold both physical and virtual office hours, if applicable, during each quarter. Instructors will announce in the syllabus the days and times of office hours.

Depending upon the program, classes may meet with a faculty liaison or the Program Chair at scheduled meeting times during the academic year. Students' questions, concerns, and suggestions may be communicated to the faculty liaison member or Program Chair who then take such concerns to the administration and faculty council meetings. A cohort may also choose to elect a student representative who can bring issues to the attention of the faculty liaison or Program Chair.

### **Faculty/Student Advisement and Mentoring – Clinical Psychology Program**

Each clinical student is assigned a faculty advisor. Faculty advisors are available to meet with their advisees for a minimum of one hour at least twice a year and to have contact each enrolled quarter. The focus of faculty advisement is to provide ongoing feedback regarding academic performance; to review student portfolio, research activities, internship/practicum issues and dissertation progress; and to support personal and professional growth. Clinical psychology faculty members schedule office hours when students are on campus.

### **Student Self-Disclosure**

Assignments and class discussions that 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 may be offered in place of an assignment that requests disclosure. It is, however, important to note that these disclosures may offer opportunities to expand how you understand human behavior. Anxiety is often a critical aspect of 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 each course's syllabus. Students are asked to submit their work either in person, by mail, or by other delivery service unless they are completing an online course. Some instructors may allow electronic submission of papers. This will be noted in the course syllabus.

For online and hybrid courses, students must submit papers in electronic format by the due dates listed in the course syllabus. 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 platform or emailing an electronic attachment of the paper to the instructor. In some instances, instructors may require hard copies of papers or

assignments to be mailed to them. Please refer to individual instructors' directions as outlined in the syllabus.

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 following the course work due date.

Students should always verify with the instructor the preferred method for paper submission and adhere to the guidelines established by the course instructor. 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 instructor for final paper grades and comments. Final paper grades will be posted online no later than four weeks after the end of the quarter.

### **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 in most programs may not take more than four incomplete grades per academic year. Students in the hybrid programs take fewer courses and therefore may not take more than three incompletes per academic year. If a student exceeds the limit of incompletes per academic year, a grade of "F" or "NP" will be recorded on the transcript for each additional Request for Incomplete.

Students are responsible for contacting the instructor regarding the work required to complete the course. To request an incomplete, students need to submit a Request for Incomplete form to the instructor on or before the course work due date. Students must then submit their completed work and Grade Change Form to the instructor on or before the incomplete work due date indicated in the course syllabus.

Students who do not submit their final work within the required time period will receive a failing grade on their 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, he or she will automatically be placed on probationary status. If the probationary status is not removed within two enrolled quarters, the student will be placed on academic disqualification status.

The instructor will evaluate and submit the student's work and Grade Change Form to the Registrar's Office within three weeks following the incomplete due date. All students are responsible for ensuring that their paperwork has been submitted to the Registrar's Office. The Registrar will record the grade change and return the final paper plus a revised copy of the transcript to the student.

Certain classes may not allow incompletes. Students in each program should consult the course syllabus to determine if an incomplete is allowed in a particular course.

Incomplete and failing grades may impact a student's continued eligibility for financial aid. Please consult the Satisfactory Academic Progress section for complete details.

### **Remediating Unsatisfactory Grades**

There are several ways in which students may achieve a passing grade for courses in which a grade of C, D, F, or NP was received.

#### ***Repeating a Course***

A student may elect to repeat a course in which a C, 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 repeated course will be used in computing the grade point average.

Students must obtain the Program Chair's approval to repeat a course. Given the sequential structuring of and periodic revisions to the curriculum, course repetition may not always be possible. If scheduling or revisions prevent repetition of a course, a student may complete an Independent Study with the course instructor. Please see the Independent Study section of this handbook for more information. 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 if he or she met the attendance requirement for the course. After the one year deadline has elapsed but within two years of the original course date, a student may take an Extended Tutorial. Courses in which a student earned a B are not eligible for tutorials.

Four kinds of academic tutorials are offered at Pacifica:

- 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, the student may elect to take an academic tutorial (within one year), or extended tutorial (within two years) 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. Therefore, if a student submits an A paper for a tutorial, the grade issued will be a B. However, any grades earned other than an A will remain unchanged. For example, if a student submits a B paper for the tutorial, the grade issued will be a B.
- 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 petition the Education Council for an academic or extended tutorial within one year.
- 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.

- If a student does not have an approved concept paper at the end of doctoral coursework, the student must take an academic tutorial with a member of the research faculty until the concept paper is approved.

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

- Submit a completed Academic Tutorial Request and Contract form or Extended Tutorial Request and Contract form to the prospective faculty member *before engaging in the tutorial*. The contract describes the objectives and methods for completing the tutorial as determined by the faculty member.
- The instructor submits the signed contract to the Registrar's Office who mails a copy to the student.
- The Business Office charges the student's account for the tutorial fee.
- The student sends the completed tutorial work and a Grade Change Form to the instructor on or before the tutorial due date, who then submits the Grade Change Form and work to the Registrar. The Registrar's Office notifies the student 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 which 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 beginning on the first day of the month and ending on the last day of the third month.** There is a separate fee for an extended tutorial which is assessed on a three calendar month, per course basis.

Taking an academic or extended tutorial does not change a student's enrollment status. Academic tutorials or extended tutorials may be taken while a student is on leave from the school. A student may find the Academic Tutorial or Extended Tutorial Request and Contract forms on the Pacifica Website.

***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 is no longer 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 instructor's signature prior to beginning the Independent Study. A syllabus should be attached to the Independent Study Contract. Students may not register for an Independent Study during a quarter when the course is offered on campus.

The student should work with the instructor over a period of three months to complete the course requirements: the three-month period of study coincides with the calendar year quarter (Fall 10/1-12/31; Winter 1/1-3/31; Spring 4/1-6/30; Summer 7/1-9/30). 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 he or she may accrue supervised practicum or internship hours. Independent Studies may not be undertaken following degree completion.

## **Supervised Practicum and Internships**

### ***Supervised Practicum –Counseling Psychology Practicum Experience***

Master's students in Counseling Psychology must complete 300 hours of supervised practicum experience in order to satisfy the program's requirement. During the second year of the program, students must complete a minimum of 280 hours of direct service at their supervised practicum site. Students must complete a minimum of 30 hours of direct client contact at their supervised practicum site during the Clinical Practice IV class and 50 hours of direct client contact during the Clinical Practice V and VI 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 sequence of six 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 Comprehensive Oral Exam.

### ***Independent Studies in Clinical Practice – Counseling Psychology Program***

If a student does not complete the minimum direct service requirements in any quarter of Clinical Practice enrollment, he or she may not enroll in the next Clinical Practice course in the sequence and must withdraw from the supervised practicum site. The student would then need to defer Clinical Practice and the supervised practicum experience to the following year and must consult with the Clinical Training Associate.

A student who does not meet the direct service requirements for Clinical Practice I (CP 610) during the 2013 fall quarter is not eligible to register for Clinical Practice II (CP 611) in the 2014 winter quarter. For more information, please refer to the Counseling Psychology Supervised Practicum Guidelines.

### ***Practicum Seminars – Doctorate in Clinical Psychology***

Pacifica requires students to attend practicum seminars during the first three years that they are enrolled in coursework, in Fall, Winter, and Spring quarters. Practicum seminars are held on Thursdays of the residential weekends when students are on campus. First year students attend the Professional Development Seminars, second year students attend the Diagnostic Practicum Seminars, and third year students attend the Psychotherapy Practicum Seminars.

Practicum seminars are sequentially organized in a way to benefit students that attend class. Students are scheduled to do various presentations/mock interviews, and most assignments

are linked directly to these interviews and presentations. For this reason, practicum seminars are not allowed to be taken as an independent study. The attendance policy for the seminars is the same as for any other class at Pacifica: a student cannot miss more than 1/3 of the classes in any given quarter. Please refer to the Attendance Policy for more information.

In rare occasions when a student is on Leave of Absence for one quarter during an academic year (Fall, Winter, Spring), they may be able to arrange an independent study. If a student misses two quarters out of the three during an academic year, they must enroll to take the seminars in class during their next academic year. Students who miss two quarters or more of seminars cannot make up the seminars as an independent study.

Students cannot request for an incomplete in the practicum seminars. If a student does not pass the seminar, a tutorial must be completed to remediate the grade. The student must contact the practicum coordinator to arrange for the tutorial. If the assignment that needs to be completed is the student presentation, they may be asked to do so in class. Please see *Academic Tutorial/Extended Tutorial* section in the student handbook for more information on tutorials.

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

Doctoral students in Clinical Psychology are required to complete 2,500 hours of supervised professional experience during their program. Students may begin accruing practicum hours at the beginning of the second year. Students may begin to identify and interview for practicum placements by the end of the first year, but practicum credit will not be awarded during the first year. Students may begin to accrue internship hours after they have completed all coursework and passed the comprehensive exams.

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

All internships and supervised practicum experiences must include direct client contact. Pacifica's Director of Clinical Training must approve both the site and the clinical supervisors who oversee the supervised practicum experience or internship work. Pacifica faculty—core, adjunct, or contributing—are not permitted to supervise any student at his or her supervised practicum site or internship site. In cases where the Director of Clinical Training, Pacifica faculty, or training site supervisor identifies a need for remediation of student performance, the student may be subject to clinical probation.

The Director of Clinical Training reviews all concerns related to student performance in supervised fieldwork. The DCT may choose to simply discuss concerns about the student's performance with the student informally in order to help the student improve performance. In other cases, the DCT may place the student on Clinical Probation for the purpose of identifying specific steps to remediate the problem. Clinical Probation involves a specific written Remediation Plan (refer to the Clinical Probation policy described in the Academic Standing section of this handbook).

Remediation Plans imposed as part of Clinical Probation may include reading or writing assignments, additional coursework or other training, and/or removal from a practicum or internship position. The student will have an opportunity to agree or disagree with the findings of the Remediation Plan and will be allowed to make comments. Students may appeal the



requirements of the Remediation Plan through the Program Chair and then to the Education Council if the Chair does not agree with the student's appeal. Additional details about clinical probation are outlined in the Clinical Training Handbook.

Students who practice any form of psychotherapy or healing activity outside of an approved supervised practicum site or internship site may not identify the work as affiliated with their education at Pacifica. A complete packet of supervised practicum or internship information will be provided to each student.

### ***Supervised Practicum Experience and Internship Only Enrollment***

Counseling Psychology students who have satisfactorily completed all required coursework and passed the Comprehensive Oral Exam can enroll quarterly in CP 699 – Independent Study in Clinical Practice. This status enables students to accrue supervised practicum experience during those periods when they may be working on their thesis, taking additional Independent Study courses, and/or remediating coursework.

Clinical Psychology students who have completed all coursework, have passed written exams, and are not enrolled in dissertation may enroll for *internship only* status. This status enables students to accrue internship hours during those periods when they are not enrolled in coursework, independent studies, or dissertation. Students who elect to enroll on an *internship only* basis must receive approval from the Director of Training. The application to enroll in clinical training only must be signed by the Director of Training and submitted to the Registrar prior to the beginning of the calendar quarter (Fall 10/1-12/31; Winter 1/1-3/31; Spring 4/1-6/30; Summer 7/1-9/30). There is a separate quarterly fee for this enrollment. An enrollment form must be submitted for each quarter a student wishes to be enrolled and the student's account will be billed. Following degree completion, students may not enroll in *internship only* status.

Students with a clinical training only 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 actively 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. Personal therapy hours must be accrued while actively enrolled at Pacifica.

Only psychotherapy fulfills this requirement. Groups created for the purpose of being psycho-educational, support groups, 12-step programs, or other non-psychotherapy formats will not be accepted. If you have questions about the acceptability of a specific group, please address them with the Director of Clinical Training prior to engaging in the psychotherapy. Individual sessions

are to be at least 45 minutes in length; group therapy sessions are to be at least 90 minutes in length.

Counseling students must complete a minimum of 5 hours by the end of each of the 10 quarters of their first, second, and third years for a total of 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 transformative practice as follows: sixty hours for the Community, Liberation, and Ecopsychology specialization and fifty hours for the Somatic Studies specialization. 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 (available on the Pacifica website), which should be signed by the appropriately trained guide, teacher, or therapist and then submitted to the Program Administrator. These hours are required for the completion of the M.A. degree in each specialization.

### **Self-Directed Studies Requirement of Depth Psychology with Emphasis in Jungian and Archetypal Studies**

Students are required to participate in 30 hours (3 units) of Self-Directed Studies. Examples of such practice include, but are not limited to: Jungian analysis, workshops, classes, lectures, rites of passage, trainings, and any psycho-spiritual practices approved by the designated Program Chair.

### **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.

### **Oral and Written Comprehensive Examinations**

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

Master's students enrolled in Clinical Practice III must successfully pass the Comprehensive 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 his or her supervised practicum 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 Director of Clinical Training 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. Students who do not pass the oral exam within three attempts will be academically disqualified.

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

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 and must retake any failed portion of the exam prior to the last day of the following quarter. 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. If the student does not retake the failed comprehensive question(s) within one quarter or pass the exam within two attempts, he or she will be placed on academic disqualification status.

In addition, a student must pass all components of the Written Comprehensive Exam in order to advance to Dissertation Writing or Internship.

### ***Depth Psychology – Written Comprehensive Examination***

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. In the Jungian and Archetypal Studies specialization, the written exam is taken after successful completion of at least six quarters. This exam is an evaluation of the student's understanding of the program's learning outcomes. Faculty will set and communicate threshold percentages for successful completion of the M.A. degree and matriculation into the final year of the Ph.D. program. 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.

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

Depth Psychology doctoral students who have passed the written comprehensive examination are eligible to take the oral examination in the spring (Community, Liberation, and Ecopsychology students) or summer (Somatic Studies and Jungian and Archetypal Studies students) of their third year. This is the final evaluation of students' ability to integrate academic coursework, and the oral exam serves as partial fulfillment of the degree requirements. A student who fails the exam will be required to take a tutorial and to write a fifteen-page paper that will be judged by the faculty to be a viable doctoral-level presentation. A re-examination fee will be charged to each student's account. If the student does not pass the oral exam within two attempts, he or she will be placed on academic disqualification status.

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

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 the Spring Quarter of their second year. 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 members 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 and will be required to take an academic tutorial prior to retaking the exam. A re-examination fee will be charged to the student's account. If the student does not pass the written examination within two attempts, he or she will be placed on academic disqualification status.

### ***Depth Psychology with Emphasis in Psychotherapy – Oral Comprehensive Presentation***

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 student's ability to integrate academic coursework and practical experience, and the exam serves as partial fulfillment of the degree requirements.

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

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, he or she may submit a written request to the Program Chair. The instructor submits the signed contract to the Registrar's Office who then mails a copy to the student. Successful completion of this written exam is a requirement for the M.A. degree. Each student must obtain a minimum of 70 points for each of the three parts of the written exam to be eligible for the M.A. degree. To be eligible to continue taking course work for the Ph.D. degree, students must receive at least 80 points for each exam question.

Students must retake any failed portion of the exam in order to meet the requirement for the M.A. degree; however, students who fail one or more portions of the exam will not be eligible to continue taking course work for the Ph.D. degree. If the student does not pass the written exam within two attempts, he or she will be placed on academic disqualification status.

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

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. Students must successfully incorporate the critique in this consultation into the 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 coursework deadline, he or she will be required to take a tutorial prior to resubmitting 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, he or she will be placed on academic disqualification status.

### ***Humanities Program – Project Workshop***

In lieu of a Master's thesis, students in the Humanities program are required to complete a final project. The final project will be developed during a capstone course in which advanced students

will be required to consider the discipline broadly and integrate what they have learned from the curriculum. The project must be completed during the final quarter and presented during the residential session. Assessment data for a variety of outcomes will be collected in this course, particularly outcomes related to integrating and applying the discipline, information literacy, critical thinking, creativity, and research and communication skills.

### **Counseling Psychology Program Thesis**

Students in Counseling Psychology who began matriculation prior to 2012 complete a Master's thesis within the Directed Research I and II courses. Students are required to enroll in Directed Research II after all coursework has been completed in order to complete the thesis. The student must submit a Thesis Registration Form to the Registrar's Office which covers three quarters of enrollment. Students who initially enrolled in the Counseling Psychology program during or subsequent to the Fall 2012 quarter will complete a Master's thesis within the Seminar in Directed Research IA, IB, IC, IIA, IIB, and IIC sequence of courses. A complete Thesis Handbook with a set of guidelines is available to students on Desire2Learn and on the Thesis Resources pages of the Pacifica website. Master's students follow the guidelines of the Counseling Psychology Thesis Handbook that is current at the time their work is being submitted. It is the student's responsibility to obtain and follow current thesis guidelines.

If a student who matriculated prior to Fall 2012 does not complete a thesis within the first three quarters of enrollment in CP 651-Directed Research II, he or she may re-enroll on a quarterly basis by submitting a Thesis Registration Form to the Registrar's Office prior to the beginning of each quarter. Thesis quarters begin on October 1, January 1, April 1, and July 1. There is a separate fee for additional thesis quarters. If a student is unable to complete the thesis within the initial three quarter CP 651 thesis enrollment, he or she may register for a maximum of two quarters of CP 653 extended thesis enrollment in order to complete the thesis. Financial aid is available during the first two quarters of the three quarter thesis enrollment period. Students may contact the Financial Aid Office for details.

If a student who matriculated in Fall 2012 or subsequently does not complete a thesis by the conclusion of Seminar in Directed Research IIC, he or she may register for a Tutorial to complete work on the thesis.

### **Advancement to Doctoral Candidacy**

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

### **The Dissertation**

Each Ph.D. program has a Dissertation Handbook available online which includes a set of guidelines and forms for the dissertation process.

Students must have passed their written comprehensive exam and an approved concept paper to register for dissertation writing. With the approval of the program, students may register for dissertation writing concurrently with other courses.

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 completed their third-year coursework, b) have an approved concept paper, c) be in good academic standing and have no outstanding failing grades, d) submit a Dissertation Registration Form to the Dissertation Office by the registration deadline, and e) be in good financial standing with the Business Office, f) in the Clinical Psychology Program, students must pass all components of the Written Comprehensive Exam in order to advance to Dissertation Writing.

If a student needs to enroll beyond the two-year clock, that student is required to register for additional one-year periods until the dissertation is completed. The student will be billed only for those quarters that are required for acceptance of a final draft. To register for an additional year, students 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.

Students are required to make payment arrangements for their dissertation fee with the Business Office. The dissertation fee schedule is included at the back of this handbook. Students may contact the Business Office for additional information. Financial aid is available for the two-year dissertation period for those students 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 Leaves of Absence, following the start of the two-year clock, however, will result in committee dissolution. Continued enrollment is required for a student to maintain his or her 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, he or she must do so within the permissible one year maximum Leave of Absence and the eight year program time limit. The student must also submit a Dissertation Registration Form to the Dissertation Office in accordance with the registration deadlines stated above. Upon return, the student will need to reconstitute a committee. Please note 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 clock, students may be eligible for a one quarter, no-fee extension after first completing a petition for extension form found in the Dissertation Handbook. The extensions may be applied once to either enrollment period and are granted as a result of a short illness, committee member sabbatical, or being within one quarter of final draft approval by all committee members. Further extensions of dissertation enrollment

without additional fee may 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, publishing, 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 Memorial Day weekend, he or she must successfully defend the dissertation, have a final copyedited version of the dissertation manuscript that is ready for publication accepted by the dissertation office, and complete all other degree requirements at least six weeks prior to the date set for the ceremony. These final steps, including committee approval, oral defense, and proofing the dissertation manuscript can take several months to complete. 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.

### ***PsyD Clinical Research Project***

The Clinical Research Project Development course (CY 955) emphasizes the development of critical thinking skills related to evaluating research studies and the writing of a Clinical Research Project (CRP) in Clinical Psychology. The course focuses on the completion of an initial proposal, which contains a literature review of the seminal sources, a well-defined clinical research question, a preliminary review of method(s) to be used in addressing the question and an explication of the relevance of the question for the practice of clinical psychology. At the beginning of the third year, in order to assure timely completion of the Clinical Research Project, students must (1) complete the composition of their CRP committee, (2) complete Introduction, Literature Review and Methods sections and (3) finalize their ethics application. In addition, students are encouraged to begin their data collection and analysis. At the beginning of the fourth year, in order to assure timely completion of the Clinical Research Project, students must (1) complete data collection (2) complete data analysis (3) complete the final CRP document including Results and Discussion sections (the Discussion section needs to include implications of CRP for the advancement of the practice of clinical psychology), (4) participate successfully in the Oral Defense of the CPR and (5) complete the final document edits as required by the Dissertation Office.

### ***Institutional Research Board***

Any research that includes human subjects needs to follow the guidelines for such work in the corresponding department's research and thesis, fieldwork, 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, he or she must inform them of their right to anonymity and of their right to discontinue the interview at any point. Subjects 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 or Engaged Humanities and the Creative Life must complete all degree requirements (coursework, supervised practicum,

personal therapy, oral exam, thesis or portfolio, and on-campus sessions) within a five-year period from the initial date of program matriculation.

Students enrolled in the Clinical Psychology, Depth Psychology, Mythological Studies or Depth Psychotherapy programs must complete all degree requirements (coursework, internship, personal therapy, depth transformative practice, exams, oral consultation and dissertation, if required by the program) within an eight-year period from the initial date of program matriculation. Time limits for program completion include periods of non-enrollment, such as a Leave of Absence.

If a student wishes to attend beyond the time frame described above, he or she must petition the 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 readmission. Students who are approved for readmission must satisfy all degree requirements in effect at the time they return, including but not limited to total units, courses, personal therapy or depth transformative hours, written and oral exams, supervised practicum or internship hours, and final project, thesis, or dissertation.

### **Posting of Degrees**

A student's degree will be posted to his or her transcript once verification has been received by the Registrar's Office that all degree requirements have been successfully completed. These include all required courses based on the student's matriculation year as well as any clinical, therapy, thesis, or dissertation requirements of the program. Students will not be awarded an M.A. or Ph.D. with a grade of D, F, or NP in any courses leading to that degree. The student's degree date will reflect the date of receipt of notification that the final degree requirements have been met.

Once the degree is conferred and posted to the transcript, the Registrar will send a letter of congratulations to the student. Once degree requirements are completed, a minimum of two weeks may be required to process the degree. If confirmation of the degree is not received within three weeks, please contact the Registrar.

Diplomas 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. Students need to 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 their diploma or official transcript will be released. Doctoral students must submit a final, corrected dissertation manuscript and the accompanying forms for publishing and copyright before official transcripts will be released by the Registrar's Office.

### **Commencement Ceremonies**

Students who wish to participate in commencement ceremonies 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 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.

### **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. A request for an official transcript will not be processed if the Business Office or Dissertation Office has placed a hold on the student's account. Transcripts will be provided at no cost to students who are currently enrolled, and a processing fee of \$4.00 per transcript applies if a requester is no longer enrolled at Pacifica.

Transcripts cannot be released without a valid signature. To order a transcript, submit a signed written request to the Registrar's Office along with applicable payment. All transcript requests must be in writing by mail or fax. Telephone and email requests cannot be honored. Students may also request transcripts through My.Pacifica. The Registrar's Office maintains all files in compliance with applicable law.

## **Campus Equity and Student Conduct**

### **Title IX Compliance**

Title IX is a portion of the Education Amendments of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. sections 1681 through 1688. It states (in part) that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Pacifica investigates complaints by faculty, staff, students, and applicants who believe themselves to be harmed by sexual harassment or discrimination and harassment related to issues that have protected class status. Complaints should be addressed to the Title IX administrator.

Emily Anderson  
Academic Affairs Associate/Disability Services  
249 Lambert Road  
Carpinteria CA 93013  
(805) 969-3626 x124  
eanderson@pacific.edu

### **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 gender 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. Students who believe they have been subjected to any form of unlawful discrimination should submit a written complaint to the Student Relations Liaison in the Provost's Office.

In addition, Pacifica protects all student speech and association rights in support of the open exchange of ideas and the equal and fair treatment of all its students.

### **Civility Statement**

Pacifica Graduate Institute offers degrees in disciplines that require the mastery of a large body of knowledge and in some cases the acquisition of clinical skills, as well as high standards of behavior and appropriate attitudes. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct while at Pacifica Graduate Institute. Pacifica expects all students to be professional and respectful in their dealings with colleagues, faculty, staff, and clients and to demonstrate caring and compassionate attitudes. These and other qualities will be evaluated—formally and informally—in a variety of school settings by both faculty and peers. Concerns about a student's emotional state of being and/or behavior may come from the student, faculty, staff, field training supervisors, or other students.

#### *Fundamental Principles of Civility*

Pacifica encourages students to adopt an interpersonal stance that is *curious, tolerant, and flexible*, and reflects a mix of *doubt vs. certainty*.

*Curiosity.* Pacifica encourages a depthful approach to human life. This approach includes emphasis on the fact that many unconscious and sometimes irrational factors contribute to what we see as visible behavior, including our decision making, judgment, core principles, and interpersonal style. Indeed, depth psychology encourages focus on becoming aware of these dynamic, unconscious forces *before* we make decisions based on them. The depth approach encourages an evenhanded, emotionally honest willingness to encounter all kinds of different thoughts, opinions, feelings, projections, and emotions in ourselves and in others. An attitude of curiosity suggests that we are receptive to these different forces in ourselves and others and that we have a healthy respect for the broad range of things they might mean. Expressing curiosity about another person's experience or truth encourages dignity and respect and minimizes the chance for misunderstandings that could breed conflict.

*Tolerance and Compassion.* Curiosity, as defined above, breeds tolerance. In fact, one could say that tolerance is curiosity in action. An attitude of tolerance allows us to communicate across different points of view, value systems, cultural backgrounds, and other differences of perspective. Tolerance expresses a willingness to truly experience the truths of another person while holding judgment in abeyance. To practice tolerance requires us to avoid pretending that we know what we do not know. While we cannot heedlessly express tolerance for all kinds of behavior, we can practice tolerance for all kinds of feelings, thoughts, opinions, and perspectives. Even as we all agree upon formal codes of behavior and that certain lines are not crossed when it comes to what

we actually do or say, we can and should allow others and ourselves the necessary time, space, respect, and sometimes assistance to develop compassion for multiple and complex perspectives.

*Flexibility.* There is an old story about a traveler in New England asking a farmer for directions, who laconically replies “You can’t get there from here.” The expression is supposed to be humorous because conventional wisdom dictates you can get *anywhere from anywhere*, if you can find the right pathway. Flexibility means just that. No matter how intensely you feel you disagree with someone (or even some unwanted part of yourself), practice mental flexibility by finding a way to that place you cannot agree with.

Be *curious* about the circumstances, conditions, and environments that may have contributed to another person having a different point of view than you do. Be *tolerant* of the fact that this other person may look upon the same situations or experiences that you do, yet draws very different conclusions. *Flexibility* would be required, for example, for a very politically liberal person to have a conversation with a very politically conservative person about politics over lunch while remaining open, respectful, and courteous—and still liking each other at the end.

*Doubt vs. Certainty.* At first glance, it may seem best to be as confident as possible at all times. Confidence suggests the conviction of being in the right, and a certain amount of power flows from this; however, being confident of one’s own point of view can also get in the way of *curiosity, tolerance, and flexibility*. Being supremely confident in all things suggests that one has learned all that there is to know or that one is so assured of the moral correctness of his or her position that all the other points of view must be wrong.

Instead, Pacifica encourages the peculiar kind of emotional courage that comes with a healthy blend of doubt and certainty. Successful professional life requires not blind or heedless confidence, but rather an ability to carry on with one’s principles even in the absence of certainty about the right thing to do. A successful blend of doubt and certainty requires remaining centered and poised even while acknowledging a clear-eyed awareness of the complexity and sometimes moral ambiguity of human life. Psychoanalyst Nancy McWilliams (2004) wrote that this approach to life involves “the willingness to feel very small in the presence of the vast and unknowable” (p. 29).

McWilliams, N. (2004). *Psychoanalytic psychotherapy: A practitioner’s guide*. New York: Guilford Press.

### ***Pacifica’s Expectations for Civil Behavior***

As a student and as a professional, you are encouraged to find your own ways to embody these ideals. To the extent that there are rules-of-thumb that spring from these principles, here are some more specific expectations:

- Use courteous speech at all times
- Cherish differences
- Resist assumptions
- Attend all class sessions, arriving on time and remaining until dismissed
- Notify the instructor in advance of anticipated absences, late arrivals, or early departures

- Refrain from class or meeting disturbances
- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted
- If using a laptop computer in class to take notes, refrain from checking email or social media websites as a courtesy to your classmates and instructor
- Prepare fully for each class
- Participate in all classes and allow others to participate
- Respect fellow classmates and the instructor
- Complete all assignments and exams honestly, punctually, and to the best of your ability
- Refrain from giving or receiving inappropriate assistance
- Treat fellow students, faculty, staff, and administrators fairly and impartially
- Make every effort to prevent discrimination and harassment.
- Be constructive and fair in your consideration of administrators, faculty, staff, and fellow students
- Treat Pacifica staff with respect and appreciation
- When dealing with conflictual issues, use “I statements” in order to avoid blaming. Stick to describing the situation and refrain from commenting on the character or competence of the person involved.
- Be equally civil in e-mail and other virtual communication as you would be in person

### ***Remediation for Problematic Behavior***

Pacifica students, faculty and staff are encouraged not to reply to rude or abusive communication, other than to encourage rephrasing in a more professional and civil behavior.

In cases in which the Pacifica faculty, administration, or training site supervisor identifies a need for remediation of student behavior, the Program Chair will review the situation. The Chair may elect to ask Pacifica’s Chief Administrative Officer to assist in addressing the issue with the student. In cases of minor concerns, the Program Chair may simply discuss concerns about the student’s conduct with the student informally in order to help the student improve his or her conduct. In other cases, the Chair may forward a recommendation to the Education Council for specific remediation, suspension, academic probation, and/or disqualification. Students may appeal the Education Council decisions to the Student Affairs Liaison in the Provost’s office who may appoint a Review Committee. Decisions by the committee are forwarded to the Provost, who makes a final decision and recommendation, which are final.

### **The Diversity Committee Mission Statement**

Diversity in the student body, faculty, staff, board, and administration is an essential component of 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. To this end, Pacifica encourages regular dialogue on issues of diversity among the staff, faculty, and student body. Depth psychology is an historical, philosophical, and practical 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 that 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 critical and contextualizing 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. Therefore, at Pacifica, we can look at diversity within the container of plurality, tolerance, and debate.

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.

## **Gender-Based and Sexual Misconduct Policy**

### ***Introduction***

Members of the Pacifica community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Pacifica believes in a zero tolerance policy for gender-based and sexual misconduct. When an allegation of misconduct is brought to the attention of Pacifica administration, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights

have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

### ***Overview of Policy Expectations with Respect to Physical Sexual Misconduct***

The expectations of the Pacifica community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what is permissible and what is not. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence, without actions demonstrating permission, cannot be assumed to show consent. Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if he or she cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “no” always means “no,” and “yes” may not always mean “yes.” Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “no.”

### ***Overview of Policy Expectations with Respect to Consensual Relationships***

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of this policy. Pacifica does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the university. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Please review the Multiple Relationship policy in this handbook for further details.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship.

### ***Sexual Violence – Risk Reduction Tips***

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- Don't make assumptions about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go, or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state.
- Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Pacifica reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and Pacifica reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity

of the offense. Pacifica will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

*Sexual Misconduct Offenses Include, But Are Not Limited To:*

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

*Sexual Harassment*

Sexual harassment is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from Pacifica's educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

*Non-Consensual Sexual Contact*

Non-consensual sexual contact is defined as any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

*Non-Consensual Sexual Intercourse*

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

*Sexual Exploitation*

This occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity



- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism;
- Knowingly transmitting a sexually transmitted disease or infection to another student
- Exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### ***Additional Applicable Definitions***

- **Consent:** Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, a person must be of legal age.
- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me. I’ll do what you want.”).
- **Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. There is no requirement that a person resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- **Incapacitation:** Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should know to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

### ***Other Misconduct Offenses***

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person

- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of race, color, national origin, religion, creed, gender, sexual orientation or gender identity, physical or mental disability, citizenship status (within the limits imposed by law or Institute policy), marital status, medical condition, or age
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Pacifica community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

### **Sexual Assault**

Sexual assault is a violation Pacifica Graduate Institute’s standard of conduct for students, as well as a violation of the law. In the tragic event that a sexual assault does occur, Pacifica takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension, expulsion, or dismissal from Pacifica. A student wishing to officially report such an incident may do so to the Chief Administrative Officer at (805) 879-7398 or the Director of Transportation and Safety at (805) 896-1884. Anyone with knowledge about a sexual assault is encouraged to report it immediately.

### ***Definition of Sexual Assault***

Sexual assault is a general term that covers a broad range of inappropriate and unlawful conduct, including rape. As defined under California law, rape is nonconsensual sexual intercourse that involves the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Sexual intercourse is considered nonconsensual, and therefore rape, when the person: 1) is a minor (age 17 or under); or 2) has a mental disorder or developmental or physical disability that renders her or him incapable of giving consent; 3) is unconscious; or 4) is incapable of giving consent because she or he is incapacitated from alcohol or other drugs, and this condition was known, or reasonably should have been known, by the accused. “Incapacitated” means intoxicated to the point that the person is incapable of exercising the judgment required to decide whether to consent.

Other examples of sexual assault include the following nonconsensual acts: oral copulation, anal intercourse, penetration of the anal or vaginal area with a foreign object, including a finger. Sexual assault may also include the act of touching a person’s intimate parts or the clothing covering the immediate area of those parts, or forcing a person to touch another’s intimate parts.

*If You Are Sexually Assaulted:*

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call Security at (805) 896-1884 or (805) 705-4531 if you are on-campus or 911 if you are off-campus.
2. Consider securing immediate professional support to assist you in the crisis. You can consider on- or off-campus options:
  - a. If you are seeking help during regular hours you may call either the Chief Administrative Officer at (805) 879-7398 or the Director of Transportation and Safety at (805) 896-1884.
  - b. During regular hours or after hours, you may access the Santa Barbara Rape Crisis Center 24 hour a day hotline at (805) 564-3696.
3. For your safety and wellbeing, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should you decide immediately or later to pursue criminal charges. The Santa Barbara Rape Crisis Center will arrange for a specific medical examination. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles which may be used for evidence.
4. Even after the immediate crisis has passed, consider seeking support from the Santa Barbara Rape Crisis Center.
5. Contact your Program Administrator or Program Chair if you need assistance with academic related concerns, (e.g., missed classes or exams; requesting extensions regarding coursework) or on-campus housing issues. They will report your concerns to the proper departments.

***Reporting a Sexual Assault***

Making the decision whether or not to report a sexual assault is the beginning of the process by which victims regain control over their lives. Though the reporting and judicial process can be difficult, it is often worth the effort because victims feel empowered by bringing the assailant to justice. Reporting a sexual assault may also help to establish precedents that will aid other victims in the future.

Some students will choose to pursue criminal charges (i.e., through the police and criminal courts). Others will choose to pursue internal Institute options, if the offender is a Pacifica student. Some will choose both. Civil litigation is a third option that some victims choose. It is important that you understand your options as you make these decisions. Speaking confidentially with a counselor from Santa Barbara Rape Crisis Center or another trusted individual may be helpful as you decide how you would like to proceed.

For help in reporting the offense to local law enforcement, call the Chief Administrative Officer or the Director of Transportation and Safety at the numbers listed above. It is important to understand that reporting the incident does not obligate the victim to press criminal charges. To pursue internal action through the Institute, please contact your Program Administrator or Program Chair.

If the alleged assailant is identified by the victim or another source, the Department of Safety will collaborate with local law enforcement in conducting an investigation. Support of a victim is the Institute's highest priority in these matters; therefore, the victim's wishes will always be taken into consideration. There are also community safety issues to be considered. Thus, if the offending student is perceived to be a potential threat to the victim or other students, the Institute may choose internal action against the alleged offender regardless of whether the victim submits or wishes to pursue a complaint.

### ***Immunity for Victims***

Pacifica encourages the reporting of sexual assault. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be charged with policy violations. To encourage reporting, Pacifica offers victims immunity from policy violations related to the sexual assault.

### ***Internal Conduct and/or Grievance Hearings***

Persons accused of sexual assault will be subject to internal proceedings, following the procedures set forth in the student conduct section of the Student Handbook and/or the Grievance Procedure section of the handbook.

The Institute's actions are not dependent on the initiation or outcome of criminal charges. Internal proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

The reporting party and the accused are entitled to the same opportunities during an internal conduct and/or grievance proceeding. During the proceeding, if a hearing is convened, both parties will be allowed to have an advisor present and may make an impact statement if they so desire. Both parties will be informed of the outcome of any internal proceeding alleging sexual assault.

If the Provost or designee determines that continued close proximity or potential for unwanted interaction with the alleged offender may pose a threat to the victim, a temporary order may be issued at any time including prior to the hearing. This order may include alternative living arrangements, exclusion of the alleged offender from various Institute properties or privileges, or interim suspension of the accused, pending a hearing.

### **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 a 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 harassment complaint.

If a student prefers not to report harassment to the Program Chair, the student is urged to speak to an administrator whom he or she trusts or to a member of the institute's Ethics Committee.

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

### **Conduct and Impairment Policy**

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 and are not able to function within the expectations of the Conduct and Impairment Policy should contact their Program Chair, Program Administrator, or Student Affairs representative rather than come onto campus.

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

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

Additionally, Pacifica reserves the right to take necessary and appropriate action to protect the safety and wellbeing of our campus community and to support our mission. This may include taking disciplinary action as outlined in our 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.

### **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’s Drug and Alcohol policy prevents the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

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

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 during 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 Drug-Free Schools and Communities 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. Alcohol and illicit drug use and abuse are prohibited not simply for legal reasons, but because of the demonstrated health risks associated with use. Using 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 alcohol and drug use:

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
Tobacco / Nicotine	Found in cigarettes, cigars, bidis, and smokeless tobacco	Smoked, snorted, chewed	Increased blood pressure and heart rate; chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction
Alcohol / Ethyl Alcohol	Found in liquor, beer, and wine	Swallowed	In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
			distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose
Cannabinoid / Marijuana	Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed	Smoked, swallowed	Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough, frequent respiratory infections; possible mental health decline; addiction
Hashish	Boom, gangster, hash, hash oil, hemp		
Opioids / Heroin	Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white	Injected, smoked snorted	Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose
Opium	Laudanum, paregoric: big O, black stuff, block, gum, hop	Swallowed, smoked	
Stimulants / Cocaine	Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	Snorted, smoked, injected	Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss, insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction.
Amphetamine	Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	Swallowed, snorted, smoked, injected	Also, for cocaine—nasal damage from snorting.
Methamphetamine	Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed	Swallowed, snorted, smoked, injected	Also, for methamphetamine—severe dental problems.
Club Drugs / Methylenedioxy- methamphetamine (MDMA)	Ecstasy, X, Adam, clarity, Eve, lover's speed, peace, uppers	Swallowed, snorted, injected	MDMA—mild hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/sleep disturbances; depression; impaired memory; hyperthermia; addiction
Flunitrazepam (Rohypnol)	Forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinal, rope, rophies	Swallowed, snorted	Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination; addiction
Gamma- hydroxybutyrate (GHB)	G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X	Swallowed	GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma
Dissociative Drugs	Ketalar SV: cat Valium,	Injected,	Feelings of being separate from one's body and

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
/ Ketamine	K, Special K, vitamin K	snorted, smoked	environment; impaired motor function/anxiety; tremors; numbness; memory loss; nausea.
PCP and analogs	Phencyclidine: angel dust, boat, hog, love boat, peace pill	Swallowed, smoked, injected	Also, for ketamine—analgesia; impaired memory; delirium; respiratory depression and arrest; death.
Salvia divinorum	Salvia, Shepherdess’s Herb, Maria Pastora, magic mint, Sally-D	Chewed, swallowed, smoked	Also, for PCP and analogs—analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations
Dextromethorphan (DXM)	Found in some cough and cold medications: Robotripping, Rob, Triple C	Swallowed	Also, for DXM—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions.
Hallucinogens / LSD	Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven	Swallowed, absorbed through mouth tissues	Altered states of perception and feeling; hallucinations; nausea Also, LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness, dizziness, weakness, tremors; impulsive behavior; rapid shifts in emotion
Mescaline	Buttons, cactus, mesc, peyote	Swallowed, smoked	Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	Swallowed	Also for psilocybin—nervousness; paranoia; panic
Other / Anabolic Steroids	Anadrol, Oxandrin, Durabolin, Depo- Testosterone, Equipoise: roids, juice, gym candy, pumpers	Injected, swallowed, applied to skin	Steroids—no intoxication effects /hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics
Inhalants	Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets	Inhaled through nose or mouth	Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death
Selected Prescription Drugs	Commonly abused classes of prescription medications include opioids (for pain), central nervous system depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). Opioids	Swallowed, sometimes injected or inhaled	Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids can produce drowsiness, constipation and, depending on amount taken, can depress breathing. Central nervous system depressants slow down brain function; if combined with other medications that cause drowsiness or with alcohol, heart rate and respiration can slow down dangerously.



Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
	include hydrocodone (Vicodin), oxycodone (OxyContin), propoxyphene (Darvon), hydromorphone (Dilaudid), meperidine (Demerol), and diphenoxylate (Lomotil). Central nervous system depressants include barbiturates such as pentobarbital sodium (Nembutal), and benzodiazepines such as diazepam (Valium) and alprazolam (Xanax). Stimulants include dextroamphetamine (Dexedrine), methylphenidate (Ritalin and Concerta), and amphetamines (Adderall).		Taken repeatedly or in high doses, stimulants can cause anxiety, paranoia, dangerously high body temperatures, irregular heartbeat, or seizures.

***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 other disciplinary measures. The school may require completion of an appropriate rehabilitation program as a disciplinary sanction.

Alternatives to immediate dismissal may include:

- 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. 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, an ignition interlock device requirement, or probation.

### ***Drug and Alcohol Counseling and Treatment Resources***

- Alcoholics Anonymous: [www.aa.org](http://www.aa.org)
- Al-Anon: [www.al-anon.alateen.org](http://www.al-anon.alateen.org)
- Narcotics Anonymous: [www.na.org](http://www.na.org)
- National Institute on Drug Abuse: [www.drugabuse.gov](http://www.drugabuse.gov)
- Community Agencies – Local directories under “Drug Abuse and Addiction Information and Treatment Centers”

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

### **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 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, particularly those that facilitate learning and constructive actions that result from such learning. For example, faculty and students can mutually benefit from mentorship that involves joint research and teaching opportunities, such as those achieved through teaching and research assistantships.

Pacifica’s multiple relationship policy limits only those interactions that carry a strong potential for bringing harm to individuals, the learning cohorts of which they are members, the larger Pacifica community, or the Institute as a legal entity.

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

Faculty, staff, 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.” Teaching and research assistantships that are remunerated by the Institute are not prohibited by the above.

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. Adjunct and contributing faculty should be aware that once that have undertaken to do therapy or supervision with former students, they must defer from subsequent offers to teach classes when these students are enrolled in them.

### ***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 leverages 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 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 an inequality of power exists 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 is to stay mindful of multiple relationship issues as we interact with each other. Everyone shares this responsibility. 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: 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 a multiple relationship situation.

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

Multiple relationship issues are a continuing part of our inter-subjective field. For example, faculty and students can mutually benefit from mentorship that involves joint research and teaching opportunities, such as those achieved through teaching and research assistantships. 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 in the context of the wider societies of which we are members.

### **Attending to a Student who is “in Crisis” While on Campus or in Pacifica Housing**

If a student is experiencing psychological or emotional distress beyond his or her ability to handle alone, he or she should be encouraged to consult with his or her personal mental health professional or physician. In less severe situations, faculty, staff, and even students may engage in “supportive conversations,” but this must never move into any kind of therapeutic intervention provided by faculty, staff, or other students. Faculty, staff, and other students are encouraged to engage the student who is in crisis in kind, caring conversation including ideas of reassurance; support; and offering suggestions for how the student may seek help, locate an appropriate person for mental health assistance or crisis intervention, and find a safe place to be.

When a student notifies faculty and/or staff that he or she is experiencing psychological or emotional distress while on campus beyond the student’s capacity to handle alone, or when a student’s behavior suggests the need for psychological intervention, Pacifica employees are encouraged to assist in the following ways:

- Pacifica personnel will access the person(s) the student has indicated as a contact in case of an emergency.
- If the student expresses inability to handle his or her emotions and/or psychological distress, or if that inability is apparent, personnel from Pacifica will call 911 (emergency services).

- If the student wishes, Pacifica personnel will assist the student in contacting his or her personal mental health professional for a telephone counseling session or other professional intervention.
- If the student appears unable to drive and wishes to leave campus, Pacifica personnel will assist in finding appropriate transportation to get the student to a safe environment, potentially including the local emergency psychiatric services. Pacifica discourages faculty and staff from driving the student anywhere in their personal vehicles.

While Pacifica is an empathic community that cares deeply for its members, students are responsible for the management of their own emotional and/or psychological distress.

It is often difficult to recognize the severity of a student's distress and if it is debilitating or dangerous to the student or others. If possible, faculty and staff are strongly encouraged to consult with their colleagues before acting. Students who are unsure about the psychological or emotional state of their peers are encouraged to bring the situation to the attention of Pacifica faculty or staff. If there appears to be a danger to the student or others, 911 may be called to provide safe transportation to emergency psychiatric services.

### **Medical Emergency**

In case of a serious medical emergency, the following protocol should be followed:

- Call 911 and follow instructions, and
- Alert campus security by calling (805) 896-1884 from 6:30 AM to 11:00 PM or (805) 896-1886 from 11:00 PM to 6:30 AM.
- Give your name, telephone number, location, and a description of the emergency.
- If you are staff, call your supervisor.
- If you are assisting someone in an emergency, stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Only trained individuals should administer First Aid and/or CPR.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Search for emergency identification.
- Wait for emergency personnel to arrive.

### **Missing Student Policy and Procedure**

The purpose of this policy is to establish procedures for the Institute's response to reports of missing students as required by the Higher Education Opportunity Act of 2008. This policy applies to student(s) staying in on-campus housing, including off-campus housing which is leased by Pacifica Graduate Institute for student residents who, based on the facts and circumstances known to Pacifica, are determined to be missing.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. In an academic environment, most missing person reports result from a student changing his or her routine without informing classmates and/or friends of the change. Anyone who believes a student to be missing should report the concern to the Program

Administrator who in turn will report the information to the Director of Operations. Every report made will be followed up with an immediate investigation once a student has been missing for 24 hours.

At the beginning of each academic year, residential students will be asked—on a voluntary basis—to provide emergency contact information which will be used in the event the student is reported missing while enrolled at Pacifica. This emergency information will be kept by the Director of Operations and will remain in effect until it is changed or revoked by the student.

### ***General Procedure***

- Any individual on campus who has information that a residential student may be a missing person must notify the Program Administrator as soon as possible. If the Program Administrator is not available, please notify the campus receptionist or security personnel. They will notify the Director of Operations.
- The official receiving the report will collect and document the following information at the time of the report:
  - The name and relationship of the person making the report
  - The date, time, and location the missing student was last seen
  - The general routine or habits of the suspected missing student (e.g. visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor
  - The missing student's cell phone number (if known by the reporter)
- Once the Director of Operations has been notified, he or she will gather all essential information about the residential student from the reporting person and from the student's acquaintances such as description, last worn clothing, where the student might be, who the student might be with, vehicle description, information about the physical and mental wellbeing of the student, up-to-date photograph, class schedule, etc.). Appropriate Institute staff will be notified to aid in the information gathering and search for the student. This step could include the assistance of the technology staff to access email logs and last log-ins or access to the Pacifica network.
- If the above actions are unsuccessful in locating the student or if it is immediately apparent that the student is a missing person (e.g., witnessed abduction), the Director of Operations will contact local law enforcement agencies to report the student as a missing person at which time the local law enforcement agencies will take charge of the investigation.
- No later than 24 hours after determining that a residential student is missing, the Director of Operations or designated representative will notify the student's emergency contact that he or she is believed to be missing.
- In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled

by outside law enforcement authorities who may consult with Pacifica staff. All inquiries regarding missing students or information provided to any individual at Pacifica about a missing student needs to be referred to the Director of Operations who will direct the inquiries and information to law enforcement officials.

### **Policy for Accommodating Students and Applicants with Disabilities**

It is Pacifica Graduate Institute's policy to comply with the Americans with Disabilities Act-As Amended (ADAAA), 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 will be unlawfully 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.

### ***Key Definitions***

#### *Disability Defined*

A disability is a physical or mental impairment that substantially limits a major life activity.

#### *Major Life Activities*

Major life activities include, but are not limited to, such functions as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The operation of major bodily functions are also considered to be major life activities, including, but not limited to, the immune system, special sense organs, skin, normal cell growth, the digestive system, the genitourinary system, bowel and bladder functions, neurological functions, the brain, and respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

#### *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: neurologic, musculoskeletal, special sense organs, respiratory and speech organs, and cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine systems.

### *Mental Impairment*

A mental impairment is any mental or psychological disorder such as an intellectual disability, traumatic brain injury, 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.

### *Temporary Impairments, Injuries, or Impairments*

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 as described in this policy. Contact the Disability Services Office for guidance in determining if a temporary impairment qualifies for accommodations.

### ***Admission of Students with Disabilities***

Pacifica will make admission decisions using criteria which do not consider an applicant's disability. Thus, Pacifica will not impose or apply admission or eligibility criteria that screen out or tend to screen out applicants 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 who wish to enroll in any of Pacifica's programs, services, or activities must be able to meet Pacifica's minimal standards and those of the particular program, service, or activity to which admission is sought.

### ***Students Requesting Accommodations***

Pacifica will make reasonable accommodations to students with documented disabilities. Students with disabilities who require accommodations must make those needs known to the Disability Services Office as soon as possible. It is the student's responsibility to make his or her needs known in a timely manner and to provide the appropriate documentation (see 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 Disability Services Office.

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

### *Accommodations*

Pacifica will provide services and accommodations as required by the ADAAA and section 504 of the Rehabilitation Act of 1973. Because each disability and the particular circumstances surrounding each request are unique, the accommodation needs of each person and situation will



be considered on an individual basis. 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, the burden that the accommodation would place on Pacifica in terms of resources, and whether the accommodation would fundamentally disturb or alter the nature of the program, service, or activity provided.

### *Disability Verification*

In order to determine eligibility for services, the Disability Services Office requires complete and current documentation of disability. The documentation should include an evaluation by an appropriately qualified professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested.

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

The general guidelines listed below are developed to assist you in working with your treating/diagnosing professional(s) to prepare the information required to evaluate your request for services. If you have questions after reading these guidelines, please call Disability Services at (805) 969-3626 x124.

**1. Current functional impact of the condition(s).**

The current relevant functional impacts on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc.), and behavioral abilities should be described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures/assessment.

**2. Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use.**

Provide a description of treatments, medications, accommodations/auxiliary aids, and/or services currently in use and their estimated effectiveness in minimizing the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance. If you feel that any additional accommodations/auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodations/auxiliary aids will be taken into consideration, but not automatically implemented.

**3. The expected progression or stability of disability over time.**

If possible, provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition.

**4. A diagnostic statement identifying the disability.**

When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, indicate when the last full evaluation was conducted.

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.

*All documentation must be submitted on the official letterhead of the professional describing the disability or on Pacifica's Verification of Disability form.* In either format, disability verification 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. 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.

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 each condition.

### ***Review of Documentation***

Accommodations will be reviewed and, if appropriate, granted once all documents have been received by the Disability Services Office. Please note that prior history of a certain accommodation does not guarantee that it will continue to be provided; however, such history will be considered in the development of an accommodations plan at Pacifica. While an Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation of a disability, it may be provided as backup documentation.

The following is a list of requirements specific to each disability. ***Students with other types of disabilities should consult with Disability Services to determine the documentation needed.***

**It is helpful if the diagnosing professional for all disabilities suggests appropriate accommodations in an academic setting. The intent of the office is not to exclude students from the use of services, but to ensure that those with legitimate disabilities who have current functional limitations receive appropriate services. 504 plans and Individualized Education Plans (IEPs) alone are not acceptable documentation and must be accompanied by supporting documentation.**

- **Attention Deficit Disorder:** A copy of a diagnostic report from within the last three years which states the DSM diagnosis, symptoms, and functional limitations; instruments and procedures used to make the diagnosis; and the dosage, type, and frequency of medication.
- **Learning Disability:** A copy of a comprehensive psycho-educational test battery administered within the last three years, with a statement of diagnosis, academic limitations resulting from the disability, and type of learning disability (all test scores must include subtest scores); a copy of a recent IEP and Multifactorial Evaluation, if available.

- **Psychiatric Disability:** A DSM diagnosis from a psychologist, psychiatrist, or licensed therapist stating diagnosis, characteristics of the disability, functional limitations, projected duration, and medication.
- **Medical Disability/Chronic Illness:** Statement of diagnosis, functional limitations, impact of the disability in an academic setting, and medication, including side effects.
- **Mobility Impairment:** Diagnosis of mobility impairment and a statement of functional limitations, medications, dosages, and side effects.
- **Visual Impairment:** A copy of your most recent eye examination, including diagnosis, visual acuity, and functional limitations.
- **Deaf or Hard of Hearing:** A copy of your most recent audiological examination, including diagnosis with etiology, degree, type, functional limitations, and configuration of loss.

**Once the documentation is received, it will be reviewed by Disability Services to ensure it meets the guidelines for documentation.**

### *Forms*

Students requesting accommodations must submit an Accommodations Request Form to the Disability Services Office at least 30 days prior to the first day of classes. Confirmation must be sent quarterly either via e-mail or ground mail that the accommodation request(s) needs to be continued.

**It is the student's responsibility to identify herself or himself 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.**

### *Grievance Process for Students with Disabilities*

The purpose of this process is to assure students prompt and equitable resolution if they believe their request for disability accommodations has been improperly denied or if they believe that they may have been discriminated against on the basis of their disability. This process is designed to secure resolution through mutual agreement and is responsive to students' concerns while providing due process rights for all participants within the disputed issue.

### *Informal Process*

In an effort to remediate a grievance through an informal process, students who feel they have been unreasonably denied access or accommodations, it is preferred that they address their concerns with the faculty or staff member(s) who is/are directly involved in the issue. Students are also encouraged to contact the Disability Services Office who may be able to initiate discussions to explore alternative solutions to the requests. In addition, students may pursue informal remediation through contact with the Program Chair.

### *Formal Process*

If the informal grievance process does not result in the successful remediation of the issue, the student may initiate a formal grievance by submitting the grievance in writing. The grievance

should be filed with the Disability Services Office within 30 days of the alleged violation or perceived discrimination.

The grievance will be reviewed, additional information will be gathered from all parties, and the appropriate supervisors will be consulted. In most cases, a written decision and/or resolution will be rendered within ten days of receipt of the formal complaint and in no circumstance will the timeline extend beyond 30 days. In addition, if it is found that discrimination based upon disability was evident or accommodations were improperly denied, measures will be enacted to prevent future incidents.

### *Appeal Process*

If the decision or recommended resolution is not acceptable, the student may file an appeal to the Provost within 21 days of the recommendation being mailed to the grievant. A written request for appeal should include a summary of the grievance as well as copies of the documents provided throughout the informal and formal grievance process. The Provost, in conjunction with the Chief Administrative Officer will review the grievance, investigate further, and issue a written decision and/or resolution within 21 days of receipt of the grievance. The decision of the Provost will be final.

If the matter involves the Provost or the Chief Administrative Officer, the grievance may be brought to the attention of the Chancellor. The Chancellor will review the grievance, investigate further, and issue a written decision and/or resolution within 21 days of receipt of the grievance. The decision of the Chancellor will be final.

If it is found that discrimination based upon disability was evident or accommodations were improperly denied, measures will be enacted to prevent future incidents.

### *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 being 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 Disability Services Office directly to discuss accommodations and complete the necessary forms. Students should not assume that the Disability Services Office has any information about their disability because it was included in the application for admission process or has been informed of the disability by staff or faculty within the student's program.

*Is my temporary impairment considered a disability?*

A temporary impairment (e.g., broken arm or leg, recovering from surgery, etc.) does not constitute a disability for purposes of Section 504 or the ADAAA 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. 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 needs parking at the Lambert Road campus because of a physical disability, he or she must submit a doctor's verification of the disability to the Disability Services Office, or possess a valid placard issued by the DMV which must be properly displayed within the vehicle or on its license plate. If a student has special needs that require a family member or caretaker's presence on campus for an extended period of time, he or she must make arrangements with the Receptionist for parking prior to coming to the Lambert campus.

Student parking is available at the Ladera Lane campus. Handicapped parking is available if the above criteria are met.

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

- Vocational Rehabilitation Services is 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 him or her from getting or keeping a job specifically because of the disability. It must also be agreed that college is needed to increase the student's ability to obtain employment.
- Financial Aid/Scholarship opportunities for students with disabilities can be found at: <http://www.finaid.org/otheraid/disabled.phtml>

This policy, required forms, and other information are available on Pacifica's website at <http://www.pacifica.edu/Disability-Services.aspx>.

**Service Animal Policy**

The Americans with Disabilities Act – As Amended 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.

***Definition of a Service Animal***

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, intellectual, or other mental disability. The work must be directly related to the disability. Companionship and comfort do not constitute work or tasks.

### ***What do Service Animals do?***

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

- Navigation for individuals with low vision
- Alerting deaf or hard of hearing persons to other people and sounds
- Retrieving items such as medicine or phone
- Providing support and assistance with balance and stability
- Assisting during a seizure
- Providing non-violent protection or rescue work
- Preventing or interrupting impulsive or destructive behavior

### ***Service Animal Accommodation***

The student/applicant who needs a service animal should submit a request in writing to the Disability Services Office. In addition to Disability Services, the Chief Administrative Officer reviews all requests for reasonable accommodations seeking a service animal inclusion. Service animals may not reside in campus housing without prior approval. An Accommodations Request Form must be sent to Disability Services at least 30 days before bringing a service animal on campus. Accompanying the request should be medical documentation verifying that the requestor has a disabling condition or impairment and that a service animal is needed. The person's health care provider must submit a Disability Verification form or 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 work or tasks that the animal is trained to perform, 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 students, faculty, and staff must be aware of the rules relating to service animals:

- Allow a service animal to accompany the student 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 handler from his or her 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 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.

### ***Removal of a Service Animal***

If a service animal is unruly or disruptive (barking, running around, or 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, not housebroken, 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 certain situations.

### ***Animal Care and Supervision***

The handler is responsible for the care of his or 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 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.). For sanitary reasons, the service animal should not be allowed in immediate food service areas including the kitchens and buffet lines.

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 waste.
- Properly dispose of waste and/or litter.
- If you need assistance with cleanup, make arrangements for such help through family, friends, or advocates.

Requirements of service animals and handlers include:

- Dogs must be licensed and vaccinated in accordance with county regulations.
- 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 Provost. The Provost, in conjunction with the Chief Administrative Officer will review the grievance, investigate further, and issue a written decision and/or resolution within 21 days of receipt of the grievance. The decision of the Provost will be final.



## **Campus Safety Report**

(Inserted in PDF version)

## Tuition and Fees 2013-2014

### Tuition Charges

Tuition - M.A. in Counseling Psychology Program	\$22,421.00
Tuition - M.A. in Engaged Humanities and the Creative Life	\$18,898.00
Tuition - Ph.D. in Clinical Psychology Program	\$27,014.00
Tuition – PsyD in Clinical Psychology Program (Pending approval from WASC and DOE)	\$26,249.00
Tuition - M.A./Ph.D. in Mythological Studies Program	\$27,014.00
Tuition - Ph.D. in Depth Psychology with an Emphasis in Psychotherapy	\$27,014.00
Tuition - M.A./Ph.D. in Depth Psychology with a Combined Emphasis in Community Psychology, Liberation Psychology, and Ecopsychology Program	\$27,014.00
Tuition - M.A./Ph.D. in Depth Psychology with an Emphasis in Jungian and Archetypal Studies Program	\$27,014.00
Tuition - Ph.D. in Depth Psychology with an Emphasis in Somatic Studies Program	\$27,014.00

### Thesis Fee Charges (matriculation prior to Fall 2012)

Thesis / Directed Research II - for three (3) quarters (\$900 billed in Fall/\$900 billed in Winter)	\$ 1,800.00	2010-2011 Enrollment year
Thesis / Directed Research II - for three (3) quarters (\$900 billed in Fall/\$900 billed in Winter)	\$ 1,800.00	2011-2012 Enrollment year
Additional Quarters - Thesis / Directed Research II	\$ 500.00	Per Quarter (Two quarter maximum)

### Dissertation Fee Charges

9 Quarter Dissertation Period		
Enrolled in Ph.D. Program 2008-2009	\$23,400.00	Equally divided and billed in 9 quarterly installments.
Enrolled in Ph.D. Program 2009-2010	\$24,100.00	Equally divided and billed in 9 quarterly installments.
Enrolled in Ph.D. Program 2010-2011	\$25,015.00	Equally divided and billed in 9 quarterly installments.
Enrolled in Ph.D. Program 2011-2012	\$25,965.00	Equally divided and billed in 9 quarterly installments.
Enrolled in Ph.D. Program 2012-2013	\$26,484.00	Equally divided and billed in 9 quarterly installments.

Annual Dissertation Extension - 2012-2013	\$12,050.00	25% is Billed Quarterly
Annual Dissertation Extension - 2013-2014	\$12,507.50	25% is Billed Quarterly
CRP Extensions, offered Fall 2013 Only, 4 <sup>th</sup> Year Transfer Students (3 units)	\$ 300.00	
CRP Extension, Effective Winter 2014 – All Students	\$ 3,216.00	

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### **Residential and Non-Residential Fee Charges**

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<u>Residential Fee</u> - M.A. in Counseling Psychology Program	\$ 6,030.00
<u>Residential Fee</u> - M.A. in Engaged Humanities and the Creative Life	\$ 2,916.00
<u>Residential Fee</u> - Ph.D. in Clinical Psychology Program	\$ 7,735.00
<u>Residential Fee</u> - PsyD in Clinical Psychology Program	\$ 6,408.00
<u>Residential Fee</u> - M.A./Ph.D. in Mythological Studies Program	\$ 5,610.00
<u>Residential Fee</u> - Ph.D. in Depth Psychology with an Emphasis in Psychotherapy	\$ 5,610.00
<u>Residential Fee</u> - M.A./Ph.D. in Depth Psychology with a Combined Emphasis in Community Psychology, Liberation Psychology and Ecopsychology Program	\$ 4,671.00
<u>Residential Fee</u> - Ph.D. in Depth Psychology with an Emphasis in Somatic Studies Program (1 <sup>st</sup> year students only)	\$ 4,671.00
<u>Residential Fee</u> - Ph.D. in Depth Psychology with an Emphasis in Somatic Studies Program (2 <sup>nd</sup> and 3 <sup>rd</sup> year students only)	\$ 5,610.00
<u>Residential Fee</u> - M.A./Ph.D. in Depth Psychology with an Emphasis in Jungian and Archetypal Studies Program (Santa Barbara Only)	\$ 2,916.00
<u>Residential Fee</u> - M.A./Ph.D. in Depth Psychology with an Emphasis in Jungian and Archetypal Studies Program (Santa Barbara and New York)	\$ 1,458.00
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<u>Non-Residential Fee</u> - M.A. in Counseling Psychology Program	\$ 3,366.00
<u>Non-Residential Fee</u> - M.A. in Engaged Humanities and the Creative Life	\$ 1,584.00
<u>Non-Residential Fee</u> - Ph.D. in Clinical Psychology Program	\$ 4,171.00
<u>Non-Residential Fee</u> - PsyD in Clinical Psychology Program	\$ 3,492.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Mythological Studies Program	\$ 3,168.00
<u>Non-Residential Fee</u> - Ph.D. in Depth Psychology with an Emphasis in Psychotherapy	\$ 3,168.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Depth Psychology with a Combined Emphasis in Community Psychology, Liberation Psychology, and Ecopsychology Program	\$ 2,673.00
<u>Non-Residential Fee</u> - Ph.D. in Depth Psychology with an Emphasis in Somatic Studies Program (1 <sup>st</sup> year students only)	\$ 2,673.00
<u>Non-Residential Fee</u> - Ph.D. in Depth Psychology with an Emphasis in Somatic Studies Program (2 <sup>nd</sup> and 3 <sup>rd</sup> year students only)	\$ 3,168.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Depth Psychology with an Emphasis in Jungian and Archetypal Studies Program (Santa Barbara Only)	\$ 1,584.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Depth Psychology with an Emphasis in Jungian and Archetypal Studies Program (Santa Barbara and New York)	\$ 792.00

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## Other Tuition Charges

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Internship Only Enrollment – PsyD in Clinical Psychology Program (3 units per quarter in Fall, Winter, and Spring)	\$ 2,997.00	Equally divided and billed in 3 quarterly installments.
Independent Study per unit - Counseling Psychology		\$ 597.00
Independent Study per unit - Engaged Humanities and the Creative Life		\$ 787.00
Independent Study per unit - Clinical Psychology-Ph.D.		\$ 886.00
Independent Study per unit - Clinical Psychology-PsyD		\$ 972.00
Independent Study per unit - Mythological Studies		\$ 1,201.00
Independent Study per unit - Depth Community, Liberation, and Ecopsychology		\$ 1,081.00
Independent Study per unit - Depth Somatic Studies		\$ 1,175.00
Independent Study per unit - Depth Jungian and Archetypal Studies		\$ 1,126.00
Independent Study per unit - Depth Psychotherapy		\$ 1,228.00

## Additional Fees 2013-2014

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### Additional Lodging and Meal Charges

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Lambert/Best Western - In-Session Room Charge, Single	\$ 40.00	Per In-Session Night
Lambert/Best Western - Additional Night Charge, Single	\$ 129.00	Per Additional Night
Lambert/Best Western - Additional Night Charge, Shared	\$ 95.70	Per Additional Night
Lambert/Best Western - Courtyard Charge	\$ 25.00	Per Night Stayed
Ladera - Residential Building Additional Night Charge	\$ 87.00	Per Additional Night*
Ladera – Double Room, Shared	\$ 66.00	Per Additional Night*
Ladera – Double Room, Single	\$ 132.00	Per Additional Night*
Ladera – Double Room, Single, In-session	\$ 40.00	Per In-Session Night*
Ladera – Private Suite, Shared Rate	\$ 76.50	Per Additional Night*
Ladera – Private Suite, Single Rate	\$ 153.00	Per Additional Night*
Ladera – Private Suite, Single Rate, In-Session	\$ 68.00	Per In-Session Night*
Breakfast - Student or Guest	\$ 13.00	
Lunch - Student or Guest	\$ 19.00	
Dinner - Student or Guest	\$ 23.00	

Plus \*10% Santa Barbara County occupancy use tax for lodging

### Miscellaneous Fee Charges

Late Registration Fee	\$ 75.00	
Late Payment Fee	\$ 100.00	
Transfer Between Programs Fee	\$ 500.00	
Internship Only Enrollment-Ph.D. in Clinical Program	\$ 300.00	Per Quarter
Internship Only Enrollment-PsyD in Clinical Program	\$ 999.00	Per Quarter
Academic Tutorial - One Calendar Month	\$ 150.00	
Extended Tutorial - Three Calendar Months	\$ 300.00	
Writing Assistance Practicum	\$ 300.00	
Comp Exam Retake, Per Question	\$ 100.00	
Leave of Absence	\$ 100.00	
Dissertation Processing Fee	Varies	Actual Cost

Inter Library Loan - per book or article	\$	3.50	
Library Shipping - First item	\$	5.50	
Library Shipping - Additional items	\$	0.50	
Library Fines for Overdue Materials - Books	\$	0.25	Per Day
Library Fines for Overdue Materials - All Else	\$	1.00	Per Day
Library-Psychological Assessment Tools	Varies		Contact Library
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	

### Dissertation Fee Schedule

The initial nine-quarter enrollment clock is based on the year of initial enrollment in the Ph.D. program.

Fall 2008	Fee = \$23,400	Quarterly Payment = \$2,600.00
Fall 2009	Fee = \$24,100	Quarterly Payment = \$2,677.78
Fall 2010	Fee = \$25,015	Quarterly Payment = \$2,779.44
Fall 2011	Fee = \$25,965	Quarterly Payment = \$2,885.00
Fall 2012	Fee = \$26,484	Quarterly Payment = \$2,942.67
Fall 2013	Fee = \$27,014	Quarterly Payment = \$3,001.56

#### Payment Options:

Option 1: Initial nine-quarter enrollment clock – Pay one-ninth of the Dissertation Fee quarterly. See quarterly payment figures above.

Option 2: 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. See Pacifica’s website for details or contact the Financial Aid Office.

Initial nine-quarter enrollment clock– One-ninth 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:

Oct 2012-July 2013	Fee = \$12,050.00	Quarterly Payment = \$3,012.50
Oct 2013-July 2014	Fee = \$12,507.00	Quarterly Payment = \$3,126.75

#### Payment Options:

Option 1: Extended one-year enrollment clock – Pay each quarter as billed. 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. See Pacifica’s website for details or contact the Financial Aid Office.

Extended one-year enrollment clock – One-fourth of the fee will be billed and 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.

## Links to Forms

These forms are available on the Pacifica Graduate Institute website. They are also available in this document via hyperlink.

### *Registrar's Office*

#### [Link to Registrar's Webpage](#)

Forms:

[Academic Tutorial Request and Contract](#)  
[Clinical Training Only Enrollment](#)  
[Depth Transformative Practices Documentation of Hours](#)  
[Directory Release Form](#)  
[Dissertation Registration Form](#)  
[Drop a Class Request](#)  
[Extended Tutorial Request and Contract](#)  
[Grade Change Form](#)  
[Incomplete for DJA/HMC Request Form](#)  
[Incomplete Request Form](#)  
[Independent Study Contract](#)  
[Independent Study Grade Form](#)  
[Leave of Absence](#)  
[Licensing Independent Study Form](#)  
[Personal Therapy Documentation for Clinical Psychology Ph.D.](#)  
[Personal Therapy Documentation for Counseling Psychology M.A.](#)  
[PsyD Internship Enrollment Form](#)  
[Re-Enrollment in Coursework Request Form](#)  
[Student Data Change](#)  
[Student ID Number Request Form](#)  
[Thesis Registration](#)  
[Transcript Request](#)  
[Writing Assistance Practicum](#)

### *Housing*

#### [Link to Housing's Webpage](#)

Forms for Residential Status Students:

Clinical Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Counseling Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Mythological Studies Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Somatic Studies Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Engaged Humanities Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Community, Liberation, and Ecopsychology Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Depth Psychotherapy Student Residential Forms	<a href="#"><u>Residential Form</u></a>
Jungian and Archetypal Studies Student Residential Forms	<a href="#"><u>Residential Form</u></a>

[Non-Residential Status Form](#)  
[Dietary Form](#)  
[Emergency Form](#)  
[Residential Waiver Form](#)

***Other Forms***

[Emergency Form](#)  
[Student Complaint and Grievance Form](#)

**Links to Other Important Areas of the Pacifica Webpage**

[Assessment/Logos](#)  
[Bookstore](#)  
[Disability Services](#)  
[Dissertations](#)  
[Financial Aid](#)  
[Graduate Research Library](#)  
[Information Technology](#)  
[Theses](#)