



PACIFICA  
GRADUATE INSTITUTE

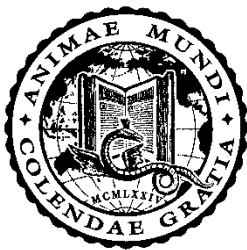
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# Student Handbook 2022-2023

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Pacifica Graduate Institute | 249 Lambert Road, Carpinteria, CA 93013  
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# PACIFICA

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## GRADUATE INSTITUTE

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Dear Students:

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

The information contained in this Student Handbook is designed to assist you as you navigate through various aspects of your educational experience at Pacifica. Familiarizing yourself with the critical information held in these pages will help bring clarity to questions that may arise during the academic year.

Knowing Pacifica's policies is a great way to become oriented, especially when there is the need for clarity about how to proceed with a degree of certainty that will help you move through your education as smoothly as possible. It also provides you with information about what we do and who to contact if perchance you do 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 academically rich and personally transformational while guiding you towards your vocational and career goals.

Sincerely,

The Student Services Department

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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 TUITION AND FEE 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/Indigenous/Eco-Psychologies, and Depth Psychotherapy/Integrative Therapy & Healing Practices specializations), Mythological Studies, and Depth Psychology and Creativity 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 studies in those areas broadly known as the arts and humanities, including philosophy, mythology, and creative practices, can no longer remain isolated vocations. Rather, when applied holistically, these 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 that 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 our students, the larger community, and ourselves.



- **Service:** The love of care of ourselves as unique human beings, of others within the Pacifica community as well as those we engage in the world through our example, talks, lectures, workshops, writing, teaching; the capacity to “see through” cultural forms in a “bilingual” way, 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:** “*Animae mundi colendae gratia*,” means the care for the world soul. It includes becoming sustainable at all levels – from our way of being actively present in imaginal inquiry to our presence in the larger earth community. This includes issues from workload to land use and 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.

### **Origins and Orientation**

Pacifica traces many of its central ideas to the heritage of ancient storytellers, 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, the living planet, and the societies we partake of and contribute to.

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

Students are invited to Pacifica for scholarly study, for mutual community building, and for mentorship and support from faculty and from one another. Pacifica Graduate Institute offers graduate programs in Counseling Psychology, Clinical Psychology, Depth Psychology (Jungian

and Archetypal Studies, Community/Liberation/Indigenous/Eco-Psychologies, and Depth Psychotherapy/Integrative Therapy & Healing Practices specializations), Mythological Studies, and Depth Psychology and Creativity. All degree programs carry an emphasis in depth psychology.

Programs in Counseling Psychology, Clinical Psychology, Depth Psychology (Jungian and Archetypal Studies, Community/Liberation/Indigenous/Eco-Psychologies, Depth Psychotherapy/Integrative Therapy & Healing Practices specializations) are designed to educate scholars, practitioners, 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 and community 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 a variety of mythological narratives situated in their respective historical, religious, and cultural contexts with interpretative frameworks and research methods informed by depth psychology and other theoretical traditions that concern the development of soul consciousness. 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, and in tandem with scholarly research and writing.

The Depth Psychology and Creativity program prepares students to manifest their visions of a more just, imaginative, and generative world through the acquisition of critical thinking, analytical writing, creative engagement, and enhanced communication skills. Students devote themselves to crafting the type of stories, objects, and experiences that can illuminate and transform their communities. The program's approach is broad, highly transdisciplinary, and satisfying for those who seek to combine rigorous intellectual exploration with creative expression. Honoring Pacifica's mission to tend soul in and of the world, the program emerges from the depth psychological perspective that art making is soul-making as it supports students who crave deeper levels of understanding and devotion in their creative lives. Face-to-face quarterly contact on campus encourages the development of relationships in which fertile seeds of understanding and engagement can be grounded, while this program's online component provides a convenient interactive learning environment that can be shared with like-minded individuals from around the world.

### **Instructional Facilities**

Pacifica Graduate Institute is a private corporation with campuses located at 249 Lambert Road in Carpinteria, CA 93103 and at 801 Ladera Lane in Santa Barbara, CA 93108. Situated approximately five (5) miles south of Santa Barbara, the Lambert Road campus is comprised of six (6) buildings on thirteen (13) acres. Pacifica's Ladera Lane campus is situated on thirty-five (35) 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.

## **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**

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. WASC Senior College and University Commission (WSCUC); 2. State of California Bureau of Private Postsecondary Education (BPPE); and 3. U.S. Department of Education (ED).

The WASC Senior College and University Commission (WSCUC) is a regional accrediting agency serving a diverse membership of public and private higher education institutions throughout California, Hawaii, and the Pacific, as well as a limited number of institutions outside the U.S. Through its work of peer review, based on academic standards agreed to by the membership, the Commission encourages continuous institutional improvement and assures the membership and its constituencies, including the public, that accredited institutions are fulfilling their missions in service to their students and the public good. WSCUC is recognized by the U.S. Department of Education (ED) to certify institutional eligibility for federal funding in a number of programs, including student access to federal financial aid.

The Council for Higher Educational Accreditation (CHEA) reviews WSCUC periodically for renewal of recognition by the U.S. Department of Education (ED).

Accredited membership in WSCUC 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 academically oriented standards of quality, integrity, capacity, and effectiveness.

### ***Statement of WSCUC Accreditation Status***

In March 2019, Pacifica's accreditation was re-affirmed with the next review scheduled for 2024.

Current Accreditation Status: ACCREDITED

First Accredited: June 30, 1997

Most Recent Commission Action: Reaffirmation of Accreditation - March 4, 2019

Visit the [accreditation webpage](#) on Pacifica's website for more information.

For standards of accreditation and information regarding the WSCUC, including information about policy and process for compliance complaints, visit [WSCUC's webpage](#) or contact WSCUC at the address below.

WASC Senior College and University Commission (WSCUC)

985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
Telephone: (510) 748-9001  
Fax: (510) 748-9797

### **Status**

To comply with new ED requirements for proprietary schools, Pacifica Graduate Institute applied to the California Bureau for Private Postsecondary Education (BPPE) and in April 2014 was approved to operate by means of accreditation.

Any questions a student may have regarding the current course catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

This approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act.

For more information, visit: [Student Consumer Information](#)

### **Professional Licensure for Graduates**

Professional licensure is regulated by individual states and jurisdictions. All Clinical and Counseling Psychology students seeking licensure as clinical psychologists, Marriage and Family Therapists, or Professional Clinical Counselors are urged to contact the appropriate licensing entity or governmental agency in their state or jurisdiction about present and future curricular and internship requirements. It is each student's responsibility to ensure that they understand the various licensure requirements in their particular state or jurisdiction where they intend to practice and/or seek licensure now or in the future. Students commuting from other states or jurisdictions need to check with their state's or jurisdiction's licensing board for applicable licensing requirements. 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/internship logs, personal therapy hours, syllabi, course requirements/catalogs, incomplete requests, grade change forms, student handbooks, grades, notices, and any other documents or forms.

- Psy.D. graduates in Counseling Psychology, and Ph.D. or PsyD. 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 and pass national as well as state exams. Graduates in Counseling Psychology and Clinical Psychology who seek licensure in other states are responsible for examining requirements of these states as well as continually staying informed about their state's changes in regard to licensure requirements (see Psy.D. Counseling Psychology Training Handbook or Clinical Psychology Training Handbook for more information).

M.A. graduates in Counseling Psychology may apply for the California Licensed Marriage and Family Therapist (L.M.F.T.) license and the California Licensed Professional Clinical Counselor (L.P.C.C.) license. M.A. Counseling Psychology graduates seeking licensure in other states are

responsible for examining requirements of these states, as well as continually staying informed about their state's changes in regard to licensure requirements (see MA Counseling Psychology Supervised Practicum Guidelines handbook for more information).

### **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 student 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. 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" from a student's education record may be disclosed without written consent. 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 certain directory information without written consent. The absence of student consent, however, does not change the rights or obligations of Pacifica under FERPA or its regulations, including Section 99.3, to disclose directory information without student 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 Numbers and Cards**

All Pacifica students are issued an identification (ID) number when their association with Pacifica begins. Any requested 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 who upload a photo and request an ID will be able to pick up their ID card from reception during a residential session.. 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. For an additional/replacement card, contact Student Services at [studentservices@pacific.edu](mailto:studentservices@pacific.edu).

Students needing to retrieve their student ID number can submit the Student ID Number Request Form found on the website to the Registrar's Office. The student identification form is intended as a method of last resort to authenticate student identity if a student does not know their Student ID number or has lost their Student ID card.

### ***Benefits and Uses***

Student ID cards may serve the following the purposes:

- Identification at Pacifica. However, the Student ID card is not an official form of government identification.
- Depending on the event, discounts for some conferences
- Discounts for some journals, at the discretion of the publisher
- Discounts for some insurances, depending on the insurer
- Discounts for some movies, depending on the theater
- Discounts for some digital subscriptions, at the discretion of the subscription service
- Discounts for other select services, attractions, public transit, shopping, and more

Please search online for additional discounts you may receive with a student ID to maximize cost savings as you continue to develop in your academic career.

Student ID numbers are also used to access graduate research library accounts off-campus. Refer to the Library Account and Off-Campus Resource Access section of this Handbook for more detail.

## **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.

However, a student, faculty or administrative staff cannot make alterations or changes to school policies including those set forth in the Student Handbook. 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.

### **My.Pacifica Student Email**

All notifications to students from Pacifica faculty and administration are sent to their My.Pacifica student email. It is the student’s responsibility to check their My.Pacifica email accounts on a regular basis for important information. Pacifica does not maintain personal email accounts. In addition, students should communicate with faculty and administration using their My.Pacifica student email to ensure their privacy. Student passwords used to access My.Pacifica email and other electronic systems should not be shared with anyone, including any students, faculty, or staff.

### **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 students to use the Student Data Change Form available on Pacifica’s website. Information changes can also be performed by using the updating services offered through My.Pacifica self-service portal. Name changes must be accompanied by supporting legal documentation such as a copy of a social security card, marriage license, or divorce decree showing the new name. Students are also asked to keep their Emergency Contact information up-to-date.

### **Transfer Credit**

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 taught at Pacifica Graduate Institute. Additionally, because of the sequential nature of the programs, students are strongly advised against transferring in prior coursework.

Effective fall 2017, up to 16 quarter units in transfer credit may be accepted at both the master’s and doctoral levels, from external regionally accredited institutions or their foreign equivalent, and up to 16 quarter units in transfer credit may be accepted from another Pacifica Graduate Institute depending on the program. In some cases, there may be an approved Transfer Credit Agreement

between programs (such as between the M.A. and Psy.D. Counseling Psychology programs) that specifies an alternate number of units. Please consult an admissions advisor regarding Transfer Credit Agreements.

Due to Pacifica's emphasis in depth psychology, course content from other institutions may not be equivalent. Transfer credit requests will be reviewed by the Program Chair or a faculty member designed by the Institute whose credentials lie in the discipline of the course requested for transfer. The request will be approved or denied and the applicant will be notified of the decision. The decision will be final and is not subject to appeal. Partial unit credit will not be approved.

All transferable courses must have been completed:

- a) At an outside institution no more than four years prior to matriculation at Pacifica Graduate Institute.
- b) At Pacifica Graduate Institute no more than five years prior to matriculation for courses transferred from a master's program at Pacifica Graduate Institute.
- c) At Pacifica Graduate Institute no more than eight years prior to matriculation for courses transferred from a doctoral program at Pacifica Graduate Institute.
- d) The units for courses transferred must meet or exceed the unit value of the course for which students are seeking credit and a grade of B or better must have been earned in the course.
- e) Transfer credit may not be reversed and students may not audit classes for which they have received transfer credit.

The process of selecting courses for transfer credit requests and completion of documentation is the responsibility of the applicant/student, as well as converting semester units into quarter units. Transfer Credit Request Forms and all accompanying documentation must be submitted to the Office of Admissions during the application period, at least **six (6) weeks prior to the start of the program** to allow time for transfer credit requests to be reviewed and approved.

Additional information about transfer of credits can be obtained from the Office of Admissions. Graduates of Pacifica Graduate Institute are encouraged to contact the Office of Admissions for information regarding current Transfer Credit Agreements. Please email the Office of Admissions at **admissions@pacific.edu** or call 805.969.3626 ext. 305.

For students eligible for education benefits through the [Veterans Administration](#) all previous applicable education is eligible for evaluation. Credit will be awarded where appropriate and the program will be shortened accordingly. The student and the Veterans Administration will be notified promptly.

A student's financial aid may be affected by a decrease in the number of enrolled units resulting from receipt of transfer credit. Students 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 members representing all academic programs. 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:

### **Procedure for petitioning Education Council**

- 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 of the email.**
- If the petition is based on medical issues, please provide details about the medical situation or condition and its impact.
- Petitions should be directed to the Registrar and copied to the Program Chair or Dissertation Chair.
- 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 for next scheduled meeting, 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 of notice of disqualification is received to submit a written appeal to the Education Council.

Generally, petitions involving financial issues should be sent to the Student Accounts Office to be reviewed by the Student Accounts Committee. If a petition that is approved by Education Council also involves a financial exception, it must also be reviewed and approved by the Institutional Management Council.

Depending on the nature of the petition, the Dissertation Office or Registrar’s 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 an independent decision or appoint a Review Committee. 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 quarterly through My.Pacifica self-service no later than two weeks prior to the start of each quarter. Students are required to be registered for a class prior to attending the class. Under very limited circumstances, Education Council will review petitions to audit a class with applicable fees.

Students who wish to register for dissertation, 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 Depth Psychology and Creativity program may request part-time status after completing one quarter as a full-time student. Students may obtain a Request for Part-Time Status Policy and Form from the Program Chair or Program Administrator.
- Students in the Clinical Psychology and Counseling Psychology programs are advised to contact their Student Affairs Coordinator or Program Administrator for part-time status requests. Part-time status must be approved by the Program Chair and by Education Council.

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.

Online registration for each quarter (with the exception of fall) opens during the second session of the prior quarter. Online registration in the hybrid programs begins six to seven (6-7) weeks prior to the start of the new quarter. Fall quarter registration opens on the last business day of the summer session or six (6) weeks prior to the start of fall 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, and students should not attend classes for which they are not registered. Students in hybrid programs will be able to access their courses online after registering for their courses. Likewise, a student may not drop a course by not attending the class. Registered students who do not attend a course and do not officially drop or withdraw from the course by submitting either a Request to Drop a Class Form or Leave of Absence Form to the Registrar will receive a failing grade with no tuition refunded. Students who do not register for classes each quarter or submit a leave of absence will be considered inactive. Students who do not remedy their inactive status within one quarter 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 they are expected to complete and submit a Leave of Absence Form to the Registrar's Office. Students who have an inactive status and fail to resolve this status by the end of quarter by submitting a Leave of Absence Form are subject to administrative withdrawal from the program. Once a student has been withdrawn, they must apply for readmission to re-enter the program.

### **Course Load**

All degree programs at Pacifica require full-time enrollment (all courses offered for the student's class level), with the exception of the Depth Psychology and Creativity program which allows part-time registration following a minimum of one quarter of full-time enrollment. Students are expected to enroll in all courses offered each quarter in their program and class year unless transfer credit for a particular course has been granted. Other exceptions are rare and require a petition 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 three (3) units is considered half-time. Enrollment in fewer than three (3) units is considered less than half-time.

### **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. For programs with on campus summer sessions, the summer session consists of four to seven consecutive days of on-campus instruction, depending on the program. Some programs require students to pursue off-campus fieldwork or research during the summer quarter. For the hybrid programs, the fall, winter, spring and summer quarters include one four-day session of on-campus instruction per 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 that 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 is comprised of ten (10) contact hours and is considered to be one (1) credit hour.

A credit hour is a measure of the amount of work required of graduate students as established by federal regulations to determine equivalency among accredited institutions of higher learning. It is represented in terms of the number of hours in the classroom or direct faculty instruction as well as the minimum number of hours of out-of-class work needed for students to achieve the learning outcomes identified for a course.

Since Pacifica operates on a ten-to-twelve-week quarterly system, one credit hour equals ten hours in the residential classroom and in the online environment; the latter includes listening to or viewing the faculty online presentations and participating in the related discussion boards, plus a minimum of three hours of out-of-class student work for each week of the quarter, which represents a 1:3 ratio between instruction and independent work.

Out-of-class work includes doing the required reading, conducting research for residential or online presentations, completing final essays or capstone projects, etc.

This practice is consistent with masters and doctoral level expectations and fulfills the educational objectives recognized throughout the institution.

### **Attendance Policy – On-Campus**

Students are expected to attend all class sessions. Students are also expected to be on time and to be physically present for the entire duration of all class meetings for each of their courses. Unless pre-approved for the alternative attend option, attendance via web conferencing, video conferencing, phone, or other electronic calling device is not permitted. 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 Student Residential Services Manager 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 cannot miss more than 1/3 of the contact hours during the residential session per course. In addition, students cannot miss more than 1/3 of the online modules per course.

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 – Hybrid/Online Modules**

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; and maintaining contact with instructors and peers by using course email, chat rooms, and/or discussion boards.

Students in the hybrid programs meet the required contact hours for each course by attending the on-campus residential (approximately 15.5 hours for each three-unit course), and by completing the 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 in the hybrid programs are allowed to miss up to 1/3 of online and 1/3 of on campus coursework per course, 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).

For courses taught entirely online, students must carefully review and follow the guidelines, requirements, and due dates in each course syllabus. Students are expected to engage in substantive interactions with other students, the course content, and the instructor(s) and complete all assigned coursework. For online classes, students must be present and active for a minimum of 2/3 of the course hours in order to meet the attendance requirement for the course.

Students in a virtual classroom are expected to keep their camera on during class instruction and discussion. Students may turn off their camera for up to 15 minutes per hour, but any longer will require that the student contact the instructor for permission. If students do not have their camera on, they may be marked absent by the instructor. Exceptions to this policy can be made through a request to the ADA Office.

**Please note: attendance requirements may be altered by Pacifica in the event that courses must be offered online or via other alternative attendance method due to natural disaster, public health crisis, etc. In such event, students will be notified of any alterations to the attendance policy. Attendance may include synchronous and asynchronous online activity.**

### **Dropping a Course**

A student may drop a course without the course appearing on their 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 hybrid programs;
- 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, or;
- Prior to the first 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 signed 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 applicable administrative offices, 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 through the last day of the quarter. Tuition will be refunded according to the refund schedule noted in the Student Handbook.

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

Continuous registration is required to remain an active student. A student who finds it necessary to interrupt studies at Pacifica after completing at least one full quarter may submit a Request for Leave of Absence form to the Registrar's Office. Reasons for requiring a leave often include bereavement, illness, care-giving, maternity, paternity, and call to active military duty. 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. or Psy.D. programs in Counseling Psychology and students in their first year of the M.A./Ph.D. program in Clinical Psychology who elect to take a Leave of Absence must remain on leave for one full year. Students returning from a leave of absence will receive an academic plan that they are expected to follow.

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 doctoral programs and five years for students in the master's programs. Withdrawing from all courses during a quarter does not in itself constitute a Leave of Absence. A completed Request for Leave of Absence form should be submitted to the Registrar's Office at least 30 days in advance of the anticipated leave.

The Registrar will send written verification of a Leave of Absence request approval 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 register for 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.

A Leave of Absence may also be a requirement of probation status if a student violates Student Handbook policies or is recommended by their program. In most cases, such leaves include specific recommendations for improvement, which may include pursuing medical or psychological evaluation and care. To be eligible to re-enroll, the student must demonstrate that they have satisfied the required remediation plan as outlined in their Probation Form.

**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 through the National Student Clearinghouse 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 nine quarter or subsequent one year periods of enrollment. If a student takes a leave following the completion of 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.

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, including the possibility of not being able to re-join the same cohort which can impact eligibility to register for certain courses with prerequisites.
- Financial aid recipients may be required to begin repayment of student loans during the leave (depending on the length of the leave and the amount of financial aid awarded).
- The Visa status of international students will be affected.
- Students may engage in approved tutorial work with an instructor.
- Students in the M.A. Counseling Psychology Program may engage in thesis work with their advisor, course instructor, or research associate if they are registered in a tutorial.
- Students in the Counseling Psychology Programs may not accrue personal therapy hours.
- Students in the Counseling Psychology and Clinical Psychology Programs 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, particularly students on academic probation, are strongly advised to remediate these prior to returning from leave. The Registrar will inform a student of their status and eligibility for re-enrollment.

### **Transfer between Programs**

Students seeking to transfer between two Pacifica programs are viewed as new admissions applicants and must work with the admissions office, as well as with both their prior and their new program faculty and administrators. Students must withdraw from their current program in order to be officially admitted to a different program. Transfer of credits between programs is determined based on programs' curricula differences. Students are required to discuss their transfer preferences with the chair of their initial program prior to initiating the transfer.

### **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 if the student's program time limit has expired, then they 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 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 re-applying to any program with the exception of the Mythological Studies, Depth Psychology and Creativity or M.A. Counseling Psychology programs should note that only coursework completed within the past eight years will be considered toward completion of degree requirements. For student re-applying to the Mythological Studies program, coursework completed within the past ten years will be considered toward the completion of degree requirements. For students re-applying to the Depth Psychology and Creativity or M.A. Counseling Psychology programs, only coursework completed within the past five years will be considered toward completion of degree requirements. Students readmitted in fall 2020 or later to the M.A./Ph.D. programs in Mythological Studies, Depth Psychology with specialization in Jungian and Archetypal Studies, or Depth Psychology with specialization in Community, Liberation, Indigenous and Eco-psychologies who previously earned the M.A. degree in that program would not be required to retake any coursework leading to the M.A.

The time limits noted above also apply to internship, supervised practicum experience and personal therapy requirements. The Program Chair, with input from the Registrar, Financial Aid and Student Accounts offices, will review the student's record to develop an academic plan for degree completion and determine the program time limit.

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

Withdrawal is defined as completely withdrawing from all classes and/or the academic program through submission of official notice to the Registrar. Students must submit a **signed Withdrawal Form available online from the Registrar's page of the Pacifica website**. Signed withdrawal forms are automatically submitted to the Registrar's Office for processing. Failure to attend classes or verbal notification to instructors, Program Administrators or the Registrar's Office does not constitute withdrawal. Students who drop out of courses without submitting an official Withdrawal Form will be issued a failing grade.

The effective date of the withdrawal is the date the Registrar's Office receives the official signed form stating 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. Refunds for financial aid recipients will be evaluated based on the Return of Federal Funds policy.

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.

### **Dissertation Withdrawal Policy**

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



After withdrawing, students who wish to resume their education at Pacifica will need to apply for re-admission. If the student wishes to return to the same program and is readmitted, they will be required to complete any new curricular requirements and establish a new dissertation committee. 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 Counseling Psychology and Clinical Psychology doctoral programs. In the Counseling Psychology and Clinical Psychology doctoral programs, 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	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 (additional time requested to submit final coursework)	
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 grade 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 six weeks after the conclusion of 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. The Institute may overturn a grade if an independent reviewer determines it was 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 with all comments written on that work by the instructor and all correspondence relating to that work. The Program Chair will decide 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 academic 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. Students who do not maintain good academic standing will be referred to their Program Chair and will be placed on academic probation.

#### ***Good Standing – Counseling Psychology and Clinical Psychology Doctoral Programs***

In addition to maintaining a minimum 3.0 cumulative grade point average, Counseling Psychology or Clinical Psychology doctoral students must receive a grade of B or higher in every graded

Counseling Psychology and Clinical Psychology course. If a student receives a grade lower than a B in any graded course taken in the respective program, the student is required to remediate that grade. For complete details, please refer to the Academic Tutorial, Extended Tutorial, and Independent Study sections in this handbook.

#### *Satisfactory Progress (Financial Aid)*

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.

#### *Academic Probation*

Probation assessment is conducted each quarter at the time that quarterly grades are posted. 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 by the Registrar's Office, it is recommended that a probationary student contact the Program Chair for advisement. Probationary status is removed when a student has raised their cumulative GPA to at least a 3.0 at the time that quarterly grades are posted 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 remediated and removed within two enrolled quarters, a student will be academically disqualified.

Violations of Student Conduct policies may also result in probation from the Institute. Please refer to the Student Conduct section of this Handbook for complete details.

#### *Academic Disqualification*

Academic disqualification discontinues a student's current enrollment and bars further registration and attendance/participation 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 the Education Council substantiates evidence of this behavior, the student may have their probation extended or may be placed on academic disqualification status.

4. Students who fail to meet the parameters for achieving a passing score on the written or oral comprehensive exam will be placed on academic disqualification status. These parameters are detailed for each program on pages 44-48.
5. Violation of the Honesty Policy or the Conduct Policy is cause for academic probation and/or disqualification. Refer to the Student Civility and Conduct Policy in this handbook for details.

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.

Violations of Student Conduct policies may also result in disqualification from the Institute. Please refer to the Student Conduct section of this Handbook for complete details.

#### *Disqualification Appeal Procedure*

In the event a student is academically disqualified, they 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 their permanent file.

If the Education Council denies the appeal for reinstatement, the student has the option to apply for readmission unless the disqualification was based on the Conduct and Impairment Policy or 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 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 in person or online. Within three weeks of the date of the suspension, there will be a review by the Program Chair and the Provost 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; 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 writing tutor or other program resources. Individual programs may also apply their specific procedures around writing forms and use of resources/tutors; students should be aware of such program requirements and follow accordingly.

The library maintains a list of resources for writing assistance.

### **Writing Assistance**

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 tutors. It is up to the student to seek help. Writing assistance resources can be found at [Pacifica's webpage](#). English as a Second Language writing resources are available from that page as well.

Pacifica-created resources include recorded webinars and presentations by Pacifica faculty members on scholarly writing and APA Style, as well as online guides, tutorials, and handbooks on APA and MLA Style. Resources from external organizations, such as Purdue's Online Writing Lab (OWL) include links to materials on MLA and APA Style, scholarly writing, proofreading, the writing process, and plagiarism.

Pacifica currently provides access to writing tutors, free of charge to currently enrolled students who need help with *course papers* (not dissertations or theses). This includes English as Second Language (ESL) writing assistance. Tutors may help with grammar, structure, MLA and APA formatting, and more. Please contact tutors for appointments well in advance of due dates so that you can work with them in enough time to receive feedback, and at different points in the writing process. This will give you enough time to revise your papers as necessary. Support is provided on a first-come, first-serve basis.

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

Pacifica requires students to submit all work to their instructors by the due date(s) indicated on each course's syllabus. Students should refer to their program guidelines and course syllabi for the method of submission required of their written assignments. Be sure to follow these instructions unless notified directly by the instructor to submit work in a different method. All programs require electronic submission of papers via Desire2Learn (D2L), email, or an alternative electronic method. Please note that if you are submitting incomplete coursework or have accommodations through the Disability Services Office, please notify the instructor of your submission and/or also email your paper directly to class instructor.

All student papers are subject to plagiarism software scans. If plagiarism is detected, the faculty will notify the student and follow procedures related to Academic Honesty policies set at Pacifica.

Students are responsible for maintaining their written work in all of their coursework, including backing up their work electronically and documenting all correspondence regarding the submission of assignments. Course faculty, online learning management staff, or other Pacifica staff are not responsible for maintaining a copy of students' work.

Students can expect to receive timely and substantive feedback on assignments from instructors. Final grades will be posted online no later than seven weeks after the end of the quarter.

### **Incomplete Policy**

If a student is unable to complete course work due to serious extenuating circumstances, the student may request an incomplete in that course. 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 can refer to their transcript to determine the number of incompletes previously taken in the academic year.

Please note that 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.

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 are responsible for contacting the instructor regarding the work required to complete the course.

The instructor will evaluate and submit the Grade Change Form to the Registrar's Office within three weeks following the incomplete due date. 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. The final grade recorded on the transcript will reflect the incomplete plus the course grade assigned by the instructor (i.e., IA, IB, etc.).

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 complete a tutorial or repeat the course depending on the amount of time that has elapsed. If a student's cumulative GPA falls below 3.0, they 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.

Incomplete and failing grades may impact a student's continued eligibility for financial aid. Please consult the Satisfactory Academic Progress section for complete details. In addition, a student's eligibility to register for courses with required prerequisites may be affected.

## **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.

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

If a student has met the attendance requirements for a course and no more than one year has elapsed since a student originally took the course, a student may take an Academic Tutorial. Please keep in mind that students who take a leave an absence will have this time count towards the overall elapsed time of when the student last took the course. After the one year deadline has elapsed but within two years of the original course date, a student who has met the attendance requirement may take an Extended Tutorial. For example, if a student does not achieve a passing grade for a course taken during the 2019 fall quarter, the student has until the end of the 2020 fall quarter to remediate that grade by means of an academic tutorial. If a student is not able to remediate the grade within the one year time frame, the student has until the end of the 2020 fall quarter to remediate that grade by completing an extended tutorial. Courses in which a student earned a B are not eligible for tutorials.

Circumstances for which a student would register for a tutorial are as follows:

- 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 should 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 exception to the attendance requirement. Education Council may require the student to complete a tutorial.
- In some programs, 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 (please refer to the section of the Student Handbook pertaining to comprehensive exams).
- 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 to achieve concept paper approval.

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

- Contact the course instructor to confirm their availability to supervise the tutorial for the proposed time period. Submit a completed Academic Tutorial Request and Contract form or Extended Tutorial Request and Contract form to the course instructor ***before engaging in the tutorial***. The contract describes the objectives and methods for completing the tutorial as determined by the faculty member.

- Prior to the tutorial start date, the instructor signs and submits the signed contract to the Registrar's Office who mails a copy to the student.
- The Student Accounts 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 extend tutorials beyond this number must be made by written petition to the Education Council. Students must also petition Education Council for permission to take more than two tutorials to remediate the grade for any given class.

**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.

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

To remediate a failing grade in a course taken more than two years ago or a course for which the minimum attendance requirement was not met, a student must repeat the course. 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.

### ***Independent Study***

In general, Independent Study arrangements are discouraged; however, under special circumstances when a student cannot delay retaking or making-up a course at the time it is offered again because of course sequencing or if the course is no longer offered, the Program Chair may approve for the student to take the course through an Independent Study as part of their academic plan. Once the program has approved the Independent Study, the student should send an



Independent Study Contract form to the instructor for their signature before beginning the Independent Study. The instructor will attach a syllabus and submit the contract to the Program Chair, who will approve, sign and forward to the Registrar. Independent Study Contracts must be approved and signed by the Program Chair.

In some instances, the Program Chair may approve a student to take a limited number of Licensure Only Independent Studies to meet out of state licensure requirements. These Independent Studies must be taken prior to degree posting and are *not eligible for financial aid*. Students may not register for an Independent Study during a quarter when the course is offered on campus or online. Students who must take a leave of absence or withdraw from a quarter should not expect to make-up courses missed through Independent Study, except in the special circumstances noted above.

The syllabus for an independent study is to include the following standards:

- Course description (according to official course catalog)
- Learning objectives
- Action plan – the schedule and details of topics, activities, and readings
- Communication plan, including meeting dates and times (in-person, online, phone, etc.)
- Assignment details, grading criteria, and deadline(s)

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). While taking a course as an Independent Study, the student is officially enrolled and they may accrue supervised practicum or internship hours. Independent Studies may not be undertaken following degree completion.

#### **Psy.D. Counseling Psychology Evaluations of Student Performance and Program Advancement**

In order to track individual students' academic and clinical training progress, as well as to provide outcome data for purposes of program development, the Counseling Psychology Department requires a global evaluation of student progress at the end of each academic year. This evaluation will determine a student's readiness to continue to advance to the next phase of academic work and clinical training. This evaluation process will focus on the student's progress towards professional, interpersonal, academic, and clinical training development, and is designed to identify individual areas of strength, as well as areas of concern. Where there are areas of concern, the department may take additional steps to address them. These additional steps may include suggested areas of focus for improvement or additional discussion and review of a student's continued professional and academic growth. Significant problem areas or failure to pass the Annual Assessment require formal remediation, as determined by the Department Chair or Director of Clinical Training. Unsuccessful remediation may lead to Probation status, noted in the Counseling Psychology Department Probation Status form.

### **Clinical Psychology Evaluations of Student Performance and Program Advancement**

In addition to coursework evaluations, Clinical Psychology students are evaluated at the end of each academic year to assess eligibility for continuation in the program, as well as their readiness to advance to the next level of clinical practice, whether practicum or internship. The purpose of these reviews is to identify student strengths, as well as areas of concern. While areas of concern may be discussed in terms of students' continued professional and academic growth, significant problem areas or failure to pass the Annual Assessment require formal remediation (noted in the Identification of Student Problem form), as suggested by the student's advisor, Program Chair, or Director of Clinical Training. Unsuccessful remediation may lead to Probation status, noted in the Clinical Program Probation Status form.

### **Faculty/Student Meetings**

Students are encouraged to meet with faculty regarding evaluation of their 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 Programs**

Each clinical student is assigned a faculty advisor. Faculty advisors are available to meet with their advisees and to have contact each enrolled quarter. The focus of faculty advisement is to provide ongoing feedback regarding academic performance; to review student work, research activities, internship/practicum issues, and dissertation progress; as well as to support personal and professional growth. Clinical psychology faculty members schedule office hours when students are on campus or via phone or online communication platforms.

### **Student Self-Disclosure**

Assignments and class discussions that offer the opportunity for self-disclosure may generate anxiety. Although tolerating anxiety and vulnerability are important growth experiences, students are the best experts on when and how that should happen. Students should make a personal decision about what and with whom to self-disclose, including an awareness of both the risks and advantages of making oneself vulnerable in this way. Student grades will not be affected by the decision not to disclose. If they feel uncomfortable about the degree to which an assignment requires self-disclosure, students are expected to approach the faculty member with the concerns in order to explore alternatives. Additionally, Pacifica views self-disclosure in a context of academic and professional development, rather than therapeutic or personal ones, which means that such self-disclosures, like in clinical treatment or professional work, must be professional, ethical, and focused on student learning.

## **Supervised Practicum and Internships**

### ***Supervised Practicum – M.A. Counseling Psychology Practicum Experience***

Master's students in Counseling Psychology must complete a minimum of 280 hours of direct service and 300 overall practicum hours in an approved supervised practicum in order to satisfy the program degree requirements. After completion of 18-quarter units, students qualify to begin their practicum. Pacifica requires 1st year summer enrollment in CP 609, Clinical Practice, so that students can secure an approved supervised practicum site by August 15 before the second year of study begins. Second year enrollment in fall quarter, CP 610, Clinical Practice I is contingent upon a grade of pass in CP 609, Clinical Practice. Students are expected to engage in direct client contact during fall quarter of the 2<sup>nd</sup> year while enrolled in Clinical Practice I, CP 610, and throughout the residential Clinical Practice series in the second year of study.

In order to receive a passing grade for the Clinical Practice sequence of six courses in the M.A. Counseling Psychology program, all course requirements must be met including the successful completion of the Capstone I A, Comprehensive Oral Exam and Capstone I B, Written Vignette Exam.

A student who is unable to secure a practicum site by the August 15 deadline before the second year of study begins would then need to defer Clinical Practice, Professional Skills Development and research courses, as well as the supervised practicum experience to the following year and must consult with the Director of Clinical Training. For more information, see the Supervised Practicum Guidelines provided to all first-year students.

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

Pacifica requires students to enroll in practicum and supervision seminars during the 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. These seminars focus on professional identity and clinical supervision experiences drawing from diverse depth psychological traditions.

Practicum and supervision seminars are sequentially organized in a way to benefit students who attend classes and are either preparing or pursuing practicum training. For this reason, students cannot take practicum seminars 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 for the practicum and supervision seminars. 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.

Failure to complete requirements of the Practicum seminars (e.g., failure to pass the case presentation) will result in failure of the course and the requirement to take a tutorial in order to work closely with faculty on issues related to clinical performance. If a student fails to complete

this tutorial, they may be required to re-take the entire series of seminars for their year of training via an Independent Study.

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

### ***Supervised Clinical Training –Psy.D. Counseling Psychology Practicum and Internship***

Clinical training in the Psy.D. Counseling Psychology Program is graded and sequential in order to ensure a stepwise continuum of appropriate clinical training. Students are required to complete a minimum of programmatic total of 2500 hours of supervised professional experience in order to graduate. This requirement comprises 1000 hours of practicum, which is taken concurrently with academic coursework in years 2 and 3 and involves more foundational clinical training, and 1500 hours of pre-doctoral internship hours which is taken upon completion of academic coursework (except dissertation courses) and should be organized at a more advanced level.

If a student intends to pursue licensure in a state that requires more internship hours than those required by Pacifica Graduate Institute, which are based on California State Board of Psychology guidelines, the student must carefully create an appropriate training plan approved by the Director of Clinical Training (DCT).

Throughout the clinical training sequence, students collaborate with the Counseling Psychology Clinical Training Office and Director of Clinical Training (DCT) and are active agents in their own application and interview process. All clinical training sites must first be approved in writing by the DCT, following procedures described in the Psy.D. Counseling Psychology Clinical Training Handbook. Students do not accrue internship or practicum hours while on Leave of Absence.

Where appropriate, practicum applications take place through the Southern California Psychology Training Programs (SCAPTP) application procedure or through some other regionally equivalent practicum organizations (if applicable). Students may also apply for practicum sites through Pacifica Graduate Institute's dedicated sites, or submit their own sites to Pacifica for approval.

Students may apply to internships through the California Psychology Internship Council (CAPIC) in the state of California. Please note that students from non-APA schools are not permitted to apply to APA or APPIC internship sites. Students from Pacifica and non-APA schools are eligible to apply for APPIC sites through the APPIC Post-Match Vacancy Service, which happens after Phase I and Phase II of the APPIC match. For students seeking licensure in California, pre-doctoral hours can be gained through a Psychological Associateship. The Psychological Associateship must be a sequential training that provides opportunities for didactic learning and peer interaction. The state of California currently accepts Psychological Associateships on a case-by-case basis. Some states require only formal internships, such as APA or APPIC. All students must thoroughly review their state board of psychology requirements for licensure, as some states may require more than 2500 pre-doctoral hours. In addition, some states may include practicum

hours toward licensure as well as what is referred to as pre-internship hours, such that the state's board of psychology oversees the practicum process as well as the pre-internship and internship process.

Students should carefully review and consult the Psy.D. Counseling Psychology Clinical Training Handbook for all guidelines and procedures related to practicum and internship requirements.

### ***Psy.D. Counseling Psychology Clinical Training Probation***

Problems involving performance or student behavior that center on clinical training are managed by the applicable Director of Clinical Training (DCT) of the Counseling Psychology Department, who is responsible for monitoring student development at clinical training field placements, 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, in consultation with the Department Chair, may place the student on Clinical Probation while identifying specific steps to remediate the problem. Clinical Probation involves a specific written Remediation Plan, approved by Education Council in consultation with the Department, which addresses the relevant knowledge, skill set, and/or professional attitudes of the student.

Required actions will reflect the nature of concern and may include reading or writing assignments (e.g., researching the relevant ethical guidelines underlying the problem behavior, identifying steps to develop self-awareness and needed skills), additional coursework or other training, recommendation for additional supervision or therapeutic personal assistance, 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 asked to make comments as well as sign the Clinical Probation Status form. Students may petition the Education Council to appeal the requirements of the Remediation Plan if they are not in agreement. Additional details about Clinical Training Probation are outlined in the Psy.D. Counseling Psychology Clinical Training Handbook, and complete information about Pacifica's probation and remediation procedures can be found in the Student Conduct section of this handbook.

### ***Supervised Clinical Training – Ph.D. and Psy.D. in Clinical Psychology Clinical Practicum and Internship***

Doctoral students in Clinical Psychology are required to complete a minimum of 2500 total hours of supervised professional experience during their program. A minimum of 1000 hours of practicum are required and 1500 hours of pre-doctoral internship hours are required. If a student is from a state that requires more internship hours than those required by Pacifica Graduate Institute, which are based on California State Board of Psychology guidelines, the Clinical program supports what is needed for that student's particular state. Students collaborate with the Clinical Training Office and Director of Clinical Training (DCT) throughout their clinical training and are active agents in their own application and interview process. Practicum applications take place through the Southern California Psychology Training Programs (SCAPTP) oversight and other such practicum organizations as well as through Pacifica Graduate Institute's dedicated sites. Students work toward establishing formal readiness for practicum during their first academic year.

Once their readiness is approved by the DCT, students may begin to identify and interview for practicum placements. After completing their first Annual Assessment in good standing, which takes place at the end of the first academic year, students may prepare for the process of accruing practicum hours at their first site during the beginning of their second academic year. Clinical sites typically begin their clinical training schedule at the end of summer or beginning of fall each year. Once at least 500 hours of practicum hours are completed, students in the third year of the Ph.D. program or the fourth year of the Psy.D. Clinical Psychology Program will prepare their internship readiness documentation, gain formal approval by the DCT to establish formal Readiness for Internship, and apply for their prospective internships. They must have completed all coursework in good standing and they are to have passed their comprehensive examinations prior to beginning internship. Psy.D. students are encouraged to have their dissertation proposal be accepted and be demonstrating that they are making progress on their dissertation before starting internship. There is additional coursework in the fourth year of the Psy.D. program specifically addressing the dissertation process and this is the reason for the additional year before beginning internship for Psy.D. students. Psy.D. students, thus, begin their internship in their fifth year while Ph.D. students begin their internship in their fourth year. Student clinical files and financial accounts will be reviewed each quarter for eligibility. A quarterly fee will apply.

The Psy.D. program is structured such that students register for three quarters of internship and receive a total of nine units of academic credit. Thus, it is mandatory that Psy.D. students formally register for internship. To register, students must submit the Psy.D. Application for Internship Status form to the Registrar's office. Students may apply for financial aid for the initial 3 quarter enrollment period and must register for the internship course regardless of financial aid considerations. Internship extension enrollment is not eligible for financial aid and may affect the student's repayment schedule. All training sites must first be approved in writing by the DCT. The Clinical Training Handbook maps out the entire process. Psy.D. students will receive a P/NP for each quarter they enroll in CY 980 Pre-Doctoral Internship or CY 980A Pre-Doctoral Internship ext. A grade of P can be received by demonstrating actual engagement in and progress with internship at an external site designated as such and pre-approved by the DCT. Students will be required to submit a *Supervisor Evaluation of Student* form to the Clinical Training Office by the end of each quarter and the evaluation must demonstrate that student is accruing hours regularly and is completed in its entirety. Log forms are to be turned in at this time as well. Should a student/intern need to leave a site due to a severe medical condition or other equally as compelling reason, this should be discussed ahead of time with the DCT, such that all parties (site, Pacifica, student) are aware and in agreement of such an action. This may have implications for both registration and financial aid. Upon leaving or completing contracted hours at a site, the student must communicate this in writing to the clinical office within 24 hours. If a student leaves a site prematurely within the first three quarters of enrollment in internship, then a drop form must be completed and submitted to the Registrar's Office.

There are separate Clinical Handbooks for the Psy.D. and Ph.D. Clinical Psychology programs which contain additional information and graphs detailing the entire sequence for clinical training. Students may apply to internships through the California Psychology Internship Council (CAPIC) in the state of California. Please note that students from non-APA schools are not permitted to apply to APA or APPIC internship sites. Students from Pacifica and non-APA schools are eligible to apply for APPIC sites through the APPIC Post-Match Vacancy Service, which happens after

Phase I and Phase II of the APPIC match. For students seeking licensure in California, pre-doctoral hours can be gained through a Psychological Assistantship. The Psychological Assistantship must be a sequential training that provides opportunities for didactic learning and peer interaction. The state of California currently accepts psychological assistantships on a case by case basis. States other than California may require formal internships only, such as APA or APPIC. All students must thoroughly review their state board of psychology requirements for licensure, as some states may require more than 2500 pre-doctoral hours. In addition, some states may include practicum hours toward licensure, as well as what is referred to as pre-internship hours, such that the state's board of psychology oversees the practicum process as well as the pre-internship and internship process.

Supervisors evaluate student performance at practicum sites on a quarterly basis. The evaluations for internship performance take place twice a year for Ph.D. and quarterly for Psy.D. (as per the additional registration). At the completion of practicum and internship, students are asked to complete an evaluation of the site as well. It is the student's responsibility to be up to date on all requirements for the state in which they plan to apply for licensure. Students must comply with all the paperwork requirements set forth by the Clinical Training Office, including paperwork for readiness, approval of the site, log sheets signed by supervisors, evaluations, liability insurance verification, and supervision agreements. The Clinical Training Coordinator, with final approval from the Director of Clinical Training, monitors all paperwork. All paperwork must be approved in order for hours to count. (Reminder: students do not accrue internship or practicum hours while on LOA.) Failure to submit paperwork will result in loss of hours counted toward practicum or internship training. It is imperative that students retain copies of all of their clinical paperwork as part of their professional development. It is also important that students keep copies of all of their syllabi, course catalogues and course descriptions for the purposes of licensure, as state licensing boards will ask for such.

### ***Clinical Training Probation***

Violations of problems that center on clinical training are managed by the Director of Clinical Training (DCT) of the Clinical Psychology programs, who 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. This discussion may occur during end of year annual assessment, which may include a preliminary written identification of the problem. In other cases, the DCT may place the student on Clinical Probation for the purpose of identifying specific steps to remediate the problem. Clinical Program Probation involves a specific written Remediation Plan that addresses the relevant knowledge, skill set, and/or professional attitudes of the student.

Required actions will reflect the nature of concern and may include reading or writing assignments (e.g., researching the relevant ethical guidelines underlying the problem behavior, identifying steps to develop self-awareness and needed skills), additional coursework or other training, recommendation for additional supervision or therapeutic personal assistance, 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 asked to make comments as well as sign the Clinical Probation Status form. 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 Training Probation are outlined in the Clinical Training Handbook, and complete information about Pacifica's probation and remediation procedures can be found in the Student Conduct section of this handbook.

### ***Supervised Fieldwork – Clinical and Counseling Psychology Programs***

All internships and supervised practicum experiences must include direct client contact. Each program's Director of Clinical Training (DCT) must approve both the site and the clinical supervisors who oversee the supervised practicum experience or internship work. In cases where the DCT, 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, personal therapy, 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 psychological healing activity *outside* of an approved supervised practicum site or internship site may not identify the work as affiliated with their education at Pacifica. In addition, the term "psychologist" is reserved for those who have become licensed as psychologists in their state. To refer to oneself as a psychologist prior to that time is considered a misrepresentation and an ethical violation. A complete packet of supervised practicum or internship information will be provided to each student.

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

M.A. Counseling Psychology students who have satisfactorily completed all required coursework and passed the Comprehensive Oral and Written Exams can enroll quarterly in CP 680 – Clinical Practicum. 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 Ph.D. students who have completed all coursework, have passed written exams, and are not enrolled in dissertation may enroll in Internship Only status, provided they



have secured an internship approved by the Director of Clinical Training. 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 in Internship Only status must receive approval from the Director of Clinical Training. The Ph.D. program Application for Clinical Training Only Status must be signed by the Director of Clinical 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.

Students with an Internship Only enrollment 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.

Clinical Psychology Psy.D. students must register for three quarters of internship. Eligible students can receive financial aid for the initial three internship quarters. If Clinical Psychology Psy.D. students need additional quarters to fulfill their internship contracts and hours, they will need to enroll in the Internship Extension for each additional quarter needed. We understand that internship start and end dates are variable to the academic quarter dates. If the start and end date of a student's internship contract does not align with the quarter enrollment period a student may qualify for the Internship Enrollment Grace Period status. Under the Grace Period, students will be permitted to accrue hours if the placement start or end date falls 14 days before or after the quarter enrollment period. If a student's internship start or end date is beyond the 14-day period, the student will need to enroll in the appropriate quarter. The Clinical Training Office and Office of the Registrar are responsible for determining if a student qualifies for the Grace Period.

### ***Personal Therapy Requirement in Counseling Psychology and Clinical Psychology***

If enrolled in either the Counseling Psychology or Clinical Psychology programs, 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 licensed in the state in which the student resides 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 core faculty or adjunct/contributing faculty teaching in student's program—until they have graduated or withdrawn from the Institute.

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, and group therapy sessions are to be at least 90 minutes in length.

Doctoral students must complete 60 hours of personal therapy while actively enrolled at Pacifica. Completed hours are to be recorded on the Personal Therapy Documentation form, signed by the therapist and submitted to the relevant Clinical Training Office. Pacifica faculty strongly

recommends the completion of a minimum of 25 hours of personal therapy for each year of enrollment. Students in the Psy.D. Counseling Psychology program must accrue a minimum of five (5) hours of personal therapy during each of the 12 quarters of enrolled coursework, totaling 60 hours. Students should refer to the relevant Clinical Training Handbook for verification forms and required hours.

Masters level Counseling Psychology students must complete a minimum of five (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. Completed hours are to be recorded on the Personal Therapy Verification form, signed by the therapist and submitted to the M.A. Counseling Practicum office. Personal therapy hours must be accrued while actively enrolled at Pacifica. Students who do not fulfill the quarterly requirement for personal therapy hours for two quarters will be placed on clinical probation. For additional information, please see the MA Counseling Psychology Supervised Practicum Guidelines handbook available on the Pacifica website and in the MA Counseling Psychology Student Resource Center and MA Counseling Psychology Practicum Resource Center in D2L.

### **Depth Transformative Practice Requirement in Depth Psychology Program Specializations**

In the Depth Psychology program, students are required to participate in transformative practice as follows: 60 hours for the Community, Liberation, Indigenous, and Eco-Psychologies specialization, 50 hours for the Somatic Studies specialization, and 50 hours for the Integrative Therapy and Healing Practices specialization.

For the CLIE 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.

Students in the CLIE specialization must have their transformative practice approved in advance by the Depth 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 individual designated on the form. These hours are required for the completion of the M.A. degree.

In the Somatic Studies specialization, students are required to complete a minimum of 25 hours of individual sessions with a licensed mental health professional, certified life coach, or certified analyst during their first year of the program. Once these 25 hours are complete, students may continue their individual counseling work or choose to accrue the remaining 25 hours of the required 50 hours total in an approved somatic or depth modality offered in a group or individual context.

Students earning their Ph.D. in Depth Psychology with Specialization in Integrative Therapy and Healing Practices are required to take part in 50 hours of depth-oriented therapy, counseling, analysis, or an engaged self-reflective process with a provider(s) in their field while enrolled. This is a requirement for graduation, and it is strongly recommended that students accrue personal therapy hours while in the coursework phase in order to support the educational experience of the program. Students log their hours via the Personal Therapy Documentation form and submit the

form upon completion to the Program Administrator or as requested for updates as students progress through the program.

### **Self-Directed Studies Requirement of Jungian and Archetypal Studies specialization**

The purpose of Self-Directed Studies is to allow students to explore areas of interest in depth psychology outside the boundaries of the curriculum. This may take the form of attending conferences, workshops, lectures, and/or seminars; engaging with an analyst or other practitioner/s for personal therapy or healing work; or seeking training in a modality that augments their practice of depth psychology. Students must complete a total of 30 hours and submit a reflective paper; this may occur anytime during the course of the program, and is required for the awarding of the Ph.D. All hours must be pre-approved through discussion with the program's Self-Directed Studies Coordinator. Students and faculty are asked to be mindful of Pacifica's multiple relationship policy when scheduling Self-Directed Studies.

### **Practice Requirement of Depth Psychotherapy/Integrative Therapy & Healing Practices specialization**

Students in the Depth Psychology Program with Specialization 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.

Likewise, for students in the Depth Psychology Program with Specialization in Integrative Therapy & Healing Practices, there is no minimum number of required hours of practice, but students must be actively engaged in the practice of therapy, counseling, or work in their healing-oriented or wellness profession with clients while enrolled in coursework. This assures that all students will be able to participate fully in the sequence of Practice Consultation courses. Pacifica does not provide the supervision of practice hours that may be required for licensure or any purpose. Students must provide for their own insurance coverage for professional liability for their practices.

### **Oral and Written Comprehensive Examinations Capstone I A and B**

#### ***M.A. Counseling Psychology – Capstone I A, Comprehensive Oral Examination***

Master's students enrolled in Clinical Practice III, CP612, must successfully pass the Comprehensive Oral Examination. Each student must be in good standing in order to take the exam and must have achieved a grade of C or better in Clinical Practice I and II, CP610 and CP611.

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.

### ***M.A. Counseling Psychology – Capstone I B, Written Vignette Online Exam***

Master's students enrolled in CP 615, Clinical Practice VI, must successfully pass the Comprehensive Written 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 their supervised practicum site and achieved a grade of C or better in each of the previous Clinical Practice courses.

If a student does not pass the written 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 written exam within two attempts will be academically disqualified.

### ***Clinical Psychology – 2nd Year Qualifying Exam/M.A. Designation***

Students undertake a qualifying exam together with their annual assessment that results in achieving the Masters of Arts (M.A.) in Clinical Psychology with Depth Psychology Emphasis and continuing toward their doctoral degree training. The exam, which covers the content of the initial two years of coursework, takes place during the last supervision practicum. Additional assessment materials are presented to faculty to verify progress, including faculty evaluation, successful completion of coursework, and progress in practicum training. This annual assessment focuses on the evaluation of student's readiness to provide clinical care in the advanced practicum settings and to begin their dissertation work. Students must obtain 80% or more on the qualifying exam and pass the faculty in-person evaluation to obtain the M.A. designation and continue toward completion of their doctoral training. Students must note that M.A. designation does not meet academic requirements for Masters level licensure in the state of California (i.e., LMFT, LPC) or other states. Students seeking LMFT or LPC licensure after withdrawing from the Ph.D. program with M.A. designation will require additional courses and clinical training to meet Masters level licensure requirements.

### ***Clinical and Counseling Psychology Doctoral Programs – Comprehensive Examination Portfolio***

Upon successful completion of nine quarters (defined as completion of 70 or more academic credit hours without failing grades or incompletes) of Ph.D. coursework in the Clinical Psychology program and 11 quarters of Psy.D. coursework in the Counseling Psychology program, a student is eligible to take the Comprehensive Exam Portfolio. Students must be in good standing (i.e., have no outstanding courses to remediate and not on academic probation) in order to register for their Comprehensive Exam Portfolio. Students who are on a Leave of Absence are not permitted to take the exam. The goal of the Comprehensive Exam Portfolio is to demonstrate competencies in the domains represented within the curriculum of the Clinical and Counseling Psychology doctoral training. The portfolio is structured not only to assess students' knowledge and skills based on submission of responses to questions and vignettes posed within the portfolio, but also to provide detailed narratives that highlight and demonstrate competencies in the domain areas. This provides an evaluation of the student's cognitive understanding of the coursework, as well as documentation of competencies achieved as the result of studies. The Comprehensive Exam Portfolio serves as partial fulfillment of the degree requirements and is delivered and completed

via the Desire2Learn (D2L) Learning Management System. Students are not permitted to take Incompletes for the comprehensive exam portfolio. The exam portfolio must be submitted by the designated due date. Failure to do so will result in a failing grade. The student will then have one additional opportunity to submit the exam portfolio by the last day of the quarter following the original term of the exam and must earn a passing grade. Students must receive a passing grade of 80% or higher for each portion of the portfolio from at least two of three evaluators and must retake any failed portion(s) of the exam prior to the last day of the quarter following the original term of the exam. Only one opportunity to retake the exam portfolio is permitted. If faculty guidance is needed, a student may elect to take an ungraded academic tutorial in preparation for re-examination.

If a student does not retake the failed comprehensive question(s) by the last day of the quarter following the original term of the exam or does not pass the exam portfolio within two attempts, they will be placed on academic disqualification status and will not be eligible to continue in the Clinical or Counseling Psychology programs. Students unable to retake the exam within two quarters may petition to Education Council. In addition, a student must pass all components of the Comprehensive Exam Portfolio in order to advance to Dissertation Writing (Ph.D.) or Internship (Psy.D. and Ph.D.). Passing of the Comprehensive Exam Portfolio is typically a requirement for internship training.

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

In the Jungian and Archetypal Studies specialization, the written comprehensive exam is taken after successful completion of at least 36 units of the first two years of coursework. Students who do not pass one or more written exam question at the Ph.D. threshold will not be permitted to continue on to the doctoral phase of the program. However, these students will be permitted **one** retake attempt of each question failed at the M.A. pass level. A per question re-examination fee will be charged to the student's account.

Students who pass the exam retake for each failed question at the M.A. pass level or higher, and meet all other master's degree graduation requirements, will be awarded the master's degree and will then terminate the program. Students who do not pass all failed questions following their retake attempt will be placed on academic disqualification status.

In the Community, Liberation, Indigenous, and Eco-Psychologies specialization, students who enroll in the Spring Quarter who have completed 31.67 units of required coursework are expected to sit for the comprehensive exam when it is scheduled. The Education Council must approve any exceptions at least two weeks in advance of the exam. Faculty will set and communicate threshold percentages for successful completion of the M.A. degree and for matriculation into the final year of the Ph.D. program. If the student fails to meet either the M.A. or the Ph.D. threshold, any failed exam questions may be retaken. Students 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 at the Ph.D. threshold within one re-take attempt will be unable to progress to the doctoral phase of the program. Students who do not pass all exam questions at the M.A. threshold following one re-take attempt will be placed on academic disqualification status.

### ***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 third year (Spring for CLIE students, Spring for Somatic Studies students, and Summer or Winter depending on the track for Jungian and Archetypal Studies students). 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 remediate the failed examination, by revising their concept paper based on the examiners' feedback during the oral examination and/or by writing a fifteen-page paper judged by the faculty to be a viable doctoral-level presentation. Somatic students who fail their oral exam are required to take a tutorial which consists of a virtual oral presentation with two course instructors at a mutually agreed upon time. A re-examination fee will be charged to each student's account. If the student does not pass the oral exam or the equivalent paper within two attempts, they will be placed on academic disqualification status.

### ***Integrative Therapy & Healing Practices specialization – Written Comprehensive Examination***

Students in the Integrative Therapy & Healing Practices specialization who have successfully completed at least 29 units of Ph.D. coursework and who are in good academic standing with no failing grades are eligible to complete the written comprehensive examination.

For Depth Therapy specializations students, the written exam will consist of a take home assignment given at the end of the Spring Quarter and due at the end of the Summer 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 students' accounts. If the student does not pass the written examination within two attempts, they will be placed on academic disqualification status.

### ***Integrative Therapy & Healing Practices specialization – Oral Comprehensive Presentation***

Depth Psychotherapy/Integrative Therapy & Healing Practices specialization students who have passed the written comprehensive examination are eligible to take the oral comprehensive examination in the winter of their third year. The oral exam occurs in the context of DPT 994 Oral Comprehensive Presentation that 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, they may submit a written request to the Program Chair. Successful completion of this written exam is a requirement for the M.A. degree. Each student must obtain a 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 coursework 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 coursework toward the Ph.D. degree. If the student does not pass the written exam within two attempts, they 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, they 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, they will be placed on academic disqualification status.

### ***Depth Psychology and Creativity Program – Project Workshop***

In lieu of a Master's thesis, students in the Depth Psychology and Creativity program are required to complete a final project with an accompanying academic paper. The final project/paper will be developed during a capstone course in which advanced students will be required to consider both depth psychological principles and creative expression broadly and integrate what they have learned from the curriculum. The project and paper must be completed during the final quarter and presented during the residential session of that quarter. Assessment data for a variety of outcomes will be collected in this course, particularly outcomes related to integrating and applying depth psychological concepts, information literacy, critical thinking, creativity, and research and communication skills.

### ***M.A. Counseling Psychology Program Thesis***

Students in M.A. Counseling Psychology will complete a Master's thesis within the Seminar in Directed Research IA, IB, IC, IIA, IIB, and IIC sequence of courses. The M.A. Counseling Psychology Thesis Handbook, with a set of guidelines, is available to students in the M.A. Counseling Psychology Research Portfolio Center in D2L and on the Thesis Resources page of the Pacifica website. M.A. Counseling Psychology students follow the guidelines of the M.A. Counseling Psychology Thesis Handbook for their year of matriculation. It is the student's responsibility to obtain and follow thesis guidelines.

If a student does not complete a thesis by the conclusion of CP 651C, Seminar in Directed Research IIC, they may take an Incomplete in Seminar in Directed Research IIC to complete the thesis. If the thesis is not completed during the Incomplete, the student may register for a tutorial to complete work on the thesis. There is a separate fee to enroll in a tutorial to remediate Seminar

in Directed Research IIC. Students entering tutorial for thesis should coordinate closely with the Thesis Advisor, Research Associate, and Director of Research to establish a work plan for thesis completion. The student must also coordinate with the Registrar's Office to maintain active student status if continuing coursework beyond the completion of Session III of CP651C in the final Winter Quarter of the program.

### **Advancement to Doctoral Candidacy**

A student will earn the designation of "doctoral candidate" after they have successfully completed all coursework, passed written and/or oral comprehensive exams (if required), 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, nor may they use the letter designation "Ph.D. (c)", "Psy.D. (c)", or "Ph.D. (ABD)" to indicate their candidacy status. If they wish, a student may indicate having reached candidacy status through the use of the full term, "Ph.D. candidate" or "Psy.D. candidate."

The use of "Ph.D." or "Psy.D." is *not* permissible as a designation until the student has completed all degree requirements and obtained their doctoral diploma. Students must also recognize and follow their state's requirements in using designations such as "psychologist" or "counselor" without state license to practice in that capacity. Current California state law prohibits the use of the term "psychologist" – including the terms depth psychologist, somatic psychologist, community psychologist, Jungian psychologist, etc. – unless one holds a clinical license as a psychologist.

### **The Dissertation (Ph.D.)**

Each doctoral program has a dissertation handbook available online which includes a set of guidelines and forms for the dissertation process. Please note that this section refers to Ph.D. degree programs. Dissertation guidelines for the Psy.D. Counseling Psychology and Psy.D. Clinical Psychology dissertation processes are detailed in a separate section below.

Students begin dissertation writing by submitting a registration form to the Registrar's Office prior to the start date of the quarter of their track. Once the quarter has begun, they may begin to formally convene the members of their dissertation committee, beginning with the dissertation chair. When students first register, they are enrolled for nine consecutive quarters, which is approximately two calendar years. This is often referred to as the two-year dissertation "clock."

To begin the dissertation clock, the student must:

- a) Have completed two or three years of coursework, depending upon the requirements of their program (see below);
- b) Pass all components of the written and oral comprehensive exams;
- c) Have an approved concept paper on file with the Dissertation Office;
- d) Be in good academic standing with no outstanding failing grades; and
- e) Be in good financial standing with the Student Accounts Office.
- f) In the Clinical Psychology Program, students must pass all components of the Written Comprehensive Exam Portfolio in order to advance to Dissertation Writing.
- g) Somatic Studies specialization students are qualified to register for dissertation writing when they have completed their M.A. requirements with no failing grades, have passed the Oral



Comprehensive Examination, have passed all the DPS 932 a, b, & c Dissertation Development courses and have an approved concept paper, and are in good financial and academic standing. If they have program approval, students may register for dissertation writing concurrently with their other coursework.

- h) Students in M.A./Ph.D. programs must complete all M.A. requirements, including Depth Transformative hours so that the M.A. degree is posted to their transcripts.
- i) CLIE requires that all M.A. program requirements to be complete before enrolling.

In some programs, students may begin their dissertation writing at the same time they are completing the third year of coursework. In others, completion of all coursework is required, and students must petition to begin dissertation writing concurrently with other courses. Students should check with the Research Coordinator or Director of Research for their program's policy.

Students needing to enroll beyond the two-year clock are required to register for additional one-year periods until the dissertation is completed, however, students registered in the one year clock 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 8-year program time limit.

Students are required to make payment arrangements for their dissertation fee with the Student Accounts Office. The dissertation fee schedule is included at the back of this handbook. Students may contact the Student Accounts 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 registering for dissertation writing. Once registered, continued enrollment is required for a student to maintain their committee. Any break in enrollment, including Leaves of Absence following the conclusion of either the two-year or one-year clock, however, will result in committee dissolution. 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, they must do so within the maximum one-year Leave of Absence period and their 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. Such extensions are not granted automatically, but instead require the student to submit a petition to the Registrar's Office, using the form found in the Dissertation Handbook. The extension may be applied one time only after completing either the nine-quarter initial registration or four quarter extended registration period. The extension is 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. Once all three committee members formally approve a student's final dissertation draft, the student is no longer registered, while completing edits and oral defense requirements. Students should be aware that this will impact their financial aid and loan deferment status.

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 students intend to complete the dissertation process in time to participate in the commencement ceremony, they must submit a final copyedited version of the dissertation manuscript for publication to the Dissertation Office and have successfully completed the oral defense by the published commencement deadline date. These final steps, including committee approval, proofing the dissertation manuscript, and oral defense 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.

### ***Psy.D. Clinical Psychology Dissertation Completion***

The Psy.D. Dissertation Completion course series emphasizes the development of critical thinking skills related to evaluating research studies and the writing of the Psy.D. Dissertation in Clinical Psychology. The course series 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 Dissertation, students must (1) complete the composition of their 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 after their dissertation proposal is approved by their committee. At the beginning of the fourth year, in order to assure timely completion of the dissertation, students must (1) complete data collection (2) complete data analysis (3) complete the final draft document including Results and Discussion sections (the Discussion section needs to include implications for the advancement of the practice of clinical psychology), (4) participate successfully in the Oral Defense, and (5) complete the final document edits as required by the Dissertation Office.

### ***Psy.D. Counseling Psychology Dissertation Completion***

Research in the Psy.D. Counseling Psychology program has a dual purpose: to produce a scholarly contribution to the domains of counseling psychology and depth psychology, and to ground inquiry in an applied contribution to psychological life and service. The Psy.D. Counseling Psychology dissertation is the culminating expression of the student's graduate course of study, which provides a forum for contributing back into the community the knowledge that students have gained during their educational experience. Additionally, the dissertation serves as an opportunity for the student to incorporate the theories and practices gleaned from coursework, clinical training, and practicum and internship experiences.

The Psy.D. Counseling Psychology curriculum is structured to support students' completion of the dissertation process within the four years of the program encompassing coursework and pre-doctoral internship. Students will participate in a series of research courses which provide both didactic instruction in academic research from both quantitative and qualitative lenses, as well as prepare students to successfully complete a dissertation. During the third year of coursework, and the first two quarters of the fourth year of pre-doctoral internship, students will enroll each quarter in the Dissertation Completion course series. The Dissertation Completion course series will focus on student writing and work with the dissertation committee to support timely completion.

### ***Research with Human Participants***

Any research that includes human participants needs to follow the guidelines for such work in the corresponding department's research and thesis, fieldwork, or dissertation handbook. This includes informing participants of their rights and securing informed consent forms from each subject. For instance, if a student is interviewing individuals for a dissertation, they must inform them of their right to anonymity and of their right to discontinue the interview at any point. Participants 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 Depth Psychology and Creativity must complete all applicable degree requirements (coursework, supervised practicum, personal therapy, oral exam, thesis or portfolio, and on-campus sessions as applicable) within a five-year period from the initial quarter of program matriculation.

Students enrolled in the Clinical Psychology, Depth Psychology, Mythological Studies, Depth Psychotherapy/Integrative Therapy & Healing Practices specializations, or Psy.D. Counseling Psychology programs must complete all degree requirements (coursework, practicum, internship, personal therapy, depth transformative practice, self-directed studies, exams, oral consultation and dissertation, if required by the program) within an eight-year period from the initial quarter 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, they 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. Students who wish to complete degree requirements must re-apply for admission and be accepted. Upon readmission, students 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 their transcript once verification has been confirmed 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, depth transformative practice hours, self-directed studies, thesis, or dissertation requirements of the program. Students will not be awarded an M.A. or Ph.D./Psy.D. with a grade of D, F, NP (or C

in the Clinical programs) 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 printed once a year for eligible graduates prior to commencement and distributed at the ceremony. If a student is unable to attend commencement, the Registrar's Office will mail the diploma. Students need to resolve all financial obligations with the Student Accounts 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 will be released.

### **Commencement Ceremonies**

Students who wish to participate in commencement ceremonies must successfully complete all degree requirements by the published commencement deadlines. Participation, though voluntarily, must be planned. All students intending to participate in the exercises must notify the Registrar's Office by the published due date so that regalia can be ordered. Students who do not follow these procedures will not be allowed to participate in commencement exercises.

In order to receive a diploma 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 Student Accounts 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 student has a Dissertation Office hold. 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.

## **Academic Integrity**

### **Honesty and Plagiarism Policy**

Plagiarism is considered a severe violation of student conduct policies and ethical standards. All instances of such academic dishonesty must be reported to the Program Chair, Education Council, and the Provost.

Any work submitted by a student must represent original work produced by that student, and any source used by a student must be documented through normal scholarly references and citations. Any major clear violations of these standards - such as cheating, violating copyright laws, falsification of data, plagiarism, collaborating in a dishonest way with others in completing work, fraudulence in any way related to practicum work, or submitting the same work in more than one course without obtaining advance approval - will not be tolerated by the Institute and may be grounds for disqualification.

Such violations are to be processed promptly, firmly, and fairly by the faculty in consultation with the chair & Educational Council. Sanctions vary depending on the Education Council's assessment of the academic breach. Possible sanctions include a grade of "F" for the course, academic probation, mandatory leave of absence, or permanent expulsion from Pacifica Graduate Institute. 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 Provost, who may appoint a Review Committee. Decisions made by the Provost are final.

### ***Plagiarism***

Plagiarism involves:

- Submitting another person's work as one's own;
- Submitting work from any source that is not properly acknowledged by citation or reference;
- Submitting work pieced together from phrases or sentences from various sources without acknowledgment;
- Submitting work that uses any phrase(s), sentence, or stylistic mannerism rearranged or otherwise without acknowledgment;
- Omitting quotation marks from any directly quoted material, when required by the APA or MLA style;
- Failure to use ellipsis (...) to indicate omission of one or more words;
- Submitting an assignment that copies work completed for a course at another institution;
- Submitting an assignment(s), or any part of an assignment, for more than one class without enhancing and refining the assignment, and without first receiving instructor permission. In cases where revision of previous assignments is permitted by the instructor, the student should be prepared to submit the original assignment for comparison purposes (see Resubmission of Previous Work section below);
- Any other actions reasonably deemed to be plagiarism by the faculty.

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.

For additional information and tutorials on plagiarism and citations, the [Purdue OWL \(Online Writing Lab\)](#) site contains valuable resources.

- [Is it plagiarism?](#)
- [Avoiding Plagiarism](#)

### ***Examinations***

Plagiarism or dishonesty on examinations shall be defined as:

- Copying to any extent the work of another;
- Intentionally assisting another student during an examination;
- Having unauthorized access to material related to an examination during the examination;
- Possessing or having access to unauthorized copies of an examination;
- Departing from any stated examination conditions.

### ***Turnitin.com***

Students may be required at the discretion of the Program Chair to submit electronic copies of course assignments for plagiarism scanning software. The Institute uses the anti-plagiarism service, Turnitin.com, which is used to scan student submissions for originality. Students are also encouraged to utilize this tool prior to their official submission to ensure that the work they are producing is in fact their own. While the Turnitin® Originality Verification Tool does not detect plagiarism, it does assist in the investigation and verification of overall integrity of the material provided by the student.

The Institute places emphasis on the following originality guidelines:

1. Students are expected to produce work that displays proper use of the citation style and formatting as designated by their program (APA, APA-modified, or MLA). This includes, but is not limited to, the use of in-text citations, quotation marks, and references to ensure proper acknowledgment is given to any external source(s) used in the creation of academic material.
2. Since academic integrity concerns come in many forms (i.e. plagiarism, cheating, purchasing of work, lack of original content, etc.), a specific similarity percentage (%) rendered by the Turnitin® tool does not necessarily result in the same outcomes for all content. Each student assignment should be thoroughly reviewed no matter the score provided by Turnitin® in order for the Faculty to determine the most appropriate action.

### ***Resubmission of Previous Work (Self-plagiarism)***

Unless authorized by their instructors, students are expected to do their own, original work for each assignment in each course. Students who recycle their course work from one class to another, or from prior institutions, may face an allegation of academic dishonesty. Submitting the same or

substantially the same material, whether complete papers or portions of papers, for multiple courses without receiving prior permission constitutes self-plagiarism and will be held to the procedures and sanctions of this policy. Additionally, students should be advised that using prior material they wrote that was published or distributed under copyright laws (e.g., theses) without prior approval and citations, may constitute self-plagiarism.

Students who wish to use similar material for different courses or from previous institutions must first obtain explicit permission from the instructors, following the below procedures:

### *Student Responsibilities*

- It is a student's responsibility prior to assignment submission to submit a written request to the faculty member that details for which course and term the work was originally submitted along with justification for the resubmission request.
- It is a student's responsibility to wait to submit resubmitted work until after receiving written approval from the instructor.
- If a student is resubmitting an term paper/thesis:
  - Once the request to resubmit has been approved by the faculty member, it is the student's responsibility to document that the work is his/her own by including the following verbiage at the beginning of the document: "This assignment was originally submitted during the [previous term (winter, spring, summer, fall)] in [previous course & section] with [previous instructor name]. Approval to resubmit this assignment was obtained from [current instructor name] on [MM/DD/YY]."
- It is a student's responsibility to ensure alignment with expectations of the current course assignment, and so the student should update their assignments to meet new or modified assignment requirements within the new course or updated version of a course.
- It is a student's responsibility to review their work, making necessary changes to enhance the quality based on the resources provided in the current course, current instructor feedback and guidelines.
- It is a student's responsibility to keep pace with assignment due dates and to participate fully in every course.
- Each student should be prepared to submit the original assignment for comparison purposes.

### *Instructor Guidelines*

- Instructors will make determinations of approvals or denials of the use of resubmitted work in consultation with their Program Chair (as deemed necessary) and will provide a written approval or denial of the resubmission request to the student.
- If an instructor is not made aware of work being resubmitted, the instructor will treat the assignment as plagiarized and reserves the right to post an F (0) grade and submit it for review until proof of originality is provided, at which point the instructor may make a grade change determination.

Students should also refer to the Intellectual Property and Copyright Policies section of this Handbook for complete details in relation to their written work and course materials.

### **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, the Provost 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 Learning and other departments.

### **Curriculum and Program Review**

The Program Chair may change the sequence of classes 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 (with the exception of the hybrid programs) are opened on the first day of the last residential session and closed eight days after the end of the term. Course Evaluations for the hybrid programs open on the first day of the next-to-last week of the term and close on the last day of the term. Instructions will be sent to students about how and when to access the evaluations online through the My.Pacifica Self-Service portal. 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 their 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.

## **Student Conduct**

### **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 member of 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 but is not limited to the following forms of offensive behavior:

- Verbal harassment: Making or using derogatory comments, epithets, slurs, and inappropriate 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
- Online harassment: Posting online derogatory comments, epithets, slurs or inappropriate jokes; can take place on Pacifica-focused or non-Pacifica focused online forums, including emails, email groups, text messages, social media, websites and other internet based interactive spaces

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 contact the Campus Safety Team or speak to an administrator whom they trust or the Student Relations Liaison.

### **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.

This policy on multiple relationships is intended to promote rather than to deter close 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. In addition, however, actions by students, faculty and staff outside of direct coursework or on-campus experience but that relate to their contribution to Pacifica (e.g., clinical training, clinical practice, clinical supervision, teaching, and scholarship) that have constituted problematic multiple relationships, may result in ethics investigation or sanctions, depending on the circumstances.

### ***Multiple Relationship Policy***

Faculty – core, adjunct, and contributing – and students are prohibited from entering into or continuing pre-existing sexual, financial, client-therapist (excludes adjunct and contributing

faculty teaching outside of student's program or specialization) or clinical supervision relationships from the time that the student begins coursework at Pacifica until the student has graduated or withdrawn from the Institute. The Education Council or the Provost must approve exceptions to this policy. Any exceptions to this policy shall not be made when the student and faculty member are involved in coursework together or scheduled to be in coursework together in the immediate future. 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 or clinical supervision relationships without compensation approved by the Program Chair are not prohibited by this policy. In all circumstances, any relationships potentially falling within the scope of this policy, existing or contemplated, should be reported promptly to the faculty member's chair or the Provost. Students may not request therapist referrals from Pacifica personnel. Similarly, faculty may not approach students regarding therapy referrals.

Students may not request financial assistance or engage in any pan-handling from other students, staff or faculty; promote services or personal products resulting in self-promotion or financial remuneration; or solicit other financially-based resources such as housing, transportation, or any other benefits. Students may not request to have personal artifacts stored on campus or with Pacifica faculty or staff. Students also may not request rides in personal vehicles of employees, or use Pacifica transportation for personal purposes.

### ***Definitions and Explication***

A distinction is made between multiple relationships and sexual harassment. Sexual harassment is characterized by non-mutuality and abuse of power. Harassing behaviors may include making unwelcome sexual advances, making sexual statements, or attempting to use power or position as leverages for sexual favors. Such behaviors are prohibited in the strictest sense by Pacifica's Gender-Based and Sexual Misconduct Policy and its Conduct Policy. Procedures for filing sexual harassment grievances are outlined in this 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 faculty and staff members. They are not prohibited between students and contributing and adjunct faculty as long as a student is neither enrolled in, nor scheduled to be enrolled in, further coursework with that faculty. Such interactions are discouraged between students, and arrangements developed between students should be undertaken only with an understanding of risks that will be determined and accepted outside of their connection with Pacifica Graduate Institute.

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.

## **Civility and Professional Conduct**

### ***Civility and Professional Conduct 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. Students’ interactions, behaviors, and attitudes are viewed in light of their commitment to becoming professionals in their chosen field, which includes adhering

to ethical and professional standards of their profession. Thus, 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. Specifically, Pacifica expects all students to be professional and respectful in all of their dealings with colleagues, faculty, staff, and clients and to demonstrate caring and considerate attitudes, including direct (i.e., in-person conversations, phone calls, emails) and indirect (i.e., audible discussions about others, online posting about someone else). These and other qualities will be evaluated – formally and informally – throughout students’ educational experience at Pacifica by administrators, faculty, staff, and peers. Concerns about a student’s emotional state of being and/or behavior may be reported from the student, faculty, staff, field training supervisors, or other students. These concerns will be documented, discussed with students, and examined in relation to remediation and growth.

### *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*, to allow for uncertainty, especially in relation to others.

*Curiosity.* Pacifica encourages a depth-oriented 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 varied types of 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, Empathy and Compassion.* Curiosity, as defined above, contributes to tolerance and empathy of each other’s perspectives. In fact, one could say that tolerance and empathy are curiosity in action. An attitude of tolerance and commitment to empathy may allow 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. In addition, students are invited to continually examine how their positions of social and personal privilege may have contributed to unconscious difficulties with tolerance of others’ feelings, thoughts, opinions, and perspectives.

On the other hand, experiences of intolerance and lack of empathy by others toward our own experiences may also be addressed via direct ethical communication, documentation, and the

pursuit of individual and group shared understanding. Respectful communication of our own discontent or concerns must be pursued via ethical relational steps, including those outlined in this Handbook.

The capacity to respect human differences, communicate respect, receive feedback about personal areas of conscious or unconscious (potential) biases, and remain committed to continued examination of personal values, attitudes, skills, and complexes, are viewed as essential in students' educational and professional development toward becoming professionals who work with diverse individuals and communities.

*Doubt vs. Certainty.* In many academic and professional settings students experience direct and indirect requirements to be as confident, competent, and self-assured as possible at all times. However, being confident of one's own point of view in inflexible or unquestioning ways can also interfere with *curiosity, tolerance, and openness to learning with and from others*. Being rigidly confident in all things suggests that one has learned all that there is to know or that one is so assured of the moral or intellectual correctness of their position that all the other points of view must be wrong.

Instead, Pacifica encourages the special 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.

### ***Conduct and Professional Behavior Policy***

The purpose of a conduct policy is to respect and safeguard the intention of the faculty, administration, staff, 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 and behave in an orderly and respectful, professional manner and in a sober, drug free, and capable condition. Orderly behavior means behavior that does not disrupt regular academic life and complies with school policies.

Pacifica has a zero tolerance policy for bullying, physical or verbal violence, gender-based or sexual misconduct, and discrimination related to protected categories (e.g., race, sex, sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability or veteran status).

Verbal abuse, sexual harassment, openly and consistently discriminatory remarks or behavior, the carrying of weapons, issuing of threats – verbal, written, implied or otherwise – acts of violence, stalking or any other form of disorderly conduct (possibly including conduct precipitated by physical or mental illness) are all expressly forbidden and will not be tolerated. Students that commit these or comparable conduct violations may be removed from and barred from the campus immediately pending further investigation by the school. Students shall also respect parking and

land use regulations while on campus and be mindful of the Expectations for Civil Behavior listed in this handbook.

Extreme emotional disturbances, which may be due to physical or mental illnesses, and which contribute to lack of civility or professionalism, including those due to influences of prescribed medications or diagnosed/treated conditions, may or may not constitute violations of the student conduct and professional standards of behavior, depending on the circumstances. Emotional disturbances can take place in verbal and non-verbal behavior during classes and outside of classes which disrupt student learning and usual operations at Pacifica. For example, over-sharing about personal experiences or concerns in inappropriate ways may constitute such breaches of student code of behavior. While personal self-disclosure and sharing are important part of training and community experiences at PGI, these forms of sharing must be appropriate to class or non-class context, professional, boundaries, and focused on mutual learning. Disturbances of this nature that significantly disrupt learning or academic/campus professional environment may result in removal of a student from campus or other protective measures. In severe cases, 911 and/or medical professional will be called to evaluate a student and possibly remove them from campus. Please see the Safety and Security section of this handbook for policies and procedures on attending to students in crisis while on campus or in Pacifica housing.

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.

### ***Pacifica's Expectations for Civil and Professional Behavior***

As a student and as a professional, you are expected to maintain civil and professional behavior befitting your pursuit of advanced degrees and future professional positions. Whereas many fields offer guidelines professional standards of behavior expected of students pursuing these fields, we additionally require the following student commitments to civility, regarding in-person, online, phone, Zoom, and other forms of communication as well as in any setting where they represent themselves as a student at Pacifica (i.e., practicum or research sites):

- Use courteous, direct, and professional speech at all times.
- Use of profanities in speech or writing, including in online forums, toward other students, faculty, and staff in a matter that demonstrates disrespect or intends to intimidate them is prohibited.
- In your on-campus and online presence, related to your educational experiences at Pacifica, reflect professionalism, commitment to ethical behavior, and mindfulness of others.
- Attend all class sessions, arriving on time and remaining until dismissed. If you have to be delayed for class, notify instructor ahead of time. If you have to be late, please make your entrance as unobtrusive as possible.
- Notify the instructor in advance of anticipated absences, late arrivals, or early departures.
- Prepare fully for each class by completing assigned readings and other class work. Consistent lack of class preparedness may result in reduction of class grades or, in some cases, probationary status.

- Present yourself and your ideas in a professional manner befitting a graduate student, including online, phone, and in-person communications.
- Refrain from class or meeting disturbances, such as disruptive talking to other students, disruptive use of computer or phone equipment, or behaviors that distract others and disrupt learning.
- Turn off and store away cell phones and all electronic devices unless used exclusively for class purposes or after permission has been otherwise granted from the faculty member teaching the class.
- If using a laptop or tablet computer in class to take notes, refrain from checking email, watching online content, other than those permitted by the instructor, or social media websites as a courtesy to your classmates and instructor.
- Participate in all classes and allow others to participate. Refrain from dominating classroom discussions and demonstrate a capacity for disagreeing respectfully and empathetically. Continuing to dominate class discussions despite receiving feedback from instructors and other students may result in warning or probation.
- Respect fellow classmates and the instructor.
- Respect personal boundaries of other students and instructors, including physically or emotionally. Such boundaries must be maintained at all times.
- Respect confidentiality when classmates or faculty share personal information.
- Practice appropriate hygiene.
- Complete all assignments and exams honestly, punctually, and to the best of your ability. Please note that instances of plagiarism or other forms of academic dishonesty result in immediate probation and/or disqualification from the program (see specific Plagiarism policy). Unless the exam is designated as a group exam, each student must take their exams and complete their assignments on their own. If in doubt, please contact the instructor.
- Refrain from giving or receiving inappropriate assistance during and outside of classes. If in doubt, please contact the instructor.
- Treat fellow students, faculty, staff, and administrators fairly, impartially, and with professional courtesy in all forms of communication.
- Be constructive, direct, and fair in your consideration of administrators, faculty, staff, and fellow students.
- Refrain from discrimination and harassment and work to increase your awareness of discriminatory behaviors and prejudicial ideas that may be consciously or unconsciously present in your interactions with others (see note about Microaggressions).
- Follow the outlined procedures to addressing instances of concern.
- When dealing with conflict arousing 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.
- Respond to feedback from faculty, staff and students in a professional and ethical manner
- Be professional and courteous in virtual and social media communications, whether sponsored or non-sponsored by Pacifica in all communications to and about Pacifica community (faculty, staff, other students).
- Use school communication systems responsibly, ethically, professionally. Do not send unsolicited communications to fellow students, staff, or faculty, including petitions,

sharing of other students' information without consent, and/or promotion of personal business or other financial or professional needs.

- Refrain from engaging in any professionally unethical practices including soliciting research or assessment participation from other students, faculty or staff.
- Attend to impact of language being used on others in the classroom, and respond to feedback that indicates that some use of terms or language may constitute biased or harassing terminology.
- Recognize socio-historical and political dynamics that evoke conscious and unconscious patterns of power in relation to others, and seek to clarify the impact of one's language and behavior on others if given feedback.
- Document all your concerns and seek to address them by following procedures outlined in this Handbook as soon as possible.

It is important that as a learning community, we remain committed to civil and professional behavior, including during times of distance learning or virtual communications. Please also consider the following as expectations for online interactions and distance learning at Pacifica Graduate Institute.

#### *Email and D2L*

- Be mindful of possible uncivil affects produced by use of ALL CAPS and punctuation.
- Tone does not always translate well through the computer and can be misinterpreted. For instance, sarcasm can be difficult to recognize when used in writing or virtually. Steer clear from using it from a distance.
- Be sure your discussion posts, emails, and other communications are organized, thoughtful, and respectful. Always re-read what you have written before you send.
- Maintain professional courtesy and respect whether you agree or disagree with another.

#### *Zoom Teleconferencing*

- Come prepared to your Zoom meeting just as if you were in class. Look over the schedule beforehand.
- If your instructor has presented a set of guidelines for your Zoom call or discussion, please follow them.
- Be presentable – dress as if you were attending class.
- Allow others to share; do not interrupt others while they are speaking.
- Be patient and supportive if technical difficulties occur

#### ***Policies and Guidelines in Regard to Microaggressions Related to Students, Staff or Faculty's Demographic or Cultural Characteristics***

Pacifica Graduate Institute is dedicated to anti-racist values and practices. In addition, promotion of ideas or ideologies, which are intended to discriminate or devalue people based on their gender, sexual orientation, gender expression, social class, disability status, national origins, religion, or ethnicity are considered to be in violation of Pacifica's policies and the ethical/professional standards of the disciplines, represented at Pacifica as an academic institution. Pacifica Graduate Institute recognizes that in addition to openly hostile discrimination, minor violations can occur that have been termed "microaggressions."



"Microaggressions are defined as the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership. In many cases, these hidden messages may invalidate the group identity or experiential reality of target persons, demean them on a personal or group level, communicate they are lesser human beings, suggest they do not belong with the majority group, threaten and intimidate, or relegate them to inferior status and treatment."

Sue, D.W. (2010). [\*Microaggressions: More Than Just Race\*](#).

Depending on their severity, frequency, and context, microaggressions related to protected categories (e.g., race, sex, sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability or veteran status) may constitute or contribute to discriminatory harassment prohibited by [Pacifica's Non-discrimination Policy and Equal Opportunity Statement](#).

As defined by the Policy, discriminatory harassment consists of unwelcome verbal or physical conduct based on a protected category when:

1. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
2. Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
3. Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

Students are asked to continually examine their conscious and unconscious assumptions and behaviors toward individuals who represent these varied demographic and cultural categories. Occasionally, microaggressions may occur toward students, faculty, or staff who share the same demographic social position as a student, reflecting internalized biases and colonized unconscious positions. In order to create a vibrant, multicultural community that also seeks to address issues of social justice, personal and professional commitment to not engage in microaggressions toward others is vital to Pacifica's academic environment.

However, where one student attributes personal failures in academic, ethical, or professional behavior to another's perceived lack of cultural awareness, this reflects unethical, unprofessional, and similarly undue aggression toward the other individuals involved. A commitment to fairness, civility, personal integrity, mutual respect, and open communication in this kind of situation are central to creation of an atmosphere where discussion of cultural forms of oppression, including microaggressions, can occur and lead to lasting personal and institutional changes.

Please note that while some of these offenses can occur during residential sessions, many can also occur in online, phone, and other forms of electronic interactions that involve other Pacifica students, faculty, and staff. All instances should be documented and recorded with the program or Pacifica administration on campus.

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

Pacifica students, faculty and staff are encouraged not to respond to rude or abusive communication, other than to encourage rephrasing in a more professional and civil behavior. Departmental review of problematic behavior occurs throughout the year in certain programs, and may be specifically addressed in the annual student evaluations/assessments. The faculty and staff may require time to collect information, documentation, and varied opinions before approaching a student with specific concerns

In case of identified and specific problematic behavior, faculty, staff or other students should fill out an Incident Report document and forward it to the Program Chair and Program Administrator. The Chair should contact the student and other parties for further clarification, and the student may be able to add their own summary of the events. The Chair, in conjunction with appropriate to the case faculty (e.g., student's advisor) and staff, will examine the nature of complaint and initiate other procedures that may require student to be issued a written warning (Problem Identification process), placed on probation, or be disqualified or withdrawn from the program. For example, repeated lateness to class or disruptive use of electronic equipment may be documented as a warning and addressed with student via Problem Identification forms (which will include specific violations and their remediation). However, incidences of plagiarism, violence, hate speech/crime, or extreme emotional or behavioral instability that influences cohort learning or disrupts operations at Pacifica, may be addressed immediately by Chair in conjunction with the Educational Council and the Registrar, which may result in the initiation of the probation procedures with required remediation steps, a required Leave of Absence with compulsory remediation steps, or immediate disqualification from the program. Students will have a chance to submit documentation of their own assessment of what occurred as well as be able to appeal the Education Council's decision to the Provost's office (see Grievances procedures process below).

### ***Probation***

Probation procedures may also be evoked after repeated or unaddressed incident reports and problem identification procedures.

As part of the probation process, the Chair of the program will document specific violations, steps toward remediation (if applicable), time frame for remediation to occur, and consequences in case the behavior are not addressed or remediation steps are not completed. The Education Council will evaluate students' probation status and all supporting documents (including students' own summary of the problem). If the Educational Council, based on Chair recommendation, approves probation, this document (signed by the Program Chair and the Educational Council representative) will be placed in the student's file. Education Council, in conjunction with the Program Chair, will review student progress on the terms of the probation at the conclusion of the probationary period, or as circumstances call for, in order to determine if student is able to come off probation or if further action is required.

Decisions by the committee which involve immediate disqualification from the program are forwarded to the Provost, who can hear appeals and then makes final decisions. Students disqualified from the program are not permitted to re-enroll or seek admission into another program.

### *Suspension*

Students who are suspended due to violations of the Honesty Policy or the Conduct and Impairment Policy may not attend classes in person or online. Within three weeks of the date of the suspension, there will be a review by the Program Chair and the Provost to determine whether the student will be removed from 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; the suspended student will be denied access to the Learning Management System.

### *Disqualification Appeal Procedure*

In the event a student is academically disqualified, they 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 their permanent file.

If the Education Council denies the appeal for reinstatement, the student has the option to apply for readmission unless the disqualification was based on the Conduct and Impairment Policy or 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 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.

## **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 the-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 Relations Liaison can be reached at a confidential phone line (805) 220-8707 or at [studentliaison@pacific.edu](mailto:studentliaison@pacific.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 Relations Liaison, or the Director of the appropriate administrative department 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 Education 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***

The grievance policy and procedures provide 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-Education 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 or by writing a letter that includes the following description. 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, Student Accounts Office, etc. If the Program Chair or an administrative director is a party to the grievance, the formal written grievance must be addressed to the Provost, who will assign the matter for review. If the Provost is a party to a grievance, the formal written grievance should be directed to the President, 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. They 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, along with the written record from the previous steps. If the Provost is the object of the grievance, the grievance will be referred to the President.

Within 30 days of appeal to the Provost, the Provost 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, or others. The Committee will make its recommendations to the Provost within 45 days after being convened.

The Provost 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 Provost will not reopen the matter for additional evidence or argument. The action of the institutional management will be final.

## **Student and Campus Life 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 engaging in challenging academic, intellectual, and social growth.

Pacifica's vision for its students is for them 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 Student Residential Services Manager 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 permanently in either Santa Barbara or Ventura counties. Proof of current residency is required at the beginning of each academic year from students wishing non-residential status.

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

The fees for lodging and meal plans are described in the “Enrollment Agreement Form” 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\*
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 Student Residential Services Manager **at least one (1) week** 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 Student Residential Services Manager (guestservices@pacific.edu), who will then submit them to the 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 contacting the Student Residential Services Manager **two weeks** 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 MA Counseling Psychology programs, Depth Psychology programs (Somatic Studies, Community/Liberation/Indigenous/ Eco-Psychologies, Jungian and Archetypal Studies specializations), and Depth Psychology and Creativity program typically attend classes and are housed on the Ladera Lane Campus.

The Residence Hall and Administration building Semi-suite rooms are expected to go through normal wear and tear during a student’s stay. However, if there is substantial damage that is incurred during a student’s visit to the physical space and/or furniture, the responsibility of those damages may fall on the student. Evaluation of these damages will occur at the end of each

student's stay; any necessary repairs will be determined at the good faith discretion of the Campus Operations team.

Students in the Mythological Studies, Clinical Psychology, and Integrative Therapy & Healing Practices programs typically attend classes on Pacifica's Lambert Road Campus and are housed at the Best Western Carpinteria Inn or local lodging. Shuttle service is provided by Pacifica to transport students between the Lambert Road Campus and local lodging and between campuses at designated times. Shuttle service information is available at each campus' Reception Desk.

Students in the Counseling Psy.D. and Clinical Psy.D. programs are housed at the Best Western Carpinteria Inn or other local lodging and attend classes at Pacifica's Ladera Lane Campus. Shuttle services is provided to transport students between the Best Western Carpinteria Inn or other local lodging and the Ladera Campus.

Lodging for Residential students staying at the Best Western Carpinteria Inn or other local lodging is based on **double/shared occupancy**. Customarily, roommates are assigned by the Student Residential Services Manager and are based on gender identity 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, they may list the request on the housing form, or contact the Student Residential Services Manager at least one week in advance of their session. Requests cannot be guaranteed, but will be accommodated when possible.

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 information to the Student Residential Services Manager 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 Student Residential Services Manager via email to: [guestservices@pacific.edu](mailto:guestservices@pacific.edu).

If a student does not meet the above conditions, but wants to be considered for Non-Residential status due to special circumstances, they 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 Student Residential Services Manager 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, 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 these counties. It is the student's responsibility to notify Guest Services about changes in residence. The Student Residential Services Manager may request proof of residence once the student has made initial contact. If the circumstances that originally qualified a student for Non-Residential status become invalid, they 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 Student Residential Services Manager **in writing**, of a change. Changes of status become effective for the subsequent class session.

Non-Residential students are responsible for their own transportation, must abide by the parking policies, and remain participants in the Pacifica meal plan.

### ***Residential Housing 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 they are requesting a change in residential status with the waiver form to be review by the Housing Committee. The Student Residential Services Manager will notify the student of the status of their Non-Residential request and when the change is scheduled to become 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 exception.

**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 a car or RV in the parking lot.
- Student parking on the Lambert Campus is **not allowed** during Pacifica business hours (M-F, before 5pm), and shuttle service from the local lodging in Carpinteria will be provided while classes are in session. If a student is found to be parking on campus or on Lambert Road without prior approval, their car may be towed at the owner's expense and Non-Residential status may be revoked.
- Parking over-sized vehicles, RVs, or campers is not permitted on either campus and may be towed.

If a student does not abide by these guidelines for Non-Residential status or if there is any violation of the student conduct policy, 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 Manager via email.

***Transportation/Shuttle Service***

Pacifica's shuttle service: (805) 896-1887 (Primary) or (805) 896-1888 (Secondary)

- Pacifica Shuttle Service hours are Monday-Sunday 7am-10:30pm with first pick-up at 7:20am and last pick up at 10:00pm.
- For students who attend program sessions on the Lambert and Ladera campuses, the shuttle runs to and from the Best Western Carpinteria Inn or other local lodging location, the Chase Bank in Carpinteria (where the Santa Barbara Airbus stops), and the Carpinteria Amtrak station on the day preceding, during, and the day following any track session. Students must call the shuttle number to request a ride to or from the shuttle stop locations; shuttles do not run continuously between the stops.
- Child seats are not provided or allowed in the shuttle vans. Students traveling to and from campus with an infant/child must provide their own transportation. Prior arrangements for parking on the Lambert campus must be made with the Lambert receptionist.
- Shuttle service between campuses is provided for prospective students at designated times during Introduction Days.
- The use of shuttles for personal purposes, other than between the Best Western Hotel and the Lambert campus, outside of either academic sessions, scheduled meetings with staff/faculty, or use of Pacifica resources (library, bookstore) for academic purposes, is not permitted
- Other than what is listed above, shuttle service is not provided to the Ladera Campus.

- Any special request for shuttle service outside of the normal operating hours or destinations should be made in advance by emailing [Shuttles@pacifica.edu](mailto:Shuttles@pacifica.edu).

#### Lambert Students –

- The shuttle runs regularly between the Best Western Carpinteria Inn and/or local lodging location and the Lambert campus on the mornings and evenings of scheduled classes. Shuttles will run continuously from 30 minutes prior to the first scheduled event of the day (typically breakfast) until 5 minutes after the scheduled start time of the final class for that day.
- Outside of the continuously running morning and evening shuttle, you may call to request a shuttle ride anytime throughout the day during the operating hours.

#### *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 Student Residential Services Manager 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. Meal times provide a setting for students and faculty to come together as a community. 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 Student Residential Services Manager at least two (2) weeks prior to the scheduled class session to avoid any charges.

Students are asked to bus their own tables. Students are asked to return all dishware and utensils to the busing station in the dining room if they eat outside or bring these items to their classrooms or dorm rooms.

#### *Special Diets*

Pacifica's catering service provides vegetarian and vegan options at each meal. The catering service will provide special meals for any student who is placed on a restricted diet by their physician. To request a medically restricted diet, a student must complete the dietary information section on the Guest Services Housing registration form and submit it to the Student Residential Services Manager ([guestservices@pacifica.edu](mailto:guestservices@pacifica.edu)), 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 who request a special diet meal are responsible for identifying themselves to the kitchen staff at mealtime and should 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 Student Residential Services Manager 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 Student Residential Services Manager 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, the dining facilities at each campus 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, excluding nursing children. Exceptions may be requested to the Student Residential Services Manager for immediate family members under the age of 18. 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 Student Residential Services Manager one week prior to arrival. All meals are coordinated through Student Residential Services. Additional meals are billed to the student's account. Eating meals on campus without permission is not permitted outside of one's academic residential session.

This policy is subject to change due to health and safety considerations.

### **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. Students cannot store any student's personal items on campus between student sessions.

### **Children on Campus Policy**

Pacifica wishes to support our students with young families, and asks that student parents be mindful of the importance of the learning environment in making arrangements for having infants, other children, or caregivers on campus. Students must contact Student Residential Services Manager prior to class sessions so that appropriate arrangements can be made, including a campus guest waiver.

For nursing parents, a private room is available for nursing and pumped milk or formula expression. Students may also request permission to use staff refrigerators to store pumped milk or formula.

Infants and children under age 18 must be transported privately (the Pacifica shuttle service is not available). If children age three (3) or younger join students in the Dining Room during meal

periods, they must be held, or in a personal carrier, sling or stroller. All children must be kept safely away from the buffet lines.

While on campus, children must be supervised by an adult caregiver at all times. Infants and children may not be in classrooms, library, maintenance facilities, residence halls, or computer labs. If disturbances or other issues arise, the exception to our “No Visitors” policy may be withdrawn. 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. Childcare resources are not available at either campus.

This policy is subject to change due to health and safety considerations.

### **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 or other local lodging location. Please lock your vehicle and secure all valuables.

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

Parking on the Lambert Road campus for faculty and staff is limited and occurs only by assignment. We ask that students be respectful of staff and faculty parking needs and remember to park on campus only after 5:00 pm during weekdays. 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 the parking or transportation policy will receive a verbal or windshield notice of violation. A second violation could result in a vehicle being ticketed with an accompanying fine. Repeat violations may result in additional fines, vehicle being towed, and/or disciplinary action, including possible dismissal from the Institute by the Education Council.

If a student has a scheduled meeting with a staff/faculty member or would like to use the Lambert campus resources (library, bookstore) out of their residential session, they are required to contact the Lambert Reception desk in advance of their visit for an assigned parking space.

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

Students and visitors needing a temporary assigned parking stall on campus may make arrangements in advance through the Campus Receptionist at (805) 969-3626 x101 prior to coming to the Lambert campus. Vehicles properly displaying a valid disabled parking placard being used by the registered owner, may park in any disabled stall without prior approval. 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 parking lot D, 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 review the Service and Assistance Animal policy for details. Please note that neighbors are permitted to walk their leashed dogs through the campus grounds.
- Any use of sports equipment (i.e., volleyballs, hula hoops, badminton sets, etc.) or other physical activities (i.e. yoga) on campus is at the user's own risk. Pacifica has no legal liability for any injury or other damage that may occur as a result of using the sports equipment on campus.
- Please be attentive to 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. Disabled parking stalls are located to the rear of the Dining Hall and in the lot on the southeast side of campus.

Parking on neighborhood streets is prohibited.

- Any use of sports equipment (i.e.: volleyballs, hula hoops, badminton sets, etc.) on campus is at the user's own risk. Pacifica has no legal liability for any injury that may occur as a result of using the sports equipment.
- 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, 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 or in the buildings of either campus is strictly prohibited.

### **Smoking**

Due to the constantly high fire danger, students must exercise extreme caution when smoking. Students may smoke only in designated areas on either campus. Use of electronic cigarettes is not permitted inside or on any other part of campus outside of designated smoking areas. Please exercise respect for others when smoking, including the use of electronic cigarettes. Designated smoking locations are noted on the campus maps or can be pointed out by reception.

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

The Lambert Road campus has a designated smoking area located near the garden by the faculty parking lot. Smoking, including the use of electronic cigarettes, 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 in the gazebo near the northwest corner of the dining hall. Smoking, including the use of electronic cigarettes, is not permitted in any other area on the Ladera campus.

### **Student Solicitations**

Outside vendors may submit advertisements to the Student Services Office 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. Students are also not permitted to solicit funds from other students, faculty, and staff for personal purposes. Promotion of personal businesses or other financial or professional needs is not permitted outside of designated areas (i.e., board for business cards in the Library). If a student selects to participate financially or professionally in varied aspects of another student experience outside of campus or academic institutional experiences, such interactions cannot be the responsibility of Pacifica Graduate Institute (e.g., shared housing outside of campus residential options, shared transportation, etc.). Students are urged to consider complexities of mutual relationships that involve financial and professional interactions including their unintended consequences.

### **Bookstore**

Bookstores are located on both the Ladera Lane and Lambert Road campuses. The bookstore offers a selection of suggested readings, faculty publications, and other books. 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. 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, audiocassettes, tarot decks, CDs, and any discounted items are not returnable.

### **Textbooks**

Textbooks and course materials may be acquired through resources from our Graduate Research Library or through resources outside of Pacifica that are not affiliated or endorsed by the Institute. A list of sources are provided to students.

The list of resources outside of Pacifica is not intended to be an endorsement for a particular vendor, but rather as a resource for students. Pacifica is not affiliated with any particular vendor. Pacifica does not warrant or represent that the vendors identified on this list have adequate security measures. Further, Pacifica cannot guarantee the accuracy of information on any of the vendor websites or that editions, revisions, updates or versions of any material offered by a vendor are current, accurate, or that any publication offered by a vendor meets the requirements of any particular course, lecture, seminar or any other programming offered at Pacifica.

### **Resources from our Graduate Research Library**

- [Pacifica Library Catalog](#), print collection of 25,000 books + over 11,000 eBooks
- [Ebook Central](#), digital collection of over 200,000 eBooks
- [WorldCat.org](#), union catalog of over 15,000 libraries (enter ZIP code to find books available from nearby libraries)

### **Resources outside of Pacifica that are not affiliated or endorsed by the Institute**

- [Open Library](#), has more than one million free eBooks available

- [Project Gutenberg](#), library of over 60,000 free eBooks
- [Thrift Books](#), find used books online
- [LibriVox](#), free public domain audiobooks
- [Bookshop.org](#), online bookstore that supports local bookstores
- [Abe Books](#), books offered by independent sellers
- [Powell's Books](#), world's largest independent bookstore
- [PDF Books World](#), high quality resource for free PDF books
- [Book Boon](#), free access to educational textbooks and business books
- [Amazon](#)
- Check publisher's websites for direct ordering

## **Safety and Security**

Pacifica is committed to providing a safe and secure learning environment on campus. The below sections outline the policies and procedures that ensure facility safety, proper response to emergency situations, and availability of services.

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 on the Pacifica website under the Campus Safety tab.

### **Campus and Facilities Information**

All buildings and classrooms on the Ladera and Lambert campuses are equipped with fire extinguishers and landline telephones, as well as posted campus maps and emergency procedures.

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

Each Lambert campus building is equipped with a first aid kit and disaster preparedness pack. 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. Moreover, 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 Lambert campus reception desk is open from 8:00am to 4:30pm daily and can be reached at (805) 969-3626 x101.

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

First aid supplies for minor medical problems or supplies for personal needs at the Ladera Lane campus 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. Meeting rooms and buildings on the Ladera Lane campus are locked following the final class vacating or 11:30 pm if occupied. A night security caretaker is available from 12:00 am to 7:00 am or by calling (805) 881-3991.

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.



## **Emergency Response Procedures**

In the event of an emergency or urgent matter, please follow the below protocol based on the nature of the situation. These emergency procedures are also posted in each building on campus.

### ***Medical Emergency***

In case of a serious medical emergency, or if someone is perceived as being a danger to themselves or others, the following protocol should be followed:

- Call 911 and follow instructions, and
- Give your name, telephone number, location, and a description of the emergency. (Refer to the campus map and emergency procedures posted in the room for assistance).
- If you are assisting someone in an emergency, stay with the individual. If they are conscious, ask what the problem is. If the individual is unconscious, check for breathing and bleeding. Only trained individuals should administer first aid and/or CPR.
- Keep the individual still, comfortable, and warm.
- Protect the individual from any disturbances.
- Search for emergency identification.
- Wait for emergency personnel to arrive.

### ***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 their ability to handle alone, they should be encouraged to consult with their 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.

Students “in crisis” that are not a danger to themselves or others but need immediate assistance should first call Pacifica’s Emergency Response Team (ERT) at (805) 679-6100. Pacifica also utilizes a hotline through the Holman Group for on-call, mental health services. The hotline number is (800) 321-2843. Procedures for contacting the ERT, Holman Group and addressing students in distress or other emergencies are outlined below and posted in each building on campus.

If a student notifies faculty and/or staff that they are 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. Students are required to maintain accurate contact information throughout their time at Pacifica.
- If the student expresses inability to handle their emotions and/or psychological distress, or if that inability is apparent, personnel from Pacifica will call:
  - 911 (emergency services) if there is an apparent danger to the student or others.

- The Pacifica Emergency Response Team at (805) 679-6100.
- The Holman Group hotline (800) 321-2843 for on-call emergency, mental health care services, if there is no immediate danger to the student or others. Callers must identify themselves as being from Pacifica.
- If the student wishes, Pacifica personnel will assist the student in contacting their 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 faculty and staff will not drive the student anywhere in their personal vehicles, except as absolutely necessary in a life threatening or comparably severe situation.

**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 whether 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. When there is no apparent danger to the student or others, the Holman Group hotline can be contacted to provide on-call crisis mental health services (800-321-2843).

### ***Contacting Pacifica Personnel***

Please notify Pacifica personnel in the event of an emergency, in conjunction with the above protocol, or if a situation warrants immediate attention on campus but does not require 911 or the on-call emergency, mental health care services. Such situations would include problems with facility safety or urgent student academic/personal problems that are non-threatening.

Pacifica has a dedicated Safety Line to reach on-call personnel for temporary assistance in urgent, situations. The Emergency Response Team can be reached at (805) 679-6100. This number is also posted on "Quick Reference Emergency Guides" posted throughout both campuses. In the event of an emergency that required calling 911 or the Holman Group for assistance, please call the Emergency Response Team number afterwards to report that 911 or Holman Group were called. In the event of an urgent emergency situation, please call the Emergency Response Team directly. The on-campus points of contact for Pacifica personnel are the reception desks located in the Administration buildings of both campuses.

- The Lambert reception desk is open from 8:00 am to 4:30 pm daily and can be reached at (805) 679-6101.

- Staff members are on duty at the Ladera Lane campus reception desk from 7:00 am to 12:00 am to assist students. A Ladera night security caretaker at the Ladera campus is on duty from 11:00pm to 7:00am and may be reached at (805) 881-3991.
- Receptionists and night security would refer the situation to the appropriate department or Pacifica leadership, if further intervention is necessary.
- If necessary, student emergency contact information can be accessed by the receptionist or the Guest Services Office or Director of Campus Safety.

Students can also reach out to their Program Administrator, Program Chair, or the Provost/Academic Affairs office for additional support and documentation.

### **Disaster Response**

In the event of a natural disaster that affects Pacifica's campuses and/or the surrounding areas, Pacifica will adhere to the instructions and evacuation orders provided by the State and County authorities. Pacifica will evacuate its campuses according to the stated evacuation and disaster response plan detailed in the Campus Safety Manual, following the routes and areas outlined on the campus maps posted throughout the buildings and classrooms, to ensure the safety of all students and institute personnel.

If there is a need for Pacifica to move students lodging due to a closure of either campus or a natural disaster, government order, etc., the Student Services department, in conjunction with the Safety Team and Campus Operations department, will make alternate lodging arrangements. Students will not be charged extra for alternate lodging accommodations. Students will also not be refunded or credited for their residential fees for said alternate arrangements.

Students are highly encouraged to purchase travel insurance for flight arrangements. Pacifica Graduate Institute is not responsible for flight change fees or cancellation fees.

If on campus classes are cancelled because of evacuations and closed campuses, Pacifica will make all reasonable efforts to conduct classes electronically for all sessions involved. These classes would be considered required hours for the course, and students are expected to attend as they would if the course were continuing on campus. Specific details and instructions regarding area disasters, campus closures, and affected class schedules will be communicated by institutional administration and program faculty/staff via some combination of the Pacifica website, D2L, text message alert systems, social media channels, and/or student email (@my.pacifica.edu).

### **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 their 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 their 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 or Program Chair who in turn will report the information to the Safety Team. 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 that will be used in the event the student is reported missing while enrolled at Pacifica. This emergency information will be kept by the Student Services department 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 it is during class hours. If the Program Administrator is not available or it is after hours, please notify the campus receptionist or security personnel, as listed above.
- The official receiving the report will collect and document student information at the time of the report and notify Pacifica administration of the matter, who will further assess the situation and gather additional, essential information about the residential student.
- 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), administration 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 Campus Operations or designated representative will notify the student's emergency contact that they believe 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 that 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 administration who will direct the inquiries and information to law enforcement officials.

### **Gun-Free School Zone**

The California Gun-Free School Zone Act of 1995 and Amendments, codified in California Penal Codes §§ 626.9 & 626.10 ("the Act"), prohibit the transportation and possession of firearms and other dangerous weapons on public or private school properties in California, including property of Pacifica Graduate Institute. This policy prohibits the transportation and possession of firearms and other dangerous weapons on the grounds of Pacifica, areas adjacent to the Campus, or to activities of or programs conducted by the Institute. This policy applies to all students, employees,

and other members of the Institute's community, to any vendor or contractor providing services on either campus, and to any individual visiting or participating in programs or activities.

Any person, who processes a Firearm, Generally Prohibited Weapon, Lethal Weapon, Less Lethal Weapon, Stun Gun, Imitation Firearm, Fireworks, or Incendiary or Destructive Device, all as defined in the Act, on Pacifica Property, may be subject to criminal penalties and/or disciplinary action.

## **Student Accounts 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 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 Unsubsidized 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 at [ITSupport@pacifica.edu](mailto:ITSupport@pacifica.edu) or at (805) 969-3626 x199. Pacifica does not accept cash payments. A 3.14% non-refundable convenience fee will be applied to payments made via credit and debit cards. 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 and residential or non-residential fees is not received by Pacifica Graduate Institute by the end of the first day of the quarter.

**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 Nelnet). 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.

#### Qualifying Time Frame – Tuition Refunds

Standard Academic Quarters, 10-12 Weeks		(Summer Quarter Only) Abbreviated Academic Quarters, 4-5 Weeks	
On or before the first day of class of the quarter		On or before the first day of class of the quarter	
OR 7 <sup>th</sup> Day After Enrollment Date	100%	OR 7 <sup>th</sup> Day After Enrollment Date	100%
Day 2 to day 7*	80%	Day 2 to day 7*	70%
Day 8 to day 14*	70%	Day 8 to day 14*	60%
Day 15 to day 21*	60%	Day 15 to day 21*	50%
Day 22 to day 28*	50%	After Day 21*	0%
Day 29 to day 35*	40%		
Day 36 to Day 42*	30%		
After Day 42*	0%		

*\*Unless 7 days or fewer after the Enrollment Agreement is signed.*

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 Registrar's Office.

#### 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, they 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 Office**

The purpose of financial aid is to provide financial assistance to students enrolled in 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 [Office of Financial Aid website](#). You may also download the Pacifica Financial Aid Guide from the website.

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 Office of Financial Aid 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/quarter);
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, be in default, or owe a refund on any federal financial aid program).
4. Be a United States citizen, 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 online prior to receiving the first loan disbursement and an exit counseling session when dropping below half-time status, taking a Leave of Absence, or upon completion from Pacifica.

## **Types of Financial Aid Available**

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

Pacifica offers a number of institutional scholarships each year: The Pacifica Education Assistance Program, the Joseph Campbell Scholarship, the Herman Warsh Scholarship, the Jung/Freud Clinical Scholarship, the Founders Scholarship, the C.G. Jung and Emma Jung Scholarship, and the Global Innovators Scholarship. Scholarships are awarded 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](#).

### ***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 Pacifica's master or doctoral programs. For complete details, please review the Scholarship webpage on the Financial Aid Office website.

### ***CLIE Specialization Matching Grant***

Offered to newly admitted students in the M.A. /Ph.D. Community, Liberation, Indigenous and Eco-Psychologies (CLIE) specialization. Pacifica will match (through tuition grant) up to \$12,500 per year offered by an incoming student's employer, non-profit organization, sponsoring member of the community, or foundation. The number and amount of individual awards is contingent upon the number of eligible applications received. Applicants should have experience in and commitment to working in community based settings or on environmental or cultural issues. The matching funds awarded will be renewable throughout a student's course of study in conjunction with their sponsoring source.

### ***Peace Corps Paul D. Coverdell Fellow Program***

Offered to qualified returned Peace Corps volunteers newly admitted in the M.A. or Psy.D. Counseling Psychology Programs or M.A. /Ph.D. Community, Liberation, Indigenous and Eco-Psychologies specialization. The M.A. Counseling Psychology program fellow benefits include application fee waiver and tuition waiver of \$1,750 per quarter for up to 10 quarters. The Psy.D. Counseling Psychology program fellow benefits include application fee waiver and tuition waiver of \$2,500 per quarter for up to 12 quarters. The CLIE specialization program fellow benefits include application fee waiver; \$10,000 tuition waiver per year for the three years of on-campus coursework; five units of credit for fieldwork (DPC 783), if service in the Peace Corps has been in the last four years. Accepted Coverdell students will not need to pay for these five units.

### ***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](#).

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 Registrar will notify the student and the Veterans Administration promptly.

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

Pacifica Graduate Institute participates in the U.S. Department of Education's Federal Direct Loan program. The Direct Loan program provides students with access to federal Unsubsidized Loans as well as PLUS Loans for graduate and professional students by allowing students to borrow directly from the federal government. To learn more about these Federal Direct Loan programs, visit the [Federal Student Aid website](#) or the [Pacifica Financial Aid website](#). 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.

### ***Student Employment***

Pacifica does not participate in the Federal Work-Study program.

### ***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 U.S. Department of Education (ED).

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 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 of the Return of Federal Funds Policy are available in the Financial Aid Office. Details of the Refund Policy are available from the Student Accounts Office.

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

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

Annual evaluation of FSAP will occur after Summer grades are posted each year (*in August or September depending on the Summer 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 Counseling and Clinical doctoral 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. Review the Appeal Process section for further details.

Dissertation students completing the Ph.D. dissertation phase of the program 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 their dissertation. Students who are completing their Ph.D. dissertation demonstrate FSAP by having a committee formed, having on-going consultation, and submitting acceptable written work to their dissertation committee chair by the end of the first year. The student and committee chair must confirm that such progress has occurred. At the end of the ninth quarter of Ph.D. 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. All pending financial aid will be cancelled once the final draft is approved. Federal financial aid is not available beyond the thirteenth quarter of Ph.D. dissertation work. Please be aware that all pending financial aid will be canceled once the final draft of your Ph.D. dissertation is approved. The final draft approval date is considered the separation date from Pacifica and is the effective date used in notifying the Department of Education. Dissertation Processing Fees are not eligible for financial aid. Please review the Ph.D. Dissertation Satisfactory Academic Progress flyer for more details. Also, refer to the Psy.D. Clinical Dissertation Completion Extension flyer and the Psy.D. Clinical Internship

flyer for specific details, or equivalent policy documented elsewhere for the Psy.D. in Counseling Psychology.

### ***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 Unsubsidized Loan and Grad Plus Loans. Dissertation students who fail to meet the FSAP requirements will also lose eligibility for federal financial aid. 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 this determination 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 within two weeks after receiving notification that financial aid has been suspended. Appeals must be in writing and describe the basis for the appeal. 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 will be re-instated.

### ***Maximum Timeframe***

Students must successfully complete the program within the maximum timeframe. Students in the Master's programs must complete the degree requirements within five (5) years and Doctoral programs within eight (8) years. 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	105	157.5
Psy.D. Clinical Psychology	116	174
M.A. Counseling Psychology	93	139.5
Psy.D. Counseling Psychology	106	159
M.A./Ph.D. Depth Psychology	90	135
Community/Liberation/Indigeno us/ Eco-psychologies	90	135
Jungian and Archetypal Studies	90	135

Somatic Studies	90	135
M.A. in Depth Psychology and Creativity	48	72
M.A./Ph.D. Mythological Studies	89	133.5
Ph.D. Depth Psychotherapy	74	111
Ph.D. Integrative Therapy & Healing Practices	74	111
<i>* The maximum number of units attempted may vary based on degree requirements at the point of admission to the program of study</i>		

## Student Rights and Responsibilities

### ***Student Rights:***

Students have the right to ask the Institute:

- What it costs to attend and what its refund policies are if you take a Leave of Absence or withdraw.
- How the Institute determines whether you are making FSAP and what happens if you are not.
- What financial help is available, including information on federal, state, and college financial aid programs, not just loans.
- To communicate the deadlines for submitting applications for each financial aid program and how recipients are selected.
- How your financial need is determined, including the costs for tuition, fees, housing, food, transportation, books, supplies, personal and miscellaneous expenses are considered in your cost of attendance.
- To explain the various elements in your financial aid package including how and when you will receive your aid.
- To reconsider your financial aid application, if you believe you have been treated unfairly.
- How much of your financial aid must be paid back, and what portion is grant or gift aid.
- If you are offered a loan, you have the right to know the interest rate, the total amount that must be repaid, payback procedures, when repayment begins and how long you have to repay.
- How to apply for additional aid, if your financial circumstances change.
- About the effect outside scholarships may have on your financial aid award.
- For its statistics on crimes, including sexual violence committed on and off campus, and for its campus safety policies and procedures, and gainful employment information.
- To disclose the percentage of its students that complete the Institute's programs, the percentage that transfer out, and its job placement rates.

### ***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;
- Repay your student loans plus interest that accrues, even if you do not complete your education, cannot get a job, or are not satisfied with your education;
- You must use your federal student loan for educational expenses only;
- File for a deferment or forbearance, or change repayment plans if you are at risk of default;
- Remain continuously enrolled, i.e., not have a break in enrollment such as a 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

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.

### **Vaccination Policy**

Pacifica reserves the right to require vaccinations if determined by the Institute to be in the best interest of the community's health and safety. Such requirement may include appropriate exemptions and/or alternative method(s) to meet the vaccination requirement.

Ultimately, students are encouraged to be responsible for their well-being. Please visit the [Centers for Disease Control and Prevention website](#).

## **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, folklore and mythology, religious studies, psychological studies of literature, and research methodology.

#### ***Library Collections***

The Graduate Research Libraries on the Lambert and Ladera campuses contain over 25,000 books, 250,000 eBooks, 4,000 theses and dissertations, and 2,000 audio and video materials. They also provide access to thousands of journals, both in print and electronic formats. Special reference collections include faculty publications, rare and hard-to-find books, and other unique multimedia materials. Desktop computers (both Macs & PCs) 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. 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 from the library's website.

The smaller Ladera campus library is staffed only 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 do not circulate and cannot be checked out. The archival collections of Joseph Campbell, Marija Gimbutas, James Hillman, Jane Hollister and Joseph Wheelwright, Marion Woodman, Christine Downing, and

Katie Sanford are at 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 [OPUS Archives website](#).

### **Library Account and Off-Campus Resource Access**

You can access all electronic library resources off-campus, including your library catalog account. Your username is your firstname.lastname and your password is your 5 or 6-digit student ID number (found on your student ID card). For example:

Username: Jane.Student

Password: 123456

Logging into your library catalog account lets you renew your checked-out items online, see what you have assigned to your account, and see what, if any fines accruals you may have. Contact library circulation if you have trouble accessing resources off-campus.

### **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 standard loan period is six weeks.

#### *Renewals and Holds*

Items checked out may be renewed up to 30 times through our catalog's auto-renewal system as long as they have not been placed on hold by another patron. Items which are on hold for other patrons will accrue fines if they are not returned by their due date. Students can contact library staff by phone or email if auto-renewals are not working properly. 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 10 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. Items that are overdue longer than 30 days cannot be renewed. Items overdue within 30 days can be renewed, though overdue charges still apply. 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, liquid damage, 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 in total per item. Once overdue items are replaced, no fee adjustments or waivers can be issued for them.** 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 Student Accounts Office for students on a monthly basis; please do not send payments directly to the library.

All circulation requests may be made in person, by email at [circulation@pacifica.edu](mailto:circulation@pacifica.edu), or by telephone at (805) 679-6115. All library correspondence regarding overdue materials, library accounts or library services is sent to students' My.Pacifica.edu email accounts. Students are required to check their My.Pacifica.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 provided by publishers or database providers; contact library staff for further assistance with those.

#### *Accessible Stations*

The Lambert library provides an accessible computer and learning station. From this terminal, students are able to access all online library resources including the library catalog, the library's subscription databases, and online research guides. Additional components include speech recognition software, specialized screen-reading software, headphones, microphone, and an 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.

#### *Special Services*

Library staff are available to attend to any patron who needs individual assistance. Requests for special access services need to be submitted in advance to the library's circulation staff so they can best accommodate the request. Requests for special services made while visiting the library will be accommodated as best as possible.

### **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. The library's physical holdings (i.e. its print collections, DVDs, and CDs) can be accessed via its [catalog](#). Other research databases providing eBooks, e-journals, reference resources, and more are listed on [Pacifica's Research Databases webpage](#). Research databases include:

- Academic Search Premier - full text to over 6,000 publications via EBSCO
- Archive for Research in Archetypal Symbolism (ARAS)



- ATLA Religion with ATLASerials via EBSCO
- Books at JSTOR
- Business Source Elite (produced by EBSCO, containing leadership journals)
- Cabell's Publishing Directory for Psychology, Psychiatry
- Cambridge Companions Online
- *Collected Works of C.G. Jung* online (via EBSCO eBooks and Ebook Central Database)
- *The standard edition of the complete psychological works of Sigmund Freud* online (via PEP Archive)
- DSM-V Online
- Ebook Central Database: full-text collection of over 225,000 eBooks
- EBSCO eBooks
- EBSCO E-Journals Database
- Electronic Journals Service (EJS provides access to the library's individual journal subscriptions) via EBSCO
- Gale eBooks– specialized collection of online dictionaries, encyclopedias, handbooks, and other reference publications.
- Health Source Nursing Academic via EBSCO
- Humanities International Complete database via EBSCO
- JSTOR Arts & Sciences III
- Mental Measurements Yearbook with Tests in Print via EBSCO
- *Oxford Classical Dictionary*
- Oxford Companions
- *Oxford English Dictionary*
- Oxford Handbooks in Religion, Philosophy, and Psychology
- ProQuest Dissertations and Theses- contains PDF versions of all Pacifica dissertations, as well as over **2.7** million dissertations from universities throughout the world
- Psychoanalytic Electronic Publishing (PEP) Archive via EBSCO
- APA PsycARTICLES via EBSCO
- APA PsycBOOKS via EBSCO
- APA PsycEXTRA via EBSCO
- APA PsycINFO via EBSCO
- APA PsycTESTS
- Psychotherapy.net Full Collection of Videos
- Stahl's Essential Psychopharmacology
- World Folklore and Folklife
- WorldCat (local Pacifica version)

### **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](#), by e-mail at [ill@pacific.edu](mailto:ill@pacific.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 by email 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 they use, 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, determined by the lending library, plus a \$20 processing fee. Students are limited to 20 ILL requests per 30 consecutive days.

### **Reference Services**

Reference librarians are available to provide orientations to the library, information literacy 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 to [reference@pacific.edu](mailto:reference@pacific.edu). Reference can be provided in-person, by phone, email, or Zoom web conferencing technology.

### **Delivery/Shipping Charges**

Library items may be shipped to students via shippers who use trackable systems, such as USPS, and via an expedited service such as FedEx upon request. The charge for the first item delivered via standard UPS shipping 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 and/or scanned by library staff, up to 25 pages per day are provided free of charge. More than 25 scans or photocopies per day incur an additional charge of 20¢ per scanned/photocopied page. Scan requests can be sent to [circulation@pacific.edu](mailto:circulation@pacific.edu).

### **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/reading 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/reading 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**

Library Hours for the Lambert and Ladera libraries are posted on the [library website](#).

The Joseph Campbell and Marija Gimbutas Library is open 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, at [rbuchen@pacific.edu](mailto:rbuchen@pacific.edu).

### **Library Contact Information**

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

Circulation

Phone: (805) 969-3626 extension 115

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

Reference

Phone: (805) 969-3626 extension 144

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

Interlibrary Loan

Phone: (805) 969-3626 extension 119

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

Joseph Campbell and  
Marija Gimbutas Library

Phone: (805) 969-3626 extension 133

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

### **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 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 on [Pacifica's webpage](#).

#### ***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 on [Pacifica's webpage](#).

#### ***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, phones, and the Student Self-Service website to interact with students while completing coursework. The LMS facilitates student-instructor communication in a non-traditional online 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 on [Pacifica's webpage](#).

### ***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/student-services/information-technology/>. Students may also receive individual technical support from 8:30 am through 5:00 pm Monday thru Friday, and 7:30 am through 3:30 pm Saturday and Sunday, 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**

#### ***Introduction***

The following policy sets forth the guidelines for the approval, distribution, and protection of recorded class material at Pacifica.

#### ***Class Recordings Approval***

Pacifica acknowledges faculty members' and Pacifica's legal copyright protection over classroom lectures and other material delivered in the live, classroom setting. Additionally, due to the personal and confidential nature of some classroom discussion and material, recording such content may not be appropriate. Therefore, academic programs have discretion to prohibit classes (or certain parts of classes) from being recorded. Instructors that receive a request to record should operate in alignment with their academic program's policy on recording classroom content, and if approved, act according to the guidelines set forth in this policy regarding usage and security.

Video recording of classroom lectures by students is prohibited. Audio recording of classroom lectures by students is prohibited unless advance written permission is obtained from the class instructor and any guest presenter(s), or is arranged as a reasonable accommodation through the Disability Services Office. An instructor may provide such permission or policy to an entire class as part of the course syllabus or other written notice description of a course.

If approval is granted to record an in-person class, it is the student's responsibility to conduct and manage the record in accordance with the usage and security policies outlined below.

If approval is granted to record live, virtual class content, the instructor may initiate the recording in the online classroom, and Pacifica will manage its distribution and security according to the policies below.

### ***Disability Accommodations***

Students who require recording or other adaptations of classroom lectures/materials as a reasonable accommodation for a disability should contact the Disability Services Office in advance of the class in order to obtain permission for the recording. Students granted audio taping rights through a Pacifica approved disability accommodation plan may be entitled to record (in-person class) or receive a copy of the recording (live virtual class). An approved plan allows for the recording of class lectures with the exception of content that is deemed private or sensitive in nature. Certain programs or faculty may restrict the recording accommodation to exclude material of a private or sensitive nature. The ADA Office can coordinate with Instructors and Program Chairs/staff on reasonable accommodations, including reasonable alternatives to recordings. Every effort should be made to protect the confidentiality of a student with a disability who is being granted an accommodation, i.e. the professor will not name the student who is doing/receiving the recording when it is due to a disability accommodation.

### ***Uses***

Student-initiated, faculty-initiated, and/or Pacifica-initiated recordings of student activity in instructional settings, including both in-person and virtual classrooms, are to be used by the instructor and registered students of that course only for internal class purposes during the period in which the course is being offered. Recordings are for the private use only by the members of that class during which the time that course is being conducted and are not permitted to be shared or distributed without prior consent.

Recordings that may wish to be used beyond the purposes of that course during that time may only be done so with the informed, written consent of the students and faculty involved. A faculty-initiated recording that includes student activity may be used only for their individual use. Class recordings cannot be used for attendance purposes to make-up for a student's absence from that class.

### ***Zoom Recording***

When a recording is approved for a class being conducted virtually via Zoom, the instructor serving as host of the meeting can initiate the recording per the below instructions (Note: the information below describes Zoom's recording functionality as of the date of posting, but note that Zoom continues to introduce new product features).

As host, instructors have the option to "Record" using that button located in the toolbar of their Zoom window. All Zoom recordings should be "Recorded to the Cloud." Once clicked, Zoom announces that "this meeting is being recorded." If the host stops the recording, Zoom will announce that "the recording has stopped." Any meeting participant who joins a meeting in progress will hear an announcement from Zoom that the meeting is being recorded. At all times when a meeting is being recorded, a red button appears at the top left corner of the Zoom window: (blinking) "Recording." Hosts can also pause or stop recordings at any time, or the recording will automatically stop when the meeting is ended.

At the conclusion of the Zoom meeting, the instructor or Program Administrator should contact the Academic Affairs Office to request processing of the recording from the Zoom cloud. Zoom recordings may be processed as video, audio, or individual speaker audio files. Audio files of individual speakers can be beneficial when wishing to only include the voice of the instructor in the recording. Requests should specify file format type, including if individual/instructor speaker only files are needed.

### ***Security***

The AV Support or Academic Affairs Offices will process faculty or program-initiated class recordings at the conclusion of the class. Recording files are to be shared and viewed/heard only through that course's portal in Pacifica's learning management system, D2L. Files will be processed to allow for embedding within D2L and not available for direct download.

As noted above, sharing or distributing beyond D2L and the portal/purposes of that class, with the instructor and students during which that course is being delivered, is prohibited unless prior permission and consent is granted. Should Pacifica, the instructor, or students wish to use a class recording for any purpose outside of that particular course offering, prior written consent from all faculty, students, or guests identifiable on the recording must be obtained. Zoom class recordings wishing to protect the identity of students can be done to isolate the instructor's voice only, per the above instructions.

### **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](#).

### *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

This is not to say 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”).

### *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 2,500 fields, or cells (whichever is less) may be used.



### *Student Work & Course Materials*

Intellectual property rights protect students' written work. Faculty may not duplicate or distribute certain written work by students' without the student's permission. Intellectual property rights also protect course content. Faculty have certain rights to lecture material and other course content. Students may not duplicate, distribute, or sell lecture notes or other protected course content without faculty permission.

### *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](#).

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

For the complete Academic Honesty and Plagiarism policy, students should refer to the Academic Integrity section of this Student Handbook.

## **Campus Equity**

### **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 Provost.

### **Nondiscrimination 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.

### **The Diversity and Inclusion Council 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 and community practice, and favored methodologies.

This struggle allows psychology thoughtfully to extend its research and clinical and community 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 seek to view 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.

### **Statement on Non-Binary Language**

The Institutional Management Committee recognizes that an Institute devoted to tending soul in and of the world will necessarily embrace inclusivity and mindfulness in its own language. IMC also recognizes that a dualistic linguistic limitation to two genders or sexes diminishes equity and implies a false binary inconsistent with the identity of many Pacifica students.

Regular reviews of all official Institute communications will be conducted and any gender-binary language eliminated from current forms, handbooks, and other school literature. The Diversity & Inclusion Council monitors compliance with this policy.

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

This policy is currently being updated to comply with the new federal 2020 Title IX Rule. The new policy will go into effect on August 14<sup>th</sup>, 2020 and be available for viewing on the Pacifica website at that time.

#### ***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 imposed to ensure that such actions are not 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 further define community expectations and to establish a mechanism for determining when those expectations have been violated.

#### **Overview**

##### ***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. Coercion happens when someone is unreasonably pressured for sexual activity.

Alcohol or other drug use can impair the capacity to consent to sexual activity, by any means. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they 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 and their circumstances. Under this policy, “no” always means “no,” and “yes” may not always mean “yes.” Anything but a clear, knowing, voluntary, and mutual 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 (teacher-student, supervisor-employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship 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 institute. 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. This 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 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

### **Definitions**

#### *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 or activity; 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 any person upon another person 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 any person upon another person 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 person takes non-consensual or abusive sexual advantage of another for their 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 the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual video, photo, or audio-taping of sexual activity
- Attempting to photograph when one has a reasonable expectation for privacy
- Going beyond the boundaries of consent
- Engaging in voyeurism
- Knowingly transmitting a sexually transmitted disease or infection to another person
- Exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals
- Sexually based stalking and/or bullying

#### *Additional Applicable Definitions*

- Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence 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 which in the State of California is 18 years.

- **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 overcomes resistance or produces submission. Submission to coercion does not equal consent.
- **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 communicates lack of interest in sexual activity, continued pressure beyond that point is unreasonable. There is no requirement that a person must resist a sexual advance or request, but resistance is a clear demonstration of non-consent. 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 voluntary or involuntary use of medicine or drugs. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

### **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 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 Provost at (805) 679-6172 or the Pacifica Safety Line (contact information posted in all buildings). Anyone with knowledge about a sexual assault is encouraged to report it immediately.

### **Definition of Sexual Assault**

For purposes of identifying the parties in a complaint or dispute, the following terms will apply:

- **Complainant:** the aggrieved person alleging sexual misconduct
- **Respondent:** the person accused of sexual misconduct

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 force, violence, or immediate and unlawful bodily injury or threats of force, violence, or immediate and unlawful bodily injury or 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 them incapable of giving consent; 3) is unconscious; or 4) is incapable of giving consent because they are 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.

Pacifica reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect peoples’ rights and personal safety. Such measures include but are not limited to: modification of living arrangements, interim suspension from campus pending a hearing, and cooperation with any police investigations initiated by a Complainant. 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 Respondent.

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

- Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health, safety, or wellbeing 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
- Violence of any kind
- 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.

Please note that while some of these offenses can occur during residential sessions, many can also occur online, on the phone, and in other forms of electronic interactions that involve Pacifica students, faculty, staff, and guests. All instances should be documented and recorded with Pacifica’s Campus Safety Team (Safety@pacific.edu). Pacifica has a zero-tolerance policy for bullying, physical or verbal violence, gender-based or sexual misconduct, and discrimination related to protected categories (e.g., race, sex, sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability or veteran status).

## Reporting/Resources

### *If You Are Sexually Assaulted:*

1. Report prohibited conduct to Pacifica's Campus Safety Team ([Safety@pacific.edu](mailto:Safety@pacific.edu)) or (805) 679-6100. If there is any immediate danger, call 911.
2. Consider securing immediate professional support for assistance during crisis.
  - a. For help during regular hours you may call the Provost at (805) 679-6172 or the Pacifica Safety Line at (805) 679-6100.
  - b. For help during regular hours or after hours, you may call the Standing Together to End Sexual Assault 24 hour-a-day hotline at (805) 564-3696.
3. For safety and wellbeing, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Consider being examined as soon as possible, ideally within 72 hours, as it is important for evidence collection. Standing Together to End Sexual Assault 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. If you have already bathed, you are still encouraged to receive prompt medical attention. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
4. Even after the immediate crisis has passed, consider seeking support from Standing Together to End Sexual Assault.
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 choice of the Complainant. Though the reporting and judicial process can be difficult, it is often worth the effort to bring the Respondent to justice. Reporting a sexual assault may also help to establish precedents that could help others in the future.

There are many options for reporting sexual assaults. It is important that one understands their options as they make reporting decisions. Speaking confidentially with a counselor from Standing Together to End Sexual Assault or another trusted individual may be helpful during this process.

For help in reporting the offense to local law enforcement, call the Provost or the Pacifica Safety Line at the numbers listed above. It is important to understand that reporting to these resources does *not* obligate the Complainant to press criminal charges.

If the Respondent is identified by the Complainant or another source, the Department of Safety will collaborate with local law enforcement in conducting an investigation. Support of a Complainant is the Institute's highest priority. There are also community safety issues to be considered; if the Respondent is perceived to be a potential threat to the community, the Institute may choose internal action against the Respondent regardless of whether anyone submits or wishes to pursue a complaint.



### ***Immunity for Complainants***

Pacifica encourages the reporting of sexual assault. To encourage reporting, Pacifica offers Complainants immunity from policy violations related to the sexual assault.

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

Respondents 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 Respondent 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 Respondent may pose a threat to the Complainant, a temporary order may be issued at any time including prior to the hearing. This order may include alternative living arrangements, exclusion of the Respondent from various Institute properties or privileges, or interim suspension of the Respondent, pending a hearing.

Pacifica Security	(805) 881-3991
Pacifica Provost	(805) 679-6172
Standing Together to End Sexual Assault	(805) 564-3696

### ***Drug, Alcohol, and Impairment 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 Institutional Management Council for approved Pacifica functions.

### ***Impairment Policy***

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. In addition, impairment or ethical violations documented through formal means (e.g., Board of Psychology, Board of Behavioral Mental Health, federal and local legal sentencing) should be discussed with the Program Chair and/or the Training Director and submitted to Program Administrator.

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 Policies 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.

### ***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 distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence,

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
			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 /	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

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
Methylenedioxy- methamphetamine (MDMA)			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 / Ketamine	Ketalar SV: cat Valium, K, Special K, vitamin K	Injected, snorted, smoked	Feelings of being separate from one's body and 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			

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
Psilocybin	Buttons, cactus, mesc, peyote  Magic mushrooms, purple passion, shrooms, little smoke	Swallowed, smoked  Swallowed	Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder  Also for psilocybin—nervousness; paranoia; panic
Other / Anabolic Steroids   Inhalants	Anadrol, Oxandrin, Durabolin, Depo- Testosterone, Equipose: roids, juice, gym candy, pumpers  Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets	Injected, swallowed, applied to skin  Inhaled through nose or mouth	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 (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 include hydrocodone (Vicodin), oxycodone (OxyContin), propoxyphene (Darvon), hydromorphone	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. Taken repeatedly or in high doses, stimulants can cause anxiety, paranoia, dangerously high body temperatures, irregular heartbeat, or seizures.

Substances: Category and Name	Examples of Commercial and Street Names	How Administered	Acute Effects/ Health Risks
	(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).		

### ***Disciplinary Actions***

The school will impose disciplinary sanctions on students, faculty, and staff who violate this policy. In addition, the school will consider disciplinary sanctions brought against students, faculty and staff by consumer protection boards (e.g., Board of Psychology) or federal, state or local law enforcement agencies. Disciplinary actions 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](#)
- [Al-Anon](#)
- [Narcotics Anonymous](#)
- National Institute on Drug Abuse
- 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.

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

### **Introduction**

The Disability Services Office provides services, advocacy, auxiliary aids, and accommodations for students at Pacifica Graduate Institute who experience disabilities.

This policy, required forms, and other information are available on [Pacifica’s website](#).

### **Mission**

The mission of Disability Services is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable equal access to the educational experience at Pacifica.

### **Mandates**

There are two legal mandates that protect students with disabilities from discrimination and ensure that they have equal access to all aspects of the educational experience. These laws include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended in 2008.

Section 504 of the Rehabilitation Act states: “No otherwise qualified individual with a disability in the United States...shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

**Disability Defined**

A disability is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment or being regarded as having such an impairment in condition, manner, and/or duration. 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.

Major life activities also include the operation of major bodily functions including, but not limited to, the immune system, special sense organs, skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, 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.

**Students Requesting Accommodations*****Accommodations Defined***

An accommodation is defined as: (a) the modification of policies, practices, and procedures; (b) the provision of auxiliary aids and services; (c) academic adjustments and modifications to the environment intended to remove barriers to equivalent access.

***Reasonable Accommodations***

Pacifica will provide services and accommodations as required by the ADA and Section 504. Because each student, each disability, and the particular circumstances surrounding each request are unique, the accommodation needs of every person and situation will be considered on an individual basis. The Disability Services Office will consider the student's disability, history, experience, and request along with the unique characteristics of the course, program, or requirement to determine whether or not an accommodation is reasonable.

Pacifica will make reasonable accommodations to students with disabilities. Students with disabilities who require accommodations must make those needs known to the Disability Services Coordinator as soon as possible. It is the student's responsibility to make their needs known in a timely manner, and 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 Coordinator.

Students seeking accommodations should contact the Disability Services Coordinator to begin the process of registering with the Disability Services Office. The Disability Services Coordinator will work with the student to develop a suitable accommodation plan. 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.

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 service provided. While Pacifica takes the needs of students with disabilities seriously, it is not able to guarantee that all services requested can or will be provided. Specifically, accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity may not be entertained.

### **Disability Verification**

In order to determine eligibility for services, the Disability Services office will seek information directly from the student about their condition in order to establish the existence of the disability, to understand how the disability may impact the student, and to make informed decisions about accommodations. This process is deliberative and collaborative and is responsive to the unique experience of each individual.

If additional information is needed in order to determine the need for and/or nature of accommodations, Disability Services may request external documentation. Documentation from external sources may include educational or medical records or reports and assessments created by healthcare providers. This documentation should be current and relevant.

### **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.

### **Service Animal and Emotional Support Animal Policy**

Pacifica Graduate Institute recognizes the importance of Service Animals and Emotional Support Animals to individuals with disabilities and has established the following policy. This policy ensures that people with disabilities, who require the use of Service Animals or Emotional Support Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. Pacifica is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full participation and equal access to the Institute's programs and activities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals and Emotional Support Animals. Pacifica reserves the right to amend this policy as circumstances require.

### ***Mandates***

This Policy is guided by the Americans with Disabilities Act (Service Animals) and Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act (Emotional Support Animals). This Policy is also guided by California Penal Code section 365.5, which governs accessibility for service animals and provides penalties for the misdemeanor offense of service animal fraud.

## ***Definitions***

### ***Service Animal***

A “Service Animal” is a dog<sup>1</sup> that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

### ***Emotional Support Animal***

“Emotional Support Animals” are animals that provide emotional support which alleviates one or more identified symptoms or effects of a person’s psychiatric or mental condition. Unlike a Service Animal, an Emotional Support Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional Support Animals may be considered for access to campus housing; however, they are not permitted in other areas of the institute (e.g. libraries, academic buildings, classrooms, dining halls, meeting spaces, etc.).

### ***Approved ESA (Emotional Support Animal)***

An “Approved ESA” is an Emotional Support Animal (ESA) that has been granted as a reasonable accommodation supported by documentation for inclusion in campus housing under this policy.

### ***Handler***

The “Handler” is the student or other covered person who has a disability and requires use of a Service Animal, or a student who has requested the accommodation for an Emotional Support Animal and has received approval to bring the “approved ESA” on campus.

## ***Emotional Support Animals in Campus Housing***

*Emotional Support Animals may not be brought into campus housing without prior approval.* A person requesting permission to keep an Emotional Support Animal in campus housing must make a formal request to the Disability Services Office. To do so, the person should submit an Accommodations Request Form as well as documentation from a licensed mental health provider. This documentation should include verification of the individual’s need for an Emotional Support Animal and confirmation that the student has been under their care for a minimum of thirty days.

### ***Handler’s Responsibilities in Campus Housing***

1. Service Animals may travel freely with their Handler throughout campus housing (and other areas of the institute). Approved ESAs must be contained within the privately assigned residential area at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.

<sup>1</sup>“Service Animal” as defined under the ADA: [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

2. Service Animals and Approved ESAs must be taken with the Handler if they leave campus for a prolonged period.
3. The Handler is responsible for assuring that their Service Animal or Approved ESA does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
4. The Handler is financially responsible for the actions of their Service Dog or Approved ESA including bodily injury or property damage. The Handler's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The Handler is expected to cover these costs at the time of repair.
5. The Handler is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to campus premises that are assessed after the Handler and animal vacate the residence. The institute shall have the right to bill the Handler or the account of the Handler for unmet obligations.
6. The Handler must notify Disability Services in writing if the Approved ESA is no longer needed as an Approved ESA or will no longer accompany the Handler to campus. To replace an Approved ESA the Handler must file a new Accommodations Request Form.
7. The Handler agrees to continue to abide by all other residential policies.

#### ***Guidelines for Maintaining a Service Animal or Approved ESA***

1. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Approved ESAs must be harnessed, leashed or tethered at all times when walking outside of assigned student housing.
2. Care and supervision of the animal are the sole responsibility of the Handler. The Handler is required to maintain control of the animal at all times and is responsible for the proper disposal of animal waste.

#### ***Requirements for Faculty, Staff, Students, and Other Members of the Community***

*Members of the community are required to abide by the following practices:*

1. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited by law.
2. They are not to touch or pet a Service Animal unless invited to do so.
3. They are not to feed a Service Animal.
4. They are not to deliberately startle a Service Animal.

5. They are not to separate or to attempt to separate a Handler from their Service Animal.
6. They are not to inquire for details about the Handler's disabilities. The nature of a person's disability is a private matter.
7. They are to report any safety concerns to the designated campus Safety Officer, and the Disability Services Office.

### ***Removal of Service Animal or Approved ESA***

The institute may exclude/remove a Service Animal only if: (1) the dog is disruptive or out of control and the Handler does not take effective action to control it, or (2) the dog is not housebroken.

The institute may exclude/remove an Approved ESA when (1) the animal poses a direct threat to the health or safety of others, (2) the Handler does not comply with Handler's Responsibilities in Campus Housing section of this policy, or (3) the animal or its presence creates an unmanageable disturbance or interference with the Pacifica community.

### ***Areas Off Limits to Emotional Support Animals***

All areas except for privately assigned living space in campus housing are off limits to Approved ESAs, with the exception of outdoor spaces only as needed to walk/toilet the animal.

### ***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, it is preferred that students who feel they have been unreasonably denied access or accommodations 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 Coordinator 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 or the Director.

#### ***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 Coordinator 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 would 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 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, the grievance may be brought to the attention of the Office of the President. The President 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 President 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.

## 2021 Annual Campus Fire, Crime and Security Report

Pacifica Graduate Institute 2021 Annual Campus Fire and Security Report							
249 Lambert Road Campus				801 Ladera Lane Campus			
Criminal Offenses	2019	2020	2021	Criminal Offenses	2019	2020	2021
Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0	Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0
Manslaughter by Negligence	0/0/0	0/0/0	0/0/0	Manslaughter by Negligence	0/0/0	0/0/0	0/0/0
Rape	0/0/0	0/0/0	0/0/0	Rape	0/0/0	0/0/0	0/0/0
Fondling	0/0/0	0/0/0	0/0/0	Fondling	0/0/0	1/0/0	0/0/0
Incest	0/0/0	0/0/0	0/0/0	Incest	0/0/0	0/0/0	0/0/0
Statutory rape	0/0/0	0/0/0	0/0/0	Statutory rape	0/0/0	0/0/0	0/0/0
Robbery	0/0/0	0/0/0	0/0/0	Robbery	0/0/0	0/0/0	0/0/0
Aggravated Assault	0/0/0	0/0/0	0/0/0	Aggravated Assault	0/0/0	0/0/0	0/0/0
Burglary	0/0/0	0/0/0	0/0/0	Burglary	0/0/0	0/0/0	0/0/0
Motor vehicle theft	0/0/0	0/0/0	0/0/0	Motor vehicle theft	0/0/0	0/0/0	0/0/0
Arson	0/0/0	0/0/0	0/0/0	Arson	0/0/0	0/0/0	0/0/0
Hate Crimes	2019	2020	2021	Hate Crimes	2019	2020	2021
Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0	Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0
Rape	0/0/0	0/0/0	0/0/0	Rape	0/0/0	0/0/0	0/0/0
Fondling	0/0/0	0/0/0	0/0/0	Fondling	0/0/0	0/0/0	0/0/0
Incest	0/0/0	0/0/0	0/0/0	Incest	0/0/0	0/0/0	0/0/0
Statutory rape	0/0/0	0/0/0	0/0/0	Statutory rape	0/0/0	0/0/0	0/0/0
Robbery	0/0/0	0/0/0	0/0/0	Robbery	0/0/0	0/0/0	0/0/0
Aggravated Assault	0/0/0	0/0/0	0/0/0	Aggravated Assault	0/0/0	0/0/0	0/0/0
Burglary	0/0/0	0/0/0	0/0/0	Burglary	0/0/0	0/0/0	0/0/0
Motor vehicle theft	0/0/0	0/0/0	0/0/0	Motor vehicle theft	0/0/0	0/0/0	0/0/0
Arson	0/0/0	0/0/0	0/0/0	Arson	0/0/0	0/0/0	0/0/0
Simple assault	0/0/0	0/0/0	0/0/0	Simple assault	0/0/0	0/0/0	0/0/0
Larceny-theft	0/0/0	0/0/0	0/0/0	Larceny-theft	0/0/0	0/0/0	0/0/0
Intimidation	0/0/0	0/0/0	0/0/0	Intimidation	0/0/0	0/0/0	0/0/0
Destruction/Damage/Vandalism of property	0/0/0	0/0/0	0/0/0	Destruction/Damage/Vandalism of property	0/0/0	0/0/0	0/0/0
Violence Against Women (VAWA)	2019	2020	2021	Violence Against Women (VAWA)	2019	2020	2021
Domestic Violence	0/0/0	0/0/0	0/0/0	Domestic Violence	0/0/0	0/0/0	0/0/0
Dating Violence	0/0/0	0/0/0	0/0/0	Dating Violence	0/0/0	0/0/0	0/0/0
Stalking	0/0/0	0/0/0	0/0/0	Stalking	0/0/0	0/0/0	0/0/0
Arrests	2019	2020	2021	Arrests	2019	2020	2021
Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0	Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0
Drug abuse violations	0/0/0	0/0/0	0/0/0	Drug abuse violations	0/0/0	0/0/0	0/0/0
Liquor law violations	0/0/0	0/0/0	0/0/0	Liquor law violations	0/0/0	0/0/0	0/0/0
Disciplinary Actions	2019	2020	2021	Disciplinary Actions	2019	2020	2021
Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0	Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0
Drug abuse violations	0/0/0	0/0/0	0/0/0	Drug abuse violations	0/0/0	0/0/0	0/0/0
Liquor law violations	0/0/0	0/0/0	0/0/0	Liquor law violations	0/0/0	0/0/0	0/0/0
Unfounded Crimes (Falsely reported)	2019	2020	2021	Unfounded Crimes (Falsely reported)	2019	2020	2021
Must be investigated by law enforcement	0	0	0	Must be investigated by law enforcement	0	0	0
KEY				Fire Incidents	2019	2020	2021
# / # / # = On Campus / Student Housing Facility / Public Property				Residence Hall	0	0	0
* = "Public" data is provided by the Sheriff's Dept.				Administration	0	0	0
In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pacifica's crime statistics and campus policies concerning crime and security are distributed annually and are available on our website and upon request by emailing Safety@pacific.edu.							

## Tuition and Fees 2022-2023

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### Tuition Charges

Tuition - M.A. in Counseling Psychology Program	\$25,000.00
Tuition - M.A. in Counseling Psychology Program (3 <sup>rd</sup> year only)	\$13,334.00
Tuition – Psy.D. in Counseling Psychology	\$29,100.00
Tuition - Psy.D. in Counseling Psychology (Summer 2023 New Admits only)	\$5,820.00
Tuition - M.A. in Depth Psychology & Creativity Program	\$20,800.00
Tuition - M.A./Ph.D. in Clinical Psychology Program	\$30,200.00
Tuition – Psy.D. in Clinical Psychology Program	\$29,400.00
Tuition - M.A./Ph.D. in Mythological Studies Program	\$30,200.00
Tuition - Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices (including Hybrid)	\$28,500.00
Tuition – Ph.D. in Depth Psychology with Specialization in Integrative Therapy & Healing Practices (3 <sup>rd</sup> year only)	\$15,200.00
Tuition - M.A./Ph.D. in Depth Psychology with a Specialization in Community, Liberation, Indigenous and Eco-Psychologies	\$30,200.00
Tuition - M.A./Ph.D. in Depth Psychology with a Specialization in Jungian and Archetypal Studies Program	\$30,200.00

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### Dissertation Fee Charges

#### 9-Quarter Dissertation Period

Enrolled or Re-Admitted in Ph.D. Program 2014-2015	\$27,400.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2015-2016	\$28,100.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2016-2017	\$28,500.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2017-2018	\$28,900.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2018-2019	\$28,900.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2019-2020	\$29,500.00	Equally divided and billed in 9 quarterly installments

Enrolled or Re-Admitted in Ph.D. Program 2020-2021	\$29,800.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2021-2022	\$29,800.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2022-2023	\$30,200.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2016-2017 (Integrative Therapy & Healing Only)	\$26,900.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2017-2018 (Integrative Therapy & Healing Only)	\$27,300.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program 2018-2019 (Integrative Therapy & Healing Only)	\$27,300.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program in 2019-2020 (Integrative Therapy & Healing Only)	\$27,800.00	Equally divided and billed in 9 quarterly installments
Enrolled or Re-Admitted in Ph.D. Program in 2020-2021 (Integrative Therapy & Healing Only)	\$28,100.00	Equally divided and billed in 9 quarterly installments
Annual Ph.D. Dissertation Extension 2021-2022	\$14,450.00	25% is Billed Quarterly
Annual Ph.D. Dissertation Extension 2022-2023	\$14,750.00	25% is Billed Quarterly
Annual Ph.D. Dissertation Extension 2021-2022 (Integrative Therapy & Healing Only)	\$13,650.00	25% is Billed Quarterly
Annual Ph.D. Dissertation Extension 2022-2023 (Integrative Therapy & Healing Only)	\$14,050.00	25% is Billed Quarterly
Quarterly Psy.D. in Counseling and Clinical Psychology Dissertation Extension	\$3,216.00	Billed Quarterly

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

<u>Residential Fee</u> - M.A. in Counseling Psychology Program	\$7,610.00
<u>Residential Fee</u> - M.A. in Counseling Psychology Program-3 <sup>rd</sup> year only	\$3,930.00
<u>Residential Fee</u> – Psy.D. in Counseling Psychology Program	\$7,610.00
<u>Residential Fee</u> – Psy.D. in Counseling Psychology Program (Summer 2023)	\$1,715.00
<u>Residential Fee</u> - M.A. in Depth Psychology & Creativity Program	\$3,680.00
<u>Residential Fee</u> - M.A./Ph.D. in Clinical Psychology Program	\$9,833.00
<u>Residential Fee</u> – Psy.D. in Clinical Psychology Program	\$8,145.00
<u>Residential Fee</u> - M.A./Ph.D. in Mythological Studies Program	\$6,864.00
<u>Residential Fee</u> – Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices	\$5,895.00



<u>Residential Fee</u> - Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices (3 <sup>rd</sup> Year Only)	\$2,370.00
<u>Residential Fee</u> - Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices (3 <sup>rd</sup> Year Only- Hybrid)	\$1,250.00
<u>Residential Fee</u> - M.A./Ph.D. in Depth Psychology with a Specialization in Community, Liberation, Indigenous and Eco-Psychologies Program	\$5,895.00
<u>Residential Fee</u> - M.A./Ph.D. in Depth Psychology with a Specialization in Jungian and Archetypal Studies Program	\$3,680.00
<u>Non-Residential Fee</u> - M.A. in Counseling Psychology Program	\$4,250.00
<u>Non-Residential Fee</u> - M.A. in Counseling Psychology Program (3 <sup>rd</sup> year only)	\$2,250.00
<u>Non-Residential Fee</u> - M.A. in Depth Psychology and Creativity Program	\$2,000.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Clinical Psychology Program	\$5,246.00
<u>Non-Residential Fee</u> – Psy.D. in Clinical Psychology Program	\$4,392.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Mythological Studies Program	\$4,000.00
<u>Non-Residential Fee</u> – Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices	\$3,375.00
<u>Non-Residential Fee</u> - Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices (3 <sup>rd</sup> Year Only)	\$2,250.00
<u>Non-Residential Fee</u> - Ph.D. in Depth Psychology with a Specialization in Integrative Therapy & Healing Practices (Hybrid)	\$1,875.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Depth Psychology with a Specialization in Community, Liberation, Indigenous, and Eco-Psychologies Program	\$3,375.00
<u>Non-Residential Fee</u> - M.A./Ph.D. in Depth Psychology with a Specialization in Jungian and Archetypal Studies Program	\$2,000.00
<u>Non-Residential Fee</u> – Psy.D. in Counseling Psychology Program	\$4,250.00
<u>Non-Residential Fee</u> – Psy.D. in Counseling Psychology Program (Summer 2023 Only)	\$875.00

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### **Other Tuition Charges**

Internship Only Enrollment – Psy.D. in Clinical Psychology Program (3 units per quarter in Fall, Winter, and Spring)	\$2,997.00 Equally divided and billed in 3 quarterly installments
Psy.D. in Clinical Psychology Internship Only Enrollment – After the initial 3-quarter enrollment	\$300.00 Billed quarterly (as needed)

Independent Study per unit – M.A. Counseling Psychology	\$681.00
Independent Study per unit – Psy.D. Counseling Psychology	\$919.00
Independent Study per unit – Depth Psychology and Creativity	\$867.00
Independent Study per unit - Clinical Psychology- M.A./Ph.D.	\$1,007.00
Independent Study per unit - Clinical Psychology-Psy.D.	\$1,089.00
Independent Study per unit - Mythological Studies	\$1,285.00
Independent Study per unit - Depth Community, Liberation, Indigenous, and Eco-Psychologies specialization	\$1,208.00
Independent Study per unit - Depth Jungian and Archetypal Studies specialization	\$1,258.00
Independent Study per unit – Depth Psychology w/Specialization in Integrative Therapy & Healing Practices	\$1,224.00
Independent Study per unit – Depth Psychology w/Specialization in Integrative Therapy & Healing Practices (Hybrid)	\$1,449.00
Practicum Only Enrollment – Ph.D./Psy.D. in Clinical Program	\$300.00 per quarter
Concurrent Classroom Tech Fee (CCT)	\$300.00 per quarter
Concurrent Classroom Tech Fee (CCT) for Hybrid programs	\$135.00 per quarter

**Additional Fees  
2022-2023**

**Additional Lodging and Meal Charges**

Lambert/Lodging - In-Session Room Charge, Single	\$49.00	Per In-Session Night
Lambert/Lodging - Additional Night Charge, Single	\$143.00	Per Additional Night
Lambert/Lodging - Additional Night Charge, Shared	\$109.00	Per Additional Night
Lambert/Lodging - Courtyard Charge	\$30.00	Per Night Stayed
Ladera - Residential Building Additional Night Charge	\$98.00	Per Additional Night*
Ladera - Semi-Suite, Shared	\$85.00	Per Additional Night*
Ladera - Semi-Suite, Single	\$170.00	Per Additional Night*
Ladera - Semi-Suite, Single, In-session	\$72.00	Per In-Session Night*
Ladera - Private Suite, Shared Rate	\$90.00	Per Additional Night*
Ladera - Private Suite, Single Rate	\$180.00	Per Additional Night*
Ladera - Private Suite, Single Rate, In-Session	\$82.00	Per In-Session Night
Breakfast - Student or Guest	\$16.00	
Lunch - Student or Guest	\$22.00	
Dinner - Student or Guest	\$28.00	

Plus \*14% 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	\$250.00	
Internship Only Enrollment-Ph.D. in Clinical Program	\$300.00	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	
Clinical Training Management Fee (CTM)	\$195.00	
Student Tuition Recovery Fund (STRF)	0.0025%	
Non-Refundable Credit & Debit Card Convenience Fee (subject to change by processor)	3.14%	

**Dissertation Fee Schedule**

The initial nine-quarter enrollment clock is based on the year of initial enrollment (or re-admitted year) in the Ph.D. program.

Fall 2016	Fee= \$28,500	Quarterly Payment= \$3,166.67
Fall 2016 (T&H)	Fee= \$26,900	Quarterly Payment= \$2,988.89
Fall 2017 (T&H)	Fee= \$27,300	Quarterly Payment= \$3,033.33
Fall 2018 (T&H)	Fee= \$27,300	Quarterly Payment= \$3,033.33
Fall 2019 (T&H)	Fee= \$27,800	Quarterly Payment= \$3,088.89
Fall 2020 (T&H)	Fee= \$28,100	Quarterly Payment= \$3,122.22
Fall 2021 (T&H)	Fee= \$28,100	Quarterly Payment= \$3,122.22
Fall 2022 (T&H)	Fee= \$28,500	Quarterly Payment= \$3,166.67

Fall 2017	Fee= \$28,900	Quarterly Payment= \$3,211.11
Fall 2018	Fee= \$28,900	Quarterly Payment= \$3,211.11
Fall 2019	Fee= \$29,500	Quarterly Payment= \$3,277.78
Fall 2020	Fee= \$29,800	Quarterly Payment= \$3,311.11
Fall 2021	Fee= \$29,800	Quarterly Payment= \$3,311.11
Fall 2022	Fee= \$30,200	Quarterly Payment= \$3,355.56

### **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: Ph.D. (except Int. Therapy & Healing)

Fall 2021-Summer 2022	Fee= \$14,450.00	Quarterly Payment= \$3,612.50
Fall 2022-Summer 2023	Fee= \$14,750.00	Quarterly Payment= \$3,687.50

Ph.D. (Int. Therapy & Healing Only)

Fall 2021-Summer 2022	Fee= \$13,650	Quarterly Payment= \$3,412.50
Fall 2022- Summer 2023	Fee= \$ 13,900	Quarterly Payment= \$3,475.00

### **Payment Options:**

Option 1: Extended one-year enrollment clock – Pay each quarter as billed. 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. NOTE: Students are eligible to receive Federal financial aid up to and including the 13<sup>th</sup> quarter of dissertation writing if proof of progress guidelines have been met. Students are not eligible to receive Federal financial aid beyond the 13<sup>th</sup> quarter of dissertation writing.

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: *These forms are available at the Registrar's office link above.*

[Academic Tutorial Request and Contract](#)

[Depth Transformative Practices Documentation of Hours – CLE Specialization](#)

[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](#)

[Licensure Only Independent Study Form](#)

[Personal Therapy Documentation for Clinical Psychology](#)

[Ph.D. Program Application for Clinical Training Only Status](#)

[Clinical Psy.D. Internship Enrollment Form](#)

[Clinical Psy.D. Program Application for Practicum Only Status for Summer Quarter](#)

[Re-Enrollment in Coursework Request Form](#)

[Student Data Change](#)

[Student ID Number Request Form](#)

[Transcript Request](#)

[Withdrawal Form](#)

### ***Housing***

[Link to Housing's Webpage](#)

[Residential Waiver Form](#)

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

[Bookstore](#)

[Current Student Resources](#)

[Disability Services](#)

[Dissertations](#)

[Financial Aid](#)

[Graduate Research Library](#)

[Information Technology](#)

[Theses](#)