



WILLIAM JAMES  
COLLEGE

# Student Handbook



One Wells Avenue  
Newton, Massachusetts 02459  
617.327.6777  
[www.williamjames.edu](http://www.williamjames.edu)

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## **SECTION I**

### **Introduction**

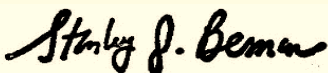
#### **Letter from the Vice President**

Dear William James College Community,

The Student Handbook is designed to be an invaluable guide for you in order to successfully navigate your course of study whether you are matriculating in a one year program or a six year program. Please use this document for an on-going reference, as a guidebook and as a rule book. The first section contains our Student Academic Policies and the second section contains policies on student life including privacy, diversity and discrimination, social media, career counseling, consumer information, financial aid, health and safety, and voter registration

Please be alert to your email as updates to the student handbook are announced via community email. On behalf of the faculty, staff and administration, I wish you well in your academic career and personal and professional development at William James College.

Sincerely,

A handwritten signature in black ink that reads "Stanley J. Berman". The signature is written in a cursive, flowing style.

Stanley J. Berman, Ph.D.

Vice President for Academic Affairs



## **History**

In 1972, a group of psychologists from the Massachusetts Psychological Association and its affiliate, the Massachusetts Psychological Center, headed by Drs. Stanley Rosenzweig, Herbert Hoffman, and Michael Rossi, initiated plans that would lead to the establishment of the Massachusetts School of Professional Psychology. The next year (1973), the American Psychological Association endorsed the concept of a new terminal degree: the Doctor of Psychology (Psy.D.) that would be more responsive to society's need for psychologists to function in a variety of professional roles.

William James College's first class of Psy.D. students were admitted in 1976, with the first graduation being held in 1980. Since then, programs have been expanded to the master's, graduate certificate, and advanced graduate certificate levels in a variety of psychology practitioner fields. The institution is proud of the community of over 1000 alumni.

## **Mission**

The Board of Trustees has established a Statement of Mission for William James College and has determined that this established mission is to guide and inform all of the institution's programs, services, and activities. Consequently, faculty members are expected to be familiar with the institution's mission and should find opportunities to incorporate it into their teaching.

William James College strives to be a preeminent institution of psychology that integrates rigorous academic instruction with extensive field education and close attention to professional development. We assume an ongoing social responsibility to create programs to educate specialists of many disciplines to meet the evolving mental health needs of society.

## **Core Values**

The following three commonly held core values establish the foundation for all academic programming at WJC:

- **Experiential Education** – Integrating rigorous academic instruction with substantial clinical experience;
- **Social Responsibility** – Educating providers to meet a diverse society’s evolving mental health needs including cultural competence and language training. Developing programs and partnerships to ensure access to mental health care for all persons; and
- **Personal Growth** – Fostering a supportive, challenging and available learning environment that pays careful attention to personal and professional development.

## **Disclaimer**

Policies and procedures stated in the Student Handbook require continuous evaluation, review and approval by College officials. All statements in the handbook reflect policies in existence at the time of publication, and supersede all policies, procedures and statements published elsewhere. The College reserves the right to change policies at any time and without prior notice.

## **Waivers of Institutional Policy**

Institutional policies are designed to apply to the entire student body. Successful waivers of institutional policy are infrequent occurrences. Student requests for variances with, exceptions to, or waiver of existing college-level academic policies are considered by the Department Chair. All considerations for academic policy waivers should be initially submitted to the appropriate Department Chair.

## **Accreditation, Approval, and Licensure of Institution, and Programs**

### **Institutional Recognition and Accreditation**

William James College is a recognized non-profit institution of higher learning offering graduate certificates and degrees. The Board of Higher Education of the Commonwealth of Massachusetts has authorized William James College to award the Psy.D., M.S., and M.A. degrees and the Certificate of Advanced Graduate Study C.A.G.S. (Contact information: The Board of Higher Education of the Commonwealth of Massachusetts, 1 Ashburton Place, Room 1401, Boston, MA, 02108; 617-994-6950.)

William James College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), the accrediting body for the six New England states. Accreditation by this association signifies that the institution has been determined to have the available resources to achieve its stated purposes through its educational program and gives evidence that it will continue to do so in the foreseeable future. (Contact information: The New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730; 781-271-0022.)

### **Program-Specific Accreditations**

**Clinical Psychology Department.** The Psy.D. Program in Clinical Psychology is accredited by the **American Psychological Association (APA)**, demonstrating that it complies with the APA Standards for accreditation implemented in a manner consistent with its publicly stated goals and objectives. (Contact information: The Office of Program Consultation and Accreditation of the American Psychological Association, 750 First Street, NE, Washington, D.C., 20002-4242; 202-336-5979.)

The William James College Consortium Internship Program is accredited by the **American Psychological Association (APA)**, demonstrating that it complies with the APA

Standards for accreditation implemented in a manner consistent with its publicly stated goals and objectives. (Contact information: The Office of Program Consultation and Accreditation of the American Psychological Association, 750 First Street, NE, Washington, D.C., 20002-4242; 202-336-5979.)

**School Psychology Department.** The Psy.D. Program in School Psychology is accredited by the **American Psychological Association (APA)**, demonstrating that it complies with the APA Standards for accreditation implemented in a manner consistent with its publicly stated goals and objectives. (Contact information: The Office of Program Consultation and Accreditation of the American Psychological Association, 750 First Street, NE, Washington, D.C., 20002-4242; 202-336-5979.)

The PsyD and M.A./C.A.G.S. programs in School Psychology are approved by the **National Association of School Psychologists (NASP)**. (Contact information: National Association of School Psychologists, 4340 East West Highway, Suite 402, Bethesda, Maryland 20814; 301-657-0270.)

The **Behavior Analyst Certification Board, Inc.®** has approved the course sequence of the M.A. in Applied Behavior Analysis as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analyst Examination®.

## **Student Academic Policies**

### **General**

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

### **Conduct and Responsibilities**

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

Students are oriented to expectations, regulations and requirements of conduct as well as to the policies and procedures of their respective academic department upon matriculation. During Orientation Week, the Department Chairs and the Dean of Students present these materials and discuss these expectations. It is the intent of the College to generate an atmosphere of professional collaboration, objectivity, support, and fairness in the review of all matters of

professional conduct and responsibility in the management of teaching and training in professional psychology. Faculty with questions regarding student behavior are urged to consult with their Department Chair.

### **Student Responsibilities**

Students are responsible for meeting all of the requirements and obligations of their programs of study as described in the Student Handbook, and policy manuals of the particular program in which they are enrolled. Students should familiarize themselves and adhere to all policies, and procedures. Additionally, students should notify the Office of the Registrar when applicable to make changes to contact information. Please note that most correspondence will be sent to College assigned email, or address on file.

### **Faculty Responsibilities**

Faculty members are responsible for instruction in the classroom, evaluation, and for research and research supervision, advising, program planning, governance committee participation and engagement in other program needs, and service to the College's internal and external community. Faculty will provide timely and clear feedback to students related to academic and professional performance. Such feedback may be consultative and through discourse, but must also be provided in writing as dictated by evaluative procedures. Feedback is provided in course grades, Assessment and Planning meeting reports, in Corrective Action Notices, in letters submitted to a student by the Registrar's Office, faculty, department chairs, the Academic and Standards Committee of the faculty and/or by the Dean of Students or the Vice President of Academic Affairs. Faculty members will strive to serve as role models and mentors to help the next generation of our graduate students to become excellent professionals.

## **Academic Integrity**

Our college is committed to developing professionals who demonstrate personal and academic integrity. In order for there to be a strong learning academic environment, there must be honesty and trust among all our constituencies. We expect all students to conduct themselves with professionalism and honesty. Academic dishonesty violates the principles of any academic college. Incidents will be immediately reported to the Academic Department Chair for investigation, intervention, and possible sanctions. Sanctions may include course failure, probation, and/or dismissal, depending on the severity of the infraction. Assisting or attempting to assist in the violation of this policy is in itself a violation and considered academic dishonesty. Academic dishonesty includes, but is not limited to:

- Cheating – the attempt to use, the actual use, or the facilitation of another’s use of unauthorized materials, information, or study aids;
- Fabrication – the inventing or falsifying any information, including research data, or citations in a clinical or academic exercise, or false representations of a student’s personal or professional experiences or qualifications. Students must take special care in assignments that require collaboration. In group projects, each student makes an independent contribution. In situations in which students have an independent assignment, the work product must be entirely the student’s independent scholarship research and writing; and
- Plagiarism – the use of another’s work without acknowledgment. Plagiarism includes, but is not limited to, the use by direct quote or paraphrase of the work, published or unpublished, of another without proper attribution. Our college expects students to produce their own work in coursework, papers, presentations, doctoral projects and/or any other academic work with the proper citations.

## **Deadlines**

Students are expected to meet all deadlines as mandated by WJC and field placements. It is the students' responsibility to be cognizant of deadlines. In the event that a deadline is changed, notice will be given to all who may be affected by the change.

## **Class and Field Placement Attendance**

Students are expected to attend every session of each course for which they are registered, and are expected to be responsible to their field placement commitments according to the schedules determined by the field placement contract. Excessive absences and/or persistent lateness are each conditions which jeopardize academic and professional success. It is the responsibility of the student to notify the instructor and/or field supervisor in advance of any foreseeable absence(s), or immediately after if the absence was unexpected. The student must also notify the field education representative in their department if there are significant schedule conflicts (e.g., a field training activity during a class day).

Students are expected to attend all in-person sessions (including residency) in its entirety and to participate 100% in all online instruction and activities. In a typical 15-week semester, students are not allowed more than 2 absences. In blended or accelerated courses, the threshold for absences is lower. Please refer to the course syllabus. When a student reaches the prescribed threshold, the instructor will file a Corrective Action Notice (CAN). Absences may affect students' grades or result in course failure.



## **Professional Behavior**

Students are expected to demonstrate and sustain an overall attitude of receptivity to all sources of personal and professional learning during the course of professional training. These attitudes and attributes will include but not be limited to the following:

1. An overall knowledge, appreciation, and acceptance of the ethical standards and guidelines for the practice of psychology and/or counseling.
2. A demonstration of and willingness to meet professional obligations in a timely and responsible manner. Students are expected to meet all deadlines as mandated by WJC and field placements. It is the students' responsibility to be cognizant of deadlines. In the event that a deadline is changed, notice will be given to all who may be affected by the change.
3. A demonstration of the capacity to work collaboratively and respectfully with others throughout all ranges of professional training experience (peers, colleagues, supervisors, patients/clients, other professionals, faculty, advisors, administrators, support staff, etc.).
4. A demonstration of and willingness to assume responsibility for learning by utilizing appropriate available resources to fulfill clinical and academic responsibilities (e.g., consultation, supervision, literature, etc.).
5. A sustained awareness of one's effectiveness and functioning in clinical and academic settings, as well as an awareness of one's personal/professional impact on others.
6. A receptivity to constructive commentary and/or criticism with a demonstration of a capacity to address such issues that may have been identified.
7. A demonstration of the capacity for perceptiveness and empathy and a growing sense of how to use these qualities effectively in the service of others or of professional role responsibilities (i.e., in both clinical and applied work as well as in general commerce within school, field, or other

work settings).

8. A demonstration of the capacity to interpret accurately and reasonably the conduct of one's self and of others.
9. Professional Attire: Students are expected to dress professionally both at the College and at their field sites. Business dress or business casual is expected at the site depending on the expectation of the facility. Business casual is the standard at the College. Professional modesty is required.
10. Cell phones, Computers, and any other audible devices: In order to maintain an academic and professional environment conducive to learning, students must turn off or silence cellular phones, audible beepers and any other audible devices during classes and in any other areas where personal boundaries need to be respected and discretion of personal communication needs to be maintained. In the event that an emergency or potential emergency requires modification of this regulation, prior arrangements should be made with faculty or other appropriate personnel.
11. Use of computers during class is at the discretion of the professor. When computers are allowed in class, they should be used exclusively for note taking and tasks directly related to the course. Social networking, shopping, and emailing is disrespectful and prohibited. Use of assistive technology is allowed if there is prior approval from ARC.
12. A demonstration of the capacity to evaluate one's self and others honestly, fairly, and sensitively (e.g., in supervision, in classroom exchanges and exercises, during A&P conferences, etc.).
13. A recognition of, appreciation of, and sensitivity to individual differences and diversity in the human experience and the relevance of such understanding for the practice of psychology.
14. A desire to provide human services and to acknowledge and address both individual and broad psychosocial issues within the scope of psychological knowledge, practice, and professional responsibility.

These guidelines constitute a basis for a domain of evaluation of all students matriculated at the college, but evaluation is not limited to these considerations.

### **Changing Advisors**

The Department Chair or designee assigns each student an academic advisor who will typically serve as the student's advisor throughout the student's academic experience. In special situations, either party may seek to initiate an advisor change without prejudice (but not without review) by contacting the Department Chair in writing. Final approval for all requested advising requests/changes rests with the appropriate academic Department Chair.

### **Social Media and Electronic Communications**

Students who use social media and other forms of electronic communication should be mindful of how their communication may be perceived by clients, colleagues, faculty, and others. As such, students should make every effort to minimize material that may be deemed inappropriate for a student in training. To this end, students should set all security settings to "private" and should avoid posting information/photos or using any language that could jeopardize their professional image. Students should consider limiting the amount of personal information posted on these sites, and should never include current or former clients as part of their social network, or include any information that might lead to the identification of a client, or compromise client confidentiality in any way.

Greetings on voicemail services and answering machines used for professional purposes should also be thoughtfully constructed. It is recommended that students not use their personal voicemail or e-mail for professional purposes. Students are reminded that, if they identify themselves as a student in training at William James College, the College has interest in how they are portrayed. If students report doing or are depicted on a website or in an email as doing

something unethical or illegal, then that information may be used by the College to determine probation or even retention.

As a preventative measure, the College advises that students approach social media carefully. Also, please become aware of the social media policies at each of your training sites.

The American Psychological Association's Social/Media/Forum Policy may be consulted for guidance: <http://www.apa.org/about/social-media-policy.aspx>.

Counseling students are bound by the American Counseling Association Code of Ethics (2014), specifically section H.6. (<http://www.counseling.org/Resources/aca-code-of-ethics.pdf>).

### **Corrective Action Notice (CAN)**

The College seeks to respond as quickly as possible to students who are having difficulties. Accordingly, instructors of students who are having difficulties either in the classroom or in the field and/or who may receive an unsatisfactory grade should file a "CAN" with the Department Chair as soon as possible. Please refer to the CAN form in the Registrar's webpage for detailed procedures.

### **Academic Credit**

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

is determined by the Curriculum Committee whenever a course is proposed or formally reviewed.

## **Grading**

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

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

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

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

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

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

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

**C** The student's work fails to meet course standards. Although aspects of the student's work may be acceptable by graduate and professional standards, the overall quality suggests inadequate preparation for more advanced work in the discipline; in courses where numerical approaches are used to determine grades; the grade of "C" is normally

inclusive of the 74 – 76 percent accuracy range (In calculating the grade-point-average, a grade of “C” is worth 2 quality points). ***Credit earned in a course for which this grade has been received may not be applied to a degree program.***

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

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

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

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

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

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

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

There are two (2) grade designations—that can be recorded on student transcripts that measure whether a student is successfully progressing through courses in a progression of a doctoral project, an academic year-long study, or a year-long sequence of field site experiences. This type of grading designation is an option that may be used and will be determined by each academic department as to when it will be used.



**NP No Credit Passing:** Not calculated into the student's GPA but required for federal Title IV financial aid SAP and shows the student is making desired progress therefore carries a value equal or greater than a "B" grade. An NP grade will never be used for the last course in a sequence. An NP grade may be changed to a grade of CR after the completion of a formal evaluation that includes the content of a course with an NP grade. (refer to SAP Policy pg. 28).

**NF No Credit Not Passing:** Not calculated into the student's GPA but required for federal Title IV financial aid SAP and shows the student is not making desired progress therefore carries a value less than a "B" grade. If a student has two sequenced courses with final grades of NF the courses must be repeated. Student will receive letter from the Registrar informing them that they are not making SAP.

There are six (6) other grade designations that can be recorded on student's official academic transcript. None of these notations carry the award of academic credit. They are as follows:

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

**I Incomplete:** Some of the course requirements were not completed within the required time frame, but an arrangement, documented on an Incomplete Grade Form, has been made at the instructor's discretion to complete all requirements by a mutually agreed upon date. The College does not automatically grant incompletes. Incompletes are always

at the option of the professor. Grades for courses in which an “I” is not removed by the end of the following semester will be converted to “WF.” (The grade of “I” is not included in calculation of the grade-point-average.) The term of an I is for 4 credits following the last day of the previous semester. An extension request with substantial extenuating circumstances can be made to the Department Chair. The Department Chair may also consult with the APSC. The student may also choose to appeal the determination to the APSC.

**NR** No Grade Required, not computed in GPA calculations.

**W** Withdrawal without Evaluation: Awarded when student withdrew from a course after the drop/add period but before the mid-point of the semester. The grade of “W” is not included in the calculation of the grade-point-average.

**WP** Withdrawal with a Record of Passing: After the midpoint of the semester or module, the grade will be entered as a WP if the student is in good academic standing in the course at the time of their departure from the course. The grade of “WP” is not included in the calculation of the grade-point-average.

**WF** Withdrawal with A Record of Failing: After the midpoint of the semester or module, the grade will be entered as a WF if the student is not meeting academic expectations in the course at the time of their departure from the course. The grade of “WF” is not included in the calculation of the grade-point-average.

## **Grade Appeals**

The academic evaluation of students and the determination of grades is a matter of faculty judgment. While a student has the right to appeal a grade, students should note that it is highly unusual in higher education for a faculty assigned grade to be overturned. In instances where a student wishes to appeal a course grade, the following procedures have been established to ensure a fair and equitable consideration of the student's concern.

1. The student is first required to confer with his/her instructor regarding the disputed grade.
2. If the dispute is not resolved between the instructor and student, the student is then required to meet with the appropriate Department Chair, at which time the student will present his/her appeal. (If the Department Chair was also the instructor who gave the disputed grade, the VPAA will appoint another core faculty member to hear the student's concern.) If the Department Chair believes there is sufficient reason to question the accuracy or legitimacy of the grade in question, he/she will have a conference with the faculty member at which time they will together examine the determination of the disputed grade.
3. After being notified of the Department Chair's decision, a student may only appeal to the APSC if the student believes that they were treated unfairly during the process. They should first notify the Department Chair of their intent to appeal, and then contact the Academic Policies and Standards Committee Chair within seven (7) business days with their formal written appeal. The APSC will contact the student within three (3) business days with a meeting date. The student may invite the academic advisor to the meeting. The APSC has a regular meeting time, which they will not alter or rearrange in order to accommodate the student or advisor. No other parties can participate in the APSC committee meeting except

the APSC members, the student and the student's advisor. In preparation for the meeting, students with documented ADA accommodations on file with the college may request assistance specific to the documented disability as it applies to the meeting with the APSC. The APSC has the authority to consult with faculty and administrative personnel, to review student work, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision. Within seven (7) business days after the meeting, the APSC will communicate their findings to the Vice President for Academic Affairs with a copy to the Department Chair. Within five (5) business days, the VPAA or designee makes the final decision and communicates it to the student, the APSC and the Department Chair. The decision is binding and there are no further avenues for appeal.

Note: If at any time in this process the original course instructor becomes unavailable, then the consideration of this appeal will revert automatically to the Program Director or the Department Chair.

### **Grievances**

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

In those instances when the matter cannot be informally resolved and the student wishes to pursue a complaint, the student must follow the following process. Within 21 days of the

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

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

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

### **Probation**

Probation is a formal warning status that represents serious concern regarding a student's academic progress and/or suitability for professional practice. While it is not noted on a student's official transcript, it does represent significant concerns regarding a student's academic functioning. Academic Probation whether automatic or department initiated can have serious Federal Financial Aid implications (refer to SAP Policy pg. 28).

### **Automatic**

Is applied by the Registrar under any of the following circumstances:

1. Student earns a grade of C+ or below, or a grade of NC in one course;
2. Student earns a grade of B- or below, or a grade of credit problematic (CP) in 2 or more academic courses. This may occur in a single semester or cumulatively;
3. Student earns a CP or NC in Field Placement;
4. Student earns a grade of NF in 2 or more semesters of the Doctoral Project sequence courses;
5. Student earns a grade of I in 3 or more courses during matriculation and includes those I grades that are resolved;
6. Student earns 2 or more grades of WF during matriculation.

In the case of automatic academic probation, the Registrar's Office will notify the student, with a copy to the Department Chair (DC), and Financial Aid Office. The terms and time frame for the lifting of probation will be determined by the DC. The DC will notify the student, Registrar and Financial Aid Office of the student's probationary conditions. In addition, the DC will notify the Registrar and the Financial Aid Office when the terms of probation have been met and probation is lifted. Any appeals of probation will be made to the Academic Policies and Standards Committee (APSC) of the faculty for its review and recommendations.

### **Department Initiated**

May also be applied in the following instances:

1. Unprofessional behavior, including, but not limited to:
  - a. Not completing registration, mandated training or documentation by the established deadline(s);

- b. Not responding to communications by college officials, faculty, staff and/or field supervisors;
- c. Conduct unbecoming to a William James College student.

2. Unethical conduct;

This conduct is referred to the Department Chair. The Department Chair then conducts a review and decides whether there are grounds to place the student on probation, or possibly recommend for dismissal based on the severity of the conduct. The Department Chair has the authority to consult with faculty and administrative personnel, to review student work and other documentary evidence, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision.

In these instances, the Department Chair will notify the student, the Registrar and Financial Aid Office. The terms and time frame for the lifting of probation will be determined by the DC. The DC will notify the student, Registrar and Financial Aid Office of the student's probationary status. The terms and time frame for the lifting of probation will be determined by the DC. The DC will notify the student, Registrar and Financial Aid Office of the student's probationary conditions. In addition, the DC will notify the Registrar and the Financial Aid Office when the terms of probation have been met and probation is lifted. Any appeals of probation will be made to the Academic Policies and Standards Committee (APSC) of the faculty for its review and recommendations.

In all cases, the Department Chair determines probationary conditions. Probation is applied for a specific time or until the conditions established for the removal of probation have been satisfied. Probation typically lasts one semester. If the probation is not resolved after one

semester, the College may allow an extension of the probation. After one semester of probation, the student must consult the Financial Aid Office regarding their eligibility to borrow funds federal student loans and loan repayment responsibilities.

### **Appeals**

After being notified of the probation status by the Registrar or by the Department Chair, a student who wishes to appeal that action should first notify the Department Chair of their intent to appeal, and then contact the Academic Policies and Standards Committee (APSC) Chair within seven (7) business days with their formal written appeal. The APSC will contact the student within three (3) business days with a meeting date. The student may invite the academic advisor to the meeting. The APSC has a regular meeting time, which they will not alter or rearrange in order to accommodate the student or advisor. No other parties can participate in the APSC committee meeting except the APSC members, the student and the student's advisor. In preparation for the meeting, students with documented Americans with Disabilities Act (ADA) accommodations on file with the college may request assistance specific to the documented disability as it applies to the meeting with the APSC.

The APSC has the authority to consult with faculty and administrative personnel, to review student work, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision. Within seven (7) business days after the meeting, the APSC will communicate their findings to the Vice President for Academic Affairs with a copy to the Department Chair. Within five (5) business days, the VPAA or designee makes the final decision and communicates it to the student, the APSC and the Department Chair. The decision is binding and there are no further avenues for appeal.



## **Dismissal**

Students who fail to fulfill the requirements of probation, or students whose academic progress is sufficiently unacceptable so as to question his/her capability to complete a program, or students whose professional or social behavior violates ethical and professional standards, are subject to dismissal.

## **Satisfactory Academic Progress (SAP) Policy**

To be eligible for Federal Student Aid (FSA) funds, students must maintain Satisfactory Academic Progress (SAP) throughout their program of study. William James College's policy for monitoring academic progress includes standards for (time-based) quantitative progress (pace of completion), as well as (grade-based) qualitative progress. These standards, though a requirement for maintaining Financial Aid eligibility are also applicable to students who are not receiving FSA funds.

Satisfactory Academic Progress is evaluated at the end of each semester (Summer, Fall, Spring). Only students who attend the Summer semester will be evaluated for SAP at the end of the Summer semester. Both the quantitative and qualitative components of SAP will be calculated and reviewed at each evaluation point which occurs at the end of each semester.

## **Quantitative Standards**

The quantitative (time-based) component of WJC's SAP Policy requires students to successfully complete a minimum number of the credits they attempted. Students must earn passing grades\* in at least 70% of their courses to maintain SAP. This pace is the rate necessary to complete each program within its specified maximum timeframe listed below.

The quantitative standard of pace is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted through the end of the semester.

### **Maximum Timeframe**

In accordance with William James College policy, degree programs must be completed within the timeframe specified below:

|  |           |
|--|-----------|
| Clinical Psychology Doctoral               | 7 Years   |
| School Psychology Doctoral                 | 8 Years   |
| School Psychology Advanced Standing Psy.D  | 6 Years   |
| Leadership Psychology Doctoral             | 6 Years   |
| MA/CAGS in School Psychology               | 4.5 Years |
| MA in Clinical Mental Health Counseling    | 4 Years   |
| MA in Organizational Psychology            | 2 Years   |
| Graduate Certificate in Executive Coaching | 1 Year    |
| MA in Applied Behavior Analysis            | 2 Years   |

*Note: Maximum Timeframe limits may be extended due to periods of leave of absence and/or extensions granted by the Department Chair through appeal. Students will be ineligible for Federal Student Loans during such extended periods of enrollment.*

### **Qualitative Standards**

The qualitative progress (grade-based) component of WJC's SAP Policy requires students to successfully maintain a minimum Quality Point Average.

Students must maintain a cumulative quality point average (CQPA) of 3.0 equal to a cumulative QPA of a B- or better at the end of each semester.

For students enrolled in courses not calculating a QPA, a student is considered not making SAP according to the guidelines below:

- Student earns a grade of C+ or below or a grade of no credit (NC) in 1 or more courses.
- Student earns a grade of B- or below or a grade of credit problematic (CP) in 2 or more courses (this may occur in a single semester or cumulatively).

- Student earns a grade of incomplete (I) in 3 or more courses (this may occur in a single semester or cumulatively, and includes those I grades that are resolved).
- Student earns a CP or NC in Field Placement.
  - Problematic grades include: CP, NC, I and grades below B
  - After the first semester any combination of more than 2 problematic grades is considered not making SAP
  - In any of the 2<sup>nd</sup> -5<sup>th</sup> semesters more than 3 problematic grades (cumulative) is considered not making SAP
  - In any of the 6<sup>th</sup>-9<sup>th</sup> semesters more than 4 problematic grades (cumulative) is considered not making SAP
- For the Doctoral Project; Student earns a grade of NF in 2 or more semesters of the Doctoral Project sequence of courses

### **Important Considerations**

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals, Incompletes and Failed courses are treated as credit hours attempted but not earned.
- Transfer credit hours that are accepted toward a student's educational program count as both attempted and completed hours.
- Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to repeat a course only once.
- When a student changes majors or pursues additional degrees, credits hours and grades that do not count toward the new major or degree will not count toward SAP. Students are only permitted to change majors two times.

- A grade of NP is a successful grade for students enrolled in the dissertation continuing project sequence PR800, PR801, PR900, PR901, PR950, PR951.
- SAP will be reevaluated in the event of new or conflicting information such as late notification of a grade change in a prior semester. New information will be used for determining that a student is meeting SAP standards, even if applied retroactively.

### **Failure to Maintain SAP**

Students not attaining the minimum requirements at the end of a semester will be placed on Financial Aid Warning for the period of one semester to be given the opportunity to meet the SAP standards. During this warning period, a student will remain eligible for \*Federal Student Aid funds however, they will be ineligible for \*\*Institutional financial assistance.

For the purposes of the Satisfactory Academic Progress policy:

*\* Federal Student Aid is defined as the Federal Direct Student Loan Program and the Federal Work Study Program.*

*\*\* Institutional assistance is defined as our Institutional Grant and Endowed Scholarship program and student employment program.*

A student who does not meet the minimum requirements for maintaining SAP for two consecutive semesters will no longer be eligible for aid. Students will be notified in writing of this change in their eligibility status.

### **Department Initiated**

The College may also dismiss a student if the student has failed to resolve the terms of probation, or is found to have engaged in unprofessional or unethical conduct. This category of dismissal is not automatic and there is not a notification from the Registrar. The student will be referred to the Department Chair by the concerned party. The Department Chair then conducts a review of the reported conduct and decides whether there are grounds to dismiss the student.

During deliberations, the Department Chair has the authority to consult with faculty and administrative personnel, to review student work and other documentary evidence, to receive and consider student submitted evidence, and to otherwise engage in additional confidential inquiry sufficient to make an informed decision. Should the evidence warrant, the Department Chair will notify the student via email of the intent to dismiss and will give the student 2 business days to present any additional information to be considered as part of the decision. If the intent to dismiss proceeds, the Department Chair consults with a second Department Chair and then makes a formal determination. The Department Chair informs the student of the dismissal decision both by email, and by USPS mail.

### **Common Reasons for Dismissal**

Common reasons for Department initiated dismissals include:

1. Failure to resolve the terms of probation;
2. Academic dishonesty including plagiarism, cheating and fabrication;
3. Violation of their discipline's Code of Ethics;
4. Unprofessional behavior with faculty, fellow students, college administrators, patients, supervisors and clinic administrators;
5. Legal difficulties that make meeting academic and training responsibilities not possible;
6. Failing to complete paperwork for a leave of absence or formal withdrawal;
7. Personal difficulties that make meeting academic and training responsibilities not possible;
8. Failure to maintain contact and regular communication with one's faculty advisor, research advisor, department chair or college official.

## **Appeals**

The student has the right to an appeal to the Academic Policy and Standards Committee. Students appealing an automatic dismissal are allowed to continue with classes and in their field placement (unless they have been dismissed from the field placement) until a final determination of dismissal is made. The student has five (5) business days from the receipt of the letter of dismissal to communicate notification of intent to appeal to the APSC. The student has ten (10) business days following communication of intent to appeal to submit a formal letter to the APSC Chair outlining their argument to overturn the dismissal along with supporting documents. The APSC will begin review of the appeal of dismissal within ten business days of receiving a formal letter of appeal. When the APSC has concluded its deliberations, the APSC Chair will forward the committee recommendation on the appeal of dismissal to the VPAA within five business days. The VPAA (or designee) will communicate within five business days a final decision on the appeal to the student, the APSC Chair, the Department Chair, and the student's academic advisor. The VPAA (or designee) makes the final determination.

## **Transfer of Credit**

Credits earned in graduate-level courses completed at another accredited institution<sup>1</sup> no more than five years prior to matriculation at William James College<sup>2</sup>, for which a grade of "B" or better<sup>3</sup> was awarded, are eligible for transfer to William James College. Said transfer credit may be applied to degree requirements subject to the following two provisions:

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<sup>1</sup> "Accredited institution" refers to any college/university that holds accreditation from an association/unit that is recognized by the Council for Higher Education Accreditation (CHEA).

<sup>2</sup> Upon the recommendation of the appropriate department chair, exceptions to the five-year limitation may be approved by the Vice President for Academic Affairs.

<sup>3</sup> The grade of "B-" is less than "B" and not eligible for transfer. Credit for coursework in which a traditional letter grade is not recorded will not be considered for transfer unless the student can present compelling evidence that recorded grades are at least equivalent to "B" quality.

- No more than 20 percent of the total credits comprising a student's degree program may be satisfied through transfer credit; however, various degree programs may establish policies that further govern transfer of credit. Please refer to the specific handbook of your degree program for information.
- The determination of the actual acceptance and applicability of potentially eligible transfer credit is the responsibility of the appropriate Department Chair. This determination is not subject to appeal.
- Transferred credits are counted as both attempted and earned credits for pace purposes in reviewing Satisfactory Academic Progress (SAP) (refer to SAP policy pg. 28).

### **Procedure**

- Students must submit a Transfer of Credit Petition (available on the William James College [website](#)), course descriptions, and syllabi for each course to be considered for Transfer of Credit.
- An Official Transcript from the institution at which the course was taken will be required if one is not on file in the student's Academic file.
- Transfer of Credit requests must be submitted to the Registrar prior to the start of their first semester. Transfer of Credit Petition request will not be accepted after the 1<sup>st</sup> year of student's matriculation. Requests will be evaluated by Department Chair or designee.

### **Credits Earned at WJC prior to Matriculation**

Students who have taken up to 4 courses as a non-matriculated student within the last five years and obtained a letter grade of B or above, may apply all of these credits to the degree program in which the courses were taken. In addition:

Various degree programs in the college may establish policies that further limit the acceptability and application of transfer credit.

1. The determination of the acceptance and applicability of potentially eligible transfer credit is the responsibility of the appropriate Department Chair.

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

A student may apply graduate credits earned at another institution subsequent to matriculation, only with the prior approval of the appropriate Department Chair. Credits earned in this status are subject to the limitation on total transfer credit described in the section, transfer of credits policies under the Policies and Consumer Information section.

### **Advanced Standing Credit**

A program may grant advanced standing credit to applicants who have completed, or will have completed upon matriculation, a degree program that is substantially equivalent to a degree program that is a required prerequisite to the terminal degree for which the applicant is applying. Advanced standing credit is distinct from transfer of credit, and is subject to separate and independent conditions and credit limits. Please refer to your degree program handbook for policies and procedures.

### **Curricular Waivers**

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



## **Substitution of Course Requirements**

On rare occasions, in consideration of a student's prior academic experience, a Department Chair may substitute one or more required courses, and then designate a suitable curriculum replacement(s) or allow for electives to allow the student to make up the credit requirements. However, in no case shall the substitutions constitute a reduction in the number of overall credits required for a degree program. The decision to grant substitutions is an exercise of the discretion of the Department Chair and is not subject to appeal. The Department Chair will notify the Registrar of any such course substitution arrangements.

## **Allowance (Financial) for Students Pursuing an APA Doctoral Internship**

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

- the student's APA interview schedule must be approved by the Department Chair or designee;
- the student must then submit the approved schedule to the financial aid office; and
- upon completion of the APA interview, student must submit transportation and hotel receipts to the financial aid office. Upon approval, the student's COA will then be raised to accommodate these expenses.

Please note that the College will increase the COA to cover "reasonable" transportation and hotel costs. It is understood to mean that the student, if traveling by air or rail, will be reimbursed for the "coach" fare and a reasonable hotel would be considered a "moderate" hotel within the surrounding area and for the duration of the interview process only(refer to pg. 159).

## **Administrative Academic Policies**

### **Disclosure of Educational Records**

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

### **Holds: Academic and Administrative**

Holds may be placed on student records for a variety of reasons such as delinquent accounts and violations of academic or administrative policy. When the College places a "hold" on a student's record, he/she is not eligible to receive or participate in many college services. These may include, but are not limited to: printed academic information, registering for classes, being blocked from attending a course which the student has registered for but which has not yet started, qualifying for college aid, library access, receiving a diploma, etc. If a student owes the college money or has not returned college property that has financial value or has not completed the required "Exit Counseling" (refer to Exit Counseling pg. 163) the student will not be allowed to obtain an official academic transcript.

### **Completion of Admission Record**

New students are required to submit a copy of their official academic transcript(s) indicating the successful completion of their prior degree(s) to the Registrar's Office. This document should be submitted at the latest before checking in for the first day of orientation.

## **Course Registration**

The College's procedures for class registration are published well in advance of the registration period for each semester/term. (New incoming students will be registered by their academic department or the Registrar's Office. The academic departments will make the determination.) Each year's registration requires advisor approval via SSIG, the WJC platform for registration and grading.

Students are advised of the following general registration policies:

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

### **Course Drop/Add**

The drop/ add period begins on the first day of registration and ends on the date published by the Registrar in the Academic Calendar. The dropping/adding of courses after the registration period is closed, must be requested by a form located on the Registrar's Office web page.

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

The online registration system allows for students to be placed on a waitlist for courses. Please be advised that there are no guarantees that a student will be admitted to a course section in which they are waitlisted, nor will a waitlisted course count towards your enrollment status for financial aid or enrollment status. If an opening arises, you will receive an email, please respond immediately. Please note that there may be other students on the waiting list. Legitimate special considerations may only be made by the appropriate department chair of the course. Instructors do not manage the waitlist for their courses.

### **Withdrawal from a Course**

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

### **Auditing a Course**

Any matriculated or non-matriculated student who wishes to audit a course must complete a "Request to Audit" form (available from the Registrar's Office web page) and obtain

permission of the appropriate Department Chair and the course instructor. While audited courses are noted on the student's transcript, no grade is received and no credit is awarded. Please note that audited courses are billed at 50% of the course tuition.

### **Failure to Register**

Current students who fail to register for the next required semester, will be dismissed at the end of the next semester add/drop period. Continuous enrollment is required.

### **Student Evaluation of Courses and Instructors**

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

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

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

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

### **Administrative Academic Policies that Deal with Stages of Enrollment**

#### **Enrollment Status Measurement**

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

- 9.00 or more contact hours = full-time enrollment status.
- Less than 9.00 contact hours but at least 6.75 contact hours =  $\frac{3}{4}$  enrollment time.
- Less than 6.75 contact hours but at least 4.50 contact hours = half-time enrollment.
- Less than 4.5 contact hours is less than half-time enrollment and does not qualify for federal financial aid.

Contact hours are initially recommended by academic departments when new courses are requested through the Curriculum Committee. The CC will review the suggested contact hours

but final approval will rest with the VPAA. In the majority of academic courses offered the academic credit hours match the contact hours.

### **Leave of Absence**

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

An academic approved Leave of Absence is **not the same as a Leave of Absence for Federal Student Aid Determinations.** There are strict Federal Requirements for a student to be considered on a Leave of Absence (LOA) by the Federal Government. For this reason, a student is rarely allowed an LOA for federal loan purposes. Please contact the Financial Aid office to see how an academic approved Academic Leave of Absence will affect your current loans and your ability to receive financial aid in the future.

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

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

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

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

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

### **Medical Leave Policies**

#### ***Parental***

A matriculated student who is expecting a child or is anticipating the adoption of a child should meet with their Department Chair as soon as possible to develop an academic plan. The academic plan may include accommodations to ensure program requirements are met including



academic competencies and field placement hours. The student must submit medical or other supporting documentation.

### ***Voluntary Medical***

The College understands that students may experience medical or mental health situations that may significantly impair their ability to function successfully or safely as students. In such situations, students may request a Voluntary Medical Leave of Absence. The goal of a Voluntary Medical Leave of Absence is to afford students time to receive treatment for their medical condition and thereby allow the student to return to the College with an increased opportunity for success. The College will assist a student who is deciding whether to take a Voluntary Medical Leave of Absence and advise the student about the steps necessary for a successful return.

A student's request for a Voluntary Medical Leave of Absence must be submitted in writing to the appropriate Department Chair. In consultation with the student, the College uses a flexible and individualized process in reviewing a request for a Voluntary Medical Leave of Absence. The Department Chair or her designee will evaluate the request for medical leave and any reinstatement, re-enrollment plans in consultation with the Dean of Students and other appropriate College personnel. Depending on the circumstances, an individualized risk assessment may be conducted as part of this consultative process. Medical leave determinations shall proceed as quickly as possible to allow a student experiencing difficulties to receive the support they need.

The Department Chair or her designee will make a determination regarding whether the request qualifies for a medical leave, and if applicable, for subsequent return subject to certain conditions. Any specific return conditions in addition to those outlined below will be

incorporated into a written agreement with the student. The Department Chair or her designee will notify the student in writing of the decision. If a student's request for leave is denied, the student will be advised of the decision in writing, and the student may appeal that decision to the Vice President for Academic Affairs.

Note: The College reserves the right to require an Involuntary Medical Leave of Absence (as described below) if it determines that a student's continued enrollment would create a significant risk to the health and safety of any student or community member.

Students who are absent for one or more semesters without officially taking a Voluntary Medical Leave of Absence jeopardize their privilege to return; mere absence from class does not reduce financial obligations or guarantee that final grades will not be recorded.

A Voluntary Medical Leave of Absence, if approved, is effective on the day the Department Chair notifies the student of its approval. Tuition and fees are canceled in accordance with the College's refund schedule.

The Office of the Dean of Students will maintain all medical documentation related to medical leave determinations, but may share such documentation with others within the College with whom the Office consults, on a need-to-know basis and consistent with applicable law.

### **Involuntary Medical**

At times, students may experience needs that exceed the College's resources. In such circumstances the student will be advised to consider a Voluntary Medical Leave of Absence. If the student declines a voluntary leave, the college may place the student on an Involuntary Medical Leave of absence in situations where: (1) the student is unable or unwilling to carry out substantial self-care obligations; (2) the student has health needs requiring a level of care that exceeds what the college can appropriately provide; (3) the student presents a substantial risk of

seriously affecting the health or well-being of any student or other member of the community; (4) safety is seriously threatened by the student; (5) the student creates any other conditions disruptive to the college community.

Under such circumstances, and if Department Chair or her designee believes that an evaluation will facilitate an informed decision, the Department Chair may require, at the College expense an evaluation of the students behavior and any relevant physical/mental conditions by an appropriate neutral provider designated by the college. The student will be offered a reasonable opportunity to address the evidence and to provide additional information relevant to the College's evaluation, including information from student's treatment provider(s). A student who fails or refuses to undertake a requested evaluation may not be permitted to return to the College as determined at the discretion of the Department Chair or her designee.

Following a review of the best available relevant information, including available current medical information, and in consultation with other College officials as the situation requires, the Department Chair or her designee will determine whether to impose an Involuntary Medical Leave of Absence. Leave determinations shall proceed as quickly as possible to allow a student experiencing difficulties to receive the support he or she needs.

If an Involuntary Medical Leave of Absence is imposed, the College will provide the student written notice of the decision, including the beginning date and notification of any conditions that must be satisfied in order to return to the College in addition to those outlined below. Any such conditions for return will be determined by the College on an individualized basis and will be documented in the Involuntary Medical Leave of Absence notification. During the duration of the Involuntary Medical Leave of Absence, the student may visit the College only with the prior written authorization from the Dean of Students.

If an Involuntary Medical Leave of Absence is not imposed, the College will provide written notice of that decision.

The Office of the Dean of Students will maintain all medical documentation related to medical leave determinations, but may share such documentation with others within the College with whom the Office consults, on a need-to-know basis and consistent with applicable law.

### **Return from Medical Leave of Absence**

A student seeking to return to the College after a Voluntary or Involuntary Medical Leave of Absence must demonstrate that their health permits the successful completion of his or her program. In accordance with federal financial aid requirements and depending on whether the length of the leave of absence exceeds 180 days, a student may be reinstated to the College.

For either reinstatement or re-enrollment following a medical leave of absence, the College will require the student's health care provider to affirm in writing the student's readiness to return and supply suggestions for support and modifications to facilitate the student's academic success upon return to the College. The College has created a Readiness to Return Form that students should bring to their care provider to help facilitate a conversation regarding planning for return.

If a student fails or refuses to supply the College with written documentation from his or her health care provider at the College's request, the College may require, at the College's expense, the student to undergo an additional individualized assessment to make a determination regarding the student's readiness for return.

Additionally, students wishing to return following a medical leave must satisfy any specific return conditions established at the time of the granting or imposition of the leave. In reviewing requests for return from medical leave, the College looks for evidence that the issues

that led to the request for leave or imposition of leave have been addressed. Specifically, the student must show that he or she has maintained stability and demonstrated follow through with treatment for a sufficient period of time to enable the student to be a successful student. Additionally, evidence of productive functioning (i.e., employment, volunteering, etc.) is looked upon favorably.

The decision whether to permit a student to return to the College is within the sole discretion of the College. Students must be cleared by the Department Chair, in consultation with the Dean of Students prior to the first day of class for the semester in which the student wishes to return. It is incumbent upon the student to contact the Department Chair at least thirty (30) business days prior to the start of the semester to begin the process of being cleared to return.

A student may appeal any decision concerning reinstatement or re-enrollment to the Vice President for Academic Affairs.

If a student is permitted to return following a medical withdrawal, the student must meet with the Department Chair of his or her program prior to attending any classes. The student is also responsible for coordinating his or her return to the College with the Office of the Dean of Students, the Academic Resource Center, the Office of Financial Aid and the Registrar's Office, and any other College office as might be necessary. A student must also resolve any outstanding Code of Conduct or disciplinary issues prior to their or her return.

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

The following conditions are necessary for any currently enrolled student to be certified as being in good standing: (1) The student must be free of any currently applied official academic probationary or warning status; (2) The student may not be in any official probationary

or warning status related to professional or social behavior; and (3) The student may not be delinquent in financial obligations to the college.

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

### **Readmission of Dismissed Students**

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

### **Readmission of Former Students**

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

If a student has withdrawn from the college in good academic and professional standing and chooses to reapply to their program, the student will need to schedule an appointment with the department chair to discuss resuming their matriculation. In most cases, an individual plan for re-entry can be constructed.

A student who withdrew from William James College due to unsatisfactory academic progress has the option to re-apply to the college. Lack of satisfactory academic progress may be due to academic performance, performance in their field education or to professional behavior. If

a student chooses to re-apply, they must include in their formal application essay, a serious reflection on what had occurred that entailed withdrawal and what changes and factors would now predict a much improved and satisfactory performance across all domains of their graduate school education. While their former academic department will thoroughly review their application, there is no guarantee of re-admission.

If written materials warrant, the Department Chair will invite the applicant for an interview in order to elaborate on specific components of the application, as well as his/her previous and interim experiences.

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

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

### **Withdrawal**

Students may withdraw from the College at any date by submitting a completed Full Withdrawal Form located on the Registrar's Office web page. Be aware that there may be financial aid implications for Federal Student Loan borrowers who withdraw (refer to pg. 115).

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

academic advisor or the chair of their academic department to plan out their continued road map for registration of courses that are needed to complete their degree program. Please refer to Refund Policy for withdrawals under Policies and Consumer Information (refer to pg.115).

If a student withdraws with no intention of returning, then decides otherwise at a later date, they must reapply through the admissions office and complete a “new” application.

## **Graduation**

Graduation applications are due in the semester prior to the last semester of enrollment to complete a degree program. Please check the Registrar’s Calendar for the due date. Students who have completed all their academic requirements, within 14 days after the last day of spring semester, are eligible to participate in June graduation ceremonies. Students have until the Friday before graduation to complete their Field education required hours. Students who meet all other academic requirements and who remain in their field education sites beyond this extended two week period are eligible for degree conferral at the end of the summer. Information regarding graduation fees can be found online: <http://www.williamjames.edu/admissions/tuition-and-aid/fees-and-charges.cfm>.

Students in the doctoral Clinical Psychology program who are at extended APA internships concluding in June or August may participate in the June graduation ceremony and then receive their degree at the end of the summer. These students must meet the following requirements:

- Completed all their coursework.
- Submitted an accepted doctoral project.
- Successfully presented their colloquium within two weeks of the conclusion of the spring semester.



- The only remaining requirement must be the successful conclusion of their field education training.

Students who are in the doctoral School Psychology program may participate in the June graduation ceremonies and receive their diploma at the end of the summer if they meet the following requirements:

- The student must have completed all academic requirements including their coursework.
- Submission of their accepted doctoral project.
- Successful presentation of their colloquium within two weeks of the conclusion of the spring semester.
- The only remaining requirement must be the successful conclusion of their field education training

Degree Conferral Dates:

|                 |  |
|-----------------|--|
| Spring Semester | Graduation Ceremony – First Sunday in June         |
| Summer Session  | August 31 <sup>st</sup>                            |
| Fall Semester   | The Friday before the start of the spring semester |

### **Transcript Requests**

Transcripts can be ordered online through the National Student Clearinghouse. William James College charges \$5 for transcripts, plus any Clearinghouse processing fees. Order updates are available via mobile text messages and will also be emailed to you. You can track your order online using your email address and cell phone number.

To request an official academic transcript go

to: <https://secure.studentclearinghouse.org/tsorder/schoolwelcome?FICECode=02163600>

NOTE: Electronic transcript delivery is not available to those who graduated prior to 2006, or to Forest Institute students prior to 2015. In this case, you can request *official paper transcripts through the Clearinghouse*.

## **Office of Research Policies, and Procedures**

The values of research, scholarship and evidence based practice are central to William James College. To support these values, the Office of Research has developed policies to foster the execution of responsible and ethical research. All investigators (faculty, staff, professionals and students) must comply with these policies while conducting research at William James College, or while affiliated with William James College.

The Office of Research policies and procedures consist of five different areas:

1. The William James College Institutional Review Board (IRB)
2. Research Participant Recruitment (extramural and intramural)
3. Institutional Research Requests
4. Institutional Data Requests
5. Review and Approval of Sponsored Program Proposals

### **1. The William James College Institutional Review Board (IRB)**

#### ***Review, Approval and Oversight of Research***

The Institutional Review Board (IRB) (sometimes referred to as a Human Subjects Committee, or Human Research Committee), is the institutional group charged by William James College with the responsibility and authority to review and approve all human subjects research conducted by or with members of the William James College community prior to beginning any research-related activities.

First, the IRB evaluates each protocol to determine the level of review that will be required. Does a proposed activity constitute “research?” If it is “research,” does it involve “human subjects?” If it is “research involving human subjects,” does it qualify for exemption from IRB review? If it’s not exempt, does it qualify for expedited review? Or, will it require full IRB

review? All these determinations are based on a highly codified set of ethical and legal considerations, all with the intent of minimizing the risks associated with research participation and ensuring that those risks are offset by potential benefits to be derived from the research. These determinations are made within a context that respects the rights of individual participants to make informed choices in deciding whether or not to participate in a specific research project.

Regardless of the type of research undertaken, all research protocols must go through the IRB. The IRB application for review can be found at [IRB Protocol Review](#) on MyCampus. All key personnel (Principal Investigator and co-investigators) must have successfully completed the C.I.T.I. Human Subjects certification (or its approved equivalent – see following sections) prior to IRB review. In addition to the protocol review application, the investigator must submit all materials used in the research as well as signed Conflict of Interest form(s). Once an individual has submitted all the required documents, the IRB determines which level of review is required for each project (exempt, expedited, or full). The IRB bases these determinations on the federal regulations for conducting research.

William James College has a Federalwide Assurance (FWA #00017733) that has been approved by, and is on file with, the U.S. Department of Health and Human Services (HHS) Office of Human Research Protections (OHRP). The FWA is included as an appendix to this Handbook and is incorporated in its entirety into this policy and procedures statement. The FWA provides federally compliant and approved written procedures which the IRB follows for:

1. conducting its initial review of research;
2. conducting its continuing review of research;
3. reporting its findings and actions to investigators and the institution;
4. determining which projects require review more often than annually;

5. determining which projects need verification from sources other than the investigators that no material changes have occurred since previous IRB review;
6. ensuring prompt reporting to the IRB of proposed changes in a research activity, and for ensuring that such changes in approved research, during the period for which IRB approval has already been given, may not be initiated without IRB review and approval except when necessary to eliminate apparent immediate hazards to the subject; and
7. ensuring prompt reporting to the IRB, appropriate institutional officials, and Department or Agency head, and OHRP of: (a) any unanticipated problems involving risks to subjects or others; (b) any serious or continuing noncompliance with federal regulations or the requirement or determinations of the IRB; and (c) any suspension or termination of IRB approval.

Research protocols that are exempt (see qualifiers on [HHS website](#) or on [IRB Protocol Review](#) application) do not require *formal* IRB review, but must be submitted for an IRB *administrative* review. This ensures all documentation is correct and the project meets federal regulatory standards. Protocols eligible for expedited review (again, see HHS website or IRB protocol review application) are assigned to one or more IRB members for review and feedback. Those projects designated as expedited will be given feedback for the investigator to address and resubmit for approval. For research involving more than minimal risk to participants, or involving protected vulnerable populations, a Full review is required. Convened IRB meetings take place on an “as needed” basis as projects arise. Please note the IRB review process is an iterative one, sometimes requiring multiple reviews or resubmissions before final approval is granted.

### ***Continuing Review of Approved Protocols***

All protocols that have been approved by William James College's IRB are subject to continuing review and oversight. Typically, protocols that are reviewed will be granted approval for a period not to exceed one year from the date that the original protocol was approved (subject to the usual conditions concerning adverse events and / or procedural errors). Please note that research that involves significant risk may be approved for periods less than one year (e.g., six months). Two weeks prior to the protocol's expiration date, the investigator must submit a [Continuing Review Application](#) to the IRB. If the active IRB approval lapses, all research activities must cease until the continuing review application has been reviewed and approved. Conducting research activities under a lapsed protocol constitutes serious legal and ethical misconduct.

### ***Data Retention Policy***

After an investigator has completed collecting, analyzing and reporting, research data must be retained and maintained securely for a period of at least 5 years. If the data includes personally identifiable information (PII), the data must be securely stored as described in the original IRB-approved protocol.

Personally identifiable information (PII) is — “any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.”<sup>4</sup>

Examples of PII include, but are not limited to:

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<sup>4</sup> [Source: GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>]

- Name, such as full name, maiden name, mother's maiden name, or alias.
- Personal identification number, such as social security number (SSN), passport number, driver's license number, tax payer identification number, or financial account or credit card number.
- Address information, such as street address or email address.
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry).
- Information about an individual that is linked or linkable to one of the above (e.g., date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information).<sup>5</sup>

This policy was created to ensure proper maintenance, retention and protection of confidential data. Each investigator has the responsibility of maintaining their raw data for a period of at least five years. Should a breach of confidentiality reasonably place the participant at risk, the raw data must be maintained securely (password protected and encrypted).

This risk is outlined in the Code of Federal Regulations 45CFR§46.101(b)(2):

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:

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<sup>5</sup> [Source: Nat'l Inst of Standards & Technology, U.S. Dept of Commerce, *Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)*, <http://csrc.nist.gov/publications/nistpubs/800-122/sp800-122.pdf>]

- (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
- (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

However, if the risk is greater, the IRB may waive or modify the data retention/maintenance policy in the interest of human subject protections. For example, the researcher may be asked to maintain de-identified (sanitized) data records, records from which any personally identifiable information (PII) has been removed or redacted. This information, when sanitized, can be kept indefinitely. Any data that can be linked to individual respondents should be destroyed after a period of five years, consistent with American Psychological Association (APA) recommendations. According to the APA Publication Manual (6th ed., 2009):

Authors are expected to retain raw information for a minimum of five years after publication of the research. Other information related to the research (e.g., instructions, treatment manuals, software, details of procedures, code for mathematical models reported in journal articles) should be kept for the same period; such information is necessary if others are to attempt replication and should be provided to qualified researchers on request.

After 5 years, personally identifiable data must be destroyed using a secure, verifiable process or de-identified (stripped of unique identifiers that would permit linking the data to the individual participant). De-identified datasets (datasets that contain no PII) may be retained indefinitely.

### ***Human Subjects Certification***



In addition to review, approval and oversight of research activity, the IRB is also charged with assuring that all key personnel involved in research have the necessary knowledge base to engage in these activities. To this end, William James College maintains a subscription with the Collaborative Institutional Training Initiative (CITI) Program, one of the nation's leading resources for research ethics education. CITI provides an extensive array of learning modules designed to cover different research disciplines and practitioners. Consistent with the needs of various William James College programs, William James College's Office of Research has selected the required and optional modules that must be completed by all members of the William James College community who will have key roles in the planning, implementation, and/or oversight of research. This includes all students who will be conducting human subjects research (whether as part of their own research or on someone else's), all faculty who will be conducting human subjects research and/or who supervise student research as principal investigators or chairs, and all other members of the William James College community who may be actively involved in research (e.g., research assistants, administrative assistants involved in data entry, transcription, filing, etc.).

To be certified, an individual must log onto the CITI website <https://www.citiprogram.org>. New users must register. Please use your William James College email name format (i.e., firstname\_lastname) and then log into William James College's protected CITI site. Once you've entered the site, you will be instructed to select the curriculum appropriate to your learner group. Except as indicated below, most faculty, students and staff involved in research should identify themselves as "Social & Behavioral Research Investigators" in response to Question 1. Those working in health psychology and/or engaged in the conduct of biomedical research should select that group. A third learner group is designed for "students conducting no more than

minimal risk research,” and is appropriate for students collecting data for in-class projects, typically associated with a research course. There is a section on Good Clinical Practice, as well as one that deals with “Health Information Privacy & Security.” The curriculum is tailored to your role and needs, and assembles the modules that must be successfully completed to receive certification.

Each module concludes with an online quiz. Your scores will be automatically shared with the Office of Research at William James College, which will monitor all members of the William James College community’s IRB certification.

Please be advised that depending on your prior familiarity with the material, your role (e.g., student, faculty, staff), and your own learning style, completing the certification may take 3-4 hours total, or more. You may choose to tackle only 1 or 2 modules at a time. Record of your successful completion will be accumulated in the institutional grade book that CITI maintains.

Also note that IRB certification has a continuing education component. Within 3 years of receiving your initial certification, for those of you still affiliated with William James College, you will be required to successfully complete a Stage 2: Refresher Course that consists of 5 refresher modules. Based on the CITI Program’s recommendations, the William James College Office of Research has selected modules that are salient to the types of research being conducted at William James College and likely to be pursued by its faculty and its graduates. There is some flexibility in terms of optional modules that may be pursued depending upon specific interests and needs. For example, a module on working with incarcerated individuals may be relevant to faculty and students working in William James College’s forensics programs, but may not be of particular interest or relevance to other members of the community.

### ***Conflict of Interest***

In conjunction with ensuring all investigators have the knowledge base needed to conduct research, the IRB requires notification of any possible conflicts of interest that researchers may have with their investigation. It is essential to assure the continued confidence of the public in their judgment of research investigators, and in the dedication of research institutions to the integrity of their research. In this regard, the IRB requires a [\*Conflict of Interest Form\*](#) for each investigator / subinvestigator who is directly involved with research involving human subjects in the covered protocol. The strength of this assurance is based on the assumption that scholars are honest and conduct their research with the highest standards and integrity.

This policy is intended to serve human subjects research. This policy is not intended to eliminate all situations of conflict of interest, but rather to enable individuals to recognize situations that may be subject to question and resolve them so as to avoid conflicts of interest. Thus an integral part of the policy is disclosure whereby individuals regularly review their professional activities.

Individuals directly involved in the conduct, design, or reporting of research involving human subjects should not have more than a minimal personal financial interest in an institution that sponsors the research or owns the technology being studied. A conflict of interest arises when a researcher is or may be in a position to put his or her own interest before the best interests of research subjects. Conflicts involving the IRB itself or conflicts involving the institution must be managed. In order to manage such conflicts, the IRB must be informed of potential conflicts of interest. Researchers submitting protocols using human subjects must disclose all interests that may be perceived as a conflict with the best interest of the subject in order for the research to be considered for approval.

Based on the information submitted by the researcher for review, the IRB may determine that:

1. No conflict exists, or
2. A conflict exists and must be disclosed to the subjects in the informed consent statement, or
3. A conflict exists and the researcher must resolve the conflict before the research can be approved.

*Examples of Reportable and Non-Reportable Activities for Conflict of Interest*

1. Non-Reportable Activities

The following activities and relationships do not need to be reported and do not represent a conflict of interest because they have been generally accepted practices and do not violate fundamental ethical principles.

- a. Receiving royalties for published scholarly works and other writings.
  - b. Accepting honoraria for commissioned papers and occasional lectures.
  - c. Receiving payment for reasonable travel and lodging expenses related to presentations of scholarly work or to a person's academic endeavor.
  - d. Investing in mutual funds.
  - e. Payments for clinical research to an approved practice corporation or to a department fund for salary or other expenses of conducting clinical trials.
2. Reportable Activities
- a. Conducting research in applied and/or clinical research on a technology developed by the investigator or a member of his/her immediate family (spouse, children, parent, in-laws, siblings).

- b. Conducting research in applied and/or clinical research on a technology developed by a faculty member or other employees of the institution.
- c. The financial relationship of an investigator or his/her immediate family member with the sponsor of his/her research (acting as scientific advisor or consultant, or receiving honoraria exceeding \$5,000 annually, or acting as director or other executive).
- d. Conducting applied and/or clinical research on a technology owned by a business in which the investigator or a member of his/her immediate family holds 5% or more of the outstanding stock or stock options.
- e. Conducting applied and/or clinical research on a technology owned by a business in which another faculty member or other employee of the institution holds 5% or more of the outstanding stock or stock options.
- f. Conducting applied and/or clinical research on a technology owned by a business in which another faculty member or other employee of the institution holds a position of senior management officer, or director of the company.
- g. Receiving royalties under institutional royalty-sharing policies from marketing the drug, device or procedures that is the subject of the research.
- h. Receiving payments directly from the sponsor, rather than through the University or an approved practice corporation, for recruiting subjects.

## **2. Research Participant Recruitment**

### ***Extramural Requests***

William James College frequently receives requests to recruit community members to participate in survey or other types of research. We are committed to research and evaluation

activities that can provide insight into and advance psychological theory, practice, education, research and policy. To expedite the process, to manage potential risks associated with proposed research, and to keep the burden on the William James College community manageable, all requests for research participation must comply with the School's policy.

Any external individual or organizational entity not affiliated with William James College who seeks to recruit research participants through William James College must submit an application to William James College's Office of Research for review and approval. William James College will only consider requests for participation that have been reviewed for use by a federally certified Institutional Review Board (IRB). To be eligible, the proposed research protocol will have been determined by the applicant's IRB-of-record to be (1) exempt from federal policy according to federal statute; or (2) approved for use through an expedited review procedure; or (3) approved for use through full IRB review. Documentation of IRB review and approval must be provided as an attached document.

Each applicant must complete an [Extramural Research Recruitment Request Form](#) on Qualtrics.com. Once a complete application has been submitted, William James College's Office of Research will review the request within 10 business days, and send an email with the resulting decision to the address provided by the applicant. If approved, the recruitment request will be posted on the Office of Research website page that has been set up for that purpose which can be found [here](#) [it may also be posted on the Community Bulletin Board that may be established for that purpose]. An abbreviated title and brief description will be included in the list of approved intramural and extramural research recruitment requests that are sent out periodically to members of the William James College community.

Any follow-up requests or modifications must be sent to the Office of Research prior to implementation. It will be the responsibility of the applicant to notify William James College's Office of Research of any Adverse Events that may occur using the protocol (regardless of where the participant was recruited), as well as any proposed modifications in the research protocol, as these may affect our decision for local permission.

William James College reserves the right to reject requests that are judged not to be in the best interest of the individual respondents, the institution, and/or the profession.

### ***Intramural Requests***

Members of the William James College community (primarily students and faculty) may be interested to recruit research participants through other members of our community, either directly or indirectly by requesting that recipients share or forward the request to others with whom they might be familiar or connected. We are committed to research and evaluation activities that can provide insight into and advance psychological theory, practice, education, research and policy and we wish to support members of our community who actively engage in this pursuit. To keep the burden on the community manageable, students and faculty may not use William James College email or email lists to recruit research participants from within the William James College community. Intramural requests for research participation may be posted on the Community Bulletin Board that has been set up for that purpose. Electronic and/or hard copy posts on physical bulletin boards are both permitted. All intramural recruitment requests must be for protocols that have been reviewed and approved for use by William James College's IRB prior to their posting.

Students and faculty are also encouraged to submit an [Intramural Research Recruitment Request Form](#) to the Office of Research. This is a much shorter form than that required for

extramural requests. Once received, the recruitment request will be posted on the Office of Research [website](#) page that has been set up for that purpose, and an abbreviated title and brief description will be included in the list of approved intramural and extramural research recruitment requests that are sent out periodically to members of the William James College community.

### **3. Institutional Research Requests (primarily for Administrators & Staff)**

As a growing institution, it is increasingly important to ensure that decisions are based on sound quantitative and qualitative evidence. The Office of Research may be called upon to complete research to demonstrate that William James College is accomplishing its stated mission, that there is ongoing improvement and that our students are successful (among other institutional goals). Through self-studies, the Office of Research uses institutional data to assist in program improvement, institutional planning and policy development.

Any individual or organizational entity seeking to request institutional research must submit a request to the William James College's Office of Research for review and approval. A "research request" is defined as any individual, committee or William James College affiliate who seeks to gain institutional knowledge of William James College. This knowledge must be generalizable to the community and useful in informing William James College decisions. Requests will be reviewed and given priority based on the availability of the Office of Research to complete or supervise the proposed self-study.

The Office of Research will provide an initial response to research requests within 5 business days. Specific research requests may take longer depending upon the research project sought and the degree to which reporting may need customization. Estimated time to completion will accompany the initial response.



#### 4. Institutional Data Requests

William James College maintains several internal databases and frequently receives requests for data and reports from them. To expedite the process of data requests; to manage potential risks associated with data sharing; to ensure federal compliance (FERPA, HIPAA, other); to track how these data are intended to be used; and to provide accurate, timely and efficient access to appropriate information, all data requests must comply with the School's policy.

Any individual or organizational entity seeking to request data from any database managed by William James College must submit a request to William James College's Office of Research for review and approval (using the [\*Data Request Policy Form\*](#)). The Office of Research will provide an initial response to requests within 5 business days. Specific data reports may take longer depending upon the data sought and the degree to which reporting may need customization. Estimated time to completion will accompany the initial response.

Unless otherwise permitted for internal administrative use, all shared data will be purged of unique identifiers. Recipients of all data must agree to be bound by the appropriate use, maintenance, confidentiality, and reporting restrictions accompanying data release.

The appropriate use policy includes the following data security guidelines. Data maintained by William James College contain personal information about individuals. This information is protected by the Federal law known as the Family Educational Rights and Privacy Act of 1974 (see [FERPA](#)). To protect the confidentiality of this information, the following guidelines are in place and required of everyone who accesses William James College data:

- FERPA training is required of all persons accessing confidential William James College data. William James College has resources and options through our subscription to CITI

for training. Researchers must provide proof of the completion of FERPA training before they can be granted access to William James College data.

- A [Confidentiality Agreement](#) must be signed and renewed annually for a researcher to gain access to William James College data. Your signature on the Confidentiality Agreement acknowledges that you have read and understand the terms of the agreement. Your signature also confirms that you agree to comply with the terms of these documents. Please direct any questions concerning data security to the Assistant Director for Institutional Research of the William James College Office of Research.
- William James College data to be used for research purposes may be used only for research projects that have been specifically approved by the William James College IRB.
- Permission to use William James College data is granted for a fixed amount of time and may be renewed as needed at the discretion of the Associate Vice President for Research. Permission may be revoked at any time. Immediate termination of access will result in cases where there is significant risk of unauthorized disclosure of confidential information or violation of security guidelines.
- Research results must be reported in a manner that does not enable audiences to learn about individual persons in the data. For example, groups for which aggregate statistical summaries are presented must include at least five persons.
- All research products (reports, summaries, presentations, proposals, etc.) that reference, contain, or are based on William James College data must be FERPA-compliant. All such products must be submitted for review and approval for release.

- Prior to review and approval for release, all data must physically and electronically reside within the William James College IT system. William James College data files, working data sets, summary data, and individual records may not be removed from William James College in any form, including printed copies. All data processing of the William James College data must take place within the William James College's controlled system environment.
- Each research project is assigned a working directory that is shared by all researchers working on that project. In addition, individual researchers are granted access to a workspace and directory for their own use. All researchers working on a project should work primarily in the shared project directory, storing all work there and organizing it as they see fit through the creation of subdirectories, etc.
- Researchers are to provide the William James College Office of Research with regular updates regarding progress and changes to their projects. This includes, but is not limited to, changes and extensions to the research hypotheses and project personnel. Any extension of research that can be reasonably interpreted as a new research project requires approval from the Office for Research and execution of a new Confidentiality Agreement.

To fulfill its responsibilities, William James College may periodically ask for information related to ongoing research projects. Timely response to these requests is a condition for continued access to William James College data.

## **5. Review and Approval of Sponsored Program Proposals**

All formal proposals submitted to external sources with the intent of procuring funds through some form of binding agreement between that source and William James College, must

be reviewed and approved for submission prior to receiving the signature of the President of William James College or his/her designee.

William James College supports and encourages faculty, students and staff to identify and pursue funding opportunities that are consistent with the school's values and mission, and will help to advance them. All materials that bear the imprimatur of William James College represent the institution and should be a positive reflection on the school, its people, its practice and its values. Proposals to would-be funders are especially important. Not only can they be a critical resource for current initiatives, but they represent an investment in future efforts. A poorly crafted proposal is not likely to receive funding. In addition, a submission that does not meet basic professional standards of quality reflects badly on the institution and can jeopardize future efforts to seek support.

Given William James College's current size and grant-seeking activities, there is less immediate concern about coordinating development efforts. However, it will be important as the institution grows, to make sure William James College presents a well-managed, coordinated, and unified front as we pursue external funds. As such, it will be important to have a single point of contact to coordinate reviews and submissions, and in the event of conflict, to resolve potentially competing interests.

### **Procedures**

This policy focuses exclusively on the proposal narrative, the section of the proposal that typically provides an overview (an abstract), a statement of the problem, a review of current research and practice as they ground the proposed work, and a clear description of what you propose to do. While there are certain standard elements for research proposals, this policy is not limited to research.

1. Applicants are encouraged to give notice of a potential proposal early in the process.  
Please submit a [Proposal Review Request Form](#) to the Office of Research [the form is available online at the Office of Research website. Complete Parts 1 and 2 to the best of your ability at the time of the submission. The completed form should be sent by email to the Office of Research ([research@williamjames.edu](mailto:research@williamjames.edu)).
2. Please update the Office of Research if the submission status changes.
3. At least one week prior to the submission deadline<sup>6</sup>, submit the following to the Office of Research:
  - a. A completed copy of the [Proposal Review Request Form](#) [please update Part 1];
  - b. A near-final draft of the proposal narrative;
  - c. A copy of the submission guidelines and requirements as set forth by the funder:
    - i. This may be a letter inviting a proposal;
    - ii. A more general written solicitation;
    - iii. Requirements as they appear on the funder’s website; and/or
    - iv. A copy of the Request for Proposal (RFP), Request for Applications (RFA) or Program Announcement (PA)
4. The Office of Research will review the submitted narrative and evaluate it against the following criteria:

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<sup>6</sup>Submission guidelines may vary with respect to “due date,” which will affect when the submission needs to be signed by an authorized signatory (typically, the President or his/her designee). For electronic submissions, the due date may be the date by which the complete submission must be uploaded to the funder’s web page. For paper submissions, some sponsors require the document to be postmarked by the due date and received no later than one week (or other specified time period) later. Some sponsors will require RECEIPT of the document before close of business on a particular due date. While these distinctions may seem trivial compared to the concept for which funding is sought, it is important to pay careful attention to them. Proposals that are not submitted properly (everything from due dates to font sizes, margins, and page length) will likely be seen as non-responsive. They typically will not be reviewed; there will be no feedback from reviewers; and they will not be funded.

- a. Is the proposal substantively responsive to the solicitation<sup>7</sup>?
  - b. Does the statement of the problem (or needs statement) adequately establish the need for the proposed activity?
  - c. Does the narrative provide sufficient background in the empirical literature and/or anecdotal experience to justify or ground the proposed approach to the issue?
  - d. Does the proposed approach flow directly from the literature cited and is it responsive to the problem as presented?
  - e. Does the proposed approach have an internal logic such that the intervention targets specific areas that the literature have implicated in the development, progression, or resolution of the problem area being addressed?
  - f. If the proposal includes research and evaluation activities, are these consistent with the tenets of good science?
  - g. Is the proposal doable? Can the proposed activities be successfully implemented in the time allotted and with the resources sought? Are the outcome objectives likely to be realized in the time available for follow up? If successfully implemented, will the proposed activity(ies) likely achieve the desired outcomes and impacts?
  - h. Is the proposal sufficiently well written so as to share with an external funder?
5. The Office of Research will provide written feedback to the Principal Investigator within 3-5 business days. The earlier the narrative can be submitted to the Office of Research for review, the more time the proposal writing team will have to respond to and/or

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<sup>7</sup> The primary focus of the Office of Research review is for the substantive quality of the proposal narrative. Final responsibility for both the quality of the proposal as well as its compliance with the submission requirements rests with the Principal Investigator and the proposal writing team.

incorporate the reviewer(s)'s comments.

6. The investigator must submit a revised proposal based on the Office of Research's feedback. The resubmission should be accompanied by a cover letter that identifies in detail, and on a point-by-point basis, the team's response to the feedback, noting the specific changes made in the proposal.
7. Based on this iterative substantive review process, the Office of Research will make a final recommendation to the President (or his/her designee) regarding the quality of the proposed submission as well as a recommendation to submit, defer or not submit.
8. Separate from the narrative review, the Principal Investigator must work with William James College's Office of Finance to address all budgetary aspects of the proposed work. Following their review process, a recommendation will be made to the President (or his/her designee).
9. The decision of the President will be binding.

## **SECTION II**

### **Policies and Consumer Information**

#### **Notice of Availability of Institutional and Financial Aid Information**

This guide is intended to provide institutional information as well as financial aid information to current and prospective students. The information contained in the following chapters is distributed annually to all enrolled students as required under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), and Sec. 485(j).



## Contact Information for Assistance in Obtaining Institutional or Financial Aid

### Information

You can obtain a printed copy of this guide by contacting the following offices:

|  |  |
|--|--|
| ADMISSIONS<br><a href="mailto:admissions@williamjames.edu">admissions@williamjames.edu</a>               | Office of Admissions<br>617-327-6777                   |
| Joseph Luszcz  | x1507  |
| Mario Murga  | x1212  |
|  |  |
| BURSAR<br><a href="mailto:bursar@williamjames.edu">bursar@williamjames.edu</a>                           | Office of Student Services<br>617-327-6777             |
| Ann Cassidy  | x1301  |
|  |  |
| DEAN OF STUDENTS<br><a href="mailto:deanofstudents@williamjames.edu">deanofstudents@williamjames.edu</a> | Office of the Dean of Students<br>617-327-6777         |
| Josh Cooper  | x2241  |
| Meridith Apfelbaum   | x1237  |
|  |  |
| FINANCIAL AID,<br><a href="mailto:financialaid@williamjames.edu">financialaid@williamjames.edu</a>       | Office of Financial Aid<br>617-327-6777                |
| Elaine Toomey  | x1501  |
| Hillary Baxter   | x1524  |
| Phyllis Leibman  | x1538  |
|  |  |
| INFORMATION TECHNOLOGY<br><a href="mailto:support@williamjames.edu">support@williamjames.edu</a>         | Office of Information Technology<br>617-327-6777 x1600 |
| Jeff Choo  | x 1202   |
| Sunny Singh  | x 1273   |
| Jean Frejuste  | x 1278   |
|  |  |
| REGISTRAR<br><a href="mailto:registrar@williamjames.edu">registrar@williamjames.edu</a>                  | Office of the Registrar<br>617-327-6777                |
| Sonji Paige  | x1525  |
| Anna Lyons   | x1504  |
|  |  |
| VA CERTIFYING OFFICIAL<br><a href="mailto:debra_boyce@williamjames.edu">debra_boyce@williamjames.edu</a> | Office of Student Services<br>617-327-6777             |
| Debra Boyce  | x1523  |

## **General Institutional Information**

### **Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. In compliance with FERPA, William James College does not disclose personally identifiable information contained in student education records, except as authorized by law.

#### Student rights under FERPA

Information about students' rights under FERPA and William James College's implementation of FERPA is set forth below.

In general, a student has the right to:

- Inspect his or her education records;
- Require that William James College obtain his or her prior written consent before releasing personally identifiable information from education records;
- Request that corrections be made to education records if the student believes the records are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

#### Definitions

A student is defined as one who is, or has been, officially registered, and who attends, or has attended, classes at William James College.

With certain exceptions, education records are records relating to a student that are maintained by William James College.

Personally identifiable information includes a student's name, the address of the student, or other information that would allow a student to be identified.

Directory information consists of the following items of information:

- Academic program (degree, major)
- Dates of attendance, full-time/part-time status
- Degrees, honors, awards received
- Email directory lookup
- Local address and phone number

### Privacy Preferences

Unless restricted, William James College may disclose any of the items of Directory Information without a student's consent. Students may restrict the disclosure of any item of Directory Information by submitting written notification to the Registrar's Office. The right to restrict disclosure of Directory Information does not include the right to remain anonymous in class and may not be used to impede classroom communication. Student's information will be printed in the commencement program unless the Registrar's Office is notified prior to publication.

*Please Note:* After graduation, the Office of the Registrar will not confirm degrees earned to prospective employers or any other party without the student's permission.

### Inspection of educational records

To inspect education records, a student should submit a written request identifying the records to be inspected to the Registrar.

Written requests to access records will receive a response within a reasonable period of time, but not more than forty-five days after submission. A William James College official will arrange for access and will notify the student of the time and place where the records may be

inspected. William James College may charge a fee for a copy of the education records, if a copy is requested.

#### Information which a student does not have the right to inspect

A student does not have a right under FERPA to inspect information that is not an education record, such as:

- Employment records (provided that employment is unrelated to student status);
- Records containing information about the individual that were created or received after he or she is no longer a student and that are not directly related to the student's attendance at William James College;
- Records of instructional, supervisory, administrative and educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

In addition, a student does not have the right to access certain education records, such as:

- Confidential letters of recommendation, if the student has waived his or her right of access in writing;
- Admissions records for a student who does not officially attend the program of admission. If the student completed a course at William James College but never officially attended as a degree candidate in the program of admission, then the student has FERPA rights with respect to that course but does not have rights with respect to the admissions records for that program;
- Records of a student that contain information on other students. The student may inspect, review, or be informed of only the specific information about that student.

### **Authorizing another person to inspect or receive copies of your student records**

A current or former student who wishes to permit another person to inspect or receive copies of the student's education records must provide a signed and dated written consent which must:

- Specify the records that may be disclosed;
- State the purpose of the disclosure; and
- Identify the person or class of parties to whom the disclosure can be made.

### **When disclosure is permitted without prior consent of the student**

In general, William James College may not disclose personal information from a student's education records without the student's prior consent. However, William James College, in compliance with the law, may disclose personal information without the student's prior consent under these conditions:

- To William James College officials, staff, and others engaged in activities on behalf of William James College with a legitimate educational interest

William James College discloses information to William James College officials, staff, and others whom William James College has determined to have a legitimate educational interest (eg, field supervisor). An individual has a legitimate educational interest if the individual needs to review an education record in order to fulfill his or her professional responsibilities to William James College. Such individuals include officers of William James College, faculty, administrative staff, law enforcement and medical and legal personnel, and may include contractors, consultants and professionals engaged by William James College where disclosure of the information is necessary for such individuals to fulfill their duties and responsibilities to William James College. In addition, these individuals may include William James College students, persons from outside William James College, and

volunteers, who are requested to serve on an authorized committee or board of William James College (such as a disciplinary committee or the Board of Trustees) or to otherwise perform authorized tasks for William James College.

- The information has been designated as Directory information including:

- Academic program (degree, major, minor)
- Dates of attendance, Full time / part-time status
- Degrees, honors, and awards received
- Email directory lookup
- Local address

- In health or safety emergency situations

In the case of an emergency, William James College discloses information from education records to the appropriate parties, including parents, if William James College deems that knowledge of the information is necessary to protect the health, safety, or well-being of the student or other individuals. Such disclosure may include any disciplinary action previously taken against the student for conduct that posed a significant risk to the safety and well-being of that student, other students, or members of the William James College community.

- In compliance with a subpoena

William James College will make a reasonable effort to notify the student of the subpoena before complying. However, in the case of a subpoena issued for law enforcement purposes or an ex parte order under the USA Patriot Act, William James College is not required to notify the student of the existence or the contents of the subpoena, or of the

information furnished in response to the subpoena, if the Court or other issuing agency has ordered that such information not be disclosed.

- The information is a record of a campus disciplinary proceeding

Federal law requires William James College to disclose to both the accuser and the accused student the outcome of all student disciplinary proceedings that involve a charge of sexual assault. In addition, William James College may disclose the final results of student disciplinary proceedings regarding a crime of violence or a non-forcible sex offense in which a student has been found to have committed a violation of William James College's policies. Final results include name of the offender, violation, and any sanction imposed. William James College can also inform parents about violations of William James College's drug and alcohol policy by a student under the age of 21.

- To officials of other institutions or organizations
  - To which the student seeks or intends to transfer or in which the student is already enrolled, provided the disclosure is for purposes related to the student's enrollment or transfer. William James College has a policy of forwarding records to requesting institutions in these circumstances;
  - In connection with the student's placement or participation in internships, practica, affiliations or other programs related to the student's courses or programs at William James College;
  - To which a student has applied for or from which he/she has received financial aid to support the student's education, in cases where the information is related to (1) determining the eligibility for, amount of, or conditions of the aid, or (2) enforcing the terms and conditions of the aid.

In cases where William James College has previously transmitted such information to another institution or organization in which the student has enrolled, has been placed, or has sought financial aid, William James College may send corrected records if there are changes to the information previously sent.

- To authorized representatives of certain government offices

William James College will release information to authorized representatives of the U.S. Comptroller General's Office, the U.S. Attorney General, the U.S. Department of Education, and state and local educational authorities in connection with an audit or an evaluation of federal or state supported programs and to assure the enforcement of or compliance with federal or state legal requirements related to these programs.

- In compliance with the Solomon Amendment

William James College will release student information for the purposes of military recruiting to the Department of Defense. The information released is limited to student name, address, telephone listing, date and place of birth, levels of education and degrees received, prior military experience, and the most recent educational institution attended unless restricted.

- In response to complaints and legal actions involving the student and William James College

If a student initiates legal action or brings complaints against William James College, William James College may disclose education records relevant to the response to the complaint without a court order or subpoena. In addition, in the event that William James College initiates legal action against a student, William James College may disclose education records relevant to the action without a court order or subpoena.



- To authorized representatives of the state and local government

William James College may disclose information to these authorized representatives if disclosure is allowed pursuant to a state statute concerning the juvenile justice system.

- To accrediting organizations

William James College may release information to organizations that accredit colleges and universities for the purpose of assisting their accrediting functions.

- To organizations conducting studies for or on behalf of the University

William James College may disclose information to organizations seeking to improve education for or on behalf of William James College (e.g. developing predictive tests or administering student aid programs).

- In connection with notifications received under a state community notification program

William James College will disclose information in connection with notifications received under a state community notification program about a student who is required to register as a sex offender.

- To parties who provided or created a record.

William James College may send education records back to the creator or sender of such records for confirmation of the authenticity of the record (e.g. of a transcript or letter).

- After removal of all personally identifiable information

If all personally identifiable information has been removed from a record and William James College has made a reasonable determination that a student's identity is not personally identifiable, William James College may release information concerning a student.

#### Limits on re-disclosures

Under FERPA, information disclosed by the University may be subject to restrictions against re-disclosure.

### Amending Educational Records

Students have the right to have their education records maintained accurately and may request amendment of records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the normal channels for amending education records within William James College do not result in the desired corrections, students should submit a letter to the Registrar requesting that their education records be amended. The Registrar will inform the student of William James College's decision concerning the requested amendment within forty-five (45) days from the date of receipt of the student's request.

If William James College decides not to amend the record as requested, the student will be advised of his or her right to a hearing to challenge the content of the records on the grounds that the information contained in the record is inaccurate or misleading (i.e., that the information in the records has been recorded incorrectly) or violates the student's rights under FERPA and will be explained the procedures to request such a hearing. If, after the hearing, William James College decides that the information contained in the record is not inaccurate or misleading, it will inform the student of the right to place a statement in the record commenting on the contested information or stating why the student disagrees with William James College's decision.

**Note:** The process of amending records or requesting hearings regards only information that has been recorded inaccurately or incorrectly or that violates the student's rights under FERPA. It is not a process to appeal grades, disciplinary decisions, or other William James College decisions with which the student disagrees but which have been recorded accurately. Normal review and

appeal channels must be utilized where the dispute is with the decision itself and not with the accuracy with which the decision or information has been recorded.

### Complaint Procedure

A student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by William James College to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and it should be forwarded to:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### Questions

Questions about William James College's policies and practices or about specific educational records should be addressed to:

Office of the Registrar  
William James College  
One Wells Avenue  
Newton, MA 02459

## **Facilities and Services for Students with Disabilities**

Pursuant to several federal and state laws, including the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Massachusetts Gen. Laws c. 151C, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services or activities.

The College is fully committed to: complying with the laws regarding equal opportunity for all qualified students with disabilities; promoting the full participation of all qualified students in all aspects of campus life; and making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability.

William James College therefore prohibits discrimination against any individual on the basis of physical or mental disability. It is also the College's policy to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question.

Students with disabilities at the College are required to meet the same academic standards as nondisabled students at the College. Moreover, it is only through a student's voluntary disclosure of his or her disability and request for accommodation(s) that the College can support the student's needs. This Policy extends to all rights, privileges, programs and activities, including admissions, financial assistance, and educational programming. The College encourages all students with disabilities to self-identify.

### **Definitions**

A. An *individual with a disability* is a person with a physical or mental impairment that substantially limits one or more “major life activities.” Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, blindness and visual impairments, deafness and hearing impairments, mobility impairments and some chronic illnesses.

A person is considered to be an individual with a disability and legally protected if he/she has the disability, has a record of having the disability, or, for certain purposes, is regarded as having the disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

B. *Major life activities* include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

C. *Substantially limits* means a material restriction of the duration, manner or condition under which an individual can perform a major life activity when compared to the average person’s ability to perform that same major life activity. Temporary impairments that take significantly longer than normal to heal, long-term impairments, or potentially long-term impairments of indefinite duration may be disabilities if they are severe. The College will evaluate whether the impairment substantially limits any of the major life activities of a specific student, not whether the impairment is substantially limiting in

general.

The College also will determine whether impairment substantially limits a major life activity without regard to effects of mitigating measures such as medication, medical supplies, hearing aids, etc. For example, a student with hearing loss will still qualify as an individual with a disability, even though the individual may substantially improve his or her hearing impairment while using hearing aids. The one exception to this rule is eyeglasses or contact lenses. Because so many individuals wear corrective lenses, the effects of corrective lenses on one's vision shall be considered in determining substantial limitation. Thus, a student with good vision with corrective lens will not be considered disabled for the purposes of this Policy.

- D. *A qualified student with a disability* means an individual who, with reasonable accommodations to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for the receipt of services and the participation in programs or activities.
- E. *Accommodation* refers to an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the College's programs, services or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response and/or presentation. The accommodation does not alter in any significant way what the test or assignment measures.
- Personal aids and services, including help in bathing, dressing, or other personal care, are not required to be provided by postsecondary institutions.
- F. *Reasonable accommodation* is a modification or adjustment to a course, program, or

activity or facility that allows the student with a disability to participate as fully as possible in the programs and activities offered by the College. Accommodation may be necessary where the student has, or has a record of having, a disability.

G. *Auxiliary aids and services* refer to a wide range of devices and services that provide effective communication for students with disabilities. Examples of auxiliary aids and services are taped texts, note takers, interpreters, readers, videotext displays, television enlargers, talking calculators, electronic readers, Braille calculators, printers or typewriters, and telephone handset amplifiers.

H. *Fundamental Alteration*. While the College makes every effort to provide reasonable accommodations, it is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of its academic programs. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the program administrator should consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

For example, where a course requirement is essential to the program of instruction taken by the student, the College is not required to waive the requirement.

More specifically, in accordance with the College's Guidelines on Professional Behavior, all students, including those with documented disabilities, must sustain an overall attitude of receptivity to all sources of personal and professional learning during the course of

professional training, and are expected to adhere to the same Guidelines on Professional Behavior as previously articulated.

- I. *Essential Element*. An accommodation is not reasonable if it means making a substantial change in an essential element of a course or a given student's curriculum. It is the College's responsibility to demonstrate both that the change requested is substantial and that the element targeted for change is essential to the conduct of the course or program curriculum. Whether or not the change requested is substantial/essential may be based on pedagogical precepts and/or documented in the class syllabus. Sometimes the question hinges not on the course of study but the manner in which a specific course is conducted.
- J. The College need not accommodate a student who poses a *direct threat to the health or safety* of others, which means a significant risk to health or safety that cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether a student poses a direct threat to health or safety, the College must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, to ascertain: (a) the nature, duration, and severity of the risk; (b) the probability that the potential injury will actually occur; and (c) whether reasonable modification of policies, practices, or procedures will mitigate the risk.
- K. *Undue Burden*. The College need not make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors to be considered are the nature and cost of the action needed in the context of the overall financial resources of the College.



## **Procedures to Obtain Accommodations**

Students with disabilities who wish to make a request for accommodations, modifications, auxiliary aids and/or disability-related services must do so through William James College's Academic Resource Center (ARC), which serves students with all types of disabilities, including visual, mobility and hearing impairments, and learning and psychiatric disabilities. The Dean's Office works with students on an individual basis to determine which, if any, accommodations, modifications, auxiliary aids and/or services would be most effective to help them achieve academic success. For the purposes of these Accommodation Procedures, William James College will refer to accommodations, modifications, auxiliary aids and/or services collectively as "accommodations."

- A. *Registering for Services* – To receive accommodations, students must register with the Academic Resource Center (ARC). Students are encouraged to register with the ARC prior to arrival on campus for the upcoming semester. With very few exceptions, no student is entitled to accommodations unless he or she self-identifies and registers with the ARC. To begin the process, each student must submit an Intake Form and medical documentation of his or her disability to the ARC. Once the documentation and intake form are received, the ARC will invite the student to schedule an intake appointment to officially register for services and to determine the student's eligibility for accommodations. During the intake meeting, the ARC will review the student's documentation and discuss which types of accommodations, modifications, aids and/or services may be reasonably necessary. The ARC may request additional documentation if it is incomplete, or if there are questions or inconsistencies with the student's current impairment status and a requested accommodation(s). If the ARC determines that the

student is eligible, an accommodation plan will be developed. All accommodations are determined on a case-by-case basis.

B. *Documentation Requirements* – Appropriate medical documentation of disability must be provided so that the Dean’s Office may: (1) determine the student’s eligibility for accommodation; and (2) if the student is eligible, determine appropriate academic accommodations, modification, aids and/or services. Disability documentation must include a written evaluation from a physician, psychologist or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for accommodation. At a minimum, the documentation must:

1. Clearly identify the diagnosed disability or disabilities.
2. Describe the functional limitations resulting from the disability or disabilities.
3. Be current within three (3) years for learning disabilities and ADHD, and within six (6) months for psychiatric impairments.
4. Be current for visual, hearing or mobility-related impairments. (Although some individuals have long-standing or permanent diagnoses, because of the changing manifestations of many physical disabilities, it is essential for those individuals to provide recent and appropriate documentation from a qualified evaluator.)
5. Include a complete educational, developmental and medical history relevant to the disability.
6. Include a list of all test instruments used in evaluation and relevant subtest scores. (This requirement does not apply to visual, hearing or mobility-related impairments.)

7. Describe the specific accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services requested.
8. Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization.

Documentation may need to be updated or augmented in order to be reviewed more fully. Students who submit documentation that does not meet the above guidelines will be required to send a revised evaluation before being considered for accommodations.

*C. Determining Eligibility* – If the ARC determines that the student has a disability and is a qualified student with a disability, it will determine the student’s reasonable accommodations on a case-by-case basis, taking into account the needs of the student, the course standards and essential requirements, and the educational environment. Eligibility for accommodations is determined through an examination of the student’s description of need and the thoroughness of his or her disability documentation. More particularly, accommodations are determined by the ARC in consultation with the student and with input from the faculty and staff, where needed. In general terms, the ARC makes determinations regarding reasonable accommodations by examining the following:

1. The barriers resulting from the interaction between the documented disability and the campus environment;
2. The possible accommodations that might remove the barriers;
3. Whether or not the student has access to the course, program, service, activity or facility without an accommodation; and

4. Whether or not essential elements of the course, program, service, activity or facility are compromised by the accommodations.

In reviewing the specific accommodation requests by the student or recommended by the physician/evaluator, the ARC may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, the ARC may also propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

- D. *Accommodation Requests* – Accommodations may include, but are not limited to: tape recorders; signing interpreters; note-takers; extended time testing; distraction-reduced testing setting; oral exams; use of computer/word processor for testing; and alternatively formatted texts. Under certain circumstances, course substitutions may be appropriate modifications. For *each semester* in which a student seeks accommodations, he or she must submit an Accommodation Request Form and a copy of his or her course schedule. Students should submit their Accommodation Request Form prior to the start of the semester. Otherwise, requests for accommodation should be made as early as possible to allow the ARC sufficient time to review requests and documentation, and to make proper arrangements. Accommodation may be compromised or denied if a request is not made in a timely manner. A disclosure of disability or request for an accommodation made to a faculty member, administrator or staff member, other than the staff of the ARC, will not be treated as a request for an accommodation.
- E. *Denial of Accommodations* – The College reserves the right to deny services or accommodations in the event that documentation does not comply with its guidelines for

service eligibility or documentation (*sections B. and C. above*), is out-of-date, incomplete or otherwise insufficient. If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist or other specialist. The College is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue burden or that poses a direct threat to the health or safety of the student or others.

### **Confidentiality**

The College recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student's disability is maintained in a confidential file in the Academic Resource Center and is considered part of the student's education record. Information related to a disability may be disclosed only with the permission of the student, or as permitted by the College's student records policy and federal law.

At the same time, however, a student's right to privacy must still be balanced against the College's need to know the information in order to provide requested and recommended services and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve the Dean's Office staff disclosing disability information provided by the student to appropriate College personnel participating in the accommodation process.

Information may also be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This is limited to a specific situation that presents imminent danger to a student, other students, or other members of the College community. Any release of information must be

narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. The amount of information that may be released is determined on a case-by-case basis.

**Section 504/ADA Coordinator:**

**Joan Axelrod**, (617) 327-6777 x1341, Fax (617) 477-2003, [joan\\_axelrod@williamjames.edu](mailto:joan_axelrod@williamjames.edu) or [ARC@williamjames.edu](mailto:ARC@williamjames.edu).

Inquiries regarding this Policy and all other disability-related issues, including the physical accessibility of the College and its grounds, should be directed to the Section 504/ADA Coordinator.

**Student Diversity**

William James College is committed to recognizing diversity and difference in our community through curriculum development, social activities, and community involvement and by continually working on ways to create dialogue. We recognize that our students represent a broad spectrum of diversity and difference worth celebrating and respecting. Our dedication to serving the needs of underserved populations in Massachusetts can be seen not only through field placement in communities in need, but also through community volunteering at a variety of places like food banks, children's organizations and shelters.

Information about student body diversity:

**\*Student Gender**

- Male – 24%
- Female – 76%

**\*Student Race / Ethnicity**

- American Indian or Alaskan Native – 1%

- Asian – 5%
- Black or African American – 5%
- Hispanic / Latino – 8%
- Hawaiian or other Pacific Islander - 0%
- White – 69%
- Two or more races – 0%
- Race / Ethnicity unknown – 13%
- Non-Resident Alien – 0%

*\*Based on enrolled, full-time students as reported in the most recent IPEDS Survey for Fall 2015.*

### **International Students on F-1 Visas**

The College is authorized by the US Department of Homeland Security to host students on nonimmigrant Student visas (F-1) for certain programs. During the months prior to enrollment, the Admissions Office assists admitted full time students with the visa application process. The Admissions Office also advises such students in the maintenance and compliance of Student visa regulations. Although the College supports Student visas, it is ultimately the responsibility of the student to remain in status and to comply with US regulations and requirements in a timely manner.

### **Discrimination: Policy Against Discrimination, Discriminatory Harassment and Retaliation Prohibited Conduct**

The Policy prohibits all conditions and all actions or omissions, including all acts of discrimination, discriminatory harassment and retaliation, which deny or have the effect of

denying to any person their rights to equity and security on the basis of their membership in or association with a member(s) of any protected class.

The prohibited conduct contained in this Policy shall apply to and be enforced against all members of the William James College community, including, but not limited to, faculty, administrators, staff, students, vendors, contractors and all others having dealings with the institution.

### **Examples of discrimination**

Examples of discrimination, all of which are prohibited by this Policy, include, but are not limited to:

- Differences in terms, conditions and privileges of employment (including, but not limited to hiring, promotion, reassignment, termination, salary, salary increases, discipline, granting of tenure, selection for awards, etc.) on a prohibited basis.
- Unlawful disparity of treatment in educational programs and related support services on the basis of membership in a protected class.
- Differences in salaries or other benefits that are paid to one or more men or women if the differences are not based on a bona fide occupational qualification.
- Developing position descriptions or qualifications, which, without lawful justification, are so specific as to have a disparate exclusionary impact on a group of individuals because of their membership in a protected class.
- Limiting access to housing, or participation in athletic, social, cultural or other activities to students because of membership in a protected class not based on a bona fide requirement or distinction.
- Failing or refusing to hire or promote a person because of their age.



- Classifying a position or positions as unsuitable for persons of certain religions.
- Excluding members of a certain race or national origin from a category of positions or from a department or division.
- Restricting the number of veterans or qualified persons with disabilities in a category of positions or in a department or division.
- Using information on marital or parental status for employment decisions where the use of such information has a disparate impact on persons of one gender or sexual orientation.
- Advising students of similar interests and backgrounds differently because of their gender or gender identity.
- Forcing female students to sit in the back of the class on the stereotyped assumption that each of them has a lower aptitude for learning that particular subject than male students.
- Placing unreasonable expectations upon students of particular races or national origins on the basis of stereotyped assumptions that members of those protected classes have a better aptitude for certain academic subjects than students not of those races or national origins.

Examples of discriminatory harassment, all of which are prohibited by this Policy, include, but are not limited to:

- Physically harassing another individual or group because of that person's or persons' membership in a protected class by assaulting, touching, patting, pinching, grabbing, staring, leering at them, making lewd gestures, invading their personal space, blocking their normal movement, or other physical interference.

- Encouraging others to physically or verbally abuse an individual (or group of individuals) because of that person or persons' membership in a protected class.
- Threatening to harm an individual or group because of that person or persons' membership in a protected class.
- Directing epithets, slurs, derogatory comments, unwelcome jokes or stories at an individual or group because of that person or persons' membership in a protected class.
- Displaying hostile, derogatory and/or intimidating symbols/objects, such as offensive posters, cartoons, bulletins, drawings, photographs, magazines, written articles or stories, screen savers, or electronic communications, to an individual or group because of that person or persons' membership in a protected class.

Examples of retaliation, all of which are prohibited by this Policy, include, but are not limited to:

- Terminating an employee for stating an intention to file a complaint of discrimination or for assisting another employee in filing a discrimination complaint.
- Refusing to hire an employee because employee pursued an age discrimination charge against a former employer.
- Denying a promotion to an employee for complaining about alleged sexual orientation harassment.
- Refusing tenure to a faculty member for filing a complaint of sexual harassment pursuant to the Complaint Investigation and Resolution Procedures.
- Issuing an unjustified negative evaluation to an employee for testifying in a legal proceeding concerning a complaint of discrimination or harassment.

- Assigning a student an unearned poor grade for requesting a reasonable academic accommodation based on religion.
- Assigning a student an unearned failing grade for cooperating with an internal investigation of alleged discriminatory practices or a complaint of discrimination or harassment.
- Refusing to admit a student for requesting a reasonable accommodation based on disability in the admission process.

Members of the academic community should not assume that any of the forms of speech described above are protected by the principles of academic freedom or the First Amendment to the United States Constitution.

### **Conduct That is Not Prohibited**

William James College is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this Policy shall be construed to penalize a member of our community for expressing an opinion, theory, or idea in the course of responsible teaching and learning.

### **Complaint Investigation and Resolution Procedures**

William James College has established specific Complaint Investigation and Resolution Procedures to review and resolve allegations of discrimination, discriminatory harassment and retaliation on their campuses. Any member of the college's community or any applicant for admission or employment who believes that he or she has been a victim of such conduct in violation of this Policy may initiate a complaint as outlined in the same procedures used for Title IX.

## **Duty to Cooperate**

Every faculty member, administrator, staff member and employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to the Complaint Investigation and Resolution Procedures. This duty includes, among other things, speaking with the Equal Opportunity (EO) Officer, Director of Human Resources and Administrative Investigator and, reviewing or appellate body, and voluntarily providing all documentation that relates to the claim being investigated. The failure and/or refusal of any employee to cooperate in an investigation may result in a separate disciplinary action up to and including termination.

## **Duty to Report Discrimination, Discriminatory Harassment or Retaliation**

No member of the William James College community, including a faculty member, can ignore a report of discrimination, discriminatory harassment or retaliation. He or she should provide the reporter as much assistance in bringing it to the attention of the EO Officer (Director of Human Resources) as is reasonably appropriate given his or her position and relationship with the reporter.

In terms of reports of discrimination, discriminatory harassment or retaliation, any trustee, administrator, department chair, program coordinator, manager or supervisor who receives such a complaint from a student or other member of the William James College community is obligated to report the complaint to the EO Officer as soon as he or she becomes aware of it. Likewise, any member of the William James College community is encouraged to report to the EO Officer any conduct of which they have direct knowledge and which they in good faith believe constitutes discrimination, discriminatory harassment or retaliation in violation of this Policy.

Any member of the William James College community who has a question about his or her responsibilities under this Policy Against Discrimination, Discriminatory Harassment and Retaliation should contact the EO Officer.

### **False Charges**

Filing a false charge of discrimination, discriminatory harassment or retaliation is a serious offense. If an investigation reveals that a person knowingly filed false charges, the College may take appropriate actions and issue sanctions, up to and including termination or expulsion, pursuant to other applicable institutional policies. The imposition of such sanctions does not constitute retaliation under this Plan.

### **Consensual Relationships**

William James College does not intrude upon private choices regarding personal relationships when these relationships do not violate the Institution's policies, or cause harm or increase the risk of harm to the safety and wellbeing of members of campus community. Consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion.

#### *Faculty/Administrator/Staff Member Relationships with Students*

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a

romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of an institution program or activity.

*Relationships Between Supervisors and Subordinates or Between Co-Workers*

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination, gender-based misconduct or retaliation. Therefore, such workplace relationships are strongly discouraged.

**Retaliatory Action Prohibited**

William James College prohibits retaliatory action against persons who file claims, complaints or charges under its Complaint Investigation and Resolution Procedures, under applicable local, state or federal non-discrimination statutes, who are suspected of having filed such claims, complaints or charges, who have assisted or participated in an investigation or resolution of such claims, complaints or charges, or who have protested practices alleged to be in violation of the non-discrimination policy of the institution, or of local, state or federal non-discrimination regulations or statutes. Such retaliation is cognizable under the Institution's Complaint Investigation and Resolution Procedures as well as under state and federal law. Retaliation, even in the absence of provable discrimination in the original complaint, charge or allegation, constitutes a violation as serious as proved discrimination under the original claim, complaint, charge or allegation. Any person who believes he or she

has been retaliated against in this manner is encouraged to immediately file a claim or complaint under the Institution’s Complaint Investigation and Resolution Procedures.

**Other Administrative Options**

It is the intent of the institution to actively respond to all claims/complaints of discrimination with the hope that it can fully, quickly and adequately resolve them internally. William James College also recognizes the right of all complainants to file charges of unlawful discrimination with the appropriate federal, state or local agency with or without first pursuing a resolution of the claim/complaint through the institution’s Discrimination Complaint Procedures. These agencies include:

|  |  |
|--|--|
| U.S. Department of Education<br>Office for Civil Rights<br>33 Arch Street, 9th Floor<br>Boston, MA 02119-1424<br>Telephone: (617) 289-0111<br>TDD: 877-521-2172<br>Email: <a href="mailto:OCR.Boston@ed.gov">OCR.Boston@ed.gov</a> | Equal Employment Opportunity<br>Commission<br>John F. Kennedy Federal Building<br>475 Government Center<br>Boston, MA 02203<br>1-800-669-4000<br>TTY: 1-800-669-6820 |
| Mass. Commission Against Discrimination<br>One Ashburton Place<br>Rm. 601<br>Boston, MA 02108<br>(617) 727-3990  | Mass. Commission Against Discrimination<br>Worcester City Hall<br>455 Main Street, Room 101<br>Worcester, MA 01608<br>(508) 799-8010                                 |
| Mass. Commission Against Discrimination<br>424 Dwight Street<br>Rm. 220<br>Springfield, MA 01103<br>(413) 739-2145   | Mass. Commission Against Discrimination<br>800 Purchase St., Rm 501<br>New Bedford, MA 02740<br>(508) 990-2390   |

## Cost of Attendance

### Tuition and Fees Information

Tuition and fee rates, and all related financial policies are established by the Board of Trustees and are subject to revision at any time. Generally, tuition/fees rates are determined in January for the following academic year. Please visit our web page to view current [tuition & fees](#).

The following schedule of tuition per credit is effective at the start of the summer semester 2017. The College reserves the right to add or change without prior written notice any of the fees or charges listed below at any time.

| <b>Program</b>  | <b>Tuition Per Credit</b> | <b>Student Service Fee Fall/Spring</b> | <b>Student Service Fee Summer</b> |
|---|---------------------------|--|-----------------------------------|
| <b>Psy.D in Clinical Psychology</b>   | \$1,375                   | 440                                    | 220                               |
| <b>Psy.D in Leadership Psychology</b>   | \$1,375                   | 440                                    | 220                               |
| <b>Psy.D in School Psychology</b>   | \$1,375                   | 440                                    | 220                               |
| <b>MA in Clinical Mental Health Counseling</b>                                | \$1,320                   | 440                                    | 220                               |
| <b>MA in Clinical Mental Health Counseling (Behavioral Health Initiative)</b> | \$880                     | 440                                    | 220                               |
| <b>MA/CAGS in School Psychology</b>   | \$1,320                   | 440                                    | 220                               |
| <b>MA in Applied Behavior Analysis</b>  | \$880                     | 440                                    | 220                               |
| <b>Non-Matriculated Course</b>  | \$1,320                   | 50                                     | 50                                |
| <b>Certificate of Respecialization</b>  | \$1,375                   | 440                                    | 220                               |
| <b>Graduate Psychology Preparatory Courses</b>                                | \$500                     | 50                                     | 50                                |

| <b>Program</b>   | <b>Annual Tuition</b> | <b>Annual Student Service Fee</b> |
|--|-----------------------|-----------------------------------|
| <b>MA in Organizational Psychology (Blended)</b>                   | \$35,000              | \$1,100                           |
| <b>MA in Organizational Psychology (Online)</b>                    | \$28,000              | \$1,100                           |
| <b>Graduate Certificate in Executive Coaching</b>                  | \$13,250              | \$880                             |
| <b>Certificate in School Climate and Social Emotional Learning</b> | \$3,000               | N/A                               |
| <b>Certificate in Child and Family Forensics (\$1,100/course)</b>  | \$5,500               | N/A                               |



## **Audit Costs**

Unless exempt from tuition payment, the audit course tuition rate is  $\frac{1}{2}$  the normal course tuition.

## **Tuition/Fees Payment Policy**

Tuition is due and payable upon receipt of your bill. Students are notified by email when bills are posted to the College's Secured Student Information Gateway (SSIG) each semester.

Summer semester tuition is due in full on or before May 1; Fall semester tuition is due in full on or before August 1; Spring semester tuition is due in full on or before January 1.

Additional charges occurring after billing due dates will be payable within 30 days after billing.

All unpaid balances will be assessed a 1% finance charge per month.

Students who fail to meet these payment deadlines are restricted from registering for the subsequent semester, attending classes, receiving transcripts or participating in the College's program until all outstanding financial obligations to the College are met. Students must pay all outstanding balances at least two weeks prior to graduation date. Failure to do so will prevent participation in commencement, conferral of degree, awarding of diploma and access to transcript(s).

A student experiencing financial difficulty should contact the Bursar to discuss payment arrangements.

Additional William James College fees and charges can be found online

<http://www.williamjames.edu/admissions/tuition-and-aid/fees-and-charges.cfm>

## **Health Insurance**

The Commonwealth of Massachusetts requires all  $\frac{3}{4}$  time students attending an institution of higher learning within the state to have health insurance coverage. This does not

apply to online students. To comply with this requirement, any student who does not provide a waiver of comparable coverage will automatically be enrolled and billed in the College-sponsored program. Please note that if you are not  $\frac{3}{4}$  time or enrolled in at least 6 credits or 6.0 contact hours, you will not be automatically enrolled. If you are enrolled less than  $\frac{3}{4}$  time and need health insurance, please contact the student services department. All international students are required to purchase health insurance through the College.

### **Financial Responsibility Agreement**

All students are required to accept the William James College Financial Responsibility Agreement. The agreement needs to be completed once and will be in effect for the entire period of enrollment at William James College. The agreement outlines the financial terms and conditions associated with course registration. Please sign and return the signature page to the Bursar's Office. The complete agreement can be found online:

<http://ssig.williamjames.edu/cafeweb/fra.pdf>

### **Delinquent Financial Accounts**

A student's financial account is considered delinquent if he/she is carrying any balance owed to William James College as of September 15 in the fall semester, February 10 in the spring semester, and June 1 in the summer semester. A delinquent account precludes a student from receiving certain college services, including, but not limited to: attending currently enrolled classes; registering for classes; obtaining a transcript; receiving enrollment verifications, or other certifications; qualifying for institutional aid; library access; and may result in administrative dismissal. The Finance Office shall notify a student's department chair that the student must be restricted from attending classes and/or receiving services until the account has been cleared.

A student who is experiencing financial difficulty may request to make payment arrangements by a petition to the college Bursar (located in the Financial Aid office). Tuition, however, must be paid in full prior to registration for the next semester, no matter the payment arrangement. Students who fail to meet the payment deadline will not be eligible to register for a subsequent semester, attend classes, receive transcripts, or participate in the College's program until all outstanding financial obligations to the College are met.

All delinquent accounts are subject to placement with external collection agencies. Students will be responsible for reasonable collections costs including agency collections fees.

### **Refund Policy and Requirements for Withdrawal**

#### **Withdrawal and Refund Policy**

Withdrawal and Refund Policy for the following programs:

- PsyD, Clinical Psychology
- PsyD, Leadership Psychology
- PsyD, School Psychology
- MA, Clinical Mental Health Counseling
- MA, CAGS, School Psychology
- MA, Applied Behavior Analysis

#### **Fall/Spring Course Withdrawal and Refund Policy**

Students who withdraw from a course are eligible to receive a tuition refund based on the date the written notice of withdrawal is received in the Registrar's Office, according to the following schedule:

- During the add/drop period—100%
- During the 2nd week of the semester—75%

- During the 3rd and 4th weeks of the semester—50%
- During the 5th week of the semester—25%
- After the 5th week of the semester—No Refund

### **Fall/Spring Program Withdrawal and Refund Policy**

Students who withdraw from a program are eligible to receive a tuition refund based on the date the written notice of withdrawal is received in the Registrar's Office, according to the following schedule:

- Prior to the start of classes—100% of the semester's tuition
- During the add/drop period—90%
- During the 2nd week of the semester—75%
- During the 3rd and 4th weeks of the semester—50%
- During the 5th week of the semester—25%
- After the 5th week of the semester—No Refund

*\*First year students who withdraw during the first semester will forfeit the entire admissions deposit and will receive a tuition refund calculated on the proper percentage of the tuition minus the admissions deposit.*

### **Summer Withdrawal and Refund Policy**

Students who withdraw from a course are eligible to receive a tuition refund based on the date the written notice of withdrawal is received in the Registrar's Office, according to the following schedule:

- Prior to the 2nd class—100% of the course's tuition
- After the 2nd class—No refund

### **Withdrawal and Refund Policy for the following programs**

- MA in Organizational Psychology
- Graduate Certificate in Executive Coaching

Students may withdraw from a course in these programs. Any withdrawal will follow the Academic Policies and should be reviewed before deciding on whether or not to withdraw from a course. Students may be eligible to receive a tuition refund based on the date the written notice of withdrawal is received in the Registrar's Office, according to the following schedule:

- Prior to the 1st day of the 1st course of the semester 100% of the semester's tuition
- During the 1st week of the 1st course of the semester—90%
- During the 2nd week of the 1st course of the semester—50%
- During the 3rd week of the 1st course of the semester—25%
- After the 3rd week of 1st course of the semester—No Refund

*\*First year students who withdraw during the first semester will forfeit the entire admissions deposit and will receive a tuition refund calculated on the proper percentage of the tuition minus the admissions deposit.*

*William James College withdrawal and refund policy can be found online at*

<http://www.williamjames.edu/admissions/tuition-and-aid/withdrawal-policies.cfm>

### **Return of Title IV Funds (Stafford and Grad PLUS Loans) when a Student Withdraws**

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from College. All schools were required to implement these provisions by October 7, 2000. The new requirements do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance

earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds no longer includes funds from sources other than the Title IV programs.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period enrollment, a student has earned 100% of the Title IV funds.

The new requirements do not prohibit a College from having its own refund policy or complying with refund policies required by state or other outside agencies. Although an institutional, state or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of aid the student has earned under the return calculation.

### **Student Refunds/Credit Balances**

Student Refunds/Credit Balances, Office of Financial Aid;

[financialaid@williamjames.edu](mailto:financialaid@williamjames.edu); 617-327-6777 x1524

Any credit balance resulting from a disbursement of federal funds must be refunded to the student within 10 business days, unless written notification is received from the student requesting that the College hold the funds in their student account.

Credit balances resulting from other sources (e.g., grants, alternative loan proceeds, dropped classes, overpayment) will be refunded to the student unless written notification is received to hold the funds in their College account.

## **Request for Advance of Excess Financial Aid**

William James College offers an advance of pending financial aid funds to be used for the purchase of books and supplies. Continuing students may request up to \$1,000. Incoming students will be limited to an advance of \$500. Requests in excess of \$500 will be assessed a \$25 administrative fee. In order to request an advance of your excess financial aid, you must:

- Be expecting a refund of excess financial aid funds equal to or greater than the amount of the advance, and
- Be registered and enrolled in the necessary number of credits required for your financial aid award(s) in courses that are applicable to your degree program, and
- Meet all eligibility requirements of your financial aid award(s) including being matriculated in a degree-seeking program while maintaining good academic standing requirements and any other requirements that are specific to your award(s).

## **Textbook Information**

A course may have required and recommended text books and supplemental materials. Faculty members determine the appropriate learning materials needed for the course. The WJC Library maintains current listings of required or recommended textbooks and supplemental materials for each course. Links to textbook lists for each department are available on MyCampus.

MBS Direct is the official bookstore of William James College offering students several new textbook purchasing options. In addition to finding all required textbooks in one convenient location, MBS Direct also offers our students:

- Guaranteed Buyback: Save up to 70%
- Rental: up to 50% off the list price

- Digital: up to 80% off the list price
- Used: 25% off the list price

Students can access departmental textbook lists online

<https://mycampus.williamjames.edu/SitePages/Student%20Services.aspx>

Students can access WJC's Bookstore online <http://bookstore.mbsdirect.net/wjc.htm>

## **Educational Programs**

William James College offers innovative academic programs that train practitioners who are sensitive to underserved populations, and is committed to maintaining an environment which acknowledges and respects cultural and individual differences. An integrative curriculum of concurrent field training and academic experience imparts knowledge and skills relevant to human diversity. A list of our current Degree and certificate programs is below.

Additional information about the academic programs offered by William James College, including current degree programs and other educational and training programs can be found here: <http://www.williamjames.edu/academics/a-z-by-degree.cfm>

### **Degree and Certificate Programs**

#### **Clinical Psychology**

Doctor of Psychology

#### **Counseling**

Master of Arts in Clinical Mental Health Counseling

Couples and Family Therapy (CFT) Respecialization Certificate

#### **Organizational and Leadership Psychology**

Doctor of Psychology in Leadership Psychology



Master of Arts in Organizational Psychology

Graduate Certificate in Executive Coaching

### **School Psychology**

Doctor of Psychology in School Psychology

Master of Arts in Applied Behavior Analysis

Master of Arts in Professional Psychology

Certificate of Advanced Graduate Study in School Psychology

Graduate Certificate in School Climate and Social Emotional Learning

### **Faculty**

A current list of faculty and other instructional personnel at William James College can be found <http://www.williamjames.edu/about/profiles/faculty/>

### **Academic Advising**

All members of the core faculty and selected additional faculty or administrative staff are assigned responsibilities for student advising. Advisors are expected to provide students with assistance in course selection and registration in order to meet curriculum requirements, and to confer on broader academic, personal, or professional matters. Students who require advice or services beyond those that can readily be provided by faculty may seek advice from the Dean of Students Office.

### **Instructional Facilities**

The College's campus consists of 7.95 acres with a six story office building of approximately 86,000 square feet located in a suburban office park adjacent to Route 128 in Newton, MA. There are approximately 350 parking spaces. The ground floor includes a lobby, two elevators, and a restaurant, the Freedman Center for Child & Family Development

and space for the IT and facilities departments. Floors 1-3 contain classrooms, the library, student lounges, conference rooms and meeting spaces, offices for faculty and staff, and include large windows on all four sides, providing ample natural light throughout the building. The 4th floor includes classrooms and conference rooms, the Brenner Center, the Center of Excellence for Children, Families and the Law and Teachers<sup>21</sup>. The 5th floor contains the College's administrative offices. The exterior and lobby are branded to foster the WJC identity.

The building is a LEED certified space with over 20 state-of-the-art classrooms, numerous conference and meeting rooms and three student lounges. Some classrooms are equipped with a classroom-wide audio conferencing system. Each classroom AV control system is designed to provide intuitive control interface for instructors. Event management system LCD displays are installed in front of each classroom and meeting room to indicate room assignment information which serves as a convenient way for students to reserve space for study time and meetings.

## **Centers at William James College**

### **The Dr. Leon O. Brenner Center for Psychological Assessment & Consultation**

The Dr. Leon O. Brenner Center for Psychological Assessment and Consultation at William James College provides comprehensive psychological assessment to address problems of learning and adjustment for children, adolescents and adults. On the Center's staff are senior psychologists, doctoral students, and post-doctoral fellows who work as a team to provide comprehensive evaluations, jargon-free reports, consultation and advocacy to facilitate the implementation of assessment recommendations.

Our thorough, accessible reports provide invaluable information to therapists, physicians, educators, employers, families and individuals to assist with educational planning, job performance, psychotherapy and personal growth. William James College has always endorsed the tremendous value of a thoughtful and thorough psychological assessment in improving treatment and educational plans and in improving quality of life. The Brenner Center provides this invaluable service.

### **The Center of Excellence for Children, Families and the Law (CECFL)**

The Center of Excellence for Children, Families and the Law (CECFL) recognizes the life-changing decisions that are made when children and families come before Courts. The Center promotes multidisciplinary professional education, training and research to support informed professional practice, effective prevention and intervention, and thoughtful jurisprudence.

The Center focuses on a variety of issues that affect children and families who are involved with the legal system including families in conflict, intimate partner violence, child maltreatment and neglect, divorce, juvenile justice and children with mental and educational disabilities.

The Center is able to provide an array of services, including professional education, training and development; evaluation services; professional consultation to mental health providers, attorneys, judges, custody evaluators, parenting coordinators, court personnel and social service workers; psychoeducation for parents; advocacy and advocacy support and research.

## **Richard I. and Joan L. Freedman Center for Child and Family Development**

Families too often find it difficult to access mental health services for their children due to a critical shortage of providers and the absence of a community of support and sharing.

The Richard I. and Joan L. Freedman Center for Child and Family Development was established at William James College to help connect children and families with appropriate information, providers, resources, and one another to serve their mental health and wellness needs.

Creating a strong community of support to promote mental health and wellness involves a multi-faceted approach. The Freedman Center offers the following services to meet these multiple needs:

- Accessible and quality programming for children and families
- Continuing education programs for professionals
- Consultation to and collaboration with community partners, including schools, organizations, and physicians
- Culturally and linguistically sensitive approach to the creation and delivery of all services
- Training of future mental health providers
- Participation in state and legislative initiatives and social advocacy

## **The Center for Multicultural and Global Mental Health**

This Center's mission is to provide education, training and research which furthers our understanding and competence in providing attuned mental health services to all communities. The center is the home for the Dr. Cynthia Lucero Center for Latino Mental Health, African and Caribbean Mental Health, Global Mental Health, and the home for the college's Black Mental Health Initiative.

## **Dr. Cynthia Lucero Center for Latino Mental Health**

Bienvenidos y gracias por su interés en proporcionar servicios a la población latina en nuestro país.

The Dr. Cynthia Lucero Center's Latino Mental Health Program (LMHP) offers a unique opportunity for William James College students who are interested in working with individuals from Latino cultures. Through intensive immersion in Spanish language and Hispanic cultures, students are prepared as culturally sensitive clinicians with expertise to meet the particular mental health needs of this rapidly growing and underserved segment of the U.S. population.

Today, one in every eight individuals living in the U.S. is Hispanic or Latino, and by 2050, one-quarter of the population will be of Hispanic descent. Despite this looming population explosion, only about one percent of the nation's psychologists identify themselves as Latinos. The need for professionals, Latino and non-Latino, trained to care competently for Latino patients/clients is already critical and will only increase in severity over the next few years.

Given that many Latinos in the U.S. have limited English proficiency, the ability to provide services in Spanish is essential in providing competent services to this population. Even among Latinos who are fluent in English, many communicate more effectively in Spanish. There are also unique and richly diverse values, beliefs and traditions among the various Latino cultures, as well as common experiences of immigration and diversity as Latinos in the U.S., that must be well understood by providers in order to make competent clinical assessments and implement effective interventions.

Given the complex interaction of social and cultural factors in the mental health of this population, it is not surprising that most Latinos who seek mental health services do not return after the first visit, primarily because of a lack of "cultural fit" with the provider.

## **Parking**

The College offers students free parking on the main campus. There are occasions that the lot reaches capacity resulting in a need to park on the street. While it is legal to park on both sides of the street, (unless there is a snow emergency called by the City of Newton) please only park on the College side of Wells Avenue. You are not allowed to park in surrounding lots near the College nor around the islands in the main lot. You must park in a marked spot and keep the fire lanes clear. There is no overnight parking.

The parking lot has three emergency call phones (2 in the front and one in the rear). The College provides 6 handicapped spaces. In case of a snow storm, the lot will be plowed and cleared by 7:00am.

## **Events and Room Reservations**

Individuals or groups who wish to reserve space for any purpose other than academic should contact Marice Nichols / Office Manager [marice\\_nichols@williamjames.edu](mailto:marice_nichols@williamjames.edu) In some instances, the Office Manager may refer the inquiring party to the Vice President of Finance and Operations to determine whether a rental/use fee will be charged.

## **Food Services**

Inside of the building, breakfast and lunch are available at Goldberg's Deli & Grill. Goldberg's is open Monday through Friday from 7:30-3:00. There are also numerous restaurants in the nearby area. Although not an exhaustive list, many choices can be viewed at the website [www.williamjames.edu/about/location/restaurants.php](http://www.williamjames.edu/about/location/restaurants.php).

Vending machines are located on the ground floor within the lobby and accept both cash and credit cards. On floors 1 through 3 in each kitchenette you can also find coffees and teas, as well as access to refrigerators, sinks, and microwaves for your convenience.

## **Pets and Animals**

With the exception of service dogs, no pets and other animals may be brought into the building.

## **Religious Observances**

William James College respects the right of individuals to observe religious holidays during the year. The institution will attempt to reasonably meet the needs of our employees relating to their religious beliefs and practices of which we are aware. However, the institution cannot make any accommodations which would cause undue hardship or which relate to matters about which we have not been informed.

Students: The College, when scheduling classes on religious holidays, intends that students observing those holidays be given opportunity to make up work. The student should notify the instructor at the beginning of the semester if s/he will need to arrange with the Instructor for any accommodation.

Faculty: Faculty who wish to observe religious holidays may arrange for another faculty member to meet their classes or reschedule the class and should inform students about any changes in scheduling.

## **Library Services**

The College offers library services through its own library and through an affiliation with Harvard's medical library. Students who wish to use Harvard's Francis A. Countway Medical Library may obtain one-day access through a coupon system available from the Librarian. Students are also encouraged to use the excellent collections in psychology available at other area libraries, including Boston University and Boston College.

Library; [library@williamjames.edu](mailto:library@williamjames.edu); 617-327-6777

## **Circulation Policy**

1. **General Collection:** Materials in the general collection circulate for three weeks. They may be renewed for two more periods of three weeks each unless they have been requested by another borrower.
2. **Reserve:** Materials placed on reserve are those required for a course and designated by the instructor as a reserve reading. Faculty must notify the Librarian of materials they wish placed on reserve at least two weeks prior to the beginning of the semester. Reserve books do NOT circulate and do not leave the library. A student may check out a reserve book for library use only by signing the material out at the library circulation desk.
3. **Test kit materials:** Test kits have limited loan periods to ensure maximum access to these resources needed to support classroom instruction and assignments. Most kits circulate for a maximum of one week. Circulation periods may vary, and some kits may be reserved for specific class assignments during the academic year, in order to support classroom needs. Test kits are provided in response to curriculum needs and may not be used as a substitution for test materials provided at field placement sites. Test materials should be returned to the library immediately after they are used. Do not hold onto a kit in order to score an assessment. The library has scoring materials available for use in the library.
4. **Audio-Visual Material:** Audio-visual materials, including video and audio items, circulate for a period of one week. However, for videos that are used in William James College courses, students will only be able to borrow the video overnight when it does not conflict with instructors' scheduling requirements. The library also provides access to streaming video materials accessible over the Internet.



5. Closed Collection: (a) Reference materials do not circulate. (b) William James College documents placed in the library for archival purposes do not circulate. (c) Reserve materials and those in the closed collection are not eligible for lending through interlibrary loan.
6. Overdue & Renewal Policy: Overdue notices will be sent to students via email when materials are not returned by their due date. Students will receive a first, second, and a final notice. If a student either does not call the library to renew a book or does not return it after 3 Overdue notices, s/he will be fined a \$50.00 fee plus the cost of replacing the book. Graduating students who have not returned books before graduation will not receive their diplomas until all materials have been returned to the library or replacement fees paid.

### **Interlibrary Loan**

The College offers a full range of Interlibrary Loan (ILL) services. The College's library belongs to a computerized, cooperative resource-sharing network which links libraries and institutions of learning in the USA. With this service, students and faculty can borrow books, articles, technical reports, government documents, and some dissertations from libraries throughout the country. The library reserves the right to limit the number of interlibrary loan requests to provide equitable access to interlibrary loan services for all members of the College community. See the Interlibrary Loan policies section on the library's web page for more details.

### **Library Holdings**

The library offers students access to the materials required for courses. The collection also includes books and periodicals which supplement these basic readings or which are relevant to areas of special interest to students and faculty. A detailed statement of the subject areas

covered by the collection can be found in the Collection Development Policy written by the Librarian.

The library maintains a core collection of current professional journals. In addition, students and faculty have access to a suite of databases including: PsycInfo, PsycArticles, PsycBooks, PsycExtra, Psychology and Behavioral Sciences, Sociological Collection, Biomedical Reference Collection, MEDLINE, Nursing and Allied Health, ERIC, Professional Development Collection, Mental Measurements Yearbook, Sage Journals, Science Direct Journals, Taylor & Francis Journals. These databases are accessible offsite from remote computers. The library also provides access to streaming video materials.

Test kits covering a variety of assessment tools, including intelligence and projective testing are available to students and faculty on a limited circulation basis. During the fall and spring semesters, circulation of test kits will be limited to students and faculty in the Psychological Assessment courses. When borrowing testing materials, students and faculty should check to be sure their test is complete by comparing its contents with the library's checklist before leaving the library. Borrowers are likewise responsible for reporting any damaged or missing pieces when they return a kit. Students will be required to pay for replacement parts. The library can also provide access to tests that are administered online.

### **Non-William James College Students and Alumni Use of the Library**

William James College alumni and non-William James College students, with the permission of the Librarian, may use the library and library resources. However, alumni and non-students may not check out assessment/psychological tests, books, and other materials from the library.

## Quiet Study

The Library has a quiet study room. Conversation among students is permitted in the main library as long as it does not disturb others who are working. Cell phone use is not permitted anywhere in the library area.

## Copyright Infringement—Policies and Sanctions

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Where appropriate, the College will take administrative action against infringers

*Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.*

*Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.*

*Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)*

In an effort to comply with the relevant provisions of the Digital Millennium Copyright Act of 1998 (“DMCA”), the College has registered an agent with the United States Copyright Office who has been designated to receive notices of alleged copyright infringement on the part of individuals using College-provided internet services.

To report DMCA related issues, please contact the Director of Information technology or email [support@williamjames.edu](mailto:support@williamjames.edu)

Upon receipt of notice complying with the terms of 17 U.S.C. §512(c) (3), the College will review and promptly respond to the party claiming infringement. Please be advised that failure to properly notify the College may result in delay of complaint processing. In the event infringing material is posted on the College’s network, such content will be removed. Where appropriate, the College will take administrative action against infringers, including, but not limited to, termination of network privileges.

### **Information Technology Policies**

Information Technology Policies, Information Technology; [support@williamjames.edu](mailto:support@williamjames.edu); 617-327-6777 x1600; [https://msppsupport.zendesk.com/hc/en-us/articles/205656255-](https://msppsupport.zendesk.com/hc/en-us/articles/205656255-Appropriate-Use-IT-Policy)

#### [Appropriate-Use-IT-Policy](#)

The College provides access to the computer network to students, faculty, staff, and alumni. This network provides communication as well as academic and administrative functions. Technology resources are provided by the College to support the mission of the institution. As such, these resources are to be solely used for relevant academic, administrative or research purposes and may not be used for commercial purposes. Policies are in place to ensure that the College’s constituencies are served and that network rights and responsibilities are observed; serious policy violations may result in restricted access to the network.

## **General Computer and Audio Visual & Technology Equipment Policies**

The College provides electronic equipment including desktop and portable computing devices, and various Audio/Visual equipment and accessories for use in the classroom and for administrative purposes. All equipment is purchased and maintained regularly by the office of Information Technology. Equipment may be lent or assigned to authorized users, or be stored on campus to allow easy access for the College community. Equipment is evaluated during maintenance to determine whether an upgrade/replacement is needed to assure the functionality of the equipment.

### **Lending Laptops**

Lending laptops are available to the College community when specific software is needed, or as a temporary substitute for a broken laptop. Lending laptops are for temporary and on-site usage only and may not be taken home unless authorized. Availability is limited, and reservation in advance is strongly encouraged. All personal data stored on the lending laptops will be erased at the time of return.

### **Lending Laptop and Usage Policy**

1. Lending Laptops should only be used for College administrative or academic purpose and should not be used for personal business or financial gain.
2. Lending Laptops may not be used for any illegal activities or activities not sanctioned by the College, such as activities including, but not limited to, using equipment for harassment or non-professional behavior.
3. Lending Laptops may not be tampered with, modified, or enhanced, except by authorized staff. Unplugging, detaching, removing, disassembling, or relocating any equipment without authorization or by unauthorized staff is a serious offense and may result in loss

of equipment privileges.

4. When borrowing a Lending Laptop, the borrower is responsible for equipment that s/he has used. Any damage to the equipment or problems with its use must be reported immediately to the IT Office. Borrowers will be financially responsible for damage due to improper use or mishandling, and will be billed for repairs necessitated by such use. It is the borrower's responsibility to make sure s/he knows how to use the equipment properly.
5. Lending Laptops are available on a first come, first serve basis. Reservation in advance is possible by contacting the IT helpdesk.
6. Lending Laptops must be returned the same day unless other terms or durations first approved by the IT Department.

### **Audio-Visual Equipment and Technology**

The College provides various Audio Visual equipment and technology for administrative and academic purposes, which can be borrowed from the college Library Circulation Desk with a valid Student ID.

*Digital Voice Recorders and Digital Video Cameras* – are available for lending to students, faculty, and staff for dictating purposes. Recordings are stored digitally on the device and can be easily transferred to a personal computer via USB port. All recordings stored on the recorders will be erased when returned to the IT Helpdesk.

*Conference Phones and Conference Bridge Numbers* – Conference phones are available for lending to the College community to provide better voice reception during a conference call for a group of more than 3 people. Permanent Polycom conference phones are stationed in various conference rooms and classrooms. A conference bridge number is needed when multiple parties

need to join the conference call. The College is not responsible for providing conference bridge numbers to students. However, a conference bridge number can be obtained for free from by signing up with FreeConferenceCall.com. For more information about conference calls please contact IT helpdesk or visit the helpdesk support website at <http://support.williamjames.edu> and search “Conference”. All meeting rooms are equipped with phones which can be used for conference calls. To report a missing phone, please contact the IT Helpdesk.

*Techsmith Relay*– is available to all students, faculty and staff to provide PowerPoint or screen recordings for training and academic purposes. Recordings may be uploaded to YouTube for streaming and archiving. For more information regarding techsmith and YouTube, please visit <http://support.williamjames.edu> and search “YouTube”.

The College provides several full feature desktop computer stations next to the Helpdesk area. Computers are available on a first come, first serve basis and no reservations are allowed. Computers are loaded with complete Microsoft Office Suite as well as various scoring and testing software required for courses. Various Internet Browsers, Media Players, and Printer access are also available on the computer stations. All personal data and profiles stored on the computer stations will be erased during regular maintenance.

William James College also provides Quick Access Stations in various on-campus locations for students and faculty to quickly access information or printing needed for classes. Quick Access Stations should not be occupied for longer than an hour at a time.

### **Copying / Printing / Scanning / Faxing**

The College provides multiple copiers in various locations on campus. All copiers have color scanning features, and some copiers have color copying and printing features. All copiers can be accessed by using your College ID Card or by typing in your College user name and

password. Copiers with non-standard features such as color printing and faxing can be identified by clearly mounted signs on the copier itself.

Copiers can also scan documents to your College email account. Please scan in small batches to make sure the file size does not exceed 5 MB per scan when scanning to your email account.

Students are allowed \$100 of printing and copying credits free of charge for the academic year. Printing and copying are assigned the following credit values:

|                         |          |
|-------------------------|----------|
| Grayscale single-sided: | 10 cents |
| Grayscale double-sided: | 15 cents |
| Color single-sided:     | 30 cents |
| Color double-sided:     | 45 cents |

Instructions on how to add credits and other details are posted on the support site at

<http://support.williamjames.edu>.

College copiers may not be used for personal reasons. Abusive use of the copiers for personal purposes may result in a loss of printing/copying privileges or a required reimbursement to the College for the cost of printing including, but not limited to:

- Copying/Printing excessive amounts of personal material unrelated to college or administrative use
- Copying/Scanning copyrighted materials without proper authorization by Library staff
- Wasteful or redundant printing

The College reserves the right to add or adjust copying and printing costs to students in the future with advance notice.

For any depletion of printing supplies such as toner, paper, and staples, please contact Marice



Nichols, Office Manager. [Marice Nichols@williamjames.edu](mailto:Marice_Nichols@williamjames.edu) or dial extension 1219.

For any technical issues with copiers, please contact the IT Helpdesk immediately. Please do not attempt to repair the copier without authorized staff.

### **Data storage and Data Loss**

Email is an essential communication tool at William James College. Students are required to monitor their email at a minimum of twice a week. The College is not responsible for any personal data lost while using the College's network or on the College's premises. Students are encouraged to back up their work regularly on external storage device, such as a USB flash drive.

### **Email/Electronic Communication Policies**

*Appropriate Usage* - Users must not distribute obscene, abusive, threatening, harassing, discriminatory, offensive or unnecessarily repetitive messages. Examples of such prohibited conduct include: the display or transmission of sexually explicit content, ethnic slurs, racial epithets, off-color jokes, or other content that may be construed as harassing, degrading, disrespectful or offensive.

*Distribution list usage* - The College has developed several constituency-specific (e.g. faculty-only, year x-only, etc.) email distribution lists. Use of the College's email system must be confined to College business, whether academic or administrative. When using the distribution list function, care must be taken to ensure that emails be related to College activities or of educational interest to the College community. Should a message be deemed inappropriate, it will be discussed with the sending party. Repeat emails may result in loss of email privileges. Consultation on the distribution of emails that may fall outside the clear guidelines may be sought from the Department Chair, the Dean of Students, or the Registrar. Distribution lists are

maintained by the corresponding departments. Any discrepancies found in the membership of the distribution list should be communicated to the corresponding department's department coordinator. To start a new distribution list for the College community, please contact the IT Helpdesk for more details.

*Confidentiality* - Email confidentiality cannot be assured. It is possible that others may view messages or data inadvertently. Discretion should be used in sending emails; consider whether the matter is so confidential or sensitive that it should not be transmitted electronically without permission, encryption or both.

*Administrative Access* - While not a common practice, College reserves the right to review information transmitted or stored on its network and to remove any material deemed illegal or that violate College policy, rules, or regulations. Users do not have a privacy right in materials created, sent, received, or maintained on College systems.

### **General Responsibilities for Network Access**

All students are provided with network account access which provides students access to a number of digital and online resources provided by the college.

In addition to the policies listed above, network users are expected to comply with the responsibilities listed below.

1. Users must protect network ID and password. Change the password often and never share it with anyone.
2. Students must comply with the general Personal Identification (PID) Protection policy which was published and in effect on March 1, 2010.
3. Users must abide by the terms of all software licensing agreements and copyright laws.  
Do not attempt to make copies of any software or media.

4. Users must not misrepresent themselves or their data on the network.
5. Users must not jeopardize the integrity of College equipment or systems by deliberately performing any act that impairs the operation of computers, terminals, peripherals, or network. This includes downloading software/applications (such as instant messaging, etc.), pictures from other files from internet sites, or email without the written permission of College's Office of Information Technology.
6. Users should not unfairly monopolize College technology resources.

### **Intellectual Property**

The College community must respect intellectual property rights and adhere to copyright laws.

### **IT Helpdesk Support**

The College's Office of Information Technology provides technology support to the College community. The IT team works to ensure that the interests of all College constituencies are served. Students who need assistance with their email or account access should contact the IT Helpdesk at <http://support.williamjames.edu>, by dialing extension 1600, or by emailing [support@williamjames.edu](mailto:support@williamjames.edu). For any comments or suggestions, or with questions regarding PID Protection policy, please email [JEFF\\_CHOO@WILLIAMJAMES.EDU](mailto:JEFF_CHOO@WILLIAMJAMES.EDU).

### **Network Policies**

Network access is a privilege granted by the College.

The College's Office of Information Technology makes a reasonable effort to ensure privacy and security.

Users have reasonably unrestricted access to the Internet. All internet traffic is monitored and may be blocked if the website contains malware or posts a threat to network security.

Electronic communication made by the College's connection will fall under the email policy and/or other applicable policies.

The system may not be used to access or download any illegal materials.

Passwords are intended to prevent unauthorized access, but do not assure privacy.

The College reserves the right to access email or other documents produced or stored on its computers or disks when it determines, by its sole discretion, it has a legitimate business purpose for doing so.

Users must respect the privacy of others and never attempt to access accounts or information that do not belong to them.

Unauthorized connection to systems and networks, hacking, spamming, spoofing or breaking into any server, storage device, or workstation connected to or foreign to the College's network is prohibited. The College holds no liability for any legal actions brought against someone found to be in violation of this policy.

The College reserves the right to ban any personal electronic device to use the College's network, if the device has been identified as a threat or contains any malware or virus. User must prove that all threat software has been removed to request the ban be lifted.

### **Student Identification (ID) Cards**

New students must obtain a Student Identification Card with valid student ID number to provide proof of current student status for various student privileges, such as library access and college copiers. The Student ID card can be used as an alternative identification document and therefore it must be carried by students at all time while in College or Field Placement Sites.

### **To Obtain a Student ID Card**

1. Student must attend one of the ID photo sessions during the orientation week, or visit the IT Office during normal business hours.
  2. Student must appear in person to obtain their WJC Photo ID card, and must provide one form of Official ID to verify identity during the ID photo session. An official ID can be any of the following:
    - State Driver License or State ID
    - Passport or Driver License or Official Personal ID of a foreign country
- Student in Distance Learning Programs will be assigned a student ID card without an ID Photo. The Non-Photo student ID card will not be able to be used as a valid identification document.

### **Misplaced / Worn-Out Student ID Card / To Replace a Student ID Card**

In case the student ID card is lost, misplaced, or stolen, please contact the IT Helpdesk at your earliest convenience so we can document the instance.

To replace a student ID card, please visit the IT Helpdesk during business hours to request a replacement. There will be a replacement fee of \$25.00 – a payment must be made at the Accounts Payable Office (One Wells, 5th Floor) before a replacement can be re-issued.

### **Social Media and Branding Policy, Office of Marketing and Communications**

William James College believes in the free and open exchange of information and ideas and that social media can play an important role in getting the word out about the College, its programs and its values. William James College also sees the ultimate goal of engaging in social media as a way to enhance its image and reputation through respectful, consistent, and honest commentary and conversation online.

## **Purpose**

The purpose of this policy is to provide guidelines for the use of social media by anyone identifying him or herself as related to William James College.

## **Scope**

The policy applies to faculty, staff, students, and trustees and any consultant or person contracted to work with the social media on behalf of William James College. And, it applies to any text, video, audio, or multimedia pieces posted on any social media platform, including, but not limited to, Twitter, Facebook, YouTube, and LinkedIn, etc.

## **Policy**

Any William James College faculty, staff, student, or trustee or anyone contracted to act on behalf of the College should follow these guidelines.

1. Be transparent. Use your real name, identify that you work for William James College and what your role is. Provide your own unique and individual perspective. Use a disclaimer when appropriate.
2. Never represent yourself or William James College in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated. If you make a mistake, admit it. Be upfront and be quick with your correction.
3. Create a conversation and participate. Post meaningful, respectful comments. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at the College.
4. Proprietary Information. Do not discuss William James College's financial or proprietary information unless specifically authorized to do so by the senior management.

5. For advice, contact William James College spokespeople, including the Associate Director or the Director of Marketing and Communications.
6. Be sensitive to the expectations of existing users of the specific site. If you add a presence, be aware that you are joining their site rather than the opposite.
7. Use common sense and common courtesy. Always act respectfully towards all people. Always consider others' privacy and avoid discussing topics that may be inflammatory, e.g. politics and religion.
8. Ethical conduct. Don't violate William James College's privacy policies or code of conduct. Do not violate national, state or copyright laws.
9. The use of social media is inappropriate in the clinical context. Clinicians and clinicians in training do not discuss patients or patient information in any way over social media. Doing so constitutes a HIPAA violation as well as an ethical violation for failure to safeguard confidentiality.
10. E-mail is not a secure HIPAA compliant modality to discuss patient or patient care.
11. Students and faculty are asked to visit their Facebook and other similar sites' landing page and make certain that they present themselves in a dignified and professional manner. Patients may visit these sites to learn more about their health care provider.

### **Brand Guidelines**

1. Do not discuss competitors or partners without their prior approval. Do not, without consent, name or tag other people on photos, places or in blog posts.

2. Never participate in social media when the topic being discussed may be considered a crisis situation. Refer all social media activity around crisis topics to the Associate Director and Director of Marketing and Communications.
3. Activity on social media channels during office hours must complement and/or support your role at William James College. Keep it work related and don't let it take focus away from your primary responsibilities.
4. Do not start social media accounts on William James College's behalf or use the brand unless you have authority to do so. This includes claiming Places on geo-location services, such as Facebook or Foursquare.
5. Do not upload images or videos to any social network without permission.
6. If you find negative and potentially damaging blog posts, Facebook groups, tweets or other posted material about William James College, please report it to the Director or Associate Director of Marketing and Communications.
7. Be aware that all material uploaded, shared, blogged and commented online is potentially there forever and always accessible through search engines. The information you share even on closed networks can also run the risk of being disclosed to third parties.

**Special Note:** If a reporter, editor, or producer from the mainstream media contacts you about William James College through social media, refer him/her to the Associate Director or Director of Marketing and Communications.

### **Communication and Information**

Email is the main method of communication at the college. Every student is expected to regularly check his/her college email as all official communications from the college will be sent to these addresses. Additionally, each week the college issues a Weekly email newsletter



(currently known as the What's Up Monday email newsletter), which contains important events, announcements, and deadlines.

Digital Signs are also located throughout the building, in particular near the elevator bays. These signs will display information regarding the day's schedule, including classes and events.

Students who wish to add an announcement to the What's Up Monday email newsletter must submit their message by the Wednesday prior to [whatsupmonday@williamjames.edu](mailto:whatsupmonday@williamjames.edu). Students may also post notices and fliers on any pushpin board in a public area. Please note that all notices soliciting research participation must first go through the Office of Research. Papers taped to walls will be removed immediately. Students can find all past postings of "What's Up Monday" at <http://www.williamjames.edu/about/calendar/whats-up-monday.cfm>

### **Email/Electronic Communication Policy**

All information regarding the College's email and electronic communication policy can be found at the Information Technology's section of this Handbook, or at the Information Technology website at <http://support.williamjames.edu>.

### **Ethical/Legal Confidentiality Restrictions on Communication**

All communications (electronic or otherwise) generated in the service of clinical training that contain descriptive and/or sensitive clinical material—whether in class discussions or presentations, or in written assignments—must be conducted in accordance with the Ethical Principles of Psychologists and Code of Conduct and with respect to the national standards of the Health Insurance Portability and Accountability Act (HIPAA).

## **Copying and Printing**

All information regarding copying and printing can be found under the Information Technology section of this handbook.

## **Written Information Security Program**

### **Program Overview**

William James College (the “College”) has developed this comprehensive written information security program (the “Program”) in order to create effective administrative, technical, and physical safeguards for the protection of the Personal Information (defined below), and to comply with the College’s obligations under the FTC Red Flags Rule outlined in sections 114 and 315 of the Fair and Accurate Credit Transactions Act and the Massachusetts regulations found at 201 CMR 17.00 (the “Regulations”). This Program sets forth the College’s policies for accessing, collecting, storing, using, transmitting, and protecting electronic, paper, and other records containing Personal Information.

For the purposes of this Program, “Personal Information” means a person’s first name and last name, or first initial and last name, in combination with any one or more of the following data elements that relate to such person (a) social security number, (b) driver’s license number or state-issued identification card number, (c) date of birth, or (d) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password that would permit access to a resident’s financial account. Personal Information does not, however, include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public.

## **Purpose and Scope**

The purpose of this program is to establish administrative, technical, and physical safeguards to protect Personal Information that is owned, licensed, stored, or maintained by the College, whether such information is contained in paper or electronic records or in any other form. This Program is designed to ensure the security and confidentiality of Personal Information, to protect against anticipated threats or hazards to the security or integrity of Personal Information, and to protect against unauthorized access to or use of Personal Information in a manner that creates a substantial risk of identity theft or fraud.

### **1. Administration of Information Security Program**

- a. Program Administration: The College's Director of Information Technology will be the "Information Security Coordinator" for this Program.
- b. Responsibilities of Information Security Coordinator:
  - i. Develop, implement, administer, monitor, review, and update this Program from time to time, consistent with the requirements of the Regulations;
  - ii. Oversee ongoing employee training and any communications involving this Program;
  - iii. Address any information security issues, including employee compliance and access to the College's Personal Information by former employees, that may arise from time to time, and provide input to the College regarding the imposition of disciplinary measures for violations of the Program;

- iv. Take all reasonable steps to verify that any third-party service provider with access to the College's Personal Information has the capacity to protect such Personal Information in the manner consistent with this Program and requirements of the Regulations and that any such third-party service provider applies protective security measures at least as stringent as those required by the Regulations.

## **2. Compliance with Program**

- a. Compliance: All employees (full-time, part-time, substitute, seasonal or temporary) and independent contractors, consultants, and volunteers are subject to the applicable requirements set forth in this Program.
- b. Non-Compliance: Instances of non-compliance with this Program must be reported immediately to the Information Security Coordinator. Violations may result in disciplinary action by the College, up to and including termination of employment.
- c. Non-Retaliation: It is unlawful and against the College's policy to retaliate against anyone who reports a violation of this Program or who cooperates in an investigation regarding non-compliance with this Program. Any such retaliation will result in disciplinary action by the College, up to and including termination of employment.

## **3. Record Retention**

- a. Retention: The College only collects and maintains records and files containing Personal Information of the type and for the length of time reasonably necessary to accomplish the College's legitimate business purposes, or as otherwise

necessary for the College to comply with other local, state, accreditation, or federal regulations or requirements. The College periodically reviews its records, files, and form documents to ensure that the College is not gathering and retaining Personal Information unless there is a compelling need to do so.

- b. Return of Records: All employees, consultants, and volunteers of the College are required upon termination or resignation from the College for any reason, or earlier, if upon the request of the College or the Information Security Coordinator, to return or destroy all records and files containing Personal Information of current or former students, employees, or other service providers of the College, in any form that may at the time of such termination be in their possession or control, including all such information stored on laptops, portable devices (such as thumb drives, zip drives, CDs, DVDs, or cell phones), in other media, files, records, notes, or papers.

#### **4. Handling of Personal Information**

- a. Personal Information must be created, stored, disclosed, transmitted, and disposed of in the following manner:
- b. Storage: Paper documents containing Personal Information must be stored in a locked or otherwise secured desk, file cabinet, office, or controlled area when unattended. Storage of electronic Personal Information should be kept inside the College's designated software application to contain that data, any Personal Information stored electronically via a flat file must be encrypted. Any questions regarding the College's encryption technology should be directed to the IT department.

- c. Accessing, Sharing, and Disclosure: Access to, sharing of, and disclosure of records or files containing Personal Information is limited to those persons who are reasonably required to know such information in order to accomplish the College's legitimate business purposes, or to enable the College to comply with other local, state, accreditation, or federal regulations or requirements.
- d. Transmission: Voice communication involving Personal Information must be kept to a minimum and performed in closed or secured locations. Transmission of Personal Information in hard-copy form outside of the College, or other removal of Personal Information from the College's premises, must be done with reasonable precaution and in accordance with any applicable College procedures and/or rules to ensure the security of such information and to prevent unauthorized disclosure. Transmission of electronic Personal Information must be encrypted, and must likewise be done with reasonable precaution to ensure security of such information and to prevent unauthorized disclosure.
- e. Disposal: Personal Information must be disposed of when no longer needed by the College. When appropriate, paper documents and other hard-copies of records or files containing Personal Information determined by the College to be no longer needed should be disposed of by cross-cut shredding, incineration, pulping, redaction, or through the College's secure document disposal service, so that Personal Information cannot practicably be read or reconstructed. Electronic Personal Information determined by the College to be no longer needed must be destroyed or erased so that Personal Information cannot practicably be read or reconstructed.

## **5. Physical and Environmental Controls**

- a. Use and Storage of Files: Employees, consultants, and volunteers of the College must not keep open documents or files containing Personal Information on their desks when they are not at their desks or in any other unsecured, unattended place. This policy applies to both hard-copies and electronic copies of records containing Personal Information. At the end of the work day, all files and other records containing Personal Information must be secured in a manner consistent with this Program and the requirements of the Regulations.
- b. Blocked Physical Access: The College prohibits and blocks physical access to records and files containing Personal Information by any individual without authorization to access such records. Employees, consultants, and volunteers of the College are required, upon termination or resignation for any reason, or earlier if upon request of the College or the Information Security Coordinator, to surrender all keys, IDs, access codes, badges, business cards, that permit access to the College's premises or to records of the College containing Personal Information.
- c. Visitors: All visitors to the College must be registered at the Front Desk and must be accompanied by an approved employee or other service provider of the College. Visitors of the College are prohibited and blocked from accessing any records or files of the College containing Personal Information.

## **6. IT Policies and Procedures**

- a. Electronic Access:

- i. The College has in place secure user authentication protocols, including (a) control of user IDs and other identifiers, (b) a reasonably secure method of assigning and selecting passwords; and (c) control of data security passwords to ensure that such passwords are kept in a location and/or format that does not compromise the security of the data they protect.
- ii. The College assigns unique identifications and passwords that are designed to maintain the integrity and security of the access controls, and prohibits the use of vendor supplied default passwords, to each authorized user. The College restricts access to authorized users and active user accounts only. Such restrictions allow access to records and files containing Personal Information only to users with a need to access such Personal Information in order to perform their job duties.
- iii. The College requires that current computer or network passwords are changed periodically. The College blocks access to users after multiple unsuccessful attempts to gain electronic access to records or files containing Personal Information.
- iv. The College blocks electronic access to Personal Information by former employees, other former service providers of the College, and other individuals who are no longer authorized users with an active user account. The College promptly terminates and prohibits electronic access by former employees, other former service providers of the College, and other individuals who are no longer authorized users with



an active user account to records and files containing Personal Information. Voicemail access, email access, and passwords are also promptly disabled or blocked.

b. Network Security:

- i. The College monitors all computer systems for unauthorized use of or access to records and files containing Personal Information.
- ii. The College has and will continue to maintain reasonably up-to-date firewall protection and operating system security patches on all systems maintaining Personal Information that are reasonably designed to maintain the integrity of such information.
- iii. The College has and will maintain reasonably up-to-date versions of system security agent software which must include malware protection and reasonably up-to-date patches and virus definitions, installed on all systems processing Personal Information.

c. Encryption:

- i. To the extent technically feasible, the College encrypts all records and files of the College containing Personal Information transmitted across public networks or wirelessly.
- ii. The College encrypts all Personal Information stored on laptops or other devices.

## **7. Security Awareness**

- a. Training: The College provides education and training regarding this Program to all employees who will have access to Personal Information throughout their employment to the College.
- b. Consultants, Volunteers, and Third-Party Service Providers: The College communicates its relevant policies and procedures under this Program to its consultants, volunteers, and third-party service providers who will have access to Personal Information through their services to the College.

## **8. Third-Party Service Providers**

- a. Vetting Process: Before engaging a third-party service provider who will have access to Personal Information, the College conducts reasonable due diligence to assess whether a prospective third-party server provider is capable of safeguarding Personal Information in the manner required by this Program. Due diligence efforts may include, but are not necessarily limited to, discussions with prospective third-party service provider's personnel, reviewing the prospective third-party service provider's privacy and/or information security policies, and/or requesting the prospective third-party service provider to complete a security questionnaire or otherwise answer security –related questions. The College may also enter into a contractual agreement with its third-party service providers to protect Personal Information disclosed to such service providers by the College.
- b. Monitoring: The College periodically reviews and monitors the performance of its third-party service providers who have access to the College's systems and/or Personal Information in order to ensure that each such third-party service provider

is applying protective security measures at least as stringent as those required by this Program to be applied to such information.

## **9. Risk Assessment and Incident Management**

- a. Identifying Records and Files Containing Personal Information: The College will regularly evaluate its paper, electronic, and other records, electronic systems, and storage media (including laptops and portable devices used to store Personal Information) to determine which records, files, and systems contain Personal Information.
- b. Ongoing Risk Assessment: The College will, on a periodic basis, (i) conduct a review to identify reasonably foreseeable internal and external risks to the security, confidentiality, or integrity of any electronic, paper, or other records containing Personal Information, (ii) assess the likelihood and potential damage of these threats, taking into consideration the sensitivity of the Personal Information, (iii) evaluate the successfulness of this Program to control those risks, and (iv) revise this Program to minimize those risks, consistent with the requirements of the Regulations. This risk assessment will include, but may not be limited to, an assessment of internal and external risks associated with ongoing employee training, employee compliance with this Program, and means of detecting and preventing security system failures.
- c. Review of Program: The College conducts a formal review of this Program annually (at minimum), and whenever there is a material change in the College's business practices that may reasonably implicate the security or integrity of records or files containing Personal Information.

- d. Reporting Obligation: Employees, consultants, and volunteers are required to report any security violations, breaches of security, or suspicious or unauthorized use of Personal Information contained in records or files of the College to the Information Security Coordinator.
- e. Incident Review: The College documents any responsive actions taken in connection with each security incident. The College conducts a prompt review of any security incident, including incidents that require notification under the Regulations, and determines whether any changes in this Program are required to improve the security of records and files containing Personal Information.

### **Career Services**

Students may seek out career support to plan for successfully obtaining their first job after graduation; to discuss creating a career map which considers how to be strategic in building one's professional life; for assistance in writing a Curriculum Vitae and cover letter; and for best practices in interviewing. Often the best resource can be found in the student's advisor. The student may also seek out a faculty member with expertise in a student's chosen area of specialization. The Department Chair is another possible resource as are the Dean of Students and the Director of Human Resources. In addition, there are resources on our college website and additional web resources under development. For more detailed information, consult the Career Services website <http://www.williamjames.edu/alumni/career-services/index.cfm>

### **Consumer Information on College Navigator Website**

Additional information including student activities offered by the institution, services offered by the institution for individuals with disabilities, career and placement services offered to students during and after enrollment and policies of the institution related to the transfer of

credit from other institutions may be found on the College Navigator Website.

<http://nces.ed.gov/collegenavigator/?q=William+James+College&s=all&id=166717>

## **Student Financial Assistance**

### **Assistance Available from Federal, State, Local, and Institutional Programs**

Student financial assistance is available to those who qualify. The Financial Aid Office administers five types of student financial aid programs: the William D. Ford Federal Direct Loan Program (specifically, Direct Unsubsidized Loans and Direct Grad PLUS loans); Federal Work Study; alternative loan programs; Veterans Benefits; and William James College institutional aid.

Other sources of educational funding include: teaching assistantships, William James College work study positions, and in some cases, field placement stipends or employment. For many students, stipends or salaries derived from part-time outside employment continue to be an important source of financial support.

Students who have questions about their eligibility or about the procedures involved for any of the following forms of financial assistance should consult the Financial Aid Office.

### **Federal Work Study Program and Student Employment**

The College provides part-time campus-based employment opportunities to qualified students in good academic standing through teaching assistantships and administrative support positions. When compensation for a position is funded in part by federal funds, students must demonstrate financial need and the estimated compensation must be factored into student's total financial assistance package and must not result in an over-award (total financial assistance may not exceed the total cost of attendance). Supervisors of student employment positions funded solely by institutional sources are encouraged, but not required, to offer positions to qualified students with unmet financial need.

All available job opportunities must be posted on the [Career Services](#) site. The duration of the position is dependent upon the needs of the department, however the maximum duration of any position may not exceed one calendar year. Students may re-apply for the same position from term to term; however, there is no guarantee of continued employment in any or the same position.

### **Applying for William James College work**

1. Students must submit a completed William James College Student Employment Application to the Office of Student Services.
2. The Office of Student Services will verify that the student is in good academic standing and (if the position is funded by federal sources) that the estimated compensation will not result in an over-award.
3. Student Services will forward a copy of the application to the hiring supervisor.
4. All applicants must be informed of the final status of their application.
5. New hires must receive a copy of the William James College Student Employment Handbook (from the Financial Aid office) and sign the FERPA agreement if required by department. All required payroll forms must be completed prior to the start date of employment.

Applicants for Teaching Assistantships are generally expected to complete at least one academic year of study before applying for a teaching assistantship, although the hiring authority may permit limited exceptions to this expectation.

### **Department of Veterans Affairs**

The Massachusetts Board of Higher Education, Office of Veteran's Affairs has approved William James College for the purpose of training veterans and other persons under the

provisions of Title 38, U.S. Code, as amended, Section 1776, V.A. Regulation 14254. William James College is a proud participant in the Yellow Ribbon Initiative.

### **William James College Institutional Assistance, Grants, Scholarships**

Financial aid is awarded to eligible students (Re-specialization and Executive Coaching students are ineligible) based on merit, financial need and availability of funds. All applicants for College financial aid are required to be registered on a full-time basis (as determined by their program of enrollment) for the period of the application and must be considered to be in good standing. For the purpose of allocating institutional aid, a student on monitored status or academic probation is not considered to be in good standing. Both merit scholarships and need based scholarships and grants are renewable each year (up to four years maximum) and require that students remain in good academic standing and continue to make Satisfactory Academic Progress (SAP).

### **Merit Scholarships**

William James College offers a number of merit scholarships. The following friends and alumni have generously offered Scholarship Endowments for the purpose of promoting increased educational opportunities for deserving students:

- The Cynthia Lucero Scholarship
- John D. Robinson Scholarship
- Sophie and Norbett Mintz Scholarship
- Marilyn R. and Edmund U. Cohler Fund
- Leota Long Janke Scholarship
- Margaret Gorman Scholarship
- The Dubinsky Family Endowed Scholarship



Application process: All applicants will be considered for a merit-based scholarship by the Admissions Committee and the Department Chairs based upon application materials and admissions interview. Students will be notified of any merit-based scholarships with their offer of admission.

### **Federal Student Financial Aid Penalties for Drug Law Violations**

A conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Students who have lost eligibility for Title IV HEA assistance as a result of being convicted of possession or sale of illegal drugs will be notified by the Financial Aid office in writing. Under certain circumstances as prescribed by law, a student may be able to regain eligibility for Student Financial Aid.

### **Student Loan Information**

#### **Cost of Attendance Budget (COA)**

The Cost of Attendance Budget (COA) is an estimate of the total amount it will cost each student to attend school each year. All colleges are required to establish a COA Budget in determining eligibility for different types of student aid and must apply the COA formula uniformly and consistently to students enrolled in each academic program. The COA Budget is made up of direct costs charged by the institution for tuition and fees; as well as indirect costs for room and board, transportation and miscellaneous personal expenses.

William James COA budgets consist of tuition, student service fees, loan fees, an estimation of travel expense, books and supplies and loan fees, as well as a living expense and insurance allowance.

William James living expense budgets are created using College Boards' statistical research found on their website:

<http://professionals.collegeboard.com/higher-ed/financial-aid/living-expense>. School budgets are not student specific, but are estimates or guides a student can use when creating their own budget.

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

For students who have scheduled APA internship interviews, the College will, upon request, increase the student's COA (cost of attendance) to allow borrowing to cover reasonable transportation and hotel expenses incurred. The College will not cover expenses for food and other incidentals as these are covered in the regular COA budget. In order for an increase to be authorized, the following conditions must be met:

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

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

## **Summer Immersion Course**

Students enrolled in the summer immersion 1-credit course are certified as half-time students if they are enrolled to satisfy degree requirements

## **The Federal Direct Loan Program (Title IV)**

The College is authorized by the Department of Education to offer the Federal Stafford Loan and The Grad PLUS Loan. Students who are in good academic standing, enrolled at least half-time (as determined by their program of enrollment), who are US citizens or who hold a permanent resident visa and who are not in default on former education loans are eligible to apply. William James College students who are eligible are encouraged to take full advantage of these loan programs with the understanding that loans must be repaid. Students should therefore calculate repayment ability in relation to total debt and future earnings. More specific information on the Federal Student Loan Programs can be found on the College's website or the Federal website [www.studentloans.gov](http://www.studentloans.gov)

All students requesting financial assistance from the Federal Student Loan Program must apply on-line at [www.studentloans.gov](http://www.studentloans.gov) by completing a FAFSA (Free Application for Federal Student Aid). Students are also required to complete online entrance counseling and a MPN (Master Promissory Note) prior to the release of the funds. Additionally, an online exit interview must be completed prior to leaving the College, whether by leave of absence, withdrawal, dismissal, or official graduation from a program. All students are encouraged to take advantage of the SALT Program which offers free loan management education.

[www.saltmoney.org/williamjamescollege](http://www.saltmoney.org/williamjamescollege)

MPN (Master Promissory Note) - All students applying for a Stafford loan must complete a one- time MPN with the Federal Government (this document contains your legal rights and

obligations as a student borrower). This can also be accomplished on-line at [www.studentloans.gov](http://www.studentloans.gov). Federal Student Aid cannot be disbursed until this step is completed.

Unsubsidized Stafford Loans – Interest starts to accrue upon loan disbursement. The student is responsible for paying that interest. A student may choose to either pay the interest while in College or let it accrue. The amount accrued will be added to the principal balance of the loan (capitalized).

Maximum Loan Amount – Annual and aggregate Stafford Loan Limits are determined by federal regulation. Students are eligible to borrow up to the following amounts (combined subsidized and unsubsidized):

|                                       |                 |                     |
|---------------------------------------|-----------------|---------------------|
| All Master’s students                 | \$20,500 annual | \$138,500 aggregate |
| School and Leadership Psy.D. students | \$20,500 annual | \$138,500 aggregate |
| Clinical Psy.D. students              | \$33,000 annual | \$224,000 aggregate |

Grad PLUS Loans – Credit-worthy students who have reached their maximum annual or aggregate Stafford Loan Limit may apply for a Federal Grad PLUS loan. The amount borrowed is limited to the cost of attendance (as determined by the Financial Aid Office for their program of study) less any other financial aid. A credit check (by the Department of Education) is required prior to loan approval.

Interest Rates – The interest rate for Federal loans is determined by the Department of Education. The current interest rates which were put into effect after July 1, 2016 are: 5.31% fixed for Stafford and 6.31% fixed for Grad PLUS loans. There is a 1.068% origination fee charged by the Department of Education to process the Stafford Loan, and a 4.272% origination

fee for the Grad PLUS. These rates are subject to change. Students who have questions regarding the interest rates on previous loans should contact their lender or servicer.

Loan Disbursement – All Stafford (unsubsidized) and Grad PLUS loans are paid in two or three equal disbursements, usually after the add/drop period has ended. The loan proceeds are disbursed to the College via Electronic Funds Transfer (EFT). Students who have a credit balance after the funds have been applied to their student account are entitled to a refund through Tuition Management System. In accordance with the Federal Cash Management Regulations, funds must be posted to the student's account no later than 3 working days after the receipt of the funds, and credit balances must be paid to the student within 14 days after the posting of the funds.

Deferring Loan Repayments -Students enrolled at least half-time, which is at least 4.5 contact hours, are eligible for a deferment on previous federal loans. If a student has completed all academic requirements for graduation, but has missed the deadline for the previous graduation and is not registered for the current semester, the student will be reported to the Federal government as having graduated on the date that the requirements were met. Student loans have a six-month grace period before they go into repayment. Student loans that were previously in repayment, may have exhausted their grace period, students should check with their loan servicer if this is the case.

Application for deferment must be requested from the lending institution or school that originally approved the loan or from the servicer of that loan, and must be completed each academic year (in some instances, each semester) that the student is eligible. The deferment application should be completed by the student and then submitted to the Registrar's Office. The

Registrar's Office will certify the student's enrollment status at the College and will forward the deferment application to the appropriate school/lender/servicer.

### **Entrance Counseling for Student Borrowers**

All students who are first-time borrowers of Federal Student Loans must complete an online entrance interview prior to receiving funds as a condition for receiving loan funds. This can be accomplished on-line at [www.studentloans.gov](http://www.studentloans.gov) or by contacting the Financial Aid office.

To complete Entrance Counseling online as a graduate/professional student, you will need:

- Approximately 20-30 minutes to complete.

Entrance Counseling must be completed in a single session.

- Your Federal Student Aid (FSA) ID

Students must log in using their own FSA ID to complete Entrance Counseling. Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information. Federal Student Aid will cannot be disbursed until this step is completed.

### **Exit Counseling for Student Borrowers**

Federal regulations require students who have borrowed Federal Direct Unsubsidized Loans to complete Loan Exit Counseling prior to leaving the college. Loan exit counseling provides students with information about their rights and responsibilities as a borrower as well as important information about repayment options. Students are required to complete an exit counseling session prior to graduation or upon dropping below half-time enrollment status. This can be accomplished online at [www.studentloans.gov](http://www.studentloans.gov) or by contacting the financial aid office.

We reserve the right to withhold official transcripts until this process is completed.

## **Alternative Loan Programs**

When federal loans and other aid do not cover your cost of education, private or alternative educational loans are available. Private educational loan programs vary by lender. Please contact specific lenders to find out about terms and conditions that may apply.

Students should carefully consider if he/she will need an alternative loan. Alternative loans are generally based on credit worthiness and may have terms that are less favorable than the free or lower-cost Title IV federal, state, or institutional student financial aid that may be available. Students are therefore strongly encouraged to pursue the availability of free or lower cost financial aid with the school's financial aid office first. A private educational loan may reduce eligibility for other forms of financial aid.

Alternative loans are disbursed directly to the College, and are used to cover student tuition and living expenses, and cannot exceed the College's calculated cost of attendance.

Various private educational loan programs are available through the Financial Services Office to students who require additional loan support. Because the terms of these loans differ and are subject to change, students should contact the organizations directly to inquire about eligibility, guarantee fees, interest fees, and repayment options.

## **Institutional Code of Conduct for Education Loans**

William James College has established the following Code of Conduct for private educational loans. This code of conduct prohibits all agents of the institution from engaging in any conflict of interest and specifically prohibits the following:

- Revenue sharing agreements with any lender;
- Receiving gifts from a lender, a guarantor, or a loan servicer;

- Contracting arrangements providing financial benefit from any lender or affiliate of a lender;
- Directing borrowers to particular lenders, or refusing or delaying loan certifications;
- Offers of funds for private loans;
- Call center of financial aid office staffing assistance; and
- Advisory board compensation.

**National Association of Student Financial Aid Administrators (NASFAA) Code of Conduct**

William James College Financial Aid Office has adopted the NASFAA Code of Conduct as of July 1, 2015. This code of conduct helps ensure transparency in the administration of Student Financial Aid and serves as a guide for the College’s administrators.

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
  - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
  - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.
  - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.



- d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the following:
  - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
  - b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
  - c. Standard terminology and definitions, using NASFAA's [glossary of award letter terms](#).
  - d. Renewal requirements for each award.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

## **Preferred Lender Arrangements**

Annually, William James College, Office of Financial Aid invites lenders to engage in a Request for Information about their alternative student loan options. The annual request focuses on loan programs available for all graduate students for the upcoming academic year.

The information is evaluated by the college to determine which lenders have loan products promising competitive rates, superior customer service and borrower benefits in an effort to identify loan options with the best interests of the borrower in mind. Students are free to choose their own lender, including lenders that are not on the list.

## **Overview of Selection Criteria Reviewed**

Loan Limits, Enrollment Requirements, SAP Requirements, Approval Rate, Co-Borrower Requirements, Co-Borrower Release Options, Options for International Students, Origination Fees, Borrower Fees, Late Fees, Interest Capitalization, Repayment Terms, Available Repayment Plans, Financial literacy Programs, Loan Consolidation Options, Default Aversion Measures, Borrower Benefits.

## **Preferred Lender Lists**

The College partners with a company named Elm Resources to provide easy access to a “lender-neutral” comparison tool that allows students to compare alternative and private loan offerings from our list of approved lenders. Students may compare Interest Rates, Total Costs and Fees, Repayment Terms and calculate and compare Sample Repayment Rates from multiple lenders. If you are interested in a private or alternative loan option you may go online to [www.elmselect.com](http://www.elmselect.com) and view the William James College lender listing.

This is not a comprehensive list of all the educational loans available to you and you are not required to select one of these lenders. Inclusion on this list is not an endorsement or

recommendation by William James College. If you or your family has worked with a lender not listed below, and has received excellent benefits and quality service, please recommend this lender to us by emailing [Elaine.Toomey@williamjames.edu](mailto:Elaine.Toomey@williamjames.edu).

### **Satisfactory Academic Progress (SAP) Policy**

Satisfactory Academic Progress (SAP) is outlined in the Student Academic Policies section of this handbook (refer to SAP Policy pg. 28).

### **Appeals**

Students who have lost eligibility for Financial Aid may petition the school for reconsideration of eligibility for FSA funds. Appeals should be submitted to the Financial Aid Office. Appeals will be reviewed by a committee which includes the financial aid officer and the program director. Approval of a student's financial aid appeal will only be granted when extenuating or unusual circumstances outside of the normal school activities exist that may have contributed to a student's inability to maintain SAP. Appeals will not be granted in the absence of extenuating circumstances. Cases to consider may fall into the following categories:

- Student became seriously ill
- Student was severely injured
- Illness or death of immediate family member
- Other cases may be considered on a case-by-case basis.

Appeals must be submitted to the financial aid department within two weeks of the notification of loss of aid eligibility. Students will be required to submit, as part of the appeal, information as to why they failed to make SAP and what has changed in their situation that would allow them to demonstrate satisfactory academic progress at the next evaluation. Students

will be required to provide supporting documentation when necessary. All appeals will be reviewed by the committee and all decisions will be final.

Upon a successful appeal, a student will be placed on Financial Aid Probation for one semester and will be permitted to receive federal aid during that time. Eligibility may be reinstated for one payment period.

If it is determined, based on the appeal, that a student should be able to meet the SAP standards by the end of the subsequent semester, a student will be placed on Financial Aid Probation for one semester and eligibility for Federal Student Aid will be reinstated. SAP will be evaluated at the end of the subsequent semester.

If it is determined, based on the appeal, that a student will require more than one semester to meet the progress standards, a successful appeal will only be granted after the student has been placed on personal SAP plan that, if followed, will allow the student to improve his or her academic performance and meet the SAP standards outlined in this policy or will lead to successful program completion.

During this time, the student will be placed on Financial Aid Probation and will be permitted to receive federal aid. It will be necessary for the student to adhere to the plan and progress will be checked at the end of the semester to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student will remain eligible for federal aid as long as they continue to meet the requirements of the plan.

If, however, based on the appeal, it is determined that it is not possible for a student to meet the standards of SAP, eligibility for financial aid will not be reinstated.

Students whose quantitative pace makes it mathematically impossible to complete the program within the maximum timeframe will no longer be allowed access to federal funds.

### **Reestablishing Aid Eligibility**

To reestablish aid eligibility, it may be necessary for a student to complete a number of credits or enroll for a number of academic periods without receiving FSA funds.

***Extended Internship Students*** – Students enrolled prior to 2015 are considered enrolled as full-time students for eligibility under Title IV Student Assistance Programs enabling them to defer prior loans, but ineligible for new Stafford Loans. Due to program changes, students matriculating after 2015 are eligible to access Federal Student Aid during extended internship training.

***Continuing Project Students*** – Clinical and School Psy.D. Students engaged in writing their Doctoral Project must be registered for Continuing Project (PR 950) and certified as half-time students and eligible to borrow from the Stafford Loan Program.

## **Health and Safety**

### **Alcohol and Drug-Free Campus Policy**

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Higher Education Opportunity Act as amended, and pursuant to its commitment to provide students, employees and visitors a safe and healthful campus, William James College has established an Alcohol and Drug Abuse Prevention Program integral to the Alcohol and Drug-Free Campus Policy.

William James College recognizes that alcoholism, drug addiction, and substance abuse may represent illnesses or conditions that require professional counseling, assistance, or treatment. Faculty, students, and staff with problems related to or stemming from alcohol and substance abuse or dependency are encouraged to seek assistance. However, neither addiction nor abuse excuses any member of the College community for violating the rights of others, or for neglecting or performing inadequately academic or job-related responsibilities.

A summary of the conduct prohibited by the institutions Alcohol and Drug-Free Campus Policy is as follows:

- no person may at any time use, possess, sell, manufacture, distribute, store or dispense alcohol on our premises, as part of any college related activity, or in the workplace, except as specifically authorized by the college or under the college's regulations;
- no person may unlawfully manufacture, distribute, dispense, possess or use controlled substances on campus, at any college activity, or on college business;
- no person may bring prescription drugs on campus unless they have been prescribed by a licensed physician, and such drugs can only be used by the person receiving such a prescription in the manner, combination and quantity prescribed; and

- no student employee holding a position which the college considers to be safety sensitive may use prescription drugs at work without first obtaining a statement from his or her prescribing physician that the use of prescription drugs on the job will not impair the individual's work abilities.

Compliance with the Alcohol and Drug-Free Campus Policy is a condition of enrollment and employment at the William James College. If a violation of the Policy occurs, the institution will take the necessary disciplinary measures. Such measures may include, but are not limited to:

- Removal from campus;
- Probation;
- Suspension;
- Expulsion;
- Required attendance at an evaluation session with a professional staff member;
- Successful completion of a mandatory drug or alcohol abuse program;
- Termination of employment; and
- Referral to appropriate law enforcement officials for criminal prosecution.

A copy of the institution's full Alcohol and Drug-Free Campus Policy shall be provided to every student annually. All students are urged to read it in its entirety. A copy of the full Policy may be obtained at any other time by contacting Human Resources.

### **Vaccination Policy**

Massachusetts Department of Public Health regulations require that all students must provide documentation of immunity compliance before the start of classes.

Immunization requirements apply to all students except those who are exclusively online students with no on-campus component. Failure to submit proof of immunization will result in academic holds which may prevent a student from attending classes.

### **Required Vaccinations**

- MMR (measles, mumps, rubella): 2 doses or serological evidence of immunity,
- Tdap: 1 dose within the past 10 years, or a dose of TD within the past year,
- Hepatitis B: 3 doses,
- Varicella/Chicken Pox: 2 doses or serological evidence of immunity or documented history of disease.

Students are only required to submit proof of immunization compliance once. Before students can begin clinical or field work, students must submit documentation of TB Risk Assessment (PPD).

### **Highly Recommended Vaccinations for College Students**

- Meningitis
- Human Papilloma Virus (HPV)
- Influenza

### **Acceptable Documentation**

Students must provide written certification signed by a healthcare provider or alternative documents provided by the student's high school, previous college or military facility. Only complete documentation which includes all of the relevant signatures and dates will be accepted.

The required immunizations may be obtained off campus by your provider of choice.



More information can be obtained by visiting the Massachusetts Department of Public Health School Immunization Requirements website:

<http://www.mass.gov/eohhs/docs/dph/cdc/immunization/guidelines-ma-school-requirements.pdf>

## **Campus Security Policies, Crime Statistics and Crime Log**

William James College (WJC) prepares this report to comply with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies.

The policy statements address the College's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. The Crime Statistics can be obtained here: <http://www.williamjames.edu/student-life/campus/safety-and-security.cfm>

A printed copy of the entire report including crime statistics and definitions can be obtained from the Facilities Office. A copy of the campus crime log is also available for inspection upon request.

### **Safety and Security**

In case of an emergency, there are emergency management guides in every classroom, plus emergency phones. You can dial 9-911 from any of the College phones to receive outside help from the Newton Police Department, or you can call: 617-332-1437 (a useful number to add to your contact list) from your cell phone. If you need to contact the facilities department you can use any of the College phones and dial extension 1111.

The College has security cameras available (3 inside the building and 5 cover the outside lots). The College can lock down all perimeter doors in an emergency. There are three

emergency phones in the parking lot (2 in the front and one in the rear). The College has two onsite facilities staff during the day and two at night.

### **Notification of Annual Security Reporting**

Annually an alert notification is made to all enrolled students, faculty and staff which provides the website location to access the newly released report. Prospective students may access the report via the [williamjames.edu](http://williamjames.edu) website or if preferred, request a paper copy from the school. All prospective employees may obtain an electronic copy from the [williamjames.edu](http://williamjames.edu) website or if preferred, request a paper copy from the Human Resource Department, located at 1 Wells Ave, Newton, MA 02459. The website address is also attached to all employment applications.

### **Reporting Crimes and Other Emergencies**

William James College encourages anyone who is the victim or witness to any crime or emergency to promptly report the incident. Depending on the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. All reports will be investigated.

Inside the building: report all incidents to any surrounding campus personnel located near the incident. If none are available, contact the front desk for assistance.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around entryways should be reported to campus personnel.

### **Crimes Involving Student Organizations at Off-Campus Locations**

William James College does not have any recognized student organizations with off-campus locations.

## **Building Access**

During business hours, William James College will be open to students, employees, contractors, guests, and invitees.

## **Normal Business Hours**

Monday - Thursday: 7 AM - 9 PM

Friday: 7 AM - 5:30 PM

Saturday: 8 AM - 3:30 PM

Weekends, summer and holiday hours may vary. The facilities office sends out emails to the campus community whenever a change in the normal business hours occurs. Please contact the facilities office for more information.

## **Definitions of Geographic Areas**

On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). Any on-campus buildings would be the school itself. William James College does not have residence halls.

Non-Campus:(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably

contiguous geographic area of the institution. WJC does not have any non-campus buildings. This would not apply.

Public Property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### **Campus Law Enforcement**

William James College personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at William James College. WJC does not employ police or safety and security officers. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus personnel and the appropriate police agency. Prompt reporting will assure timely warning notice on-campus and timely disclosure of crime statistics.

### **Programs Designed to Inform Students and Employees About Campus Security**

#### **Procedures**

The common theme of all awareness and prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Publications regarding policies on alcohol and drug use, campus security procedures and crime prevention awareness are distributed to new students, and employees in their orientation package.

The Sexual Violence Education program is designed to educate and prevent domestic violence, dating violence, sexual assault, and stalking. This program is introduced during the students' first term of attendance and employee orientation seminars. Additional ongoing

program information is sponsored by the Education Department and offered on a continual basis for the entire campus body.

### **Timely Warnings/ Disseminating Emergency Information**

In the event of an emergency, or when a serious criminal incident has occurred – especially in situations that could pose an immediate threat to community and individuals – the Vice President of Finance and Operations will use appropriate channels to notify the WJC community and a campus wide “timely warning” using the RAVE system will be issued:

<https://www.ravemobilesafety.com/rave-alert/>

### **Emergency Response and Evacuation Procedures**

Each room has specific evacuation plans to exit the building and a quick reference emergency card. William James College conducts at least one annual emergency evacuation drill each year. Tests and drills may be announced or unannounced.

Campus personnel have received training in emergency response guidelines and in responding to critical incidents on campus. Depending on the incident, other local, state, or federal authorities may also be involved. All incidents are required to be reported to WJC. William James College has the responsibility of responding to and investigating all incidents to determine if additional authorities should be involved.

### **Sex Crimes Prevention Act**

Student Right to Know Act states that schools must notify students on where they can obtain information in regards to sex offenders who must register with the state.

Students can obtain this information by contacting the Massachusetts State Police, Sex Offender Registry Board at 978-740-6400. This information can also be obtained by logging on

to the Massachusetts Sex Offender Registry Board website at:

<https://sorb.chs.state.ma.us/sorbpublic/recaptcharEntry.action>

Information is also available at the following website locations:

- US Department of Justice: [www.nsopw.gov/Core/Portal](http://www.nsopw.gov/Core/Portal)
- Megan's Law: <http://www.meganslaw.com>

### **Emergency Management Guide**

William James College provides this supplemental emergency management guide (EMG) for members of the campus community. WJC encourages everyone to become familiar with the Emergency and Evacuation procedures contained in the EMG.

<http://www.williamjames.edu/upload/wjc-emergency-guide-2016.pdf>

### **Hazing Policy**

William James College prohibits hazing in accordance with Massachusetts General Laws Chapter 269, sections 17 and 18. Accordingly, any student involved in organizing, participating in, or witnessing without reporting an act of hazing shall be subject to disciplinary action, including dismissal from the program.

### **Title IX Policy**

William James College is committed to maintaining a safe and healthy environment that is free from all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Consistent with this commitment, William James College complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination and harassment on the basis of sex in education programs and activities. The institution does not discriminate on the basis of sex in admission to or employment in its education programs and activities. A full copy of the institution's Title IX Policy is available

here: <http://www.williamjames.edu/about/profiles/human-resources/upload/wjc-title-ix-policy.pdf>

This Policy prohibits all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. These behaviors are antithetical to the institution's educational mission and will not be tolerated by William James College, and William James College commits itself to the elimination, prevention and remediation of them. In accordance with that commitment and in compliance with Title IX, William James College provides educational and preventative programs, services for individuals who have been impacted by violence and accessible, timely and equitable methods of investigation and resolution of complaints.

This Policy and the Complaint Investigation and Resolution Procedures are intended to comply with Title IX, the reauthorized Violence Against Women Act, including the Campus SaVE Act, the Clery Act, and the guidance documents on Title IX issued by the Department of Education's Office for Civil Rights and the White House Task Force to Protect Students from Sexual Assault.

#### **A. Policy Purposes**

By this Policy, William James College seeks to educate its community about its efforts to prevent, address and remedy all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation.

Accordingly, this Policy:

- States unequivocally that sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation are prohibited and will not be tolerated;



- Defines and describes the conduct/misconduct that is prohibited;
- Explains what to do if one experiences sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation;
- Identifies available on- and off-campus resources;
- Identifies the persons with whom you may speak confidentially;
- Describes how to file a report with the College and other reporting options;
- Specifies the rights of both complainants and respondents; and
- Explains the institution's response to alleged incidents, including how reports of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation are evaluated, investigated and resolved.

#### **B. Prohibition**

Against Sexual Violence, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation

#### **C. Title IX Coordinator**

Pursuant to Title IX and its implementing regulations at 34 C.F.R. Part 106, William James College has appointed an official, known as the Title IX Coordinator, who is responsible for maintaining the institution's compliance with Title IX, administering this Policy and monitoring their responsive action to ensure that the learning and working environments are free of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. The Title IX Coordinator also monitors the steps taken to remedy the effects of the misconduct on the complainant(s), including any investigation, resolution or

disciplinary proceedings, and may conduct investigations. Additionally, the Title IX Coordinator provides information about reporting options and support resources, initiates interim protective safety measures, coordinates appropriate accommodations, and, when requested, assists persons in filing complaints with law enforcement.

The Title IX Coordinator may also serve as the institution's Equal Opportunity Officer. If these positions are held by different individuals, the EO Officer and the Title IX Coordinator may collaborate on the enforcement of any aspect of this Policy. The Title IX Coordinator should not have other job responsibilities that may create a conflict of interest. There may also be a Deputy Title IX Coordinator(s) designated to assist the Title IX Coordinator in the performance of the Coordinator's duties and to whom specific responsibilities may be delegated. Any person with questions, concerns or complaints related to this Policy may contact the following:

Title IX Coordinator: Dan Brent, Associate V.P. Finance, Extension 1532; or  
Deputy Title IX Coordinator: Christy Harms, Director, CAFPES, Brenner Center,  
617-327-6777 x 2273

#### **D. Coordination with William James's Non-Discrimination and Harassment Policy**

Harassment or other misconduct related to a person's sex, sexual orientation, gender identity or expression is sometimes also related to a person's race, age, disability, or membership in another protected class. Discriminating against or harassing any person on such bases is prohibited by William James's Non-Discrimination and Harassment Policy. In cases where the conduct at issue implicates both this Gender-Misconduct Policy and the Non-Discrimination and Harassment

Policy, the institution will coordinate its evaluation, investigation and resolution efforts to address the alleged harassment or misconduct on all prohibited bases.

Note: While this Policy and the Complaint Investigation and Resolution Procedures identify certain college officers and employees who have particular roles and duties, William James College may designate other officers or employees to perform specific roles and/or duties set forth in this Policy or the Complaint Investigation and Resolution Procedures.

#### **E. Consensual Relationships**

William James College does not intrude upon private choices regarding personal relationships when these relationships do not violate the institution's policies, or cause harm or increase the risk of harm to the safety and wellbeing of members of campus community. Consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion.

#### **F. Faculty/Administrator/Staff Member Relationships with Students**

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides

other professional advice or services as part of a College program or activity.

### **G. Relationships Between Supervisors and Subordinates or Between Co-Workers**

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation. Therefore, such workplace relationships are strongly discouraged.

### **H. Resources**

The institution encourages all persons who have experienced any form of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation to talk to someone about what happened to get the support they need, and to avail themselves of all available resources, no matter when the incident occurred.

### **I. Assuring Your Safety/Preserving Evidence**

If you or another person is in immediate danger or needs immediate medical help, call 911 or the Newton Police at 617-796-2100 or Boston Police 617-343-4633.

### **J. Resources to Obtain Confidential Medical Attention**

Medical attention is strongly encouraged to treat any possible injuries, including internal injuries, or infections. Please note that there are some medical actions that are more effective if taken within a few days after an offense, such as preventative

treatment for pregnancy and sexually transmitted infections, evidence collection, and toxicology testing if there are signs that drugs or alcohol facilitated the offense. Generally, you may discuss the incident with licensed medical personnel on a confidential basis.

The following hospitals are part of the Sexual Assault Nurse Examiner Program (SANE). This program has specially trained nurses who can examine you and collect evidence. They will also call the Boston Area Rape Crisis Center (BARCC) and a trained Medical Advocate can meet you at the hospital. You may be faced with confusing medical and legal decisions, and the Medical Advocate can help you through the process.

Beth Israel Deaconess Hospital  
148 Chestnut Street  
Needham, MA 02492  
781-453-3000 – Non Emergency Number  
Hours: 24 Hours a Day/7 Days a Week

Newton Wellesley Hospital (Designated Boston SANE Hospital)  
2014 Washington Street  
Newton, MA 02462  
617-243-6000 – Non Emergency Number  
Hours: 24 Hours a Day/7 Days a Week

Other SANE hospitals in the Boston area are:

- Beth Israel Deaconess Medical Center
- Boston Medical Center
- Brigham and Women's Hospital
- Cambridge Hospital
- Children's Hospital
- Massachusetts General Hospital

For more information about SANE services and where to obtain them, see:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/violence/sane/designated-sites/boston-regions.html>

### **K. Resources to Obtain Confidential Counseling and Support**

Generally, you may discuss the incident with a licensed mental health counselor or a counselor recognized by a religious order or denomination on a confidential basis. Please see Section V “Privacy and Confidentiality: Know Your Options” of this Policy for more information.

These counselors are good options if you want to discuss your situation with someone who can keep your information as confidential as possible while assisting you to determine what steps to take, such as obtaining further counseling, seeking medical attention, preserving evidence, and/or reporting to College or law enforcement authorities then or at a later time.

#### 1. Confidential Counseling and Support Resources at William James College

|   |                                  |                                      |  |
|---|----------------------------------|--------------------------------------|--|
| Joan Axelrod x 1341<br><a href="mailto:Joan_Axelrod@williamjames.edu">Joan_Axelrod@williamjames.edu</a> | Academic<br>Resource<br>Director | Monday-Friday<br>9:00a.m. – 5:00p.m. | Disability Services;<br>Remedial Services;<br>Counseling |
|---|----------------------------------|--------------------------------------|--|

#### 2. Confidential Community Counseling and Support Resources

Many off-campus counseling resources are available to assist you. These off-campus service providers are not required to report any information to the College and will generally maintain your confidentiality.

City of Newton Police: 617-769-2100  
City of Boston Police: 617-343-4633

|  |  |
|--|--|
| White House Initiative to Combat Sexual Assault on College Campuses<br><a href="http://www.notalone.gov">www.notalone.gov</a><br>(searchable local resources and hotlines) | The National Stalking Resource Center<br><a href="http://www.victimsofcrime.org/our-programs/stalking-resource-center">http://www.victimsofcrime.org/our-programs/stalking-resource-center</a> |
| National Sexual Assault Hotline<br>(800) 656-4673 (24 hour)  | RAINN [Rape Abuse & Incest National Network] (800) 656-4673 (Hotline)<br><a href="http://www.rainn.org">www.rainn.org</a> (On-Line Chat Live)  |
| National Domestic Violence Hotline<br>(800) 799-7233 (24 hour)   | MA Spanish Language Rape Crisis Center<br>Hotline (Llamanos)<br>(800) 223-5001(Hotline)  |
| National Suicide Prevention Lifeline<br>(800) 273-8255 (Hotline)   | Victim Rights Law Center<br>115 Broad Street, 3rd Floor Boston, MA 02110<br>Phone: 617-399-6720<br>(legal services for victims of sexual assault)  |

Additionally, the Rape Crisis Centers listed below offer FREE services to survivors of sexual violence, including:

- 24/7 hotline counseling, information, and referral;
- Will go with survivors to hospitals and/or police stations 24/7;
- Will go with a survivor to court;
- Provide one-to-one counseling and support group counseling; and
- Provide primary prevention education; professional training; outreach.

|  |   |
|--|---|
| <b>Boston Area Rape Crisis Center (BARCC)</b>  | <b>24/7 Hotline (800) 841-8371</b>          |
| <u>Mailing Address/Cambridge Office</u>  | <u>Boston Office</u>                        |
| 99 Bishop Allen Dr.<br>Cambridge MA 02139<br>Office (617) 492-8306<br>Fax (617) 492-3291<br>TTY (617) 492-6434 | 989 Commonwealth Avenue<br>Boston, MA 02215 |

BARCC ha ayudado a miles de mujeres y hombres. Por favor llámanos si necesita ayuda. Estamos aquí para usted. Usted puede llamar nuestra oficina al número 617.649.1297 o

llamar la línea de ayuda de Llámanos y Hablemos al número **1.800.223.5001**

Francais et Kreyol: <http://www.barcc.org/francais>; <http://www.barcc.org/francais/kreyol>

#### Northeastern Massachusetts

North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729 TTY

Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY

YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY

#### Central Massachusetts

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600 TTY

Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905

Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY

Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686 TTY

#### Southeastern Massachusetts

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561 TTY

Independence House, Hyannis, 800-439-6507 Hotline, 508-778-6782 TTY

Women Support Services, Vineyard Haven, 508-696-7233

Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline, 508-996-1177 TTY

New Hope, Attleboro, 800-323-4673 Hotline/TTY

Stanley Street Women Center, Fall River, 508-675-0087 Hotline, 508-673-3328 TTY

Women's Place Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869 TTY

#### Western Massachusetts

Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425 TTY

Everywoman Center, Amherst, 413-545-0800 Hotline, 888-337-0800 TTY

NELCWIT, Greenfield, 413-772-0806 Hotline/TTY

YWCA, Springfield, 800-796-8711

YWCA of Western Mass, Westfield, 800-479-6245 Hotline/TTY

As the above contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/violence/rape-crisis-centers.html>

For more information regarding programs and services offered by the Commonwealth for victims of sexual and domestic violence see:



<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/violence/sapss/>

## L. College Resources

In addition to the confidential resources listed above, the College offers a variety of resources to those who have experienced or been affected by sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation. While the following individuals and offices are not bound by confidentiality, they will maintain your privacy within the limited group of the institutions personnel necessary to address the issues presented.

The following individuals are located at One Wells Avenue, Newton, MA 02459

Phone Number: 617-327-6777

| <b>Name</b>   | <b>Title</b>   | <b>Hours</b>                         | <b>Ext</b> | <b>Services Provided</b>   |
|---|--|--------------------------------------|------------|--|
| Dan Brent<br><a href="mailto:Dan_Brent@williamjames.edu">Dan_Brent@williamjames.edu</a>                   | Vice President of Finance and Operations, Title IX Coordinator | Monday-Friday<br>9:00a.m.-5:00p.m.   | 1532       | Coordinates efforts in response to student crisis  |
| Ellen Collins<br><a href="mailto:Ellen_Collins@williamjames.edu">Ellen_Collins@williamjames.edu</a>       | Director of Human Resources and Payroll, EEO Officer           | Monday-Friday<br>9:00a.m.-5:00p.m.   | 1531       | Coordinates efforts in response to student crisis; promote ethical conduct                 |
| Josh Cooper<br><a href="mailto:Josh_Cooper@williamjames.edu">Josh_Cooper@williamjames.edu</a>             | Dean of Students   | Monday - Friday<br>9:00a.m.-5:00p.m. | 2241       | Coordinates efforts in response to student crisis; standards of behavior; assist in remedy |
| Joan Axelrod<br><a href="mailto:Joan_Axelrod@williamjames.edu">Joan_Axelrod@williamjames.edu</a>          | Academic Resource Director                                     | Monday-Friday<br>9:00a.m.-5:00p.m.   | 1341       | Disability Services; Remedial Services; Counseling/Support Resources                       |
| Christina Harms<br><a href="mailto:Christina_Harms@williamjames.edu">Christina_Harms@williamjames.edu</a> | Director, CAFES Deputy Title IX Coordinator                    | Monday-Friday<br>9:00a.m.-5:00p.m.   | 532        | Coordinates efforts in response to student crisis  |

## M. Reporting Options

William James College strongly encourages all who have experienced sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation to report the incident so that the institution may provide victims with support services and pursue an administrative resolution regarding the alleged perpetrator. The institution policies prohibit and will not tolerate retaliation against anyone who makes a report.

You have several options for reporting: Confidential Reports, Non-Confidential Reports and Making No Report. While each option will be described for you in detail below and summarized at Appendix A, as a general rule, if William James College receives a report of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation, it must investigate the report. If you are unsure of someone's duty to report or ability to maintain your privacy, you should ask them before you talk to them about an incident. They will be able to tell you if they are required to make a report and they can identify others who can help you.

When you make a report, a College employee or official will try to ensure that you are informed of their reporting obligations, and they will direct you to Confidential Resources to whom you may make a private report. So that you fully understand your ability to make reports and your ability to keep your information confidential, please review the following reporting options. If you need assistance in making a report, please contact the Title IX Coordinator.

## APPENDIX A

| <b>GENDER-BASED MISCONDUCT: CONFIDENTIALITY AND REPORTING</b>          |                            |  |
|--|----------------------------|--|
| <b>Personnel/Organization</b>  | <b>Confidential Status</b> | <b>Obligation to Report to William James College Title IX Coordinator and/or Outside of William James College</b>  |
| William James College Employee Assistance Program                      | Confidential               | None   |
| Outside Medical Providers  | Confidential               | None   |
| Outside Rape Crisis Centers, Counseling and/or Victim Support Services | Confidential               | None   |
| Outside Chaplains, Clergy, Pastoral Counselors                         | Confidential               | None   |
| Local Police or other Law Enforcement                                  | <i>Not Confidential</i>    | There is no obligation for local police or law enforcement to make a report to William James College but information may be shared with the College within the requirements of Massachusetts law.                |
| Outside Agencies (MCAD, EEOC, OCR, BHE)                                | <i>Not Confidential</i>    | The relevant agency will notify the College of accepted complaints.  |
| Title IX Coordinator (and Deputies)                                    | <i>Not Confidential</i>    | Yes. The Title IX Coordinator will share information with College officials and employees who need to know it in order to implement institution policies and procedures.   |
| EO Officer   | <i>Not Confidential</i>    | Yes. The EO Officer will share information with College officials and employees who need to know it in order to implement the institution policies and procedures.   |
| William James College Trustees   | <i>Not Confidential</i>    | Yes. Members of the Board of Trustees will share information with College officials and employees who need to know it in order to implement institution policies and procedures.                                 |
| The President  | <i>Not Confidential</i>    | Yes. The President will share information with College officials and employees who need to know it in order to implement institution policies and procedures.  |
| CFO, Vice Presidents, Associate and Assistant Vice Presidents          | <i>Not Confidential</i>    | Yes. The CFO, Vice Presidents and Associate/Assistant Vice Presidents will share information with College officials and employees who need to know it in order to implement institution policies and procedures. |
| Director of Human Resources  | <i>Not Confidential</i>    | Yes. The Director of Human Resources will share information with v officials and employees who need to know it in order to implement institution policies and procedures.  |
| Department Directors and Assistant Directors                           | <i>Not Confidential</i>    | Yes. Departmental Directors and Assistant Directors will share information with College officials and employees who need to know it in order to implement institution policies and                               |

| <b>GENDER-BASED MISCONDUCT: CONFIDENTIALITY AND REPORTING</b>      |                            |  |
|--|----------------------------|--|
| <b>Personnel/Organization</b>                                      | <b>Confidential Status</b> | <b>Obligation to Report to William James College Title IX Coordinator and/or Outside of William James College</b>  |
|  |                            | procedures.  |
| Deans, Associate and Assistant Deans                               | <i>Not Confidential</i>    | Yes. The Deans and Associate/Assistant Deans will share information with College officials and employees who need to know it in order to implement institution policies and procedures.            |
| Academic Department Chairs   | <i>Not Confidential</i>    | Yes. Academic Department Chairs will share information with College officials and employees who need to know it in order to implement institution policies and procedures.                         |
| Faculty and Staff Leading or Chaperoning Travel or Overnight Trips | <i>Not Confidential</i>    | Yes. Faculty and Staff Travel Leaders and/or Chaperones will share information with College officials and employees who need to know it in order to implement institution policies and procedures. |
| Faculty Advisors to Student Groups                                 | <i>Not Confidential</i>    | Yes. Faculty and Staff Advisors to Student Groups will share information with College officials and employees who need to know it in order to implement institution policies and procedures.       |

## **Voter Registration**

Notice of Voter Eligibility / Registering to Vote. You may register to vote in Massachusetts if:

- You are a citizen of the United States;
- You will be at least 18 years of age on or before the next election;
- You are a resident of Massachusetts;
- You are not currently incarcerated by reason of a felony conviction.

If you meet the above requirements, you may register to vote online, by mail, or in-person.

Voter Registration forms are available and may be obtained from the Financial Aid office.

William James College makes a good faith effort to distribute voter registration forms to each student enrolled and physically attending in a degree or certificate program at the institution. Each year, voter registration forms are distributed to students via email.

The deadline to register to vote in any election or regular town meeting is twenty (20) days prior to the date of the election or meeting. The deadline to register to vote in a special town meeting is ten (10) days prior to the special town meeting.

***Registering online.*** In order to register to vote online, you must have a signature on file with the Registry of Motor Vehicles. If you currently have a Massachusetts driver's license or state ID card, you may use the online voter registration application to register, update your address, or change your party affiliation. Voter registration forms submitted online must be submitted by midnight on the date of the voter registration deadline. The online voter registration system can be accessed here: <https://www.sec.state.ma.us/ovr/>

***Registering by mail.*** If you do not qualify to register to vote online, or if you would prefer to register by mail, you may download the voter registration form from this site

<http://www.sec.state.ma.us/ele/elevf/howreg.htm>. The form must be completed, signed, and delivered to your local election official. Voter registration forms submitted by mail must be postmarked no later than the voter registration deadline.

**Registering in-person.** If you would like to register in-person, you may do so at any local election office, as well as the Elections Division of the Secretary of the Commonwealth's office. Voter registration is also available as part of every transaction at the Registry of Motor Vehicles and at certain public assistance agencies. Voter registration forms completed in-person are valid as of the day that they are signed.

**Changing Your Address.** You must update your voter registration every time you move. If you have moved, you may update your registration by filling out a new voter registration form. If you move after the deadline to register to vote in a state election or primary, you should wait to update your registration until after the date of the election or primary, and return to vote at your previous polling place in Massachusetts. State law allows you to vote from a previous address in a state election for up to six month after you have moved, as long as you have not registered elsewhere.

**Political Parties.** If you wish to change your party enrollment, you may do so by filling out a new voter registration form. Members of political parties may vote only in their own party's primary elections. Unenrolled voters (commonly referred to as "Independents") and members of political designations or minor parties may vote in the party primary of their choice. Choosing to vote in a particular party's primary does NOT enroll you as a member of that party.

**Identification Requirements.** Certain voters must submit a copy of their identification with their voter registration or present it at their polling place on Election Day.