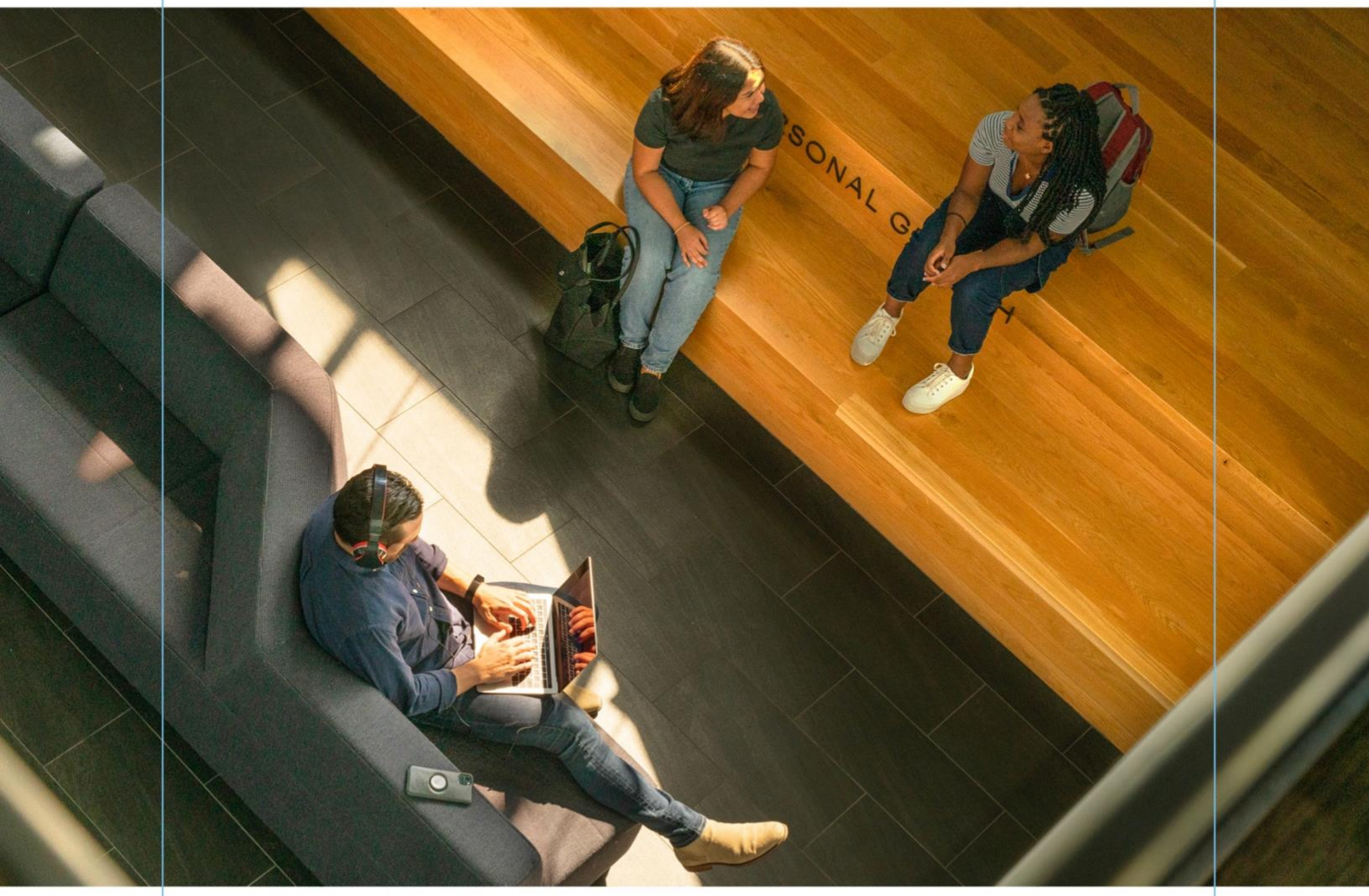
WILLIAM JAMES COLLEGE

William James College Graduate Student Handbook



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Notice to Students / Disclaimer:

The policies and procedures stated in the Graduate 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.

Letter from the Vice President for Academic Affairs

Dear William James College Community,

The Student Handbook is an important tool which contains all of our school's policies and procedures. Students should gain familiarity with its contents and refer to this document for on-going guidance on these matters as they progress through their respective programs. The first section contains our Student Academic Policies and the second section contains policies on student life including career counseling, consumer information, equal access and belonging, FERPA, financial aid, health and safety, privacy, social medial, and voter registration.

On behalf of the faculty, staff and administration, I wish you well in your professional development at William James College.

Sincerely,

Stacey Lambert, PsyD (she/her/hers)
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. William James College was very pleased to admit our first class of B.S. students in the fall of 2017.

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 William James College:

- 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.

Land Acknowledgement

William James College acknowledges and appreciates that this higher education institution is located on the ancestral and traditional lands of the Massachusett, Aquinnah Wampanoag, Mashpee Wampanoag, Ponkapoag, and Nipmuc peoples.

We acknowledge the trauma experienced over centuries by Indigenous Peoples who continue to face injustice. We recognize it is a privilege to learn on this land. We honor and celebrate the presence of Indigenous People here today.

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

William James College is a recognized non-profit institution of higher learning offering undergraduate degrees, and graduate certificates and degrees. The Department of Higher Education of the Commonwealth of Massachusetts has authorized William James College to award the Psy.D., M.S., M.A. degrees, the Certificate of Advanced Graduate Study C.A.G.S., and the B.S. degree. Contact information:

The Department of Higher Education of the Commonwealth of Massachusetts
1 Ashburton Place, Room 1401
Boston, MA, 02108
Phone: 617-994-6950

William James College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied though a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
301 Edgewater Place, Suite 210, Wakefield, MA 01880
Phone: 781-425-7785
Email: info@neche.org

Clinical Psychology Department Programs

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
Phone: 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
Phone: 202-336-5979

School Psychology Department

The M.A./C.A.G.S. program in School Psychology is 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
Phone: 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®.

Organizational and Leadership Psychology Department

The Graduate Certificate in Executive Coaching has ICF Level 1 accreditation from the **International Coaching Federation** (ICF)

NC-SARA

William James College has been approved by Massachusetts to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Contact information:

3005 Center Green Drive, Suite 130
Boulder, Colorado 80301
Phone: 720-680-1600
Email: info@nc-sara.org

Section I - Academic Policies and Procedures

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.

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.

William James College is a college for adult learners. Students conduct many meetings over the course of an academic year with their teachers, with staff members, and with administration. Our policy is that student meetings are between the student and the William James College professional(s) they are meeting with. Students cannot bring outside guests to a meeting. This would include a family member, close friend, or any other party. The College official may invite another staff member(s) or faculty member(s) who can assist with the business at hand to participate in the meeting. The student may also request that they bring another relevant William James College party to the meeting. This may include an advisor or the Dean of Students. In cases that involve approved accommodations, the Director of Student Accessibility Services or their designee can attend to assist. Audio- or video-recording of meetings, unless part of an accommodation plan, is not permitted.

Students are expected to attend meetings called by faculty and administration, and refusal to do so may result in disciplinary action.

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 Policies 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;
- Forgery in any form is prohibited. Examples of forgery include falsifying any college records, official documents, computer files, storage units, terminals or programs which contain electronic records, or student discipline records.
- 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, dissertations/doctoral projects and/or any other academic work with the proper citations.

- Self-Plagiarism – Consistent with the APA Publication Manual (section 8.13 Duplicate Publication of Data), *self-plagiarism* is defined as the presentation of one's own previously submitted work as original. Like plagiarism, self-plagiarism is unethical. It is the expectation that all work submitted by a WJC student for a course will have been done **solely for that course** and not submitted for any other course at WJC or any other school. If the same or similar work by the student is to be submitted to any other course within the College, prior permission of the instructor must be obtained.

Deadlines

Students are expected to meet all deadlines as mandated by William James College 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 class sessions (including residency) in their entirety and to participate 100% in all online instruction and activities. Please refer to the course syllabus. Failure to appropriately communicate absences, excessive absences, or absences that negatively impact class performance may influence your grade and/or result in a Corrective Action Notice (CAN). It is the responsibility of the student who was absent to seek out and complete any missed work.

Academic programs are designed to maximize the modality in which they are delivered. As such, students are expected to participate in the program and observe the attendance requirements according to the modality they selected at the time of enrollment.

Classroom Attendance Requirements: Students with Accommodations

At the beginning of the semester or during the semester, if there is an emergent circumstance, Student Accessibility Services (SAS) must contact each instructor for any course that the student is seeking an attendance accommodation in, to determine the impact of missing more than the two (2) allowable absences. The instructor should be shown the guidelines provided by the Office of Civil Rights (OCR) and consulted as to what accommodations can be reasonably made that do not inhibit the functioning of the class and/or student learning and assessment, and with consideration of the role that class participation serves in the particular course. The accommodations must not interfere with the competency attainment. It should also be kept in mind that the nature of behavioral health training is such that attending and participating in class is often a key part of the training environment in the majority of our courses. An accommodation plan for each class must then be written by SAS and delivered to the instructor. The accommodation plan is unique to each course and is binding for a single semester in which it is written. (Please refer to "Procedures to Obtain Accommodations" under the Facilities and Services for Students with Disabilities section of the handbook.)

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. Students are expected to accurately represent their level of training in their public presence (i.e. email signatures, LinkedIn). Doctoral students should refrain from using the term "candidate" to refer to themselves.

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 William James College 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 (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 Student Accessibility Services.
12. A demonstration of the capacity to evaluate one's self and others honestly, fairly, and sensitively (in supervision, in classroom exchanges and exercises, during A&P conferences, etc.).
13. 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 any electronic communication as doing something unethical or illegal, 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).

Social Media Policy on Sharing Class Activities and Recordings

At William James College, we value an engaging and respectful learning environment. To protect the privacy of our students, faculty, and staff, and to maintain the integrity of our educational content, the following policy applies to all social media use regarding class activities and recordings:

1. Confidentiality & Privacy – Classroom discussions, activities, and recordings are intended for educational purposes only. They may not be shared on any public or private social media

platform (e.g., Facebook, Instagram, TikTok, LinkedIn, Discord) without explicit written permission from the instructor and all identifiable participants.
2. No Unauthorized Distribution – Course materials (for example slides, discussions, recorded lectures, student presentations) are not for public consumption. Posting or distributing course materials outside the intended academic setting is strictly prohibited.
3. Respect for Intellectual Property – Faculty-generated content, including lectures, assignments, and discussions, is the intellectual property of the instructor and the college. Unauthorized sharing or redistribution is a violation of academic policies.
4. Student & Faculty Rights – To maintain a safe and open learning environment, students and faculty should feel confident that their contributions in class remain within the educational context. Any unauthorized sharing of their likeness, voice, or work is not permitted.
5. Consequences for Violations – Unauthorized posting or sharing of class-related materials may result in disciplinary action, including but not limited to removal of the content, formal warnings, or further action per the college's policies on academic integrity and student conduct.

Corrective Action Notice (CAN)

Students are encouraged to be proactive when experiencing academic, personal, and/or professional difficulties by reaching out to their advisor and faculty members for support and consultation. The College seeks to respond as quickly as possible to students who are having difficulties. Bidirectional communication and feedback, when feasible, typically precede the filing of a Corrective Action Notice (CAN). When students experience difficulties that require more support, the CAN is used as an internal notification system. The CAN is intended to be part of a continuum to inform and support students about academic and/or professional performance. The College provides this early notification so the student, instructor, and advisor can meet and work collaboratively to address concerns and foster student success. 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 consult with the Department Chair or designee as soon as possible. As part of this process, an interim Assessment and Planning meeting may also take place.

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 System

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).

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).

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).

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).

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.)

***Note:** Courses which receive a grade of C+ or below, NC, or NF may not be applied to a degree program and must be repeated.

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. These grades are not included in the calculation of a student's grade-point-average. 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.

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 the equivalent of a B- in an academic course.

NC : No Credit: Course requirements were not completed at a level sufficient to award academic credit.

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 Dissertation/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 and 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. A "NP" grade may be changed to a grade of "CR", "CP" or "NC" depending on the field evaluation.

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 and therefore carries a value less than a "B" grade. The student will receive a letter from the Registrar informing them that they are not making SAP.

There are seven (7) other grade designations that can be recorded on a student's official academic transcript. None of these notations carry the award of academic credit and are not included in the calculation of the grade-point-average. 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.

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 "F." 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.

***Note:** If three (3) or more grades of Incomplete (I) are received, the student will be referred to the Department Chair.

NR : No Grade Required.

W : Withdrawal: Awarded when student withdrew from a course after the drop/add period. The grade of "W" is not included in the calculations of the grade-point-average.

WF : Withdrawal with a Record of Failing: Awarded when the student is not meeting academic expectations in the course at the time of their departure on or after the course midpoint. A WF is considered equivalent to a failing grade (C+ or below). The grade of "WF" is not included in the calculation of the grade-point-average.

WV : Course Waived.

The registrar has the responsibility to manage the official records of the school, meaningful credentialing, and accreditation, so timing and process around grading is structured. Students are expected to review their transcript at the end of each semester. Grade discrepancies must be brought to the attention of the department chair no later than the end of the semester following the semester in which the grade was received.

Certificate and graduate programs are not eligible for institutional honors.

Appeals

A student may appeal a decision or action related to grades, probation, leave of absence and/or dismissal only after the student has attempted a resolution of the concern with the appropriate parties.

Students wishing to appeal a decision related to their course of study, other than a decision related to issues concerning discrimination, harassment, retaliation or sexual violence,[1] must first seek an informal resolution with the faculty member or administrator issuing the decision or grade within seven (7) business days of the student's receipt or knowledge of the decision or grade forming the basis of the appeal. It is the student's responsibility to arrange to meet with the faculty member or administrator.

If an informal resolution is not reached, the student may initiate an appeal by submitting a WJC Student Appeal Form to their Department Chair or the Chair's designee within seven (7) business days of the attempted resolution. All appeal materials must be submitted electronically. Student link / Faculty link

A simple disagreement with a decision or grade is insufficient grounds for an appeal. In order to state proper grounds for appeal, a student must allege (1) that the decision maker failed to follow a College policy or procedure (as indicated only in current official College and/or program handbooks), and (2) that this failure meaningfully contributed to the undesired outcome. The responsibility for developing and presenting the case for changing the decision or grade rests with the student making the appeal. The Department Chair or their designee will review the student's appeal within seven (7) days of receipt of the WJC Student Appeal Form and issue a determination. If the Department Chair or designee believes it necessary, a meeting with the student may be held within this time period.

[1] Students seeking to appeal a decision made pursuant to the College's Discrimination, Harassment and Retaliation Policy or Sexual Violence Policy should follow the appeal procedures specifically set forth within those Policies.

If the student is dissatisfied with the determination of the Department Chair, the student may appeal to the APSC by submitting (1) the original WJC Student Appeal Form as well as (2) an additional WJC Student Appeal Form (documenting the grounds for appeal of the Department Chair's decision) to the APSC within seven (7) business days of the student's receipt of the Department Chair's decision. If, upon review of the documentation submitted, the APSC Chair determines there is insufficient evidence to demonstrate that the initial decision maker failed to follow a particular College policy or procedure (as indicated only in current official College and/or program handbooks), the APSC may choose not to grant an appeal hearing, and the matter will be closed. A hearing may or may not be convened depending on the facts and circumstances of each appeal. The APSC is charged to determine whether substantial evidence of unfair treatment such as arbitrariness, prejudice, and/or material policy/procedural error might justify changing the decision or grade. In the event that an appeal proceeds, the APSC will have seven (7) business days to review the appeal and communicate its findings to the VPAA. A copy of the findings will also be provided to the student by the APSC. After receiving the APSC's findings, the VPAA will issue the final determination on the student's appeal within seven (7) business days of the VPAA's receipt of the APSC's findings. The VPAA will consider the APSC findings in order to render a final decision. There are no further avenues for appeal.

Students are expected to make themselves available as requested throughout the appeals process. Students may bring their WJC academic advisor to meetings related to appeals. Advisors may not provide statements or speak on behalf of their advisee unless given specific permission to do so by the meeting chair. The student is expected to ask and respond to questions on their own behalf throughout the appeals process. The development of a rationale for appeal, as well as collecting all relevant materials is the sole responsibility of the student submitting the appeal. The advisor is not a party to the appeal and is not meant to otherwise assist a student with developing or supporting the foundation of their appeal.

At any point in the appeal process, a student who has documented a disability with the College may seek input or discuss with the Director of Student Accessibility Services (SAS) about the availability of a reasonable accommodation. A student with a documented disability will provide the accommodation letter furnished by SAS to the APSC as soon as they are notified of the appeals hearing. Audio or video recording of appeals meetings, unless part of an accommodation

plan, is otherwise not permitted. Reasonable accommodations depend upon the nature and degree of severity of the student's documented disability and the setting for which the accommodations are requested. The College is not required to grant a requested accommodation that is unreasonable, ineffective, an undue burden or substantially alters a College program, service or practice. Reasonable accommodations will be provided as required by law.

Students appealing a dismissal decision or an involuntary medical leave are allowed to continue with classes and in their field placement (unless they have been dismissed from the field placement site) until a final determination of dismissal or involuntary medical leave is made by the VPAA.

Grievances

In matters that are not concerned with the appeal of course grades, dismissal, leave of absence, probation, dismissal 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 14 business 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 has seven business days to: (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 their 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 findings and then makes a determination within seven business days.

Satisfactory Academic Progress (SAP) Policy

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. To be eligible for FSA funds, students must maintain Satisfactory Academic Progress (SAP) throughout their program of study. 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 that a student is enrolled in classes. 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.

Academic and Federal Probation

Probation is a formal warning status that represents serious concern regarding a student's Satisfactory Academic Progress (SAP) 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.

***Note**: Academic Probation whether automatic or department initiated can have serious Federal Financial Aid implications. (Refer to "Failure to Maintain Satisfactory Academic Progress" under the Student Loan Information section of this handbook.)

Academic Probation

Probation is a formal warning status that represents serious concern regarding a student's Satisfactory Academic Progress (SAP) 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.

Students in APA accredited degree programs should note that probation must be disclosed on the Application for Professional Psychology Internship (APPI).

***Note**: Academic Probation whether automatic or department initiated can have serious Federal Financial Aid implications. (Refer to "Failure to Maintain Satisfactory Academic Progress" under the Student Loan Information section of this handbook.)

Automatic Probation: Qualitative Progress or Grade Based

The Academic and Federal Qualitative Probation standards are the same.

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

1. Student earns a grade of C+ or below, or a grade of WF or NC in any one (1) course (including field education courses);
2. Student earns a combination of two (2) or more grades of CP, NF or B- in a single semester or cumulatively;
3. Student earns a grade of "I" in three (3) or more courses including "I" grades that are resolved

In the case of condition #3 above regarding grades of Incomplete (I), the Registrar will notify the Department Chair or designee, who will then notify the Registrar if a waiver of probation is warranted due to extenuating circumstances. If not, an automatic academic probation will ensue. If a waiver is granted, the three (3) individual Incompletes will count as one (1) incidence of "Incomplete" going forward for the purposes of future automatic probation.

In the case of automatic academic probation, the Registrar's Office will notify the student, with a copy to the Department Chair and Financial Aid Office. The terms and time frame for the lifting of probation will be determined by the Department Chair.

The Department Chair will notify the student, Registrar and Financial Aid Office of the student's probationary conditions. In addition, the Department Chair 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 Probation

Department initiated probation, may also be applied in the following instances of unprofessional behavior or unethical conduct, 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 (including, but not limited to, academic dishonesty)

This problematic behavior is referred to the Department Chair. The Department Chair then conducts a review within 14 business days following notification, 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 of their determination within two business days. The terms and timeframe for the lifting

of probation will be determined by the Department Chair. The Department Chair will notify the student, Registrar and Financial Aid Office of the student's probationary status, and conditions. In addition, the Department Chair 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.

Quantitative Standards - Time Based

The Academic and Federal Qualitative Probation standards are the same.

The quantitative (time-based) component of William James College'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 150% of the normal length of the program. Please see below:

PROGRAM	Normal Length	150%

Leadership Psychology Doctoral	4 Years	6 Years
MA/CAGS in School Psychology	3 Years	4.5 Years
MA in Clinical Mental Health Counseling On-campus (part-time options) Online	2 Years 2.5 or 3 Years 2.5 or 3 Years	3 Years 4.5 Years 4.5 Years
MA in Psychology MA in Psychology (part-time)	1 Year 2 Years	1.5 Years 3 Years
MA in Organizational Psychology	1 Year	1.5 Years
MA in Applied Behavior Analysis	1 Year	1.5 Years

Time to completion for the Clinical PsyD Doctoral program is a maximum of 7 years (and not governed by the 150% rule), please refer the clinical student handbook.

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 financial aid during such periods of enrollment including the following: Federal Pell Grants, Direct Stafford Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

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.
- 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 Satisfactory Academic Progress (SAP)

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.

Financial Aid Warning

Students not attaining the minimum requirements at the end of a semester who are receiving Federal Student Aid 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 (FSA) funds. Students who fail to make SAP after the Financial Aid Warning period lose their eligibility for aid unless they successfully appeal and are then placed on Financial Aid Probation*.

***Note:** For the purposes of the Satisfactory Academic Progress policy:

* Students will be ineligible for Federal Student Aid during such periods of enrollment including the following: Federal Pell Grants, Direct Stafford Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).
** Institutional assistance is defined as our Institutional Grant and Endowed Scholarship program.

Reestablishing Eligibility, Appeals, & Financial Aid Implications

If a student fails to meet SAP requirements at the end of the payment period while being on a Financial Aid Warning, the student can appeal this by submitting a statement explaining what circumstances have changed that will allow the student to meet SAP requirements during the following payment period. If the appeal is approved by the Academic Department Chair, the student is then placed on Financial Aid Probation, and can continue receiving Federal Aid for one payment period. If SAP is not met at the end of that next semester, and the student has not met the terms of the academic probation plan, the Financial Aid office reserves the right to deny Federal aid. The Registrar's Office along with the Department Chairs notify the Financial Aid Office of any status changes at the end of each payment period.

Financial Aid Probation

Students who fail to meet SAP requirements after the Financial Aid Warning period lose their aid eligibility unless they appeal this and the appeal is approved. Appeals must include information about why the student failed to meet SAP, as well as what has changed that will allow the student to meet SAP moving forward. If approved, the student is then on Financial Aid Probation and can continue receiving FSA funds for one payment period. At the end of this payment period, if the student still hasn't met SAP requirements, the student loses eligibility for Federal Aid.

***Note:** To be eligible for Federal Student Aid (FSA) funds, probation can have implications for Satisfactory Academic Progress (SAP).

Dismissal

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

***Note:** A prior probation status is not required to be dismissed from the college.

Automatic Dismissal

The Registrar will inform the Department Chair or designee and the student of a student's eligibility for dismissal due to failure to maintain satisfactory academic standards. The Department Chair or designee will make a final determination on the student's status as soon as possible and will notify the student, their academic advisor, the Registrar and Financial Aid Office via William James College email. The Registrar will formally notify the student via William James College email and US Mail to the mailing address on file. Failure to meet academic standards include the following:

1. A student earns two (2) C+ or below (including grades of NC, WF).

2. For a program with 37 or more credits, a student earns, in any combination, a grade of B- (or below), NF or CP in four (4) or more classes in a single semester or cumulatively.
3. For a program with up to 36 credits, a student earns, in any combination, a grade of B- (or below), NF or CP in three (3) or more classes in a single semester or cumulatively.
4. A student earns a grade of NF in three (3) semesters of the Dissertation/Doctoral Project sequence courses.

Department Initiated Dismissal

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. The Department Chair will have 14 business days to conduct this review. 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 Department Initiated 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.

Transfer of Credit

Credits earned in graduate-level courses completed at an accredited institution[2] no more than seven years prior to matriculation at William James College[3], for which a grade of "B" or better[4] 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:

- 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.

[2] "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).
[3] Upon the recommendation of the appropriate department chair, exceptions to the seven-year limitation may be approved by the Vice President for Academic Affairs.
[4] 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.

- 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).

Procedure for Transfer of Credit

- Students must submit a Transfer of Credit Petition (available in the student portal), 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 Petition must be submitted to the Registrar, and will not be accepted after the 1st year of student's matriculation. Requests will be evaluated by Department Chair or designee.

Credits Earned at William James College Prior to Matriculation

Students who have taken up to 4 courses as a non-matriculated student within the last seven 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.

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 arraignments.

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 webpage 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, the student 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.

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.

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 it is 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 student portal 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 webpage. 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. If a course needs to be dropped/added after the registration period is closed, it must be requested by a form located in the student portal.

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 in the student portal. A grade of "W" is recorded for approved course withdrawals if prior to the mid-point of the course, after the mid-point a grade of "WF" is automatically 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 webpage) 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 a required semester will be administratively withdrawn at the end of the drop/add period for that semester. 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 Commission of Higher Education (NECHE), require that we regularly generate such information.

Students must complete a Course Evaluation on each of the courses in which they have been enrolled during each term. The ADDIE Department announces the availability of the online Course Evaluations within one week of the end of a given course and provides instructions to the student body about access to and completion of the evaluations. All course evaluation

communication is via college email. Each course evaluation is available to complete for 14 days, that is, evaluations open 7 days before the end of the course and remain open for 7 days after the course ends. Reports are generated and sent to instructors one day after the course evaluations close and after course grades are due to the Registrar's Office. Please complete the evaluations promptly.

Please note the following:

(a) Course Evaluation results are presented anonymously;
(b) Course Evaluation content is received electronically and aggregated by the MyCoursEval software. No student feedback is presented with any identifying information and open-ended responses/comments are provided verbatim to faculty and administrators.
(c) The Office of Academic Data, Development, and Institutional Effectiveness (ADDIE) generates an overall report aggregating all statistical data as an evaluative summary for each class. Administrators will receive all reports. Instructors will receive the report if the number of students enrolled in the course is five or more students. Individual course instructors are not informed of who has or has not completed a Course Evaluation.
(d) Course Evaluations must be completed by all students within one week of the final class of the term.
(e) Directed Studies course evaluations are collected via the Registrar's Office and selected Dissertation/Doctoral Projects (DPs) and Continuing Dissertation/Continuing Doctoral Project courses will evaluated via Qualtrics.
(f) The following courses do not have evaluations: Orientation courses, Immersion courses, Clerkships, and selected Field Placement courses.

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 = ¾ 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 Curriculum Committee 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 for an approved period of time, not to exceed 180 days unless approved by the Academic Department Chair. It is the expectation that students proceed through the program continuously unless there is a significant extenuating circumstance. If extended leave is approved, it cannot exceed 12 months, or the student will be required to re-apply to the program. A student who does not return from a leave of absence or an extended leave of absence by the agreed upon semester will be administratively withdrawn and will be required to reapply.

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, otherwise the student will have to withdraw. A completed Academic Leave of Absence Request form stating the reason for the leave request and associated documentation must be submitted to their Academic Department Chair for approval. The student would not be required to reapply to the college for military, medical, personal, or parental leave unless their academic department chair has indicated so on the LOA form, or if the student exceeds 12 months away from the college.

The beginning date of the Academic Leave is the day of the student's last academic activity. When an Academic Leave of Absence is approved, the final grade in all courses that were not

completed would become ‘W’, unless the student is failing a course, in which case, the grade will be recorded as ‘WF’.

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 approved Academic Leave of Absence will affect your current loans, scholarships, and your ability to receive financial aid in the future. You may also contact the Bursar’s office to inquire about how other benefits such as health insurance are impacted.

The petition for LOA should be filled out and submitted by the student as soon as they are aware of the need to take time away from the program. Under unforeseen circumstances (e.g., serious illness, family emergency) during a semester/term a student will be withdrawn from all current semester/term courses. In an emergency it is possible for the Department Chair to submit the form without the student’s signature. 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 later.

Medical leave requires appropriate documentation from a health care provider. The Department Chair or their designee will evaluate the request for medical leave and any reinstatement, re-enrollment plans in consultation with other appropriate College personnel. The Department Chair or their designee will decide whether the request qualifies for medical leave, and if applicable, for subsequent return subject to certain conditions. Any specific return conditions in addition to a letter from a healthcare provider indicating readiness to return and/or those outlined below will be incorporated into a written agreement with the student. Depending on the circumstances, an individualized risk assessment may be conducted as part of this consultative process. The Department Chair or their 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.

***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.

If a student does not return from an academic leave of absence and does not request to extend the leave, the student will be administratively withdrawn from the college and reported as such, retroactive to the Leave start date, to state and federal agencies. In such instances there is no guarantee of readmission or reinstated college financial aid.

In order to return to the college, the student must contact their academic Department Chair. The academic Department Chair will review the program requirements to be completed and formulate a plan of study. This may include repeating any courses that are greater than seven years old and/or courses that have had significant changes in content.

Students not in good academic or financial standing are ineligible for an Academic Leave of Absence. A student who is not in good academic or financial standing and who wishes to take time away from the program may only withdraw from the college. The process for readmission of fully 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.

Parental Leave

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.

Military Leave

An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from the College for the period of not more than **five years**, cumulatively.

Students with the MLOA need not reapply for admission to WJC and are readmitted with the same academic status as before deployment.

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 Leave of Absence for medical reasons. 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 their designee believes that an evaluation will facilitate an informed decision, the Department Chair may require at the College's expense an evaluation of the student's 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 the 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.

Following a review of the best available relevant information, including available current medical information, and in consultation with other College officials, the Department Chair or their 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 they need.

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 Vice President of Academic Affairs or designee.

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

All returns from academic or medical leaves are semester based. In the case of the medical leave, if the leave will extend beyond the requested time additional supporting documents must be submitted.

Return from Medical Leave of Absence

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 their 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 determine 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 they have 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 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.

If a student is permitted to return following a medical withdrawal, the student must meet with the Department Chair of their program prior to attending any classes. The student is also responsible for coordinating their return to the College with the Field Education Office (if applicable), 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 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 probationary status; (2) 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 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 current.

Readmission of Dismissed Students

Former students who have been dismissed for any reason must reapply through the Admissions Office. In the admissions form, the former student should indicate that they have been previously enrolled.

Readmission of Withdrawn 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.

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.

After a review of the application and prior academic performance, the Department Chair may invite the applicant for an interview in order to elaborate on specific components of the application, as well as their 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 may be required to satisfy new curriculum requirements and/or—because of professional licensing requirements—may be required to repeat previously completed coursework. All previous financial obligations must be settled prior to being readmitted.

Reinstatement after a Voluntary Leave of Absence or Withdrawal

Students who have taken a voluntary LOA or a voluntary withdrawal from the college may be allowed to return to the program without re-applying within a year of the start of the leave or withdrawal, if it is indicated in the appropriate form. To return to the college, the student must contact the Department Chair to discuss registration for the next semester, any changes to curriculum or course sequence, and field placement (if applicable). The Department Chair or designee will fill out a reactivate enrollment form and will send it to the Registrar.

Withdrawal

Students may withdraw from the College at any date by submitting a completed Full Withdrawal Form located in the student portal. Be aware that there may be financial aid implications for Federal Student Loan borrowers who withdraw.

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 (refer to Refund policy in Section II).

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 in the summer. Information regarding graduation fees can be found online: https://www.williamjames.edu/admissions/tuition-and-fees/fees-and-charges.html.

Students in the doctoral Clinical Psychology program who are at extended APA internships and will conclude on the last Friday in May will be eligible for a June conferral date. Those who conclude after this date may participate in the June graduation ceremony and then receive their degree in the summer. All of the students listed above must meet the following requirements:

- Completed all their coursework.
- Submitted an accepted Dissertation/Doctoral Project.
- Successfully presented their colloquium before the last Friday in May.
- The only remaining requirement must be the successful conclusion of their field education training.

PARTICIPATION IN COMMENCEMENT BY NON-GRADUATING STUDENTS

Students who will not have completed all degree requirements by the date specified for graduation may participate in the spring commencement ceremony, subject to the following restrictions:

(1) <u>If pursuing a Graduate Certificate, M.A. degree, or Certificate of Advanced Graduate Study</u>

a) no more than three (3) of the program credits remain unfulfilled at the conclusion of the Spring semester.
b) the student's advisor verifies that the unfulfilled credits are likely to be satisfied during the summer session immediately following Commencement.
c) the department director verifies that the remaining unfulfilled credits are not the result of deficient academic work during the course of the degree.

(2) <u>If pursuing a doctoral degree</u>

a) all degree requirements except the final hours of an approved internship have been completed.
b) the department director/dean verifies that the remaining hours are likely to be satisfied during the summer session immediately following Commencement.

Students complying with the stipulations described above may request permission from the VPAA to participate in Commencement. However, all program requirements must be completed before a degree—or a diploma representing a degree—will be awarded. (The date of the degree will be determined by the date of completion of requirements, not by the date of participation in Commencement.)

Degree Conferral Dates:

Spring Semester	Late May / Early June Graduation Ceremony – First Sunday in June
Summer I Session	July 31st
Summer II Session	August 31st
Fall Semester	Day following fall grade posting

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 the Registrar's page on the William James College website, and follow directions for ordering an official transcript.

Research Activities at WJC

There are three entities at William James College that address research activities: Office of Academic Data, Development & Institutional Effectiveness (ADDIE), the Center for Psychological Science (CPS), and the Office of Program Development, Monitoring and Evaluation (PDME).

Office of Academic Data, Development & Institutional Effectiveness

The Director of ADDIE reports to Vice President for Academic Affairs.

As a growing institution, it is increasingly important to ensure that decisions are based on sound quantitative and qualitative evidence. ADDIE is 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, ADDIE uses institutional data to assist in program improvement, institutional planning, and policy development.

- Provides reports for Senior Leaders and Administrators on all academic programs, evaluating academic program goals, objectives, and outcomes and ensures the program's efficiency, effectiveness, and relevance.
- The quality, integrity, and effectiveness of our academic programs are the central focus of ADDIE.
- This office provides a systematic method for assessing student learning and outcomes, and this data is regularly distributed to and reviewed by Department Chairs.
- Coordinates with the Office of Information Technology (IT) to maintain centralized record-keeping through our databases, which are used for analysis and planning.
- Responsible for supporting the ongoing assessment of educational outcomes and conducting alumni surveys for each academic program and the college as a whole.
- Provides external indicators to support institutional planning such as peer institutions, and contemporary trends in the field of psychology from the Bureau of Labor Statistics and the National Association of Colleges and Employers.

Center for Psychological Science

The Director of CPS reports to Vice President for Academic Affairs.

The William James College Center for Psychological Science was created in 2020 to facilitate the integration of psychological science into all aspects of the WJC Community and ensure that research is conducted in accord with best practices for research design, methodology, and ethical conduct. The center provides a single access point for the WJC Institutional Review Board, institutional grants and awards, dissemination of information on current research studies and

presentations, and standards, policies and procedures for the conduct of psychological research. The center is guided by the WJC commitment to evidence-based practice. All investigators (faculty, staff, students, and study affiliates) must comply with these policies while conducting research at William James College.

The CPS consists of four areas which may be accessed through the CPS MyCampus site.

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

William James College maintains a Federally Qualified Institutional Review Board (IRB) operating as an independent body to ensure the protection of the rights, safety, and well-being of human subjects involved in research studies. The IRB operates in compliance with the guidelines of Federalwide Assurance (FWA #00017733) and Title 45 Code of Federal Regulations Part 46 (45CFR46). The IRB is charged with the institution-wide 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. The MyCampus page contains: the IRB membership, the CITI Certification process used to assess and establish ethical competencies in human research, policies and procedures **for research protocol ethics reviews, policies and procedures for human research, and the application process for protocol review.**

2. Research Support and Recognition

WJC aims to facilitate, support, and recognize the scientific and scholarly activities of its faculty, staff, and students through the Research Support and Recognition Program within the Center for Psychological Science. This is accomplished through a portfolio of internal research awards designed to support the entire research pipeline from project inception to conference presentations and publications. In addition, this page provides information on external resources such as obtaining external research funding, support for conferences and presentations, locating archival data, and selecting a target journal for publication, as well as opportunities for student research assistantships in faculty labs. There are also sections for resources regarding research design and data analysis.

3. Research Dissemination

The Center for Psychological Science seeks to encourage dissemination of WJC community publications, presentations, and ongoing research studies. This page contains information on each of the following areas:

- Dissertations/Doctoral Projects in Process
- Recent and Upcoming Faculty and Student Publications
- Recent and Upcoming Faculty and Student Presentations
- Upcoming Professional Psychology Conferences and Submission Dates
- Upcoming Dissertation/Doctoral Project Colloquia Schedule

4. Research Standards, Policies & Procedures

The CPS coordinates the setting of standards, policies, and procedures for research at WJC. The center advises and consults to institutional and departmental committees regarding the integration of psychological science into all aspects of curricula. The center aims to ensure the quality of research studies conducted in all academic departments, facilitate the formation of research labs, and encourage use of open science approaches. This page provides centralized access to Dissertation/Doctoral Project and capstone manuals and accompanying forms, a list of faculty research labs and interests, intellectual property policies, information on open science approaches, and links to professional organizations that foster research. Policies regarding internal and external research participant recruitment.

Office of Program Development, Monitoring and Evaluation

The Office of PDME provides oversight, maintenance and management of databases created through the WJC community programs in compliance with FERPA and HIPAA requirements, completes regular reporting of this data to WJC program directors, and conducts research studies regarding the data from these programs.

The Director of PDME reports to the Managing Director of Forensic and Clinical Services.

PDME activities include:

- Providing research support for all institutional grant-funded programs, evaluating program implementation to measure program reach, goals, objectives, and outcomes, and ensuring the program's efficiency, effectiveness, and relevance.
- Providing program directors and clinical trainees with logic models, key performance indicators, and target objectives for each program.
- Developing data collection tools and methods and conducting quantitative, qualitative, and mixed-method data analyses in line with program and institutional goals.
- Routinely highlighting data trends, monitoring program development and outcomes, and identifying opportunities for growth.
- Providing monthly and quarterly reports to program directors to monitor individual data entry compliance and accuracy for clinical training and didactic learning.
- Working with WJC Information Technology (IT) staff and database developers to establish secure, encrypted, online databases that collect, process, and track data which monitor, manage, and improve program implementation.
- Providing WJC students with work-study opportunities and experience with evaluation and research.

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).

Institutional and Financial Aid Contact Information

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

ADMISSIONS Admissions@williamjames.edu	Office of Admissions 617-327-6777
Mario Murga Mario_Murga@williamjames.edu	x 1212
BURSAR Bursar@williamjames.edu	Office of Student Services 617-327-6777
Debra Boyce Debra_Boyce@williamjames.edu	x 1532
DEAN OF STUDENTS Deanofstudents@williamjames.edu	Office of the Dean of Students 617-327-6777
Joan Axelrod Joan_Axelrod@williamjames.edu	Academic Resource Center x 1341
FINANCIAL AID Financialaid@williamjames.edu	Office of Financial Aid 617-327-6777
Hilary Baxter Hilary_Baxter@williamjames.edu	x 1524
Phyllis Leibman Phyllis_Leibman@williamjames.edu	x 1538
INFORMATION TECHNOLOGY Support@williamjames.edu	Office of Information Technology 617-327-6777 x1600
Jeff Choo Jeff_Choo@williamjames.edu	x 1202
Marc Gaughen Marc_Gaughen@williamjames.edu	x 1600
Stephen O'Connor Stephen_Oconnor@williamjames.edu	x 1600

REGISTRAR Registrar@williamjames.edu	Office of the Registrar 617-327-6777
Sonji Paige Sonji_Paige@williamjames.edu	x 1525
Anna Lyons Anna_Lyons@williamjames.edu	x 1504
Emmanuel (Manny) Jeudy Emmanuel_Jeudy@williamjames.edu	x 1243
VA CERTIFYING OFFICIAL Debra_Boyce@williamjames.edu	Office of Student Services 617-327-6777
Debra Boyce Debra_Boyce@williamjames.edu	x 1523

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 their education records;
- Require that William James College obtain their 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. Students' information will be printed in the commencement program unless the Registrar's Office is notified prior to publication.

***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 they are 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 their 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:

1. 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 (e.g., field supervisor). An individual has a legitimate educational interest if the individual needs to review an education record in order to fulfill their 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.

2. 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

3. 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.

4. 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.

5. 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.

6. 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 the student 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. To accrediting organizations:

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

12. To organizations conducting studies for or on behalf of the College:

    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).

13. 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.

14. 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).

15. 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 College 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 their 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 their 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 the person 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 their

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.

***Note:** 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 course 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.

Classroom Attendance Requirements: Students with Accommodations

At the beginning of the semester or during the semester, if there is an emergent circumstance, the Student Accessibility Services (SAS) must contact each instructor for any course that the student is seeking an attendance accommodation in, to determine the impact of missing more than the two (2) allowable absences. The instructor should be shown the guidelines provided by the Office of Civil Rights (OCR) and consulted as to what accommodations can be reasonably made that do not inhibit the functioning of the class and/or student learning and assessment, and with consideration of the role that class participation serves in the particular course. The accommodations must not interfere with the competency attainment. It should also be kept in mind that the nature of behavioral health training is such that attending and participating in class is often a key part of the training environment in the majority of our courses. An accommodation plan for each class must then be written by SAS and delivered to the instructor. The accommodation plan is unique to each course and is binding for a single semester in which it is written.

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 Student Accessibility Services (SAS), 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 Student Accessibility Services (SAS). Students are encouraged to register with SAS prior to arrival on campus for the upcoming semester. With very few exceptions, no student is entitled to accommodations unless the student self-identifies and registers with SAS. To begin the process, each student must submit an Intake Form and medical documentation of their disability to SAS. Once the documentation and intake form are received, SAS 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, SAS will review the student's documentation and discuss which types of accommodations, modifications, aids and/or services may be reasonably necessary. SAS 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 SAS 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 SAS 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 their disability documentation. More particularly, accommodations are determined by SAS in consultation with the student and with input from the faculty and staff, where needed. In general terms, SAS 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, SAS 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, SAS 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, they must submit an Accommodation Request Form and a copy of their 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 SAS 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 SAS, 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.

Appealing a decision about accommodations

If a student feels they need to appeal a decision about accommodations, the student can reach out to the Dean of Students Office deanofstudents@williamjames.edu in writing. Please include a full description of the request with any facts that support approval of the accommodation as well as efforts made to resolve the question through Student Accessibility Services. Please also provide any other information relevant to the determination (including supporting documentation as available). Please note, this is a confidential process and health information will not be shared beyond what is necessary to process the appeal. The Dean of Students will issue a written decision in response to the appeal.

US Department of Education Contact Information

Individuals may always contact the following regarding allegations of disability discrimination in violation of the Americans with Disabilities Act or Section 504:

Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights
400 Maryland Avenue
SW, Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012
TTY# 800-877-8339
Email: OCR@ed.gov

Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: 617-289-0111

FAX: 617-289-0150
Email: OCR.Boston@ed.gov

Service Dog Policy

In accordance with the Americans with Disabilities Act (ADA), service dogs for persons with documented disabilities are permitted in William James College classrooms and facilities.

A service dog is individually trained to do work or perform tasks for an individual with a disability including a physical, sensory, psychiatric or other mental disability. The service the dog is providing must be directly related to the functional limitation of the person's disability. If they meet this definition, dogs are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. While certification is not required and individual owner training is allowed, please note that there are many websites that provide a certificate without a thorough screening of the individual's needs due to their disability and without any training requirement for the animal. These certificates will not be accepted as documentation that the animal is an individually trained service animal.

Service animals do provide support for psychiatric issues. As the Mass.gov section on "About Service and Assistance Animals" states: "The definition of "service animal" includes psychiatric service dogs that are trained to recognize and respond to psychiatric disability symptoms… However, animals whose sole function is to provide comfort or emotional support are not service animals." These companion animals may be allowed in other settings such as housing, but not on our college campus.

When the individual's disability is not obvious, Massachusetts law allows a designated school official to ask two questions:

1. Is the animal a service animal required because of a disability?
2. What task or service is the animal trained to perform?

Service dogs at William James College are not required, but are encouraged to wear a vest identifying them as a service animal. A vest helps ensure that others will respect the duties of the

animal and not engage the animal in play. Service dogs whose behavior poses a direct threat to the health or safety of others or is disruptive to the William James community may be excluded, regardless of training or certification.

Students who require a service dog should contact Student Accessibility Services (accessibility@williamjames.edu). The handler will be asked to sign an Animal Registration Form.

Requirements for Service Dogs and Their Owners

- The handler must be in control of the dog at all times and is solely responsible for the care and supervision of the dog. If the dog is unruly (e.g. running around, barking, nipping) the handler may be asked to remove the dog from the building. Should there be repeated instances of unruly behavior, the handler may be asked to take steps to address the problem before bringing the dog back to campus.
- The service dog must be on a leash at all times.
- The service dog must wear owner identification tags.
- Must be in good health and have current vaccinations.
- Dogs whose sole function is to provide emotional support or comfort are not considered support animals under the ADA.

Staff, Faculty, and Students

- Service dogs must be allowed anywhere in the building, including classrooms except where prohibited by specific health regulations.
- Staff, faculty and other members of the community should always speak to the handler before approaching the dog and should not touch or pet the dog or engage the dog in play. No one besides the owner/handler should offer the dog treats or food of any kind.
- Report any concerns about a service dog to Student Accessibility Services or the

Dean of Students.

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 Student Accessibility Services office 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:

Jonathan Corey, (617) 477-2060 (Phone/Fax). Jonathan_corey@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.

Equal Opportunity and Belonging

William James College is committed to providing equal access and opportunity for all 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 difference worth celebrating and respecting. Our dedication to serving the needs of all 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.

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, Harassment and Retaliation

Please see: https://www.williamjames.edu/about/human-resources/non-discrimination-and-title-ix.html

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 the following student financial aid programs: the William D. Ford Federal Direct Loan Program (Direct Unsubsidized Loans and Direct Subsidized Loans); Federal Pell Grants; Federal Supplemental Educational Opportunity Grants (FSEOG); Federal Work Study; state grants for undergraduate students; alternative loan programs; Veterans Benefits; and William James College institutional aid. 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 or go to www.studentaid.gov.

Federal Programs

Federal Student Aid (FSA) ID

Students must create a FSA ID by going to www.studentaid.gov. Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information.

Free Application for Federal Student Aid (FAFSA)

All students requesting financial assistance from the Federal Programs must submit the FAFSA by going to www.studentaid.gov. Students are also required to complete online Entrance Counseling and a Master Promissory Note (MPN) 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.

Entrance Counseling

If you are accepting Federal financial aid, the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

Master Promissory Note (MPN)

The MPN is a legal document in which you promise to repay your student loans and any accrued interest and fees. The MPN can be completed on www.studentaid.gov and note that Federal loans may not be disbursed before the MPN is completed.

Federal Pell Grants (Undergraduates Only)

Federal Pell Grant awards are based on the 9-month Expected Family Contribution (EFC) on the student's valid SAR or ISIR, the academic year structure, and the cost of attendance for a full-time student for a full academic year. The Scheduled Award amounts are specified on the Pell Payment Schedules released by the Department of Education. For term-based programs, awards for part-time students are also based on enrollment status, using the part-time charts in the Pell Grant Disbursement Schedules.

Federal SEOG Grant (Undergraduates Only)

The FSEOG program provides grants to undergraduate students demonstrating exceptional financial need. Award amounts are determined by the school. The allowable federal award range is $100-$4,000 per year.

Massachusetts Grant Aid (Undergraduates Only)

The Massachusetts Grant program provides need-based aid to both full-time and part-time undergraduate students who demonstrate exceptional financial need and meet the Massachusetts residency requirements as detailed by the Massachusetts Office of Student Financial Assistance. Award amounts are determined by the state government and are estimated until final state appropriations. In order to be considered for a Mass Grant students should file their FAFSA to the Federal Central Processor by May 1st. More information can be found at:
www.mass.edu/osfa/programs/massgrant.asp (full-time)
www.mass.edu/osfa/programs/parttime.asp (part-time)

Federal Work Study Program and Student Employment (Self-Help Financial Aid)

The College provides part-time campus-based employment opportunities to qualified students. When compensation for a position is funded in part by federal funds, students must demonstrate financial need as shown on the student's Free Application for Federal Student Aid (FAFSA) which must be filed prior to Federal Work study being awarded. The estimated compensation must be factored into the 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. There is no guarantee of continued employment in any or the same position.

Applying for William James College Work

Students must submit a completed William James College Student Employment Application to the Financial Aid Office.

1. The Financial Aid Office 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.
2. The Financial Aid Office will forward a copy of the application to the hiring supervisor.
3. All applicants must be informed of the final status of their application by the hiring supervisor.
4. New hires must receive a copy of the William James College Student Employment Handbook (from the Financial Aid Office) and sign the FERPA agreement. 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. Payroll forms are completed through the Financial Aid office, despite the fact that students are employed by departments.

The Federal Direct Loan Program (Title IV)

The College is authorized by the Department of Education to offer the Federal Stafford 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 this loan program 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.studentaid.gov. This website includes information on the specific loans in terms of limits and eligibility

requirements. Some options include the Directed Subsidized, Direct Unsubsidized, PLUS, and Parent PLUS loans.

Cost of Attendance (COA) Budget

The Cost of Attendance (COA) Budget 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 living expense budgets are created using College Boards' statistical research found on their website.

School budgets are not student specific, but are estimates or guides a student can use when creating their own budget.

Loan Disbursement

All Stafford 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.

Student Refunds and Credit Balances

Any credit balance resulting from a disbursement of federal funds must be refunded to the student within 14 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. Please contact the Bursar for questions pertaining to refunds, and credit balances at Bursar@williamjames.edu or at 617-327-6777 x 1301.

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).

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. Students with 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.

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

Exit Counseling for Student Borrowers

Federal regulations require students who have borrowed Federal 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 completed online at www.studentaid.gov.

Satisfactory Academic Progress (SAP)

To be eligible for FSA funds, students must maintain Satisfactory Academic Progress (SAP) throughout their program of study. This is also applicable to students who are not receiving FSA funds.

Satisfactory Academic Progress is evaluated at the end of each semester that a student is enrolled in classes. Both the quantitative and qualitative components of SAP will be calculated and reviewed at the end of each semester.

Failure to Maintain Satisfactory Academic Progress (SAP)

Financial Aid Warning and Probation

In alignment with government regulations, a student is eligible to borrow Federal Funds (Title IV) for a period of one semester while on academic probation. The student is given the opportunity to achieve the standards and requirements set forth by the Department Chair. This is considered the *Financial Aid Warning period*. If you fail to meet the academic requirements or standards of the academic plan that is in place for you within that one semester, however, you will be ineligible for Title IV until such standards are met.

Students failing to achieve the standards set forth by the Department Chair after the *Financial Aid Warning period*, may appeal their ineligibility to receive Title IV aid by written request to the Financial Aid Office where their request will be reviewed. Approval of a students' financial aid appeal will be based on extenuating circumstances outside the normal school activities that have an impact on the students' ability to achieve the minimum standards of satisfactory academic progress. Appeals will be considered on a case-by-case basis. Examples may include serious illness, severe injuries, illness, or death of an immediate family member, and others may be considered on a case-by-case basis.

Appeals must be submitted to the Financial Aid Office within two weeks of the notification of loss of eligibility. The appeal must state what has changed in the student's circumstances which would now enable the student to achieve the standards set by the Department Chair. Students may be required to submit supporting documentation when necessary or applicable. All appeals must be reviewed and approved by the Department Chair and all decisions will be final.

Upon successful appeal, a student will be allowed access to Federal Aid (Title IV) if the student has an academic plan in place and is following the terms of that plan. This is referred to as the Financial Aid Probation period. SAP will then be reevaluated at the end of the semester.

If it is determined that the student will need more than one semester to meet the standards, a successful appeal will only be considered after the student has been placed on a personal SAP plan that will allow the student to improve their academic performance and meet the SAP standards outlined in this policy or will lead to successful program completion. Students whose quantitative pace makes it mathematically impossible to complete the program within the maximum timeframe will no longer be able to access federal funds.

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 federal student aid funds.

Institutional Assistance (Scholarships)

Financial aid is awarded to eligible students (Re-specialization and Executive Coaching students are ineligible) based on merit, and availability of funds. Both merit scholarships and need-based scholarships 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. All applicants will be considered for a merit-based scholarship by the Admissions Committee and the Director based upon application materials and admissions interview. Students will be notified of any merit-based scholarships with their offer of admission.

Alternative/Private Loan Programs

When federal loans and other aid do not cover your cost of education, alternative educational loans are available. Alternative 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 they will need an alternative loan. Alternative loans are generally based on credit worthiness and may have terms that are less favorable than Title IV federal, state, or institutional student financial aid that may be available. Students are therefore

strongly encouraged to pursue the availability the Federal, state, or institutional financial aid with the College's financial aid office first. An alternative 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.

Information on the various alternative educational loan programs is available through the Financial Aid Office for 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 publicly 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 their 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/private 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.

Preferred Lender Lists

William James College partners with Elm Resources to provide easy access to a "lender-neutral" comparison tool that allows students to compare alternative/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 https://www.elmselect.com/v4/ 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 Financialaid@williamjames.edu.

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.

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 Dissertation Students

Clinical students engaged in writing their Dissertation must be registered for Continuing Dissertation (PR 950) and certified as half-time students to be eligible to borrow from the Stafford Loan Program.

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 United States Code, as amended, Section 1776, V.A. Regulation 14254. William James College is a proud participant in the Yellow Ribbon Initiative.

Per Title 38 United States Code, Section 3679 (e), William James College must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33.

William James College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered indicial borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from V.A. under chapter 31 or 33.

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 and take effect at the start of the summer semester. Please visit our web page to view current tuition & fees.

Audit Costs

Unless exempt from tuition payment, the audit course tuition rate is ½ the normal course tuition.

Tuition and Fees Payment Policy

Tuition is due and payable upon receipt of your bill. To view your bill please log onto: **https://williamjames.video.yuja.com/v/registration_bill_tutorial**

Semester tuition (minus any pending aid) is due in full on or before:

Summer semester	May 1
Fall semester	August 1
Spring semester	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, and/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, and awarding of diploma.

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

William James College assesses additional fees and charges, which can be found online.

Health Insurance

The Commonwealth of Massachusetts requires all ¾ 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 ¾ 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 ¾ 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.

Delinquent Financial Accounts

A student's financial account is considered delinquent if the student 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; 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, 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.

Withdrawal and Refund Policy

The Withdrawal and Refund Policy is available on the WJC webpage. Students may withdraw from a course in the program. Any withdrawal will follow the Academic Policies and should be reviewed before deciding on whether or not to withdraw from a course.

***Note**: 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.

****Note**: Students must be aware there are requirements that govern how funds paid towards a student's education are handled when a Title IV recipient withdraws from college. These regulations are detailed in the student assistance section of this handbook under "Return of Title IV funds when a student withdraws." These requirements are different from school refunds policy.

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 the student 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.

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 differences. A list of our current Degree and certificate programs is linked below.

Additional information about the academic programs offered by William James College, including current degree, other educational and training programs are published online on the William James College website.

Degree and Certificate Programs

For a current list of programs, please refer to the William James College website.

Faculty

Profiles for faculty and other instructional personnel at William James College is posted on the William James College website.

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.

At William James College, academic advising goes well beyond serving as a guide for curriculum planning and field placement selection. The advisor's role is to foster a trusting relationship so that you may serve as a mentor and as a career coach. Please keep these guidelines in mind as you serve in this pivotal role for your advisees:

GUIDELINES

1) Please always be mindful of maintaining student privacy and adhering to FERPA guidelines.
2) Please use your department's advising log to record each advising session. This will allow for documentation for you and your student; as a helpful log in the event you need to step away from the college for health or family emergency reasons or if you leave the college; and for risk management.
3) Your contract allows for 10 hours a year to devote to advising for each advisee. Please make sure to be pro-active in reaching out and scheduling at key junctures: on-boarding, check-ins with first year students, meetings prior to registration and field training site selections, research support and monitoring, career planning and when your advisee is completing their matriculation at the college.

4) You are a key resource if your advisee is experiencing academic difficulties, problems in their field site, work-life balance issues, managing personal emergencies, and career planning. Please see yourself as the key contact and liaison.
5) Make sure you consult with the Director of Student Accessibility Services to make sure your advisees are receiving the accommodations they might need.
6) Familiarize yourself with college and community resources and know college policies and procedures.
7) Always be mindful of how you can promote equal opportunities and belonging in all your work. Be attuned to concerns that your advisee may have.
8) Please envision yourself also as a role model for how a professional in the field conducts themselves.
9) Please consult with your department chair for resources to help in this area.
10) Be aware of advising resources like the National Academic Advising Association (NACADA).

ADVISING GOALS

1) To create a trusting relationship with your advisee so that you can be a genuine resource.
2) To be available to your advisee in a timely fashion.
3) To best understand your advisee's perspective, plans and aspirations, learning style, strengths and challenges so as to provide personalized planning and guidance to them.
4) To assist with acculturation to the college and to the profession.
5) To serve as a role model as a professional in the field.
6) To assist in promoting the student's healthy work-life balance.
7) To document your work with each advisee in your department's advising log.
8) To provide solid academic planning, experiential learning guidance and research support and guidance.
9) To assist the student to learn how to navigate the college's departments, services and resources.
10) To assist the student in learning the relevant college policies and procedures.
11) To help the student plan for the successful career that they aspire to create for themselves.

12) To foster the advisee's skills in critical thinking and independent decision-making skills so that they can develop increasing competence in these vital areas.

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 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 BHELS. The 5th floor contains the College's administrative offices. The exterior and lobby are branded to foster the William James College 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

Please refer to https://www.williamjames.edu/centers-and-services/index.html for details on various centers and services offered at WJC.

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.

Non-Resident Parking Permits

Student vehicles that are registered out-of-state are required by the Commonwealth of Massachusetts to complete a Nonresident Student Vehicle Information Form and submit it to the police department in the city or town where the out-of-state vehicle will be parked overnight. This form simply alerts the city or town where the car will be parked and that there is an out-of-state car in the area. The car will be subject to ticketing if it is parked in a permit only area. You may wish to rent an off-street parking space for your car.

Most cities and towns in Massachusetts will not provide resident parking permits for cars that are registered out-of-state. Generally, only cars that are registered in Massachusetts may be eligible for resident parking stickers. Students should speak directly with the parking or traffic department in the city or town where the car will be housed for more information.

Registered students may park at the William James parking lot while in class or visiting the building for meetings and studying. A parking permit is not required. Overnight parking is not permitted.

Events and Room Reservations

Individuals or groups who wish to reserve space for any purpose other than academic should contact the Office Manager, Marice Nichols at 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

There are numerous restaurants in the nearby area. Although not an exhaustive list, many choices can be viewed at the website: https://www.williamjames.edu/about/visiting/local-hotels.html.

Vending machines are located on the ground floor and accept both cash and credit cards. On floors 1 through 3 in each kitchenette there is 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 they 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 William James College Library is an information and service referral center designed to support the research needs of the students and faculty. The library maintains a core collection of books (print and electronic), periodicals (all available online), audio-visual materials (both

DVDs and streaming over the Internet), and psychological testing kits. Comprehensive interlibrary loan services, computer services, and online reference databases are also available. The library services reflect William James College's commitment to teaching students how to obtain information effectively.

Please visit https://guides.williamjames.edu/home for a full list of library services, policies, and contact details.

Textbook Information

Students can access departmental textbook lists online via the Textbooks webpage of the William James College Library website: https://guides.williamjames.edu/textbooks.

***Note:** William James College offers an advance of pending financial aid funds for the purchase of books and supplies. Please refer to the Financial Assistance section of this handbook under "Request for Advance of Excess Financial Aid".

Library Alumni Access

Alumni may access most of the library's electronic resources for up to twelve (12) months after graduation. After twelve (12) months, alumni no longer have remote, off-campus access.
For more information about the Library's Alumni Policy, please visit:
https://guides.williamjames.edu/alumni

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

Review the College's complete copyright policy here.

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.

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

For assistance with Information Technology policies please contact Information Technology:
Website: support.williamjames.edu

Email: Support@williamjames.edu
Phone: 617-327-6777 x 1600

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 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 they have 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 they know how to use the equipment properly.
5. Lending Laptops are available on a first come, first served basis. Reservation in advance is possible by contacting the IT helpdesk by submitting a reservation request via support@williamjames.edu
6. Lending Laptops must be returned the same day unless other terms or durations first approved by the IT Department.
7. If the user is unable to return the lending laptop before the IT Helpdesk closed at the end of the business day, the user may return the lending laptop at the library circulation desk, to a tending library assistant.

Long Term Loaner Laptop for Special Circumstances

Long-term loaner laptops are available for students under special circumstances. Students can apply to borrow a loaner laptop for up to an entire semester. This is reserved for students in emergency situations where additional assistance is needed. Students who need a long-term loaner laptop should contact either the Office of the Dean of Students or the Academic Resource Center to start the application process. Once the application is approved, a student may schedule a laptop pick-up time with the IT Helpdesk to pick up the laptop, and the student may take the laptop home during the lending term. Standard lending laptop usage policy applied.

Access to Microsoft 365 Platform

Each student is provided with a full, limited Microsoft 365 Educational A5 License at the time and for the duration of the academic enrollment and up to one year after the completion of your academic program. Each license allows a student to install Microsoft Office Suite and other supportive software included in the License to up to 5 devices, including PC or Mac computers and any smartphones or tablets. By accessing the Microsoft 365 Platform, you are agreeing to the Microsoft Acceptable Use Policy.

Microsoft 365 A5 License Benefits:

1. Install Microsoft Office Suites to up to 5 devices (Word, Excel, Powerpoint, Outlook, and More)
2. Access to all Microsoft 365 online and web services included in the licenses
3. Up to 500 GB personal cloud storage via OneDrive

Yuja Video Recording, Archiving, and Streaming Platform

Yuja is available to all students, faculty, and staff to provide PowerPoint or screen capture recordings for training and academic purposes. Recordings may be uploaded to Yuja for streaming and archiving, for both internal and external audiences. For more information regarding Yuja, please visit https://support.williamjames.edu and search "Yuja".

Library Computer Lab

The College provides several full-feature desktop computer stations in the library area. Computers are available on a first-come, first-served 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.

Copying, Printing, Scanning, and 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.

Each student is issued 100 printing credits at the beginning of the Fall Semester, at each enrolled academic year, for printing and copying. Printing credits have no monetary value. Printing credits remain in student's account until spent or until the termination of the student's account. No refund shall be made to unused printing credits.

Printing and copying are assigned the following credit values:

Grayscale single-sided:	0.10 credits per page
Grayscale double-sided:	0.15 credits per page
Color single-sided:	0.30 credits per page
Color double-sided:	0.45 credits per page

Instructions on how to add credits and other details are posted on the support site at https://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 the office manager, Marice Nichols at Marice_Nichols@williamjames.edu or dial 617-327-6777 x 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

The College is not responsible for any personal data lost while using the College's network, software, service, platform, or on the College's premises. Students are encouraged to back up their work regularly on assigned Microsoft OneDrive cloud storage space (part of Student's Microsoft 365 license package), or student preferred external storage device, such as a USB flash drive.

Email and Electronic Communication Policies

William James College email is an essential communication tool and is the official method of communication at William James College. Students are expected to check their William James College email every business day during the semester when enrolled and at least weekly when they are not enrolled in courses. Students may choose to activate a text alert to notify them to check email when new messages are received. Online programs may require checking email on non-business days due to the nature of the course/program. Students are expected to respond to email within 48 hours.

Email 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. The use of the college's email system must be confined to the college's

business, whether academic or administrative. When using the distribution list function, care must be taken to ensure that emails are 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. Repeated 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, the College reserves the right to review information transmitted or stored on its network and to remove any material deemed illegal or that violates College policy, rules, or regulations. Users do not have a privacy right to materials created, sent, received, or maintained on college systems.

General Responsibilities for Systems and 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 and never share it with anyone.
2. Users must abide by the terms of all software licensing agreements and copyright laws.
3. Users must not misrepresent themselves or their data on the network.

4. 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 networks,
5. Users should not unfairly monopolize College technology resources. such as the use of peer-to-peer platform download or share software or any other types of media content. (Peer-to-peer, or P2P platforms, include but are not limited to BitTorrent, Utorrent, Vuze, FrostWire, eMule, and any other named platform in a similar nature.)
6.
7. Users must notify the College Helpdesk if the user observed any suspicious activity on their account or suspected a potential data breach.

Network Systems Acceptable Use and 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 poses 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, that 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.

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 https://support.williamjames.edu, by dialing 617-327-6777 x 1600, or by emailing Support@williamjames.edu.

Student Identification (ID) cards

New students must obtain a Student Identification Card with a 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 times while in college or at field placement sites.

How 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 William James College 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.

How to Replace a Student ID Card

If the student ID card is damaged, 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 themself 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 Facebook, YouTube, 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. Do not 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, 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.

***Note**: If a reporter, editor, or producer from the mainstream media contacts you about William James College through social media, refer them 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 their 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 should use the submission form https://williamjames.co1.qualtrics.com/jfe/form/SV_74gIz9HFbup99vD

Students who wish to post notices and fliers must seek approval from the Dean of Students office. Please note that all notices soliciting research participation must first go through the Center for Psychological Science. Papers taped to walls will be removed immediately.

Email and 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 and 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 Polices section of this handbook.

Dean of Students Office

The Dean of Students office serves student both academically and personally. They engage the community through programs and services; and work closely with students to enhance their experience. This is accomplished through a variety of services and programs that include but are not limited to: academic support, student involvement, career services, professional and academic enhancement programs, and personal assistance for any type of concern. To learn more about the full scope of the programs, services, and support offered, please visit the Dean of Students website at: https://www.williamjames.edu/students/dean-of-students/index.html.

Career Services

Students may seek out career support to plan for successfully obtaining a job after graduation; navigating the process for potential further schooling, 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. For more detailed information, consult the Career Services website at: https://www.williamjames.edu/students/services-resources/career-services.html.

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 at: https://nces.ed.gov/collegenavigator/?q=William+James+College&s=all&id=166717

Health and Safety

Use of Weapons on Campus

Consistent with Massachusetts law, the use, possession or sale of weapons of any kind (including replicas) and firearms, whether loaded or unloaded, on campus, by anyone other than law enforcement personnel, even if the person has a legal license or permit to carry the firearm, is strictly prohibited on campus. Law-enforcement personnel carrying a weapon must have their badge prominently displayed.

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 institution's 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;
- 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 their 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 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;
- 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.

The possession, use, consumption, transfer, manufacturing, sale or distribution of illegal drugs, including marijuana, is prohibited by any student or guest of a student in any campus building.

Intoxication of person or being in the presence of illegal drugs in any campus building is prohibited by any student or guest of a student.

Marijuana: The federal government regards marijuana as a Schedule I Controlled Substance, and possession of marijuana remains illegal under Federal law. William James College prohibits the possession, use, consumption, transfer, manufacturing, sale or distribution of marijuana.

On November 8, 2016, Massachusetts became the fifth state to vote to legalize the recreational use of marijuana. William James College's policy remains unchanged: the possession, use, consumption, transfer, manufacturing, sale or distribution of drugs, including marijuana, by students or guests of a student is prohibited. The policy complies with the requirements of the federal Drug-Free Schools and Communities Act. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as William James College must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. Under federal law, this includes any amount of marijuana.

Drug paraphernalia is also prohibited in any campus building. Drug paraphernalia is defined as any equipment, product, material and/or ingredients that is/are used or modified for making, using, or concealing illegal drugs, including, but not limited to, pipes, smoking masks/screens, bongs, hookahs, vape pens or roach clips. Certain scales, grinders, vials, and baggies may also be considered drug paraphernalia.

Students are not permitted to use, sell, transfer or possess medication prescribed to another person or sell or transfer their own medication to another person.

In many health care organizations, for profit and non-profit settings, drug screening prior to employment, practicum or internship training is commonly required. This section is intended to inform students that using marijuana, including marijuana obtained legally and/or by medical prescription, may still pose a real and substantial obstacle to their being allowed to proceed with practicum or internship training.

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
- COVID-19

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 School Immunization Requirements webpage: https://www.mass.gov/info-details/school-immunizations.

Campus Security Policies, Crime Statistics and Crime Log

William James College 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: https://www.williamjames.edu/students/campus/safety-and-security.html

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 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 x 1111.

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

(3) emergency phones in the parking lot (two (2) in the front and one (1) 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 William James College website or if preferred, request a paper copy from the school. All prospective employees may obtain an electronic copy from the William James College website or if preferred, request a paper copy from the Human Resource Department, located at 1 Wells Ave, Newton, MA 02459. The website address (williamjames.edu) 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.

Missing Persons

Employees, students or other individuals who have concerns that a student may be missing should report the concerns to the Dean of Students Office at deanofstudents@williamjames.edu.

Please note email messages will be viewed Monday – Friday from 9am – 5pm. Emails are not monitored in the evening or weekends.

A student may be deemed missing if it is reported to appropriate college officials that the student has been unreachable via personal contact, telephone, email, or other means of electronic communication for 24 hours or more. Appropriate college officials include Dean of Students staff, department chairperson, program director or advisor.

The Dean of Students Office will conduct an investigation in conjunction with the appropriate college faculty and staff members to help determine whether or not the student is missing. The college may approach local, city and town police about performing a wellbeing check at the student's address of record.

WJC will also notify local law enforcement within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

William James College complies with Public Law 108-21, Title II, Section 204, which is more commonly known as "Suzanne's Law." This law amends Section 3701(a)of the Crime Control Act of 1990 (42 U.S.C. 5779(A)), so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center (NCIC) of the Department of Justice. "Suzanne's Law" is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, police were only mandated to report missing persons under the age of 18. This law was signed as part of the national "Amber Alert" bill on April 30, 2003, requires police to initiate prompt investigations into missing young people.

If it is determined by WJC that a student has been missing for more than 24 hours then, within the next 24 hours, the Dean of Students Office will notify the individual identified by the student as the designated emergency contact that the student has been reported missing. Students have

the option to identify a contact person or persons whom the Dean of Students shall notify under such circumstances. This contact information will be registered confidentially and will only be accessible to "appropriate College officials" as described above, except that the contact information will be disclosed to law enforcement personnel in furtherance of a missing person investigation. In addition to notifying any contact person designated by the student, if a student is under 18 years of age and not emancipated, the Dean of Students Office must notify a custodial parent or guardian within 24 hours of the determination that the student is missing.

Once it has been established that a WJC student is missing, the Marketing Office should be notified immediately. The Marketing Office will work with the appropriate College administrator(s) to determine how to communicate with the press, the public, and the internal community about the developing situation.

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. William James College 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. William James College 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 and 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 William James College 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 William James College. 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: https://www.nsopw.gov/Home
- 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. William James College encourages everyone to become familiar with the Emergency and Evacuation procedures contained in the EMG. https://www.williamjames.edu/students/campus/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

A full copy of the institution's Title IX Policy is available here: https://www.williamjames.edu/about/human-resources/non-discrimination-and-title-ix.html

Voter Registration

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.

As part of the Higher Education Amendment of 1998, William James College must provide students with the opportunity to register to vote. The Dean of Students office will manage voter registration drives during significant state and federal election cycles. You may also obtain a voter registration form by accessing the following web addresses to request a mail-in voter registration form:

- ***Registering to Vote in Massachusetts***
- ***National Mail Voter Registration Form***

The Massachusetts form can only be used to register to vote in Massachusetts. The national form may be used to register in most other states. The web address above is for voter registration requests. You cannot register to vote via the internet. Your voter registration form will be sent to you in the mail. Upon receipt of the form, complete it and return it to your city or town hall. If you do not know the address of your town/city hall, that information may also be found on the site above. Remember, you will not be registered to vote until you return the completed voter registration form to your city or town hall. The local clerk will thereafter provide you with acknowledgement of your voter registration; if you do not receive an acknowledgement of your voter registration within a reasonable time, please check with your local clerk for more information.