

Addendum to the Catalog/Student Handbook 2018/2019

The Reiss-Davis Graduate School (RDGS), formerly known as The Reiss-Davis Graduate Center (2019) and the Graduate Center for Child Development and Psychotherapy (2016), reserves the right to alter its policies and procedures at any time and to implement new policies to address emerging needs. In such event, the school will make all reasonable efforts to notify students. Students should be aware that the policies and procedures contained in this handbook may not remain in effect during their entire program of studies at RDGS. To the extent that there may be discrepancies between the Tuition and Fee Agreement and the Student Handbook, the Agreement is binding. The Reiss-Davis Graduate School Catalog and Student Handbook is updated on an annual basis and is available on Populi, the RDGS website, or upon request by e-mail or mail. Final version: July 31, 2019.

Revisions/Additions include the following:

Program Learning Outcomes (PLOs)

Each course in the curriculum progressively leads students toward mastery of competencies within three domains (Theoretical Knowledge, Scholarly Writing Research, and Psychodynamic Child Clinical Skills and Application). Student learning in these areas is assessed within courses, with the Comprehensive Examination, and with the completion of the Dissertation at the end of the program.

PLO 1: Theoretical Knowledge

Graduates are informed by the foundational theories of child psychotherapeutic treatment from psychodynamically-oriented and neurobiologically-informed perspectives of infant, child, and adolescent development and their families. Graduates will:

- 1a. Critically evaluate fundamental concepts of classical and contemporary theories.
- 1b. Integrate fundamental concepts of classical and contemporary theories into psychotherapy.

PLO 2: Scholarly Research and Writing

Graduates will evaluate and conduct scholarly research and other written communication in terms of psychodynamically-oriented and neurobiologically-informed theory and psychotherapy, in infant, child, and adolescent development and their families. Graduates will:

- 2a. Analyze and critique scholarly qualitative and quantitative research.
- 2b. Compose scholarly written works to communicate concepts, knowledge and information using APA format.
- 2c. Design and complete an original doctoral dissertation that makes a scholarly contribution to the field.

PLO 3: Psychodynamic Child Clinical Skills and Application

Graduates will integrate psychodynamically-oriented and neurobiologically-informed theory and scholarly research into their assessment and treatment of infant, child, and adolescents and their families. Graduates will:

- 3a. Apply theory to child and adolescent psychotherapy interventions informed by diverse psychodynamic modalities.

- 3b. Formulate comprehensive assessments and diagnoses.
- 3c. Integrate psychodynamic concepts of the child's unconscious processes within case formulations and treatment.
- 3d. Develop and apply cross cultural competence that facilitates effective clinical practice in a diverse social context.
- 3e. Demonstrate and advance professional conduct and skills.
- 3f. Uphold professional ethics.

Attendance Policy

RDGS students are expected to attend classes on a regular basis. Attendance at each class and positive active interaction with class members is needed to gain full benefit from the program's graduate courses, in both campus class sessions and online sessions. Content areas are designed to provide a range of integrated in-class discussions and activities that lead to the development of students' learning.

Absence for any reason does not relieve a student from responsibility for any part of the work covered in the class during the period of absence. Missing class will impact on the student's understanding and development of the knowledge, skills, and dispositions required for clinicians, and consequently will impact the final grade. Excused absences for professional or health reasons must be arranged with prior approval from the instructor, with a student completing missed work as stipulated by the instructor.

Please Note: Students with requests for Accommodations related to a documented disability should follow the Accommodations process, by informing RDGS staff or faculty members of their request. The RDGS representative will connect the student with the Inclusion Director to begin the Accommodations process. Please visit the [Inclusion Office](#) for more information.

Grade Point Average

To compute a student's grade point average (GPA), the total number of credit units is divided into the total number of grade points. "I", "CR", "NC", "W" and "WF" carry no grade points and are not used in the grade point average calculations. If a course is repeated, the original grade is excluded from the GPA calculations.

- **Incomplete – I**

A grade of "I" may only be issued when a student has attended at least two-thirds of the course sessions and is unable to complete the requirements due to non-academic extraordinary circumstances. Student must communicate these circumstances in writing to the instructor prior to the final week of courses. When the instructor decides that a student's "incomplete" request is warranted, a grade of "I" is issued. The instructor defines the conditions for the removal of the "I" grade in the student's record. Conditions include a time completion of no later than one term after the official end-date of the course; a shorter period of time is advised. The Registrar's Office receives notification from the instructor as part of the course grades submission. The Registrar's Office will send a courtesy e-mail reminding the student that the date of completion is pending.

Incomplete courses will not be considered complete until official grades are posted by the Registrar's Office. Incomplete grades are not included in the calculation of grade point average and are not counted as passed/completed in the completion rate. Incomplete grades change to F grades if not completed within the required timeframe. The course(s) must be retaken. The maximum number of incompletes students are allowed to take during the course of the Academic Year is three (3).

- **Credit – CR**

A “CR” signifies that a student has demonstrated at least a B level in meeting the course outcomes. The course is not used in grade point average calculations.

- **No Credit – NC**

An “NC” signifies the student has not demonstrated minimally satisfactory competence in meeting course outcomes. Credit is not awarded. The course is not used in grade point average calculations.

- **Withdrawal – W**

A “W” signifies that a student has withdrawn from a course (details in Withdrawal Policy). This grade does not have grade points assigned. This grade is not used in grade point average calculations.

- **Unofficial Withdrawal – WF**

A student who fails to withdraw but stops attending classes is considered an unofficial withdraw and is assigned a grade of “WF”.

Satisfactory Academic Policy (SAP)

The Financial Aid Office evaluates SAP annually, at the end of the academic year, after summer grades are posted by the Registrar's Office. Students must meet all three standards to remain eligible for Title IV assistance (see [Federal Financial Aid - Title IV Funds \(R2T4\)](#)).

- **Qualitative** —requires a cumulative 3.0 grade point average (GPA) as calculated by the Registrar's Office.
- **Quantitative** — requires a minimum overall completion rate of 67% (rounded to nearest 1%). Passing grades for this purpose are letter grades of A, A-, B+, B, B-, CR, C+, C, C-, D, or P. Completion rate is calculated by dividing the total units completed/passed divided by total attempted.
- **Maximum Timeframe** — requires completion of program requirements within 150% maximum attempted credits. For example, the program requires successful completion of 104 credits to graduate, students may receive federal funding for up to a maximum of 156 attempted credits.

Students enrolled in dissertation completion courses are enrolled half-time. The dissertation completion courses are considered to be in progress and counted as attempted credits and will not receive a grade until the dissertation is complete. Students may receive federal funding during year 4 dissertation courses for up to four terms. Progress will be evaluated annually at the end of summer term. Students who need additional time to complete the dissertation phase of the program (year 5) must appeal for

continued eligibility (see appeal section for more information). Federal financial aid is generally not available beyond year 5 dissertation extension period.

Grades of F, I, W, WF, NC, and NP indicate unsatisfactory completion of courses for financial aid purposes. Failure to satisfactorily complete the required percentage of credits will result in the suspension of financial aid.

Satisfactory academic progress must be maintained and is reviewed even during periods in which aid is not received.

Academic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

SAP Terms and Definitions

- **Incomplete Grades:** Incomplete courses will not be considered complete until official grades are posted by the Registrar's Office. Incomplete grades are not included in the calculation of grade point average and are not counted as passed/completed in the completion rate. Incomplete grades are included as attempted units in the completion rate calculation. Incomplete grades change to F grades if not completed within the required timeframe.
- **Transfer Courses:** All units transferred will be included in the calculation of Completion Rate and Maximum Time Frame as attempted and completed units. Grades for transfer credit are not included in GPA calculation.
- **Repeat Courses:** Students may receive financial aid funding for repeating a previously passed course one time; a failed course may be repeated until it is passed.
- **Telecourses and Distance Delivered Courses:** These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. Note: Students are still required to complete these classes within the term that they enroll.
- **Withdrawals:** Students who totally withdraw from the institution, after receiving financial aid, may be liable for refunds and/or return of Title IV funds. Course withdrawals are included in the completion rate and maximum timeframe standards.
- **Institutional Funds:** Students receiving most scholarships, grants, or tuition waivers from The Reiss-Davis Graduate School are expected to meet the satisfactory academic progress requirements. Please be advised, however, that some scholarships and waivers require a higher GPA for continued eligibility.
- **Notification:** Notifications regarding lack of satisfactory academic progress and appeal decisions will be e-mailed to the student to the student's RDGS e-mail address. It is the student's responsibility to monitor student e-mail for all financial aid notifications and communications.
- **Financial Aid Suspension:** Students are not eligible for federal financial aid during financial aid suspension. Financial aid suspension will result from:
 - Failure to meet minimum cumulative GPA or completion rate requirements,
 - Academic Disqualification, Dismissal, or removal from program as defined by the academic catalog,

- Exceeding 150% of the maximum number of credits required for graduation from the student's program,
 - Failure to meet dissertation milestones and complete dissertation at the end of year 4,
 - Failure to meet the requirements of an appeal approval (Corrective Action Plan or Dissertation Completion Plan)
- **Appeals:** Students have the right to appeal financial aid suspension if extenuating circumstances hindered academic performance. Students must submit the appeal to the financial aid office within two weeks of the suspension e-mail notification.

Submission of an appeal is not a guarantee of approval. Appeals may not be reviewed prior to the start of the fall term. Therefore, students should be prepared to pay out of pocket (payment plans are available).

To appeal, within two weeks of suspension notification, the student must submit the following to the Financial Aid Office:

1. A detailed (typed) personal statement describing the basis for the appeal: the death of a relative, an injury, or illness of the student, or other special circumstances. The statement should include an explanation as to what has changed that would allow the student to demonstrate SAP at the next evaluation.
2. A copy of supporting documentation. For example, records that demonstrate the extenuating circumstances (letter from physician, counselor, social worker, pastor, etc.).
3. A Corrective Action Plan (CAP) or Dissertation Completion Plan (DCP).
 - a. Students who fail to meet the 3.0 cumulative GPA and/or 67% completion rate standards are required to meet with a faculty advisor to develop a CAP that outlines how and when deficiencies will be resolved. The CAP must be included with the personal statement and supporting documentation.
 - b. Students who appeal the 150% maximum timeframe must meet with their dissertation chairperson and develop a Dissertation Completion Plan (DCP) that outlines the remaining milestones and completion timeline. The DCP must be included with the personal statement and supporting documentation.

The financial aid committee will review appeals in the order received. Students should allow up to two weeks for review and follow up. Students will be notified by e-mail of the outcome of their appeal. The decision of the committee is final and may not be appealed.

- **Financial Aid Probation:** If a student's appeal is granted, they will be placed on Financial Aid Probation and their financial aid eligibility will be reinstated for up to a maximum of four quarter terms depending on the Corrective Action Plan (CAP) or Dissertation Completion Plan (DCP). If a student does not meet the conditions of the CAP or DCP during the probationary period, eligibility is terminated.
- **Financial Aid Termination:** If the student's appeal is denied, or if the student fails to meet the conditions specified in their CAP/DCP during the Financial Aid Probation period, they will be placed on Financial Aid Termination. Students placed on Financial Aid Termination may not appeal for reinstatement of eligibility.
- **Reinstatement:** A student who cannot or does not want to appeal, or whose appeal has been denied may regain eligibility by attending course(s) without financial aid. The student's

eligibility will be reinstated once the 67% cumulative completion rate and minimum cumulative GPA requirements have been reached, and the student is within the 150% timeframe and is in good academic standing.

- **Disbursements:** Appeals may be approved for current or future terms only and cannot be approved for a prior term. Funds cannot be disbursed for prior terms when a student has failed to maintain satisfactory academic progress.

- **Calculating GPA**

$$\text{GPA} = \text{Quality Points} \div \text{GPA Hours}$$

The SAP calculation for GPA is calculated using the cumulative GPA of all classes taken at The Reiss-Davis Graduate School.

- Transfer Credits are not included in the GPA calculation.
- The Reiss-Davis Graduate School utilizes a 4.0 GPA system.
- If a class has been retaken for a new grade, the most recent grade will be applied, and the previous grade will be considered an unsuccessful attempt; no GPA hours or Quality points are associated with the prior attempt.

GPA Hours: Total credits countable in the GPA calculation (all graded coursework F or above, excluding repeated courses and Pass/No Pass courses).

- **Calculating Cumulative Completion Rate**

$$\text{Completion Rate} = \text{passed/earned credits} \div \text{attempted credits.}$$

The cumulative completion rate calculation includes all credits taken at The Reiss-Davis Graduate School as well as any credits from other institutions accepted for credit at The Reiss-Davis Graduate School. Please note that not all credits may be accepted for transfer. It is important to note the following:

- Transfer credits are listed as both attempted and earned credits equally.
- Repeated coursework (for those courses that are not repeatable for credit) will count as attempted every time but earned only once.
- Courses that receive grades of F, I, WF, W, NC, and NP indicate unsatisfactory completion of courses for financial aid purposes and will be counted as attempted but not earned.
- Quality Points: GPA Hours x Grade value (based on a 4.0 scale)

As an example; if a student is enrolled in 12 credits, but got an F and only completed 9 credits, the completion rate is 75%. This rate is cumulative and will change each term as the student continues to enroll in coursework. If the same student enrolls in another 12 credits the next term but withdraws from all classes, then the attempted credits is 24 but student only earned 9. The completion rate will have fallen and is now below the minimum 67% required (9 credits earned / 24 attempted = 38% completion rate).

- **Calculating Maximum Timeframe:** The 150% rule specifies the maximum allowable timeframe for students receiving financial aid is equal to 150% of the length of their program.

To calculate the student's proximity to the maximum 150% timeframe, add all attempted and transferred credits and then compare to the student's current primary program level. Once students exceed the 150% maximum timeframe for their program, they are no longer eligible for financial aid.

The 150% maximum timeframe is not cumulative. If the student is enrolled in multiple programs it is compared against the student's primary degree program only.

- **Attempted Credits:** All credits for courses the student was formally enrolled in as of the end of or after the add/drop period. All credits transferred to The Reiss-Davis Graduate School. All credits accepted by The Reiss-Davis Graduate School that are earned through examination, testing or other means.

It is important to note this includes all credits, regardless of whether they were successful or not, whether they were withdrawn from, changed to audit, failed, repeated for a better grade, or incomplete.

- **Earned/Passed Credits:** All credits completed with grades of 'D' or better, including credits completed with a 'P' passing grade, and excluding credits for repeated coursework. All credits transferred to The Reiss-Davis Graduate School. All credits accepted by The Reiss-Davis Graduate School that are earned through examination, testing, or other means.

Exception: If the class description clearly states that the course is repeatable for credit, then a retaken course will be counted as earned up to the allowable limit.

Withdrawal Policies

Withdrawal from a Course

Due to a sequential nature of RDGS curriculum students are discouraged to withdraw from courses. If withdrawal from the course cannot be avoided, a student needs to either retake the class once it is available with the next Cohort or to take an Independent Study to complete the course. The Independent Study must be completed by the end of the next quarter term.

A student who does not attend class and has not been approved for a Leave of Absence, will be placed on inactive status and will be subject to administrative withdrawal from the program.

The percentage of the refund depends on the effective date of the withdrawal.

Withdrawal from the Program

A student who wishes to withdraw from the RDGS program is strongly advised to speak with the Dean, as well as staff in Academic Affairs or Registrar's Office. A student wanting to voluntarily withdraw from the RDGS program must complete the *Withdrawal from the Program Request* form and submit it to the Registrar's Office. The withdrawal request is reviewed by the Dean, and if approved, the academic record will show the date of withdrawal and a standing of "W" will be recorded in all courses not completed on that date. The academic record will indicate "Voluntary Withdrawal".

Students who fail to withdraw but stop attending class are considered unofficial withdraws and are assigned a grade of 'WF'.

A voluntary withdrawal cannot be retroactive. The effective date entered into the student's record by the Registrar's Office is the date of approval. The student will remain financially and academically responsible for any courses enrolled in until the date of withdrawal. The student is responsible for returning all library books and other borrowed materials. The student will no longer have access to electronic resources, including the school e-mail account.

Students who have been withdrawn must apply for readmission through the Admission's Office in order to re-enter the program. If they are readmitted, students will be subject to the degree requirements and catalog policies, including tuition and fees, in effect at the time of their readmission.

The percentage of the refund depends on the effective date of the withdrawal.

Federal Financial Aid - Title IV Funds (R2T4)

Return of Title IV Funds

The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from an institution who receive Title IV financial aid. The Title IV financial aid programs include: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs). At the Reiss-Davis Graduate School (RDGS), this policy applies to Federal Direct Loans.

The Return of Title IV Funds (R2T4) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance and is based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Students earn Title IV financial aid through attendance. The percentage of aid earned is equal to the percentage of the term completed. After the 60% point in the term, a student has earned 100% of scheduled Title IV financial aid funds.

A student who withdraws after the 60% point of a term is entitled to keep all Title IV financial aid for that term. However, if the student withdraws prior to the 60% point, all **unearned** Title IV aid, as determined by the federal R2T4 calculation, must be returned to the federal financial aid program.

If the school has disbursed more aid than the student has earned, money is returned to the programs. The return of federal financial aid could result in the student owing the institution and/or the U.S. Department of Education the unearned portion that was returned. If the school has disbursed less aid than the student has earned, a post-withdrawal disbursement will be calculated.

Post Withdrawal Disbursement

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. The Reiss-Davis Graduate School may automatically use all or a portion of the post-withdrawal disbursement for outstanding tuition and fees charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds to the Department of Education within 45 days of the date the school determines the student withdrew.

Documenting Attendance for Financial Aid

Although Reiss-Davis Graduate School is not required to take attendance by state, federal, or regional accrediting agencies, active participation in online assignments during the first week and attendance at the first residential session each term is required to establish eligibility for financial aid each quarter term prior to disbursement. Students enrolled in Dissertation Completion courses must show active participation in online assignments during the first week of the term to establish eligibility for financial aid prior to disbursement.

Determining Earned Aid

Although aid is posted to the student account at the start of each quarter term after attendance is confirmed, students earn the financial aid funds based on the date of withdrawal, the calendar days completed in the term, and the number of calendar days in the term. The Return of Title IV Funds will be calculated based on the date official written notification of withdrawal is received by the Registrar's Office, the last date of documented attendance or for an unofficial withdrawal, the mid-point of the term or the last date of academic related activity.

If the date a student withdraws from The Reiss-Davis Graduate School is prior to or on the 60% point of the quarter term, RDGS is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period. Any unearned financial aid returned to the Department of Education may result in a balance due to the institution.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to the identified aid program.*

The following formula is used to determine the percentage of unearned aid that has to be returned to the Department of Education:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period is the entire quarter term. For students enrolled in modules (courses which are not scheduled for the entire term), the payment period only includes those days for the modules(s) in which the student is registered.
- The percent unearned is equal to 100% minus the percent earned.

Order of Aid to be Returned

In accordance with federal regulations and The Reiss-Davis Graduate School policy, if a Title IV aid recipient is eligible for a refund for the term, the refund will be returned to the student aid programs. Returned Title IV Funds are allocated in the following order:

- Direct Unsubsidized Loans
- Direct Loans (subsidized)
- Direct PLUS Loans (Graduate student)
- Other Federal Sources of aid
- Other State, Private and Institutional Aid.

Notification to Student

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student via RDGS student e-mail of the results of the calculation and the amount of aid that was returned. The Business Office will notify the student of any outstanding balance now due to the institution.

Unofficial withdrawals

Students who fail to withdraw but stop attending class are considered unofficial withdrawals and are assigned a grade of 'WF'. Title IV recipients who receive all 'WF' grades or a combination of 'W' and 'WF'

grades will be considered unofficial withdrawals. The Return to Title IV Funds policy requires The Reiss-Davis Graduate School to calculate the "earned" amount of financial aid based on the mid-point (50%) of the term or the last day of academic related activity. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

**Further examples of R2T4 are available upon student request.*

Americans with Disabilities Act – As Amended (ADAAA) Policy

The Reiss-Davis Graduate School recognizes and accepts its obligations under Title III of the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act (ADAAA) of 2009, and the Rehabilitation Act of 1973, to make provisions to qualified students with disabilities. No student shall, based on his/her disability, be excluded from participation in the PsyD program, unless it is demonstrated that providing accommodations would result in a fundamental alternation to the program. The Graduate School is committed to providing accommodations to qualified disabled students in the PsyD program.

The Reiss-Davis Graduate School ensures equal access to instruction through collaboration between students with disabilities, faculty, and the Inclusion Office. A student with a disability requiring reasonable accommodations should inform an on-ground RDGS staff or faculty member, who will introduce the student to the Inclusion Director, beginning the Accommodations process. Please visit the Inclusion Office for more information at: <http://www.reissdavis.org/disability>.

Reasonable accommodations do **not include fundamental alterations of academic standards, attendance waivers, or retroactive modifications.*

Disability Services

The Inclusion Director in the Inclusion Office coordinates all communication with students, faculty, and administrative staff and is responsible for reviewing student accommodations.

Accommodations Process

A disability is defined as a physical or mental impairment that causes a limitation to one or more major life activities. Documentation of the disability is required from a qualified/certified diagnosing professional.

The accommodations process begins when a student contacts an on-ground RDGS staff or faculty member to request an accommodation. The RDGS representative will communicate the student's request to [the Inclusion Director](#) and introduce the student to the Director to begin the accommodations process. Students are required to complete the Reiss-Davis Graduate School Disability Accommodation Application and provide current documentation about the disability.

The [Inclusion Director](#) will review the application with the student and will coordinate all communication with students, faculty, and administrative staff to determine if eligibility requirements are met, and then to determine the services available. Academic accommodations as a result of the accommodation request application are determined based on disability and individual need.

An academic adjustment may be requested at any time. It is best to apply as early as possible so that the request can be reviewed and implemented in a timely fashion. The Reiss-Davis Graduate School asks

that requests be submitted a **minimum of six weeks** prior to the start of the term for which the accommodation is being requested. Note that accommodations are not retroactive and will not begin until the student has completed the entire accommodations process.

Temporary/Sudden Onset Need for Accommodations

The Reiss-Davis Graduate School recognizes that, similar to students with permanent disabilities, individuals may experience temporary injuries or short-term medical conditions that require accommodations as well. To request an accommodation for a temporary/sudden onset disability, please follow the process for requesting accommodations and submit the application as soon as the need occurs, preferably within 48 hours of the occurrence.

As with permanent disability accommodation needs, temporary/sudden onset needs for accommodations are not retroactive and will not begin until the student has completed the entire accommodations process. Because temporary accommodation needs can be urgent and documentation can come in various forms, students should contact the Inclusion Office with questions and/or urgent needs.

Process for Disability Accommodation(s):

- **Step 1 - Self-Disclosure** – An accommodation process is initiated by completion of a Reiss-Davis Disability Accommodation Application, which can be found on the Inclusion Office website. E-mail the completed application to the Inclusion Director.
- **Step 2 - Documentation** – Documentation that is dated to no more than three years prior to the class start date is required from a qualified/certified diagnosing professional. If the documentation is older than three years, the student should consult with the Inclusion Director.
- **Step 3 - Accommodation Negotiation** – The Graduate School is committed to providing equal access to the doctoral program; however, access does not assume equal result. Once the documentation is received, the Inclusion Director will discuss the request with the student in person or by telephone. Be aware that requests for modifications to the academic environment may not fundamentally alter an educational program.
- **Step 4 - Communication** – Faculty member(s) and the student will be notified of the agreed upon accommodation(s) in writing.
- **Step 5 - Complaints/Grievances** – If there is a problem with (1) the requested accommodation(s); (2) obtaining the agreed upon accommodation(s); (3) the classroom environment; or (4) other difficulties, the student should consult with the Inclusion Director.

NOTE: Information regarding your disability and resulting accommodation(s) is confidential and released strictly on a need to know basis to those providing accommodations.

Non-Disability Related Accommodations

In the extraordinary event that precludes a student from being able to physically attend class(es) on campus due to unforeseeable circumstances unrelated to health disability accommodations, and the student does not want to take a leave of absence, the student may request an Extenuating Circumstances Accommodation Form from the Dean. This form should be completed and returned to the Dean who will advise the student on next steps. The Provost will make the final decision about granting specific accommodations.