

Graduate School  
of Professional Psychology



UNIVERSITY OF  
**St. Thomas**



GRADUATE SCHOOL OF PROFESSIONAL PSYCHOLOGY

ACADEMIC YEAR 2023-2024

# **POLICY HANDBOOK**

**POLICIES AND PROCEDURES**

## TABLE OF CONTENTS

<b>GENERAL INFORMATION.....</b>	<b>5</b>
WELCOME TO THE GRADUATE SCHOOL OF PROFESSIONAL PSYCHOLOGY (GSPP) .....	5
GSPP MISSION STATEMENT .....	5
GSPP PROFESSIONAL CHARACTERISTICS .....	5
MORRISON FAMILY COLLEGE OF HEALTH PRINCIPLES .....	5
ACCREDITATION .....	5
EMAIL AS OFFICIAL COMMUNICATION .....	6
CHANGE DISCLAIMER.....	6
STUDENT RECORDS.....	6
PUBLIC SAFETY.....	6
INCLEMENT WEATHER POLICY .....	6
STUDENT PHOTO ID CARDS .....	7
TRANSCRIPT REQUESTS .....	7
SPECIAL ACCOMMODATIONS.....	7
<b>GRADUATE ADMISSIONS.....</b>	<b>7</b>
ADMISSION POLICIES .....	7
ADMISSION OFFICE.....	8
DOCTORAL APPLICATION DEADLINE.....	8
MASTER’S WITH DIRECT ADMISSION TO DOCTORATE APPLICATION DEADLINE .....	8
MASTER’S APPLICATION DEADLINES.....	8
ADMISSIONS CRITERIA.....	8
NON-DEGREE ADMISSION .....	9
INTERNATIONAL ADMISSIONS.....	9
AUDIT ADMISSION.....	9
INACTIVATION / REINSTATEMENT.....	9
<b>REGISTRATION POLICIES.....</b>	<b>10</b>
REGISTERING FOR GRADUATE COURSES .....	10
REGISTERING AS A NON-DEGREE STUDENT .....	10
DROPPING/ADDING COURSES AND FINANCIAL AID IMPLICATIONS.....	10
MAXIMUM CREDIT LOAD.....	10
DIRECTED STUDY.....	10
INDEPENDENT STUDY.....	10
CLASS CANCELLATION .....	11
<b>SUBSTITUTIONS AND TRANSFER CREDITS .....</b>	<b>11</b>
SUBSTITUTIONS.....	11
CLEP EXAMS.....	11
TRANSFER CREDITS / TRANSFER MAXIMUM.....	11
TRANSFER CREDIT REQUIREMENTS.....	11
CREDIT TRANSFER TIME LIMITS.....	11
INTERNATIONAL TRANSCRIPT REVIEW.....	11
<b>ATTENDANCE, PROGRAM TIME LIMITS, AND WITHDRAWALS.....</b>	<b>11</b>
CLASS ATTENDANCE.....	11
TIME LIMITS .....	12
WITHDRAWALS / INTERRUPTION / FINANCIAL AID IMPLICATIONS.....	12
WITHDRAWAL WHEN CALLED TO ACTIVE DUTY IN THE ARMED SERVICES .....	12
SYLLABI.....	13

<b>GRADING SYSTEM</b> .....	<b>13</b>
GRADING PHILOSOPHY.....	13
GSPP GRADE SCALE.....	13
GRADE EXPECTATIONS.....	13
GRADES OF “INCOMPLETE” OR “NR”.....	14
GRADE OF “IN PROGRESS”.....	14
WORKLOAD EXPECTATIONS AND CREDIT HOURS.....	14
REPEATED COURSES.....	15
CHANGE OF GRADE LIMITATIONS.....	15
GRADE APPEAL PROCESS / LIMITATIONS.....	15
<b>ACADEMIC PROGRESS, PROBATION, AND DISMISSAL</b> .....	<b>15</b>
GUIDELINES CONCERNING THE PROFESSIONAL BEHAVIOR AND CONDUCT OF STUDENTS RATIONALE.....	15
POLICY.....	15
UNIVERSITY POLICIES PERTAINING TO CONDUCT.....	15
SATISFACTORY ACADEMIC PROGRESS.....	16
CONSEQUENCES OF UNSATISFACTORY ACADEMIC PERFORMANCE.....	16
ACADEMIC INTEGRITY.....	16
DEFINITIONS OF ACADEMIC DISHONESTY.....	16
<i>Examination Behavior</i> .....	16
<i>Fabrication</i> .....	16
<i>Other types of Academic Dishonesty</i> .....	17
<i>Plagiarism</i> .....	17
SANCTIONS FOR CHEATING AND PLAGIARISM.....	17
CONSEQUENCES OF ACADEMIC DISHONESTY.....	17
ACADEMIC PROBATION.....	17
ACADEMIC DISMISSAL.....	17
NON-ACADEMIC DISMISSAL.....	18
<b>GRADUATION POLICIES</b> .....	<b>18</b>
AWARDING OF DEGREE.....	18
APPLICATION FOR GRADUATION.....	18
MASTER’S CANDIDATES.....	18
DOCTORAL CANDIDATES.....	18
<b>POLICY APPEALS AND STUDENT GRIEVANCES</b> .....	<b>19</b>
APPEALS VS. GRIEVANCES.....	19
STUDENT RIGHTS AND RESPONSIBILITIES.....	19
<b>STUDENT GRIEVANCES</b> .....	<b>19</b>
STUDENT GRIEVANCE.....	19
GRIEVANCE AGAINST PROGRAM PERSONNEL OR FACULTY REVIEW OF STUDENT PERFORMANCE IN THE GRADUATE SCHOOL OF PROFESSIONAL PSYCHOLOGY.....	19
GRIEVANCE PROCESSES IN GSPP.....	19
GRIEVANCE APPEAL PROCEDURE.....	20
GRIEVANCE SEQUENCE.....	20
GRIEVANCES AGAINST ANOTHER STUDENT.....	20
<b>SEXUAL MISCONDUCT POLICIES AND PROCEDURES</b> .....	<b>20</b>
<b>SUPPORTIVE SERVICES</b> .....	<b>20</b>
ATHLETIC FACILITIES.....	20
BOOKSTORES.....	21

BOX OFFICE.....	21
BUSINESS OFFICE – TUITION PAYMENTS AND REFUNDS.....	21
CAMPUS MAPS .....	22
CAREER DEVELOPMENT .....	22
CENTER FOR CAMPUS MINISTRY.....	22
CENTER FOR WELL-BEING .....	22
CENTER FOR WRITING.....	22
COMPUTING SERVICES/TECH HELP .....	22
COPY MACHINES.....	22
COUNSELING AND PSYCHOLOGICAL SERVICES.....	23
DISABILITY RESOURCES .....	23
FINANCIAL AID.....	23
ID CARDS.....	23
INTERCAMPUS SHUTTLE INFORMATION.....	23
INTERNATIONAL STUDENT SERVICES.....	23
LIBRARIES.....	1
LOST AND FOUND .....	1
STUDENT DIVERSITY & INCLUSION SERVICES.....	1
PARKING SERVICES .....	1
SECURITY .....	1

# GENERAL INFORMATION

## WELCOME TO THE GRADUATE SCHOOL OF PROFESSIONAL PSYCHOLOGY (GSPP)

The Graduate School of Professional Psychology is a Learning Community of students and alumni, faculty, administrative staff, and supportive regional, national and international stakeholders who believe in seeking a better world through learning, scholarship and human service. Your studies at St. Thomas are offered in the liberal arts tradition and are intended to initiate or advance your purpose, knowledge and skills as a critically reflective professional. GSPP is one of four academic units within the larger Morrison Family College of Health (MFCOH).

## GSPP MISSION STATEMENT

Inspired by the Catholic intellectual tradition, the Mission of the Graduate School of Professional Psychology is to educate practitioners to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.

## GSPP PROFESSIONAL CHARACTERISTICS

Dispositions are the professional habits of mind that will indirectly and directly influence your growth and professional development. The Graduate School of Professional Psychology has [personal characteristics](#) that directly align with the professional expectations for which you are preparing. These are the following:

1. Openness
2. Flexibility
3. Honesty
4. Responsibility to Self and Others
5. Ability to Risk
6. Intellectual Capacity
7. Respect
8. Self-Assuredness
9. Self-Knowledge
10. Appropriate Boundaries
11. Assertiveness
12. Empathy
13. Warmth and Emotivity
14. Values

Finally, your program may also evaluate you on competencies as you move through the program. You are responsible for understanding the unique requirements of your program relating to dispositions, personal characteristics, or competencies.

## MORRISON FAMILY COLLEGE OF HEALTH PRINCIPLES

In delivering health services and advancing the mission of the Morrison Family College of Health, students, faculty, and staff adhere to these four guiding principles in their conduct, curriculum development, and decision-making:

1. Emphasis on whole-person care, addressing mental, physical, spiritual, and social needs
2. Social ingenuity and innovation through interprofessional collaboration and partnerships with the community
3. Excellence using science and humanities to advance the common good
4. Advocacy for just and equitable systems to improve health and well-being

## ACCREDITATION

The University of St. Thomas is accredited by the [Higher Learning Commission](#) (HLC).

The Graduate School of Professional Psychology's counseling psychology doctoral program is nationally accredited by the [American Psychological Association](#) (APA). The MA Program in the GSPP is recognized by the Council for Higher Education Accreditation (CHEA), since the University of St. Thomas is accredited by HLC. You can find more information about accreditation and other Minnesota licensure requirements in the following areas: [Licensed Professional Clinical Counselors](#) (LPCC), [Licensed Professional Counselor](#) (LPC), [Licensed Alcohol and Drug Counselor](#) (LADC), [Licensed Marriage and Family Therapist](#) (LMFT), and [Licensed Psychologist](#) (LP).

## EMAIL AS OFFICIAL COMMUNICATION

*Email is the official mode of communication at the University of St. Thomas.*

Every student registered for classes is issued a UST email account. The University of St. Thomas has determined that official communication with current students will be through their UST email accounts. It is the student's responsibility to monitor their UST email account for updates while a student at St. Thomas.

Students are advised to watch for updated information through email, mail notices, newsletters, and bulletin boards. You may check your UST email at [mail.stthomas.edu/](mailto:mail.stthomas.edu/), or set it to automatically forward to your most frequently accessed email box.

## CHANGE DISCLAIMER

This policy handbook is the only policy handbook for the Graduate School of Professional Psychology, and the policies and procedures herein supersede all others. The School reserves the right to change policies and procedures at any time. The student's program of study (degree requirements) is agreed to at the time of admission, and since curricular requirements change from time to time, upon adoption of a new program of study, each student will have the right to waive their original program and adopt the latest, or to remain upon the original. Licensure requirement changes adopted by the licensing agency will change as dictated by the agency.

Although curriculum changes are intended to go into effect with each new catalog year, the school reserves the right to change curriculum requirements at any time that licensure / accreditation demands require such change. While we will do our best to inform students of any changes, it remains the student's responsibility to know and meet program requirements and academic policies.

## STUDENT RECORDS

Students may request to review their GSPP educational program records. According to law, *45 days* are allowed to respond to such requests. Typically, less time is required. Those wishing to challenge the accuracy of their records are entitled to a hearing upon written request to the School.

Students may receive the names of people from outside the university who request access to their record and the reason for such requests. Similarly, students may be informed of requests for records from individuals within the university who normally do not review students' education records.

Information in a student's record will not be released without the student's permission unless they have waived this right in writing. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, prohibits postsecondary educational institutions from disclosing the education records of students to most third parties without the students' written consent. For more information, review [UST's student record policies and procedures](#).

The storage, retention and disposal of student records are governed by university policy established by the University Archives Committee.

## PUBLIC SAFETY

The Public Safety Department maintains an information desk in Opus Hall. Along with regular security functions, the department provides several services, including car escorts, battery jump-start service, and vehicle lock out service. The Minneapolis desk can be reached at 651-962-4100 (2-4100 internally). The UST Security Emergency number is 651-962-5555 (2-5555 internally).

More information, such as security bulletins and advisories as well as Campus Security Act Reports are available at the department web site: <https://www.stthomas.edu/publicsafety/>

## INCLEMENT WEATHER POLICY

The decision to close the university will be made by 6 am for daytime courses and 4 pm for evening courses if at all possible. When the university is officially closed, all daytime classes are cancelled and all administrative offices are closed for the day.

The university has designated WCCO Radio (AM 830) as the official closing notification station. WCCO is a clear channel station and as such can be received by all radio listeners in the Twin Cities metro area. Several television stations are also notified of the closing information. Please do not call Campus Security to find out if classes are cancelled. You may call (651) 962-SNOW. In the event that

weather worsens during the day, students are advised to check WCCO radio, call (651) 962-SNOW, and check their UST email (which is official communication at the university) for closure status.

In the event that the university is closed, instructors of GSPP evening and/or weekend classes may assign alternative course requirements in lieu of an in-class meeting. While students are not required to come to campus when the university is closed, it is their responsibility to check their email for alternative course requirements.

On occasion, the inclement weather subsides as the day progresses. On these occasions, evening classes and activities may continue as scheduled if announced on WCCO Radio. Students can also call 651-962-SNOW to confirm closure status. The decision whether or not to cancel evening classes will be made no later than 3 p.m. It is important that MFOCH students check their email regarding notification during inclement weather. Please see <http://www.stthomas.edu/news/winter-weather-guidelines/> for additional information.

## STUDENT PHOTO ID CARDS

Students are expected to carry their UST photo ID cards with them whenever they are on campus. For security reasons, public safety officers are authorized to ask students to show an ID at any time. Student IDs are also required for such things as library services. A special feature of the St. Thomas ID card is the Express Account. Any University of St. Thomas student may open an Express Account. This account offers a convenient way to access services without having to carry cash. In addition, as of 2020, UST cards are now “smart cards” and can be used to access the Minneapolis Campus parking ramp on 11<sup>th</sup> street and Harmon Ave.. Contact the [Card Office](#) for more information.

## [TRANSCRIPT REQUESTS](#)

Official transcript requests must be made in person, fax, or by mail to the Registrar, Room 126 Murray-Herrick Center (MHC) on the St. Paul campus. Transcripts will not be issued to students whose accounts are delinquent. There is no fee for an official transcript request.

## SPECIAL ACCOMMODATIONS

Qualified students with documented disabilities who may need classroom accommodations should make an appointment with the Disability Resources. Appointments are made by calling 651-962-6315 or emailing [disabilityresources@stthomas.edu](mailto:disabilityresources@stthomas.edu). You may also make an appointment in person on the St. Paul Campus in Murray-Herrick Center, room 110.

Disability Resources works with students with disabilities to receive accommodations without the need to negotiate the accommodations directly with the course instructor, though a student may choose to do so. Required documentation should be sent to Disabilities Resources who will communicate with the instructor concerning specific accommodations. This information will also be included in each course syllabus.

## GRADUATE ADMISSIONS

General University of St. Thomas graduate policies apply to all GSPP students unless they are superseded by the policies of the School or the specific program. Please note that general policies **only apply in situations** where the GSPP does not have a specific policy. If, as a student, you have questions about the applicability of general University of St. Thomas policies please direct them to the Chair of the Graduate School of Professional Psychology.

Graduate student policies and a link to general Graduate Academic Policies (only applicable to situations not addressed in this GSPP Policy Handbook or within your specific program’s policies) can be found at: [University of St. Thomas Student Policies](#)

## ADMISSION POLICIES

The GSPP is committed to recruiting, enrolling, and educating a diverse, socially representative population of students. To this end, the GSPP employs multiple methods of assessment to ensure the admission of qualified candidates.



In order to be admitted as a degree-seeking student to a graduate program, a student must have been awarded a baccalaureate degree from a United States institution accredited by one of the regional accrediting organizations. Students with degrees from institutions outside the United States must comply with policies on [international admissions](#).

**ADMISSION OFFICE**

Address all application documents and decisions to:

[gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu)  
 Graduate School of Professional Psychology  
 Graduate Admissions  
 Box 5, 1000 LaSalle Ave.  
 Minneapolis, MN 55403

**DOCTORAL APPLICATION DEADLINE**

The Doctoral program application deadline is December 15<sup>th</sup> for admission the following fall term.

**MASTER’S WITH DIRECT ADMISSION TO DOCTORATE APPLICATION DEADLINE**

The Master’s with Direct Admission to the Doctoral program application deadline is December 15 for admission the following fall term.

**MASTER’S APPLICATION DEADLINES**

The Master’s program considers student applications twice a year. Completed applications are due:

- February 5 for admission to the following fall term
- October 15<sup>th</sup> for admission to the following spring term.

**ADMISSIONS CRITERIA**

Application for admission will be made on online forms provided by the Graduate School of Professional Psychology sites. *Official transcript(s)* must be sent *directly* from the appropriate institution to the graduate admissions office. All application credentials are retained by the university and are not returned.

APPLICATION REQUIREMENTS BY PROGRAM	M.A.	M.A. with Direct Admission to Psy.D.	PSY.D.
Application Fee	None	None	None
Degree Awarded Transcripts (international applicants are required to have transcripts evaluated by an international evaluation service)	BA/BS	BA/BS	M.A. in Counseling Psychology (or equivalent)
Letters of Recommendation	2	3	2
Statement of Purpose	Maximum of 3 pages	Maximum of 3 pages	Maximum of 3 pages



Writing Sample	None	2-3 pages (APA format) from a thesis, undergraduate course, or other pertinent high quality work.	2-3 pages (APA format) from a thesis, practice sample, graduate course, or other pertinent high quality work.
Test of English as a Foreign Language (TOEFL) scores required for students whom English is NOT their native language	X	X	X

### NON-DEGREE ADMISSION

Students who take courses in the Graduate School of Professional Psychology are normally accepted into the M.A. program prior to beginning coursework. However, a limited number of students may take M.A. courses as a non-degree student. Students seeking non-degree admission must submit an online application form and official copies of all undergraduate and graduate transcripts. If a degree application is pursued later, the entire application must be completed. Courses taken under the non-degree admission status can be applied to the program requirements at a later time if the student is granted admission into the degree program. Approved courses are: CPSY 600, 611, 612 (with permission), 631, 650 (with permission), and 680 (with permission).

Registration for all non-degree students is held during the last registration period for the semester the student is seeking registration. Consult the course schedule for the registration dates and times. Provided space is available, non-degree student registration will be accepted for the above courses. A total of nine credits can be taken by a non-degree student. With prior approval from the Chair of GSPP, this limit may be raised.

In order for applications to be reviewed, applicants are responsible for ensuring all documents are received by the GSPP Admissions Office prior to the application deadline.

Non-degree status means that a student is not enrolled in a degree-seeking course of study and does not qualify for financial aid. Students who apply for non-degree status are limited to nine (9) semester credits at the University of St. Thomas. GSPP non-degree students may enroll in a restricted number of classes (noted above). If admitted to the M.A. program, students may transfer non-degree credits meeting GSPP program requirements. **Acceptance as a non-degree student does not imply or guarantee full admission to a degree program.**

### INTERNATIONAL ADMISSIONS

International applicants whose primary language is not English must satisfy the English Proficiency Requirement cited above prior to being accepted (see regular admission requirements). International students must have their transcripts evaluated by the Educational Credential Evaluators (ECE) to show United States equivalency.

### AUDIT ADMISSION

A student who is eligible for admission to a credit-bearing course may register to audit a course, for no credit, provided they meet the prerequisites for the course. An audit fee will be charged. In no case can students subsequently receive credit for audited courses. Students must be admitted to a GSPP degree program in order to audit a course; non-degree students cannot audit courses.

### INACTIVATION / REINSTATEMENT

Students who do not register for any program coursework at UST for one calendar year (without an approved Course Interruption request) are removed from the active student list. An inactivated student who wishes to return and resume a program needs to contact the Program Manager. After verifying that the student was in good academic standing prior to inactivation, the Program Manager will reinstate her/him under the terms of the current catalog.

Because programs continuously evolve, a reinstated student needs to contact a program advisor. All coursework (including transfer coursework) needs to be reevaluated in terms of revised program requirements, course currency limitations, and a program completion plan. (Course currency policies are explained further in the “Attendance, Program Time Limits, and Withdrawals” section.)

## REGISTRATION POLICIES

### REGISTERING FOR GRADUATE COURSES

Upon admission to a graduate program, a student is assigned an advisor. Advisors will assist students in determining appropriate courses for their programs and will recommend action concerning credit for transfer courses. Students are responsible for maintaining contact with their advisor throughout their time in the program. It is recommended that all students check in with their advisor each semester.

Registration is completed via the Murphy Online Web registration system (non-degree students exempt, see below). New students are required to attend orientation and meet with their advisors before registering. All students are required to register **prior to** the first day of class to avoid a late-fee (\$100). It is highly recommended that students register as early as possible to avoid course cancellation due to low enrollments.

### REGISTERING AS A NON-DEGREE STUDENT

Students registering for classes who are not part of a degree-seeking program must obtain authorization from the Program Director and Program Manager prior to registering. Non-degree students are not allowed to audit a course. Non-degree students **do not** qualify for financial aid. Acceptance as a non-degree student does not imply or guarantee full admission to a degree program.

### DROPPING/ADDING COURSES AND FINANCIAL AID IMPLICATIONS

**Before** classes begin and **during the first week** of classes students may drop or add courses using Murphy Online. **After** classes begin, graduate students must officially change their registration by completing the required drop/add forms available in the GSPP Office. A drop/add transaction is not complete until the student delivers the form to the Program Manager for entry on his or her schedule. **Non-attendance in a course does not constitute withdrawal.** Simple nonattendance results in a grade of F. Once classes begin, tuition liability for the full semester is incurred. See website for the refund schedule. Students are advised to check with the Financial Aid Office since adding and dropping classes may change their financial aid status/liability.

### MAXIMUM CREDIT LOAD

Permission from an advisor is needed for more than **twelve credits for fall** and spring terms and **nine credits in the summer**. Students who wish to carry more credits in a term need to obtain permission from the department chair. Criteria for such approval will include such things as grade point average, current employment/life demands, the type of courses requested, etc. Permission is never extended to students who are not making normal progress in their course of study.

### DIRECTED STUDY

Directed Study refers to a regular course offered to an individual student or small group of students (usually fewer than ten) under the direction of a faculty member as approved by the appropriate Program Director and the GSPP Chair. A Directed Study may be offered if the course is not available during a particular term because of schedule constraints or low enrollment, etc. but which follows an approved syllabus.

### INDEPENDENT STUDY

An Independent Study is a course of study for credit requested by the student to be taught under the direction of a faculty member for study in an area not addressed by current course offerings. An Independent Study course must be approved by the academic advisor, the appropriate Program Director, and the Chair of the GSPP.

A copy of the approved independent study contract will be required for registration. After the contract is approved, the form is submitted to the Program Manager for manual registration. The maximum of three credits at the master's degree level and six credits at the doctoral level may taken as independent study. Under special circumstances, a greater number of credits may be taken. The students must petition to the appropriate Program Director and it must be approved by the GSPP Chair. Independent study registration is available only to students accepted into degree, licensure or certificate programs; it is not available to non-degree students.

A copy of the approved independent study contract will be retained in the student's record.

#### CLASS CANCELLATION

The University of St. Thomas reserves the right to cancel any class that has insufficient enrollment.

## SUBSTITUTIONS AND TRANSFER CREDITS

**Note:** Please read ALL transfer policy information cited below. A complete familiarity with these policies may prevent you from taking a course elsewhere that will not be transferable.

#### SUBSTITUTIONS

The GSPP may substitute specific program requirements if a student has completed equivalent work within the five years. Course substitutions **do not reduce the total minimum number of credits** needed to complete a degree. Thus, students must take an alternative course or courses to make up for the credits. Students seeking a substitution should discuss this with their advisers. Students seeking such a substitution must submit a written request on the required forms and have it approved by their advisor, appropriate Program Director, and the GSPP Chair.

#### CLEP EXAMS

The GSPP does not accept College-Level Examination Program (CLEP) or CLEP-type exams in lieu of graduate course work.

#### TRANSFER CREDITS / TRANSFER MAXIMUM

Transfer credits are graduate level credits and typically reduce the number of credits required to complete a degree. A maximum of **nine semester hours** of graduate credit, for which a grade of B or above is indicated, may be approved for transfer into a degree program by the appropriate Program Director and the GSPP Chair..

#### TRANSFER CREDIT REQUIREMENTS

While individual programs may have additional requirements, transfer credits must meet the following minimum conditions. Transfer credits **must be:**

- From a regionally accredited institution;
- Earned at the graduate level;
- Indicated by a letter grade of A or B (Pass/Fail courses are not accepted);
- An official transcript must be on file;
- Earned no earlier than five-years prior to admission to a program;
- Course completed after program acceptance must be pre-approved;

The program that the student is enrolled in determines, provided these minimum conditions are met, whether a course can be transferred. Students should contact their program advisor to determine requests for transfer.

#### CREDIT TRANSFER TIME LIMITS

Credits transferred into a graduate program cannot be more than five (5) years old at the time of program admission or eight (8) years old at the time of program completion. Transfer credits for work completed prior to admittance must be processed during the first term enrolled.

#### INTERNATIONAL TRANSCRIPT REVIEW

International transcripts will be reviewed by an appropriate outside agency to determine degree equivalency. Students should contact the Graduate Admissions Office for information regarding transcript review.

## ATTENDANCE, PROGRAM TIME LIMITS, AND WITHDRAWALS

#### CLASS ATTENDANCE

Class attendance is an important component of learning. Students are expected to attend all classes and to arrive by the beginning of and remain for the entire class period. When an occasion occurs that prevents a student from attending class, it is the student's obligation to inform the instructor of the conflict before the class meets. The student is still expected to meet all assignment deadlines. If a student knows that he or she will be absent on a particular day, the student is responsible for seeing the instructor beforehand to obtain the assignments for that day. If a student misses a class, he or she is responsible for making up the work by obtaining a classmate's notes and handouts and turning in any assignments due. Furthermore, many instructors give points for participation in class. If you miss class, you cannot make up participation points associated with that class. Types of absences that are not typically excused include weddings, showers, vacations, birthday parties, graduations, etc. Additional assignments, penalties and correctives are at the discretion of the instructor. If circumstances necessitate excessive absence from class, the student should consider withdrawing from the class. In all cases, students are expected to accept the decision of the instructor regarding attendance policies specific to the class.

Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations. It is the responsibility of students to review course syllabi as soon as they are distributed and to consult the faculty member promptly regarding any possible conflicts with observed religious holidays. If asked, the student should provide accurate information about the obligations entailed in the observance of that particular holiday. However, it is the responsibility of the student to complete any and all class requirements for days that are missed due to conflicts due to religious holidays.

### TIME LIMITS

*Satisfactory Academic Progress:* Students are expected to demonstrate "satisfactory academic progress" toward program completion by taking coursework each year.

*Program Currency:* In order to ensure that coursework remains current and relevant at program completion, PsyD students are expected to complete their degree or program within seven (7) years, MA students are expected to complete their degree or program within four (4) years. A "year" begins at the start of the first term that a student completes coursework in a given program. Students experiencing extreme circumstances beyond their control may request a formal Program Interruption. An approved Program Interruption temporarily freezes the time limit (see below).

*Extension Request:* If a degree is not completed within the time limit a request for a one year extension may be filed by a student who has compelling reasons for an extension. Such reasons as getting settled in a career or beginning a family are not, in themselves, compelling reasons. It is also worth noting that even compelling reasons have reasonable time limits. The request for an extension requires a complete explanation. An extension request is formally made to the program and requires approval by the appropriate Program Director and the GSPP Chair.

### WITHDRAWALS / INTERRUPTION / FINANCIAL AID IMPLICATIONS

*Class Withdrawal:* Students may withdraw from classes at any time. If a course is dropped prior to the deadline identified for the term in the course schedule, no record of the course appears on a student's transcript. If a course is dropped after that deadline, a record of the class does appear on a student's transcript with a notation of "W".

*Program Withdrawal:* Students who decide to withdraw from a program and have no intention of continuing at a later date need to submit a program Withdrawal Form to the GSPP Program Manager indicating their decision. The formal withdrawal will remove a student from active distribution lists to eliminate unwanted mail and communication from the GSPP.

*Program Interruption:* Students experiencing extreme circumstances beyond their control may request a formal Program Interruption. An approved formal Program Interruption temporarily freezes the time limit for up to one calendar year. Students who interrupt their programs for one calendar year or more without an approved Program Interruption are subject to the "Deactivation/Reinstatement" policy discussed in the "Admission Policies" section.

*Financial Aid Implications:* Class withdrawal, program interruption, and/or program withdrawal may impact a student's financial aid package. It is advised that a student check with the [Graduate Financial Aid Office](#) to determine the level of impact.

### WITHDRAWAL WHEN CALLED TO ACTIVE DUTY IN THE ARMED SERVICES

University of St. Thomas students who are called to active duty in the armed services will be granted a 100% tuition adjustment for the semester in which they were deployed; regardless of the date they were activated. To receive this tuition adjustment, the student must present the GSPP Chair with a copy of the deployment orders. If a student is called to duty after the last day to drop without a "W", the student will receive "W"s on the transcript.

## SYLLABI

Professors may distribute course syllabi electronically before the first class, or provide a copy to students at the first class meeting. Syllabi may also become available in the learning management system (Canvas) for individual courses once you have registered.

## GRADING SYSTEM

### GRADING PHILOSOPHY

Grades are symbols that indicate a professor's evaluation of the degree of student mastery of course outcomes. Grades are not intended to reflect the degree of student effort.

Faculty members are responsible for evaluating student performance and determining grades for students in their courses. The grading policy is normally described in the course syllabus and should be discussed at the beginning of the semester. Students are responsible for requesting appropriate clarification if needed. A faculty member may change the grading policy during the semester and will communicate the new policy and the purpose for the change. Students are responsible for keeping track of such changes.

Grades are posted approximately four (4) weeks after the last day of the semester (finals). Transcripts with grades and credits will not be available prior to this. Please plan accordingly for lane change timelines set by your employer.

### GSPP GRADE SCALE

The following grades are used in the Graduate School of Professional Psychology graduate programs.

A  
A-  
B+  
B  
B-  
C+  
C  
C-  
D+  
D  
D-  
F

Also I, NR, IP, and S (see below)

Normally, student performance in courses is evaluated on a letter grade basis. Some courses may be graded on a pass-fail basis within some programs. These may include practicum or field experiences, internships, and doctoral project or dissertation work. The expected level of performance for the student will be reflected in the attainment of a grade of **A, A-, B+, B, B- or S** in the academic program. Grades **below a B-** are considered unsatisfactory and must be remediated, as explained below.

### GRADE EXPECTATIONS

Graduate Students are expected to attain a grade of B- or better in all graduate program coursework. If in the course of study, a student receives less than a B-, they are placed on academic probation and a letter of academic probation will be issued to the student. The student who receives a second grade less than a B- may be dismissed from the program. Grades lower than a B- cannot be accepted into program coursework and must be repeated with a grade of B- or better.

Continuation in a graduate licensure or degree program requires maintenance of at least a 3.0 (B) **cumulative** grade point average (GPA.). A student may be dismissed from a program if the **term** GPA in any one term is below 2.5, or if the **term** GPA is below 3.0 in

two consecutive terms. Any student having less than 3.0 **cumulative** GPA at the conclusion of course work will be ineligible for graduation.

Other factors besides an acceptable GPA are taken into consideration in determining a student's qualifications for an advanced degree. Degree students should be aware of their department's performance and dispositional criteria. Programs in the Graduate School of Professional Psychology evaluate each graduate student's overall performance on the basis of these criteria. Consequences for unsatisfactory progress on such program elements are addressed under "Academic Progress, Probation, and Dismissal".

### **GRADES OF "INCOMPLETE" OR "NR"**

The grade of "I" (Incomplete) is used if the student has not completed the work of the course, has good reason for delay, and **has made arrangements with the instructor before the date grades for the course are due to be submitted**. Ordinarily, good reason will involve matters not wholly within control of the student, such as illness. The grade may not be used to allow a student to improve a grade by additional work over and above that ordinarily expected for the course or by repetition of work already submitted to the instructor. The grade of "I" should not be used without prior arrangement between instructor and student.

**The request for an "I" must be initiated by a student maintaining an average of "B" or better prior to the last scheduled course date**; if a student has not made the request, the instructor will record the grade earned to that point. An assigned grade cannot be changed back to an "I". A low class average or lack of planning is not sufficient reasons to request an "I" notation.

The student must complete the designated work and submit it to the instructor by May 31 for an "I" received in fall semester or January term; by December 31 for an "I" received in spring semester or a summer session (unless an earlier deadline has been required by the instructor).

In the absence of a final grade report on or before the deadline, the university registrar will change the grade of "I" to a grade of F. The deadline may not be extended. The instructor may change a resulting F by means of university grade change policies and procedures.

It is the student's responsibility to submit the required work to the instructor far enough before the deadline to ensure its timely evaluation. In an instance where a grade has not been assigned at the end of the term, a designation of Not Recorded (NR) will be assigned to the student's academic record. The NR must be changed to a grade by May 31 for the fall semester or January term; by December 31 for the spring semester or summer session. In the absence of a final grade on or before the deadline, the mark of NR will be changed to a grade of F. This deadline may not be extended. If a student receives a grade of R or F, he/she will be required to re-register and re-pay for the course.

Two Incompletes may disqualify a student from registering for new courses.

### **GRADE OF "IN PROGRESS"**

The grade of "In Progress" (IP) is used for a limited number of courses involving work such as dissertations or practicum that take place over an extended period of time. A grade of "IP" can be noted for a maximum of two years, after which it will be changed to a grade of R or F. If a student receives a grade of R or F, they will be required to re-register and re-pay for the course. Consult your appropriate Program Director for the courses that are approved for the grade of IP.

### **WORKLOAD EXPECTATIONS AND CREDIT HOURS**

The University of Saint Thomas defines a "credit hour" as follows:

*A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates: (1) one hour (50 minutes) of classroom or faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, and other academic work leading toward the award of credit hours.*

Following this definition, students are expected to engage in 2 hours of out-of-class work for every hour of classroom or faculty instruction. Out-of-class work is described on the course syllabus.

## REPEATED COURSES

If a student has not been dismissed from a GSPP program, a course for which a student has received a grade less than a B- must be repeated to improve the grade for the course based on program requirements. Students are charged full tuition for repeated courses. All grades remain on the transcript. However, if a course is repeated, the lower grade will be excluded from the GPA calculation. If a student earned a B- or better in a course, they cannot retake the course to improve their grade.

## CHANGE OF GRADE LIMITATIONS

An instructor may change a grade if there has been an error in the computation, transcription, or reporting of the grade. Changes may not be made on the basis of additional work completed by a student unless all members of the class had the option to submit additional work.

## GRADE APPEAL PROCESS / LIMITATIONS

The evaluation of performance resulting in the assignment of grades is a fundamental right and duty of faculty members. As such, the faculty member assigning a grade maintains the final authority for that grade. Unless a student asserts that a grade in dispute is a result of verifiable bias, an administrator's role is limited to serving as a facilitator toward the possible resolution of the dispute.

Most grade grievances result from error, misunderstanding or a disagreement about performance in a class. If a student believes that a grade received is incorrect or unfair, the student must contact the faculty member directly to request clarification and to attempt to resolve any disagreement directly. This needs to be done within ten days of receipt of the grade report. The faculty member needs to explain the process used in determining the grade and may provide appropriate information.

If no resolution is achieved, the student may present the complaint in writing to the GSPP Chair within one week after discussing the issue with the faculty member. The GSPP Chair will review the complaint and discuss the grading process with the instructor. The faculty member will reconsider the issue but will maintain the final authority for the grade. The GSPP Chair will inform the student of the results of the complaint.

The grade appeal can advance to the level of the Dean of Morrison Family College of Health only if an assertion of verifiable bias is being alleged, **and** the issue has not been resolved at the level of the GSPP Chair.

# ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

## GUIDELINES CONCERNING THE PROFESSIONAL BEHAVIOR AND CONDUCT OF STUDENTS RATIONALE

It is important that those students in the Graduate School of Professional Psychology:

1. Conduct themselves in a professional and respectful manner reflecting the ethical and professional behavior associated with the profession of study;
2. Are aware of the way in which their conduct, personal appearance, attitudes, values, and behavior influence client, peer, and general public opinions;
3. Behave in a manner that positively influences the way in which the individuals and systems they serve and the general public view them as professionals, both in academic/clinical/teaching /consulting and other professional situations as well as in situations in which other might readily expect them to act as a professional, even when not in an official capacity.

## POLICY

It is the expectation of the faculty that students will conduct themselves in accordance with the ethical standards of the profession in the program in which they are registered. In addition, students are expected to continue to develop the behaviors, characteristics, and dispositions that are associated with their program of study. Students are advised to read and understand the ethical code(s) or ethical systems applicable to their program and to consult it (them) whenever questions may arise about their conduct, and to seek out faculty for clarification of any part of the ethical codes or systems that they do not understand.

## UNIVERSITY POLICIES PERTAINING TO CONDUCT

The university has general policies pertaining to student conduct as well as the rights of students. Students are encouraged to review these policies that can be found at:

[University of St. Thomas Student Policies](#)



## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress requires a student to move methodically forward toward program completion within the program time limitations while receiving grades of no less than a B- as described in the section on the Grade System above.

## **CONSEQUENCES OF UNSATISFACTORY ACADEMIC PERFORMANCE**

Course grades tend to measure only performance as it relates to narrowly focused academic activities such as written papers, projects, and tests. From a professional preparation perspective, it is possible for a student to do very well on the formal academic requirements of a course while demonstrating marginal or poor professional attributes or behaviors. Such instances include (but are not limited to) absenteeism, tardiness, late and/or missing assignments, rudeness, insensitivity to others, and a variety of –isms (e.g., racism, sexism, classism, ageism).

Furthermore, in GSPP programs there are elements of the program that may or may not be connected with coursework, as noted below. Unsatisfactory or unacceptable performance in any facet of a program's curriculum, including, but not limited to coursework, supervised professional practice or practicum requirements, or dissertations required by the program, and related professional role development of students, may result in a full review of the student's academic performance. Reviews may be conducted by the full core faculty or some subset of the core faculty as designated by the GSPP Chair.

Performance reviews triggered by unsatisfactory academic performance may be conducted throughout the academic year, at an annual student review meeting, a faculty meeting or at a special meeting of the core faculty called for the purpose of reviewing a student's academic performance. On the basis of such a review, the faculty can make one or more of a number of recommendations that include, but are not limited to, the following: a) placement of the student on academic probation (occurs automatically upon receiving a grade below a B-); b) requiring remediation of a course (automatically required when a course grade below a B-); c) requiring remediation of other academic requirements or placement of the student on a special program of matriculation; and/or d) dismissal of the student from the program. Each of these actions is discussed below as are the procedures by which a student may appeal such decisions.

## **ACADEMIC INTEGRITY**

The University of St. Thomas and the Graduate School of Professional Psychology is committed to the highest standards of academic integrity. Students and faculty have the responsibility to foster an atmosphere supporting academic integrity. Academic dishonesty undermines the accurate evaluation of students' knowledge and performance. In addition, it undermines the bonds of trust and honesty among members of the academic community, constitutes taking unfair advantage of other students and defrauds those who may eventually depend upon the student's knowledge and integrity.

## **DEFINITIONS OF ACADEMIC DISHONESTY**

The following is a list of behaviors that constitute academic dishonesty. While not exhaustive, this list represents the more common types of academic dishonesty.

### **Examination Behavior**

Any use of external assistance during an examination, including a take-home examination, will be considered academically dishonest unless expressly permitted by the instructor.

The following are considered unacceptable examination behaviors:

1. Communicating with another student during an examination unless expressly approved by the instructor.
2. Copying material from another student's examination.
3. Allowing another student to copy from your exam.
4. Using notes, tables, diagrams or other resources (including electronic means) during an examination unless expressly approved by the instructor.

### **Fabrication**

Any intentional falsification or invention of data, assessment results or citations in an academic or clinical assignment will be considered a violation of academic integrity.

The following are examples of academic dishonesty involving fabrication:

1. Inventing or altering data or client information collected as part of a research or evaluation project, coursework, or practicum or internship work experience.
2. Inventing or falsifying reference citations in an academic, clinical or scholarly report or paper.

### **Other types of Academic Dishonesty**

1. Submitting materials, a paper, or report written by or obtained from another as one's own.
2. Using a paper, report or other assignment in more than one class or field experience without instructor's expressed permission.
3. Obtaining a copy of an examination in advance or an examination from a previous year without the knowledge and consent of the instructor.
4. Using another person to complete classroom or field assignments or take-home exams without the knowledge and consent of the instructor.
5. Falsifying or altering official academic or clinical records.

Note: If you are in doubt about what the course instructor or field work supervisor considers appropriate for completion of an assignment or examination, immediately clarify this with the instructor.

Academic Integrity is more than not cheating and not plagiarizing; it is defined as *honesty*.

### **Plagiarism**

Plagiarism is the presentation of the words or thoughts of another writer as your own. It is the use of any source in any way without giving credit to the original author. It is the use of any quotation (even a few words) without properly identifying it as a quotation. The use of any ideas and the use of any quotations from another written source requires formal acknowledgement of that source. If there is anything about plagiarism you do not understand, ask your professor.

### **SANCTIONS FOR CHEATING AND PLAGIARISM**

In cases of cheating, the instructor will impose a minimum sanction of failure for the work involved. The instructor will inform the student and the GSPP Chair in writing, of:

- the nature of the offense;
- the penalty imposed within the course; and
- the recommendation of the instructor as to whether further disciplinary action by the GSPP Chair is warranted.

If the instructor or the GSPP Chair determines that further disciplinary action is warranted, a disciplinary hearing by an ad-hoc committee of the GSPP faculty, appointed by the GSPP Chair, shall be commenced. If there is a previous offense of this nature on the student's record, a hearing is mandatory. The ad-hoc committee, subsequent to a hearing, submits a recommendation to GSPP Chair.

### **CONSEQUENCES OF ACADEMIC DISHONESTY**

The maximum penalty that can be imposed independently by a faculty member is assigning a grade of F for the examination or other graded assignment, which might result in a failing grade for the course. Additional penalties recommended by the or ad-hoc committee (and imposed by the GSPP Chair) include, but are not limited to: a) failing the student in the course, b) placing the student on probation from the program, c) requiring specific remedial actions on the part of the student, or d) termination of the student from the program.

### **ACADEMIC PROBATION**

Placement of a student on academic probation indicates that the student is no longer in good academic standing in the program. When the faculty places a student on academic probation, they will designate the time period over which the probationary status will extend as well as any requirements that must be met before the probationary status will be lifted. These conditions will be communicated in writing to the student and documented in the student's permanent file. Students are automatically placed on academic probation when they receive any grade of less than B-.

Students may also be placed on academic probation when, in the judgment of program faculty, they demonstrate patterns of substandard academic performance or fail to demonstrate expected professional dispositions.

### **ACADEMIC DISMISSAL**

Academic probation is not a prerequisite for academic dismissal.

Students are automatically subject to academic dismissal if they receive a second grade of less than B-. If two grades of less than B- are earned in the same term, a student will be placed on probation or dismissed according to the recommendation of the Department Chair, in consultation with the faculty from that program.

Students may be dismissed from a program when they do not meet all stipulations set at the time of being placed on academic probation.

### NON-ACADEMIC DISMISSAL

Course grades tend to measure only performance as it relates to narrowly focused academic activities such as written papers, projects, and tests. From a professional preparation perspective, it is possible for a student to do very well on the formal academic portion of a course while demonstrating marginal or poor professional attributes and behaviors. Such items include (but are not limited to) absenteeism, tardiness, late and missing assignments, rudeness, insensitivity to others, and a variety of -isms (racism, sexism, classism, ageism, etc.). In short, it is not possible to ensure that all student academic performance and expected professional dispositions are reflected in class grades. Thus, students may also be dismissed from a program when, in the judgment of program faculty, a student demonstrates patterns of substandard academic performance, or when a student fails to demonstrate expected professional dispositions or behaviors.

## GRADUATION POLICIES

### AWARDING OF DEGREE

The public and students alike often mistake a commencement ceremony with actual graduation. In fact, students often participate in commencement when they still have a few outstanding degree requirements to complete. Students are official graduates of a program only when the completed degree is posted on their transcript. A degree is posted to a transcript only when all requirements have been completed and the student's requirements are officially reflected in the system of record by the last day of the term for the semester the degree is to be awarded; it is NOT posted on the date a ceremony is attended.

For MA students in the Graduate School of Professional Psychology, degrees are posted to transcripts four times a year; December (Fall semester), January (J-term), May (Spring semester) and July/August (Summer term). Doctoral students in psychology have their degree posted on the date of completion of their pre-doctoral internship or date of completion of their dissertation, whichever occurs later.

### APPLICATION FOR GRADUATION

In order to graduate, students must submit a graduation application whether or not they intend on participating in the graduation ceremony. This ensures that a graduate's name will appear correctly on the diploma. Please note that it is the responsibility of the student to complete a graduation application.

A student **must reapply** for graduation if for any reason the student does not graduate on the date for which they had originally declared themselves a candidate. It is the responsibility of the student to complete all requirements for graduation and otherwise to comply with the administrative and academic policies specified by this school.

The university has one formal walk-across-the-stage graduation ceremony each May. Graduation Ceremony information can be found at [Commencement Information](#).

### MASTER'S CANDIDATES

Candidates may participate in the spring commencement if they are registered to complete their degree with six (6) or fewer credits remaining in the two semesters (summer and fall) following the May ceremony. Be aware that degrees will not be posted to transcripts until all requirements are met, **not** the date of the ceremony attended. If a degree was awarded in August or December prior to the May commencement, candidates may participate in the ceremony.

### DOCTORAL CANDIDATES

Doctoral students may participate in the commencement ceremony if all requirements for the degree are completed or:

All requirements are complete except dissertation and/or internship, and both of the following are met:

1. their dissertation is in its final stages and the final defense presentation has been scheduled to take place before June 1.

- the final one third of their Internship hours (e.g., summer) is all that remains.

## POLICY APPEALS AND STUDENT GRIEVANCES

### APPEALS VS. GRIEVANCES

A Policy Appeal is a student request for an exemption from a particular policy. Students making such appeals should cite compelling reasons as to why a policy should not apply to them. Policy exemptions are not made routinely. Students making appeals must cite serious circumstances beyond their control. Such reasons as getting settled in a career, heavy workloads, or beginning a family are not, in themselves, compelling reasons. The appropriate Program Director, in consultation with the GSPP Chair generally considers policy appeals. The request should first be addressed to the appropriate Program Director.

A Student Grievance is a petition brought by a student who believes her/his rights have been denied or violated in an arbitrary or capricious manner. Student Grievances are handled within the *Student Grievance Process* cited below. Students who believe they have been aggrieved according to the specifications in the Statement of Student Rights and Responsibilities as noted below. Students should utilize the following "chain of command" sequence to seek a resolution of that grievance. Students are advised that skipping a step in the process and "going right to the top" only serves to slow the process as persons "at the top" will need to send the grievance back down through the steps of the sequence. All persons involved in the process will consider the complaint and, if possible, attempt to resolve it. If satisfactory resolution is not possible, a student may opt to move it to the next step.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to a comfortable, respectful classroom environment free of intimidation and focused on achievement. Students have the responsibility to commit time and energy appropriate to the learning challenge, to respond and interact with the instructor and other students, to expand the boundaries of their current knowledge and skill, and to share their experience and expertise in class. Students have the responsibility for collaborating in the learning process, respecting and attending to the views of others, and initiating attention to special needs.

## STUDENT GRIEVANCES

### STUDENT GRIEVANCE

According to the University of St. Thomas: "At the earliest stages, a concern or complaint may be resolved with the support, involvement or intervention of a university faculty or staff member. It is advisable to voice concerns as soon as possible, and to seek informal resolution if possible, as this facilitates early resolution. Raising an issue can often resolve a problem quickly and informally; a complaint (which may, for instance, be founded on misunderstanding or disagreement) can sometimes simply require a discussion between parties, without the need for any further action." However, if a student does not feel a concern or complaint has been sufficiently addressed, he or she needs to follow the [Student Grievance Policy](#) process on the Dean of Students website.

### GRIEVANCE AGAINST PROGRAM PERSONNEL OR FACULTY REVIEW OF STUDENT PERFORMANCE IN THE GRADUATE SCHOOL OF PROFESSIONAL PSYCHOLOGY

A student complaint against the GSPP program personnel or faculty decisions or recommendations relative to unsatisfactory performance works through the sequence identified below, starting with the most immediate person involved, moving as necessary, to the Program Director, the GSPP Chair, the Dean of the Morrison Family College of Health, and the Executive Vice President and Provost.

The formal grievance process is initiated when a written complaint is presented to the GSPP faculty member and copied to the GSPP Chair. The written complaint needs to outline the parameters of the problem and clearly indicate how the student feels her/his rights have been denied or violated in an arbitrary or capricious manner.

### GRIEVANCE PROCESSES IN GSPP

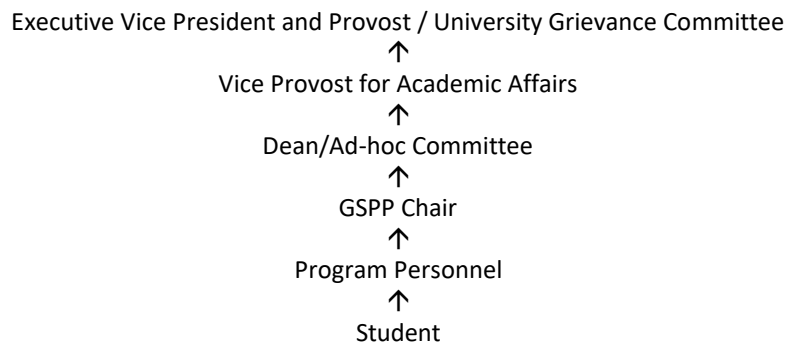
At the conclusion of each step in the process, a written document needs to be created by the school representative, which outlines the complaint and the resulting decision. A copy of this document is shared with the student. The student then has five days to decide whether to pursue the complaint at the next level. All written documentation is forwarded to the next person in the chain.

If the grievance reaches the level of the GSPP Chair without resolution, a meeting of the an Ad-Hoc Committee appointed by the Dean will take place. The committee will first examine the facts presented (in writing) by the student. If the committee judges that there is sufficient evidence to investigate further, it will investigate the matter and may ask to hear testimony. If the committee decides that the student's complaint is justified, it will discuss the matter with the person or persons concerned and determine the means to ensure the student's rights. The decision of the Committee, in consultation with the Dean, will be binding on all parties concerned unless the decision is appealed to the Executive Vice President and Provost.

## GRIEVANCE APPEAL PROCEDURE

Either interested party (defendant or plaintiff) may appeal a decision of the Academic Affairs Committee to the Executive Vice President and Provost of the university within five days from the receipt of the decision. The Executive Vice President and Provost will choose an appeal board of three members. The appeal board will not rehear the case, but will consider evidence of a violation of the proper procedures or manifest partiality. The appeal board will bring its recommendation to the Executive Vice President and Provost, whose decision will be final.

## GRIEVANCE SEQUENCE



## GRIEVANCES AGAINST ANOTHER STUDENT

Student Grievances against another student bypass the Grievance Process and are handled within university graduate student grievance processes or when deemed appropriate by the Dean of Students. Students contemplating a grievance against another student should contact the Dean of Students at [Dean of Students](#).

## SEXUAL MISCONDUCT POLICIES AND PROCEDURES

The University of St. Thomas Sexual Misconduct Policies and Procedures are located here: <http://www.stthomas.edu/title-ix/sexualmisconduct/>

Contact and Reporting information is located here <https://www.stthomas.edu/title-ix/contactreportinginformation/>

Student Code of Conduct information is located here <https://www.stthomas.edu/media/officeofgeneralcounsel/policies/Student-Conduct-Code-and-Non-Academic-Conduct-Procedures.pdf>

## SUPPORTIVE SERVICES

### ATHLETIC FACILITIES

The athletic facilities available to students are at the [Anderson Athletic and Recreation Complex \(AARC\)](#) and include a weight room, swimming pool, racquetball courts, squash courts, and field house, which includes volleyball, badminton, tennis,

basketball, a jogging track, cardio equipment, and fitness classes. Graduate students are charged a membership fee to use the AARC. For more information, call (651) 962-5900.

## BOOKSTORES

The [Campus Store](#) is located on the lower level of Murray-Herrick Campus Center. In addition to books needed for classes, the Campus Store carries a wide variety of office supplies, clothing, cards, and gifts, as well as magazines and best-selling novels. When commencement is held at St. Thomas, caps and gowns are picked up at the bookstore. For hours of operation, call: (651) 962-6850.

## BOX OFFICE

A sampling of the ticket offerings includes but is not limited to: General Cinema, Mann and United Artist movie tickets, Guthrie Theatre, Ordway, Timberwolves, Hey City Theatre, Valleyfair, Renaissance Festival, Minnesota State Fair, Minnesota Twins, Science Museum, and Children's Museum, plus numerous St. Thomas campus events.

In addition to ticket sales, [Tommie Central](#) also rents – at very minimal cost – outdoor and recreational equipment. A sampling of the rental offerings includes but is not limited to: camping tents, backpacks, snowboards, in-line skates, golf clubs, basketballs, and mountain bikes.

Tommie Central is located at the main information desk in Anderson Student Center. Contact Tommie Central by phone 651) 962-6137.

## BUSINESS OFFICE – TUITION PAYMENTS AND REFUNDS

Questions about the student payment agreement should be directed to the Business Office (Murray Herrick, 105). Refunds are made on a pro-rated basis, depending upon the date on which a course is dropped. Complete information for School of Nursing students about refunds and deadlines is noted on the refund schedule available on the School of Nursing Canvas Orientation site. For more information, please call (651) 962-5816.

## CAMPUS MAPS

A campus map for St. Thomas can be found at [Campus Maps](#)

## CAREER DEVELOPMENT

[Career Development](#) serves students and alumni with their vocational and career learning. Services have been designed to assist students in all stages of career planning, including internships, employment, or graduate education. St. Thomas Career Development also maintains a job bank database where students can search for jobs and internships.

## CENTER FOR CAMPUS MINISTRY

The mission of the [Office for Pastoral Care & Worship](#) is to invite and encourage all to encounter the presence of God in the world. Marked by faith, hope, and charity, the center invites people of all faiths to join in prayer and worship to move and act to transform themselves and the world. Rooted in the Roman Catholic tradition, the center worships as a eucharistic community and works to connect those of other faiths to worship opportunities that feed them.

## CENTER FOR WELL-BEING

[The Center for Well-Being](#) is an integrated health care model partnering with the following for services:

- [Counseling and Psychological Services](#)
- [Health Services](#)
- [Health Promotion, Resilience, and Violence Prevention](#)
- [Violence Prevention and Awareness](#)

By integrating services, the center can better support students, faculty, and staff from a single location. The Center for Well-Being provides compassionate care, expertise, and resources to help members of the community thrive in and out of the classroom. Students can access the center by calling (651) 962-6750.

## CENTER FOR WRITING

The Center for Writing at the University of St. Thomas offers individualized conferences to students at any stage of the writing process. Their mission is to:

- promote students' engagement in writing, reading, and critical analysis
- support writers as they develop their abilities to respond to others, reflect, and express their own ideas concisely and thoughtfully
- enable students to gain perspective, self-awareness, and confidence as learners and writers.

## COMPUTING SERVICES/TECH HELP

The university's [Innovation & Technology Services](#) provides a variety of computing services free to students, faculty, and staff. Through computer labs on all campuses, Information & Technology Services makes a combination of hardware and software packages available for word processing, spreadsheets, database management, statistics, electronic mail, and computer assisted instruction. Computing labs are in the libraries on the St. Thomas campus. Labs vary in the equipment they offer and the hours they are open. For hours of computer labs, call the Tech Desk at (651) 962-6230.

## COPY MACHINES

Students will receive a supplied print/copy quota (allotment) of 400 pages for each semester of the academic year (Fall, J-term/Spring, Summer). Copiers are in the Summit Classroom Building (lower level) and O'Shaughnessy-Frey Library Center (lower level, level one, and level two).



Other machines are located throughout campus.

## COUNSELING AND PSYCHOLOGICAL SERVICES

[Counseling & Psychological Services](#) promotes the mental health, interpersonal relationships, and academic performance of University of St. Thomas students. These services contribute to a healthy campus learning environment by providing psychological services to all who work, train, and study at the university. The staff includes psychologists, counselors, doctoral interns, and counseling practicum interns. Services include individual and group counseling, crisis counseling, intervention, alcohol assessment, consultation/outreach, and referrals. Crisis services are available 24 hours/day and can be accessed by calling 651-962-6750.

## DISABILITY RESOURCES

The mission of [Disability Resources](#) at the University of St. Thomas is to make a reasonable effort to provide all qualified students with disabilities equal access to all university courses, services, programs, employment, and facilities. The goal of Disability Resources is fully to enable students with disabilities to maximize their educational potential and to develop their independence and self-advocacy skills within the standard university curriculum.

Students qualify for services through Disability Resources upon self-disclosure of a disability and the presentation of documentation. Reasonable academic accommodations are arranged on an individual basis to provide students with disabilities equal access to all university programs. The University of St. Thomas is committed to compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Disability Resources is in the Academic Counseling & Support suite in Murray-Herrick 110 and can be reached by calling (651) 962-6315.

## FINANCIAL AID

All financial aid for students is allocated and administered through the [Financial Aid](#) office at the University of St. Thomas, (651) 962-6550. When a student withdraws from a course or from the program, the student should check with the University of St. Thomas Financial Aid Office to determine how withdrawal affects financial aid status. Students who receive financial aid are responsible for knowing and complying with all relevant policies. Any questions should be addressed directly to the University of St. Thomas Financial Aid Office.

## ID CARDS

Students obtain their [St. Thomas Photo ID Card](#) at the Card Office, Room 101, Murray-Herrick Campus Center, University of St. Thomas. This ID card is required for libraries, athletic facilities, purchasing parking permits, check cashing, and any shuttles. St. Thomas ID numbers are randomly generated and include a nine-digit number that appears on the front of each ID card. The number listed on the back of the ID card is the student's library identifier. Students can charge purchases on their St. Thomas ID card at the University of St. Thomas bookstore. To do so, students must open an "EXpress Account" at St. Thomas, which works like a debit card and bills your student account, go to the [Express Card Office](#).

## INTERCAMPUS SHUTTLE INFORMATION

St. Thomas operates a [Shuttle Service](#) between the St. Paul and Minneapolis campuses. Students are required to show their ID card. Shuttle schedules are available by calling (651) 962-5100 or checking the website.

## INTERNATIONAL STUDENT SERVICES

The [The Office of International Students & Scholars \(OISS\)](#) strives to provide high-quality services and support for students and scholars from around the world. Currently, over 500 international students and scholars

representing over 70 countries are studying at St. Thomas. OISS staff members are proud to advocate on behalf of international students and scholars at St. Thomas and in the community. OISS co-leads an International Student Retention Group to help minimize barriers for international students and enhance their success. For more information, please call (651) 962-6650.

## LIBRARIES

The locations of the libraries are as follows:

[Charles J. Keffer Library](#), Minneapolis campus: (651) 962-4642 (circulation), (651) 962-4664 (reference), (651) 962-4640 (hours)

[O'Shaughnessy-Frey Library Center](#), St. Paul, main campus: (651) 962-5494 (circulation), (651) 962-5001 (reference), (651) 962-5400 (hours)

[Schoeneker Law Library](#), Minneapolis campus: (651) 462-4900 (circulation, (651) 962-4902 (reference)

[Archbishop Ireland Memorial Library](#), St. Paul, south campus (651) 962-5450

For assistance in searching electronic databases and for further information regarding services available, please consult the reference librarians.

The Graduate School of Professional Psychology librarian liaison is Conrad Woxland [conrad.woxland@stthomas.edu](mailto:conrad.woxland@stthomas.edu). His office is located in the Keffer Library Library on the Minneapolis campus.

## LOST AND FOUND

For lost and found items, students can contact the [Public Safety Desk](#) located on the first floor of the Law School or call (651) 962-5100.

## STUDENT DIVERSITY & INCLUSION SERVICES

The [Student Diversity & Inclusion Services](#) exists to enhance the campus climate and holds deep commitment to developing and sustaining a diverse campus community. This commitment is broad, and includes diversity and inclusion related to, but not limited to, gender, race, ethnicity, generational history, culture, socioeconomic class, religion, sexual orientation, national origin, citizenship status, political perspectives, geographic origin, and physical ability, through programs and initiatives. This office's work is based on four pillars: education, leadership advocacy, and community. The office is located in room 224 of Anderson Student Center. For more information, call (651) 962-6460 or visit

## [PARKING SERVICES](#)

If students choose to forego a St. Thomas parking permit, they should be aware of the city of St. Paul and Minneapolis residential permit regulations in the neighborhoods surrounding both campuses.

## SECURITY

For safety and security needs, students can contact [Public Safety Office](#) (651) 962-5100 or stop by the Public Safety desk on the first floor of the Law School open from 6am-12 midnight Monday-Friday. The St. Paul Campus Public Safety Office is open 24 hours per day, 365 days a year. For emergencies, call (651) 962-5555.

Additionally, safety and security personnel provide the following services:

**Emergencies and First Aid:** A security officer will be dispatched to all emergency situations. All security officers are trained in First Aid and CPR and can administer aid until further help arrives. The security dispatcher will call 911 to summon police, fire, and ambulance as needed. Emergency call boxes are located throughout campus and are denoted by a tall blue light on top of the call box. Students are encouraged to use the call boxes in times of emergency. A security officer will respond immediately to a call from any of these locations. For calling in an emergency from a cell phone on campus, dial (651) 962-5555.

**Escort Service:** Escorts are provided upon request for students and employees on campus or to an adjacent street during the hours of darkness.

**Registration of Cell Phones:** Students are urged to register cell phone numbers with [St. Thomas's Emergency Notification](#) system. This system will only be used by the department of public safety to notify the community during weather closings or extreme cases involving the safety of the university community.