



**Boston Graduate School  
of Psychoanalysis**

# **HANDBOOK for Students**

Policies and Procedures for Students of  
the Boston Graduate School of Psychoanalysis

## TABLE OF CONTENTS

INTRODUCTION.....	3
ACADEMIC PROGRAM REQUIREMENTS .....	4
STUDENT ADVISEMENT.....	5
TRAINING ANALYSIS.....	6
OVERVIEW OF ACADEMIC POLICIES .....	7
THE PHYSICAL FACILITIES .....	13
STUDENT ASSOCIATION .....	17
ADMINISTRATION .....	19
STUDENT RECORDS.....	24
CODE OF CONDUCT.....	27
GRIEVANCE PROCEDURES.....	33

## INTRODUCTION

The Boston Graduate School of Psychoanalysis was founded in 1973 as the Boston Center for Modern Psychoanalytic Studies by a group of psychoanalysts who introduced modern psychoanalytic training to New England. The school became degree granting in 1994, awarding the M.A. in Psychoanalysis, and was renamed the Boston Graduate School of Psychoanalysis. BGSP has grown and now offers a broad foundation in psychoanalytic theory, research and practice through its Master of Arts in Psychoanalysis, Master of Arts in Mental Health Counseling and the Doctor of Psychoanalysis (Psy.D.) programs and in-depth training in modern psychoanalytic theory and practice through its Certificate in Psychoanalysis program. In addition, through its interdisciplinary programs in psychoanalysis, society, and culture, BGSP offers the Master of Arts and the Doctor of Psychoanalysis (Psy.D.) in Psychoanalysis, Society, and Culture. BGSP also offers the Master of Arts in Psychoanalysis program at the NYGSP campus in New York City, as well as the Master of Arts in Psychoanalysis and Master of Arts in Mental Health Counseling programs at the BGSP-NJ campus located in Livingston, NJ. The School also sponsors community and continuing education events including conferences, seminar series, workshops, and elective courses including the One Year Program, an organized two semester program introducing participants from a variety of backgrounds to modern psychoanalytic theory and technique. Low-cost psychoanalysis and psychoanalytically oriented therapy are available to the community at the School's Therapy Center in Brookline, Massachusetts.

The Boston Graduate School of Psychoanalysis takes the position that the field of psychoanalysis is a self-contained body of knowledge and method of inquiry as well as a clinical method of treatment. The theories, techniques, research tools, and extensive literature established in the field have had an incalculable influence on every aspect of twentieth first century thought. The opportunity to study psychoanalysis in depth can enrich professionals personally and clinically and can augment their work in disciplines such as mental health, literature, medicine, education, social work, anthropology, and sociology, to name but a few.

The founders of BGSP chose to follow Freud's philosophy that people from a variety of academic and professional backgrounds who demonstrate talent, motivation, and the ability to use themselves as therapeutic personalities should be eligible for education as psychoanalysts. Academically qualified applicants who show the capacity and desire to be trained are welcomed from all disciplines.

The School's innovative approach to education is based on the proposition that the resolution of resistance, a basic principle of psychoanalytic treatment, may be applied to the teaching and learning of psychoanalytic concepts. Resistance to emotional learning is the greatest handicap to understanding psychodynamics and to becoming an effective psychoanalyst. The dynamics of the classroom are used to illuminate concepts being taught and to involve students in emotional learning. Emotional learning fosters self-understanding and tolerance for feelings induced by others. In working with case material, the focus is on undoing the blocks to experiencing emotional states induced by patients, and distinguishing them from emotions originating in the personalities of presenters and listeners. Recognition of these induced states leads to the design of appropriate interventions.

## **ACADEMIC PROGRAM REQUIREMENTS**

Academic requirements for each program are described in that program's catalog available in print and on the school's website. General information, policies and procedures are described in the General Bulletin available on the website.

Program requirements are subject to change. Students generally have the option to follow the program requirements which were in place at the time of their admission. However, from time to time, students may be required to adhere to changes in program requirements when not doing so would impact the integrity of the student's degree, for example, in order to meet licensing requirements in license-eligible degree programs. In such cases, the school attempts to institute program changes with a minimum of disruption to enrolled students.

This handbook outlines policies applicable to students at the Boston campus and in all programs of the Boston Graduate School of Psychoanalysis. Separate Student Handbooks are available for NYGSP and BGSP-NJ students.

## **STUDENT ADVISEMENT**

Student advisement is one of the most important co-curricular services offered by the Graduate School. Advisement is directed by the Dean of Students, Dr. Helen Michael. Each student is assigned an educational advisor upon beginning study at the school and meets with the advisor at least once per semester. Advisors are responsible for both the academic and personal aspects of the student's experience at BGSP. The advisor helps the student choose an appropriate course of study each semester and reviews the student's evaluations at the end of each semester. All registration forms are reviewed and signed by the advisor. The advisor follows the student's progress through the program, assessing his/her readiness to advance. Once the student enters the Therapy Center, a clinical Fellow becomes the student's advisor.

Issues affecting student progress, identified by the student or the advisor, are discussed between them and may be brought to the attention of the Advisement Committee.

Recommendations are developed for addressing any difficulties. These recommendations are reviewed by the Dean and communicated to the student by the advisor. Cases of significant academic difficulty may be taken to the Faculty Council for further consideration. (Please see the discussion of academic standing below.)

Although the Graduate School has no formal learning assistance program, peer tutoring can be arranged through the advisor or the Fellows.

All students are required to be in a personal analysis. However, any student who feels they need an assessment for mental health services, or for whom an assessment is recommended by an advisor, may contact the Dean of Graduate Studies or President for such an evaluation.

## **TRAINING ANALYSIS**

To receive credit for courses students have to be in an approved training analysis. Approved training analysts are certified analysts from accredited psychoanalytic training institutes who are recognized training analysts at their own institutes. The analysis continues during the entire period of training. A total of 70 hours of training analysis is required for graduation from the clinical master's programs. A total of at least 450 sessions is required for graduation from the certificate and clinical doctoral program. Of the total, 150 sessions may be in group. Students in the Psychoanalysis, Society, and Culture program are required to have completed 50 hours of training analysis for the M.A. degree and 120 hours for the Psya.D.

To begin Fieldwork a minimum of 12 hours of training analysis is required. Students confer with advisors to determine if this remains the required number. To see patients at the Therapy Center, a minimum of 70 hours is required.

Questions regarding approved training analysts may be addressed to the Registrar and/or the Dean of Graduate Studies. Credit for psychoanalysis undertaken prior to enrolling in the training program is discussed and determined at the Admissions interviews.

The name of the student's training analyst, frequency of sessions and number of sessions is included in the student's academic record. The content of the training analysis is confidential. It is expected that all students engage in analysis at a minimum frequency of once a week in person. Students interning in the Therapy Center are required to be in a minimally weekly analysis throughout the duration of their program.

Information pertaining to analytic requirements for different programs and for graduation is available in the program catalog.

## **ANALYTIC STATEMENTS**

Statements of Individual and Group Analysis are used to document the student's fulfillment of the training analysis requirement in all programs. Analytic statements are submitted upon

initial enrollment and subsequently at the beginning of each semester. Blank statements may be obtained with other student forms near the student mailboxes or at the administrative desk. The form is filled out by the student and signed by the student, the student's analyst, and the student's advisor.

## **OVERVIEW OF ACADEMIC POLICIES**

### **Provisional Acceptance**

Students are occasionally admitted to one of the academic programs with a provisional acceptance. This may occur if the admissions file is incomplete (e.g., missing an official transcript), or if the student's prior record indicates a trial semester would help to determine if the student is ready to undertake the program of study. Students admitted provisionally work closely with an advisor, engage in training analysis, and evaluate their performance and readiness to continue at the end of the semester.

### **Full and Part-time Status**

A full-time course load is defined as a minimum of three courses or 6 credits. A part-time course load is defined as 2 courses or fewer or less than 6 credits, plus appropriate supervision and field experience. Students pursue their studies at a pace agreeable to them and their advisors. Many students find it beneficial to study part-time in order to pursue outside employment or family life, or equally important, to moderate the pace at which they absorb the very stimulating psychoanalytic material. Students should discuss with their advisor what the most appropriate balance of coursework, clinical experience, and research is for them. [Part-time students need to be aware that not all courses are offered every semester, and part-time study will clearly extend the length of time required to graduate.]

Non-matriculated students are eligible to register for Extension Division courses, the One Year program, or with the approval of the Dean of Graduate Studies, a maturation course.

## Transfer Credit

Transfer credit is granted for equivalent graduate level course work at recognized academic institutions. Equivalency credit is determined by the Admissions Committee and is based on documentation of the work done and official descriptions of the course subject matter, reading lists, etc.

Applicants who have completed graduate work in psychoanalysis, counseling, or research may request equivalency at the admission interviews. Equivalency requests should be accompanied by documentation including syllabi of courses to be evaluated. Up to 12 credits may be transferred from other programs. The school maintains an Articulation Agreement for the transfer of credit from the Center for Modern Psychoanalytic Studies. Students seeking credit for hours with analysts who are members of the Society of Modern Psychoanalysts or members of comparable psychoanalytic accrediting bodies may submit their analysts' credentials to the Dean of Graduate Studies for review. Prior and current hours with qualified training analysts may be counted toward the graduation requirement.

For students entering the Psya.D. program in the accelerated track for certified analysts, BGSP evaluates the applicant's psychoanalytic training in order to ensure comparable academic course coverage and establishes credit hour equivalencies using the federal definition of credit hour. The admissions office then transfers in the work already completed in the analytic training program. The School has an articulation agreement with the Center for Modern Psychoanalytic Studies that outlines the criteria for transfer of credit from that institution. For graduates of other institutions, the Admissions Committee faculty evaluates the applicants' prior syllabi and course papers for course content, scholarship, and seat time.

Students completing the One Year Program who wish to enroll in one of the academic programs may request equivalency credit for one course in the psychoanalytic curriculum.



## Attendance

Students are expected to attend all classes. Excuses for absences are not automatic. A student may request an excused absence by permission of the instructor. No more than two excused absences are permitted. Unexcused absences or more than two excused absences generally result in a grade of no credit for the course.

Absence request forms are available with other student forms near the student mailboxes or at the administrative desk. When feasible, notification of an intended absence is expected prior to the class that will be missed.

## Religious Observance

An effort is made to avoid scheduling classes on religious holidays; however this is sometimes unavoidable. Students may take their excused absences for religious observances.

## Disability Accommodation

It is the policy of BGSP to administer all personnel policies without regard to disability status. BGSP has a policy of non-discrimination toward qualified individuals with disabilities who can perform the essential functions of a position without posing a direct threat to the safety of themselves or others and without causing undue hardship to the school.

A person is considered to be disabled if that person has a physical or mental impairment that substantially limits one or more major life activities.

A reasonable change is any change in the way work is customarily done, or to the work environment which will enable a person to perform the job. BGSP will make a reasonable accommodation, which does not pose an undue hardship to the school to accommodate a student or prospective student with a known mental or physical disability.

To request a reasonable accommodation, a student needs to inform the admissions staff and the Dean of the disability and the accommodation needed. Next, the Vice President of Finance is consulted and a decision is reached after consideration of all alternatives.

## Completion of Work

All coursework in a given semester is expected to be submitted by the course deadline.

Extensions beyond this time will only be given at the discretion of the instructor. The general policy followed by psychoanalytic and counseling program instructors is that all extension work must be completed within thirty days of the end of the semester. Work not submitted by the date indicated in the extension will not be accepted for credit. Students enrolled in the Psychoanalysis, Society and Culture program are expected to consult with their instructors about outstanding work and have up to one year to complete the work with permission of the instructor. Permission of the instructor needs to be obtained within a month of the course end.

Students who complete work late are responsible for obtaining a change of grade form, completing and having it signed by the instructor and submitting it to the Registrar.

Incompletes still on the record automatically turn to No Credit at the semester's end.

In order to progress from year to year in any given program, the student must successfully complete the previous year's work.

## Grades

Students may receive a High Pass (HP), Pass (P), Low Pass (LP), Incomplete (I), Continuing (C), No Credit (NC) or Withdrawal (W). Students are generally evaluated on the basis of attendance, class participation and the ability to understand, integrate and communicate material from the readings and class discussions. This is demonstrated both in classroom discussion and written work. Specific requirements of a particular course are conveyed by the individual instructor and are stated on the syllabus.

Grades are accompanied by comments. Instructors may take this opportunity to describe a student's strengths and weaknesses, observed resistances to learning which might interfere with the student's work and progress in the classroom or in a clinical setting as well as recommendations for future work and study. These reports are reviewed by the advisor at the end of each semester in order to address issues as they arise and results are communicated to

the student by the advisor. Students may feel free to communicate concerns about their performance with their advisor, other members of the faculty, or the Deans or Program Director. Please see the section on Advisement.

## Academic Standing

Students may remain in good standing, receive a warning, be placed on probation, or be asked to take a leave of absence until they can demonstrate readiness to return to the program.

Generally, students receive a warning if their course work in one semester has two or more Low Pass, Incomplete, or No Credit grades, depending on the total number of courses taken. For a course load of one or two courses, one or more Low Pass, Incomplete, or No Credit grades will generate a warning. For a course load of three or more courses, two or more Low Pass, Incomplete, or No Credit grades will generate a warning. Students who are unable to complete and pass courses over two semesters may be placed on probation. The advisor and instructors work with a student to resolve academic problems. Students are asked to take an academic leave of absence if it is felt that the remediation efforts of the School are not sufficient and that the student needs either additional analysis or life experience before being ready to study at this level. This decision may be made to address a student's academic difficulties or emotional difficulties interfering with academic progress or constructive engagement in the school community (e.g., engaging in destructive behavior). A student whose emotional difficulties make it inadvisable to work with patients, or for whom further training may pose a risk to his or her own emotional stability, may also be asked to take a leave of absence. All the decisions above are made on an individual basis.

## Leave of Absence

A student in good standing may request a leave of absence by meeting with the Dean of Graduate Studies (and Program Director in the Psychoanalysis, Society, and Culture Program) and explaining the reason for the leave. Students on leave are not permitted to see patients at the Therapy Center. Current patients of students on leave are re-assigned.

Students on leave may maintain their matriculation for two years by meeting with the Dean of Graduate Studies, submitting the requisite registration form and the maintenance of matriculation fee. A leave of absence is given on a semester basis and is requested anew each semester. After two years, a student on leave must reapply to the program. Certificate and psychoanalytic doctoral students are expected to continue the training analysis while on leave.

## Adding or Dropping a Course

Students may add or drop a course at any time during the add/drop period, which extends through the second class session. In order to add/drop, the student fills out the Add/Drop Form (located near the student mailboxes or at the administrative desk), obtains the advisor's signature, and submits the form to the Registrar.

Students should remember that no more than two excused absences are permitted, so that adding a class after the second class meeting does not allow for the possibility of additional absences. When dropping courses, please refer to the refund policy in the registration packet.

*\*BGSP's failure to enforce a policy does not constitute a waiver of that policy.*

## **THE PHYSICAL FACILITIES**

### **Main Campus Location**

The Boston Graduate of Psychoanalysis is located at 1581 Beacon Street in Brookline, Massachusetts, just west of the Boston city line. It is accessible by both automobile and public transportation. The Green Line/Cleveland Circle Branch, part of the MBTA transit system, stops across the street and connects the School with Boston and the Greater Boston area. On street parking is available.

The neighborhood is dotted with restaurants, coffee houses and specialty shops. It is an easy drive or train ride to the many cultural and historical attractions of Boston and surrounding areas.

The Therapy Center administrative office is located on the main floor near the building entrance. Therapy Center rooms are on the lower level of the building

Restrooms are on the lower level and upper level of the building. There is a pay phone on the lower level. Personal calls may be made from the pay phone. Kitchen facilities are housed in the student lounge on the lower level.

### **Hours and Security**

The Main Campus building is open Monday through Friday from 9:00 a.m. until 8:00 p.m. and Saturday from 9:00 a.m. until 4:00 p.m. except during July and August.

The entrance to the administrative offices is open Monday-Friday from 9:00 a.m. until 5:00 p.m. and school office phones are covered during these hours. Entrance to the rest of the building is monitored using an audio-visual buzzer system that controls the glass doors at 1581 Beacon.

### **Branch Campus: New York Graduate School of Psychoanalysis**

NYGSP campus is located at 16 West 10<sup>th</sup> Street in Manhattan (Greenwich Village). For hours of operation and campus policies, contact 212-260-7050.

## **Branch Campus: Boston Graduate School of Psychoanalysis – New Jersey**

BGSP-NJ campus is located at 301 South Livingston Avenue in Livingston, New Jersey. For hours of operation and campus policies, contact 973-629-1001.

### **Emergency Procedures**

In case of an emergency, dial 911 from the nearest phone: the pay phone or one of the phones in the administrative area. Brookline Police can be reached at (617) 730-2222 and the Brookline Fire Department can be reached at (617) 730-2260 for non-emergency calls.

Emergency exits are marked with illuminated exit signs throughout the building. Aside from the main entrance, there are exits in the faculty lounge, in the hallway leading to the student lounge, in the hallway leading to the Therapy Center from the driveway, in Classroom #4, and in the basement storage area (reached by entering the basement through the student lounge and turning left). In addition, there is a fire escape exit on the second floor, through Classroom #3, behind the library. Please familiarize yourself with these exits.

Note that although the door at 1581 Beacon Street and the emergency exits are locked from the outside, it is always possible to exit. The emergency exit doors can be opened by pushing the PUSH paddle of the push bar. If for any reason you find an exit that is not operating properly, please notify the front desk immediately.

### **Americans with Disabilities Act**

BGSP conforms to the requirements of the Americans with Disabilities Act, which calls for a guarantee that individuals with a disability have equal access and opportunity in educational institutions. Physically challenged individuals are accommodated by ramp access to the lower floors and administrative offices and by chair elevator to the upper level classrooms and the Library. At NYGSP, the building is serviced by an elevator. At BGSP-NJ, the building is serviced by an elevator.

## Smoking Policy

There is no smoking in the Graduate School buildings. Brookline has an anti-smoking ordinance prohibiting smoking in public places. Smoking is prohibited at the outside entryway to the building as well as inside the building.

## Mailboxes and Email

Each student and faculty member has a mail slot in the administrative area. Students are asked to check their slots regularly for communications from the administration and other messages. Students may leave messages for faculty in the faculty mail slots. Many messages are sent via email and it is expected that all students have access to a computer and have a valid e-mail address. Computers are available in the computer center. Students may also access our wireless internet connection using their laptops.

## Student Forms

Forms that students need for a variety of record keeping purposes are kept near the student mail slots. If any form is missing, it may be obtained at the administrative desk.

## Library

The Library at the main campus is located on the upper level of 1581 Beacon Street. The Library houses a large collection of books and periodicals available for borrowing or on reserve supplemented by database resources accessible remotely. All students are given a user name and password to access library databases. All readings and syllabi for BGSP classes are available in the library and online with the exception of texts books. A student copy machine offers the opportunity to photocopy additional readings and students are advised to set up a copy machine account. Library hours are 9:00 a.m. until 8:00 p.m. weekdays and 9:00 a.m. until 4:00 p.m. on Saturdays except in July and August.

At the beginning of each semester, the Librarian offers a library orientation to help students become familiar with circulation, reserve, and photocopying procedures as well as the location of materials. Any questions regarding library resources should be addressed to the Librarian,

Ms. Amy Cohen-Rose, or the Library Assistant. At NYGSP, questions should be addressed to Ms. Laura Covino. At BGSP-NJ, questions should be addressed to Ms. Janet Lazar.

### Computer Lab

Each campus houses PC computers and printers for student use. Librarians are available by appointment for instruction in use of on-line resources. Students may also access our wireless internet connection throughout the building using their laptops, tablets, or other Wi-Fi device. Users accessing the internet via BGSP internet services on any device (school owned or otherwise) accept the terms of the *BGSP Internet and Email Acceptable Use Policy*. A copy of this policy is available in the school office.

Using the BGSP internet services to transmit any material (by email, uploading, posting, or otherwise) that infringes any copyright, trademark, patent, trade secret, or other proprietary rights of any third party is a violation of the *BGSP Copyright Policy*. A copy of this policy is available in the school office. Furthermore, students who participate in this kind of illegal peer-to-peer file sharing may be subject to civil and criminal liabilities. Such violations include, but are not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software, movies, videos, and music files.

### Student Lounge

The Student Lounge is located on the lower level of 1581 Beacon Street. Students have access to this area whenever the School is open. The lounge provides kitchenette facilities, including refrigerator, sink and microwave, for storing and heating meals.

### Therapy Center

The BGSP Therapy Center offers psychoanalysis and psychoanalytic psychotherapy to the community at affordable fees. The Therapy Center is staffed by advanced candidates in the certificate and doctoral programs engaging in their Therapy Center internship while completing candidacy level studies. Advanced candidates see three or more patients under supervision and



meet regularly with a therapy center Fellow. Therapy Center Fellows administer the Therapy Center, assigning patients, treatment rooms, overseeing files, and meeting with students to address administrative concerns. Fellows also function as academic advisors to students, and conduct outreach for the Therapy Center. Fellows are chosen from an applicant pool of advanced candidates, recent graduates and junior faculty based on demonstration of excellent clinical and administrative skills.

Candidates in good standing may see privately referred patients at the facility, provided they have done the necessary paperwork to establish them as Therapy Center patients and to document that they are receiving the required supervision.

A separate Therapy Center Manual outlines policies and procedures for the Therapy Center.

## **STUDENT ASSOCIATION**

The BGSP Student Association provides a venue for students to contribute energy, ideas, and expertise to the life of the School. Student Association officers are elected by the student body to coordinate the Association and are responsible for its activities joined by other student volunteers.

The student representatives receive student questions, requests and offers of participation and assist students in achieving the results they desire for satisfying extracurricular life. Student meetings are scheduled twice per semester to provide a forum for the exchange of information and resources that enrich life at the School. Changes in School policies and updates in academic procedures are communicated at meetings and in writing to all students. Student representatives also administer the election of a student representative to the Board. Each campus elects a student representative.

The elected representatives coordinate with student members of all committees at the School

and address faculty, administration and student requests for communication and other matters. It is the responsibility of the representative to bring student questions, concerns, suggestions and complaints before the administration. Students serve on the Recruitment, Art Gallery, and Development Committees. Students are welcome to apply to join any of these academic and administrative committees to share any form of expertise they may have.

The Student Association collects semester dues of \$25 and provides dues-paying members discounts to school events, which are often directed by the Student Association. Proceeds from student dues and events are used to improve student life in many areas, including planning social events, promoting professional development, and providing seed money to other school projects. Students may request a school ID card, which provides access to area libraries and discounts to museums, films, airline tickets and other services with traditionally discounted student rates.

Bulletin boards in the computer room serve as a means of coordinating with other students who may need rides, housing, baby-sitting or other accommodations. Student representatives sponsor any project initiated by a student or faculty member that might improve student life at the School, and they are always available for feedback.

The school administrators are available for consultation with elected student representatives at any time.

All Community meetings are held at least once per semester to discuss issues of concern to the entire community. The President presides over these meetings.

## **ADMINISTRATION**

### **President**

The President (Dr. Jane Snyder) oversees all aspects of the school, directs its strategic planning including initiation of new programs, oversees accreditation activities, and implements the school's mission. She reports to the Board of Trustees and interfaces with the larger psychoanalytic and psychotherapeutic community, keeping abreast of issues impacting the school and field at large. She is available to meet with students by appointment and would like to hear from students about their concerns.

### **Vice President of Finance and Institutional Relations**

The Vice President of Finance and Institutional Relations (Dr. Carol Panetta) has primary responsibility for the financial and business affairs of the School and oversees accreditation activities under the President.

### **Controller**

The Controller (Mrs. Gayle Dolan) handles student accounts.

### **Dean of Graduate Studies**

The Dean of Graduate Studies (Dr. Lynn Perlman) has oversight responsibility for the academic programs at the main campus. In this role, she is responsible for providing to the student body satisfactory instruction. Her purview includes responsibility for academic rules and regulations as well as disciplinary rules and regulations.

The Dean is available to meet with students by appointment or during office hours. Students should feel free to talk with her about any issues pertaining to their life at the Graduate School.

### **Dean of Students**

The Dean of Students (Dr. Helen Michael) oversees student advisement and student services as

well as students' educational progress. She meets with advisors regularly and is available by appointment to meet with individual students.

#### **Program Director, Programs in Psychoanalysis, Society, and Culture**

The Program Director (Dr. Siamak Movahedi) implements and administers the program, including scheduling, student advisement, and admissions.

#### **Program Director, NYGSP**

The NYGSP Program Director in New York (Dr. Mimi Crowell) oversees the NY branch campus program and meets with the NYGSP faculty. She reports to the President's Council at the main campus.

#### **Program Director, BGSP-NJ**

The BGSP-NJ Program Director in New Jersey (Dr. Vicki Semel) oversees the NJ branch campus programs and meets with the BGSP-NJ faculty. She reports to the President's Council at the main campus.

#### **Director of Admissions**

The Director of Admissions (Dr. Paula Berman) oversees the process of getting information about the clinical programs to potential students, processing applications through all their phases, and introducing the new class to advisors and professors.

#### **Chair and Associate Chair of Clinical Studies**

The Chair of Clinical Studies (Ms. Faye Newsome) and Associate Chair (Dr. Helen Michael) work with the Clinical Studies Committee to oversee policies and outcomes in the clinical programs. The Clinical Studies Committee actively evaluates those portions of the curriculum involved in the students' clinical training. The committee considers issues related to field placements, counseling internships, and the Therapy Center internship. The committee actively reviews clinical presentations at the fieldwork, clinical case review, and graduation levels to assess student cohorts' progress and improve the clinical curriculum based on this information.

### Therapy Center Director

The Therapy Center Director (Dr. Helen Michael) works with the Fellows, the administrative assistant, and the outreach program to facilitate the clinical and administrative operation of the Therapy Center including public relations.

### Fieldwork and Internship Coordinators

The Fieldwork Coordinator (Ms. Christina Healy) and Internship Coordinator (Dr. Stephen Soldz) develop Master's level clinical placements, and assist students in planning and arranging their on-site experiences. They approve all field placements, counseling practica and internships.

### Registrar

The Registrar (Ms. Dianne Kaeli) oversees the registration process at BGSP, maintains the academic records, and manages the online student database, Empower. She should be consulted on matters relating to: course registration, course schedules, changes in courses, grade reports, transcripts, verification of attendance, and student address information.

### Admissions Coordinator and Director of Financial Aid

The Admissions Coordinator and Director of Financial Aid (Ms. Stephanie Woolbert) coordinates the admissions process at the administrative level and handles all aspects of financial aid application and administration for student loans and assistantships.

### International Student Officer

Both the Registrar and the Admissions Coordinator (Ms. Kaeli and Ms. Woolbert) serve as International Student Officers, coordinating international student services and issuing I-20 forms for international students.

### Other Main Campus Office Staff

Additional office staff at the main campus include the **Marketing Coordinator and Operations Manager** (Mr. Michael Fraley).

## **Tuition and Fees**

Current tuition and fees are published in the registration materials produced each semester.

Changes in the tuition or fees as well as deadlines for registration, policies pertaining to adding and dropping classes, leaves of absence and refunds are reproduced each semester in the registration materials.

## **Financial Aid**

The Graduate School offers federal Title IV financial aid for all students matriculated at least half-time, as well as assistantships and an extended payment plan. Inquiries may be directed to the Director of Financial Aid, Ms. Stephanie Woolbert.

### **Federal Student Loans**

Students seeking federal student loans or deferment on existing federal loans apply with the Director of Financial Aid.

### **Assistantships**

A limited number of assistantships are available and granted on the basis of need and ability to perform the tasks of a specific assistantship. Under special circumstances, an assistantship may be given to a student with a skill useful to the operation of the school. Generally, assistantships are not available to first year students.

Application for an assistantship should be directed to the Director of Financial Aid, with a copy to the Controller, in the form of a letter. The letter should be submitted prior to the semester for which the assistantship is requested and should include the desired level of assistance, the reason(s) for the request (basis of the need) and the skills the student may bring to a task. An assistantship loan contract is executed that states the conditions of the contract, including who will supervise the work. Unworked hours will be billed to the student's account. Eligibility is based on financial need and academic standing.

### **Extended Payment Plan**

Under this plan, the full tuition may be equally divided and paid in five payments as specified in the registration materials. The application for the extended payment plan is provided with the

registration materials and should be submitted with the registration materials. The student submits five post-dated checks representing the five calculated payments. There is a \$75.00 fee for this service, paid at the time of registration.

### Good Financial Standing

Students are required to make either a complete loan application or a tuition payment in order to be admitted to class. Students not applying for financial aid, or whose financial aid application is incomplete, are expected to make payments in keeping with the Extended Payment Plan in order to remain in good financial standing. Students whose extended payment plan payments are not honored may lose their good financial standing.

Students who are not in good financial standing are not permitted to attend class until the situation is rectified. Please note, these may be counted as unexcused absences by the instructors. All students with outstanding balances at the end of the semester will be assessed a 1% per month financial charge until the balance is cleared. The Boston Graduate School of Psychoanalysis may withhold diplomas, degrees, transcripts and other official notice of work done at the School from students who are not in good financial standing. A student may not withdraw in good standing or graduate until all obligations to BGSP are paid in full.

### Refund Policy

A student who submits a semester registration form and finds it necessary to withdraw writes a letter notifying the Dean or Graduate Studies. Students in the Psychoanalysis, Society, and Culture Program notify the Program Director and the Dean. A student may not withdraw in good standing or graduate until all obligations to BGSP are paid in full.

The School considers the date of withdrawal to be the date such written notification is received by the Dean or Director. Absence from class does not reduce financial obligation or guarantee that a final grade will not be recorded.

The refund policy schedule is different from the extended payment plan and federal student loan schedules. Therefore, receiving financial aid or making tuition payments according to extended payment plan deadlines does not ensure that a balance will not still be due if a student drops out. “All-school” fees, such as application and registration fees, are nonrefundable. The tuition refund policy schedule follows:

Withdrawal received prior to the first class meeting:	100% refund
Withdrawal received prior to the second class meeting:	75% refund
Withdrawal received prior to the third class meeting:	50% refund
Withdrawal received prior to the fourth class meeting:	20% refund

## **STUDENT RECORDS**

The Graduate School maintains for each student educational records that are open to inspection by that student (in accordance with the Family Educational Rights and Privacy Act [FERPA], Section 438 of Public Laws 90-247, Title IV, amended 88 Stat. 571-574, and with federal and state regulations). It is school policy that students interested in reviewing their records do so in a meeting with their advisor. The school policy permits the student to have specified information released to other people, but it otherwise restricts disclosure to include school personnel who have a legitimate educational interest in the contents of the record, to officers of the Federal Department of education and to their state counterparts who supervise the enforcement, and to authorized educational research agencies who monitor institutional educational enterprise. Such recipients are bound not to disclose any personally identifiable information from the records to unauthorized third parties.

A record is kept of material requested or disclosed from the file other than that requested by the student or authorized school personnel. As in the past, school personnel will have access to those portions of a student’s record that are necessary for them to perform their advisory, administrative, or instructional functions. Information for other individuals or organizations will not be released without the express written permission of the student, except as allowed by



the Act. Although the Act does provide that parents of dependent students may be permitted to inspect student files, BGSP does not report academic information and grades to parents. Generally, all educational records are available for inspection by students in a meeting with their advisor. Excepted are confidential recommendations filed before January, 1975 or written after the student has waived his/her right to see the recommendation, medical and psychological counseling records, parents' financial statements (when submitted in confidence), personal faculty and staff files (available only to the authors), and certain law enforcement records.

Students should make an appointment with their advisor in order to examine his/her record. A student may *add* to his/her file at any time, but any student who, upon reviewing his/her file, believes a portion of it to be inaccurate or inappropriate, may either enter a statement of correction or seek to have the file emended. Should no informal agreement be reached by the student and the Dean on the emendation, the student may submit a written request for a hearing in accordance with the procedures described in the section on Grievance Procedures.

Any student who believes that his/her right to privacy or access to personal records has been in some way infringed may seek to have the situation redressed through the Dean's office and through the Grievance process. Students also may seek redress through the Office of the U.S. Department of Education designated to review such cases. The Department has the authority to conduct a hearing where appropriate. Information on the Act and these procedures is available through the Deans office, and from the Department of Education office that administers **FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.**

Academic records for current students are maintained in the Registrar's office, while inactive files are archived. Please contact the Registrar or the Dean regarding information about student records.

## Directory

Certain information, classified as Directory Information, is available for public consumption unless the student specifically directs each semester, in writing, that it be withheld. Public directory information as defined by the Act includes: student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, degree and awards received, class schedule and the recent previous educational institution attended.

*Please note: If the School on any occasion fails to enforce one of its policies, the failure to enforce the policy on that occasion does not constitute a waiver of the policy.*

## CODE OF CONDUCT

## STANDARDS OF CONDUCT

The following Code of Conduct is meant to guide the administration, faculty, staff and students of the BGSP in their professional and academic relationships with each other, as well as with external agencies and the general public, in order that the highest standards of professional and academic conduct may be upheld. What follows are not laws, but standards and principles that are intended to give shape and substance to the high ideals and aspirations that the profession of psychoanalysis has always upheld, first, for the welfare of the individual patient, and second, for society as a whole. Failure to comply with the Code of Conduct undermines the educational environment and can result in disciplinary proceedings.

## GENERAL STANDARDS

- 1-1.** All persons comply with the normative standards, rules and regulations of the School, as outlined in the Bulletin, Faculty Handbook, Student Handbook, and other publications of the School, as well as all federal, state and local laws.
- 1-2.** All persons respect the highest standards of academic integrity. The Graduate School considers it a violation of the requirements of intellectual responsibility to submit work that is not one's own or otherwise to subvert the conditions under which academic work is performed by oneself or by others. Violation may lead to failing a course, academic probation, or in repeated cases suspension or expulsion.
- 1-3.** All persons respect the highest standards of academic freedom. All persons ensure and protect the rights of other members of the community to express their views. This entails a respect for differences. Such a violation may result in failing a course, being placed on probation, or in cases of repetitive violations, being suspended or expelled.
- 1-4.** All persons respect the rights, dignity, and integrity of others, regardless of race, religion, national origin, ethnic identification, sex, sexual orientation, age, political affiliation or belief, or physical disability.
- 1-5.** The Graduate School is committed to establishing and maintaining an environment free of all forms of harassment. All members of the school community are expected to strive to interact constructively with each other.

## SEXUAL HARASSMENT

The School's policy on sexual harassment is directed toward behavior and does not purport to regulate beliefs, attitudes or feelings. It is based on federal and state law. Because it is possible

for one person to unintentionally engage in the sexual harassment of another, a general description of sexual harassment is provided. Sexual harassment can include a wide range of behavior, from the actual coercing of sexual relations to the forcing of sexual attentions, verbal or physical, on a non-consenting individual.

Sexual contact with patients or students is antithetical and destructive to the treatment and educational process. Faculty, therefore, avoid all sexual contact of an overt or covert nature with their students, patients or former patients, even if such contact is invited and/or consensual. Students, in the same way, avoid all sexual contact with patients.

The Graduate School will seriously and thoroughly investigate any complaints of sexual harassment and will discipline those found guilty. All informal discussions with the administration and faculty of the School concerning sexual harassment are kept confidential. When informal means of resolving complaints fail, a student may file a formal grievance with the Dean of Graduate Studies. All other members of the School community may file a formal complaint with the Grievance Committee.

## STANDARDS FOR FACULTY

- 2-1.** Faculty seek to promote excellence and integrity in the science, practice and teaching of psychoanalysis. To that end, when faculty teach, practice and conduct research where generally recognized standards of competence are not yet established, they take reasonable steps to ensure the protection of students, patients or research participants. Proposed research projects must be reviewed by the Institutional Review Board before data is collected. Faculty maintain a reasonable awareness of current information and developments in their area of expertise, and continually undertake to maintain and improve their professional competence. Faculty are careful to give due credit to all those sources which directly or indirectly influence their work.
- 2-2.** When expressing a professional opinion, Faculty purport to speak on behalf of the School only with the authorization of the Board of Trustees or the President.
- 2-3.** Faculty understand the potential for exploitation in relationships with students and patients, and refrain from exploitative behavior.

- 2-4.** Faculty have a primary responsibility to maintain the confidentiality of information revealed to them by an analysand. Information regarding the number of hours and frequency of analysis and identity of the training analyst is part of the student's academic record.
- 2-5.** For the provision of the integrity of a student's training analysis, and to enable the faculty to avoid any conflict of interest, faculty do not supervise any students who are their analysands. Furthermore, faculty do not serve on the research committees of students who are their analysands, do not vote on the readiness for graduation of such students, and do not vote on any administrative or disciplinary matter relating to such students. Analysands may take courses with their analysts by agreement. It is the analyst's responsibility to protect the transference.
- 2-6.** When faculty serve in an administrative capacity, they adhere to the same standards as the administration of the School.

## STANDARDS FOR STUDENTS

- 3-1.** Students appropriately document the work that they do in fulfillment of the requirements of their program and give due recognition to those who have influenced their research or written work.
- 3-2.** Students who are expressing a professional opinion purport to speak for the School only with authorization of the President or the Board.
- 3-3.** Students conducting research submit a description of their proposed study to the Institutional Review Board to determine whether their research requires the informed consent of the subject. If informed consent is deemed necessary, the student researcher submits informed consent procedures to the IRB (Dr. Soldz, chair) for approval entailing that the researcher and the subject agree on the nature and purposes of the research and the responsibilities of each party. IRB review forms are available from Dr. Soldz.
- 3-4.** All students conducting research or writing papers report the results or process in such a way that the patients or subjects are not identifiable.
- 3-5.** Interns who are seeing patients in the fieldwork externship, the counseling practicum or internship, or the Therapy Center do not misrepresent their role in the School to patients or potential referral sources.
- 3-6.** Students who are seeing patients in the fieldwork externship, the counseling practicum or internship, or Therapy Center or who serve as mentors to other students adhere to the same standards as faculty regarding patients and students.

- 3-7.** Students engage in the practice of psychoanalysis only after they have been approved for supervised practice and have appropriate supervision.

## STANDARDS FOR ADMINISTRATION

- 4-1.** The administration represents the School accurately to its constituencies, to external agencies and to the general public.
- 4-2.** The administration does not discriminate in its admissions, promotion or other policies on the basis of age, race, gender, ethnicity, national origin, religion, sexual orientation, disability or socioeconomic status.
- 4-3.** The administration makes adequate provision for the maintenance of confidentiality of student records in their storage and disposal. The School does not release student or patient records of any kind without the written permission of the student or patient in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

## DRUGS AND ALCOHOL

Regulations Regarding the Sale and Distribution of Alcoholic Beverages Under Massachusetts law:

- A person must be at least 21 years of age to legally purchase and drink alcoholic beverages in Massachusetts. Misrepresenting one's age, serving drinks or purchasing for someone under age is a crime and results in fines or arrest
- It is against the law to serve an alcoholic beverage to an individual who is obviously inebriated.

Note: Any person who violates the law is liable for his or her own actions and may be subject to civil or criminal complaints.

## DRINKING AND DRIVING

The Commonwealth of Massachusetts has set the legal limit for alcohol concentration in the blood at below .02 for anyone under the age of 21 and .08 for anyone over 21. For many people under 160 lbs., one drink will result in a blood alcohol content of over .02.

## LEGAL SANCTIONS FOR DRUG OFFENSES

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances can be from a minimum of 10 years imprisonment to a maximum of life imprisonment, with fines up to \$4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 21 years of age, distribution within 1000 feet of a college or university, or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Effective September 1, 1989, conviction for any violation of any state or federal drug law can lead to ineligibility for any federal benefit (including grants and loans).

Those concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality. Students should consult with their training analyst but may also contact the Dean of Students or another administrator if they would like further assistance.

## THE GRADUATE SCHOOL'S POSITION

While the Graduate School need not act as an agent for the civil authorities, it will regard any member of the School community under the influence of intoxicants or drugs as fully responsible for his or her acts. All provisions of the Code of Conduct, including the full range of possible penalties, will be applicable in these cases. A plea of mitigating circumstances due to the consumption of alcohol or drugs will not be accepted in disciplinary hearings.

The School will impose the full range of disciplinary sanctions on any member of the School community who violates the standards of conduct associated with the unlawful possession, use or distribution of drugs and alcohol.

Alcohol is occasionally served at school functions. All members of the school community are expected to monitor their own consumption and behave responsibly.



## **GRIEVANCE PROCEDURES**

### **RESOLUTION OF STUDENT GRIEVANCES WITH MEMBERS OF THE FACULTY OR ADMINISTRATION**

Grievances are normally to be resolved in informal discussion between the immediate parties to a dispute. If this discussion fails to produce a satisfactory resolution, an aggrieved student might seek the advice and assistance of his or her advisor, another member of the faculty, the Dean of Students, the Dean of Graduate Studies, or finally, the President. At NYGSP, students may seek the assistance of the Program Director as well. At NYGSP the Program Director assumes the responsibilities outlined for the Dean in the following procedures. At BGSP-NJ the Program Director assumes the responsibilities for the Dean in the following procedures.

If, following such consultation and assistance, the matter remains unresolved, the aggrieved student may, in a written petition describing fully the nature and grounds of the grievance, request the Dean of Graduate Studies to review the disputed matter. The Dean will review the dispute in a manner deemed appropriate to the case at hand and report any recommendations to the parties.

In extraordinary cases, an aggrieved student may, following a review by the Dean of Graduate Studies, request a further review by the Grievance Committee, which will include student representation. Full cooperation with the committee is expected of all members of the academic community. Upon completing its review, the committee shall report its recommendations to the immediate parties and the Dean of Graduate Studies.

The Dean of Graduate Studies or the President will then make a final disposition. Any interested party will recuse him/herself from the Grievance Committee and the final disposition.

All recommendations, including those of the Grievance Committee, are advisory only. They do not limit the power or responsibility of the Dean of Graduate Studies, or the President to enforce School rules or regulations.

If a student believes the grievance has not been satisfactorily resolved through this process, s/he may file a complaint with the state:

**Massachusetts:**

Massachusetts Department of Higher Education – Main Office

Phone: (617) 994-6950

Email: General Email Form

Mail: One Ashburton Place, Room 1401, Boston, MA 02108

Fax: (617) 727-0955 or (617) 727-6656

Student Complaints: <http://www.mass.edu/forstufam/complaints/complaints.asp>

**New Jersey:**

State of New Jersey – Office of the Secretary of Higher Education

Phone: (609) 292-4310

Email: [njhe@njhe.state.nj.us](mailto:njhe@njhe.state.nj.us)

Mailing Address: P.O. Box 542, Trenton, NJ 08625-0542

GPS/Physical Address: 20 West State Street, 4th Floor, Trenton, NJ 08608-1206

Fax: (609) 292-7225 / (609) 633-8420

Student Complaints: <http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

**New York:**

New York State Education Department – Office of Higher Education - Office of College and University Evaluation

Phone: (518) 474-1551

Email: [ocueinfo@nysed.gov](mailto:ocueinfo@nysed.gov)

Address: 89 Washington Avenue, Room 960 EBA, Albany, NY 12234

Student Complaints: <http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

## RESOLUTION OF STUDENT GRIEVANCES WITH OTHER STUDENTS

**Investigation of Complaints**

Anyone at the Graduate School may bring a complaint against a student for allegedly violating the Code of Conduct. All complaints should be made to the Dean of Graduate Studies, who administers the Code of Conduct. The Dean is then responsible for investigating the complaint and for deciding, within a reasonable period of time, its appropriate disposition. The Dean may decide:

1. There is no basis for the complaint, and it should be dismissed.
2. There is no substantial dispute on the facts of the case, but the act or acts of the student do not constitute an offense under the Code of Conduct

3. There is no substantial dispute on the facts of the case, and it is agreed that the facts of the case warrant a finding that the accused student has committed an infraction of the Code of Conduct. The Dean will decide the penalty, make record of it, and see to its enforcement.
  
4. There is substantial dispute between the two parties on the facts of the case, and the Dean will request formation of an ad hoc Committee on Discipline to review the facts. In Boston, this committee will be composed of two members of the faculty appointed by the Chairman of the Grievance Committee in consultation with the Dean of Graduate Studies and the President and two members of the Student Association. Anyone with a conflict of interest will excuse themselves from the committee. The committee's recommendation is given to the Dean for appropriate disposition.

Cases that must go before the committee should do so in a timely fashion.

#### PREPARING FOR AND HOLDING THE HEARING

The Dean must inform both parties of their rights when brought before the committee or when bringing a complaint. These are:

1. To receive a written statement of the complaint, a copy of the procedures of the Committee on Discipline, and notice of the time and location of the hearing. This information should normally be received at least a week in advance of any hearing so that the student may prepare adequately for the hearing. The student complained against may petition the Chair of the Committee for more time to prepare his/her case.
  
2. To have a hearing before the Committee at the earliest possible date consonant with the right to advance notice.

3. To be present at the hearing.
4. To call witnesses and present evidence; to hear and to question witnesses; and to review and to question all written testimony submitted. The Committee cannot consider statements against a student unless the student has been advised of their content and the names of those who made them and given the opportunity to rebut.
5. To have all evidence upon which a decision may be based introduced at the formal hearing and the decision based solely on such evidence.
6. To select an advisor from the Graduate School and to have that advisor present during the hearing. The advisor to the student complained against may assist him/her in preparing the case and provide support during the hearing. The advisors are present not to act as legal counsel, but to assist and support the students and to give advice on procedural matters.
7. To challenge any member of the Committee on Discipline with conflict of interest in the case. Prior acquaintance does not, in itself, constitute conflict of interest. The Dean as Chair of the Committee will hear the challenge in the absence of the other members of the Committee and will decide it. If the Chair is challenged, then the Appeal Board must make the determination and, if necessary, appoint a temporary chair for the hearing.
8. To submit an appeal to the Appeal Board at the conclusion of the hearing before the Committee on Discipline.

The Dean will chair all hearings and, if necessary, make any additional rules of procedure beyond those specified here. The Chair will maintain good order, recognize who is to speak, and preside over the hearing and the deliberations of the Committee following the hearing. She will not, however, actively participate in the disposition of the case until the Committee has

decided whether the accused student has committed a violation. The Chair will then communicate to the Committee the contents, if any, of the student's disciplinary record. She will also clarify for the Committee, on request, existing precedent about the range of penalties imposed for the particular violation. The Chair will be responsible for keeping a summary record of the proceeding. Hearings may be taped at the discretion of the Chair, or in response to a request from members of the Committee or to a request of either the complainant or the accused student. If the student chooses to request a hearing before the Appeal Board, the Chair of the Committee on Discipline will share the record of its deliberations with the Appeal Board.

All hearings of the Committee will be confidential except when both the aggrieved party and the student complained against agree to open the hearing and the Chair concurs. An open hearing may be closed at any time, if the Chair determines that the presence of spectators interferes with the conduct of the hearing or might undermine the integrity of the process.

The burden of proof rests on the complainant or, if the Dean brings the case, on her. The Committee may consider any testimony or evidence it has reason to believe is trustworthy and pertinent and has probative value, except that any statement made by a student in confidence to an official of the school, with the mutual understanding it was made in confidence, shall be privileged if the student wishes it to be. The Committee has the right to call witnesses and to oblige any member of the school to appear.

A majority vote will decide each case a quorum being present; a quorum will be two faculty members and one student representative. A copy of the Committee's finding will be sent to the student complained against and to the complainant.

A copy of the finding will also be kept in a confidential file on the Code of Conduct in the Dean's office. This file will be accessible exclusively to the Dean and, through her, to the members of the Committee on Discipline at the point if and when the Committee has determined a student committed a violation. If the hearing is taped, the recording will be deposited in the same

confidential file in which the other records of the case are kept.

Unless the student accused of an offense requests otherwise, the Dean or Director(s) will destroy all these records upon the student's graduation. If the complaint is dismissed, the records of the student complained against will be cleared of any reference to the complaint. A permanent record of all cases with names of the parties removed will be maintained by the Dean and accessible by future Chairs for the purpose of revising the Code.

## PENALTIES

The Dean or the Committee on Discipline hear all cases involving alleged violations of the Code of Conduct, and only they are empowered to impose penalties upon those found to have violated provisions of the Code. The only exceptions shall be: (a) in cases of academic dishonesty in which the instructor is responsible for imposing a course penalty, and (b) in cases in which the Dean is convinced that a student might pose a physical danger to any member of the school community. In the latter case, the Dean may either have a student removed from, or prevent him/her access to, a building. The President shall appoint a substitute Chair for the Committee on Discipline and the Dean must bring the case against the student before the Committee within one week of denial of access to, or removal from, any of the school premises.

A student found to have violated the Code of Conduct is subject to one or more of the following penalties, depending on the nature of the violation and of his/her prior disciplinary record:

1. **Warning:** A written admonition that will be considered in determining penalties if future violations occur.
2. **Fines:** These may be assigned for minor infractions of the Code when appropriate. They may also be used in cases of damage to school or personal property, but in cases of

serious and/or repeated acts of destruction or vandalism, the imposition of fines must be combined with other disciplinary penalties.

3. **Limitation of Participation:** A student may be penalized by being barred from participating in school activities.
4. **Community Service and Other Alternatives:** The Dean or the Committee on Discipline can impose particular forms of community service and a number of hours to be worked. The Dean will be responsible for supervising the implementation of the community service. The Dean may also require attendance, when appropriate, at drug or alcohol workshops or other similar alternatives suitable to the nature of the infraction.
5. **Disciplinary Probation:** A strong warning in writing which specifies that further infractions of the Code during a student's time at the BGSP will, in most instances, lead to suspension, dismissal or, in very serious cases, expulsion from the school. A student on disciplinary probation may be barred from some or all extracurricular activities for a defined period.
6. **Course Penalties:** Acts of cheating or plagiarism should result in a student's receiving a failing grade. The instructor, after consultation with the Dean or Program Director(s), has the discretion to decide whether the grade should be imposed for the particular assignment or for the whole course. All such acts will be part of the student's general file. The Dean or the Committee on Discipline may impose other penalties as well, from disciplinary probation to expulsion, depending on the seriousness of the offense and the student's previous record.
7. **Suspension:** The rights and privileges of being a student at BGSP may be suspended for a specific period of time, the minimum of which will be to the end of the current semester. The student must not return until the end of the period of suspension.

Readmission is not necessary.

8. **Withholding of Degree:** In disciplinary cases involving advanced candidates preparing to graduate at the conclusion of the semester during which the violation occurred, the Graduate School may withhold the degree. The student may be permitted to finish the requirement of graduation but the awarding of the degree will be delayed.
9. **Dismissal:** A student may be required to leave school for at least one semester and petition for readmission. The student may be required to fulfill particular obligations while away from the School and to provide evidence of having done so, along with evidence of his/her readiness to return to study.
10. **Expulsion:** This means the permanent termination of student and degree-candidate status at the BGSP. It may be imposed only in the most serious cases.

Normally, suspension, dismissal and expulsion appear on a student's transcript. Other penalties do not. The only case in which the violation must be recorded is when a student has committed an act of violence against another person. Otherwise, no information about the violation may be released without the student's permission.

The Dean is authorized to judge violations and to assign a penalty in all cases in which guilt or responsibility is not disputed. Cases of intellectual dishonesty may be settled by an instructor in consultation with the student and the Dean or Program Director; after the first offense, the case will go before the Committee on Discipline.

Among those actions which normally will result in probation or more serious penalties are interference with others exercise of their academic freedom, intimidation or physical threat or harm, acts of vandalism or destruction of property, academic dishonesty, sexual or other harassment, exploitation of the student-patient relationship and theft.



## APPEAL

The membership of the Appeal Board will consist of two faculty members and one student representative. All three members vote and a majority will decide all questions.

Decisions of the Committee on Discipline can be appealed by the accused or the aggrieved only in cases of demonstrated failure or unfairness in procedure, or when substantial new evidence can be presented. The student may also appeal the severity of the penalty. Requests for consideration of an appeal must be made in writing by the original complainant or the student complained against within five days of their receipt of the finding of the Committee on Discipline, if the appeal is based on procedural error or severity of penalty, or in timely manner, if the appeal is based on new evidence.

The Appeal Board determines what will be accepted on the basis of these requests and the summary of record of the hearing and any other relevant materials from the hearing.

The Board may resolve the appeal itself on the basis of this information, hold new hearings or refer the case back to the Committee on Discipline with instructions.

There will be no appeal beyond the Appeal Board except to the President, and then only when there is demonstrated failure or unfairness of procedure, or when substantial new evidence can be presented, or for clemency.

## COMPLAINT PROCEDURES FOR DISTANCE LEARNING STUDENTS

This BGSP Student Handbook includes an outline (starting on page 33) of the internal procedures for handling grievances against faculty, the administration, and/or fellow students. Students must first attempt to resolve their complaint at the institutional level using these grievance procedures offered by BGSP.

Massachusetts resident distance learning students, who are unable to resolve a complaint at the institutional level, may choose to file a complaint at the state level, using Massachusetts Department of Higher Education's non-SARA consumer complaint procedure and online form: <https://www.mass.edu/forstufam/complaints/complaintform.asp> More information on filing a grievance with the state can be found on page 34 of this student handbook.

Out-of-state distance learning students from [SARA member states](#) (other than Massachusetts), who are unable to resolve a complaint at the institutional level, may follow the SARA Student Complaint Procedures as listed below.

Out-of-state distance learning students residing in non-SARA member states (such as California and Guam) are ineligible to use the SARA Student Complaint Procedures as outlined below.

## SARA STUDENT COMPLAINT PROCEDURES

### **Massachusetts Department of Higher Education - SARA Portal Entity**

<https://www.mass.edu/foradmin/sara/complaints.asp>

The Massachusetts Department of Higher Education, in its capacity as the SARA portal entity for Massachusetts, reviews and evaluates student complaints regarding distance learning programs offered by Massachusetts-based institutions that are members of SARA in accordance with [610 CMR 12.07](#). Complaints that should be filed as a SARA Complaint are those that pertain to distance (online) education provided by Massachusetts-based SARA institutions to students residing in other states pursuant to SARA *only*. Complaints about a SARA institution's operations or activities in Massachusetts can be filed [here](#) and will be resolved pursuant to [610 CMR 2.00](#) or otherwise in accordance with the institution's policies.

The SARA complaint process is as follows:

1. Students must first attempt to resolve their complaint using internal administrative procedures offered by the SARA institution.
2. After all administrative remedies have been exhausted with the MA-SARA institution, the student may submit a SARA Complaint via the URL below.
3. The Department shall send a copy of the complaint to the institution that is the subject of the complaint;
4. Within 30 days of the date that the Department sends a copy of the complaint to the institution, the institution must provide a written response to the student and the Department.

More information about the BHE's complaint process can be found [here](#).

Within 30 days of the date the Department received the institution's response, or if the Department receives no response, the Commissioner or his or her designee shall issue a notice to the institution containing the Commissioner's findings regarding the complaint; any corrective actions that the institution shall take; and that, should the institution fail to take those corrective actions, the complaint shall be referred to the Office of the Attorney General for review and, if the Office of the Attorney General deems it appropriate, enforcement action.