



Boston Graduate School
of Psychoanalysis
New Jersey

HANDBOOK for Students

Policies and Procedures for Students of
the Boston Graduate School of Psychoanalysis-New Jersey



Table of Contents

Introduction	3
Advisement	4
Training Analysis	4
Overview of Academic Policies	5
The Physical Facilities	7
Student Association	10
Administration	11
Student Records	13
Code of Conduct	15
Grievance Procedures	20

INTRODUCTION

The Boston Graduate School of Psychoanalysis-New Jersey (BGSP-NJ), a campus of the Boston Graduate School of Psychoanalysis (BGSP), was established in January 2015 through a partnership between BGSP and the Academy of Clinical and Applied Psychoanalysis (ACAP) to offer two graduate degrees in psychoanalysis in Livingston, New Jersey. BGSP-NJ offers the Master of Arts degree in Psychoanalysis (MAP) and the Master of Arts degree in Psychoanalytic Counseling (MAPC). Both degree programs are regionally accredited by the New England Association of Schools and Colleges (NEASC).

At BGSP-NJ, emotional learning is considered the greatest support for understanding psychodynamics and for becoming an effective mental health professional. 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 experienced with patients, and distinguishing them from emotions originating in the personalities of presenters and listeners. Recognition of these emotional experiences leads to the design of appropriate interventions. BGSP and ACAP, both having a long history of practice and instruction in modern psychoanalytic theory and technique, share a tradition of offering modern psychoanalytic training to communities, agencies, groups, families, and individuals. This 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 in any setting.

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 New Jersey campus.

STUDENT ADVISEMENT

Student advisement is one of the most important co-curricular services offered by the Graduate School. Advisement at the New Jersey campus is directed by the Dean of Students, Lisa Piemont. 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-NJ. 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.

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

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 Students or the BGSP-NJ Program Director, Dr. Vicki Semel, for such an evaluation.

TRAINING ANALYSIS

To receive credit for courses, students are required 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 master's programs.

To begin Fieldwork, a minimum of 12 hours of training analysis is required.

Questions regarding approved training analysts may be addressed to the Registrar and/or the Dean of Students. 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.

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's analyst.

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 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.]

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.

Attendance

Students are expected to attend all classes. Excuses for absences are not automatically accepted. 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.

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.

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 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 Pass (P), Incomplete (I), 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 Dean 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 No Credit grades, depending on the total number of courses taken. For a course load of one or two courses, one or more no credit grades will generate a warning. For a course load of three or more courses, two or more 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 Students and explaining the reason for the leave.

Students on leave may maintain their matriculation for two years by meeting with the Dean of Students, 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.

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.

▶ THE PHYSICAL FACILITIES

BGSP-NJ Campus Location

The BGSP-NJ master's degree programs are offered at the ACAP facilities. ACAP presently offers programs, courses and conferences, as well as its treatment service, the North Jersey Consultation Center, at 301 South Livingston Avenue, Livingston, New Jersey. The facility is ADA compliant and accessible. It is on the second floor of a modern two-story office building and is accessible by stairway or elevator. Leased space, aggregating approximately 6,845 square feet, includes (among other things):

- conference space large enough for 85 attendees,
- a large classroom space capable of accommodating 20-25 students,
- nine additional smaller classroom spaces for seminar and supervision groups,
- designated space for individual meetings between faculty and students, and for student study groups,
- a student lounge,
- a kitchen space; and

- three administrative office spaces.

The conference space also houses ACAP's library collections and computer facilities, with high speed and wireless internet access.

Livingston is a suburban community, centrally located with easy access to major interstates and state highways as well as abundant public transportation. In the immediate neighborhood, ACAP is within walking distance of the schools, the police station, the YMCA, the public library, and numerous retail and food service venues.

The administrative offices are open Monday to Friday 10:30 am to 5:30 pm.

The building is open Monday to Friday 7:00 am to 6:00 pm and Saturday 8:00 am to 1:00 pm.

BGSP Main Campus

The BGSP main campus 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.

EMERGENCY PROCEDURES

In case of an emergency, dial 911 from the nearest phone: a cell phone or one of the phones in the administrative area or therapy rooms.

Livingston Police can be reached at (973) 992-3000 and the Livingston Fire Department can be reached at (973) 992-2373 for non-emergency calls.

Emergency exits are marked with illuminated exit signs throughout the building.

AMERICANS WITH DISABILITIES ACT

BGSP-NJ 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 from the parking lot to the lower floors and the building is serviced by an elevator.

SMOKING POLICY

There is no smoking permitted in the BGSP-NJ/ACAP building.

MAILBOXES AND EMAIL

Each student has a mail slot in the kitchen area. Students are asked to check their slots regularly for communications from the administration and other messages. Faculty mailboxes are in the hallway behind the kitchen. 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 or in the library. If any form is missing, it may be obtained at the administrative desk.

LIBRARY

The BGSP-NJ/ACAP library is located in the central space of the school facility. There are computer stations and a card catalogue to assist students with locating texts and on-line databases pertaining to psychoanalysis. The BGSP-NJ Librarian, Janet Lazar, is available by appointment at the New Jersey campus. All BGSP-NJ students are given a user name and password to access BGSP's library databases, which include access to full-text journals and the Psychoanalytic Electronic Publishing database. The BGSP Librarian, Amy Cohen-Rose is available by phone or email to consult with and advise students at BGSP-NJ.

At the beginning of each semester, the BGSP-NJ Student Association offers a library orientation to help students become familiar with circulation, reserve, and photocopying procedures as well as the location of materials.

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 WiFi device.

Using the BGSP-NJ/ACAP 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 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 ASSOCIATION

The BGSP-NJ Student Association and the ACAP Student Association function as one body and provide 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 are welcome to apply to join academic and administrative committees to share any form of expertise they may have.

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

ADMINISTRATION

President, BGSP

The President of BGSP (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.

Program Director, BGSP-NJ

The BGSP-NJ Program Director (Dr. Vicki Semel) oversees the New Jersey campus program and meets with the BGSP-NJ faculty. She reports to the President's Council at the main campus. BGSP-NJ staff includes on-site personnel for admissions, advisement, and instruction.

Administrative Director, BGSP-NJ

The BGSP-NJ Administrative Director (Maurice Lovell) oversees the school's financial operations and physical facilities. He reports to the BGSP-NJ Program Director regarding the execution of the contractual agreement between campuses, financial matters and issues related to the physical facilities.

Director of Admissions, BGSP-NJ

The Director of Admissions (Eva Silver) 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.

Dean of Students, BGSP-NJ

The Dean of Students (Lisa Piemont) 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.

Fieldwork and Internship Coordinators, BGSP-NJ

The Fieldwork and Internship Coordinators (Diana Ladden and Judy Ashworth) develop Master's level clinical placements, and assists students in planning and arranging their on-site experiences. The Coordinators approve all fieldwork externships, counseling practica and internships.

Registrar, BGSP-NJ

The Registrar (Loretta Calabrese) oversees the registration process at BGSP-NJ, maintains the academic records, and issues transcripts students on request. 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.

TUITION AND FEES

Current tuition and fees are published in the Bulletin published online and 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

BGSP-NJ offers federal Title IV financial aid for all students matriculated at least half-time, as well as an extended payment plan.

Students seeking federal student loans or deferment on existing federal loans apply with the Director of Financial Aid, Ms. Stephanie Woolbert, at the main campus.

GOOD FINANCIAL STANDING

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. BGSP-NJ 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-NJ 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 Students. A student may not withdraw in good standing or graduate until all obligations to BGSP-NJ 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

BGSP-NJ 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 Administrative 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, DC 20202.

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 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.

Code of Conduct

STANDARDS OF CONDUCT

The following Code of Conduct is meant to guide the administration, faculty, staff and students of the BGSP-NJ 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 Students. 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. Analysts 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 Dean of Research (Demetria De Lia) for approval entailing that the researcher and the subject agree on the nature and purposes of the research and the responsibilities of each party.
- 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

I recommend finding a student handbook at another New Jersey institution, deleting the following section on drugs and alcohol, and replacing it with whatever seems appropriate from the other institution.

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.

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.

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, or the Program Director.

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 Program Director to review the disputed matter. The Program Director 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 Program Director, 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 Program Director.

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

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 Program Director, who administers the Code of Conduct. The Program Director is then responsible for investigating the complaint and for deciding, within a reasonable period of time, its appropriate disposition. The Program Director 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 Program Director 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 Program Director will request formation of an ad hoc Committee on Discipline to review the facts. This committee will be composed of two members of the faculty appointed by the Program Director 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 Program Director for appropriate disposition.

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

PREPARING FOR AND HOLDING THE HEARING

The Program Director 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 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 Program Director 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, comprised of the BGSP President or her designee, 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 Program Director 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. 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 Administrator'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 Program Director 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 Program Director and accessible by future Chairs for the purpose of revising the Code.

PENALTIES

The Program Director, as Chair, hears 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 Program Director is convinced that a student might pose a physical danger to any member of the school community. In the latter case, the Program Director may either have a student removed from, or prevent him/her access to, a building. The Program Director shall appoint a substitute Chair for the Committee and the Program Director 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 Program Director can impose particular forms of community service and a number of hours to be worked. The Dean of Students 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-NJ 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 Program Director, 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 Program Director 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-NJ 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, BGSP-NJ 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-NJ. 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 Program Director 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 Dean of Students or Program Director; after the first offense, the case will go before the Grievance Committee.

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 Grievance Committee 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 Grievance Committee, 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 Grievance Committee with instructions.

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