

CALIFORNIA NORTHSTATE UNIVERSITY



Ψ COLLEGE of
PSYCHOLOGY

Student Handbook

2018-2019

Please Note: The information in this handbook serves as a student resource for policies and procedures of California Northstate University College of Psychology and is subject to change. Students should review the handbook at the beginning of each academic year and refer to the online version for the most current information.

Contents

Contents	2
A Message from the Assistant Dean of Student Affairs and Admissions	7
An Oath for Psychologists	8
Mental Health Counseling Services for Students	9
Academic Calendar	10
Accreditation	11
Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC)	11
Bureau for Private Postsecondary Education (BPPE)	11
American Psychological Association (APA)	11
College of Psychology Directory	12
College Administration	12
College Faculty	12
Welcome to the College of Psychology	13
Mission, Vision, and Values	13
Educational Philosophy	13
Non-discrimination	13
Admission to the Doctor of Psychology Program	14
Minimum requirements:	14
Deadlines	14
Decisions	14
Transferring Credits from Other Institutions	15
International Applicants	15
Student Enrollment Agreement	15
Catalog, Performance Fact Sheet, and Website	15
Student's Right to Cancel, Withdraw, and Refund	15
Tuition & Fees	16
Doctor of Psychology Degree	18
Program Overview	18
Program Goals	18
Program Learning Outcomes (PLOs)	18
Scientific Orientation	18
Assessment and Intervention	18
Relational and Cultural Competence:	18
Professionalism:	18
Ethical Practice	18
Collaboration and Consultation	19
Discipline Specific Knowledge	19
History and Systems of Psychology	19
Affective Aspects of Behavior	19
Biological Aspects of Behavior	19
Cognitive Aspects of Behavior	19
Developmental Aspects of Behavior	19
Social Aspects of Behavior	19
Advanced Integrative Knowledge of Basic Discipline-Specific Content Areas	19
Research Methods	19
Quantitative Methods	19

Psychometrics.....	19
Profession-Wide Competencies.....	19
Research	19
Assessment.....	19
Intervention.....	19
Ethical and Legal Standards.....	20
Individual and Cultural Diversity	20
Professional Values and Attitudes.....	20
Communication and Interpersonal Skills.....	20
Supervision	20
Consultation and Interprofessional/ Interdisciplinary Skills.....	20
Fall 2018 Class Schedule	21
Curriculum and Courses by Semester	21
Curriculum and Course Descriptions	24
Didactic Courses	24
Clinical Practicum Training	24
Comprehensive Exam	24
Dissertation Research and Defense.....	24
Predoctoral Internship.....	25
Professional Series.....	25
Course Descriptions	25
Foundations of Behavior Series	25
Biological - PSY 601 (3 cr.)	25
Cognitive and Affective - PSY 602 (3 cr.)	25
Developmental - PSY 701 (3 cr.)	26
Social and Cultural - PSY 702 (3 cr.).....	26
Assessment Series.....	26
Intelligence - PSY 720 (3 cr.)	26
Personality and Emotion - PSY 721 (3 cr.)	26
Neuropsychological - PSY 820 (3 cr.)	26
Psychopathology Series	26
Adult - PSY 603 (3 cr.)	26
Child/Adolescent - PSY 604 (3 cr.)	26
Best Practices Series	26
Adults - PSY 711 (3 cr.)	26
Child and Family - PSY 710 (3 cr.)	26
Groups and Organizations - PSY 712 (3 cr.).....	27
Year-long Courses	27
Research Methods and Statistics - PSY 613/PSY 614 (6 cr.)	27
Practicum Preparation - PSY 650/PSY 651 (6 cr.)	27
Dissertation Research Seminar - PSY 861/PSY 862 (4 cr.)	27
Leadership in Health Professions - PSY 811/PSY 812 (6 cr.)	27
Multi-Year Courses	28
Practicum Case Conference.....	28
Individual Semester Courses.....	28
History and Systems - PSY 605 (3 cr.)	28
Standards and Ethics - PSY 608 (3 cr.)	28
Psychometrics - PSY 703 (3 cr.)	28
Human Diversity - PSY 801 (3 cr.)	28
Consulting and Supervision - PSY 804 (3 cr.)	28
Psychopharmacology - PSY 808 (3 cr.).....	29
Preparation for Internship Workshop - PSY 860 (2 cr.)	29
Electives	29
Introduction to Health Psychology - PSY 802 (3 cr.)	29
Crisis/Trauma Intervention - PSY 803 (3 cr.)	29
Substance Abuse Treatment - PSY 805 (3 cr.)	29
Introduction to Forensic Psychology - PSY 806 (3 cr.)	29
Orientation and Registration	30
Registration for classes requires	30
Address Where Instruction Will Be Provided.....	30
Catalog, School Performance Fact Sheet, and Website.....	30
Instruction/Course Delivery.....	30

Health Requirements	32
Immunization Requirements	32
Required Immunizations:.....	32
Additional Screening:.....	32
Health Insurance Requirements	32
Field Placement Requirements	33
Immunization Clearance	33
Background Checks.....	33
Drug Screening.....	33
Liability/Malpractice Insurance	33
Transportation Requirements.....	33
Professional and Technical Requirements.....	33
Visual	34
Oral-Auditory.....	34
Strength and Mobility.....	34
Cognitive.....	34
Psychological	34
Social	34
Professional	35
Academic Policies and Procedures.....	36
Academic Calendar	36
Credit Hour Policy	36
Graduation Requirements	36
Graduation with Honors	36
Degree Honors.....	36
Grading Policy	37
Course Withdrawal	37
Incomplete Course.....	37
GPA Calculation:	37
Grade Appeal Procedure.....	37
Course Repeat Policy	38
Course Add/Drop	38
Academic Progression.....	38
Practicum Readiness.....	39
Length of Program	39
Advancement to Candidacy	39
Academic Advisors	39
Academic Advisor-Advisee Responsibilities	40
Academic Alert.....	40
Process	40
Academic Probation and Dismissal.....	41
Probation	41
Dismissal	41
Attendance Policy	41
Excused Absences	41
Procedure	42
Planned Extended Absence.....	42
Leave of Absence	42
Return from Leave of Absence	43
Withdrawal from the College/University.....	43
Student Grievance Policy	43
Informal Resolution Procedure.....	43
Formal Resolution Procedure	44
Accreditation Standard Complaints / Grievances.....	44
Western Accrediting Commission for Senior Colleges and Universities (WASC)	44
Bureau for Private Post-Secondary Education (BPPE).....	45
Computer / Technical Support.....	45
Copyright Compliance Policy	45
Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws	46
Disciplinary Action for Copyright Violations	46

Disability Policy	46
Disorderly Assembly / Conduct.....	46
Dress Code – Student Professional Appearance.....	47
Classroom Approved Attire:	47
Attire Students Must NOT Wear:	47
Additional Dress Code Information	47
Approved Attire for Clinical Training:	47
Diplomas	47
Duplicate Diploma Requests	48
Email Communication Policy	48
Emergency Contact and Medical Information	49
E-Professionalism and Social Media Policy	49
Social Media	49
Confidential Information	49
Representation of University Entities	49
Violation of the Social Media and E-Professionalism Policies	50
Food in Class	50
Free Speech	50
Gambling.....	50
Honor Code.....	51
Respect	51
Honesty and Integrity	51
Legal Standards and Ethical Behavior	51
Professionalism.....	52
Personal Accountability and Expectations.....	52
Consequences of Honor Code Violations.....	52
Non-Retaliation.....	53
Harassment	54
Anti-Sexual Harassment/Harassment/Assault & Disruptive Conduct Policy	54
Anti-Harassment Training and Prevention Programs	54
Definitions of Harassment	54
Sexual Harassment	54
Hostile Environment Sexual Harassment	54
Retaliatory Acts	54
Lesbian, Gay, Bisexual, & Transgender (LGBT) Non-Discrimination Policy	54
First Amendment, Equal Protection, and Due Process Clauses	55
Title IX	55
Title IX Coordinators for the Institution	55
Sexual Violence Elimination (SaVE) Act	55
Violent Behavior	55
Bullying/Intimidation	55
Threats	56
Physical Attack	56
Domestic Violence	56
Stalking.....	56
Reporting Harassment, Sexual Harassment, Assault, or Violence.....	56
Contacts for Emergency Assistance.....	56
Investigation of a Report of Harassment, Sexual Harassment, Assault, or Violence.....	57
Safety and Security	58
Annual Security Report.....	58
Campus Access Cards.....	58
Megan’s Law	58
Medical Emergencies.....	58
Missing Student Policy.....	58
Definition of a Missing Student	59
Name Badges	59
Parking	59
Personal and Contact Information Changes	59
Stalking.....	59

Theft.....	60
Tobacco.....	60
Vandalism	60
Visitors	60
Weapons Policy.....	60
Student Rights under the Family Educational Rights and Privacy Act (FERPA).....	61
Institutional Student Procedures for FERPA	62
Disclosure and Access	62
Annual FERPA Disclosure and Record Access	62
Non-Academic Policies and Information	63
Alcohol –Chemical Dependence / Impairment Policy.....	63
Violation of Alcohol and Drug Policy.....	64
Federal Law and Legal Sanctions	64
State Law and Legal Sanctions	65
Miscellaneous Non-Academic Policies	66
Bicycles	66
Building Access / Hours.....	66
Cell Phones and Personal Electronic Devices.....	66
Children in the Academic Environment Policy.....	66
University Clearance	66
Commencement	67
Enrollment and Education Verification.....	67
Transcript Requests	67
Student Services	68
Disability Services	68
Eligibility for Services	68
Student Self-Reporting Responsibility	68
Documentation Guidelines	68
Recommendations for Reasonable Accommodations.....	69
Disability Services and Accommodations	70
Academic Accommodations	70
Disability Services	70
Maternity / Childbirth / Adoption Accommodations	70
Email Accounts and Service	71
Housing	71
Library / Learning Resources	72
Library Facilities	72
Facility Hours	72
Library Resource Center Programs	72
Students Resource Center Orientation Session.....	72
Electronic Learning Resources.....	72
Library Computer System	72
Library Collection.....	73
Interlibrary Loan Program	73
Roadmap to Licensure in California	74
Steps to Licensure:.....	74

A Message from the Assistant Dean of Student Affairs and Admissions

On behalf of the administration, faculty, and staff, I would like to welcome you to the CNU College of Psychology. It is my sincere hope that you will find your years at CNU both edifying and rewarding. Graduate training in clinical psychology is unique in the demands it places on you as an individual. The main instrument of any psychologist is her or his self. We understand the mental and emotional suffering of others only through familiarity with our own internal landscapes. Depression, anxiety, panic, loneliness, rage, confusion...these are among the very building blocks of human experience, and our work as clinicians is to help illuminate the dark places inside of others and inside of ourselves. Our most essential tools are introspection, self-awareness, curiosity, accountability, empathy, and compassion. In terms of the challenges of graduate school, you may find the curriculum a distant second to the personal demands of clinical training and consolidating your professional identity. My commitment to you as the Dean of Student Affairs and Admissions is to support and facilitate your growth as a student and as a clinician.

As you move through your graduate training and education, I encourage you to seek out and use the mentoring and support networks made available to you at CNU and elsewhere. Relationships are central to the study and practice of psychology. Develop your relationships with peers, faculty, staff, supervisors, and the administrators affiliated with this program. We are here to help.

I look forward to working with each and every one of you as you pursue your goal of becoming a psychologist. California Northstate University College of Psychology welcomes you to our Doctor of Psychology program!



Mark Etnsohn, Psy.D.

Assistant Dean of Student Affairs and Admissions

Assistant Professor, College of Psychology



California Northstate University

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An Oath for Psychologists

All students entering the Doctor of Psychology Program at CNU are required to recite and abide by the following oath:

As a psychologist:

1. I will strive to benefit others and *do no harm*.
2. I will seek to *safeguard the welfare and rights* of those with whom I interact professionally.
3. I will attempt to *guard against* personal, financial, social, organizational, or political factors that attempt to *misuse* the potential influence of Psychology.
4. I will *maintain awareness* that my own mental and physical health may impact my ability to help others.
5. I will strive to establish and *maintain trusting relationships* in my professional interactions.
6. I will *uphold professional standards of conduct* and concern myself with the ethical compliance and conduct of my colleagues.
7. I will seek to *promote accuracy, honesty, and truthfulness* in the science, teaching, and practice of psychology.
8. I will recognize that *all people deserve access* to the benefits of psychological contributions and to equal quality in the processes, procedures, and services being conducted by my profession.
9. I will *respect the dignity and worth of all people*, and the rights of individuals to privacy, confidentiality, and self-determination.
10. I will *maintain awareness and respect* for cultural, individual, and role differences.
11. I will strive to *eliminate the effect of biases* in my professional work that are based upon cultural, individual, and role differences.

Academic Calendar

2018-2019

Fall 2018 16 wks	<u>Start Date</u>	<u>End Date</u>
Orientation	Thursday, August 30 th	Friday, August 31 st
Welcoming Ceremony	Saturday, September 1 st	
Holiday – Labor Day	Monday, September 3 rd	
Fall Academic Semester	Tuesday, September 4 th	Thursday, December 20 th
Holiday – Thanksgiving	Thursday, November 22 nd	
Final Exams	Monday, December 17 th	Thursday, December 20 th
Holiday – Winter Break	Friday, December 21 st	
Grades Due	Friday, January 18 th	

Spring 2019 17 wks	<u>Start Date</u>	<u>End Date</u>
Spring Academic Semester	Monday, January 28 th	Friday, May 24 th
Holiday – Martin Luther King Jr.	Monday, January 21 st	
Holiday – President’s Day	Monday, February 18 th	
Holiday – Spring Break	Monday, March 18 th	Friday, March 22 nd
Final Exams	Monday, May 20 th	Friday, May 24 th
Grades Due	Friday, June 7 th	

Accreditation

Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC)

California Northstate University is accredited WASC). On March 16, 2018 the California Northstate University proposal for the Doctorate of Psychology degree was granted final approval by the WSCUC Commission.

Bureau for Private Postsecondary Education (BPPE)

BPPE completed its review of the Psy.D. Program and granted the program state approval on June 12, 2018.

American Psychological Association (APA)

The College of Psychology will be pursuing American Psychological Association accreditation. This takes place in three phases.

- 1) The first is “Intent to Apply” status. This step requires programs to submit a self-study report to determine if the program is on track to meeting requirements for accreditation. The College of Psychology submitted its self-study report to APA in August, 2018.
- 2) The next stage of the APA accreditation process is called “Accredited, on Contingency.” This phase can only begin once two classes are enrolled in the program and the first class has begun practicum training. The earliest that we can apply for on Contingency status will be fall 2019. This requires a second self-study and a site visit by APA.

Within 30 days of the completion of the site visit, the APA team will deliver a program report to the Office of Program Consultation and Accreditation. A copy will be provided to the College of Psychology, and we will have 30 days to respond.

30 days after the Commission (during the April, July, or October meetings) has made a decision they will provide a written notice to the program. The accreditation decision is effective as of the date of adjournment of the Commission of Accreditation meeting. It is our hope to be granted Contingency status by mid-year 2020.

Programs that achieve Accredited, on Contingency status are considered accredited. Students from these programs participate in the APPIC Internship Match, attend APA Accredited internships, and list on their CVs and applications to postdoctoral training fellowships that they graduated from an APA accredited Psy.D. Program.

- 3) The College of Psychology can apply for “Full Accreditation” once our inaugural class of 2023 graduates. This requires a third self-study with proximal and distal data and a second site visit. Programs at this level can be accredited up to 10 years.

You can't stop the waves, but you can learn to surf.

Jon Kabat-Zinn

College of Psychology Directory

College Administration

Name	Position	Email Address	Phone
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Sandra Nevis, Ph.D.	Assistant Dean of Clinical Training	Sandra.nevis@cnsu.edu	(916) 686-7956

College Faculty

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Andrea Schneider, Ph.D.	Associate Professor	Andrea.schneider@cnsu.edu	*
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* phone extension pending

California Northstate University

Ψ COLLEGE of
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Welcome to the College of Psychology

Mission, Vision, and Values

Mission: To advance the science and practice of psychology by developing clinicians trained to promote health through knowledge, research, service, and social responsibility.

Vision: To provide training to future psychologists using the latest scientific research to promote health, illness prevention, consultation, assessment, and the treatment of psychological and health-related disorders.

Values: To pursue six guiding principles: 1) curiosity towards clinical work and scholarship; 2) integrity as scholars, professionals, and clinicians; 3) diversity of people, ideas and beliefs; 4) accountability as professionals; 5) respect for the work, colleagues, clients, and ourselves; and 6) recognizing relationships as the foundation of psychology.

Educational Philosophy

The College of Psychology curriculum provides the knowledge and training necessary for students to diagnose and treat behavioral conditions in diverse and varied populations.

The Practitioner/Scholar model prepares practitioners for entry into the profession by requiring both practical clinical experience and guided research opportunities. Those in our program learn to critically examine and evaluate scientific research as it applies to practical application while adapting information gained through classroom instruction and during their practicum placements.

Because the College of Psychology is committed to ensuring that those enrolled in the program gain the knowledge and skills needed to become licensed psychologists, students will meet with their faculty academic advisor twice per semester to both monitor their academic and practicum performance and elicit feedback regard students' experience in the college.

To assist students in both dissertation and internship preparation, class loads are reduced in the fourth year and replaced by workshops designed to provide students with the support needed to obtain their professional goals and to facilitate graduation by the end of the program.

Non-discrimination

The College of Psychology at California Northstate University is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. We believe that diversity enhances and enriches the quality of our academic program. The College of Psychology at CNU provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, gender identity, gender expression, age, sexual orientation, political affiliation, veteran status, or disability.

Admission to the Doctor of Psychology Program

Through our website (www.psychology.cnsu.edu), students seeking admission to the College of Psychology can access the APA's centralized application service for psychology graduate programs called PSYCAS.

Minimum requirements:

1. An undergraduate degree from an accredited college or university;
2. Overall undergraduate GPA of 3.0 or higher or an overall graduate GPA of 3.3 or higher;
3. An undergraduate/graduate degree in psychology; OR coursework in General Psychology, Abnormal Psychology, Statistics, and Developmental Psychology.

If an applicant does not meet the minimum GPA requirements, they may submit a petition for exemption if they feel that extenuating circumstances have adversely impacted their academic performance. Petitions should include a brief personal statement explaining the factors involved and the reasons why an exemption from the GPA requirement should be considered. The *GPA Exemption Request Form* can be downloaded and submitted on our website.

A complete application consists of the following:

- Ψ Completed Psy.D. program application
- Ψ Curriculum vitae or resume;
- Ψ All official college transcripts
- Ψ Three (3) letters of recommendation

While not required, clinical or research experience and the GRE General Test are recommended.

International Coursework

If the student has attended an international university with instruction in a language other than English, they must demonstrate proficiency by obtaining a score above 80 on the TOEFL or a score of 6.5 or higher on the IELTS. If transcripts are in a language other than English, they must be translated before review. A request for such services can be made through the PSYCAS system.

Deadlines

The CNU College of Psychology follows the Council of Graduate Departments of Psychology Guidelines for Graduate School Offers and Acceptances.

The application process will be opened on our website and through PSYCAS on September 1. If students wish to be considered for early admittance, they must have their applications submitted by December 1. All remaining applications must be received by February 2 of the admitting year. Interviews will begin in January for early admission candidates and in March for the remaining submissions. The admissions committee will use the interview to evaluate the candidate's critical thinking, interpersonal skills, and level of commitment and motivation to the process of obtaining a doctorate degree.

Initial offers of admission are made to students no later than April 1. Students are not required to respond to the College of Psychology regarding the offer of admission before April 15. However, students may accept or reject the enrollment offer at any time.

Decisions

Applicants will be notified by email and subsequent written communication if they have been selected for invitation to attend an onsite interview. Skype interviews are available for applicants who are unable to travel. Applicants who have not been selected for an interview will be notified that their application is no longer being considered. Interviews will take place at the CNU College of Psychology campus in Elk Grove. Offers of admission and notice of waitlist status will be sent by email and subsequent written communication.

Each application will be thoroughly reviewed by the admissions committee and all areas of the application will be carefully considered. It is important that the student body at the College of Psychology represents the best of future

clinicians and the admissions committee will pay particular attention to professional, research, education, and life experiences. Along with academic excellence, the Admissions Committee will be looking for students with diverse cultural, socioeconomic, work, and educational backgrounds. We are a diverse faculty and student body and it is the admissions policy of the University and the College of Psychology that no applicant will be discriminated against on the basis of disability, gender, religion, military obligations, veteran status, marital status, race, creed, ethnicity, color, sex, gender expression, age, physical or mental ability, sexual orientation, national identity, or national origin.

The CNU College of Psychology reserves the right to withdraw an offer of admission if false statements are made on the application materials, academic performance of the applicant drops significantly or they fail to earn an undergraduate degree, or the applicant engages in behavior prior to matriculation that violates legal, professional, or ethical standards or otherwise raises concerns about the applicant's judgement or integrity.

Transferring Credits from Other Institutions

The College of Psychology currently does not accept credits from other graduate institutions.

International Applicants

The College of Psychology does not currently accept international students due to visa restrictions.

Student Enrollment Agreement

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

Any questions or concerns regarding the Student Enrollment Agreement should be directed to the college or university department.

Catalog, Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at www.cnsu.edu, and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

Student's Right to Cancel, Withdraw, and Refund

You have the right to cancel the Student Enrollment Agreement until 12:01 AM on the first calendar day after the first classroom instruction session attended, or until 12:01 AM on the eighth calendar day after a student has signed the Enrollment Agreement, whichever is later.

Cancellation shall occur when you give written notice of cancellation to the University at the University's address shown at the top of the first page of the Enrollment Agreement. You can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation sent by hand delivery, email, or facsimile is effective upon receipt by the University. Written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

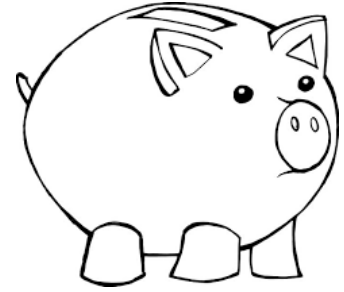
After the cancellation period described above, you have the right to withdraw from the University at any time. Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement.

Tuition & Fees

All tuition, fees, expenses and policies listed in this publication are effective as of May 2018 and are subject to change without notice by California Northstate University.

In the tables below, Psy1, Psy2, Psy3, and Psy4 indicate the student's year in the program (e.g. Psy1 is a first-year student; Psy2 is a second-year student, etc.).

Tuition is charged on a full-time, semester basis. Generally, tuition and fees are charged to the student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis and meets all program requirements, which allows for a student to graduate after successfully completing five (5) years of coursework consisting of 146 credit hours.



2018-2019 Doctor of Psychology (Psy.D.)

Tuition & Fees	Amount	Class
Enrollment Fee (nonrefundable)	\$200.00	Psy1
Tuition	\$33,500.00	Psy1, Psy2, Psy3
Tuition	\$14,000.00	Psy4, Psy5
Student Activity Fee	\$320.00	Psy1, Psy2, Psy3, Psy4, Psy5
Orientation Fee	\$50.00	Psy1
Technology Fee	\$50.00	Psy1, Psy2, Psy3, Psy4, Psy5
Graduation Fee ¹	\$350.00	Psy5
STRF Fee per \$1000 ²	\$0.00	Psy1, Psy2, Psy3, Psy4, Psy5
Psy1 Total Estimated Tuition & Fees per Year³	\$34,120.00	
Psy2 Total Estimated Tuition & Fees per Year³	\$33,870.00	
Psy3 Total Estimated Tuition & Fees per Year³	\$33,870.00	
Psy4 Total Estimated Tuition & Fees per Year³	\$14,370.00	
Psy5 Total Estimated Tuition & Fees per Year³	\$14,720.00	

Total estimated cost for the 5-year Doctor of Psychology program ranges from \$136,000 to \$142,000.³

Estimated Other Optional Educational Related Costs⁴	Amount	Class
Health Insurance Premium ⁵	\$3,200.00	Psy1, Psy2, Psy3, Psy4, Psy5
Books and Supplies ⁶	\$2,500.00	Psy1, Psy2, Psy3, Psy4, Psy5
Room and Board ⁶	\$23,272.00	Psy1, Psy2, Psy3, Psy4, Psy5
Transportation ⁶	\$4,648.00	Psy1, Psy2, Psy3, Psy4, Psy5
Psy1 Total Estimated Cost per Year⁷	\$67,740.00	
Psy2 Total Estimated Cost per Year⁷	\$67,490.00	
Psy3 Total Estimated Cost per Year⁷	\$67,490.00	
Psy4 Total Estimated Cost per Year⁷	\$47,990.00	
Psy5 Total Estimated Cost per Year⁷	\$48,340.00	

¹ Covers regalia, transcriptions, etc.

² The STRF fee is \$0.00 per \$1,000 of institutional charges.

³ Based on estimated annual tuition increases of 3% to 5%. This is not binding on the University. Completion of the program in more than the prescribed 5 years could result in additional tuition and fees for the additional time of attendance, including, but not limited to, a Dissertation Extension Fee currently at \$4, 187.50 per semester.

⁴ Costs and expenses a student may incur as part of participation in the applicable year of the Psy.D. Program, whether or not paid directly to CNU College of Psychology. These expenses include estimated costs of living.

⁵ Optional, estimated, and will vary based on number of insured members.

⁶ Estimated amounts.

⁷ Includes tuition, fees, and other estimated educationally related costs. Some practicum or internship sites may require students to have a background check, fingerprinting, and/or CPR class.

Doctor of Psychology Degree

Program Overview

The Psy.D. Program is a 5-year program that will prepare students for entry into the profession of psychology.

The first year of the program will involve classroom instruction with clinical training, including the use of professional actors (standardized patients) so that students can learn interview, assessment, and intervention skills while under the direct guidance of their professors.

In the second through fourth years, students will continue their classroom instruction, but will now perform clinical service in the surrounding community in environments approved by the College of Psychology. These practicums vary in setting, patient population, and difficulty as the student progresses through the program. Each practicum lasts between 9-12 months. Students may apply to potential practicum sites based on their developmental level and practicum sites will select potential practicum students. The Field Placement Office has final approval on practicum selection.

During their third year, students will be taking the Comprehensive Exam. This requirement is comprised of questions covering course information conveyed during the first two and a half years of study.

During the fourth year of the program, students are provided workshops designed to assist in the completion of their dissertation and in preparing for the applications and interviews required to obtain an internship.

It is the expectation of the College of Psychology that students will make every attempt to complete their dissertation by the end of the fourth year. Dissertations are the culmination of students' work in the Psy.D. program and are done under the supervision of faculty. These are independent, original works of publishable quality reviewed by a faculty chair and a dissertation committee. Along with the written work, students will also provide an oral, public defense of their research.

During the fifth year of the program students are no longer on campus but are engaged full time at an internship site. There are various levels of training offered during this year with the highest being an APA accredited internship. All students will be required by the College of Psychology to apply for APA accredited internships.¹

When a student has completed their internship year and all other program requirements (dissertation, etc.) they have officially graduated from the program and will be granted their doctorate.

Program Goals

Program Learning Outcomes (PLOs)

Upon successful completion of the doctor of psychology program, students will be able to demonstrate the following program learning outcomes:

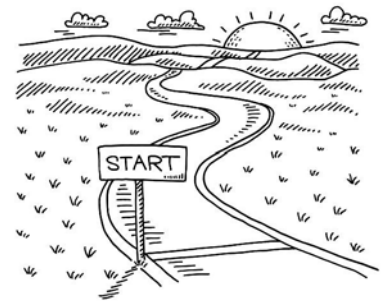
Scientific Orientation: Students will utilize scientific methods in their research and practice to predict and plan treatments for psychological conditions.

Assessment and Intervention: Students will implement interventions informed by current scientific literature, assessment findings, diversity characteristics, and contextual variables.

Relational and Cultural Competence: Students will interact with clients and professionals in a respectful and culturally appropriate manner considering societal context and human diversity.

Professionalism: Students will identify and observe their boundaries of competence through reflective practice and considering meaningful feedback from colleagues and professionals.

Ethical Practice: Students will resolve complex moral and ethical situations by acting in accordance to relevant rules, laws, and regulations governing the profession of psychology.



Collaboration and Consultation: Students will learn to work in collaboration with professionals and the public providing consultation regarding treatment and program effectiveness.

Discipline Specific Knowledge

Along with program learning outcomes, the curriculum also addresses the discipline specific knowledge and professional competencies expected by the American Psychological Association:

History and Systems of Psychology: Students gain a knowledge of the discipline of psychology by examining historical precedents in the profession and the social/cultural factors that contributed to the advent of various theories and interventions. They will also learn about the changes that have occurred in the profession over time, its expanding role in healthcare, and its current position as a profession rooted in scientific inquiry.

Affective Aspects of Behavior: Students learn about affective response, mood, feeling states, and the interplay between behavior and emotion. They will have gained knowledge regarding arousal, intensity, and interaction.

Biological Aspects of Behavior: Before graduating the program students will know the biological underpinnings of behavior including neural, physiological, anatomical, and genetic influences.

Cognitive Aspects of Behavior: This class examines ways humans learn through factors such as memory, categorization of thoughts, and decision making.

Developmental Aspects of Behavior: This knowledge is focused on human transitions through various stages of growth and the intellectual and behavioral changes that occur across an individual's lifespan.

Social Aspects of Behavior: The study of social behavior includes group process, attributions, discrimination, societal attitudes, and the interface between the subjects of sociology and psychology.

Advanced Integrative Knowledge of Basic Discipline-Specific Content Areas: The integration of classroom knowledge into practical applications is formalized both during the dissertation process and throughout practicum training. It is also evaluated through the Comprehensive Exam.

Research Methods: These skills include the ability to critically read research, understand the mathematical underpinnings of assessment measures, and to begin work on their own research. They will learn the strengths and limitations, means of interpretation, and the technical aspects of a rigorous case study. They will also learn the difference between correlational, descriptive, and experimental research designs while studying measurement techniques such as sampling, replication, and theory testing.

Quantitative Methods: In the statistics and research classes students will learn about meta-analysis, quasi-experimentation, modeling, data analysis, description, inference, univariate and multivariate analysis, null-hypothesis testing, power, and estimation.

Psychometrics: This course reviews theory and techniques of psychological measurement, scale and inventory construction, reliability, validity, evaluation of measurement quality, classical and contemporary measurement theory, and standardization.

Profession-Wide Competencies

Research: Psychology doctoral students will demonstrate the ability to formulate and carry out research that will contribute to the scientific, psychological, and professional knowledge base. They will be able to critically evaluate the scholarly activities of others and engage in meaningful debate with fellow students and professional colleagues.

Assessment: Students will conduct evidence-based assessments applying appropriate measures and tools, utilizing the best available literature from multiple sources, and factoring diversity characteristics into their treatment plans. They will be able to interpret assessment results and write reports using current professional standards to conceptualize, classify, and make both oral and written recommendations regarding a wide range of disorders and patient issues.

Intervention: Different theoretical orientations will be learned by students to maximize their treating potential. Students will establish and maintain effective relationships with recipients of psychological services and develop evidence-based intervention plans specific to the service delivery goals. They will be able to implement interventions informed by current scientific literature, assessment findings, diversity characteristics, and contextual variables. They will be able to modify and adapt evidence-based approaches in evaluating intervention effectiveness and adapt goals and methods with continuous evaluation of patient care outcomes.

Ethical and Legal Standards: Students must be able to respond professionally to complex moral and ethical situations using the current version of the APA Ethical Principles of Psychologists; the APA Code of Conduct; and relevant laws, regulations, rules, and policies governing the practice of psychology. They must be able to employ sophisticated decision-making processes in order to resolve issues related to patient care and always conduct themselves in a professional and ethical manner.

Individual and Cultural Diversity: Students must conduct professional activities with the appropriate knowledge, awareness, sensitivity, and skills with regard to individuals and communities of varying cultural and personal backgrounds. It is important that students understand how their own personal/cultural history, attitudes, and biases may affect their interactions with others. They must also have knowledge of current theoretical and empirical research regarding diversity as it relates to interventions, training, supervision/consultation, and service.

Professional Values and Attitudes: Students will behave in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others. They will engage in self-reflection regarding their personal and professional functioning. They will also engage in activities to maintain and improve performance, well-being, and professional effectiveness. They will actively seek and demonstrate openness and responsiveness to feedback and supervision.

Communication and Interpersonal Skills: Students are expected to develop and maintain effective relationships with a wide range of individuals, colleagues, communities, organizations, supervisors, and clients. They must produce and comprehend oral, nonverbal, and written communications that are informative and appropriate for the given audience. They must demonstrate a thorough grasp of professional language and concepts and utilize effective interpersonal skills to relay relevant information to clients, families, and other professionals.

Supervision: In the course of their professional careers psychologists will need to pass on their knowledge and experience to others. It is the responsibility of all psychologists to learn the basic techniques and ethical responsibilities regarding supervision so that the practice of psychology continues to grow organically through shared experience.

Consultation and Interprofessional/ Interdisciplinary Skills: Students will find few times in their scholastic and professional careers when they are truly working alone. Understanding other health professions, their areas of expertise, and the collaborative nature of modern case formulation is imperative to ensure that patients are receiving optimal care. Students will demonstrate knowledge and respect for the roles and perspectives of other professions and learn how best to utilize the skills and knowledge of a psychologist when working in a team environment.

What's done to children, they will do to society.

Karl Menninger

Fall 2018 Class Schedule

The first semester of year 1 provides foundational knowledge and the basic building blocks for more advanced material in subsequent semesters. Classes meet on Tuesday and Thursday, from 9:00 AM to 5:30 PM.

Year 1: Fall				
Day(s)	Time	Course #	Course Title	Professor
Tue/Thur	9-10:30	PSY 613	Research Methods and Statistics 1	Wetterer
Tue/Thur	10:30-12	PSY 650	Practicum Preparation 1	Haggins
Tue/Thur	1-2:30	PSY 603	Psychopathology: Adult	Mimms
Tue	2:30-5:30	PSY 605	History and Systems of Psychology	Colson
Thur	2:30-5:30	PSY 601	Foundations of Behavior: Biological	Schneider

Curriculum and Courses by Semester

Semester	Course #	Course Title	Credits
Year 1: Fall			
1	PSY 601	Foundations of Behavior: Biological	3
1	PSY 603	Psychopathology: Adult	3
1	PSY 605	History and Systems of Psychology	3
1	PSY 613	Research Methods and Statistics 1	3
1	PSY 650	Practicum Preparation 1	3
			Total 15
Year 1: Spring			
2	PSY 602	Foundations of Behavior: Cognitive and Affective	3
2	PSY 604	Psychopathology: Child/Adolescent	3
2	PSY 608	Standards and Ethics	3
2	PSY 614	Research Methods and Statistics 2	3
2	PSY 651	Practicum Preparation 2	3
			Total 15

Year 2: Fall

3	PSY 606	Foundations of Behavior: Developmental	3
3	PSY 703	Psychometrics	3
3	PSY 711	Best Practices: Adults	3
3	PSY 720	Assessment Series: Intellectual	3
3	PSY 713	Practicum Case Conference	1
3	PRC 750	Practicum 1	2
		Total	15

Year 2: Spring

4	PSY 607	Foundations of Behavior: Social and Cultural	3
4	PSY 710	Best Practices: Child and Family	3
4	PSY 712	Best Practices: Groups and Organizations	3
4	PSY 721	Assessment Series: Personality and Emotion	3
4	PSY 714	Practicum Case Conference	1
4	PRC 751	Practicum 1	2
		Total	15

Year 2: Summer

PRC 752	Practicum 1 – Summer hours vary by practicum. Not all placements require a summer commitment.	0-2
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Year 3: Fall

5	PSY 801	Human Diversity and Cultural Awareness	3
5		Elective	3
5	PSY 811	Leadership in Health Professions 1	3
5	PSY 722	Assessment Series: Neuropsychology	3
5	PSY 813	Practicum Case Conference	1
5	PRC 850	Practicum 2	3
		Total	16

Year 3: Spring

6	PSY 804	Consultation and Supervision	3	
6		Elective	3	
6	PSY 808	Psychopharmacology	3	
6	PSY 812	Leadership in Health Professions 2	3	
6	PSY 814	Practicum Case Conference	1	
6	PRC 851	Practicum 2	3	
			Total	16

Year 3: Summer

	PRC 852	Practicum 2 – Summer hours vary by practicum. Not all placements require a summer commitment.	0-2
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Year 4: Fall

7	PSY 860	Preparation for Internship	2	
7	PSY 861	Dissertation Research Seminar 1	2	
7	PSY 913	Practicum Case Conference	1	
7	PRC 950	Practicum 3	3	
			Total	8

Year 4: Spring

8	PSY 862	Dissertation Research Seminar 2	2	
8	PSY 914	Practicum Case Conference	1	
8	PRC 951	Practicum 3	3	
			Total	6

Year 4: Summer

	PRC 952	Practicum 3 – Summer hours vary by practicum. Not all placements require a summer commitment.	0-2
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Year 5:

9	PSY 960	Internship (fall, spring, summer)	40	
			Total	40

TOTAL CREDITS for DOCTOR OF PSYCHOLOGY (PSY.D.) DEGREE 146

Curriculum and Course Descriptions

The Psy.D. Program at CNU is comprised of five components that work in concert to prepare students for licensure as clinical psychologists. They are: 1) Didactic Courses, 2) Clinical Practicum Training, 3) Comprehensive Examinations, 4) Dissertation Research and Defense, 5) Predoctoral Internship

Didactic Courses

In concert with clinical training experiences, didactic course comprise the heart of the Psy.D. Program at CNU. The didactic curriculum was designed using the Discipline Specific Knowledge and Profession Wide Competencies found in the American Psychological Association's Standards of Accreditation. Course descriptions can be found on page of this handbook.

Clinical Practicum Training

During the first year of graduate study students will take a year-long Practicum Preparation course designed to integrate the information they are receiving in their classes with the practical knowledge they need to be successful in their practicum training. This is also a forum where they can express their expectations and concerns with other students regarding their first year in graduate school.

In years 2-4 students will be engaged in off-site practicums. The Field Placement Office will have a list of potential practicum sites in the Greater Sacramento area and students will apply and interview in the spring prior to the beginning of a practicum placement. During these years in practicum, students will be enrolled in a Practicum Case Conference. This seminar series provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

Students are expected to complete 1200 hours of supervised clinical experience prior to internship. Time spent at sites and the complexity and degree of clinical interventions will increase each year. Students are encouraged to manage their time carefully to ensure that all practical and academic requirements are met. In return for their services, practicum sites will provide students supervised experience working with diverse individuals presenting various diagnoses and interpersonal issues. Practicums provide weekly individual supervision, didactic training, and evaluations of student performance based on direct observation of clinical interventions.

Comprehensive Exam

The Comprehensive Exam is taken by 3rd year students and has both written and oral components. This exam advances students to doctoral candidacy, and is designed to test students' retention and integration of the information they have gained in the graduate program. The written portion of the test contains multiple choice and short answer questions provided to the Testing Committee by professors who have been teaching the students. The Committee will sort through the admissions and select enough material to create two exams covering the same areas of knowledge.

Once students have passed the written segment, they will have the opportunity to schedule the oral portion of their exam. They will be given once of a number of clinical cases carefully prepared by the faculty. During the oral exam students will be expected to give a case presentation to three faculty members providing a thorough formulation, assessment, diagnosis, and course of treatment.

If a student does not pass the written or oral portion of the exam they will have the opportunity to take either section a second time. If they again do not pass they will be placed on academic probation and remedies will be decided on a case by case basis.

Dissertation Research and Defense

Dissertations are the culminating experience for a student pursuing a doctorate in psychology. It represents their opportunity to create an original scholarly work that contributes new information to the field's body of knowledge.

Students are expected to formulate their dissertation question throughout the course of the program and to begin work on the project once they have adequate knowledge of research design and implementation. Once students have a firm idea of the hypothesis they wish to test, they should begin seeking faculty members that will agree to be their Chair and Vice Chair. If the student wishes to select a Chair who is not a member of the College of Psychology faculty they must get permission from their Advisor to ensure the potential committee member understands and meets the high expectations required for acceptance of a dissertation by the College of Psychology.

The process of completing a dissertation can take a considerable amount of time and there are workshops to assist students provided during the entirety of the 4th year. Because of the complexity of requirements regarding the completion of the research, development, implementation, and writing of the dissertation a separate Dissertation Handbook has been created. Students are encouraged to obtain a copy from their Advisor early in their graduate studies so that they can complete all requirements before attending their internship.

Predoctoral Internship

During the first semester of their 4th year, students will be attending a workshop to help them prepare internship applications. Other class requirements are reduced to allow students the time necessary to complete the application process and travel to attend interviews. Students will participate in the AAPI match system. This process will be thoroughly explained in the 1st semester of year 4. Internships are full time commitments and take up the entirety of the 5th year in graduate school.

All students must apply to APA internships as part of the College of Psychology curriculum, however, some may not obtain a position through the match system. If this occurs, the student may apply the following year, keeping in mind that they must complete all graduation requirements in 7 years. They may also apply for a CAPIC internship or work with a private psychologist to earn their internship hours as a psychological assistant. Students may elect to participate in these other internship opportunities to complete their doctorate requirements.

Professional Series

Also known as the “Brown Bag Seminars,” present an opportunity for all CNU students to gain insight from professionals about the issues presented to psychologists working in the field and allow them to form relationships with professionals from different sub-fields of psychology.

Course Descriptions

The Doctor of Psychology (Psy.D.) curriculum contains four course series designed to cover the broad domains of Behavior, Assessment, Psychopathology, and Best Practices. In addition, each semester contains individual courses that address key areas of competency. Electives are taken in the third and fourth years of the program. In years two, three, and four, the Practicum Case Conference provides space for students to present cases, discuss clinical experiences, and receive group supervision while they are engaged in external practicum training.

Foundations of Behavior Series

Biological - PSY 601 (3 cr.)

This course focuses on the biological underpinnings of behavior including neural, physiological, anatomical, and genetic influences.

Cognitive and Affective - PSY 602 (3 cr.)

This course examines the ways in which humans learn, elements that affect memory, how thought processes are categorized, and a general overview of decision making. It will also cover response, mood, feeling states, and the interplay between behavior and emotion. Topics will include arousal, intensity, and interaction.

Developmental - PSY 701 (3 cr.)

This class focuses on the human lifespan, transitions through various stages of growth, and the intellectual and behavioral changes that occur across an individual's lifespan.

Social and Cultural - PSY 702 (3 cr.)

The study of social and cultural behavior includes group process, attributions, discrimination, societal attitudes, and the interface between the subjects of sociology and psychology.

Assessment Series

Intelligence - PSY 720 (3 cr.)

This class focuses on intellectual assessment of both children and adults. It also introduces students to assessment report writing, the various components necessary in patient interviews, and how to review supplementary information.

Personality and Emotion - PSY 721 (3 cr.)

This portion of the Assessment Series focuses on tests that gauge a patient's personality and emotional state. Measurements will include those that detect personality disorders and mood disturbances.

Neuropsychological - PSY 820 (3 cr.)

This course is the culmination of the assessment series, using knowledge students have gained about both brain function and the capabilities of psychological assessment. Students will complete full neuro-psychological batteries and review cases of severe impairment, injury, stroke, and dementia.

Psychopathology Series

Adult - PSY 603 (3 cr.)

This series goes through the DSM-V reviewing mental conditions found in adult patients. Attention will also be given to the construction of the DSM and a comparison to the ICD 10.

Child/Adolescent - PSY 604 (3 cr.)

This course will review DSM-V diagnoses that are most commonly found among children or adolescents. Special attention will be given to the autistic spectrum and learning disabilities.

Best Practices Series

Adults - PSY 711 (3 cr.)

This course will examine common psychological conditions and their scientifically proven treatments for adult patients in a variety of settings.

Child and Family - PSY 710 (3 cr.)

This course will examine common psychological conditions and their scientifically proven treatments for children and their families in a variety of settings.

Groups and Organizations - PSY 712 (3 cr.)

This course focuses on interventions for groups, with special attention given to substance disorders and the ethical and professional issues that differentiate work with groups and individuals. The course will also examine the structure, process, and culture of organizations by examining the relationship between employees and the companies they serve. Motivation, change management, and the process of business consultation will be major topics of the course.

Year-long Courses

Research Methods and Statistics - PSY 613/PSY 614 (6 cr.)

These classes prepare students to critically read research, understand the mathematical underpinnings of assessment measures, and to begin work on their own research and dissertation. They will learn the strengths and limitations, means of interpretation, and the technical aspects of rigorous case study. They will learn the difference between correlational, descriptive, and experimental research designs while studying measurement techniques such as sampling, replication, and theory testing. Along with quantitative measures, students will be introduced to qualitative methods including meta-analysis and quasi-experimentation. Using statistics, they will learn to engage in mathematical modeling, analysis of psychological data, description, inference, univariate and multivariate analysis, null-hypothesis testing, power, and estimation.

Practicum Preparation - PSY 650/PSY 651 (6 cr.)

These two courses are designed to prepare students for starting work in the community as new practitioners. Students work toward understanding theoretical orientations, their role as a student volunteer, what their rights and responsibilities will entail as a practicum student, procedural elements such as charting and organizing their appointments, and how they can best use practicums as a means of applying the knowledge they have learned in class. These courses are also an open forum where students can express concerns, support, and questions regarding their first year in graduate school. As part of this course, students will engage in interaction with standardized patients (actors) under the guidance and observation of faculty.

Dissertation Research Seminar - PSY 861/PSY 862 (4 cr.)

This series takes place in the 4th year and is designed to assist students with the completion of their dissertation. Students will find a supportive environment where they can work through challenges, seek feedback, and progress in a systematic fashion towards completion the capstone to their doctorate experiences.

Leadership in Health Professions - PSY 811/PSY 812 (6 cr.)

This year-long course is attended by students from all three colleges at California Northstate University. It uses experiential learning, real world cases, class discussion, and the latest research to help students develop their own voices as future leaders in the healthcare industry. Students will also gain a deeper appreciation of the talents, skills, and abilities each profession brings to case formulation and the treatment of patients.

Multi-Year Courses

Practicum Case Conference

PSY 713/PSY 714, PSY 813/814, PSY 913/PSY 914 (6 cr.)

This seminar series takes place while the student is in practicum and provides space for participants to share their clinical experiences and receive feedback from their peers and the professor. These sessions occur once per week and are kept at a maximum enrollment of 8 students per session.

Individual Semester Courses

History and Systems - PSY 605 (3 cr.)

This course includes the origins and development of major areas in the discipline of psychology. The class will move through historical changes in the profession while examining the social and cultural factors that contributed to the advent of particular theories. The course will also examine the changes that have occurred in the discipline, its expanding role in healthcare, and its current state as a profession.

Standards and Ethics - PSY 608 (3 cr.)

This course reviews the current American Psychological Association's Ethics and Professional Code through the lens of real world cases. Students will be challenged in their thinking as they move from recipients of healthcare to practitioners.

Psychometrics - PSY 703 (3 cr.)

This course builds on the basics learned in Research Methods and Statistics, preparing students for a deeper understanding of topics that will be necessary as they move through the assessment series and start work on their dissertation. This course reviews theory and techniques of psychological measurement, scale and inventory construction, reliability, validity, evaluation of measurement quality, classical and contemporary measurement theory, and standardization. This is also the first class that introduces students to the formal requirements of the dissertation process.

Human Diversity - PSY 801 (3 cr.)

This course will review the social and cultural context of both patient care groups and the clinicians themselves. Students are expected to promote a healthy and safe environment in the class while challenging their own preconceptions and attitudes. They will also be taught the latest research regarding cultural attitudes and norms and the way human diversity effects psychological treatment.

Consulting and Supervision - PSY 804 (3 cr.)

All psychologists will be consulting throughout their career, whether it is with other psychologists and healthcare providers or with members of the public and professional organizations. This course addresses effective means of supervision and spotlights ethical issues that present themselves in the supervisor/supervisee relationship.

Psychopharmacology - PSY 808 (3 cr.)

Patients are often prescribed medication in conjunction with behavioral interventions. It is imperative that students learn about the medications that can be used to treat disorders, the resultant physiology, and their overall effectiveness.

Preparation for Internship Workshop - PSY 860 (2 cr.)

This course takes place in the 4th year of the program and assists students in the construction and development of their internship application. Materials will be reviewed and constructive criticism given to improve students' chances of obtaining the internship of their choice. Students will also assist each other through mock interviews, needed motivation, and assistance in finding the best fit for each applicant.

Electives

Introduction to Health Psychology - PSY 802 (3 cr.)

This class will focus on the interface between behavior, cognition, and illness. A review of conditions most commonly referred to psychologists in a hospital setting will form the foundation of the subject along with the interface between psychologists, physicians, and nursing staff. Special attention will be given to healthcare delivery systems and the different populations they serve.

Crisis/Trauma Intervention - PSY 803 (3 cr.)

Students in this course will learn effective means to evaluate and treat patients in crisis or whom have experienced recent traumatic events. Subjects covered will include an extensive review of the legal avenues for treatment and the ethical responsibilities of clinicians.

Substance Abuse Treatment - PSY 805 (3 cr.)

This course will focus on both individual and group treatment, the interaction between substance abuse and mental disorders, and community resources. Students will go into depth regarding substances and their effects on the brain.

Introduction to Forensic Psychology - PSY 806 (3 cr.)

This course will examine the interface between psychology and the law. Discussion topics will include competency, violence risk, commitments, malingering, and testimony. There will also be a review of common assessment tools and report writing for the courts.

Don't become a mere recorder of facts, but try to penetrate the mystery of their origin.

Ivan Pavlov

Orientation and Registration

First year orientation is mandatory for all new students. The Office of Student Affairs and Admissions must be notified of any absence due to illness or emergency if a student is not able to attend the scheduled orientation. The student will be required to provide documentation for the absence and complete a make-up orientation within the first week of school in addition to attending scheduled classes and maintaining course requirements.

Registration for classes requires:

1. All admission contingencies be fulfilled.
 - a. Admission contingencies include proof of medical insurance coverage and any other institutional requirements. Students may enroll in the Student Health Insurance Plan to satisfy the insurance requirement.
1. Financial aid clearance from the Financial Aid Officer.
2. Completion of all new student paperwork.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the Authorization to Release Student Records if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the *Directory Information and Access to Student Records* section of the general catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are not compliant with institutional requirements or who have a hold on their student account at the time of registration must satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes.

Address Where Instruction Will Be Provided

Class sessions are conducted at 9700 West Taron Drive, Elk Grove CA 95757. Experiential education and clinical rotations and service learning activities is conducted at assigned professional clinical locations and community sites as established by agreement among the student, professional preceptor, and College.

Catalog, School Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, students are strongly encouraged to visit the College website at <http://psychology.cnsu.edu/> and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review

Instruction/Course Delivery

The Psy.D. program at the College of Psychology is designed to be completed in 5 years. Students will be in residency at California Northstate University full-time for their first 4 academic years. During the fifth year, students will be attending a full-time one-year internship. Students may elect to also do a two-year part-time internship.

Year 1 students will take 5 courses each semester. This provides the foundation necessary to begin practicum work. Year 2 and Year 3 students will take 4 courses each semester and attend a practicum. Year 4 students take a "Preparation for Internship" workshop and "Dissertation Research" seminar the first semester and in the second semester they will only take the "Dissertation Research" seminar. Year 4 students will also be attending a practicum.

Year 5 students will be attending a full-time internship. Because internships can take place anywhere in the country, there are no in class course requirements for this year and students are not expected to attend University functions.

All courses are delivered in English and English language services are not provided.

The greatest discovery of my generation is that human beings can alter their lives by altering their attitudes of mind.

William James

California Northstate University

Ψ COLLEGE of
PSYCHOLOGY

Health Requirements

Immunization Requirements

For the health and safety of our students, the CNU community, and the patient populations that we serve, accepted students are required to provide proof of vaccinations before registration. For those students who need to begin a series of vaccinations, the series should be started before classes begin and completed within the first semester of classes. Failure to comply with this requirement jeopardizes continued enrollment in the program. Documentation of required immunizations must be completed by the student's personal physician, clinic, or other authorized health professional

Continuing students must also comply with any additional immunizations as required by practice sites and placement in the clinical training component of the program.

Required Immunizations:

- Ψ Hepatitis B – 3 Vaccinations AND Positive Titer
- Ψ Tetanus, Diphtheria, and Pertussis (Tdap) – Proof of a booster shot within the past 10 years
- Ψ Varicella (Chicken Pox) – Proof of 2 vaccination dates OR Positive titer results showing immunity
- Ψ Measles, Mumps, and Rubella (MMR) – Proof of 2 vaccination dates OR Positive titer results showing immunity
- Ψ Meningococcal Conjugate -
- Ψ Influenza - Proof of a flu shot administered between August and October of each academic year.

Additional Screening:

Tuberculosis (TB) PPD Skin Test – 2 negative PPD skin tests administered more than 7 days apart OR a negative TB QuantiFERON or a negative chest x-ray report (for those who have previously had a positive PPD result). This PPD requirement may vary from site to site. Please be sure to follow the specific experiential site TB requirements.

Health Insurance Requirements

All students are required to maintain health insurance while enrolled in the university. Students may either elect to use their own plan or enroll in the Western Health Advantage Health Insurance Plan provided through the university.

Proof of coverage should be submitted to the College of Psychology Office of Student Affairs and Admissions. Evidence of coverage should NOT be sent to the Office of the Registrar. Failure to provide evidence of insurance coverage may result in cancellation of registration. Please direct questions relating to this requirement to the College of Psychology Office of Student Affairs and Admissions.

Field Placement Requirements

The Office of Field Training coordinates and oversees all student clinical training experiences, including practicum preparation, practicum experiences, and student progression to predoctoral internship. Field training experiences require direct, supervised contact with the public. While the College of Psychology provides guidance and input to individual training sites regarding student health and safety, the following requirements vary by training site depending on the specific populations served and the nature of the services provided.

It is important to note that students choose the practicum and internship sites to which they will apply each year, based on interest, availability, individual scheduling needs, and personal considerations such as location (this becomes particularly salient when considering predoctoral internship sites).

Immunization Clearance

Students may be required to present proof of immunizations in order to serve vulnerable populations at some training sites. They may also be required to undergo medical screenings, tests, or to receive immunizations as deemed necessary for safe practice at sites where exposure to pathogens is possible or likely. Consent to such procedures may be a necessary condition for involvement at some sites, such as clinics, hospitals, and prison facilities.

Background Checks

Students may be required to submit to background checks as a condition for participation at some clinical training sites. There may also be a fee associated with receiving such checks, to be paid by the student unless the site-specific policies indicate otherwise.

Drug Screening

Students may be required to undergo drug screening as a condition for participation at some clinical training sites. Failing a drug screening may result in the student's dismissal or rejection from a practicum or internship training site.

Liability/Malpractice Insurance

The College of Psychology provides professional liability insurance for all students enrolled in the program. Student policies are provided through The Trust Risk Management Services, Inc. Policy information is available through The Trust website at www.trustinsurance.com.

Transportation Requirements

Students must be responsible for providing their own transportation and/or housing needs throughout their education at CNU College of Psychology. Practicum training sites are located throughout the greater Sacramento area, and students will likely require a car in good repair to meet their training obligations. California law requires auto insurance. Students may be required to relocate to another area, region, or state during the predoctoral internship year, depending on which sites they rank highly and the outcome of the national APPIC match process. More information regarding practicum training site locations can be obtained through the Office of Field Training and by consulting the Clinical Training Handbook.

Professional and Technical Requirements

The CNU College of Psychology endeavors to select applicants who have the ability to become highly competent clinicians. The college adheres to the guidelines promulgated by the American Psychological Association in its "Standard of Accreditation." Within these guidelines, the college has the freedom and ultimate responsibility for the selection of students; the design, implementation, and evaluation of its curriculum; the evaluation of students; and the determination of who should be awarded a degree. Admission and retention decisions are based not only on satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential functions of the academic program required for graduation. The professional and technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional

attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: Motor, sensory, verbal and written communication, intellectual (conceptual, integrative, and qualitative abilities for problem solving and decision-making), and the behavioral and social aspects for the performance of the profession of psychology. The rigorous five-year Psy.D. curriculum is where students begin to develop the qualities necessary for the practice of psychology. The abilities that psychologists must possess to practice safely and effectively are reflected in the technical standards that follow. Students must be able to meet these standards.

Visual

In order to make proper clinical decisions, students must be able to observe patients accurately. Students must be able to acquire information from written documents, films, slides or videos. Thus, functional use of vision is necessary (close and at a distance).

Oral-Auditory

Students must be able to communicate effectively and sensitively and rapidly with patients (must be able to speak and hear) and members of the health care team (both verbal and written). Students must be fluent in English. In emergency situations Students must be able to understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion. In addition, students must have all the ability to relate information to and receive from patients in caring and confidential manner.

Strength and Mobility

Students must have sufficient posture, balance, flexibility, mobility, strength and endurance for standing, sitting, and participating in laboratory, classroom and clinical sites.

Cognitive

In order to effectively solve clinical problems, students must be able to measure, calculate, reason, analyze, integrate and synthesize in a timely fashion. In addition, they must be able to comprehend three-dimensional relationships and to understand the spatial relationships of others. They must have the ability to retain and recall information received in classroom and clinical settings, and they must also possess the ability to provide sustained attention to spoken and written communication provided by professors, lecturers, supervisors, and patients.

Psychological

Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment for the prompt completion of all responsibilities, and for the development of effective relationships with patients. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients. Students must also possess the psychological health to maintain focus on educational and training responsibilities. Students are expected to remain vigilant regarding their own psychological and emotional health, and to pursue appropriate services when necessary.

Social

Social relationships are central to the practice of psychology, and successful completion of a psychology training program requires thoughtfulness, introspection, and interpersonal sensitivity. Students must be able to perceive and synthesize subtle social interactions such as body language, tone of voice, spacial proximity, and variations in emotional expression. The unpredictable needs of patients are at the heart of clinical practice. Students must be able to inhibit expression of their own emotional reactions when necessary, to tolerate social ambiguity, and to respond in a consistently therapeutic manner to patients who may behave rudely, insensitively, aggressively, or inappropriately.

Professional

Students must demonstrate the judgment, developmental maturity, and professionalism required for to complete the Psy.D. Curriculum and to enter the profession of psychology. They must exercise good judgment in the treatment of patients; function within both the law and ethical standards of a healthcare professional; be able to work effectively and professionally as part of a treatment team; participate in culturally diverse classroom and practice environments; behave in a professional manner during interactions with patients, their families, and with health care personnel; maintain regular, reliable, and punctual attendance for classes, experiential education and clinical responsibilities. Students must also be responsible for contributing to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification in a professional manner.

It is a joy to be hidden, and disaster not to be found.

D.W. Winnicott

California Northstate University

Ψ COLLEGE of
PSYCHOLOGY

Academic Policies and Procedures

Academic Calendar

The academic calendar consists of two semesters lasting approximately 15 weeks long. Year 5 students complete clinical internships throughout the calendar year. To view the academic calendar, please refer to page 5 of this handbook.

Credit Hour Policy

For each semester, 1 hour of credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of lecture or student in-class time) and a minimum of 2 hours of out-of-class student work (homework) (*LEC/SEM*). For practicum and internship time, 1 hour of credit is assigned per 3 hours each week of student time spent in this activity (*AL/EL*).

Code	Course Type	Code	Course Type
AL	Active Learning course	LEC	Lecture course
EL	Experiential Learning	SEM	Seminar

Graduation Requirements

Students are recommended and approved for the doctor of Psychology (Psy.D.) Degree by the California Northstate University College of Psychology. Approval is awarded provided that the student has met with the following requirements:

- Ψ Conducted themselves in an ethical, moral, professional, and lawful manner
- Ψ Satisfactorily completed the following California Northstate University College of Psychology requirements:
 - ✓ Passed all core didactic courses with a grade of C or better
 - ✓ Maintained a cumulative GPA of 3.0
 - ✓ Completed 1500 hours of supervised practicum training
 - ✓ Passed the Comprehensive Exam
 - ✓ Completed their dissertation with a successful dissertation defense
 - ✓ Completed their predoctoral clinical internship
- Ψ Fulfilled all tuition and financial requirements and completed all necessary paperwork for California Northstate University/ College of Psychology

Graduation with Honors

Degree Honors

Students who meet the cumulative GPA (CGPA) listed below will receive degree honors. The honor is noted on the degree.

With Highest Distinction - Cumulative GPA of 3.80 or higher

With Distinction - Cumulative GPA of 3.65- 3.79

Grading Policy

Students must maintain a min. cum. grade point average (GPA) of 3.0.

	Grade	Grade		Grade
	Definition	Points	Definition	Points
A	90.00-100%	4.00	P ≥70%, Pass*	Not in GPA
B	80.00-89.99%	3.00	I Incomplete	Not in GPA
C	70.00-79.99%	2.00	W Withdrawal	Not in GPA
D	60.00-69.99%	1.00		
F	<60.00%	0.00		

*The grade of P is only available to practicum and internship courses.

Course Withdrawal

With the written permission of the instructor, it is possible to withdraw from a course until the last day of class in each semester. Withdrawal from a course may impact the student's ability to graduate in five years so students should discuss their decision with their academic advisors. Course withdrawal and course registration changes may have financial implications and as such, students are encouraged to discuss their decision and options with the CNU Financial Aid Office. Officially withdrawn courses appear on the student's transcript with the grade of W. Failure to officially withdraw from a course by the last day of class will result in an issuance of an earned course grade.

Incomplete Course

In Incomplete (I) on the transcript is a preliminary, non-permanent notation indicates that work in the course was satisfactory but not completed by the time grades were due.

If the instructor gives a grade of Incomplete, the missing work is to be submitted to the instructor by the last day of class the following semester. If a student is unable to complete the coursework by this second due date, the instructor may grant an extension of the Incomplete. This extension can last no longer than an additional semester. In this way all work towards the removal of an Incomplete grade must be completed no later than one year after the completion of the course, and then only with the instructor's permission. If a student does not complete all coursework required within the timeframe specified by the instructor, but no later than one year after the course, the Incomplete is changed automatically to an F.

GPA Calculation:

To calculate cumulative GPA, letter grades will be converted to their numeric grade point value using the table above, and then added together. The sum is then divided by the number of courses taken.

Practicums are not included in this calculation as they are taken on a pass/fail basis. Grades received in retaken classes will be used in determining cumulative GPA. The grade initially received in the course will not be included in the calculation.

Grade Appeal Procedure

If a student is not satisfied with a grade received or an academic evaluation, they should first approach the professor with their concerns. It is the policy of the College of Psychology that disagreements should be handled at the lowest level possible.

A student may file an appeal if there is continued disagreement regarding their academic performance. The appeal must be submitted within 10 business days of the online grade posting or receipt of the evaluation. The appeal must be in writing and submitted to the Assistant Dean of Academics or a representative. The Assistant Dean will respond to the appeal in writing within 10 business days of receipt.

If the appeal is not resolved to the student's liking, it can be resubmitted within 2 business days of receipt of response from the Assistant Dean of Academics to the Dean of the College who will render a decision within 10 business days. The Dean's decision is final.

A record of the final decision concerning the appeal will be kept on file in the Dean of Academics' office.

Course Repeat Policy

Each course can only be repeated once. Students who receive a D or F in a course are required to repeat the course. Students may elect to repeat any course in which they have received a C.

The grade initially received in the course will not be included in the cumulative GPA calculation. The grade received in the retaken class will be used in calculating the student's cumulative GPA. Both the grade from the initial attempt and the repeated course will appear on the official transcript.

Each course can be repeated only once. Repeating courses may extend the students expected graduation date and may have financial implications. Students considering repeating a course are encouraged to discuss their decision with the CNU Financial Aid Office.

Course Add/Drop

Courses in Psy.D. program are sequential and progressive in difficulty. Students must take all courses offered in a given semester. Students may not add or drop required courses during the semester.

Students may make changes to elective course registration. The deadline to make changes to elective course registration is the fifth day of instruction for the semester.

Students have the right to withdraw or take a leave of absence from the program.

Academic Progression

To remain in good standing in the College of Psychology a student must:

1. Maintain a 3.0 grade point average.
2. Pass their first year readiness for practicum screening;
3. Receive satisfactory evaluations from their practicum sites and Academic Advisor;
4. Pass the Comprehensive Exam;
5. Finish their internship;
6. Complete their dissertation paperwork and submittals within the appropriate timeframes; and
7. Act in a manner that is consistent with the professional standards established by the American Psychological Association.

To support students in maintaining the necessary degree of academic excellence to remain in good standing, students will be meeting with their designated academic advisor. Although it is the student's responsibility to monitor and calculate their cumulative GPA throughout the course of their studies in the Psy.D. program, the academic advisor will inform students of their current cumulative GPA at each meeting.

A grade of D or F in a course indicates a lack of understanding of the fundamental concepts of the course material necessary for progression. Unless on an approved leave of absence, students must retake any

class in which they have earned a grade of D or F in the following academic year. Each course can be repeated only once.

Practicum Readiness

Readiness for practicum is based on academic performance and feedback from the practicum preparation instructor.

The Practicum Preparation instructor completes a Practicum Readiness form that is forwarded to the Academic Advisor. The advisor can then choose to approve the student for advancement to practicum or recommend dismissal from the graduate program.

If the student is deemed unprepared for practicum placement by their Practicum Placement instructor or Advisor, their case will be presented to the Psychology faculty and a ballot issued. In rare cases the faculty may decide that there were extenuating circumstances leading to the student falling below the requirements for advancement.

If a majority of the faculty upholds the advisor's decision the student will be dismissed from the program.

Length of Program

Unless given written approval by the Dean, a student must complete the program within seven (7) years (84 calendar months) from the time they initially registered and attended their first course in the Psy.D. program.

Advancement to Candidacy

Requirements for advancement to candidacy include:

1. A 3.0 grade point average and completion of all coursework
2. Passing of the Comprehensive Exam
3. Approval from Academic Advisor
4. Removal of any probationary status
5. Completion and acceptance by the College of the student's dissertation
6. Completion of all practicum requirements
7. Completion of 1st semester of Internship

Once the above conditions have been met a student can apply for advancement to candidacy to obtain the doctorate degree. The student's record will be reviewed and a contract created stipulating that once the student completes their internship they will have graduated from the doctorate program.

Academic Advisors

Students will be assigned an Academic Advisor upon entering the program. They will meet within the first semester of instruction to review the requirements of the program and the student's expectations and career goals. Throughout the program the student and Academic Advisor will meet each semester, though either the student or Advisor may choose to meet more frequently. At the end of their first year, the student will be evaluated and screened with regard to their academic performance and readiness for practicum in year 2.

Readiness for practicum is based on academic performance and feedback from the practicum preparation instructor. Upon receipt of the Practicum Readiness form from the instructor, the advisor can then choose to approve the student for advancement to practicum or recommend dismissal from the graduate program. See Academic Progression Policy.

The Advisor writes an evaluation of the student each year that becomes part of their academic record.

Academic Advisor-Advisee Responsibilities

Advisor Responsibilities	Advisee Responsibilities
<ul style="list-style-type: none"> Ψ Post and maintain regular office hours; notify advisees of hours at the beginning of the semester Ψ Inform advisees of their responsibilities 	<ul style="list-style-type: none"> Ψ Know your advisor (contact information, office location and hours)
<ul style="list-style-type: none"> Ψ Get to know advisees 	<ul style="list-style-type: none"> Ψ Read the Student Handbook, the General Catalogue, the Field Training Handbook, and be familiar with program requirements and policies
<ul style="list-style-type: none"> Ψ Maintain records of advisees educational progress 	<ul style="list-style-type: none"> Ψ Schedule appointments with advisors in advance of important deadlines
<ul style="list-style-type: none"> Ψ Help advisees identify personal, educational, and career goals in professional psychology, and to develop a strategy to pursue those goals 	<ul style="list-style-type: none"> Ψ Keep scheduled appointments with advisors
<ul style="list-style-type: none"> Ψ Answer advisees’ questions about academic regulations, ethics, and professionalism 	<ul style="list-style-type: none"> Ψ Prepare specific questions to ask your advisor. Maintain a file of materials that relate to your academic progress
<ul style="list-style-type: none"> Ψ Monitor academic progress and aid in developing a plans to improve course grades when advisees are in danger or failing or placed on academic alert 	<ul style="list-style-type: none"> Ψ Gather information needed to make academic and career decisions
<ul style="list-style-type: none"> Ψ Inform advisees about academic assistance that is available through the university 	<ul style="list-style-type: none"> Ψ Accept responsibility for informing your advisor about your interests and needs. Be prepared to discuss personal, educational, and career goals
<ul style="list-style-type: none"> Ψ Discuss career specialty areas, practicum, internship, and postdoctoral options with advisees 	<ul style="list-style-type: none"> Ψ Seek help from your advisor when needed, inquire about other ways that you can participate effectively in the advising process.
<ul style="list-style-type: none"> Ψ Write letters of recommendation for advisees 	

Academic Alert

An Academic Alert is designed to allow instructors to refer a student for academic support at any point during the semester, based on assessment of the student’s performance. Such a referral may be made on the basis of quantifiable or observational data (i.e. exam scores, homework, writing assignments, class participation, and behavior).

Process

The course instructor or supervisor activates academic alert and requests to meet with the student within five business days. A plan for academic support will be determined by the instructor and student. The completed Academic Alert form will be submitted to the Office of Student Affairs and Admissions (OSAA), which will then notify the student’s academic advisor. OSAA may request to meet with students who have alerts in multiple courses. Students are encouraged to work with course instructor(s), academic advisor, and OSAA to assure all resources are being utilized to improve academic performance.

Academic Probation and Dismissal

Probation

If a student fails to meet the “good standing” minimum requirements, they will be placed on probation.

Probation formally begins with a written notification to the student by their Advisor. It will include the reason for probation, probationary conditions, and the duration of probation. Students can return from probation by addressing the area of concern. For example, they may bring their GPA to 3.0 or they may speak to their practicum site and obtain a specialized contract to address areas needing improvement.

Dismissal

A student may be dismissed from the program if they:

1. Fail to return from probation in the time allotted;
2. Act in a manner that violates the ethical and professional standards of the APA as determined by faculty vote;
3. Fail to return from a leave of absence by the date specified; or
4. Their academic or professional actions have created a situation for which a warning or probation is inappropriate or impossible.
5. Have a cumulative GPA that falls below 2.0, or when it becomes mathematically impossible to graduate (i.e. a situation in which it is impossible to salvage an unacceptable GPA).

In the event that a student is dismissed from the Psy.D. program, the student may petition for readmission to the program with an endorsement from their Advisor. The petition will be voted on by full-time faculty and the approval must be unanimous. The petition is then sent to the Dean for final approval or rejection.

Attendance Policy

The curriculum for the doctorate degree in psychology provides a broad, generalist education by imparting knowledge that is sequential, cumulative, graded in complexity, and provides a basis for further professional growth. This requires that students attend all classes and complete all practicum and internship requirements. It is the policy of the College that students shall not have unexcused absences in excess of two missed classes during any given course. Individual instructors may impose their own attendance requirements.

Please refer to the Field Training Handbook for attendance policies relating to clinical practicum training.

Excused Absences

The College of Psychology recognizes that circumstances may cause a student to miss an occasional class. The student must make up the work missed if the absence is excused. A student may request an excused absence for the following circumstances:

- Ψ medical (self or immediate family)
- Ψ military duty
- Ψ immigration or naturalization
- Ψ emergency
- Ψ jury duty or legal/court mandated appearance

- Ψ bereavement (immediate family)
- Ψ professional conference (requires verification of academic standing)
- Ψ involvement in traffic accident documented by a law enforcement report.

Except where provided by state or federal law, absences in excess of ten consecutive academic days in a semester may require the student to request a leave of absence from the Psy.D. program. Students are encouraged to contact the Office of Academic Affairs for further information.

Procedure

A student seeking an excused absence should complete the Excused Absence Request Form and seek the course instructor's signature for each missed class within three business days upon return to campus. The course instructor will determine if the absence is excused or unexcused according to the above policy and the completed form should be submitted to the Office of Academic Affairs.

Planned Extended Absence

Extended absences are initiated by the student. If the student knows that they will need to miss class due to extenuating life circumstances, they have the option to file an Extended Absence Request form with the Office of Student Affairs.

Except where provided by state or federal law, a student may request no more than five academic days of leave per semester.

In the event that an extended absence is due to a medical condition, the student may not return to the program without appropriate medical clearance.

Leave of Absence

A leave of absence is approved for a specific period of time, no less than one semester, but not to exceed one academic year or to the time that it would be impossible for the student to graduate within 7 years from the student's program start date. While on a leave, the student cannot participate in any classes or related curriculum including, but not limited to practicums or internships. The student is eligible to return without reapplication if the absence is within the approved time frame.

During the leave of absence, the student is not considered enrolled in the University. For this reason, a student requesting a leave of absence is required to meet with the Financial Aid Manager and Business Office to determine the impact of their decision and any requirements needing fulfillment prior to the leave.

Students considering a formal leave of absence must meet with the Dean of Student Affairs the semester before the leave is to be taken or as soon as it is known that a leave of absence is needed. The request must include the basis for the request and expected time of return. The form should have the student's Academic Advisor and, if assigned, their dissertation Chair. If approved by all parties, the request will require a final signature from the Dean. To formally file the approved leave of absence, the CNU Leave of Absence Form must be filed with the CNU Office of the Registrar. The student must submit the completed request form with the signatures of the Dean of Student Affairs, Financial Aid Manager, the Business Office, and the Registrar. The Leave of Absence form is available from the Office of the Registrar and online at: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>. Approved leave of absences will be noted on the student's transcript. The date of leave status is the date the Registrar receives the signed form.

Non-attendance does not constitute notification of intent to apply for leave of absence status.

Return from Leave of Absence

Approximately 60 days from the planned return or other agreed deadline indicated on the initial approved Leave of Absence request form, the student is responsible for submitting the *Intent to Return* form to the Dean of Student Affairs. To initiate registration, the completed *Intent to Return* form must be submitted to the Office of the Registrar.

The student is required to return to the University/College at the beginning of the semester for which the return was planned

The student will have 30 days of the date of the notice to reply to the Office of Registrar with their intent to return to the University/College or officially withdraw.

A student who does not return to enrolled status at the end of an approved period of leave is no longer considered to be pursuing their doctorate degree. Students who fail to apply for a leave of absence or for whom leave is denied, but do not remain enrolled will be considered no longer pursuing their degree.

Withdrawal from the College/University

Students may voluntarily withdraw from the University/College at any time during the academic semester. The student will earn a “W” grade for a course(s) that is (are) not complete at the time the withdrawal is initiated. Informing the College of Psychology, your academic advisor, or instructor does NOT constitute official withdrawal from the program.

All withdrawals must be processed by the Office of the Registrar. Students must submit a completed Official University/College Withdrawal form to the Office of the Registrar. The form is available online at <http://www.cnsu.edu/office-of-the-registrar/registrar-services> and in the Office of the Registrar.

A student must meet with and receive signatures from the following departments before the form can be filed with the Office of the Registrar: Office of Academic Affairs/Student Affairs, Business Office, Financial Aid, and Office of the Registrar.

A student who officially withdraws from the University/College is entitled to apply for readmission.

Because of the sequential nature of the program, students wishing to reenter the graduate program will be considered on a case by case basis with determining factors including renewed commitment to the completion of the program, previous academic and clinical performance, and current openings in class enrollment.

Student Grievance Policy

General complaints or concerns should be directed to the Assistant Dean of Student Affairs and Admissions. The Assistant Dean will advise students about the appropriate procedures to follow in resolving a general complaint or concern.

Informal Resolution Procedure

Students are encouraged to discuss and resolve non-academic conflicts, including complaints of harassment and/or discrimination, with the individual involved before filing an informal or formal complaint. An informal complaint may be made to the Assistant Dean of Student Affairs by email or in person. The suggested timeframe in which to make an informal complaint is 10 days from the date of the

incident. The complaint will be investigated and the outcome of the investigation will be communicated to the student. If the student is not satisfied with the outcome, a formal complaint may be filed.

Formal Resolution Procedure

Formal grievances must be submitted in writing using the Complaint/Grievance form. The complaint should describe: the specific action(s) necessitating the complaint, a statement of facts supporting the complaint, actions sought in an informal resolution, and information about why attempt(s) at an informal resolution did not lead to a satisfactory outcome. Complaints may be filed in regards to an event at the University or at a practicum/internship site. formal complaints should be submitted to the Assistant Dean of Student Affairs and Admissions in a sealed envelope. Complaints will be handled in accordance to University policies after review of the facts. A resolution will be provided to the student in writing within 4 weeks of the form submission, excluding holidays and University breaks. If the complaint relates to the Assistant Dean, the matter will be handled by an alternate Assistant Dean. If a resolution cannot be found, a committee including 3-5 faculty and/or staff members will be formed to address the issue on a case by case basis. If the committee cannot resolve the matter it will be transferred to the Dean of the college for appropriate action.

Students may further appeal decisions during this process by filing a request with the Dean of the College within 5 days of receipt of the complaint/grievance resolution. The Dean's decision is final.

This procedure also applies to all discrimination, harassment, and sexual harassment reports and complaints that may arise in matters involving rights protected under legislation relating to equal opportunity in Employment and Education or any policy of the University/College relating to harassment.

A record of student complaints is kept on file in Office of Student Affairs and Admissions and all aspects of the grievance process are kept confidential.

General grievances may also be made anonymously by sending a letter to the Assistant Dean of Student Affairs and Admissions or can be filed online anonymously by visiting:

<https://californianorthstateuniversity.formstack.com/forms/anonymousreportcnu>.

Accreditation Standard Complaints / Grievances

The College of Psychology encourages students to seek internal resolution to any conflict. Complaints may be made directly to the Assistant Dean of Student Affairs and Admissions. Written complaints will be kept on file and made available for inspection at onsite accreditation evaluations. If a student has a complaint related directly to an "accreditation standard" they may direct the complaint to the Assistant Dean of Student Affairs or file directly through the accreditation website listed below for WASC (regional accreditation) or the Bureau for Private Post-Secondary Education (BPPE). Students must make sure the complaint is related to accreditation standards and not a general complaint unrelated to accreditation. Academic and general complaints can be made using one of the procedures listed above.

Western Accrediting Commission for Senior Colleges and Universities (WASC)

Accreditation by the Western Accrediting Commission for Senior Colleges and Universities represents the Commission's judgment that an institution is satisfactorily achieving its mission and educational purposes and that it meets or exceeds the Commission's standards of quality,

integrity, and effectiveness. The Commission values information provided by students, employees, and others in determining whether an institution's performance is consistent with the Standards of Accreditation and Commission policies and procedures. The Commission has two established means for receiving comments from students, employees and members of the public about its member institutions: 1. Complaints, 2. Third-party comments

As a general rule, complaints are written by employees and students who have grievances that pertain to the member institution's adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are usually more general comments of a substantive nature about a member institution. Individuals should review the Policy on Complaints and Third Party Comments in the WASC Policies Manual at <https://www.wascenior.org/search/site/Policy%20Manual%20> to ascertain the appropriate means to communicate comments and complaints.

Bureau for Private Post-Secondary Education (BPPE)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at www.bppe.ca.gov

Computer / Technical Support

Every student must have external access to computer resources to complete academic requirements. In addition, students are encouraged, but not required, to bring a personal laptop to some courses, such as Statistics and Research Methods. The University/College provides computing and communications access to faculty, students and staff to support the mission of the University/College in teaching, research, learning and service. Students having difficulty accessing the student Learning Management System, CANVAS, have access to Technical Support on campus during regular school hours. Contact information for IT support and technical services is located at the beginning of this handbook.

Copyright Compliance Policy

It is the policy of California Northstate University (CNU) to comply with copyright law. Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Material subject to copyright includes (but is not limited to): images and text displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs, and articles. A copyright notice is not required for material to be considered copyrighted.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108

(<http://www.copyright.gov/title17/92chap1.html>), it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the context of digital file sharing, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Content owners are able to track the sharing and downloading of their copyrighted files via the IP address of the file sharer or downloader. Upon proper notice of infringement from the copyright owner or internet service provider in accordance with the Digital Millennium Copyright Act, CNU investigates, removes any infringing site or material on the University's network, and blocks access to any infringing

sites or material. CNU also investigates to identify the infringing user and takes appropriate action to address misuse in accordance with CNU policies.

Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see www.copyright.gov and www.copyright.gov/help/faq.

Disciplinary Action for Copyright Violations

As set forth in the student honor code, a violation of copyright law also constitutes a violation of University policy and the honor code. Students found guilty of such a violation can be subject to disciplinary action including suspension and dismissal from the University in addition to any civil and criminal penalties.

Disability Policy

The University/College does not discriminate on the basis of a disability and is committed to self-directed learning by offering qualified students an equal opportunity to attain a Doctor of Psychology degree. The University/College will make every effort toward meeting reasonable requests for accommodations to students with disabilities according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Information regarding disability services and is located in the *Student Services* section of this handbook.

Disorderly Assembly / Conduct

No person shall participate in or organize any activity for the purpose of creating a disturbance that interferes with the operations of the University/College. No person shall use any University/College owned or controlled building or property without authorization. Any conduct on the University/College campus or affiliated sites that are disruptive or offensive is prohibited and may be grounds for dismissal from the University/College. Disorderly conduct includes but is not limited to:

- Ψ Disrupting a class in progress
- Ψ Physically or verbally assaulting another being
- Ψ Discriminating against, threatening, or demeaning another being
- Ψ Dishonest behavior

Any violation of this policy will result in disciplinary action. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

Dress Code – Student Professional Appearance

PURPOSE: The dress code is part of the honor code standard of professional behavior. Students are expected to meet this standard in all academic and professional settings.

EXPECTATIONS: The dress code is required during the scheduled academic class time, during clinical experience at practicum and internship sites, and academic and professional events hosted by the University/College or student organizations.

VIOLATION OF THE DRESS CODE: Students who violate the dress code may be asked to leave class by a school official or class representative until dressed appropriately. Missed coursework and/or exams are not eligible for make-up work or an excused absence.

PROFESSIONAL APPEARANCE: A vital component of professionalism is appearance. Since our students are preparing to practice in a health care environment, appropriate dress and proper attention to personal hygiene is of utmost importance. Specific activities and settings require particular attire and the student must be aware of and adhere to these requirements. Classroom attire can be casual, clean and appropriately aligned with the following dress code criteria:

Classroom Approved Attire:

- Ψ Shirts with collars
- Ψ Shirts and blouses must extend, at least, to the waistband of the skirt or pants
- Ψ Students are permitted to wear casual slacks, jeans, and T-shirts, provided they are clean, in good repair, and do not contain any offensive language or pictures.
- Ψ Shorts of mid-thigh length or longer are permitted.

Attire Students Must NOT Wear:

- Ψ Mid-riffs, tank tops, sweatpants, cut-offs, short skirts/dresses, or revealing clothing of any description, flip flops, hats of any kind (with the exception of religious or certain medical conditions)

Additional Dress Code Information

- Ψ No clothing that shows excessive wear, fading, rips, holes or tears
- Ψ Name Badges - A name badge with photo ID must be carried in all academic and professional environments

Approved Attire for Clinical Training:

See the *Field Training Handbook*, available through the Office of Field Training

Diplomas

The Office of the Registrar oversees the release of University/College diplomas. Diplomas include University/College honors and the signatures of the current officers of the College and University. Diplomas are released once all financial and other obligations have been met. A diploma will not be released to a student with outstanding financial obligations to the University. Unreturned equipment will result in a financial hold placed on the student's account preventing the release of diploma and transcript.

The student's degree must be awarded and posted to the Official Transcript before a diploma can be processed.

Diplomas are printed with the student's legal name as it appears on the academic record. Students wishing to modify their name must submit the *Change of Personal Information* form (available from the Office of the Registrar and online at: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>) and supporting required documentation to the Office of the Registrar at least three weeks prior to graduation.

Original diplomas will be mailed first class to the home/permanent address listed in the student's file at the time of the mailing and will arrive approximately two to three months following the end of the student's final semester. Students should review the *Petition to Graduate* form for diploma mailing information. If the mailing address is a P.O. Box, students are encourage to ensure that the delivery of the diploma will not be prohibited or damaged. To change the address, the student must submit the *Change of Address* form or update their home address through their Student Portal.

Diplomas returned to the school as undeliverable will be held for five years. Repeat shipping is at the cost of the student and payment must be received prior to shipment.

Duplicate Diploma Requests

The Office of the Registrar oversees the release of University/College duplicate diplomas. A student may request a duplicate diploma if the original diploma has been damaged, lost or stolen. To order a duplicate diploma, the student must submit the *Duplicate Diploma Request* form and payment amount listed on the form to the Office of the Registrar. Diplomas will include University/College honors and the signatures of the current officers of the College and University. The request order is kept in the student's file. Transcripts and diplomas will not be released if there is a financial hold.

The request form is available from the Office of the Registrar and online at: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>. Diplomas will be mailed first class to the address indicated on the *Duplicate Diploma Request* form and typically arrive within 45 business days. The University/College is not responsible for lost, stolen, or damaged diplomas.

Email Communication Policy

There is an expanding reliance on electronic forms of communication on the California Northstate University (CNU) campus. Email is fast, convenient, and cost-effective.

The use of e-mail to a student's CNU issued email address is a primary mode of communication with students. The use of CNU email is an official means of communication at California Northstate University. The university may send communications to students by CNU email and has the right to expect that those communications will be received and read in a timely fashion. Information sent via CNU email has the same importance and needs to be responded to in the same manner as information sent in other ways. Students have the responsibility of accessing and reading their CNU email messages in a timely fashion. Not reading or replying to CNU email is considered by the university to be unprofessional conduct - a violation of the Student Honor Code.

This policy is intended to ensure that students have access to official communication from the university by CNU email and that they understand their responsibilities around communication of this type. This policy does not prohibit students from maintaining their own non-university email account in addition to their CNU email address.

Emergency Contact and Medical Information

Each student must complete the *Emergency Contact and Medical Information* form as part of the “New Student” packet. It is recommended that students maintain accurate contact and medical information. To make changes, submit a new *Emergency Contact and Medical Information* form available from the Office of the Registrar and online at: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>. Paper forms are available in the display outside the Office of the Registrar. Students may view their current form through the Documents section of their Student Portal.

E-Professionalism and Social Media Policy

California Northstate University requires all students to uphold the core principles of the Honor Code, which includes e-professionalism and adherence to the policies associated with it. E-Professionalism is the use of electronic information and social media aligned with the core concepts of the Student Honor Code of conducting oneself with respect, honesty, integrity, legal and ethical behavior and professionalism. This policy establishes internet usage guidelines for University/College students to ensure they are representing themselves and the College/University professionally on and off campus. Social Media includes social networking sites (e.g., Facebook, Twitter, LinkedIn, etc.); blogs; video sharing sites (e.g., YouTube, Vine, etc.); and photo sharing sites (e.g., Flickr, Instagram, etc.).

Social Media

Students are to maintain a professional demeanor at all times over social media. Students must avoid posting or being tagged in text, photos, or videos that may be professionally compromising. Students should monitor their sites to seek removal of unprofessional public posts by others. Using social media to insult, threaten, defame, harass, disparage or bully another person or entity or to engage in copyright or trademark infringement, misappropriation of trade secrets, discrimination, or related actions, or for any other purpose that is illegal, against CNU policy, or not in the best interest of CNU is prohibited. The use of social media during class time is unacceptable.

Confidential Information

Students are required to abide by HIPAA (Health Insurance and Portability and Accountability law) and related jurisprudence in treating patient information as confidential. Students are prohibited from:

- Ψ Discussing specific patients’ online, unless on secure healthcare-related networks, even if all identifying information is excluded.
- Ψ Posting pictures of patients online without the specific prior written permission of the patient (or legal guardian, in the case of a minor).
- Ψ Disclosing confidential CNU information including, but not limited to, student records, personal information of students or employees, and non-public strategies.

Representation of University Entities

Representing one’s personal opinions as institutionally endorsed by CNU or any of its entities is prohibited. Students should maintain the privacy of fellow student colleagues and University/College employees unless they have been given prior written permission to use the person’s likeness or name. Students are not allowed to use the University/College logos unless they have received prior written permission from authorized University personnel. While students are encouraged to share information about their experiences at the University online, they should be transparent in regard to their relationship with the University/College and be truthful, accurate and complete in describing the University programs and services.

Violation of the Social Media and E-Professionalism Policies

Any violation of this policy may result in disciplinary action up to and including suspension or dismissal from the University for Unprofessional Conduct. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

Food in Class

Eating food in class is not allowed unless permitted by the course instructor, staff, or other University/College personnel. Drinks other than water are permitted provided that they are contained in a container with a lid.

Free Speech

The University/College supports students' rights to free speech.

Gambling

The University/College prohibits any form of gambling for money or stakes representing money on University/College property unless exempted by California state law.

Meanings are not determined by situations, but we determine ourselves by the meanings we give to situations.

Alfred Adler

Honor Code

The Honor Code of the College of Psychology is a formal code of conduct that emphasizes the four core principles of *respect*, *honesty* and *integrity*, *legal* and *ethical behavior*, and *professionalism*. All students, faculty, and staff are responsible for maintaining the Honor Code.

Respect

The College of Psychology is dedicated to respectful conduct in teaching, scholarly activity, research, clinical practice, and service. We respect one another, our supporters, our colleagues, and our patients. We extend this respect to all persons, regardless of race, color, national origin, ancestry, citizenship, gender, gender identity, sexual orientation, age, religion, physical or mental disability, or veteran status. We promote good will amongst our diverse population and uphold the autonomy, dignity, and moral integrity of all persons. We respect the abilities, customs, beliefs, values, and opinions of others. As members of the mental health community, we promote the good of every patient in a caring, compassionate, and confidential manner, with respect to their right to privacy.

The following examples include, but are not limited to, acts that violate the respect principle of the Honor Code and will be subject to disciplinary action: any action that threatens or perpetrates physical violence against any person; theft; willful destruction of property; slander, libel, or defamation (slander, libel, and defamation all involve lying); hate crimes. Actions that violate the respect principle will be subject to disciplinary action if they occur on campus or are directed against CNU or a member of the CNU community. Actions in violation of the respect principle that occur off campus or are directed toward persons or property not affiliated with CNU may result in disciplinary action if they are deemed sufficiently egregious as to warrant attention from the College of Psychology.

Honesty and Integrity

The College of Psychology is dedicated to honesty and integrity in teaching, scholarly activity, research, clinical practice, and service. Psychologists and psychology students have a duty to be truthful professional relationships and in relationships with the communities that we serve. We are committed to a learning environment in which all individuals adhere to the tenets of honesty and integrity in the classroom and in the community. Cheating, plagiarism, and other forms of academic dishonesty are not tolerated. All examinations, projects, and assignments, whether individual or team-based, are expected to be performed and completed with the utmost degree of honesty and integrity. In addition, conduct at clinical training sites is expected to adhere to the principles of honesty and integrity.

The following examples include, but are not limited to, acts that violate the honesty and integrity principle of the Honor Code and will be subject to disciplinary action: cheating; plagiarism; claiming authorship of written material not so authored; claiming credit for research not so performed; claiming participation on a team project while not participating in the project; any form of academic dishonesty; theft or destruction of academic materials owned by CNU or a member of the CNU community; theft or destruction of research materials owned by CNU or a member of the CNU community; misrepresenting clinical experience in terms of practicum hours and activities.

Legal Standards and Ethical Behavior

The College of Psychology is dedicated to behavior that follows legal and ethical standards in teaching, scholarly activity, research, clinical practice, and service. We are committed to following the law, professional practice standards, and the APA Ethics Code. We comply with and adhere to all federal,

state, and local laws and regulations. Whenever appropriate, we seek advice and counsel to determine the right course of action and make the best decision on behalf of those who depend on us to do so.

The following examples include, but are not limited to, acts that violate the legal standards and ethical behavior principle of the Honor Code and will be subject to academic disciplinary action or non-academic disciplinary action as appropriate: any behavior which violates federal, state or local laws, or any University/College or formal affiliate policy or rule; violation of the psychology and health care related laws and regulations of the State of California and the California Board of Psychology; violation of the written standards of practice at any practicum, internship, or experiential training program.

Professionalism

The College of Psychology is dedicated to professionalism in teaching, scholarly activity, research, clinical practice, and service. We display professional attitudes, values, and behaviors in the classroom, at clinical training sites, and in the community. We serve as positive advocates for our profession by striving for excellence in the performance of our duties, while protecting the health and autonomy of our patients, and serving individual, community, and societal needs.

The following examples include, but are not limited to, acts that violate the professionalism principle of the Honor Code and will be subject to academic disciplinary action or non-academic disciplinary action as appropriate: any behavior which violates federal, state, or local laws, or any University/College or formal affiliate policy or rule; lewd, obscene or indecent conduct on any University/College owned or controlled building or property, or at any clinical training site; unauthorized manufacture, sale, possession or use of any substance that causes chemical dependence or impairment; hazing; harassment; possession of a deadly weapon.

Personal Accountability and Expectations

All students, faculty, and staff of the CNU College of Psychology are required to follow all applicable provisions of this Honor Code. We are all personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism.

As such, it is expected that all students, faculty, and staff shall:

- Ψ Know the Honor Code;
- Ψ Uphold the Honor Code in daily life both on and off-campus;
- Ψ Promote the Honor Code and an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism;
- Ψ Report Honor Code violations to the appropriate personnel;
- Ψ Seek appropriate advice if unsure or in doubt
- Ψ Cooperate with investigations of Honor Code violations.

Consequences of Honor Code Violations

Any and all violations of the Honor Code shall be processed as appropriate through the Professional & Academic Standards Committee, Assistant Dean of Student Affairs & Admissions, the Assistant Dean of

Clinical Training, the Dean of the College of Psychology, or other governing body. Any person accused of academic or non-academic violations will be afforded fair jurisprudence and due process of law. Violations of an academic, professional, or other nature will be subject to appropriate disciplinary action which may include, but is not limited to, warning, probation, remediation, suspension, dismissal, expulsion, legal prosecution, or the receipt of a failing grade.

Non-Retaliation

The CNU College of Psychology does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or otherwise inappropriate conduct. Anyone form of retaliation by any party against those who report suspected violations of the Honor Code is, itself, in violation of the Honor Code and is subject to disciplinary action.

Who promised you that only for joy were you brought to this earth?

Anna Freud

Harassment

Anti-Sexual Harassment/Harassment/Assault & Disruptive Conduct Policy

The University/College is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the University/College will not tolerate acts of sexual harassment or related retaliation against or by any student or employee.

Anti-Harassment Training and Prevention Programs

Students will become familiarized with the *Anti-Sexual Harassment/Harassment/Assault and Disruptive Conduct Policy* at orientation. Training programs, focused on awareness, prevention, bystander intervention, and self-defense classes will be offered to students and employees during the academic year. Anti-harassment resources, webinars, and prevention tips are available to students at any time through the MyStudentBody portal. Notification of College/University sponsored Anti-Harassment Training and Prevention Programs will be provided to students by the Office of Student Affairs and Admissions.

Definitions of Harassment

Sexual Harassment: consists of interaction between individuals that is characterized by unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile Environment Sexual Harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

Retaliatory Acts: It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment or any employee or student who testifies, assists or participates in a proceeding, investigation, or hearing relating to such allegation of sexual harassment.

Lesbian, Gay, Bisexual, & Transgender (LGBT) Non-Discrimination Policy

The University/College has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBT students. The policies and protection acts that focus on this non-discrimination stance include: Equal Protection Clause of the 14th Amendment - all students have a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual, and transgender (LGBT) students from harassment on an equal basis with all other students.

First Amendment, Equal Protection, and Due Process Clauses

A transgender student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

Title IX

Title IX of the Education Amendment Act of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at an LGBT student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment on the basis of a student's failure to conform to stereotyped notions of masculinity and femininity. CNU does not currently receive federal financial assistance but takes a proactive stance in the protection of all students.

Title IX Coordinators for the Institution

Any violations of the Title IX Education Amendment Act should be reported to:

Title IX Coordinator for the University & Students
Cyndi Porter-Fraser Phone: (916) 686-8668
Email: cporter@cnsu.edu

Title IX Coordinator Specialist for CNU Employees
Heidi Herman, Director of Human Resources
Phone: (916) 686-7485
Email: hherman@cnsu.edu

Sexual Violence Elimination (SaVE) Act

The SaVE Act went into effect on July 1, 2015. The act requires all academic institutions to provide anti-violence and anti-harassment programs to all students. As part of this requirement, students must complete an anti-violence and harassment course. The course will be administered through an online resource program called *MyStudentBody*. The SaVE Act focuses on the prevention of:

Violent Behavior

Violent behavior encompasses a broad range of behaviors that may affect the campus or the workplace, may generate reasonable concerns for personal safety, or may result in physical injury. Violent behavior includes, but is not limited to, aggressive or frightening acts, intimidation, threats, harassing behavior, stalking and/or unwanted pursuit, physical attacks, domestic violence or property damage.

Bullying/Intimidation

Intimidation is engaging in actions intended to frighten, coerce, or induce duress. These actions include, but are not limited to, stalking/unwanted pursuit.

Threats

A threat is an expression of intent to cause physical or mental harm. A threat may be direct, indirect, conditional or veiled. Any threat is presumed to constitute a statement of intent to complete the behavior consistent with the threat.

Physical Attack

Physical attack is unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting or throwing objects or use of unauthorized weapon against another person.

Domestic Violence

Domestic violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship, including individuals who are or have been married, living together, or dating.

Stalking

Stalking is the act of harassing somebody with persistent, inappropriate, and unwanted attention.

Reporting Harassment, Sexual Harassment, Assault, or Violence

Students should report sexual harassment or conduct that is disruptive to campus security, the Assistant Dean of Student Affairs and Admissions, or the Title IX Coordinator for the University & Students. The Director of Human Resources (Title IX Coordinator for Employees) may also be contacted. In the event none of the former is available any other campus administrator or employee may be contacted to report the incident. If the situation is an emergency, immediately call the Elk Grove police by dialing 911. If at all possible report the incident immediately. The University/College campus security and/or administration will assist students in contacting authorities.

In order to assist campus security, administrators, or other authorities, the victim of an act of harassment or violence is strongly encouraged to preserve as much evidence as possible to support the complaint.

Non-emergency incidents may be reported using the *Student Complaint/Grievance* form. Contact the Assistant Dean of Student Affairs and Admissions to review the complaint. Additional resources and assistance will be provided.

To report off-campus criminal conduct, including sexual assault or other serious allegations in which the complainant believes that his or her safety is threatened, contact the Elk Grove Police Department or call emergency personnel by dialing 911. Allegations of serious sexual harassment should also be reported to the local police department if they occur after hours or on weekends. Students are strongly encouraged to notify the Assistant Dean of Student Affairs and Admissions of the incident immediately so action can be taken to adjust the education environment. Documentation of the police report should be made available.

Contacts for Emergency Assistance

Campus Security or any Administrative Office on Campus
Direct Contact: Campus Security Officer
Telephone: (916) 432-7615

Elk Grove Police Department
8400 Laguna Palms Way, Elk Grove, CA 95758
Telephone: (916) 478-8000
Emergency: 911

Investigation of a Report of Harassment, Sexual Harassment, Assault, or Violence

The Title IX Coordinators will initiate an investigation after an alleged offense is reported to campus authorities. The focus of the investigation is to collect as much information as possible to substantiate the initial complaint. The accuser and the accused are entitled to the same opportunities to present information, including having others present during any meeting or disciplinary hearing. The accuser and the accused will be informed of the outcome of the investigation and/or disciplinary proceeding. Disciplinary action by the institution may include suspension and/or dismissal from the College/University.

The College/University will make reasonable changes to an alleged victim/victim's academic situation after an alleged offense and provide options for those changes if those changes are requested by the victim.

The curious paradox is that when I accept myself just as I am, then I can change.

Carl Rogers

Safety and Security

Annual Security Report

The CNU Annual Security Report contains data for crime information in the immediate area surrounding the campus. The report can be obtained on at the following web address: <http://pharmacy.cnsu.edu/annual-security-report>. An overview of campus security, emergency alert, and response procedures is provided at the new student orientation. Additional safety and security information, tips, and alerts will be delivered to students through campus email. The school offers several safety awareness courses and special speaker sessions as well as information for self-defense classes throughout the year.

Campus Access Cards

All students who have authorized access to campus will be issued an electronic entry access card that permits entry to the campus main entrances. This type of access to campus facilities helps provide students with a more secure campus environment by restricting campus entry and the possibility of unauthorized visitors. Campus access is tracked and monitored through an electronic security camera system. If your access card is lost or stolen, report the incident to IT immediately so that the card can be deactivated.

Megan's Law

For a listing of registered sex offenders in the adjacent community and other pertinent information, please review the law enforcement database at <http://meganslaw.ca.gov/>.

Medical Emergencies

For life threatening emergencies, call 911. For all other emergencies contact a University/College employee for assistance.

Missing Student Policy

This policy provides guidelines and action steps to assist faculty and staff in the event a student fails to report to an academic or clinical site as scheduled or an issue concerning a possible missing student safety situation is brought to their attention.

If a student is reported missing and cannot be located, or a safety concern has been registered with a university official, the following procedures will be followed:

- Ψ The student's designated Emergency Contacts will be notified.
- Ψ If the student fails to return to the institution, and the student's personal family searches are unsuccessful, and/or at the discretion of the Assistant Dean for Student Affairs and Admissions, the police may be contacted and a request made for a "wellness check" at the student's address on record, or last known whereabouts. If the student reports back to the institution, the Office of Student Affairs and Admissions will, if necessary, contact the student to inform him or her of support services available.
- Ψ This support will also be offered to any other students affected by the incident as needed.
- Ψ If a student has been absent from the institution, without notice, for a period of two academic weeks (10 business days), the institution will assume that the student is not planning to return and will take steps to withdraw the student from the academic program.
- Ψ The Assistant Dean of Student Affairs and Admissions will notify the appropriate University and College Administration of the missing student situation.

Definition of a Missing Student

Circumstances that may indicate a student is missing include:

- Ψ Health related problems have been reported and the student has not returned to school on an agreed upon date.
- Ψ The person has not regularly attended classes and has not been seen elsewhere on campus or a clinical site.
- Ψ The student's team members, roommate, parent, spouse, or significant other report such a disappearance due to irregular contact.
- Ψ The Student's Academic Advisor or other University employee reports concern that the student may be missing for circumstances related to situations discussed with the academic advisor or employee.

Name Badges

Name badges will be provided to all students during orientation and must be worn on campus. Students must report any missing, lost, or stolen badges immediately to the IT Department. Replacement badges will be provided at a cost of \$25.00 for the first loss and \$60.00 for any second or subsequent loss. The replacement cost will be waived if the badge is stolen and a copy of the police report is submitted.

Parking

The University/College currently charges no fee for parking on campus. Off- campus parking for students at practicum and internship sites must be paid by the student. No refunds or reimbursements will be made by the University/College. The University campus parking area is delineated into four areas - students, employees, disabled, and visitor. All vehicles parked on the campus lot must have a CNU parking permit displayed in the front window. Student parking is limited to the east lot. Parking policy prohibits student parking in any space marked Visitor, Executive, Evening Employee, or Faculty/Staff. Security will issue orange warning stickers to individuals who violate the parking policies established by the campus administration. These violations are recorded by security, and individuals who commit a second violation will receive a \$50.00 fine and an automatic financial hold placed on their student account.

Personal and Contact Information Changes

A student may request an official name change and correction to name, date of birth, social security, and gender for school documents and records by submitting a completed *Change of Personal Information Request* form, available from the Office of the Registrar and online at: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>, and supporting legal documentation.

Once the information is verified and approved, all official school documentation will be updated.

Students must maintain current contact information with CNU. To update addresses, phone numbers, and personal emails, students should update their profile through the Student Portal or submit the *Change of Address* form to the Office of the Registrar. Please note that to update the information on your W9 you must submit a new W9 to the Business Office. All requests forms require the student's actual signature. We cannot accept a typed or digital signature in lieu of an ink signature.

Stalking

Stalking is a form of intimidation and/or threatening behavior directed at one or more individuals that places said individual(s) in reasonable fear for personal safety, or the safety of friends/family. The University/College forbids any form of stalking, including cyberstalking.

Theft

Any attempted or actual theft of property of the University/College, of a member of the campus community or campus visitor, violates the campus honor code and state law.

Tobacco

Use of tobacco is not permitted on the campus.

Vandalism

Any physical abuse, destruction or defacing of University/College property or to another's property or the diminishing of its material or aesthetic value is prohibited.

Visitors

Visitors are not permitted on campus without prior authorization. Visitors will not be allowed in the classroom without prior authorization from the course instructor. Visitors are generally prohibited from visiting practicum and internship sites, although individual sites may have different rules and policies. Students are responsible for any misconduct of their guest.

Weapons Policy

The University/College prohibits the possession, display or use of any weapons of any description including air- powered weapons on campus. California Penal Code 626.9 and 626.10 specifically prohibit the possession of firearms, including pellet and BB guns, on University/College property, without specific written permission. Violators of this policy are considered a threat to the academic community and are subject to immediate dismissal from the University/College.

Man is the only animal for whom his own existence is a problem which he has to solve.

Erich Fromm

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day California Northstate University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California Northstate University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of California Northstate University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for California Northstate University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Northstate University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Institutional Student Procedures for FERPA

FERPA does not cover employment, medical or police records, confidential letters of recommendation if the student has waived the right to review them, professors or administrator's personal records for their own use about students, parent's financial records, and other FERPA excluded records.

Additional information regarding FERPA can be viewed on-line at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Disclosure and Access

The California Northstate University College of Psychology reserves the right to disclose certain directory information. The student's name, address, telephone number, email address, field of study, dates of University attendance, degrees, honors, and awards received, the most recent educational agency or institution attended, and photograph are considered Directory Information and may be made available to the general public. The student may request that directory information be withheld from sources outside the University, excluding law enforcement, or within the University to anyone who does not have a need-to-know status by completing the *Directory Opt-Out* form and submitting it to the Office of the Registrar. This form is available from the Office of the Registrar and online at: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>. Students are encouraged to review the documents under the "Student Privacy" section of the webpage.

Annual FERPA Disclosure and Record Access

Students will receive an annual FERPA notification from the Office of the Registrar following the start of each fall semester. The FERPA notice will be sent to all CNU student email addresses in addition to being posted in the following locations: student information boards, inside and outside the Office of the Registrar, and online at http://www.cnsu.edu/shareddocs/Registrar/CNU_FERPA_Notice.pdf.

Empathy is the capacity to think and feel oneself into the inner life of another person.

Heinz Kohut

Non-Academic Policies and Information

Alcohol –Chemical Dependence / Impairment Policy

CNU is a drug-free academic environment consistent with federal and state laws. Any person within the CNU community may be disciplined for violation of these policies and tested for suspected use of an illegal drug. The possession, use, consumption, manufacturing or distribution of any form of alcohol or any illegal substance is prohibited on the CNU campus as well as any off-site location while the student is involved in academic learning or clinical training experiences.

Any student who is under the influence of alcohol or drugs during class or experiential or clinical training is subject to immediate removal from the setting and dismissal. Any student convicted of a drug or alcohol related crime during the time they are enrolled at CNU will be subject to disciplinary actions up to dismissal from CNU.

Students are also reminded to adhere to the Honor Code and E-Professionalism policies outlined in the Student Handbook indicating students must not present themselves on social media as a person who does not adhere to these polices.

Students experiencing difficulties with alcohol or drug use should take appropriate action by seeking substance abuse treatment as soon as possible. A list of referral services in the Sacramento area is located in the Student Services section of this handbook. In addition, trained mental health counselors are available to meet with students on campus during regular posted hours. Please see the schedule and contact information at the beginning of this handbook for more information. Please note that the schedule is subject to change.

Any violation of this policy will result in disciplinary action. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

CNU complies with the *Drug-Free Schools and Communities Act* and the *Higher Education Act Section 120A: Drug and Alcohol Abuse Prevention* by implementing the following provisions:

1. The annual distribution in writing to each student, regardless of the length of the student's program of study, and to each employee of:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
 - b. A description of the applicable legal sanctions under local state or federal law for the unlawful possession or distribution of illicit drugs and alcohol
 - c. A description of the health risks associated with the use of illicit drugs and abuse of alcohol
 - d. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and

referral for prosecution, for violators of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program

2. Conducting a biennial review of the campus drug and alcohol abuse prevention program to:

- a. Determine its effectiveness and implement changes to the program if they are needed; and
- b. Ensure that its disciplinary sanctions are consistently enforced.
- c. A biennial review will be conducted to evaluate the effectiveness of the drug and alcohol prevention program by a review panel. The review panel consists of Administrative representatives from the President's Executive Council (PEC).
- d. Any recommendation for change will be considered, evaluated, and implemented as deemed necessary to health and welfare of all CNU students

Violation of Alcohol and Drug Policy

The College of Psychology follows CNU's policy of prohibiting the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students and employees in buildings, facilities, grounds or property operated by CNU or as part of College activities.

Any student or employee of the College of Psychology found on CNU property or at a CNU sponsored event, including practicums and internships, abusing, using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law shall be subject to disciplinary action in accordance to state law and the policies of CNU. Such University disciplinary action includes, but is not necessarily limited to, expulsion, termination of employment, referral for prosecution, and/or completion of an appropriate substance abuse assistance or rehabilitation program. Matters involving drug and alcohol use are taken very seriously by law enforcement officials and vigorously prosecuted by the District Attorney's office.

A conviction can jeopardize the ability to receive a professional license.

Federal Law and Legal Sanctions

Under federal law, manufacture, sale, or distribution of Schedule I and II illicit drugs or mixtures containing them (e.g. cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called "designer drugs", as well as "counterfeits" purported to be such drugs) and trafficking in marijuana and hashish are felonies. Depending upon the quantity of drugs involved, penalties for first offenses range from five years to life (20 years to life if death or serious injury involved) and fines up to \$10 million or more, and for second offenses from ten years to life (life if death or serious injury involved) and fines up to \$20 million. Illegal trafficking in over-the-counter or prescription drugs (including anabolic steroids) have maximum terms of 5 years for first offenses and ten years for second offenses, and heavy fines. Illegal possession of controlled substances can trigger federal prison sentences and fines up to \$100,000 for first offenses, more for second offenses; possession of crack cocaine is punishable by 5 to 20 years and fines up to \$250,000.

Those convicted of possession or distribution of controlled substances can be barred from receiving benefits of federal programs, including student grants and loans, contracts, and professional and

commercial licenses; are subject to forfeiture of property used in or traceable to illegal controlled substance transactions; and, if non-citizens, are subject to deportation.

State Law and Legal Sanctions

Important sections of State Law are summarized below:

No person may sell, furnish, give or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code, Sec. 25658 (a))

It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (California Business and Professions Code, Sec. 25662)

It is a misdemeanor to sell alcoholic beverages any place in the state of California without a proper license issued by the California State Department of Alcoholic Beverage Control. (California Business and Professions Code, Sec. 23300)

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any obviously intoxicated person. (California Business and Professions Code, Sec. 25602)

Any person found in a public place to be under the influence of an intoxicating liquor, drug, or controlled substance and unable to care for his/her own safety or who interferes with the use of a public way is guilty of Campus Policies and Procedures disorderly conduct. Public intoxication is a misdemeanor crime in California. (California Penal Code, Sec. 647f)

California law also prohibits driving a motor vehicle under the influence (a blood alcohol level of .08 percent or higher creates a presumption of intoxication, but can be charged with lower blood alcohol levels); drinking or possessing an open container of alcohol while driving; and operating a bicycle while intoxicated. Drunken driving penalties include jail or prison, fines of \$1,000 or more, driver's license suspension or revocation, and required drug/alcohol treatment programs. Refusing to submit to a test for blood alcohol can result in suspension of driver's license for up to 3 years.

I believe that a different therapy must be constructed for each patient because each has a unique story.

Irvin D. Yalom

Miscellaneous Non-Academic Policies

Bicycles

Bicycles may not be brought into the classroom or buildings. It is recommended that bicycles be locked securely to prevent theft. Bicycles should be secured in designated areas or in bike lockers provided in designated areas. Bicycles should not be secured in areas that would interfere with pedestrian or vehicular traffic. It is also recommended that students keep information about the bicycle with their records in the event of theft which would include: make, model, color and serial number.

Building Access / Hours

Student identification cards are programmed with an electronic key access code. The card provides access to the building as well as some of the interior classrooms and other spaces designated for student use. The campus building hours will be posted prior to each semester and the hours may be extended prior to exam dates. Student card entry is logged and entry information is monitored by University/College administrators. Professional behavior dictates respect of equipment, furnishings, and building access by all pharmacy students. Any student not exhibiting professional behavior in regards to building access, including destroying property, allowing unauthorized guests in the building, or compromising building security, will be addressed through the judicial procedures.

California Northstate University building hours are provided in the table below and are subject to change. Extended weekend hours may be provided during final exams.*

California Northstate University Building Hours*	
Monday-Friday	7:30 AM to 10:00 PM
Saturday and Sunday	9:00 AM to 5:00 PM

Cell Phones and Personal Electronic Devices

Out of courtesy for others, all cell phones must be silenced and put away before entering any classroom, laboratory, and discussion session or on-campus academic or professional event.

Disruptive or inappropriate use of cell phones and personal electronic devices may result in the student being issued a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption will result in dismissal from the course.

Children in the Academic Environment Policy

It is recognized that it is important not only to preserve the educational environment for all students but also to make sure that the education of the parent who is responsible for the care of a child is not compromised. In this regard, students are expected to have daycare arrangements with back-up plans. Children are not permitted to be in the classrooms, laboratory settings, or patient-care settings. The student is responsible for obtaining handouts or lecture notes when class time is missed.

University Clearance

Graduating and students exiting or withdrawing from the University/College must complete a Clearance Form. The Clearance Form requires signatures of staff in various departments. The completed form with

all signatures must be submitted to the Registrar's Office as part of the student separation/exit requirements. The University/College will not furnish academic transcripts or degree until the form has been completed, all financial obligations have been met, and any University/College property (badge, clicker, parking pass, library books, etc.) has been returned.

Commencement

Due to the nature of internship training, attendance at commencement is not mandatory. However, all students are encouraged to attend as it is a truly once-in-a-lifetime experience that celebrates remarkable achievement and transition into the field of professional psychology. Students in attendance are required to wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods of academics regalia are conferred upon the graduates at commencement by faculty.

Enrollment and Education Verification

The Office of the Registrar provides verification of enrollment status, degree awarded, and academic standing to financial institutions, organizations, or agencies in writing at the student's request. Students may request a letter by completing the Education Verification Request form located on the Registrar's website: <http://www.cnsu.edu/office-of-the-registrar/registrar-services> Paper forms are located in the display outside of the Office of the Registrar.

Transcript Requests

Students can view their official final grades through the CAMS Student Portal and print their unofficial transcript. Canvas is not an official source of final grades. Official and unofficial transcripts may be requested by the student by submitting a completed Transcript Request form or by placing an order through the online ordering system. A \$5.00 fee is required for each official transcript requested. Requests are typically processed within 5 business days. All delinquent financial obligations with the University/College must be cleared before transcripts are released. Please visit the Office of the Registrar's webpage for full instructions: <http://www.cnsu.edu/office-of-the-registrar/registrar-request-a-transcript>

Requests may be submitted to the Registrar in person, by mail, or by email to CNRegistrar@cnsu.edu. Requests submitted by current students via email must be sent from the student's CNU-issued email address.

People don't just get upset. They contribute to their upsetness.

Albert Ellis

Student Services

Disability Services

Any student requiring disability assistance may apply for services through the Office of Student Affairs and Admissions. The Office is committed to promoting equal access to programs and facilities, thereby insuring that students with disabilities experience the opportunity to participate fully in all academic experiences. Specialized services and academic accommodations are provided to meet the individual needs of students with disabilities to help them achieve successful completion of their professional degree.

Students with disabilities, whether hidden or visible, who wish to seek special accommodations from the University/College must make a written request to the Assistant Dean of Student Affairs and Admissions. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean or designee in writing as soon as they becomes aware of the disability. The Assistant Dean serves as the advisor to students with disabilities and as a liaison between students with disabilities and the faculty.

Eligibility for Services

The federal definition of “disability” encompasses a physical or mental impairment which substantially limits one or more major life activities such as walking, breathing, seeing, hearing, learning, working, and performing manual tasks.

Some common types of disabilities include, but are not limited to, physical disabilities, learning disabilities, psychiatric disabilities, and attention deficit hyperactivity disorders (ADHD).

Student Self-Reporting Responsibility

Students are required to self-identify if they would like to request services on the basis of a disability. Students are required to meet with the Assistant Dean of Student Affairs or designee for an initial intake and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student’s expense, of the disability before the provision of services is reviewed. Since medical conditions change, reapplication for accommodation services must be reviewed with the Assistant Dean of Student Affairs and Admissions annually.

Documentation Guidelines

Both medical and functional elements of the disability must be explicitly documented. Documentation must be printed on appropriate letterhead and prepared by a qualified health care provider who has professional training and practice to diagnose and treat the impairment that led to the disability.

Documentation of the disability should include, but is not limited to:

- Ψ A diagnostic statement identifying the disability
- Ψ Date of the current diagnostic evaluation (must be within the past three (3) years)
- Ψ Date of the original diagnosis
- Ψ A description of the diagnostic criteria used
- Ψ A description of the current functional impact of the disability
- Ψ Treatments and medications, assistive devices currently prescribed or in use
- Ψ A description of the expected progression or stability of the disability over time

- Ψ Specific recommendations for accommodations and an explanation of why each recommendation is needed
- Ψ Impact the disability has on a specific major life activities
- Ψ Credentials of the diagnosing professional

In addition to the above documentation, students are required to submit additional documentation based on the specific disability.

Students applying for services and accommodations on the basis of a **learning disability** should submit a comprehensive report of a psycho-educational assessment performed by a licensed psychologist. The assessment, usually performed in the junior or senior level of high school, should contain the following:

- Ψ A complete intellectual assessment with all subtests and standard scores reported
- Ψ A comprehensive academic achievement battery with subtests, standard scores, current levels of academic functioning in reading, mathematics, and oral and written language
- Ψ Short and long-term memory, sequential memory, auditory and visual processing, processing speed, executive functioning, and motor ability
- Ψ A clinical summary of the supported judgment of the health care provider conducting the assessment justifying the diagnosis and suggested accommodations that would be appropriate to strengthen the students relative learning deficits.

Students applying for services and accommodations on the basis of a **psychiatric disability** should submit a comprehensive report completed by a psychiatrist or licensed psychologist who has experience diagnosing and treating the student's condition.

The assessment should include the following:

- Ψ DSM-5 diagnosis
- Ψ Psychological test(s) and all scores used to support the diagnosis
- Ψ Medications needed, side effects affecting academic performance, and compliance with the therapeutic plan
- Ψ Any accommodation(s) that may jeopardize therapeutic interventions

Students applying for services and accommodations on the basis of **ADD/ADHD** should submit a comprehensive report of a psychoeducational assessment performed by a psychiatrist, licensed psychologist, and/or licensed medical doctor who has expertise in diagnosing and treating ADD/ADHD.

The assessment should include the following:

- Ψ DSM-IV diagnosis
- Ψ Description of supporting past and present symptoms
- Ψ Summary of assessment procedures
- Ψ Fluctuating symptoms and prognosis
- Ψ Medications needed, side effects affecting academic performance
- Ψ Recommendations for reasonable accommodations

Recommendations for Reasonable Accommodations

The student's request for accommodations will be assessed by the Assistant Dean for Student Affairs and Admissions who will determine eligibility for available services and accommodations. Approval of the recommendations requested are based on the diagnostic report submitted by an appropriate health care provider rather than the student's request alone. Prior history of accommodations does not guarantee provisions of a similar accommodation.

Once registered, the Assistant Dean of Student Affairs and Admissions will work collaboratively with the student and faculty to provide the best reasonable accommodations for the student to achieve academic success. Accommodations are not retroactive and begin only after appropriate documentation is received and a reasonable time for accommodation development exists.

Disability Services and Accommodations

Academic Accommodations

- Ψ Large print materials
- Ψ Extended exam times
- Ψ Exams in distraction-free environment
- Ψ Modified exams (in certain circumstances)

Disability Services

- Ψ Note takers
- Ψ Readers
- Ψ Help with ordering taped texts
- Ψ Help with ordering text to speech texts for notepads such as IPAD or Kindle

Maternity / Childbirth / Adoption Accommodations

This policy is intended to provide an accommodation for the temporary academic disruption that pregnancy, childbirth, adoption, and the care of a newborn may place on the student. It is designed to make it possible for the student to maintain *enrolled student* status, to facilitate return to full participation in classwork, and, where applicable, research, and practicum/internship training in a seamless manner.

All matriculated/registered students anticipating or experiencing a birth or adoption, are eligible to receive the following:

- Ψ An excused absence per college policy
- Ψ A leave of absence* for an academic accommodation around the time of the birth, during which the student may postpone course assignments, examinations, and other academic requirements. Students requesting this accommodation may be placed into an extended program. Students considering this alternative must discuss the maximum allowable completion time with their academic advisor and the Office of Student Affairs and Admissions
- Ψ Access to CNU facilities, student services, and the CNU student health insurance plan
- Ψ Parking accommodations

*Students may opt to use a leave of absence in lieu of the benefits provided by the accommodation policy. The leave of absence considerations may vary based on a number of life/situation factors: stage in their academic career, the timing of the birth or adoption, and the level of assistance the student will receive from others in caring for the child. The student may find it more advantageous or feasible to take one or more semesters of a leave of absence. This may especially be the case for healthcare professional students due to the highly structured and sequential curriculum.

Email Accounts and Service

All students are assigned a unique campus email address for use during enrollment in the program. Email accounts will be provided and tested at student orientation prior to the start of the first semester. The IT department offers assistance to students who experience problems with their account during normal business hours.

Housing

Information on off-campus housing can be obtained from the University/College's web site and the Office of Student Affairs and Admissions. There is currently no on-campus housing available.

*There is a great deal of pain in life and perhaps the only pain that can be avoided is
the pain that comes from trying to avoid pain.*

R. D. Laing

Library / Learning Resources

Library Facilities

The Learning Resource Center is available for students, faculty, and staff. The center includes 8000 square feet of space devoted to student study space and the following resources:

- Ψ Library Facility and Collection
- Ψ Classroom Resources
- Ψ Career Resources
- Ψ Computer Lab
- Ψ CNU College of Psychology Electronic Library
- Ψ Library Computer System
- Ψ Interlibrary Loan Program

Facility Hours

The library facility is a significant part of the Learning Resources Center. It houses the library collection and provides space for individual and group study. It is open five days a week. The hours of operation when the school is not in session, including holidays and spring break, will vary. The regular hours of operation when the school is in session are as follows:

Days	Hours
Monday to Friday	9:00 AM to 6:00 PM
Saturday & Sunday	See website for current schedule

Library Resource Center Programs

The Library Resource Center provides both students and faculty with educational support and access to research references. The following programs are offered to educate students and faculty concerning available resources and their uses:

Students Resource Center Orientation Session

At the beginning of each semester, a Resource Center Orientation session is scheduled to accommodate all interested students. The attendance is mandatory for all first semester students and optional for other students. During this orientation, the students will be introduced to the learning resources available as well as to policies and procedures relevant to their usage.

Electronic Learning Resources

The Resource Center maintains an Electronic Learning Resources System. Its purpose is to provide library and learning resources to students, faculty, and staff, and serve as an entry point for all users to meet their academic and research needs.

Library Computer System

A designated area of the learning resource center is dedicated as a computer lab. The computers in the lab are available to students, where they can access the electronic resources as well as electronic library materials. Additionally, the lab provides students with general PC software, access to the Internet, and the ability to print desired materials.

Library Collection

The library subscribes to approximately 1,000 scholarly electronic journals.

Interlibrary Loan Program

With the large number of University/Colleges and universities in the Sacramento valley, CNU is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the librarian for details.

In all chaos there is a cosmos, in all disorder a secret order.

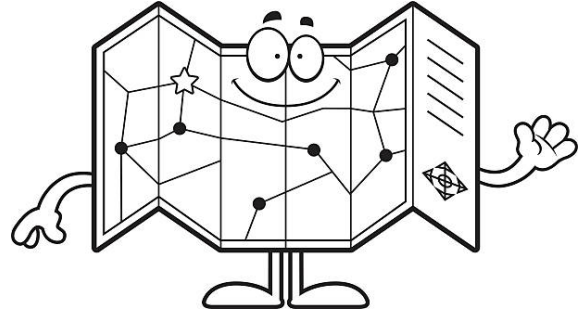
Carl Jung

California Northstate University

Ψ COLLEGE of
PSYCHOLOGY

Roadmap to Licensure in California

Each state has separate requirements regarding licensure as a psychologist. The California Board of Psychology requires applicants for licensure to obtain 1,500 hours of supervised pre-doctoral professional experience. This requirement is typically satisfied by involvement in a one-year full-time predoctoral internship that is accredited by APA, and/or a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) or the California Psychology Internship Council (CAPIC). Students are supported in selecting and applying to prospective internship training programs in the Internship Application Workshop taken in Year 4.



After a student has been awarded their doctorate they may take the next step towards licensure and sit for the national psychology test called the Examination for the Professional Practice of Psychology (EPPP). This is a requirement for California licensure and can be taken any time after the student has been awarded their Doctor of Psychology Degree.

After graduation, California also requires that students obtain an additional 1,500 post-doctoral hours. These may be gained through a formal post-doctoral fellowship or a psychological assistantship. Once all 3,000 hours have been obtained, the doctorate degree awarded, and the EPPP passed, a candidate may sit for the California Psychology Law and Ethics Examination (CPLÉE). After passing this test a candidate will be issued a license to practice in the state of California and they have earned the right to call themselves a psychologist.

¹APA requires that applicants to their internships must be from programs that have either *Accredited, on contingency* or *full Accredited* status. It is the expectation of the College of Psychology that we will reach *Accredited, on contingency* status prior to students applying for internship. Please refer to the timeline described in the

Steps to Licensure:

1. Obtain Psy.D. Degree
2. Complete 1500 hours of post-doctoral supervised professional experience. These may be obtained through a formal postdoctoral fellowship or residency program, or through arrangement with an independent clinical supervisor.
3. Pass the Examination for Professional Practice in Psychology (EPPP) and the California Psychology Laws and Ethics Examination (CPLÉE).

For the human soul is virtually indestructible, and its ability to rise from the ashes remains as long as the body draws breath.

Alice Miller

CALIFORNIA NORTHSTATE UNIVERSITY



Ψ COLLEGE *of*
PSYCHOLOGY

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