

Student Handbook

ACAP

The Academy of Clinical and Applied Psychoanalysis

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Introduction

The Academy of Clinical and Applied Psychoanalysis (ACAP) has offered programs of study in psychoanalysis since 1980. These programs include a training curriculum leading to a nationally recognized Certificate in Psychoanalysis (NCPsyA), a program in Trauma and Resilience Studies and a one-year program in psychoanalytic psychotherapy. Courses are also offered on a continuing education basis. The ACAP Board of Trustees oversees all activities of the organization. This manual outlines policies applicable to students enrolled in all programs at ACAP.

Student Affairs and Advisement

Each student is assigned an advisor at the time of admission to the school and meets with the advisor at least once per semester. The role of the advisor is to assist the student with academic and personal aspects of enrollment at the school. The advisor helps the student choose an appropriate course of study each semester. All registration forms are signed by the advisor. The advisor follows the student's progress through the program, assessing readiness to advance.

The advisor may identify obstacles to a student's progress and bring these to the attention of the student and the Training Committee. Recommendations for addressing the obstacles are reviewed by the Training Committee and presented by the advisor to the student.

Training Analysis

All students at ACAP are required to be in a training analysis with an approved training analyst by the second semester of their enrollment. The training analysis facilitates the student's understanding of his/her conflicts and defenses and thus enables him/her to function more effectively as a student. Approved training analysts are members of The Society of Modern Psychoanalysts (SMP) and/or the National Association for the Advancement of Psychoanalysis (NAAP) and meet with the student in person. Credit for psychoanalysis undertaken prior to matriculation is discussed and determined during the admissions process. The name of the student's analyst, frequency of sessions and number of sessions is included in the student's records by statements of analysis, signed by the training analyst each semester. The content of the training analysis is confidential. 350 hours of analysis are required for graduation; 50 of these hours maybe in a group analysis.

An Overview of Academic Policies

Provisional Acceptance

Students are occasionally accepted provisionally. Admission to the Certificate program at ACAP requires a cumulative GPA of 2.5 from prior courses of study. Students whose academic record does not meet this standard may be accepted provisionally. They will work closely with an advisor to determine preparedness to continue in their program after their first semester of study.

Full and Part-Time Status

Students may enroll on a full or part-time basis. Part-time students take one or two courses. Full-time students register for three to five courses.

Transfer Credit

Transfer credit is awarded for equivalent coursework at recognized institutions. On the student's request, equivalency credit is granted by the admissions committee at the conclusion of the first semester of enrollment.

Attendance

Attendance is an importance requirement since process learning is an integral part of psychoanalytic education. Students are allowed three excused absences per class per full semester and two excused absences per class per summer semester. More than the allowed absences may result in a grade of No Credit. Whenever possible, students are required to notify the instructor of an absence in advance of the class that will be missed.

Grades

Students receive grades of Credit/No Credit for their course work. Students are evaluated on the basis of attendance, class participation, and the demonstrated ability to understand, integrate, and communicate material from the readings and class discussions. Most classes required written logs pertaining to each class session and the readings as well as term papers. Specific requirements for each course will be conveyed by the instructor and are written on the course syllabus.

Completion of Work

All coursework in a given semester must be submitted by the course end. Extensions may be granted at the discretion of the instructor and may not exceed two weeks following the last class of the semester. Incompletes that remain on the record will be changed to No Credit at the conclusion of the two-week period. Students whose circumstances prevent them from completing all their course work within two weeks of the end of the semester may submit a written request to the Training Committee for a formal extension of the grace period.

Academic Standing

Students may remain in good standing, receive a notice of "at risk of probation," be placed on probation, or be asked to take a leave of absence until they can demonstrate readiness to return to the program. Generally, students receive a notice of "at risk" if their performance in one semester has one or more No Credit grades, or Incompletes that are not completed by the deadline. Students who are unable to complete and pass courses over two semesters may be placed on probation. The advisor and instructors will work with a student to resolve academic problems. Students are asked to take an academic leave of absence if it is felt that remediation efforts of the faculty are not effective and that the student needs either furtherance of the analysis or life experience before achieving readiness to study psychoanalysis at the graduate level. This decision may be made to address a student's academic or emotional difficulties interfering with

academic progress or constructive engagement with the school community. A student may be deemed not ready to pursue the Externship for emotional reasons; in this circumstance, a leave of absence may be required while the student pursues avenues such as further analysis so as to prepare for the challenges of the externship experience.

Leave of Absence

Students in good standing may request a leave of absence by writing to the Training Committee stating the reason for the leave. Requests for leave are decided by weighing the reasons for the request against the need for continuity at specific stages of the program.

Maintenance of Matriculation

Matriculated students on leave may maintain matriculation by submitting a fee each semester for which the leave is approved. After two years, a student on leave must reapply to the program.

Religious Observance

Class schedules sometimes conflict with religious holidays. Class instructors are at liberty to reschedule a class session to meet the needs of the students in the course to the extent that this is feasible. Students are also at liberty to take the permitted three absences for religious observance.

Analytic Statements

Statements of Individual and Group Analysis are used to document the student's fulfillment of the training analysis requirement in all programs of study. Analytic statements are submitted upon initial enrollment and subsequently at the beginning of each semester. Blank statements may be obtained with other student forms in the mailbox area. The form is filled out by the student and signed by the analyst.

Adding or Dropping a Course

Students may add or drop a course at any time through the add/drop period, which extends through the second class session. In order to add/drop, the student fills out the add/drop form (located near the student mailboxes), obtains the advisor's signature, and submits the form to the administrative office. Since no more than three excused absences are permitted to obtain credit for a course, adding a class after the second session does not allow for additional absences for that course. When dropping courses, please refer to the refund policy.

The Physical Facilities

General Information

ACAP is located at 301 South Livingston Avenue in Livingston, New Jersey. It is accessible by automobile and public transportation. We are within walking distance of restaurants, the YMCA, the Livingston High School, Public Library, and the Police Department. ACAP's classrooms, offices and the Treatment Service are on the second floor, which is accessed by stairway or

elevator. There are restrooms on the second floor. The school facilities include a kitchen where students and faculty can prepare and store food items and beverages.

Hours and Security

The building is open from 7:00 am to 9:00 pm Monday through Friday and 7:00 am to 1:00 pm on Saturday. Access to the premises outside of these hours can be arranged with the Administrator upon request.

Emergency Procedures

In case of an emergency, dial 911. Several consultation rooms are equipped with a telephone. For non-emergency police matters, call 973- 992-3000. Emergency exits are marked with illuminated exit signs throughout the building. Please familiarize yourself with these exits.

Americans with Disabilities Act

ACAP accepts and conforms to the requirements of the Americans with Disabilities Act, which calls for a guarantee that individuals with a disability have equal access and opportunity in educational institutions. Physically challenged individuals are accommodated by elevator access between floors and by a wheelchair ramp from the parking lot to the lobby level of the building where the elevators are located.

Smoking Policy

There is no smoking permitted in the building.

Mail Boxes and E-Mail Communications

Each student has a mail slot in the kitchen area near the library and student lounge. Faculty mailboxes are located in the faculty room. Students should check their mailboxes regularly for communications from the administration and other important communications. Many messages are sent via email and it is expected that all students have access to a computer and an email address. Students should inquire with their advisor if they anticipate technological difficulties.

Student Forms

Forms that students need for a variety of record keeping purposes are located near the student mailboxes. Registration forms can be found in the library prior to the beginning of each semester.

Key Academic Facilities

The Library

The library is located at the center of the school facilities. Over 4000 volumes pertaining to psychoanalysis, culture and mental health are available for student use and borrowing. The main classroom and several consultation rooms house the psychoanalytic journals and other periodicals that are used in the educational programs at ACAP. The PEP database (Psychoanalytic Electronic Publishing – containing articles from over 46 psychoanalytic journals, the Standard Edition of the Works of Sigmund Freud, and many more volumes) is

available in the library. Each registered student will be provided with a PEP identification number and may access PEP remotely. Through PEP students can reference over 100,000 articles pertaining to psychoanalysis and other fields. It is the responsibility of the ACAP advisor to ensure that students are properly oriented to the use of library materials. Representatives of the Student Association are also available to orient students to library practices.

The Academic Computer Center

The library contains three academic computer stations available to students. Students may print documents from the computer stations to the copier at their own cost. The copier is available to students and located in the office just outside the Administrative Offices of the school. Each student receives a code necessary to operate the copier and will be billed for their use on a semester basis.

Student Association

The ACAP Student Association provides a venue for students to contribute energy, ideas, and expertise to the life of the school. Elected representatives of the student body coordinate the Association and are responsible for its activities. A faculty liaison advises and assists the Student Association in its communications with the faculty and the administration. The student representatives receive student questions, requests, and offers of participation and assist students in achieving the results they desire for a satisfying extracurricular life. It is the responsibility of the student representatives to bring student concerns before the administration. Students are welcome to share their ideas and expertise in any of the school's functions.

Administrative Services

The Executive Director

The Executive Director oversees academic policies, programs and services throughout the school and the Treatment Service. The Executive Director leads the Board of Directors, consisting of the Administrative Director, the Director of Development, and the Director of Curriculum, in overseeing all activities of the school. The Executive Director has responsibility for overseeing the Board of Deans, the allocation of resources across programs, the coordination of the school's planning and assessment activities, and the implementation of academic rules and regulations. The Executive Director is available to meet with students. Students should feel free to talk with her about any aspect of their life at ACAP.

The Administrative Director

The Administrative Director is responsible for the daily operations and the business affairs of the school. He implements the directives of the Executive Director and works with the Directors and Administrative Heads to ensure the smooth running of the school. He also shares responsibility for the financial affairs of the school.

Registrar

The Registrar maintains the academic records of the school, issues reports of grades to students, and assists the Administrative Director and the Executive Director in coordinating the administrative needs of students from the time of matriculation to the time of graduation. She is

consulted on matters of course registration, course schedules, changes in courses, grade reports, transcripts, verification of attendance, and student contact information. The Registrar also bills and collects tuition.

Tuition and Fees

Tuition and fees are published in the Bulletin and registration materials produced each semester. Policies related to payment of tuition, deadlines for registration, drop/add procedures, and refunds are published each semester with the registration materials.

Financial Aid

Students may apply for financial aid at the time of admission and during the registration period for any semester during their education. ACAP offers three forms of need-based financial aid: 1) Deferred payment plan – students may apply to pay their tuition in installments throughout the semester. Requests for deferred payment plans must be made at the time of registration and will not be accepted after the start of the semester. 2) Work Study – students may apply to defray the cost of their tuition by working for the school in an agreed upon capacity that benefits the operations of the school; and 3) Tuition Relief – students may apply for tuition relief. In some circumstances, students are not able to participate in the work-study option and may be eligible for tuition relief.

Good Financial Standing

Students are expected to fulfill their financial obligations to the school on a semester basis. Students who do not meet deadlines for payment of their tuition, fees, and treatment room rent will be at risk of suspending their education until their financial matters are rectified. All students with outstanding balances at the close of the semester will be assessed a 1% per month financial charge until the balance is cleared. ACAP may withhold degrees, transcripts, grade reports and other official documentation of the student’s life at the school from students who are not in good financial standing. Students who are not in good financial standing will not be permitted to attend class until the situation is rectified.

Refund Policy

A student who registers for a semester and finds it necessary to withdraw writes a letter to the Executive Director. The school considers the date of withdrawal to be the date such written notification is received. Absence from class does not reduce financial obligation or guarantee that a final grade will not be recorded.

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

Summer semester tuition refundable 100% prior to first class

“All school” fees such as the application and registration fees are non-refundable.

Student Records

Access and Disclosure

ACAP maintains student records for each student that are open to inspection by that student (in accordance with the Family Educational Rights and Privacy Act [FERPA]). The school policy permits the student to have specified information released to other people, but it otherwise restricts disclosure to include school personnel who have a legitimate educational interest in the contents of the record and to officers of accrediting bodies who monitor the activities of the school. Such persons are bound not to disclose any personally identifiable information to unauthorized third parties. A record is kept of any material requested or disclosed from the file other than that requested by the student or authorized school personnel. School personnel will have access to those portions of the student records that are necessary for them to perform their advisory, administrative or institutional functions. Information for other individuals will not be released from student records without the express written permission of the student.

Location of Records

Student records are located in the Administrative Office.

Inspection and Challenge of Records

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

Avenues of Redress

Any student who believes that his or her right to privacy or access to personal records has been in some way infringed may seek to have the situation redressed through the Executive Director and the Grievance Procedure.

Code of Conduct

Standards for Conduct

The following code of conduct is meant to guide the administration, faculty, staff and students of ACAP in their professional and academic relationships with each other, as well as with external agencies and the general public, in order that the highest standards of professional and academic conduct be upheld. The profession of psychoanalysis has always upheld the highest ideals and aspirations for the welfare of the individual and for society as a whole. Failure to comply with the Code of Conduct undermines the educational environment and can result in sanctions.

1. General Standards of Conduct

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

1. Specific Standards for Faculty

- 2-1. Our faculty seeks to promote excellence and integrity in the science, practice and teaching of psychoanalysis. When faculty teach, practice, and conduct research they take reasonable steps to ensure the protection of students, patients, or research participants. Proposed research projects must be reviewed by the Board of Directors before data is collected. The faculty maintains a reasonable awareness of current information and developments in their area of expertise and continually undertakes to maintain and improve their professional competence. Faculty members are careful to give due credit to all those sources that directly or indirectly influence their work.
- 2-2. When expressing a professional opinion, faculty members purport to speak on behalf of ACAP only with the authorization of the Board of Trustees or the Executive Director.
- 2-3. The faculty understands the potential for exploitation in relationships with students and patients, and refrains from exploitive behavior.
- 2-4. The faculty has a primary responsibility to maintain the confidentiality of information revealed to them by the analysand. Information regarding the number of hours and frequency of analysis and identity of the training analyst is part of the student's academic record.
- 2-5. To preserve the integrity of the student's training analysis and to enable the faculty to avoid any conflict of interest, faculty do not supervise students who are their analysands. Further more, faculty do not serve on the research committees of students who are their analysands, do not vote on the readiness for graduation of such students, and do not vote on any administrative or disciplinary matter relating to such students. Analysands may take courses with their analysts by agreement. It is the faculty analyst's responsibility to protect the transference.
- 2-6. When faculty members serve in an administrative capacity, they adhere to the same standards as the administration of the school.

2. Specific Standards for Students

- 3-1. Students appropriately document the work they do in fulfillment of the requirements of their program and give due recognition to those who have influenced their research or written work.
- 3-2. Students who are expressing a professional opinion purport to speak for ACAP only with the authorization of the Board.
- 3-3. Students conducting research submit a description of the proposed study to the Research Committee. Data is not collected until the proposal is approved.
- 3-4. All students conducting research report the results in a way that the patients and the subjects are not identifiable.

3. Standards for Administration

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

Legal Sanctions for Drug Offenses

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 21 years of age, distribution within 1000 feet of a college or university, or employing someone under age 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense.

Health Risks Associated with Alcohol and Other Drugs

Habits of substance abuse often lay the groundwork for future addictions. Driving under the influence of substances, including alcohol, can lead to harm of the driver, passenger, and others. Immediate deleterious effects of sustained or substantial alcohol and drug use include fatigue, depression and lack of motivation as well as physical symptoms such as hangover, stomach upset and headaches. Alcohol is often a factor in various forms of violence. Long-term physical and psychological effects of alcohol abuse include cirrhosis of the liver, gastrointestinal disorders, increased risk of coronary artery disease, sexual dysfunction, certain cancers, and fetal alcohol syndrome. With cocaine and other stimulants, insomnia, depression, fatigue, and impotence are potential long-term effects. Marijuana has been implicated in chronic lung disease, certain cancers, reproductive problems, and a suppression of the immune system. The major concern with barbiturates, tranquilizers and other sedative-hypnotics such as Quaaludes is overdose potentiation with alcohol. Those concerned about their own substance abuse or worried about a friend can seek assistance with complete confidentiality. Students and faculty should contact The Executive Director for assistance.

ACAP's Position

While ACAP need not act as an agent for civil authorities, it will regard any member of the school community under the influence of substances as fully responsible for his or her acts. All provisions of the Code of Conduct, including the full range of possible sanctions, will be applicable in these cases. A plea of mitigating circumstances due to the consumption of alcohol or drugs will not be accepted in grievance hearings. The school will impose the full range of sanctions on any member of the school community who violates the standards of conduct associated with the unlawful possession, use or distribution of drugs and alcohol.

Sexual Assault and Bias-Related Crime Information

Introduction

ACAP is committed to providing a safe environment for its students, staff, faculty, and general public. As a program offering a degree in psychoanalysis, we are mindful that our education admits to the prevalence of sexual and aggressive impulses. Our policies are directed toward behavior and do not purport to regulate beliefs, attitudes or feelings. This understanding, however, in no way condones behaviors defined by federal and state law to be a crime.

Definition of Sexual Assault

Sexual assault is a crime. Its offenses include rape, sodomy, sexual and aggravated sexual abuse, and sexual misconduct. Sexual harassment is also a crime and includes, but is not limited to, stalking, unwanted touching, unwanted verbal or physical contact, and adverse contact based on a person's sexual orientation. Sexual assault and sexual harassment can occur between persons of the same gender or the opposite gender. It can occur between faculty/administration and student, student and student, and faculty and administration. The penalties for those convicted of such crimes range from a few months for a misdemeanor to twenty-five years for a felony.

Protecting Against Sexual Assault

The possession, abuse, and distribution of illicit drugs by students, faculty and employees are strictly prohibited. The abuse of alcohol by students, faculty and employees is strictly prohibited. All visitors to ACAP must identify themselves with the main office. The director maintains awareness of safety concerns and keeps the members of the community informed about safety issues.

Reporting Sexual Assault and Harassment

All members of the community are responsible for reporting incidents of sexual assault or harassment. Any individual who believes he or she has been a victim of such conduct or who wishes to discuss an incident or to seek guidance may contact a member of the faculty or administration. ACAP will seriously and thoroughly investigate any complaints and take appropriate action, which can range from mediation to expulsion. In addition to reporting incidents to the school, victims may seek legal redress. ACAP will cooperate with the individual in this action. Any student, staff member or faculty who exercises bad faith and brings false, malicious, or frivolous charges may be subject to sanctions.

Bias-Related Crime Defined

A person commits a bias-related/hate crime, commonly referred to as “harassment” or “discrimination,” when he or she commits a crime as defined by federal or state statutes in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person. Such crimes can be committed against a person or against property.

Prevention of Bias-Related Crime

School policy requires that all persons are treated with respect and understanding. ACAP supports the elimination of biased language in its written and oral examination and requests that employees employ bias-free language principles in all media.

Reporting Bias-Related Incidents

All members of the community are responsible for reporting bias-related incidents. Any individual who believes he or she has been a victim of such conduct or who wishes to discuss an incident or seek guidance may contact any member of the faculty or administration. ACAP will seriously and thoroughly investigate any complaints and take appropriate action, which can range from mediation to suspension or expulsion. In addition to reporting such incidents to the school, the individual may seek legal redress. ACAP will assist any member of the community in this action. Any student, faculty member or staff who exercises bad faith and brings false, malicious, or frivolous charges may be subject to sanctions.

Reporting Crimes

Any person who has been a victim of a crime or who believes him or herself to be a victim of a crime in a school related event is to report the incident to the local law enforcement agency in addition to any action taken with the school. ACAP will cooperate fully with any legal investigation.

Grievance Procedures

Resolution of Student Grievances with Faculty or Administration

Grievances are normally to be resolved in informal discussion between the immediate parties to a dispute. If this discussion fails to produce a satisfactory resolution, an aggrieved student may seek the advice and assistance of his or her advisor, another member of the faculty, or the Executive Director. If, following such consultation, the matter remains unresolved, the aggrieved student may, in a written petition describing fully the nature and grounds of the grievance, request the Executive Director to review the disputed matter. The Executive Director will review the dispute in a manner appropriate to the case at hand and report any recommendations to the parties. In extraordinary cases, an aggrieved student may, following a review by the Executive Director, request a further review by the Grievance Committee, which will include a student representative agreed upon by both parties. Full cooperation with the committee is expected of all members of the academic community. Upon completing its review, the committee shall report its recommendations to the immediate parties and the Executive Director. All recommendations, including those of the Grievance Committee, are advisory only. They do not limit the power or responsibility of the Executive Director to enforce school rules and regulations.

Resolution of Grievances against Students

Investigation of Complaints

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

1. There is no basis for the complaint; it should be dismissed.
2. There is no substantial dispute on the facts of the case, but the act or acts of the student do not constitute a violation of the Code of Conduct.
3. There is no substantial dispute on the facts of the case, and it is agreed that the facts of the case warrant a finding that the accused student has committed an infraction of the Code of Conduct. The Executive Director will decide the appropriate action, make record of it, and see to its enforcement.
4. There is a substantial dispute between the two parties on the facts of the case, and the Executive Director will request formation of an ad hoc Grievance Committee to review the facts. This committee will be composed of three members of the faculty elected by the Training Committee, two members of the Student Association, and the Administrative Director. The Committee's recommendation is given to the Executive Director for appropriate disposition.

Preparing for the Hearing/The Hearing

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

1. To receive a written statement of the complaint, a copy of the procedures of the Grievance Committee, and notice of the time and location of the hearing. This information should normally be received at least a week in advance of any hearing so that the student may prepare adequately for the hearing. The student complained against may petition the Chair of the Committee for more time to prepare his or her case.
2. To have a hearing before the Committee at the earliest possible date consonant with the right to advance notice.
3. To be present at the hearing.
4. To call witnesses and present evidence; to hear and to question witnesses; and to review and to question all written testimony submitted. The Committee cannot consider statements against a student unless the student has been advised of their content and the names of those who made them and given the opportunity to rebut.
5. To have all evidence upon which a decision may be based introduced at the formal hearing and the decision based solely on such evidence.
6. To select an advisor from the faculty and to have the advisor present during the hearing. The advisor to the student complained against may assist him or her in preparing the case and provide support during the hearing. The advisors are present not to act as legal counsel, but to assist and support the student and to give advice on procedural matters.
7. To challenge any member of the Grievance Committee with conflict of interest in the case. Prior acquaintance does not, in itself, constitute conflict of interest. The Executive Director as Chair of the Committee will hear the challenge in the absence of the other

members of the Committee and will decide it. If the Chair is challenged, then the Appeal Board must make the determination, and, if necessary, appoint a temporary Chair for the hearing.

8. To submit an appeal to the Appeal Board at the conclusion of the hearing before the Grievance Committee.

The Executive Director will chair all hearings, and, if necessary, make any additional rules of procedure beyond those specified here. The Chair will maintain good order, recognize who is to speak, and preside over the hearing and deliberations of the Committee following the hearing. She will not, however, actively participate in the disposition of the case until the Committee has decided whether the accused student has committed a violation. The Chair will then communicate to the Committee the contents, if any, of the student's prior record of disputes. She will also clarify for the Committee, on request, existing precedent about the range of possible actions imposed for a particular violation. The Chair will be responsible for keeping a summary record of the proceeding. Hearings may be taped at the discretion of the Chair, or in response to a request from members of the Committee, or to a request of either the complainant or the accused student. If the student chooses to request a hearing before the Appeal Board, the Chair of the Grievance Committee will share the record of its deliberations with the Appeal Board.

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

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

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

A copy of the finding will also be kept in a confidential file on the Code of Conduct in the Administrative Office. This file will be accessible exclusively to the Administrator, and through him to the members of the Grievance Committee at the point if and when the Committee has determined that a student committed a violation. If the hearing is taped, the recording will be kept in the same confidential file in which the other records of the case are being kept.

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

Actions

1. Warning – a written admonition that will be considered if future violations occur.
2. Fines – These may be assigned in cases of damage to school or personal property.
3. Limitation on Participation – a student may be barred from participating in school activities.

4. Community Service and other alternatives – The Grievance Committee can impose particular forms of community service and the number of hours to be worked. The Committee may also require attendance at drug or alcohol workshops or other similar alternatives suitable to the infraction.
5. Probation – A strong warning in writing that specifies that further infractions of the Code of Conduct at ACAP will lead to suspension, dismissal, or in very serious cases, expulsion from the school.
6. Course Penalties – Acts of cheating or plagiarism should result in a student's receiving a failing grade. The instructor, in consultation with the Executive Director, will decide if the grade pertains to the assignment or the entire course. The Grievance Committee may impose other sanctions as well, from academic probation to suspension to expulsion.
7. Suspension – The rights and privileges of being a student at ACAP may be suspended for a specific period of time, the minimum of which may be to the end of the current semester. The student must not return until the following semester. Readmission is not necessary.
8. Withholding of Degree – In cases involving advanced candidates preparing to graduate at the conclusion of the semester during which the violation occurred, ACAP may withhold the degree. The student may be permitted to finish the requirements for graduation, but the awarding of the degree may be delayed.
9. Dismissal --- A student may be required to leave the school for at least one semester and petition for readmission. The student may be required to fulfill particular obligations while away from the school and to provide evidence of having done so, along with evidence of his or her readiness to return to study.
10. Expulsion – This means the permanent termination of the student and degree-candidate status at ACAP. It may be imposed only in the most serious cases.

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

The Executive Director is authorized to judge violations and to assign actions in all cases in which culpability or responsibility is not disputed. Cases of intellectual dishonesty may be settled by an instructor in consultation with the student and the Executive Director; after the first offense, the case will go before the Grievance Committee.

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

Appeal

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

Decisions of the Grievance Committee can be appealed by the accused or the aggrieved only in cases of demonstrated failure or unfairness in procedure, or when substantial new evidence can be presented. The student may also appeal the severity of the actions taken. Requests for consideration of an appeal must be made in writing by the original complainant or the student

complained against within five days of the receipt of the finding of the Grievance Committee, if the appeal is based on procedural error or severity of action, or in a timely manner, if the appeal is based on new evidence.

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

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

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