



***Michigan School  
of  
Professional Psychology***

---

**2017-2018  
Academic Catalog**

Updated August 22, 2017

## Contents

Overview .....	1
Introduction .....	1
Purpose & Mission .....	1
Discrimination and Harassment .....	1
Non-Discrimination Policy .....	2
Accreditation .....	2
Statement on Ethics .....	3
The Learning Community .....	3
Social Responsibility .....	3
Student Scholarship .....	4
Library .....	4
Copyright Information .....	5
Copyright Infringement .....	6
Federal Civil and Criminal Penalties .....	6
Master of Arts in Clinical Psychology (MA) .....	7
Admission Requirements .....	7
Guest Student Status .....	8
Reinstatement to Program .....	8
Transfer Credit .....	9
Clinical Training .....	9
MA Degree Requirements .....	9
Enrollment Status .....	10
Graduation Requirements .....	10
Graduation .....	11
Applied Behavior Analysis Certificate .....	12

Admission Requirements .....	12
Reinstatement to Program .....	13
Clinical Training .....	13
ABA Certificate Requirements .....	13
Enrollment Status.....	14
Graduation Requirements .....	14
Graduation .....	14
Doctor of Psychology in Clinical Psychology (PsyD) .....	15
Admission Requirements .....	15
Guest Students .....	16
Reinstatement to Program .....	16
Transfer Credit .....	16
Length of Program/Time to Completion .....	17
Clinical Training Requirement.....	17
Practicum/Internship Requirements .....	17
Dissertation .....	18
Residency Requirement.....	18
Enrollment Status.....	18
PsyD Degree Requirements .....	19
Example PsyD Course Sequence .....	20
Graduation Requirements .....	21
Graduation .....	22
Academic Advising.....	23
Attendance and Observance of Religious Holidays .....	23
Student Evaluation .....	23
MiSPP Professional Behavior Expectations.....	23

Practicum/Internship Evaluation.....	25
The PsyD Clinical Competency Exam .....	25
Annual Assessment of PsyD Students.....	26
Marking System .....	26
Auditing a Course.....	27
Dropping a Course .....	28
Withdrawing from a Course.....	28
Repeating a Course .....	28
Grade Change Requests .....	28
Appeal of a Course Grade .....	29
Academic Standing .....	30
Academic Probation .....	31
Dismissal.....	32
Reinstatement after Academic Dismissal.....	33
Withdrawal from the Program .....	33
Academic Freedom.....	33
Academic Integrity .....	33
General Policies and Procedures .....	35
Multiple Relationship Policy .....	35
Code of Conduct .....	36
Academic Offenses.....	36
Non-Academic Offenses .....	37
Jurisdiction .....	38
Sanctions .....	38
Right of Appeal.....	39
Requests for Reinstatement after Dismissal for Misconduct.....	39

Drug and Alcohol Prevention .....	39
Right of Appeal .....	41
Sexual Harassment/Misconduct Policy .....	41
Complaints of Discrimination, Harassment or Sexual Harassment/Misconduct.....	42
Sexual Violence .....	42
Violence Against Women Reauthorization Act (VAWA).....	43
Student Grievance/Appeal Procedure.....	44
Procedure.....	44
General Information .....	46
Financial Aid .....	46
Enrollment Status and Eligibility for Financial Aid .....	46
Gainful Employment.....	46
Satisfactory Academic Progress for Financial Aid .....	46
Financial Aid Warning .....	47
Financial Aid Suspension and Probation .....	47
Cost of Attendance.....	47
Return of Title IV Funds .....	48
Veterans.....	49
Academic Transcripts .....	49
Students with Disabilities .....	49
The Family Educational Rights and Privacy Act (FERPA) .....	49
Student ID Photos .....	52
The Solomon Amendment .....	52
Student Personal Information .....	52
IT Policy .....	52
Appropriate Use of Information Technology (IT) Resources.....	52

Email .....	54
Crime Awareness and Campus Security .....	54
Smoking Policy .....	55
Visitors Policy.....	55
School Logo and Photos.....	55
Electronic Devices .....	55
Course Descriptions.....	56
Master of Arts Courses .....	56
Applied Behavior Analysis Courses .....	59
Doctor of Clinical Psychology Courses .....	61

# Overview

## Introduction

The Catalog of the Michigan School of Professional Psychology (MiSPP) outlines academic and administrative policies that provide a framework for student learning and engagement. Its contents serve to guide students throughout their enrollment.

The educational process of MiSPP recognizes the significance of self-directed learning, the value of integrating cognitive and affective learning, and the imperative of blending practical, theoretical, and research components of knowledge. All students participate in a sequence of academic courses and integrated experiences aimed at professional and personal development.

The atmosphere of MiSPP is characterized by openness in communication, by caring and respectful relationships between students and faculty, and by a supportive and trusting climate. Students are expected to adhere to academic requirements (e.g., credit hours for degrees, qualifying exams, and other substantive program requirements) posted in the Catalog for their year of entry. MiSPP reserves the right to modify policies, schedules, tuition, etc. at any time in order to carry out MiSPP's purposes and objectives. The catalog is published annually and maintained electronically on the MiSPP website. Any mid-year amendments are noted as such.

## Purpose & Mission

The Michigan School of Professional Psychology is a unique learning community inspiring growth and excellence.

In support of this purpose, the mission of MiSPP is to create an atmosphere characterized by inquiry, discovery and creativity. Dynamic relationships and strong academic rigor foster the development of psychologists and psychotherapists who make significant contributions to their communities and the mental health profession by delivering expert clinical services with integrity and respect for diverse populations. Certificate offerings and non-credit courses give learners the opportunity to broaden their expertise in psychological areas of study. External involvement is critical to achievement of the institutional purpose; to this end, MiSPP actively supports outreach, education and service opportunities that generate healthy environments and relationships.

## Discrimination and Harassment

The Michigan School of Professional Psychology is committed to creating and sustaining an environment in which students, faculty, staff and administration can study and work in an open and safe atmosphere, free from discrimination and harassment.

Harassment based on ethnicity, race, culture, religion, age, gender, gender identity, transgender, socio-economic status, language, national origin, sexual orientation or disability is

exploitative and intimidating. Harassment creates a hostile learning environment and violates the recipient's civil rights. Harassment includes any jokes, slurs, obscene gestures or other communications which devalue or coerce another.

## Non-Discrimination Policy

MiSPP does not discriminate on the basis of race, ethnicity, culture, religion, gender, age, gender identity, transgender, socio-economic status, national origin, language, sexual orientation, veteran status, genetic information or disability in recruiting and admitting students, hiring employees, or in operating any of its programs.

## Accreditation

Since 1984, the Michigan School of Professional Psychology has been accredited by The Higher Learning Commission, Member-North Central Association. The Record of Status and Scope and the MiSPP Degree Granting Charter can be reviewed in the Registrar's Office, by appointment.

Accredited-The Higher Learning Commission  
Member-North Central Association  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
(800) 621-7440

MiSPP's doctoral program in clinical psychology is accredited by the American Psychological Association (APA). Questions related to the program's accredited status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation  
American Psychosocial Association  
750 1<sup>st</sup> Street, NE  
Washington, DC 20002  
(800) 374-2721

Designated by the Association of State & Provincial Psychology Boards/National Register of Health Service Psychologists

MiSPP's PsyD program meets the Association of State & Provincial Psychology Boards/National Register of Health Service Psychologists "Guidelines for Defining 'Doctoral Degree in Psychology.'" MiSPP's ABA courses are designated by the Behavior Analysis Certification Board (BACB) as an approved course sequence. In addition, the BACB has approved MiSPP to provide a 1000-hour practicum. The combination of MiSPP's ABA coursework and practicum meets requirements for students intending to sit for examination to become Board Certified Behavior Analysts (BCBAs).

## Statement on Ethics

The Michigan School of Professional Psychology adopts, by reference, the Ethical Principles of Psychologists and Code of Conduct, American Psychological Association, <http://www.apa.org/ethics/code/index.aspx>.

## The Learning Community

The educational model of the Michigan School of Professional Psychology (MiSPP) is based upon a philosophy of person-centered teaching-learning. Within this environment, the uniqueness of each individual is recognized and respected. As faculty, staff, and students fulfill the mission and purposes of education and training at MiSPP, they are guided by the ethical principles established by the American Psychological Association.

Members of a person-centered learning community, have the right:

- To be treated as individuals.
- To be listened to and accepted.
- To ideas and accomplishments acknowledged and respected.
- To be treated fairly and with positive regard by all members of the community.

Members of a person-centered learning community, have the responsibility:

- To respect one another's cultural, intellectual, personal and professional differences.
- To refrain from harassment or discrimination.
- To properly honor the intellectual and artistic work of others.
- To affirm the person-centered educational process and its facilitation of teaching-learning.
- To treat one another with professional dignity, courtesy and respect.
- To protect the rights of individuals who participate in the research projects of students and faculty.
- To avoid conflicts of interest and multiple relationships which compromise the educational process or harm individuals.

Members of a person-centered community are challenged:

- To learn from one another's experiences and differences.
- To consider conflict as an opportunity for growth and learning.
- To refrain from spreading rumor, slander, or misinformation.
- To respect all persons in the community.
- To contribute to the sense of belonging and connectedness.
- To contribute to the formation and facilitation of relationships which enhance a sense of community.

## Social Responsibility

Students and faculty at MiSPP respect the dignity and worth of the individual and honor the preservation and protection of fundamental human rights. They are committed to increasing knowledge of human behavior and of people's understanding of themselves and others and to the utilization of such knowledge for the promotion of human welfare. In coursework and clinical

placements, students identify and seek to remediate social issues that adversely impact well-being. While pursuing research and other professional activities, students make every effort to protect the welfare of those who seek their services or of any human being or animal that may be the object of study. They use their skills only for purposes consistent with these values and do not knowingly permit their misuse by others. While demanding for themselves freedom of inquiry and communication, students and faculty at MiSPP accept the responsibility that this freedom requires: competence, objectivity in the application of skills, and concern for the best interests of peers, clients, colleagues, and society in general. In carrying out their practicum/internship responsibilities, MiSPP faculty and students adhere to the APA Ethical Principles of Psychologists: <http://www.apa.org/ethics/code/index.aspx>.

## Student Scholarship

Utilizing the practitioner-scholar training model, the academic programs emphasize the importance of scholarship in clinical practice. The MiSPP Student and Faculty Scholarship Models identify four areas of scholarship: application, integration, discovery and teaching. Faculty foster a climate that supports and encourages student scholarly activities. Both academic programs provide coursework in research methodologies. Students design and conduct various research projects. PsyD students complete a dissertation as a requirement for graduation.

Students are encouraged to present their research findings at professional conferences, to publish in professional journals and become members of professional organizations. By supporting student scholarship activities while pursuing program requirements, the school aims to instill the pursuit of scholarship as a lifelong commitment.

The Student Scholarship Model can be found on the MiSPP website under Student Resources. Funding may be available, upon approval by the Program Director, to support expenses associated with presentations and conferences.

## Library

The Moustakas Johnson Library and the Wilkinson Research Center are resources that support students while they pursue their academic goals. Dedicated spaces are available on campus for computing and study. Photocopiers, faxes, and scanners are available for student use.

Subscription databases, books, eBooks, and audio-visual materials are selected to provide the material most useful for researching, presenting, and writing in the subjects covered across the curriculum. Psychological test kits that are taught as part of the curriculum for each program are available to students enrolled in those classes.

Electronic resources are curated specifically to support the study of clinical and humanistic psychology. These resource, which include subscription databases and full text eBooks, can be searched remotely from personal computers, laptops, and mobile devices with passwords that can be found on the library section of the web site.

Graduate students benefit from instruction in using the MiSPP resources efficiently to support learning and research. Librarians tailor instruction to individuals and groups with a specific emphasis on providing information that is relevant to upcoming assignments or academic needs.

Interlibrary loans provide access to a broad range of materials that may be limited in circulation. While the Moustakas Johnson Library has significant resources, this service enhances support of individual interests or specified research needs. More detailed information about interlibrary loan or other services, policies, and facilities can be found on the library section of the school's web page.

The Moustakas Johnson Library and the Wilkinson Resource Center (WRC) support MiSPP in training individuals to become professional psychologists and psychotherapists. The resources and services of the library and WRC enable students to develop their knowledge and practice in terms of theory, research and experiences in and out of the classroom.

A sound knowledge base is built by collecting quality resources. The library strives to obtain materials reflecting a variety of opinions and cultural differences.

The majority of the library collection is available for circulation. Non-circulating items include the reference collection, course reserves, and print journals. Policies related to access and borrowing of library materials are posted on the library web page.

Students may search the library's online catalog to identify books, journal titles, and audiovisual materials. Other electronic resources, including online journals and databases, are listed on the library web page.

On campus, students can access electronic resources in the WRC or through their own laptops and mobile devices. Remote access is available off campus for all online journals and databases. A few electronic resources, such as scoring software for psychological testing, are only available in-house.

The library's interlibrary loan (ILL) service is used to obtain articles, books, and other materials not available at the library. Library staff locate materials at other libraries and borrow materials on behalf of MiSPP users. ILL policies are posted on the library web page.

Library and information technology staff are available for assistance during all hours of operation to promote the full use of academic resources. Staff members provide instruction to enable students to locate information resources and to evaluate those resources for appropriateness and quality. Staff members are committed to building the skills of information literacy that will serve students throughout their careers.

## Copyright Information

MiSPP is committed to respecting the rights of copyright holders and complying with United States Copyright Act of 1976 (Title 17, United States Code), Digital Millennium Copyright Act (DMCA), and other related acts. Members of the MiSPP community are expected to adhere to the laws set forth in these acts in regards to the proper use of copyrighted materials. See the copyright section of the library's web page for more information.

## Copyright Infringement

Copyright infringement, including peer-to-peer file sharing, violates the US Copyright Act and MiSPP policy. Information posted or viewed on the internet may be subject to copyright protection. Copyrighted information posted or otherwise available over the internet may be reproduced only by express permission from the copyright holder. The internet shall not be used to send (upload) or receive (download) copyrighted materials, license agreements, and similar materials, including proprietary, confidential, trade secret, financial, or account information of MiSPP, except with administrative approval.

MiSPP community members who violate copyright law may be subject to disciplinary action through the school as well as federal civil and criminal penalties. Penalties may apply even when an individual was not aware that their actions constituted copyright infringement. Violation of copyright law is an academic offense. Allegations of academic or non-academic misconduct will be referred to the Program Director or the Vice President as appropriate for review, investigation, and adjudication. See Academic Offenses section.

## Federal Civil and Criminal Penalties

“Penalties for copyright 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. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.”

<sup>1</sup> Madzelan, D. T. (2010, June 4). *Institutional requirements for combating the unauthorized distribution of copyrighted material by users of the institution's network* (DCL ID: GEN-10-08). Retrieved from [http://ifap.ed.gov/dpccletters/GEN1008.html#\\_ftn1](http://ifap.ed.gov/dpccletters/GEN1008.html#_ftn1)

# Master of Arts in Clinical Psychology (MA)

The Master of Arts (MA) program follows the practitioner-scholar model in which academic knowledge and scientific research from the classroom are applied in clinical and professional experience. Competency areas of focus are: Relationship, Assessment, Intervention, Diversity, and Research/Scholarship. Program faculty have responsibility for the integrity of the academic program. Faculty continually assess and enhance the program's content and requirements to meet the needs of the field of psychology.

Students have the option of enrolling in day and/or evening classes. Enrollment as a full time student allows program completion of the MA degree in 11 months, otherwise, depending on the specific combination of day and/or evening classes, program lengths can vary. Forty-seven semester credit hours are required to complete the degree.

## Program Goals

- Students achieve an understanding of their personal and professional responsibilities as practitioner-scholars.
- Students acquire the knowledge and skills to qualify as licensed clinicians in areas of assessment, intervention and treatment outcomes.
- Students acquire knowledge of multiple psychological orientations with an emphasis in humanistic, existential, and phenomenological psychology and psychotherapy.
- Students acquire the skill to analyze and evaluate psychological research and determine applicability to clinical practice.
- Students achieve an understanding of and respect for the cultural and individual differences necessary to become culturally responsive therapists.

Many aspects of the educational process are based on experiential learning and self-exploration. Students participate in courses, group processes, and other related activities that require self-exploration, dialogue and expression of personal information. In addition, course, clinical supervision or other program-related activities may require classroom presentations and/or written assignments that involve the communication of personal information.

If interested, MA students may elect to pursue the ABA concentration in conjunction with the MA degree. This selection should be identified at the point of admission as certain course substitutions are approved. In order to receive the MA with ABA concentration all requirements for both designations must be fulfilled to include 13 courses and both practicum experiences for a total of 58 credit hours. Time to completion is based on the pace of enrollment. As a full-time pursuit, it's anticipated that a minimum of two years is necessary to complete all courses and the two required practicum experiences.

## Admission Requirements

The Admissions Committee looks for candidate's demonstration of exceptional ability in professional background or training. Applicant credentials are evaluated as a composite on the basis of all information submitted in the admission process.

The following criteria are necessary for consideration:

- bachelor's degree from an accredited institution;
- a major in psychology, social work, counseling, or demonstrated equivalent; and
- a minimum undergraduate GPA of 2.5 on a 4.0 scale.

In addition, relevant field experience in mental health service is desirable.

Applicants who do not meet the requirement for the major may be considered by submitting official transcripts demonstrating successful completion of approved Introduction to Psychology, Abnormal Psychology, and Developmental Psychology courses. Grades of 3.0 or better must be earned in these three courses.

Proof of English Language Proficiency must be submitted by students who have completed their degree outside of the United States. Applicants with international credentials must have the equivalent to the required U.S. degree(s) and must submit an official course-by-course evaluation from an approved agency.

Applicants who will be attending on an F-1 Visa must also complete all additional required documents for international students.

Applications are reviewed after receipt of all required documents. Individuals who meet all admission criteria may be invited for an interview. Upon completion of the interview, the Admissions Committee makes a decision about acceptance to the program.

## Guest Student Status

Individuals who desire to enroll as a guest student must submit a guest application to the Admissions Office. Guest applicants will be required to submit transcripts showing proof of degree completion appropriate for the level of course he/she is requesting for enrollment. Guest students will be required to meet all MiSPP course prerequisites. It is the responsibility of the guest student to determine whether the home institution will accept the course and credits earned at MiSPP, if applicable. The Program Director will review the request and reserves the right to deny guest status and/or to limit the number of courses taken as a guest student. Regular tuition rates apply.

## Reinstatement to Program

Any student who withdraws from the program may request to be readmitted by submitting a letter through the admissions department. The academic Program Director will review the request and transcripts to determine what coursework may still be applicable. If reinstated, the degree requirements will be those of the Catalog in effect at the time of re-enrollment. New course and program requirements may apply.

## Transfer Credit

Acceptance of transfer credit for the master of arts program is at the discretion of the academic Program Director. Applicants must request a review of transfer credit during the admission process. Course descriptions and syllabi from the institution attended for the transfer request must be submitted for review. It is the applicant's responsibility to submit these documents.

The following criteria are considered in determining the acceptance of transfer credit:

- The course content must be equivalent to the required MiSPP master of arts course.
- No more than nine semester credit hours may be transferred.
- Credits must have been earned within five years of application to MiSPP.
- Credits must have been earned from an accredited institution.
- A grade of 3.0 or better must have been earned in the course.
- Courses awarded credits under a quarter hour system will be equated to semester hours.

## Clinical Training

Enrollment in a practicum is for the entire academic year, ending the last day of classes of the third semester. The Director of Clinical Training works with students to identify, select and approve clinical site placement. The Practicum Handbook, located on the student resource web, provides detailed information about clinical training requirements.

To achieve credit for practicum, the student must successfully fulfill competency requirements as reflected in evaluations and meet the minimum number of client contact hours and total hours (500) on-site as outlined in the Practicum Handbook.

All students receive supervision from an assigned MiSPP faculty member who works in collaboration with an on-site supervisor. Supervision of clinical work is provided weekly and attendance at supervisory meetings is mandatory. Faculty supervisors provide students with verbal and written feedback relevant to the development of clinical skills. On-site supervisors provide similar types of feedback and also guide and oversee student case management.

## MA Degree Requirements

500	Core Concepts in Humanistic and Clinical Psychology - 3 cr.
501	Clinical Skills Seminar – 3 cr.
515	Key Processes in Therapeutic Relationships - 3 cr.
521	Foundations of Family and Child Therapy- 3 cr.
522	Foundations of Psychopathology – 3 cr.
523	Objective and Projective Personality Assessment - 3 cr.
524	Intelligence and Achievement Testing - 3 cr.
525	Existential and Phenomenological Psychology - 3 cr.
550	Professional and Scientific Ethics - 3 cr.
560	Research Foundations – 3 cr.
565	Psychology of Addictions – 3 cr.

571 Group Process: Theory and Practice - 3 cr.  
588-590 Practicum - 11 cr.

TOTAL CREDITS – 47

Students admitted to the Master of Arts program are given an academic program plan that outlines course sequencing. This academic program plan details the courses and credit hours required for the degree as well as the course sequence. Students enrolled full-time typically take 15-16 credits a semester. Students enrolled part-time typically take 6-9 credits a semester. Any changes to the program sheet and/or degree requirements will be communicated to the student by the Registrar's Office.

Students interested in the ABA concentration in conjunction with the MA program should also review the [ABA curriculum](#). In order to complete the ABA concentration along with the MA degree, students may substitute the following courses for five of the six required ABA courses: PSYC 525, 550, 560, 565, 571.

### [Course Descriptions](#)

## Enrollment Status

MiSPP defines full-time enrollment as a minimum of nine credit hours per semester and half-time enrollment as a minimum of five credit hours per semester. Students enrolled in only Practicum, or in the final course(s) required for degree completion may be considered half-time. To maintain active enrollment status, students must be registered in at least one semester per academic year. All requests for changes to enrollment status must be approved by the Program Director and Registrar.

For students readmitted due to a break in enrollment, the degree requirements will be those of the catalog in effect at the time of re-enrollment. New course and program requirements may apply.

International students attending school on an F-1 Visa must maintain full-time enrollment status and must remain in good academic standing to comply with the requirements of the F-1 Visa.

## Graduation Requirements

The degree is awarded upon final audit and is based on fulfillment of all degree requirements. The posting date is the last day of the semester in which all degree requirements are fulfilled.

To complete all degree requirements, a student must have:

- A cumulative grade point average of 3.00 or higher.
- Satisfactory completion of all required credit hours/courses.
- Satisfactory completion of the 500 hour practicum training requirement.

Students who are enrolled in the MA program with the ABA concentration must also complete the 1000 hour ABA practicum training requirement along with all required coursework to earn both the degree and concentration.

## Graduation

The graduation ceremony is scheduled annually at the end of the third semester. All students who meet the requirements to receive a degree or certificate within that academic year are eligible to participate in the commencement ceremony. Students must submit a graduation application to be eligible to participate in commencement and/or to ensure timely degree/certificate conferral.

# Applied Behavior Analysis Certificate

The Certificate in Applied Behavior Analysis (ABA) provides students with the preparation to become a Board Certified Behavior Analyst (BCBA). MiSPP's ABA certificate program combines 21 credit hours of coursework approved by the Behavior Analysis Certification Board (BACB) and a 1000-hour practicum experience. Students may complete the ABA certificate in 2 years (6 semesters) taking one course per semester along with five semesters of practicum experience.

An ABA concentration can also be integrated into MiSPP's Master of Arts (MA) in Clinical Psychology program. All requirements must be met to include 13 courses and both practicum experiences. Refer to the MA degree information for specific details and requirements.

Graduates of this certificate program are eligible to sit for the international exam to become a Board Certified Behavior Analyst.

The Applied Behavior Analysis Course Sequence Director along with the MA faculty has responsibility for the integrity of the academic certificate program. , *The certificate's content and requirements are closely monitored and assessed to meet the requirements of the BACB and the needs of this field of psychology.*

## Program Goals:

- Students acquire comprehensive knowledge-base in the scientific foundations of Applied Behavior Analysis (ABA)
- Students learn to implement evidence-based behavioral assessment and intervention techniques
- Students learn behavioral research methods to enable formulation and testing of research hypotheses
- Students acquire knowledge of ethical and professional conduct as behavior analysts
- Student attain practicum experiences in the field of ABA where they apply their behavior analytic knowledge
- Students are prepared to utilize this knowledge in the role of Board Certified Behavior Analysts (BCBAs)

## Admission Requirements

Applicants must have a master's degree in psychology, education or behavior analysis. There are no exceptions to this requirement. Applicants must submit an admissions application, official transcripts that reflects a master's degree from an accredited institution of higher education with a minimum 3.0 GPA, a resume, and a 1-2 page writing sample that addresses interest and experience in applied behavior analysis. A criminal background check is required of all individuals pursuing the ABA certificate.

Individuals interested in pursuing the MA degree with the ABA concentration must follow the general master's degree admission process and declare an ABA concentration to be considered for admission.

## Reinstatement to Program

Any student who withdraws from the program may request to be readmitted by submitting a letter through the admissions department. The academic Program Director and ABA Course Sequence Director will review the request and transcripts to determine what coursework may still be applicable. If reinstated, the certificate requirements will be those of the Catalog in effect at the time of re-enrollment. New course and program requirements may apply.

## Clinical Training

MiSPP's ABA certificate program combines approved coursework and a 1000-hour practicum experience.

Students obtain 200 practicum hours per semester across five semesters while engaged in behavior analytic activities with various clients. Practicums are conducted in various settings such as outpatient clinics, in-home ABA agencies, schools, and hospitals where students will learn and apply behavior analytic strategies. Clients may include individuals with autism spectrum disorders and other developmental disabilities, and/or behavior problems. Practicum placements may be paid positions, volunteer learning opportunities, or may consist of a combination of paid and unpaid hours. MiSPP will assist students in the process of identifying and approving appropriate practicum sites and assist with placement.

Students must commit to a minimum of 15 hours of practicum experience per week. This includes experience hours, individual supervision provided by a Board Certified Behavior Analyst employed at the practicum agency, and small group supervision provided by MiSPP faculty. To achieve credit for practicum, the student must successfully fulfill all competency requirements as reflected in evaluation and meet the minimum number of hours required of all aspects of the practicum.

## ABA Certificate Requirements

- 553 Foundations of Applied Behavior Analysis – 4 cr.
- 554 Behavioral Assessment – 3 cr.
- 555 Behavioral Intervention – 4 cr.
- 556 Behavioral Measurement & Research Methods – 3 cr.
- 557 Ethics in Psychology & Behavior Analysis – 3 cr.
- 558 Practicum in Applied Behavior Analysis – 5 cr.
- 559 Advanced Concepts and Practices in Applied Behavior Analysis – 4 cr.

TOTAL CREDITS – 26

## [Course Descriptions](#)

Students interested in the ABA curriculum in conjunction with the MA program should also review the [MA curriculum](#). Learning occurs through a sequence of courses and practicum experiences. This is a cohort program that consists of six semesters of coursework and five practicum semesters. The certificate can be completed within a 24-month period.

## Enrollment Status

MiSPP defines full-time enrollment as a minimum of nine credit hours per semester and half-time enrollment as a minimum of five credit hours per semester. Students pursuing the ABA certificate only and who are enrolled in the course/practicum according to the program sequence may be half-time for financial aid. To maintain active enrollment status, students must be registered in at least one semester per academic year. All requests for changes to enrollment status must be approved by the Program Director and Registrar.

International students attending school on an F-1 Visa must maintain full-time enrollment status and must remain in good academic standing to comply with the requirements of the F-1 Visa.

## Graduation Requirements

The certificate is awarded upon final audit and is based on fulfillment of all certificate requirements. The posting date is the last day of the semester in which all certificate requirements are fulfilled.

To complete all certificate requirements, a student must have:

- A cumulative grade point average of 3.00 or higher.
- Satisfactory completion of all required credit hours/courses.
- Satisfactory completion of the approved and supervised 1000 hour practicum training requirement.

## Graduation

The graduation ceremony is scheduled annually at the end of the third semester. All students who meet the requirements to receive a degree or certificate within that academic year are eligible to participate in the commencement ceremony. Students must submit a graduation application to be eligible to participate in commencement and/or to ensure timely degree/certificate conferral.

# Doctor of Psychology in Clinical Psychology (PsyD)

The Doctor of Psychology in Clinical Psychology (PsyD) is a post-master's professional degree for those pursuing the highest level of practice in clinical psychology. Utilizing the practitioner-scholar model, the doctoral program provides a comprehensive foundation in the scientific bases of psychology to ground clinical training, dissertation research, and scholarship. The program fosters an educational environment that values cooperative and collaborative learning and promotes professional development and personal growth.

The program is supported by the institutional mission which is to create an atmosphere characterized by inquiry, discovery and creativity. Dynamic relationships and strong academic rigor foster the development of psychologists who make significant contributions to their communities and the mental health profession by delivering expert clinical services with integrity and respect for diverse populations.

## Program Goals

- Students acquire a comprehensive knowledge base in the scientific foundations of psychology and are prepared to utilize this knowledge as practitioner-scholars
- Students acquire the necessary knowledge and skills to become competent clinicians who integrate contemporary theories and research findings with practice in order to be proficient in evidence-based assessment, diagnosis, intervention, and outcome evaluation
- Students acquire knowledge of psychological research and how it informs clinical practice
- Students acquire an understanding and appreciation of cultural factors relevant to diversity

Professional development and personal growth are integral to the degree programs at MiSPP, and many aspects of the educational process are based on experiential learning and self-exploration. Students participate in courses, group processes, and other related activities that require self-exploration, dialogue and expression of personal information. In addition, courses, clinical supervision or other program-related activities may require classroom presentations and/or written assignments that involve the communication of personal information. Doctoral program faculty have responsibility for the integrity of the academic program. Faculty continually assess and enhance the program's content and requirements to meet the needs of the field of psychology.

## Admission Requirements

MiSPP seeks to admit individuals who are clinically minded, possess a mature focus, display strong interpersonal skills, demonstrate critical thinking, and who have the goal of becoming a practicing clinician. Well-rounded individuals with proven academic success, professionalism, and an understanding of the field are encouraged to apply. The Admissions Committee seeks candidates who demonstrate exceptional ability in professional background or training.

Applicant credentials are evaluated as a composite on the basis of all information submitted in the admission process.

The following criteria are necessary for consideration:

- a bachelor's degree from an accredited institution with a minimum 2.5 GPA based on a 4.0 scale;
- a master's degree in psychology, social work or counseling from an accredited institution with a minimum 3.25 GPA based on a 4.0 scale;
- graduate-level practicum;
- GRE general test score.

Proof of English Language Proficiency must be submitted by students who have completed their degree outside of the United States.

Applicants with international credentials must have the equivalent to the required U.S. degree(s) and must submit an official course-by-course evaluation from an approved agency.

Applicants who will be attending on an F-1 Visa must also complete all additional required documents for international students.

Applications are reviewed after receipt of all required documents. Individuals who meet all admission criteria may be invited for an interview. Upon completion of the interview, the Admissions Committee makes a decision about acceptance to the program.

## Guest Students

Individuals who desire to enroll as a guest student must submit a guest application to the Admissions Office. Guest applicants will be required to submit transcripts showing proof of degree completion appropriate for the level of course he/she is requesting for enrollment. Guest students will be required to meet all MiSPP course prerequisites. It is the responsibility of the guest student to determine whether the home institution will accept the course and credits earned at MiSPP, if applicable. The Program Director will review the request and reserves the right to deny guest status and/or to limit the number of courses taken as a guest student. Regular tuition rates apply.

## Reinstatement to Program

Any student who withdraws from the program may request to be readmitted by submitting a letter through the admissions department. The Program Director will review the request and transcripts to determine what coursework may still be applicable. If reinstated, the degree requirements will be those of the Catalog in effect at the time of re-enrollment. New course and program requirements may apply.

## Transfer Credit

Acceptance of transfer credit for the doctoral program is at the discretion of the Program Director. Applicants must request a review of transfer credit during the admission process. Course descriptions and syllabi from the institution attended for the transfer request must be submitted for review.

The following criteria are considered in determining the acceptance of transfer credit:

- The course content must be equivalent to the required MiSPP doctoral course.
- No more than nine semester credit hours may be transferred.
- Credits must have been earned within five years of application to MiSPP.
- Credits must have been earned from an accredited institution.
- A grade of 3.0 or better must have been earned in the course.

## Length of Program/Time to Completion

PsyD students enroll full-time in a four-to-five year sequence of courses, practicum and internship, research and dissertation, with 141 semester credit hours required for the degree. PsyD students have a minimum of four (4) years and a maximum of seven (7) years from the first semester of enrollment in the program to complete all degree requirements.

## Clinical Training Requirement

The PsyD program is a post-master's program. Clinical training includes practicum placements in the second and third year followed by full-time internship completed in the fourth or fifth year of the program. Part time internship over a two-year period is also an option based on individual needs. In the third year of the program the Director of Clinical Training meets with students to develop an internship plan that supports their academic and training goals.

Enrollment in practicum or internship is for the entire academic year, ending the last day of classes of the third semester. Students are encouraged to limit any employment in order to allow adequate time for classes, clinical training and dissertation. Students are also required to attend monthly didactic training seminars held on the third Friday of each month.

While involved in clinical practicum or internship, students are supervised by fully licensed clinical psychologists. All students receive supervision from an assigned MiSPP faculty member in collaboration with an on-site supervisor. Supervision of clinical work is provided weekly and attendance at supervisory meetings is mandatory. Faculty supervisors provide students with verbal and written feedback relevant to the development of clinical skills. On-site supervisors provide similar types of feedback and also guide and oversee student case management.

## Practicum/Internship Requirements

Students complete a minimum of 800 hours of practicum training in the second year of the program (Practicum I) and 1,000 hours in the third year (Practicum II). For both Practicum I and II, a minimum of 50% of the total practicum hours are required to be in service-related activities. These are defined as: treatment/intervention, assessment, interviews, report writing, case presentations, and case consultation. Of those service-related activities a *minimum* of 25% of the total practicum hours (200 hours for Practicum I and 250 hours for Practicum II) shall be devoted to face-to-face patient/client contact. The Director of Clinical Training guides students through the match and application process for practicum placement.

Students must pass a Clinical Competency Exam (CCE) in the final semester of Practicum I (670C) to determine readiness to begin advanced clinical training. Failure to pass requires a

second CCE at the completion of the second practicum. The PsyD Practicum Handbook, located on the Student Resource website under Clinical Training, provides additional information on the requirements of the CCE.

A total of 2,000 internship hours are required for the PsyD degree, with 25% of these hours (500) in direct client contact. Students are required to participate in the national internship match facilitated by the Association of Psychology Postdoctoral Internship Center <http://www.appic.org/>.

To achieve credit for practicum/internship, the student must successfully fulfill competency requirements reflected in evaluations and meet the minimum number of client contact hours and total hours on-site per semester as outlined in the Practicum/Internship Handbook. The PsyD Practicum and Internship Handbooks, located on the Student Resource website, provide detailed requirements for clinical training.

## Dissertation

The dissertation process begins as the student advances through research coursework, dissertation planning and doctoral committee selection. MiSPP students must follow APA guidelines for research involving human participants. All dissertation research must gain Institutional Review Board (IRB) approval prior to implementation of the study. The doctoral committee approves the research design and methodology. See the Dissertation Manual for more detailed information, located on the Student Resource website.

## Residency Requirement

Residency is required for three years while students are enrolled in classroom instruction. There are no courses offered fully online although certain courses may include online components.

## Enrollment Status

MiSPP defines full-time enrollment as a minimum of nine credit hours per semester and half-time enrollment as a minimum of five credit hours per semester. Students enrolled in only Practicum, Internship, Dissertation or in the final course(s) required for degree completion may be considered half-time. To maintain active enrollment status, students must be registered in at least one semester per academic year. All requests for changes to enrollment status must be approved by the Program Director and Registrar.

For students readmitted due to a break in enrollment, the degree requirements will be those of the catalog in effect at the time of re-enrollment. New course and program requirements may apply.

International students attending school on an F-1 Visa must maintain full-time enrollment status and must remain in good academic standing to comply with the requirements of the F-1 Visa.

## PsyD Degree Requirements

Required Courses: 133 credit hours

600	History and Systems of Psychology - 3 cr.
604	Identity Formation - 3 cr.
608	Social Bases of Behavior - 3 cr.
613	Child and Adolescent Psychotherapy - 3 cr.
615	Psychopathology and Personality Change - 3 cr.
620	Cognitive and Affective Bases of Behavior - 3 cr.
621	Statistics - 3 cr.
624	Psychometrics - 3 cr.
627	Advanced Intelligence and Achievement Testing – 3 cr.
629	Advanced Objective & Projective Personality Assessment – 3 cr.
630	Multicultural Psychology and Social Justice - 4 cr.
631	Evidence-Based Practice in Clinical Psychology - 3 cr.
632	Group Psychotherapy: Research, Theory and Technique - 3 cr.
634	Biological Bases of Behavior - 3 cr.
636	Existential and Phenomenological Approaches to Psychotherapy - 3 cr.
638	Ethics in Professional Psychology - 3 cr.
642	Humanistic Psychology and Psychotherapies - 3 cr.
645	Lifespan Development - 3 cr.
647	Couple and Family Therapy: Research and Applications – 3 cr.
651	Qualitative Research - 3 cr.
652	Dissertation Preparation I: Planning - 2 cr.
653	Dissertation Preparation II: Preliminary Research Applications - 2 cr.
662	Supervision and Consultation in Psychology - 3 cr.
664	Quantitative Research - 3 cr.
715-717	Practicum I – 9 cr.
718-720	Practicum II – 9 cr.
698	Advanced Academic and Professional Writing - 2 cr.
800-802	Dissertation Proposal Development - 6 cr.
820-822	Dissertation - 18 cr.
816-818	Internship - 18 cr.

Elective Courses: 4 courses for 8 credit hours:

681	Psychoanalytic Psychotherapy – 2 cr.
683	Mindfulness and Psychotherapy - 2 cr.
684	Clinical Health Psychology – 2 cr.
685	Psychology of Trauma - 2 cr.
686	Human Sexuality: Clinical Application - 2 cr.
687	Psychology of Addictions – 2 cr.
688	Affirmative Therapy – 2 cr.

TOTAL CREDITS 141

## Example PsyD Course Sequence

### Year One

First Semester	Second Semester	Third Semester
600 History and Systems of Psychology	615 Psychopathology & Personality Change	604 Identity Formation
608 Social Bases of Behavior	621 Statistics	624 Psychometrics
642 Humanistic Psychology and Psychotherapies	630 Multicultural Psychology and Social Justice	629 Advanced Objective & Projective Personality Assessment
698 Advanced Academic and Professional Writing	631 Evidence-Based Practice in Clinical Psychology	638 Ethics in Professional Psychology

### Year Two

First Semester	Second Semester	Third Semester
627 Advanced Intelligence and Achievement Testing	632 Group Psychotherapy: Research, Theory and Technique	620 Cognitive and Affective Bases of Behavior
645 Lifespan Development	634 Biological Bases of Behavior	636 Existential and Phenomenological Approaches to Psychotherapy
664 Quantitative Research	651 Qualitative Research	652 Dissertation Preparation I: Planning
715 Practicum I	716 Practicum I	717 Practicum I

## Year Three

First Semester	Second Semester	Third Semester
613 Child and Adolescent Psychotherapy	Elective	662 Supervision and Consultation in Psychology
653 Dissertation Preparation II: Preliminary Research Applications	Elective	647 Couple and Family Therapy: Research and Application
Elective		Elective
800 Dissertation Proposal Development	801 Dissertation Proposal Development	802 Dissertation Proposal Development
718 Practicum II	719 Practicum II	720 Practicum II

Course prerequisites apply, see Registrar for additional information. Course offerings and sequence are subject to change.

## Year Four-Five

- Students must complete the 2,000 hour internship requirement during this time period. Students may elect to complete a full-time internship in one year (816-818) or a part-time internship (810-815) over a two year period (typically the fourth and fifth year)
- Students must complete the dissertation (820-822) during this time period simultaneously with internship or either before or following internship based on approval of the Program Director.

## [Course Descriptions](#)

## Graduation Requirements

At the time the student's dissertation research is approved by the Institutional Review Board, the student is considered a PsyD candidate.

The PsyD degree is awarded upon final audit and is based on fulfillment of all degree requirements. The posting date is the last day of the semester in which all degree requirements are fulfilled.

To complete all degree requirements, a student must have:

- A cumulative grade point average of 3.00 or higher.
- Satisfactory completion of all required credit hours/courses.
- Satisfactory completion of 1,800 hours of practicum.
- Satisfactory completion of the Clinical Competency Exam.
- Satisfactory completion of a 2,000 hour internship.
- Successful completion of a dissertation.

## Graduation

The graduation ceremony is scheduled annually at the end of the third semester. All students who meet the requirements to receive a degree within that academic year are eligible to participate in the commencement ceremony. Students must submit a graduation application to be eligible to participate in commencement and/or to ensure timely degree conferral.

# Academic Policies

## Academic Advising

Academic advising provides communication, mentoring and a means to assist students in attainment of their educational goals. Each student is assigned an advisor.

## Assignment of Credit Hours

Credit hours for graduate courses are based on established seat time requirements for a semester based calendar. The ratio of credit to seat time is 1 credit to 15 hours of instruction. Therefore, a 3 credit hour course must meet for 45 hours over the course of a semester. It is assumed that each hour of class time will be accompanied by 3 hours of time spent in independent preparation (readings, papers, course assignments etc).

## Attendance and Observance of Religious Holidays

Students are expected to attend all course sessions. Absence and tardiness may negatively impact the student's grade. See course syllabus for details related to specific attendance requirements.

An absence for the observance of a religious holiday is considered an excused absence. Students must inform the faculty in advance and make arrangements for missed course content/assignments.

## Student Evaluation

Students are evaluated on the attainment of core competencies through the fulfillment of course objectives and requirements as specified in each course syllabus.

In addition to the course grade, faculty may provide qualitative feedback. Faculty may also provide feedback on the student's performance and growth via verbal or written commentary throughout the academic year. The determination of student progress is not limited to grades or grade point average, but includes all factors involved in students' academic and clinical progress, professional development and behavior.

## MiSPP Professional Behavior Expectations

The faculty at MiSPP has adopted the Council of Chairs of Training Councils (CCTC) model policy of The Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs (March 2004).

MiSPP informs all students that faculty, training staff, supervisors, and administrators have a professional, ethical, and potentially legal obligation to:

(a) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee's knowledge or skills may be assessed (including, but not limited to, emotional stability and well-being, interpersonal skills, professional development, and personal fitness for practice); and,

(b) ensure—insofar as possible—that the student-trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, and within the parameters of their administrative authority, professional psychology education and training programs, faculty, training staff, supervisors, and administrators strive not to advance, recommend, or graduate students or trainees with demonstrable problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

As such, within a developmental framework, and with due regard for the inherent power difference between students and faculty, students and trainees should know that their faculty, training staff, and supervisors will evaluate their competence in areas other than, and in addition to, coursework, seminars, scholarship, comprehensive examinations, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient:

(a) interpersonal and professional competence (e.g., the ways in which student-trainees relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories);

(b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories);

(c) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and

(d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; by participating in personal therapy in order to resolve issues or problems).

This policy is applicable to settings and contexts in which evaluation would appropriately occur (e.g., coursework, practica, supervision), rather than settings and contexts that are unrelated to the formal process of education and training (e.g., non-academic, social contexts). However, irrespective of setting or context, when a student-trainee's conduct clearly and demonstrably:

(a) impacts the performance, development, or functioning of the student-trainee,

(b) raises questions of an ethical nature,

(c) represents a risk to public safety, or

(d) damages the representation of psychology to the profession or public,

appropriate representatives of the program may review such conduct within the context of the program's evaluation processes.

Students who fail to meet academic, clinical or research requirements or professional behavior expectations may be dismissed from the program.

### **Practicum/Internship Evaluation**

Through ongoing contact, all supervisors maintain collaborative relationships in guiding the students' progress during practicum or internship. Within the MA and PsyD programs, major areas of focus are the core competencies (relationship, diversity, assessment, intervention, and professional development).

Supervisors complete comprehensive assessments at the end of each semester. Assessments are based on the clinical competencies identified for practicum or internship, and have been adapted from the Competency Developmental Achievement Levels (DALs) of the National Council of Schools and Programs in Professional Psychology (NCSPP).

Based on these assessments, the faculty supervisor assigns the grade, composes the evaluation narrative, and meets with the student to review the evaluation. A grade of Credit (CR) is awarded at the end of each semester for successful completion of all requirements for that semester. If all requirements for that semester are not met, a grade of No Credit (NC) will be awarded.

If a student does not attain the appropriate number of hours as outlined in the Practicum or Internship Handbooks or does not make satisfactory progress towards requirements, a grade of "NC" may be awarded. A grade "NC" will affect academic standing and require a repeat of that semester's enrollment. Any student who receives two "NC" grades for Practicum or Internship will be dismissed from the academic program. Failure to complete the required assignments for missed didactic trainings also will also result in a grade of "NC" for the respective semester in which the seminars were missed.

Practicum requirements and competencies for students pursuing the ABA certificate comply with the requirements of the Behavior Analysis Certification Board. For additional information, contact the Approved Course Sequence Director.

### **The PsyD Clinical Competency Exam**

The Clinical Competency Exam (CCE) is completed during the final semester of Practicum I (670C) and provides students with the opportunity to integrate course material with practical training and to demonstrate their grasp of the practitioner-scholar model. Students are required to integrate clinical and research data using theories and methods acquired in the classroom and at practica to demonstrate knowledge of case formulation, assessment and treatment. The

CCE is divided into three parts: testing and assessment submission, video recorded submission and oral presentation.

The CCE allows faculty to evaluate students' readiness for internship and ability to proceed in the program. Students must receive a score of 3.0 or above from each rater in each of the three parts described above. Failure to pass the CCE requires successful completion of the second 1,000 practicum, at which time the student will be required to participate in and successfully complete a second CCE. The results of the student's first CCE are forwarded to the faculty supervisor of the second practicum.

Failure to pass the CCE upon second examination results in automatic dismissal from the PsyD program. Please see the Practicum Handbook, located on the Student Resource website, for detailed information.

### Annual Assessment of PsyD Students

The PsyD faculty review the performance of all students at the end of each academic year. Students are notified, in writing, of the outcome. To support student growth and progress, a mid-year assessment is also conducted for students in the first year of the program and for those continuing students who are identified by the faculty as being at risk.

Assessments are inclusive of academic and clinical performance, expectations of professional behavior and research progress. If warranted, students may be placed on probation and/or an educational development plan may be developed. Students who fail to meet academic, clinical or research requirements or professional behavior expectations may be dismissed from the program.

### Marking System

Courses taken at MiSPP are awarded a letter grade; the four-point system (4.00) is used to compute the grade point average (GPA). A limited number of courses (noted below) are evaluated on a credit/no credit basis.

<u>Grade</u>	<u>Description</u>	<u>Grade Point</u>
A	Excellent	4.0
A-		3.67
B+		3.33
B	Satisfactory	3.0
B-		2.67
C	Unsatisfactory	2.0
F	Failure	0.0
CR	Credit	n/a
NC	No Credit	n/a
<u>Mark</u>	<u>Description</u>	<u>Grade Point</u>
I	Incomplete	n/a
IP*	In Progress	n/a
W	Withdrawal	n/a

\*for dissertation use only

## In Progress

A temporary mark of “IP” (In Progress) is given to students who are engaged in dissertation. “IP” is given in dissertation when a student has satisfactorily completed enough dissertation work to warrant “IP” credit. The “IP” will be replaced on the transcript when “CR” (Credit) has been awarded in the final semester. If sufficient progress has not been made, a grade of “NC” may be awarded in any given semester.

## Credit /No Credit

A grade of “CR” (Credit) is assigned upon satisfactory completion of practicum, internship, and dissertation course work. A grade of “NC” (No Credit) is assigned upon unsatisfactory performance in practicum/internship or unsatisfactory progress in dissertation courses. Grades of “CR” and “NC” are not used in calculating the grade point average; however, grades of “NC” are considered unacceptable grades for the purposes of student academic progress and Financial Aid Satisfactory Academic Progress (SAP). Please see policies on Academic Standing and Financial Aid SAP for further information.

## Incomplete

An “I” (Incomplete) mark will be granted only in exceptional situations for circumstances beyond a student’s control when requirements for a course cannot be completed in the normal time allowed. To be eligible, the student must be performing satisfactorily in the course. Examples of these circumstances may include catastrophic or life threatening illness or injury of the student; or injury or death of a member of the student’s immediate family. An “I” mark is allowed only with formal consent of the instructor and indicates that the student has presented a satisfactory reason for receiving an “I” mark. Students must request an incomplete prior to the last day of the class in question.

For an incomplete to be granted, students must file an Incomplete Agreement Form with the Registrar, which states what the student must do to satisfy the course requirements, and have it approved and signed by the instructor. Incomplete work must be finished by the end of the next semester.

Following completion of the course requirements, the notation of an “I” mark remains on the transcript alongside the final grade. If the coursework is not successfully completed by the end of the subsequent semester, the mark of “I” will be changed automatically to a grade of “F,” which will affect academic standing.

## Auditing a Course

A student may request permission to audit a course under the following conditions:

- The student is in good standing academically.
- The student shows sound rationale for the request.
- The faculty member teaching the course approves the course audit.
- The Program Director approves the course audit.

Audited courses do not apply toward fulfillment of degree requirements. No changes to registration status may occur after the semester has begun. Upon successful completion of the course, a designation of “AU” will be noted on the transcript. A designation of “AU” may not, at a later time, be changed to a grade.

### Dropping a Course

Any student may drop a course(s) within the refund period, as established in the academic calendar. A dropped course(s) will not be reflected on the academic record/transcript. The refund period is 100% tuition refund on or before the first day of the semester. After the first day of the semester, a drop will be refunded as follows:

- 1st day of semester – 100%
- Within 7 calendar days of semester start (2-7 days from start of semester) – 75%
- Within 14 calendar days of semester start (8-14 days from start of semester) – 50 %
- After day 14 – 0% (move into withdrawal period)

At the end of the drop period (last day to receive a refund), a student may consider changes in enrollment by withdrawing from a course.

### Withdrawing from a Course

Any student who wishes to withdraw from a course must submit a Withdrawal Form obtained from the Registrar. Students who withdraw prior to the day which marks 80% of the semester will be given a mark of Withdrawal (W). No withdrawals are permitted after that time. All attempted coursework appears on the transcript. A course withdrawal will affect academic standing and time to completion. Financial Aid recipients should consult with the Financial Aid Coordinator prior to requesting a withdrawal regarding ramifications to aid status.

All attempted courses appear on the transcript. Students who withdraw will receive a mark of “W” if the request is submitted by the last date to withdraw as established in the academic calendar. Course withdrawal after that date will reflect the mark earned in the course.

### Repeating a Course

A mark of “W” or any grade of “C,” “F” or “NC” must be repeated. A course may be repeated only one time to replace the deficient grade and fulfill degree or certificate requirements. Both the original and the repeated course grade will appear on the transcript; only the repeated course grade is used in calculating the overall GPA. Students may not repeat courses that count towards degree or certificate requirements in an attempt to improve the cumulative GPA or course grade.

### Grade Change Requests

A change to a posted grade may only be initiated by the course instructor. If the instructor who originally awarded the grade is no longer employed by MiSPP, any request for a grade change must be submitted to the Program Director.

Grade changes or alterations to student records are not permitted after a degree or certificate has been officially posted to the academic record.

## Appeal of a Course Grade

Before filing a grade appeal, the student should first understand the following: The instructor has the sole responsibility for determining all grades and for assessing the quality of the academic performance of the student.

A grade can only be appealed when there is demonstrable evidence that prejudice or an arbitrary action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student appealing the grade.

The student must provide objective evidence demonstrating that the instructor's assessment of his/her academic performance on assignments, papers, exams, etc. was inaccurate and the final grade was subsequently inaccurate.

Only final course grades may be formally appealed. A student who believes that a "C" or lower grade is inappropriate due to the reasons stated above has the right to appeal.

### Step One – Instructor

To dispute a grade, a student must present a written letter of appeal to the instructor. The appeal must clearly state the facts the student believes support his/her claim, and the requested outcome. This appeal must be filed within the first ten (10) business days of the next semester immediately following the semester in which the grade was earned.

The instructor will meet with the student to review the student's performance with regard to course requirements stated in the syllabus and to indicate how the grade was determined. If there is a discrepancy between the course requirements, evaluation methods and the grade awarded, it is incumbent upon the instructor to do whatever is reasonable to resolve the issue. The instructor will communicate his or her decision, in writing, within ten (10) business days of receipt of the student's written appeal. This must be directed to the student, copied to the Program Director and placed in the student's academic file.

If the instructor is the Program Director, students bypass Step One and present their grade appeals to the Vice President. In such circumstances, the decision of the Vice President will stand as the final decision of the school.

### Step Two – Program Director

If Step One does not resolve the concern, the student may, within five (5) business days of receipt of the instructor's response, present an appeal to the Program Director (or Vice President if the instructor is the Program Director).

Students must present a letter of appeal with a clear statement of the grade change requested, basis for the appeal and the facts that support the request.

Within ten (10) business days of receipt of the appeal letter, the Program Director (or Vice President) will render a decision and communicate, in writing, to the student and copy the decision to the faculty member.

If, upon review, the Program Director (or Vice President) determines that the appeal is clearly without merit or does not meet the requirements set forth under Appeal of a Course Grade, the Program Director (or Vice President) will deny the appeal and render a written decision to the student and instructor.

If, upon review, the Program Director (or Vice President) determines that the appeal does have merit, the Program Director (or Vice President) will conduct an investigation. After this investigation, the Program Director (or Vice President) will render a written decision to the student and instructor.

The decision of the Program Director (or Vice President) is final and no further appeal is possible. The outcome of the grade appeal will be placed in the student's academic file.

## Academic Standing

Students are required to maintain satisfactory academic progress toward the completion of their program, which includes adequate performance with respect to grades, grade point average and all other program expectations for academic performance, professional behavior, clinical skills development and research progress.

Students' academic progress is reviewed each semester and on an as-needed basis. The formal Annual Assessment process for PsyD students identifies those who may be at-risk of failure to meet program and academic expectations. Individuals who are determined by the faculty to be at-risk are placed on Academic Probation.

Students are required to maintain an overall cumulative GPA of 3.0 or above on a 4.0 scale. Grades of "C," "F," or "NC" are not counted toward completion of program requirements. Students are considered in Good Standing if they have earned a cumulative GPA of 3.0 or above, and they are not on Academic Probation.

In addition, federal regulations require that financial aid recipients make satisfactory academic progress to remain eligible for financial aid.

Professional psychologists and psychotherapists have a duty of care to the public and to society. This duty makes the assessment of the student's overall performance of particular importance. The school reserves the right to take disciplinary action or dismiss a student at any time when a student's academic or clinical performance, ethical standards, attendance, financial delinquency, emotional stability, or personal conduct is significantly detrimental to the educational goals and purposes of the institution. Please refer to the Code of Conduct and MiSPP Professional Behavior Expectations for additional information.

## Academic Probation

<p><b>Description</b></p>	<p>Students are placed on Probation for:</p> <ul style="list-style-type: none"> <li>• Receipt of any grade of “C”, “F” or “NC.”</li> <li>• Failure to meet program expectations.</li> <li>• Failure to maintain the minimum cumulative GPA requirement of 3.0.</li> </ul>
<p><b>Evaluation Point</b></p>	<p>All students are reviewed at the end of each semester.</p> <p>PsyD students in year one and those identified as at-risk by the faculty are reviewed bi-annually via the PsyD Student Assessment process. Students may be reviewed at other times on an as-needed basis.</p>
<p><b>Advising</b></p>	<p>Students placed on Probation for grades must meet with the Registrar to sign a new program sheet and/or Educational Development Plan.</p>
<p><b>Financial Aid Impact</b></p>	<p>Students on Probation are eligible for financial aid providing that they meet the requirement for satisfactory academic progress or successfully appeal. Satisfactory Academic Progress must be met for each subsequent semester until the student is removed from probation. If a student fails to meet satisfactory academic progress, the student becomes ineligible for financial aid.</p> <p>Students on Probation are considered to be making good progress if they do not receive any grades of “C” or below until the minimum cumulative GPA of 3.0 is achieved. These students remain eligible for financial aid.</p>
<p><b>Removal</b></p>	<p>Probation is removed when:</p> <ul style="list-style-type: none"> <li>• Course grade(s) of “C”, “F” or “NC” are repeated and a grade of at least B- is earned.</li> <li>• Requirements in their Educational Development Plan are met.</li> <li>• The cumulative GPA is raised to 3.0 or above.</li> </ul>

## Dismissal

<b>Description</b>	<p>Students are dismissed for:</p> <ul style="list-style-type: none"><li>• Receipt of two grades of “F” or “NC.”</li><li>• Receipt of three grades of “C” or below in a single semester.</li><li>• Being on probation for grades and failing to achieve grades of B- or better in any forthcoming semester.</li><li>• Failure to successfully pass the Clinical Competency Exam after two attempts.</li><li>• Failure to meet the remediation requirements of an Educational Development Plan.</li><li>• Failure to achieve progress toward the cumulative GPA of 3.0.</li></ul>
<b>Evaluation</b>	<p>Student records are reviewed, by the Registrar, at the end of each semester for grade requirements, and progress on Educational Development Plans. Students may be reviewed at other times on an as-needed basis.</p>
<b>Financial Aid Impact</b>	<p>Students dismissed from the institution are ineligible for financial aid.</p>
<b>Removal</b>	<p>Students may only be removed from dismissal status upon successful appeal of the dismissal.</p>
<b>Appeal</b>	<p>Students who have been dismissed from the institution may submit a letter of appeal to the Vice President within ten (10) business days of the date of notification. If an appeal has been filed, students may continue attending courses pending the outcome of the appeal. The Vice President will investigate and render a decision within ten (10) business days of receipt of the student’s letter. The decision of the Vice President is final.</p>

## Reinstatement after Academic Dismissal

A student who has been dismissed due to academic reasons may request reinstatement following a wait period of one calendar year. This request must be in the form of a letter, submitted to the Program Director and must include the reason for reinstatement and explain how the student has addressed barriers to academic success. All requests are reviewed on an individual basis.

Requests must be submitted according to the following dates:

- by June 1st for reinstatement in the first semester;
- by November 1st for reinstatement in the second semester;
- by March 1st for reinstatement in the third semester.

## Withdrawal from the Program

Any student who withdraws during an academic year must submit a Withdrawal Form obtained from the Registrar. Financial Aid recipients must consult with the Financial Aid Coordinator prior to requesting a withdrawal regarding ramifications to aid status including how a withdrawal may affect satisfactory academic progress and loan funding. See Financial Aid section of the Catalog for more information.

All attempted coursework appears on the transcript. Students who withdraw will receive a mark of “W” if the request is submitted by the last date to withdraw as established in the academic calendar. Program withdrawal after that date will reflect the marks earned in that semester.

## Academic Freedom

Academic freedom of inquiry is essential to the purpose of higher education and applies to both teaching and research. Freedom in research is fundamental to the advancement of knowledge and truth. Academic freedom in teaching is fundamental for the protection of the rights of instructor and of the student.

## Academic Integrity

Academic integrity is considered a basic ethical standard and applies to all written, verbal and electronic communication. Students must demonstrate academic integrity in all aspects of academic performance.

The ethical principles cited below refer to publication credit and these should be adhered to in the preparation of MiSPP course papers and doctoral dissertation. Every idea, method, theory, concept, or any aspect of an author’s work, published or unpublished, that is used, must be appropriately referenced and credited. Committing plagiarism or failing to properly follow appropriate rules in referencing and citing another’s work are infractions of academic integrity. Multiple or single mistakes in formatting citations within the same paper may be considered plagiarism.

In the preparation of written material, the MiSPP student must adhere to the following guide:

ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT (2010; American Psychological Association <http://www.apa.org/ethics/code/index.aspx>):

#### 8.11 Plagiarism

*Psychologists do not present portions of another's work or data as their own, even if the other work or data source is cited occasionally.*

#### 8.12 Publication Credit

*(a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have substantially contributed.*

*(b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are acknowledged appropriately, such as in footnotes or in an introductory statement.*

*(c) Except under exceptional circumstances, a student is listed as principal author on any multiple-authored article that is substantially based on the student's doctoral dissertation. Faculty advisors discuss publication credit with students as early as feasible and throughout the research and publication process as appropriate*

Examples of violations of academic integrity may include but are not limited to:

- submitting material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating the authorship (plagiarism);
- misrepresenting work done in collaboration with other students as one's own work;
- making false claims or misrepresentations related to clinical training;
- violating copyright laws;
- submitting work for one course that has been or is being submitted for another course without express permission of the instructor(s) to do so;
- cheating or intentionally using or attempting to use unauthorized materials, information or study aids for assignments or exams;
- fabricating data or research, or violating research protocols.

MiSPP faculty may utilize software and/or require students to submit work to Turnitin.com, a service designed to assist in the prevention of plagiarism and the detection of plagiarism.

# General Policies and Procedures

## Multiple Relationship Policy

For purposes of the Multiple Relationship Policy in the academic environment, MiSPP extends the definition of “psychologist” to include individuals who are, by virtue of their membership in the MiSPP community, students, administrators, faculty or staff.

Per ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT (American Psychological Association; <http://www.apa.org/ethics/code/index.aspx>) Amended 2010 Ethics Code 3.05:

*(a) A multiple relationship occurs when a psychologist is in a professional role with a person and (1) at the same time is in another role with the same person, (2) at the same time is in a relationship with a person closely associated with or related to the person with whom the psychologist has the professional relationship, or (3) promises to enter into another relationship in the future with the person or a person closely associated with or related to the person.*

*A psychologist refrains from entering into a multiple relationship if the multiple relationship could reasonably be expected to impair the psychologist's objectivity, competence, or effectiveness in performing his or her functions as a psychologist, or otherwise risks exploitation or harm to the person with whom the professional relationship exists.*

MiSPP extends the above to include refraining from entering into or continuing a multiple relationship with members of the MiSPP community after becoming a member of the community. Such a relationship increases the risk of exploitation or harm to the individual, MiSPP, or institution with whom the professional relationship exists. Such relationships may include but are not limited to relationships that are romantic or sexual or include the provision of psychotherapy, supervision or business transactions. Students who are registered at MiSPP may not be involved or become involved either on a voluntary or on a paid basis with fellow students as clients, therapists or research participants.

If a multiple relationship exists within the learning environment, it is the responsibility of the student, administrator, faculty or staff to take steps to ensure that neither party has an official evaluative or therapeutic relationship with regards to the other, or other relationship that may compromise the learning environment. The Program Director must be informed so that appropriate assignments or other actions can be taken as necessary. Failure to appropriately acknowledge multiple relationships will be considered a serious breach of personal and professional ethics and subject to appropriate actions, from a verbal warning up to and including dismissal, depending upon the circumstances. Sanctions may be appealed to the President. The decision of the President is final.

If a potentially harmful multiple relationship should arise, it is the responsibility of the professional/individual involved to resolve it with due regard for the best interests of the affected person or institution and in compliance with the APA Ethics Code.

## Code of Conduct

MiSPP students are expected to pursue their educational goals and conduct themselves in a manner that preserves an appropriate atmosphere of learning.

Students are expected to fulfill academic and clinical requirements in an ethical and honest manner. Professional attire and demeanor are expected. Written and oral communications, including paper and electronic, should reflect professionalism. Although technology is adjunctive to the learning process, use of laptop or handheld devices in the classroom must be focused solely on current class activities. Using these devices for non-class related activities is disrespectful to instructors/presenters and fellow students and limits engagement in the learning process. Instructors reserve the right to prohibit/limit the use of laptop or handheld devices in class.

As a citizen of the MiSPP academic community, students are entitled to all the rights and protections enjoyed by other members of the community. Membership in this community is purely voluntary, and any student may choose to withdraw from it at any time that the obligations of membership seem disproportionate to the benefits.

Professional psychologists and psychotherapists have a duty of care to the public and to society. This duty makes the assessment of the student's overall performance of particular importance. The school reserves the right to take disciplinary action or dismiss a student at any time when a student's academic or clinical performance, ethical standards, attendance, financial delinquency, emotional stability, or personal conduct is detrimental to the educational goals and purposes of the institution or the welfare of the student, clients served and/or members of the MiSPP community.

## Academic Offenses

Actions that compromise the integrity of MiSPP scholarly activities are considered to be academic offenses, and may include but are not limited to the following:

1. Violation of the School's expectations of academic integrity or the APA Ethical Principles of Psychologist governing Plagiarism and Publication Credit to include:
  - Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating the authorship (plagiarism).
  - Misrepresentation of work done in collaboration with other students as one's own work.
  - Research protocols;
2. false claims, misrepresentation of clinical training hours or related information, or misrepresentations of written or verbal statements of fact to a member of the faculty,

practicum or internship site supervisors, in order to obtain academic credit that is unearned;

3. failure to maintain ethical standards of conduct and professional behavior expectations while engaged in practicum and internship;
4. forgery, alteration, or misuse of MiSPP document(s) relating to the academic status of the student;
5. violation of copyright laws;
6. submission of work for one course that has been or is being submitted for another course without express permission of the instructor(s) to do so;
7. publicly disclosure of confidential information that was privately shared in courses, supervision, supervision groups, and internship/practicum activities;
8. violation of policy pertaining to multiple relationships.

## Non-Academic Offenses

Actions that compromise the professional learning environment are considered to be non-academic offenses, and may include but are not limited to the following:

1. pushing, striking or physically assaulting, or otherwise intentionally threatening or endangering any member of the faculty, administration, staff, or student body, or any visitor to the campus;
2. unprofessional conduct to include intimidation and/or bullying directly or via social media;
3. disorderly conduct, including breach of the peace or obstruction or disruption of teaching, research, administration, disciplinary procedure, or other MiSPP activities, including its public service functions or other authorized activities;
4. lewd, indecent or obscene conduct or expression, alcohol or non-alcohol related;
5. use of any tobacco or nicotine products including chewing tobacco and electronic cigarettes;
6. theft and/or unauthorized possession of MiSPP property or property of a member of the MiSPP community or campus visitors;
7. failure to remit or return property or records of MiSPP within the time prescribed;
8. failure to comply with instructions or directions of any properly identified school personnel while these persons are acting in the performance of their duties;
9. unauthorized use of MiSPP facilities, including: (a) unauthorized entry into the building, office, or other facility or remaining in the building after normal closing hours; (b)

unauthorized use of any MiSPP telephone or of any other MiSPP facilities; (c) possessing, using, making, or causing to be made any key for any MiSPP facility without proper authorization; (d) unauthorized use of another student or faculty member's password to gain access to the computer or computer output, including but not limited to any knowing and willing use of fraudulent means to process computer programs and access computer files;

10. vandalism;
11. furnishing false information to any MiSPP official or making false statements in disciplinary hearings;
12. safety violations, including: (a) intentional false reporting of a fire or explosive device on MiSPP property; (b) tampering with fire-fighting equipment, safety devices, or other emergency or safety equipment; (c) setting an unauthorized fire;
13. violation of Technology Use Guidelines to include individual instructor's restrictions on the use of laptop/handheld computers in class;
14. unlawful possession, use or distribution of alcoholic beverages, narcotics or dangerous drugs, on school property or as part of any school-related activity as outlined in the Drug and Alcohol Prevention policy;
15. possession or use of firearms, even if an individual holds a concealed weapons permit;
16. possession or use of explosives, chemicals, weapons or items that could be used or perceived as a weapon.

## Jurisdiction

Allegations of academic or non-academic misconduct will be referred to the Program Director or the Vice President as appropriate for review, investigation, and adjudication.

During the course of investigation a student may be suspended and not permitted to attend classes or be on MiSPP premises if the behavior of the student is of concern to the health and safety of others or disruptive to the educational environment. Upon receipt of an allegation of misconduct, the Program Director or Vice President will review, investigate and adjudicate the matter within thirty (30) business days.

## Sanctions

Sanctions for academic or non-academic offenses may include one or more of the following:

1. A failing grade or mark of "No Credit" in an examination, assignment, or relevant course for violations of the principles of academic conduct
2. Written reprimand
3. A requirement of participation in community service, personal therapy or other appropriate activities/assignments

4. Probation
5. Suspension
6. Dismissal

### Right of Appeal

Students have the right to appeal sanctions related to code of conduct according to the steps outlined in the Student Grievance/Appeal Procedure.

### Requests for Reinstatement after Dismissal for Misconduct

In the event that a student has been dismissed for misconduct and wishes to be reinstated in the future, the student must write a letter of request to the Vice President. The MiSPP Executive Council reviews requests on an individual basis. Individual circumstances and specific requirements are considered.

### Drug and Alcohol Prevention

The school recognizes that substance abuse and chemical dependency are a growing problem in this country. The Drug-Free School and Campus Act (DFSCA) requires MiSPP to adopt and implement a drug prevention program to prevent the use, distribution, unlawful possession, or sale of illicit drugs and alcohol.

A vast and growing body of medical research has documented the debilitating and often deadly consequences of regular or episodic use of mood altering chemicals. Due to factors such as body mass, endocrine function, metabolic biochemistry, genetic history, and overall health, it is not possible to predict who will be susceptible to health risks and what the consequences may be. However, it is known that over time substance abuse and chemical dependency have measurable, deleterious effects on various organs of the body and on physiological and intellectual functioning. Users often feel they are performing at their best when, in fact, actual performance is poor. Memory is also harmfully affected. Emotional problems and mood swings also may result. The risks are known to be greater when there are accompanying or pre-existing organic conditions. Severe insult to the fetus of a pregnant woman who ingests or inhales mind-altering drugs is also a threat.

A description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol and the health risks associated is available on the [MiSPP website](#). The Drug and Alcohol Prevention Program, consistent with the MiSPP Code of Student Conduct, prohibits the following behaviors.

1. Alcohol abuse and related behavior, including:
  - a. possession and use of an alcoholic beverage onsite or at school-sponsored activities;
  - b. intoxication made manifest by boisterousness, rowdiness, lewd, obscene, or indecent appearance, conduct or expression;
  - c. language which is profane, lewd, or in general unbecoming of a graduate student or MiSPP employee.
2. Drug abuse and related behavior, including:
  - a. use or possession of drugs without valid medical prescriptions; or manufacture, sale, or distribution of any controlled substance or mood altering chemical;
  - b. altered behavior made manifest through rowdiness, obscene or disorderly conduct, indecent appearance, conduct, expression, or otherwise impaired functioning;
  - c. language which is profane, lewd, or in general unbecoming of a graduate student or employee.
3. Violations of this policy will result in a student being referred to the Vice President for action.

Should a student be found in violation of this policy, the sanction will result in one or more of the following:

1. Written reprimand
2. Probation
3. Suspension
4. Dismissal
5. Recommendation for inpatient or outpatient therapy appropriate to the issue involved. If this course of action is recommended, the Vice President will establish guidelines for ongoing enrollment or reentering a MiSPP program at the time that reentry is requested. A letter from the attending physician or psychologist verifying resolution of the problem must accompany the student request for reentry. Participation in drug or alcohol rehabilitation programs may also be required.
6. Filing of a report of violations to city, state, or federal authorities, where appropriate, for prosecution and legal action.

Note: Per the Higher Education Act, Sec 484, 485, 488 a conviction of any offense for possession/sale of illegal drugs will result in loss of eligibility for any Title IV loan aid.

## Right of Appeal

Students shall have the right to appeal based on the Student Grievance/Appeal Procedure. The Drug and Alcohol Prevention Program of the MiSPP will be reviewed on a biennial basis to determine its effectiveness and to ensure that disciplinary sanctions are consistently enforced.

## Sexual Harassment/Misconduct Policy

In the context of Title IX of the Education Amendments of 1972, discrimination on the basis of sex in education programs and activities receiving Federal financial assistance is prohibited. Sexual harassment of students is prohibited by Title IX and can be considered a form of discrimination.

State and Federal Law have determined that sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Misconduct, which is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive is prohibited. MiSPP has both unisex private restrooms and gender specific restrooms. The school supports the use of bathrooms based on gender identity.

Sexual Misconduct is a broad term encompassing:

- Physical Sexual Violence
- Sexual Exploitation
- Sexual Harassment
- Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse

The following are some illustrations of inappropriate actions:

- An instructor, staff member, supervisor, or administrator indicates that a student can earn a better mark by providing sexual favors to the instructor or supervisor.
- An instructor, staff member, supervisor, administrator, or student makes unwelcome physical contact with a student or another employee.
- An instructor, staff member, supervisor, administrator, or student tells sexually offensive or degrading jokes or stories; uses sexually oriented profanity; or makes offensive gestures of a sexual nature.
- An instructor, staff member, supervisor, administrator, or student makes unwelcome comments about the appearance or anatomy of another individual.
- An instructor, staff member, supervisor, or administrator who promises preferential treatment in return for sexual favors, makes unwelcome sexual advances, and displays sexually suggestive objects or pictures.

Sexual Misconduct violates MiSPP policy and Federal civil rights law and may also be subject to criminal prosecution. Complainants have the right to file a criminal complaint. Any criminal complaint will not impede MiSPP's investigation of and response to the complaint of sexual misconduct or harassment.

All those in the academic environment must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment/misconduct.

### Complaints of Discrimination, Harassment or Sexual Harassment/Misconduct

If a harassment complaint is filed by a member of the MiSPP community with a faculty member, supervisor or administrator, the complaint will be investigated immediately under the direction of the President in accordance with the following procedures:

- A formal investigation will begin within seven (7) business days of advisement and will be conducted by the Vice President.
- All claims will be treated seriously and information and facts will be communicated only on a “need to know” basis.
- Witnesses and all individuals interviewed will be instructed to maintain discussions in the strictest confidence. The number of persons who have access to the information will be limited. Both parties may present witnesses and other evidence.
- Each allegation will be treated as a separate incident.
- After completion of the investigation, the Vice President will provide written notice to both parties of the outcome of both the complaint and any appeal, in compliance with Title IX and FERPA.
- If it is determined that a faculty, staff, supervisor or administrator has engaged in harassment or misconduct of any kind, immediate and appropriate action will be taken. This may include verbal or written warnings, suspension with or without pay, or termination of employment.
- If it is determined that a student has engaged in harassment of any kind, immediate and appropriate action will be taken. This may include a written warning, probation or dismissal.
- Retaliation against the complainant or anyone involved is not allowed. If it occurs, further disciplinary action will be taken.

MiSPP’s designated Title IX Coordinator is the Vice President. All questions or complaints of discrimination, harassment or sexual harassment/misconduct should be directed to the Vice President.

### Sexual Violence

As an extension of MiSPP’s policy prohibiting Sexual Harassment/Misconduct, the school actively works to prevent and will take prompt and effective action in response to any allegation of sexual violence to include sexual assault, domestic violence, dating violence and stalking. This policy applies to all students and school employees. In the event of any act of sexual violence, the individual, or witness, has the right and is encouraged to file a criminal complaint. The individual has the right to decline to report to law enforcement. Any criminal complaint will not impede MiSPP’s investigation of and response to the complaint of sexual violence. A complaint may be filed with a Campus Security Authority (the Program Director, the Registrar, or the Director of Building Services) or the Vice President. In the event of a need for immediate assistance or response to a sexual assault, school personnel will coordinate the response with local law enforcement.

## Violence Against Women Reauthorization Act (VAWA)

In the event of an incident:

- Following any reported incident, a formal investigation will begin within seven (7) days of advisement and will be conducted by the Vice President.
- All claims will be treated seriously and information and facts will be communicated only on a “need to know” basis.
- Witnesses and all individuals interviewed will be instructed to maintain discussions in the strictest confidence. The number of persons who have access to the information will be limited.
- During the investigation, both parties will have an opportunity to have others present including an advisor of choice with advance notice to the Vice President.
- The preponderance-of-the-evidence standard (more likely than not) will be used in the investigation.
- Regardless of criminal complaint, in the event of a complaint/report filed by a student against a member of the MiSPP community (fellow students or employee), accommodations will be provided pending the final outcomes of the investigations, which may include the ability to change class, clinical training sites, or work schedules, withdraw from or retake a course without penalty.
- Each allegation will be treated as a separate incident.
- After completion of the investigation, the Vice President will provide written notification of the outcome the complaint and any appeal, to both parties at the same time.
- If it is determined that a faculty, staff, supervisor or administrator has engaged in sexual violence or misconduct, immediate and appropriate action will be taken to include written warnings, suspension with or without pay, or termination of employment.
- If it is determined that a student has engaged in sexual violence or misconduct of any kind, immediate and appropriate action will be taken. This may include a written warning, probation or dismissal. The process for appeal is outlined in the Academic Catalog under the Student Grievance/Appeal Procedure .This procedure will be in the written notification of investigation outcome and sanctions.
- Retaliation against the complainant or anyone involved is prohibited. If it occurs, further disciplinary action will be taken.
- As required under the Clery Act any incident of sexual violence will be reflected in the annual safety and security report
- Any student who has a Personal Protection Order against a third party must notify the school administration – please see Reporting a Crime.

Annually, sexual violence awareness and prevention programming will be provided to students and employees.

## Student Grievance/Appeal Procedure

Students with concerns involving academic or non-academic decisions, policies, procedures or conduct should first make an attempt to resolve the problem through discussions with the person or persons most directly involved. If these methods are not satisfactory, the student may file a grievance or submit an appeal. This procedure does not apply to the appeal of grades. See Appeal of a Course Grade.

This procedure may not be used to dispute the legitimate exercise of professional judgment by the faculty, administration or staff, including, but not limited to:

- the basis for student performance evaluation or grade for a course or practicum/internship or for independent academic work under the supervision of a faculty member or in the form of an Educational Development Plan;
- a decision regarding a student's academic status made by a duly designated administrative officer;
- any action taken on a previously filed grievance or outside of the time frame (10 business days) in which to file a grievance.

A student may file a grievance under the belief that he/she has been adversely affected by an action that results from:

- violation of a duly adopted school policy as described in official school publications;
- unethical conduct on the part of a member of the MiSPP community.

Students have the right to appeal dismissal or disciplinary action decisions. In circumstances of dismissal for academic or non-academic misconduct, students are not allowed to attend classes or school activities until the appeal is resolved. The appeal process is not an opportunity for the student to have his or her case reconsidered merely because of dissatisfaction with the decision. Rather, all appeals must be based on one or more of the following:

- new evidence;
- evidence of improper procedure; or
- new arguments that could not be provided at the time of the original appeal/investigation.

The student grievance/appeal procedure will be followed except in cases where there is a specific appeal procedure that exists elsewhere and governs a specific policy.

### Procedure

Students presenting grievance/appeals for resolution must present them within ten (10) business days of the incident prompting the appeal.

Step One - Students must submit a letter to the Vice President (or President if the Vice President is the subject of the grievance) stating the reason for the grievance or appeal, the facts surrounding the issue, the solution requested and any supporting documentation.

If, upon review, the Vice President (or President) determines that the request for the grievance or appeal is clearly without merit or does not meet the requirements set forth above, the Vice President (or President) will reject the appeal and inform the student in writing within ten (10) business days of receipt of the grievance/appeal letter. The decision will stand as the final decision of the school.

If the grievance/appeal meets the above stated criteria, the Vice President (or President) will conduct an investigation. The Vice President (or President) will render a written decision to the student within ten (10) business days of receipt of the appeal letter.

Step Two - If step one does not resolve the problem, the student may, within ten (10) business days thereafter present an appeal or grievance to the President, together with all correspondence from step one. The President will then review all material submitted and may appoint a committee to review the appeal or grievance. Investigatory meetings with the student, advisor/supervisor, and others deemed appropriate may be held, as determined by the President or the members of the appointed committee, to gather relevant data and evaluate the situation. The President or committee will communicate a final written decision within ten (10) business days of receipt of the appeal letter to the student. This decision is final.

All grievance/appeal procedures and records are confidential in nature and will be treated accordingly. Since this procedure is an institutional process, not judicial, the presence of legal counsel for any party at any stage, including meetings or hearings, must be with mutual consent.

# General Information

## Financial Aid

The Michigan School of Professional Psychology is approved by the U.S. Department of Education to award federal aid to eligible students. Through participation in Title IV Federal Student Aid Programs, eligible students have loan options to choose from including Federal Direct Unsubsidized Loan, and Federal Direct Graduate PLUS Loan. In addition, MiSPP offers assistance in the form of academic scholarships and will provide certification for private educational loans for students who are not eligible or cannot secure a Federal Direct Loan.

The student begins the financial aid process by filing a Free Application for Federal Student Aid (FAFSA) and then completes an online master promissory note (MPN) and loan entrance counseling.

Students should refer to the financial aid section of the website [www.mispp.edu](http://www.mispp.edu) for additional information.

## Enrollment Status and Eligibility for Financial Aid

For degree seeking students (MA and PsyD) MiSPP defines full-time enrollment as a minimum of 9 credit hours per semester and half-time enrollment as a minimum of 5 credit hours per semester. Students enrolled in only Practicum, Internship, Dissertation, or in the final course(s) required for degree completion may be considered half-time and are eligible for financial aid. Students who are enrolled less than half-time are not eligible for financial aid. For students in the ABA certificate-only program, full-time enrollment is defined as a minimum of 5 credit hours per semester, and half-time enrollment as a minimum of 3 credit hours.

## Gainful Employment

The Michigan School of Professional Psychology (MiSPP) is required to disclose pertinent employment and program data for programs which award a certificate rather than a diploma. At MiSPP the program in Applied Behavior Analysis (ABA) is a gainful employment program. Summary information on program costs, likely salary range, job titles for which a certificate in ABA may be eligible are found at [www.mispp.edu/abadislosure](http://www.mispp.edu/abadislosure).

## Satisfactory Academic Progress for Financial Aid

Students who receive federally funded student aid must comply with federal regulations pertaining to Satisfactory Academic Progress (SAP). Failure to maintain SAP will result in Financial Aid Warning or Suspension of eligibility for financial aid. The total attempted credit hours for any degree program may not exceed 150% of the credit hours required in the program. Repeated courses are considered in calculating the 150% maximum time frame.

MiSPP's SAP requirements include qualitative and quantitative measures:

Qualitative Measure:

Meeting the minimum 3.0 cumulative grade point average.

Quantitative Measure:

Students must satisfactorily complete a minimum of 67% of credits earned over attempted credits. Credit hours in which a student receives a grade of "W" are included in the number of attempted credits for this measurement.

Frequency of Review:

SAP is monitored at the end of each semester. The SAP review consists of the cumulative record of **all prior semesters** for the student's current degree program (including semesters when a student may not have received financial aid funding). All elements of SAP will be evaluated: cumulative 3.0 minimum Grade Point Average (GPA), 67% successful completion rate of all courses attempted, and the 150% maximum time frame.

### Financial Aid Warning

Students failing to maintain SAP for one semester are placed on financial aid "Warning" and are notified in writing.

### Financial Aid Suspension and Probation

Students who have not met one or more of the standards of SAP while on "Warning" or "Probation" are placed on "Suspension" and become ineligible for financial aid. A student may appeal the suspension of their financial aid eligibility. If an appeal is granted, the student is placed on Financial Aid "Probation." Students on financial aid "Probation" may be placed on an Educational Development Plan which will be reviewed each semester. Refer to the financial aid section of the website [www.mispp.edu](http://www.mispp.edu) for additional information regarding the SAP appeal procedure.

### Cost of Attendance

For purposes of calculating eligibility for financial aid, MiSPP estimates the annual Cost of Attendance (COA) based on allowable projected expenses. The COA calculation includes tuition and fees, books and supplies, estimated loan fees, and other indirect expenses such as room and board, transportation, personal and miscellaneous expenses. All students will receive the same allowances for each expense category, excluding tuition and fees. The COA establishes the total amount of financial aid that may be available.

Adjustments for COA may be made on a case-by-case basis to cover extraordinary expenses, such as child care or medical. Students may request a COA evaluation by providing current documentation of expenses with a written explanation of unusual circumstances to the Financial Aid Office.

MiSPP reserves the right to adjust the Financial Aid Award based on enrollment and cost of attendance.

### Return of Title IV Funds

MiSPP follows the refund policy of the U.S. Department of Education for students who are recipients of Title IV Funds. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the Federal Direct Unsubsidized Loan and Federal Direct Graduate PLUS loan programs. This refund policy applies to students who withdraw prior to the date that marks the 60% point of the semester (described below). This date determines a student's amount of Title IV Funds earned for that period. MiSPP will determine a student's official withdrawal date using one of the following measures:

1. the date the student initiated the official withdrawal process through the Registrar's office;
2. the midpoint of the semester if the student ceases attending without notifying MiSPP, or;
3. the student's late date of attendance of an academically related activity (to include class attendance, exam, paper or class assignment turned in, but does not include simply logging into email or Moodle).

The return of Title IV Funds is determined on a pro-rata basis. It is based on calendar days, including weekends (and holidays no longer than five consecutive days), up to the 60% point in the semester. When students withdraw from classes prior to the 60% point, the Title IV financial aid must be returned to the lender on a pro-rated basis according to the last date of attendance. After the 60% point, Title IV assistance is viewed as 100% earned. A copy of the worksheet used for this calculation can be requested from the Financial Aid Office.

In accordance with federal regulations, Title IV Funds returned to the lender shall include Federal Direct Unsubsidized Loan and Federal Direct Graduate PLUS loans. The student is responsible for returning, to MiSPP, any Title IV Funds that were disbursed (refunded) directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The Michigan School of Professional Psychology is responsible for providing each student with the information given in this policy, identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for said students.

The policy listed supersedes those published previously and is subject to change at any time.

After calculating return of Title IV Funds, a balance may exist on account. The guidelines of the Title IV Student Assistance General Provisions also allow an institution to assess a reasonable administrative fee not to exceed the lesser of five percent of the tuition, fees, and other charges assessed the student, or \$100, whichever is the lesser amount. A student must pay any balance due within 60 days of the notice that is provided upon withdrawal and must complete exit counseling. The Tuition Refund Policy is available at [www.mispp.edu](http://www.mispp.edu), Registrar, Tuition & Fees, Tuition & Fees 2017-2018 Academic Year. The Return of Title IV Funds Policy is available at [www.mispp.edu](http://www.mispp.edu), Financial Aid.

## Veterans

The Michigan School of Professional Psychology is approved for the education of veterans under all applicable public laws relating to veterans training. These laws provide for educational funding for veterans and require reporting by MiSPP on enrollment, progress and academic standing.

Veterans should begin the process of applying for Veterans Administration (VA) educational benefits at the VA website. The website will provide detailed information regarding eligibility for veterans' benefits – [www.gibill.va.gov](http://www.gibill.va.gov). Upon approval, the "Certificate of Eligibility" letter must be submitted to the Financial Aid Office. MiSPP complies with all VA reporting requirements pertaining to enrollment and academic progress.

## Academic Transcripts

Official student records, including transcripts, are privileged, confidential information and are not open to public inspection or released to a third party without the student's written consent. Transcripts must be requested in writing by the student. A transcript request form and procedure may be obtained at the Office of the Registrar or can be found online on the MiSPP website under the Office of the Registrar.

Transcripts issued directly to the student will be stamped "Issued to Student" and are considered unofficial. In accordance with the Family Educational Rights and Privacy Act (FERPA), official transcripts issued to MiSPP from previously attended colleges and universities are furnished in confidence and are considered part of the student's educational record. Therefore, duplication of the student's previous official college transcripts is not permitted.

## Students with Disabilities

It is the policy of MiSPP to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. If a student with a documented disability wishes to receive accommodation in order to participate in the courses, programs, or activities offered by the school, the student must contact the Registrar for the required forms and procedure. Upon the return of all required documentation, the Registrar/Student Advisor will develop a reasonable accommodation plan and communicate, as appropriate, with the relevant faculty and/or personnel regarding accommodations. The use of these services is voluntary and confidential.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 established requirements pertaining to the privacy of education records. The Act provides students the right to inspect and review their education records; the right to seek to amend those records on the grounds that they are inaccurate or misleading; and to have some control over the disclosure of information from the records. The educational records of currently enrolled and formerly enrolled students are protected under FERPA.

The purpose of the Act (FERPA) is to afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day MiSPP receives a request for access. The student must submit a request for review to the Registrar. MiSPP education records do not include:
  - records created by MiSPP personnel that are in the sole possession of the writer and are not accessible or revealed to any other person;
  - employment records, if applicable;
  - alumni records.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student must submit this request to the Registrar, clearly indicating what part of the record is in question. Appropriate MiSPP personnel will review the record and the student will be notified of the outcome.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file, with the U.S. Department of Education, a complaint concerning alleged failures by MiSPP to comply with the requirements of FERPA, to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave SW  
Washington DC 20202-4605

5. The right to restrict the release of "Directory Information" as stated below.

MiSPP defines the following items as "directory information":

- Name
- Home address
- Phone numbers
- MiSPP email address
- Current or past enrollment status
- Academic program/degree
- Dates of attendance
- Degree(s)/certificates earned

MiSPP may disclose "directory information," should that information not be considered harmful to the student or an invasion of privacy if disclosed, in accordance with the provisions of FERPA.

Current and former students have the right to request non-disclosure of directory information. This must be an annual written request submitted to the Registrar.

FERPA authorizes disclosure of educational records without the consent of the student under the following provisions:

- to school officials with legitimate educational interest;
- to officials of other schools in which the student seeks or intends to enroll;
- to federal, state and local authorities involving an audit or evaluation of federal legal requirements for compliance with education programs;
- to Veterans Administration officials;
- to persons or organizations providing financial aid to students if the information is necessary to determine eligibility for an amount of aid, conditions of aid, or to enforce the terms and conditions of aid;
- to organizations conducting studies for or on behalf of educational agencies or institutions; to accrediting organizations carrying out accreditation functions;
- to parents of dependent students according to the Internal Revenue Code of 1986;
- to comply with federal law (e.g. The Patriot Act), a judicial order or lawfully issued subpoena;
- to persons in an emergency if the information is necessary to protect the health or safety of students or other persons;
- to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the school may disclose the final results of a disciplinary proceeding conducted by the institution with respect to that alleged crime or offense;
- to interested individuals in connection with the final results of an institutional disciplinary proceeding related to an alleged crime of violence to include only the name of the student, the violation committed, and any sanction imposed by the institution, if the student was found to be in violation of rules or policies regarding such crimes;
- to the parent of a student under 21 if the institution determines that the student has committed a disciplinary violation of its drug or alcohol rules or policies or violation of any federal, state or local law.

Personally identifiable information, other than “directory information” contained in the student’s educational record, may be disclosed to third parties only with the prior written consent of the student. This written authorization must be provided to the Registrar and identify the individual or agency’s name and address and phone number and specify the records to be released. As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your social security number, grades, or other private information – may be accessed without your consent by Federal and State Authorities for researchers performing certain types of studies, even when we object to or do not request such research. In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your educational records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources.

Copies of the Family Educational Rights and Privacy Act are available from the Registrar.

## Student ID Photos

Student ID photos are property of the school and are used for internal purposes only.

Student inclusion in candid and group photographs (at events, graduation, in the building, etc.) cannot be restricted.

## The Solomon Amendment

The 1996 Solomon Amendment mandates that institutions receiving federal funding fulfill requests from the armed forces for access to campus and for lists containing “student recruiting information.” The items that have been identified as “student recruiting information” are student name, address, telephone listings, email address, date and place of birth, level of education, academic major, degrees received, and the most recent previous education institution at which the student was enrolled.

The Solomon Amendment must be honored unless there is an exception that precludes the institution from providing the requested information such as a “Request to Prevent Disclosure of Directory Information” under FERPA.

## Student Personal Information

Students are required to provide Social Security Numbers (SSN) with their admissions application, federal and state financial aid and loan programs forms, scholarship, and veteran’s certification forms. Upon admittance to MiSPP, students will be issued a unique student identification number that will serve as the primary student identifier in maintaining permanent academic records. Since the student identification number is a unique identifier, students should guard its security carefully. Please note that in the event a student forgets this number, it cannot be given out over the phone. A student who forgets his/her student identification number can obtain it in person or by requesting it in writing.

The collection of the SSN or Tax ID Number (TIN) is required of MiSPP for purposes of financial aid and federal reporting. The Taxpayer Relief Act of 1997 requires postsecondary institutions to collect and use students’ SSN/TIN to report tuition payments to the Internal Revenue Service (IRS) each year.

## IT Policy

### Appropriate Use of Information Technology (IT) Resources

IT resources should be used in a manner consistent with the mission and ethical standards of MiSPP. Members of the MiSPP community are expected to know and adhere to school rules, regulations and guidelines for their appropriate use including the Student Code of Conduct and facilities regulations. The following policy applies more specifically to use of IT resources:

**1. General Guidelines**

Access to IT resources is a privilege granted to the members of the MiSPP community. MiSPP may deny use of computing facilities or terminate e-mail or web services to anyone in violation of the school policies. IT resource violations may be subject to academic and non-academic misconduct sanctions.

**2. Individual Responsibility**

Members of the MiSPP community are given individual authorization for use of IT resources. This authorization is for the user's personal academic use only. Many of the IT resources available through the school have licenses that restrict their use to the MiSPP community.

**3. Security**

Users are responsible for the security of their own personal user ID and password and are expected to take steps to ensure others cannot gain access to their account.

**4. Intellectual Property**

It is unethical and illegal for users to use MiSPP's IT resources to copy or distribute copyrighted materials without proper authorization. Peer-to-peer file sharing is prohibited unless user can demonstrate that the materials being shared comply with copyright laws and there is an academic need for the service.

**5. "Hacking" & Malicious Activity**

Use of the MiSPP IT resources to destroy data; obtain access to services and data; cause mischief by distributing programs or data that is intended to damage a system; deny access, or otherwise interfere with the privacy rights others for solicitation, fraud, personal profit, harassment or any criminal activity is prohibited.

**6. Commercial, Political and Non-School Activities**

Personal use of information that is proprietary to MiSPP, such as the logo, school name, or mission/vision/value statement, is prohibited. Users may not use MiSPP IT resources to sell or solicit sales of services, goods, or contributions; advocate for or attempt to influence a vote in any election or referendum; represent the interests of a non-school related group or organization unless authorized by MiSPP's administration.

**7. Privacy**

In general, data files and messages traversing the school's network are private. A user's privacy is superseded, however, by the school's requirement to maintain the network's integrity and the rights of all network users. Should the security of the network be at-risk or should any other compelling reason arise, user files and messages may be examined under the direction of the Vice President or President. In all cases, MiSPP reserves the right, as owner of the network and/or hardware in question, to examine, log, capture, archive and otherwise preserve or inspect any messages transmitted over the network and any data files stored on school-owned computers, should the circumstances warrant such actions. All members of the community must recognize that electronic communications are by no means secure and that during the course of ordinary management of computing and networking service the Director of Information Technology and Building Services may inadvertently view user files or messages.

**8. State and Federal Laws**

MiSPP's IT resources may not be used to violate state or federal laws.

## 9. Printing

MiSPP provides printers/copiers for users' personal academic use. Use of these machines is monitored and users are provided with a pin number to allow copying and printing. Users are responsible for the security of their own pin number and are expected to take steps to ensure others cannot gain access to pin.

## Email

All students will receive a MiSPP email address to be used by the academic community for professional purposes and communication. Students are responsible for all information communicated through email in the same way and to the same extent as if published in hard copy and distributed through other means. Students are expected to check their email accounts regularly. Email accounts for students who withdraw from their program are cancelled within two weeks. Email accounts for students who are dismissed from MiSPP are cancelled immediately.

## Crime Awareness and Campus Security

### (A) Reporting Incidents and/or Criminal Actions

Any student, visitor, faculty or staff member who is a victim of, or witness to a crime while on MiSPP property is expected to make a report of the criminal activity as soon as possible to the Director of Information Technology and Building Services or the Farmington Hills Police Department, (248) 871-2700. Within the next seven business days, the victim or witness should file a formal report with the Director of Information and Building Services or the Vice President for institutional response and record keeping. In situations where warranted, MiSPP will investigate further and will pursue legal actions, possibly independent of the municipality of Farmington Hills. Any student who has a Personal Protection Order against a third party must notify the school administration.

In the event that a situation arises, either on or off campus, that in the judgment of MiSPP administration constitutes a continuing threat, a campus "timely warning" will be issued via the MiSPP email to students, faculty and staff. For situations that impose an immediate threat to the community and individuals, the school's paging system will be utilized.

### (B) Building Security

1. Any door or fire exit that is locked or electronically controlled shall remain closed and locked at all times unless a MiSPP faculty member or staff person is present to monitor the use of the door.
2. Students, faculty or staff shall immediately report any suspicious person entering the building, or on its grounds, to the Director of Information Technology and Building Services or the Vice President.

(C) Informing Students

All students are notified in October of each year via an annual report, available on the MiSPP website at [www.mispp.edu](http://www.mispp.edu).

(D) MiSPP has no off-campus student organizations.

(E) Alcoholic beverages are not for sale at MiSPP. Guidelines for the reporting, adjudication, and/or administrative action regarding substance abuse are outlined in the policy and procedures of Drug and Alcohol Prevention.

## Smoking Policy

MiSPP maintains a smoke/tobacco-free campus. There is no smoking on the property. Use of any tobacco or nicotine products including chewing tobacco and electronic cigarettes, is prohibited.

## Visitors Policy

Visitors of students, including children, are not permitted to attend classes or meetings at any time. Visitors of students may not be in the library or left unattended in the building at any time.

## School Logo and Photos

The Michigan School of Professional Psychology is the owner of its name, logos and other trademarks, and photos and has sole discretion over the usage.

The use of MiSPP's logo/photos is prohibited for the titles of publications, on manufactured articles (such as clothing or other items), in the names of student organizations, on Facebook, Twitter or any social media or in any other way, without the approval of MiSPP. Request for permission and approval should be made to the Vice President. Violation of this policy may subject an individual(s) to disciplinary action. In addition, any goods upon which MiSPP's name, logo or trademark appear without authorization is subject to confiscation and may be destroyed.

## Electronic Devices

Cellular phones, pagers, tablets and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or at MiSPP events. This includes abuse of cellular phones or electronic devices with photographic capability. Violation of this policy may subject an individual(s) to disciplinary action.

# Course Descriptions

## Master of Arts Courses

### **500 Core Concepts in Humanistic and Clinical Psychology**

This course explores philosophical and theoretical foundations of humanistic and clinical psychology. In examining humanistic psychology as a "third force," historical perspectives are considered in relation to behaviorism and psychoanalysis. Basic theories and concepts that are investigated include the holistic and unique nature of the person, the significance of emotions, self-actualization, creativity, personal growth, and the individual as an experiencing being. Core theories, concepts and relevant readings are integrated with personal experiences.

### **501 Clinical Skills Seminar**

This course prepares students for a successful practicum experience through a review of critical psychotherapy techniques, such as diagnostic interviewing, creation and maintenance of the therapeutic relationship and framework, readiness for change in relation to treatment goals and progress reviews, documentation skills and termination of the professional relationship. Students will learn to identify and address client resistance and transference, and therapist counter-transference, as well as effective communication techniques. Case studies, role plays, and in-class exercises will illustrate the principles of therapeutic process and change.

### **515 Key Processes in Therapeutic Relationships**

Corequisite: PSYC 588

Prerequisite or Corequisite: PSYC 501

This course focuses on the theoretical and practical foundations of therapeutic relationships. Topics to be covered include explorations of feelings and values, a comprehensive study of communication probes and challenges, and a focus on key elements of psychotherapeutic process. Students employ phenomenological methods in assessing practicum experiences and culminate their work with a course project designed to integrate relevant readings, academic concepts, and clinical experience.

### **521 Foundations of Child and Family Therapy**

This course focuses on theories and applications in providing clinical services to children and families. The course offers the student opportunities to observe and practice therapy in the presence of peers and faculty, while developing professional competency in intervention, assessment, diversity and research regarding children and family relationships. Students examine the theoretical and empirical foundations of family system and other major family/child approaches regarding how individuals within the family contribute to and are shaped by family dynamics, and how the influences of school, peers, gender and socioeconomic status influence individual development and family functioning. A connecting theme of all class sessions is the development of the therapist through the integration of clinical experiences with knowledge of the critical factors that contribute to progressive or arrested development in children and families.

### **522 Foundations of Psychopathology**

This course will explore mental health and illness within historical, social, and cultural contexts, through a review of predominating paradigm such as (but not limited to) the DSM 5. Major disorders and their etiology, symptoms, and preferred treatment strategies will be examined. Multicultural and historical influences on the definition of psychopathology and theories of personality change will also be reviewed.

### **523 Objective and Projective Personality Assessment**

Prerequisite: Successful completion of PSYC 522

A range of objective and projective tests are examined with reference to their psychodiagnostic, therapeutic and educational applications. The course focuses on instruments such as: MMPI-A, MMPI-2-RF, TAT, CAT, HTP, NEO and others. Additionally, the course focuses on the integration of the clinical interview with psychometric tests and DSM-5 diagnostic system in conducting a thorough clinical assessment with sensitivity to diversity and ethical issues. Creative uses, limitations and abuses of assessment techniques are examined from the vantage points of humanistic and clinical psychology. Students are expected to develop and demonstrate a basic competency in the administration and interpretation of each of the above psychological tests.

### **524 Intelligence and Achievement Testing**

Prerequisite: Successful completion of PSYC 522

This course emphasizes the application of intelligence and achievement tests to specific clinical settings. Students will obtain proficiency in the administration, scoring and interpretation of instruments such as the WAIS-IV, WISC-V, WRAT-4 and other tests, by completing one cohesive battery with a volunteer. Visual-motor testing will also be introduced. Emphasis is placed upon interviewing, integration of test findings, report writing, treatment planning, and viewing the results in the context of the DSM-V.

### **525 Existential and Phenomenological Psychology**

The focus of this course is on the origins of being and knowing as they are formulated in existential and phenomenological modes of inquiry. Students explore concepts of being and non-being, perception, meaning, choice, fear, guilt, angst, and death. Application of this material to psychotherapeutic interactions is required. Other themes of this course include dream work and psychotherapeutic implications. Emphasis is placed on the reading and comprehension of classic and contemporary works.

### **550 Professional and Scientific Ethics**

Students enrolled in the MA with ABA concentration will be approved a course substitution of PSYC 557

This course on professional and scientific ethics is designed to help students understand, develop and apply ethical principles and standards. The course covers the ethics code of the American Psychological Association (APA), laws regarding duties to protect children and vulnerable adults and the rules governing the licensure of psychologists at the Masters and Doctoral levels in Michigan. Additionally, this course examines the literature regarding ethical and legal issues relevant to the practice of clinical psychology.

### **560 Research Foundations**

Students enrolled in the MA with ABA concentration will be approved a course substitution of PSYC 556

This course explores fundamental elements of social science research. The basic components of the quantitative research paradigm (including parametric and nonparametric statistical designs) are examined as well as those of various qualitative models including Heuristic and Phenomenological methodologies. Through this course, students will become discerning consumers of research literature. Course content is supported by reading assignments and a variety of classroom learning activities.

### **565 Psychology of Addictions**

Students enrolled in the MBA with ABA concentration will be approved a courses substitution of PSYC 553, 554, 555, 559

This course will present psychological concepts and applications of several domains of contemporary addiction psychology. The diagnostic criteria for Substance Use Disorders as defined in the DSM 5 will be examined. A history and overview of the various models of understanding addiction and treatment will be explored, including an in-depth analysis of the twelve step philosophy, motivational interviewing, and existential and phenomenological perspectives. In addition, theories as well as myths about relapse and relapse prevention will be covered. Discussions regarding the inherent dynamics and challenges in working with individuals with addictions will be integrated throughout the course.

### **571 Group Process: Theory and Practice**

Students enrolled in the MBA with ABA concentration will be approved a courses substitution of PSYC 553, 554, 555, 559

This course is designed to acquaint students with issues typically encountered by therapists as they plan and conduct group psychotherapy. The course includes a joint focus on content, which includes theories and techniques, and process, which develops from experience with facilitating and/or being an active participant in structured treatment groups. Skilled group therapists are also proficient individual therapists, but skilled individual psychotherapists are not always capable of conducting treatment groups. Individual therapists must be able to relate to clients/patients, and have empathy, insight, and the ability to motivate people who come to them for help to make significant changes in their lives. Group therapists combine this skill set with the ability to simultaneously monitor and motivate multiple people. They connect individuals with each other. The result is that group members obtain personal benefits from the process and from being part of a sequence of events and discussions that facilitate positive change.

### **588-590 Practicum**

This course is designed to provide practicum students with the opportunity to explore the theoretical basis of assessment and treatment and apply this knowledge in the student's on-site practicum setting. Students will explore various topics in the practicum course which will assist in the development of the clinical procedures and skills necessary to establish their own approach to clinical work in the practicum setting and beyond. Students will demonstrate their growing knowledge and development of a professional identity through case presentations that exhibit the student's progress with establishing and maintaining therapeutic rapport, accurately evaluating client's presenting problems, identifying an effective treatment method, developing a treatment plan, and monitoring client progress. Students are expected to integrate information from other courses with information from the practicum course to enhance their performance at the practicum site.

## Applied Behavior Analysis Courses

### **553 Foundations of Applied Behavior Analysis**

This course focuses on concepts and principles that serve as foundational elements of applied behavior analysis (ABA). It also includes philosophical underpinnings and historical perspectives of ABA and the methodology of the science of behavior management. Fundamental behavior analytic terms and vocabulary are presented. Students are expected to read professional literature, participate in discussions, conduct literature research, and begin to learn the application of behavior analysis.

This course is open to graduate clinical psychology students and post-graduate students with masters in psychology or education who have an interest in obtaining introductory knowledge about behavior analysis. It is part of a series of six specialty classes in ABA. Upon successful completion of the entire sequence of six courses and the associated practicum course experience, students are eligible to sit for the examination required for certification in behavior analysis offered by the Behavior Analysis Certification Board.

### **554 Behavioral Assessment**

Prerequisite: successful completion of 553

This course focuses on assessment techniques used for the purpose of behavioral intervention planning. Topics include evaluating existing data and records, determining the need for behavior-analytic services, and identifying and prioritizing intervention goals. Various assessment methods will be reviewed including skill acquisition/deficit measures, preference assessments, and measurements of behavior problems. Students will learn the common functions of problem behavior and understand how to conduct both a descriptive assessment and functional analysis of problem behavior and interpret resulting data. Students are expected to read professional literature, participate in discussions, conduct literature research, and begin to implement behavioral assessment techniques.

This course is open to graduate clinical psychology students and post-graduate students with masters in psychology or education who wish to build their knowledge about behavior analysis and who have completed PSYC 553. It is part of a series of six specialty classes in ABA. Upon successful completion of the entire sequence of six courses and the associated practicum course experience, students are eligible to sit for the examination required for certification in behavior analysis offered by the Behavior Analysis Certification Board.

### **555 Behavioral Intervention**

Prerequisites: successful completion of 553 & 554

This course focuses on intervention techniques used in applied behavior analysis (ABA). It covers the fundamental elements of behavior change and addresses specific intervention procedures. Students learn to use behavioral assessment data to select, develop and implement efficacious treatment plans that utilize principles of ABA. Students are expected to read professional literature, participate in discussions, conduct literature research, and begin to develop and implement behavioral intervention techniques.

This course is open to graduate clinical psychology students and post-graduate students with masters in psychology or education who wish to build their knowledge about behavior analysis

and who have completed PSYC 553. It is part of a series of six specialty classes in ABA. Upon successful completion of the entire sequence of six courses and the associated practicum course experience, students are eligible to sit for the examination required for certification in behavior analysis offered by the Behavior Analysis Certification Board.

### **556 Behavioral Measurement & Research Methods**

Prerequisite: successful completion of 553

This course focuses on measurement, data display, interpretation, and experimental design (primarily single-case studies), and formation and testing of research hypotheses. Students are expected to read professional literature, participate in discussions, conduct literature research, and begin to develop and implement behavioral intervention techniques.

This course is open to graduate clinical psychology students and post-graduate students with masters in psychology or education who wish to build their knowledge about behavior analysis and who have completed PSYC 553. It is part of a series of six specialty classes in ABA. Upon successful completion of the entire sequence of six courses and the associated practicum course experience, students are eligible to sit for the examination required for certification in behavior analysis offered by the Behavior Analysis Certification Board.

### **557 Ethics in Psychology & Behavior Analysis**

This course focuses on ethical and professional conduct for behavior analysts and psychologists as delineated in (1) The APA Ethical Principles of Psychologists and Code of Conduct and (2) The BACB Professional Compliance Code for Behavior Analysts. The primary objective of this course is to prepare students to be ethical providers of psychological and behavior analytic services.

This course is open to graduate clinical psychology students and post-graduate students with masters in psychology or education who intend to practice as a psychologist and/or a behavior analyst.

### **558 Practicum in Applied Behavior Analysis**

This is a practicum course wherein students obtain a total of 1000 supervised practicum hours across multiple semesters while engaged in behavior analytic activities with clients. Students must obtain supervision from a Board Certified Behavior Analyst who is eligible to provide supervision for at least 7.5% of their practicum hours on a weekly basis (50% of supervision hours may be conducted by MiSPP faculty in groups no larger than 10 students). Students conduct their practicum in various settings such as outpatient clinics, in-home ABA or other agencies, schools, or hospitals. Clients may include individuals with autism spectrum disorders and other developmental disabilities, behavior problems, and/or various skill deficits.

Recommended experiences include the following (at least 50% of which must consist of activities other than direct implementation of behavior analytic programs):

- Conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment);
- Designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs;
- Overseeing the implementation of behavior-analytic programs by others;
- Training, designing behavioral systems, and performance management;

- Other activities that are directly related to behavior analysis

This course is open to students enrolled in the ABA Certificate Program who have are enrolled in or have completed PSYC 557 (Ethics in Psychology and Behavior Analysis) and who have received authorization from MiSPP's ABA faculty to begin practicum. Upon documentation of successful completion of 1000 appropriately supervised practicum hours and completion of the entire six-course sequence of ABA classes, students are eligible to sit for the examination required for certification in behavior analysis offered by the Behavior Analysis Certification Board.

### **559 Advanced Concepts and Practices in Applied Behavior Analysis**

Prerequisite: successful completion of 553

This course focuses on advanced concepts and practices of applied behavior analysis (ABA) including complex theoretical principles and skills essential for personnel supervision and management in the field of behavior analysis. Students are expected to read professional literature, participate in discussions, conduct literature research, and begin to learn the application of behavior analysis.

This course is open to graduate clinical psychology students and post-graduate students with masters in psychology or education who wish to build their knowledge about behavior analysis and who have completed PSYC 553. It is part of a series of six specialty classes in ABA. Upon successful completion of the entire sequence of six courses and the associated practicum course experience, students are eligible to sit for the examination required for certification in behavior analysis offered by the Behavior Analysis Certification Board.

## **Doctor of Clinical Psychology Courses**

### **600 History and Systems of Psychology**

A survey of critical theories, philosophical perspectives, historical milestones, and important individual contributions to the field of psychology are presented. The course reviews many key aspects within the field of psychology, including the establishment of the discipline; relationships between research and practice; the social implications and influences of psychology; and the growth of the American Psychological Association and other important associations. The historical and philosophical precursors to scientific psychology, the development of professional psychology from the 19th to the 21st century, and the cultural contexts essential to understanding these developments, will be highlighted.

### **604 Identity Formation**

This course focuses on identity formation as influenced by biological, socioeconomic, gender, cultural and ethnic factors, family of origin characteristics, communication styles, and other unique factors that influence identity development. Emphasis is placed on concepts and foundational theories of identity development, including relational-cultural theory, and the importance of awareness, personal growth and self-responsibility. Through self-exploration, interaction with peers, and investigative research, students will have opportunities to increase personal and professional understanding of identity factors that apply to case conceptualization and the therapeutic relationship.

### **608 Social Bases of Behavior**

This course is a graduate-level survey of contemporary theory and research in social psychology. Classics of modern social psychology as well as recent trends, emerging perspectives, and cutting edge research will be covered. Generally, this course explores the influence of societal and environmental factors on human behavior in individual and group contexts. Topics include but are not limited to: attitude, social cognition, self, group dynamics, prosocial behavior, aggression, and stereotyping.

### **613 Child and Adolescent Psychotherapy**

This course will examine psychotherapeutic treatments for prevalent childhood and adolescent disorders that are likely to be encountered in a clinical psychology practice. We will compare theoretical frameworks as they relate to childhood development as well as pathology. The course will focus on a variety of orientations, including psychodynamic, humanistic, cognitive behavioral, and family systems. In addition, we will discuss empirically-supported treatments designed to enhance the social, emotional, and behavioral functioning of young people. The interventions addressed in this course are utilized with individuals across the age span from toddlerhood through the teenage years and often incorporate work with parents. Specific issues relating to ethics, technology, and cultural concerns will also be addressed in relation to their unique role in the counseling of children and adolescents.

### **615 Psychopathology and Personality Change**

This course will address the identification and diagnosis of psychopathology, including mood, anxiety, thought, substance abuse, eating disorders, trauma and maltreatment, personality disorders, and disorders of childhood. Psychopathology is considered from a number of different perspectives and identified through classification systems such as the current psychiatric classification system, the DSM 5. Also considered are specific influences on the development of personality throughout the lifespan (e.g., neurobiological, cognitive, behavioral and psychoanalytic). Multicultural and historical influences on the definition of psychopathology and the theories of personality change will be reviewed as well.

### **620 Cognitive and Affective Bases of Behavior**

This course explores the cognitive and affective bases of human functioning, with emphasis on the brain-behavior relationships in learning, thinking, motivation, emotion, memory, and attention. Students will learn the functional aspects of cognition and the hierarchical control of brain systems over behavior. In addition, theories of emotion will be discussed. Students will explore theories of cognition and emotion and learn how treatment and assessment are informed by our developing understanding of brain-behavior relationships. Historical and modern theories of cognition and emotional functioning will be explored.

### **621 Statistics**

This course is designed to provide students with a thorough understanding of the array of statistical methods used in quantitative research. There will be a review of descriptive statistics but the majority of the course will emphasize inferential statistical methods starting with the fundamental theory underlying estimation techniques and hypothesis testing. The statistical methods covered include t tests with one and two samples, matched samples, experimental designs using analysis of variance with one dependent variable and multiple analyses of variance with more than one dependent variable; bivariate and multivariate correlation and

regression analysis; nonparametric statistics and other multivariate statistical methods to include factor analysis.

#### **624 Psychometrics**

This course focuses on providing a foundation in the science of measuring psychologically meaningful concepts. Topics covered include scale development, item analysis, norm and criterion referenced interpretation of test scores, reliability and validity. Graduate-level knowledge of descriptive statistics, regression, analysis of variance and factor analysis is a prerequisite for this course. The student will learn how to evaluate the psychometric properties of published tests as well as apply psychometric principles to the construction of a psychological test.

#### **627 Advanced Intelligence and Achievement Testing**

This course offers students an opportunity to expand their knowledge and abilities in assessment of intellectual functioning and achievement testing. It also will expand their awareness of other instruments to assess these domains. Students will increase their ability to write doctoral level intellectual and achievement assessment reports. Emphasis is placed on learning how to conceptualize psychological assessment data and integrate this with biopsychosocial data and behavioral observations into an accurate description of the person's functioning.

#### **629 Advanced Objective & Projective Personality Assessment**

This course is an advanced class in the utilization of psychometric instruments for the purpose of personality assessment. The focus of the class is the use of assessment techniques in direct clinical application for conceptualizing clinical cases and developing comprehensive treatment plans. The MMPI-2, MMPI-A, MMPI2-RF and the Thematic Apperception Test (TAT) will be studied in depth. The information gained will be used to evaluate behavior, personality traits and styles as well as other individual characteristics to assist in making judgments, predictions, and decisions in clinical cases. Additional instruments such as the Millon, Beck Depression and Anxiety Scales, and the Rorschach Inkblot Test will be reviewed.

#### **630 Multicultural Psychology and Social Justice**

This course examines critical multicultural issues that challenge contemporary practitioners of psychology. Topics will include race/ethnicity, sex/gender, sexual identity/orientation, class/socioeconomic status, ability/disability, age, religion/spirituality, privilege and microaggressions. The integration of these concepts with other foundational areas of psychology, such as ethics, assessment, social psychology, lifespan development, and humanistic/existential psychologies, will be highlighted. A psychologist's responsibility for multicultural competency and social justice, in the many professional roles she or he might fill, will be explored throughout the course. To support course objectives, one credit hour of the course is devoted to students' involvement in social justice-oriented community service activities.

#### **631 Evidence-Based Practice in Clinical Psychology**

This course covers the foundations basic to the competent applied practice of clinical psychology. Students will learn how to approach therapeutic alliance development and maintenance, case conceptualization, treatment planning and the ongoing monitoring of

treatment effectiveness from an evidence-based perspective. Students will learn how to integrate evidenced-based research and qualitative studies into a clinical perspective that respects both empirical guidelines and the phenomenology of the change process. Students will learn how to utilize research findings to effectively match treatments and therapeutic alliance styles with the individual seeking services. Students will learn how to evaluate transcripts of taped sessions to address accurate empathy, alliance, ruptures, and countertransference. Finally, students will learn how to create an evidenced-based style of individual practice.

### **632 Group Psychotherapy: Research, Theory and Technique**

The emphasis of this course is on theoretical and practical implications of working with tensions, conflicts and creative explorations of individuals within the group and the group as a unit. Second-year students are assigned special leadership and coordination responsibilities in which they apply theories to group development. Various theoretical perspectives and approaches to group psychotherapy will be examined. Through professional readings, written assignments, leadership experience, group participation, and a presentation of an empirically-based group therapy approach, students will develop a working basis for leading therapeutic groups.

### **634 Biological Bases of Behavior**

This course covers the following topics: brain and nervous system anatomy; brain-behavior relationships and neuropsychology; physiological psychology; the biological bases of vision & perception, motivation, memory, learning, emotions, control of movement, reproductive behavior, pharmacology, drug abuse, biopsychosocial models of stress and pain; neurological disorders, and psychiatric disorders; neuroscience perspectives on psychological symptoms, disorders and treatment; and brain plasticity.

### **636 Existential and Phenomenological Approaches to Psychotherapy**

This course focuses on applications of existential and phenomenological theory, assessment, and psychotherapy. It includes demonstrations and discussions of the applications of a number of classic and contemporary theorists to obtain a theoretical grounding for the treatment of psychological disorders and dysfunctional behavior. Knowledge of concepts, theories, and research is applied in the clinical psychology practicum.

### **638 Ethics in Professional Psychology**

This course reviews the ethical behavior that is expected of professional psychologists. Students are required to understand and apply Ethical Principles of Psychologists as developed by the American Psychological Association (APA). Students are also required to understand Michigan Public Health Law, Part 182, Psychology, which defines the services offered by psychologists, and the nature of the therapist and person-in-therapy relationship relevant to informed consent, confidential information and disclosure. Also covered in this course are the State of Michigan Public Acts explicating the Child Protection Law and Adult Protective Services and the Michigan Board of Psychology definitions and rules governing the licensure of psychologists at the Masters and Doctoral levels. Ethics in research and practice are interwoven throughout content areas.

### **642 Humanistic Psychology and Psychotherapies**

This course offers advanced study in humanistic psychology and related psychotherapies. It emphasizes the integration of humanistic theory, values and practice, and clarifies how humanistic theoretical concepts can be translated into the relationship with the client. Students examine aspects of growth and change, human potential and the use of creativity as a therapeutic resource. Several models of humanistic psychotherapy are studied culminating in each student's development of an original clinical paradigm based on foundational aspects of humanistic psychology.

### **645 Lifespan Development**

This course explores the developmental processes from prenatal life through late adulthood, with emphases on physical, cognitive, emotional and social aspects. Major theories about lifespan development will be evaluated from biopsychosocial, cross-cultural and multicultural perspectives. Clinical implications of developmental stages on the context of assessment and treatment of persons, families and communities will be reviewed.

### **647 Couple and Family Therapy: Research and Applications**

This course focuses on challenges and interventions relevant to theory, concepts, and therapeutic processes and practices regarding couples and families. Students are introduced to the leading approaches to working with couples and families who present relationship issues. The course offers the student opportunities to observe and practice therapy in the presence of peers and faculty and develop professional competency in intervention, assessment, diversity and research regarding couple and family relationships.

### **651 Qualitative Research**

This course provides essential knowledge on the development and understanding of scientific studies of persons, human behavior and experience. It examines the historical and philosophical foundations as well as challenges particular to qualitative inquiry. Interviewing, the primary method of data collection in qualitative inquiry, will also be a focus of study. Through examination and application of five qualitative research models, the course serves as a basis for investigating problems and questions that challenge the practitioner-scholar. It prepares the student for organized and rigorous scientific inquiry in the dissertation process.

### **652 Dissertation Preparation I: Planning**

Prerequisite: PSYC 651 or PSYC 664 or instructor consent

As the first phase of the dissertation process, this course focuses on selecting a topic, developing a research question, and reviewing relevant literature. Additionally, an overview of the dissertation process is provided and dissertation chairs and advisors are selected. Students engage in independent study, consult with faculty and peers, participate in class discussions, and demonstrate doctoral level writing and critical thinking as they develop and revise a literature review on a topic of their choosing. As the course progresses, students assess the social and clinical relevance of their work and identify appropriate investigative methods. The final product of this course is composed of an outline of the Introduction and Methods chapters and a well-developed Literature Review chapter that serves as a foundation for the Doctoral Research Proposal. Successful completion of this course prepares students for continued development of the Doctoral Research Proposal in PSYC 653 and PSYC 699.

### **653 Dissertation Preparation II: Preliminary Research Applications**

Prerequisite: PSYC 652

This course is an advanced study of the applications of qualitative or quantitative research depending upon students' intended dissertation research model. Building upon the work in Dissertation Preparation I, students develop a pilot study on their individual dissertation topic using a qualitative, quantitative or mixed method design. Students complete a pilot study proposal, an IRB application, collect data, analyze data and write up and present a final report of their pilot study.

### **662 Supervision and Consultation in Psychology**

Topics to be covered are various theories and models of supervision & consultation. Competency, developmental, experiential, process and events based models of supervision will be explored. Consultation models in primary care, school, for-profit business and non-profit organizations will be examined. The course will also focus on the status of the evidence base for supervision and highlight the many empirically unexplored issues in supervision and consultation. Aspects of the supervisory relationship will be examined with a critical review of the literature on alliance, parallel process, transference and counter-transference in the supervisory relationship. This course will foster increased awareness of the multicultural issues in the supervisor-supervisee-client triad. Course participants will develop an appreciation of how to respond to supervisee's personal issues, skill difficulties and skill deficits with a balanced perspective on the need to both promote the professional development of the supervisee and also protect the public from impaired professionals in training. Students are expected to apply each topic through readings, case presentations, and critiques of live and recorded supervisory sessions. While touching on the competencies of assessment, diversity, intervention and relationship, this course focuses on building a foundation of supervisory and consultative competencies.

### **664 Quantitative Research**

Building on knowledge acquired in graduate level courses in statistics and psychometrics this course focuses on developing competencies in research design (e.g., hypothesis generation; experimental, quasi-experimental, naturalistic inquiry; group and single-case research designs; randomized controlled trials; longitudinal and cross sectional designs), methodology (e.g., sampling, instrument, instructions for research subjects, data collection procedures), and program evaluation (needs assessment, process/implementation evaluation, formative and summative assessment program evaluation, outcome evaluation, cost-benefit analysis, public health benefit). Attention is given to considerations for critical appraisal and utilization of research findings (e.g., technical adequacy, limitations to generalizations, threats to internal and external validity, design flaws) and to the presentation and dissemination of research findings (e.g., analyzing the data and interpreting results for publication in a journal or presentation to professional colleagues, dissemination of results via various appropriate avenues).

### **715-717 Practicum I**

Prerequisites: Successful completion of PSYC 604, 615, 629, 630, 631, 638, & 642

Co-requisite: PSYC 627

The goal of practicum training is for graduate students to acquire the theoretical knowledge, clinical competencies, and self-awareness needed to become effective practitioners. The clinical practicum complements classroom education, provides the opportunity to work with competent clinicians in diverse settings, and helps students acquire competence in: forming and

maintaining therapeutic relationships; demonstrating awareness of how client diversity affects therapeutic relations; providing assessments, diagnostic services and interventions; and demonstrating professionalism.

Students apply the academic knowledge, methods and competencies that are learned in doctoral courses to their work in therapy and assessment. Additionally, the practicum affords students the opportunity to develop their professional identity.

### **718-720 Practicum II**

Prerequisite: PSYC 715-717

The goal of practicum training is for graduate students to acquire the theoretical knowledge, clinical competencies, and self-awareness needed to become effective practitioners. The clinical practicum complements classroom education, provides the opportunity to work with competent clinicians in diverse settings, and helps students acquire competence in: assessment and diagnosis, evidence-based intervention, forming and maintaining therapeutic relationships; demonstrating awareness of how client diversity affects therapeutic relations; and demonstrating professionalism.

Students apply the academic knowledge, methods and competencies that are learned in doctoral courses to their work in therapy and assessment. Additionally, the practicum affords the student the opportunity to develop his/her professional identity.

### **681 Psychoanalytic Psychotherapy (elective)**

This course will focus on the key concepts and techniques of psychoanalytic psychotherapy. The five major theories relevant to current psychoanalytic thinking—drive, ego, object-relations, self and postmodern-relational—will be compared and contrasted. Historical and contemporary impacts of, and on, psychoanalytic psychotherapy, will also be explored. Evidence-based support for this perspective will be reviewed.

### **683 Mindfulness and Psychotherapy (elective)**

This course outlines and presents applications of mindfulness for clinician self-care and supervision, and as a tool to enhance positive behavior change for clients and patients. Despite the ancient origins of mindfulness practices, advances in contemporary neuroimaging, brain-based, and psychological research reveals positive outcomes when mindfulness-based modalities are applied in the treatment of depression, anxiety, addictions and trauma related disorders. Students will acquire competency in understanding and applying the core concepts of mindfulness and psychotherapy to clinical practice, while learning mindfulness techniques. Student learning outcomes in this class will contribute to clinical competencies in psychotherapeutic self-awareness, therapist-client relationship building, assessment and intervention strategies, and supervision.

### **684 Clinical Health Psychology (elective)**

This course provides students with a history and overview of the field of clinical health psychology. The role of the biopsychosocial model for the delivery of psychological assessment and treatment services for individuals with health problems will be covered. Students will review a wide range of clinical research in health psychology. The course will introduce students to intervention guidelines for helping children, adolescents, adults and older adults with medical

conditions who are experiencing problems with compliance, symptom management, health-promoting behaviors, and/or adjustment to illness. This course offers students an opportunity to learn about the essential strategies for maintaining collaborative relationships with medical professionals in the process of providing integrated care to individuals and families. Some of the challenges and opportunities faced by clinical health psychologists in professional practice will be presented and discussed.

**685 Psychology of Trauma** (elective)

The focus of this course is on the psychological, biological and socio/cultural aspects of traumatic stress, including acute trauma and complex trauma. The course explores the psychological sequelae of various types of interpersonal violence, such as physical abuse, sexual assault, political trauma across diverse populations, veterans of war, and human trafficking. Aspects of research, assessment, and therapeutic interventions concerning post-traumatic stress disorder, and developmental trauma are discussed. The course examines the role of vulnerabilities and resilience in the recovery from traumatic experience, vicarious trauma for the therapist, as well as the experience of posttraumatic growth.

**686 Human Sexuality: Clinical Application** (elective)

This course will increase clinical competency in managing and treating common client concerns related to human sexuality. Students will gain knowledge about sexuality, examine their attitudes related to sexuality, and learn practical methods of dealing with sexuality in the psychotherapy process. Students will explore biological and developmental aspects of human sexuality and sexual identity and increase their understanding of psychological and emotional dimensions of sexual behavior. Students will learn to demonstrate the ability to consider intersectionality of sexuality, race, gender, etc., and to apply this knowledge to clinical situations through class discussions and written assignments.

**687 Psychology of Addictions** (elective)

Diverse manifestations of addiction, including substance and process addictions, and their impact on psychological growth, functioning and interpersonal relationships will be explored. Traditional and contemporary models of treatment will be surveyed.

**688 Affirmative Therapy** (elective)

In this course, students will explore the role of sexuality and gender as it relates to providing LGBT Affirmative Therapy. The role of sexual and gender identity labels in psychotherapy, assessment, and diagnosis will be explored. Students will consider ethical issues and learn affirmative therapy techniques relevant to providing therapy to LGBT patients. Students will be encouraged to consider their own values and attitudes regarding sexuality and gender and understand how these facets of their own identity are related to competency in providing affirmative therapy services. Guest presenters will provide personal accounts of how sexual and gender identity influence development, relationships, and biopsychosocial factors across the lifespan.

**698 Advanced Academic and Professional Writing**

Composition skills are strengthened through examination of effective writing techniques. The study of content and process challenges common to research writing is undertaken through live, in-class writing activities and experiential learning opportunities. Group discussions and in-class

critiques sharpen the student's ear for composition. Exemplary writing samples are highlighted. Scholarly and professional writing and publication options are outlined, as well as APA style, manuscript and report preparation.

### **800-802 Dissertation Proposal Development**

Prerequisite: PSYC 652

Co-requisite: PSYC 653

The Dissertation Proposal course is taken in the third year of the PsyD program; students are registered in the course for three semesters. In this course students identify and receive approval of dissertation committee members, finalize the dissertation proposal, hold a proposal meeting, and are prepared to apply for Institutional Review Board (IRB) approval. Working closely with the Chair of the Dissertation Committee, students refine their proposal and obtain approval for sending it to committee members for review and feedback according to the Dissertation Proposal Rubric. At the Proposal Meeting the student must demonstrate preparedness to begin dissertation research according to the Dissertation Proposal Meeting Evaluation rated by the dissertation committee. At the completion of this course and the Proposal Meeting, students will be ready to submit an application and relevant material to IRB.

### **820-822 Dissertation**

Prerequisite: PSYC 800-802

Doctor of Psychology degree recipients are scholarly consumers of research who integrate rigorous analysis and investigation into their clinical practices. The dissertation demonstrates mastery of the many competencies that are required of an effective practitioner-scholar. This course provides the structure for the implementation and completion of the dissertation process as developed and approved by the Dissertation Committee during the Proposal Meeting. Consistent with the Dissertation Defense Rubric, research methods and procedures are finalized, a scientific study is conducted, data are analyzed and findings articulated.

### **816-818 Internship**

Prerequisite: 718-720 Practicum II and CCE

The internship is an integral component of the doctoral program and the final experience in the clinical training sequence. The internship involves the interns in progressive and developmentally sequenced clinical experiences (e.g. assessment, treatment planning, psychotherapy, consultation, psychological testing, and evaluating treatment outcome) that prepare them for beginning professional practice upon receipt of the PsyD degree. The internship complements classroom v education, provides the opportunity to work with competent clinicians in diverse settings, and strengthens core competencies and professional identity. Students choose from a wide range of health care settings and interact with professionals from multiple disciplines. Interns apply the knowledge, therapeutic methods and skills learned from course work and practicum experience in clinical settings. The internship provides intensive and diverse supervised opportunities for the student to function in the various roles performed by a professional psychologist. Students enrolled in the half-time internship model will be registered in PSYC 810-815.

## MICHIGAN SCHOOL OF PROFESSIONAL PSYCHOLOGY

### 2017-2018 ACADEMIC CALENDAR

#### FIRST SEMESTER

August 29 & 30	New Student Orientation
August 31	Classes Begin
August 31	Final day for a full tuition refund
September 4	MiSPP Closed: Labor Day
September 13	Final day for a partial tuition refund
November 21	Final day to withdraw with grades of "W"*
November 23-24	MiSPP Closed: Thanksgiving Recess
December 8	2 <sup>nd</sup> Semester Tuition Due
December 11	Classes End

#### SECOND SEMESTER

January 3	Classes Begin
January 3	Final day for a full tuition refund
January 15	MiSPP Closed: Martin Luther King, Jr. Day
January 16	Final day for a partial tuition refund
March 19	Final day to withdraw with grades of "W"*
April 2	3 <sup>rd</sup> Semester Tuition Due
April 6	Classes End
April 6	All work due from previous semester incompletes
April 9 - 13	Semester Recess

#### THIRD SEMESTER

April 16	Classes Begin
April 16	Final day for a full tuition refund
April 30	Final day for a partial tuition refund
May 28	MiSPP Closed: Memorial Day
July 4	MiSPP Closed: Independence Day
July 5	Final day to withdraw with grades of "W"*
July 23	Classes End
July 23	All work due from previous semester incompletes
July 26	Graduation Ceremony

\*Courses that are 10 weeks in length may have an earlier withdrawal date. Please refer to the course syllabus for withdrawal dates specific for those courses.

Please Note: MiSPP operates on a semester credit hour model. The standard semester length is 14 weeks; when there are less than 14 weeks, the length of course meeting time is adjusted to meet the semester credit hour standards of 15 hours of instruction per credit hour awarded. This calendar is subject to change.

# Organization and Governance

The Michigan School of Professional Psychology is a private independent non-profit institution of higher education. Governed by a Board of Trustees, the President and personnel manage daily operations. The faculty are responsible for all aspects of the academic programs.

## Board of Trustees

Sean Cook, Chair

Stacey Gray, Treasurer

Peter Hartman, Secretary

Paul Sturgis

Tanya Martin, Vice Chair

Glen Fayolle

Heather Rae

Todd Lipa

## Administration

Diane Blau, PhD  
President

Diane K. Zalapi, MS  
Vice President

Frances R. Brown, PsyD  
Program Director

## Core Faculty

Ruth Anan, PhD

Lee Bach, PhD

Ryan Blackstock, PsyD

P. Douglas Callan, PhD

Shannon Chavez-Kroell, PhD

La-Toya Gaines, PsyD

Heidi Martin, PsyD

Kevin Keenan, PhD

Dustin Shepler, PhD

Ann Smith, PsyD

## Associated Faculty

John Brennan, JD, PsyD

Betz King, PsyD

# REALIZING HUMAN POTENTIAL

The Michigan School of Professional Psychology  
26811 Orchard Lake Road  
Farmington Hills, Michigan 48334  
p: 248.476.1122