



# Reiss-Davis Graduate School 2020/2021 Catalog/Student Handbook

August 1, 2020- July 31, 2021

A Program of Vista Del Mar

3200 Motor Avenue,  
Los Angeles, CA 90034  
[www.reissdavis.org](http://www.reissdavis.org)



# **Reiss-Davis Graduate School**

## **2020 – 2021 Catalog/Student Handbook**

**Reiss-Davis Graduate School  
3200 Motor Avenue  
Los Angeles, CA 90034**

# Message from the Chancellor

July 31, 2020

Dear Students,

Whether you are a newly enrolled or a student who continues to be enrolled with us, it is with great pleasure that I welcome you to our newly WSCUC accredited Reiss-Davis Graduate School (RDGS).

This Catalog and Student Handbook is meant to help you navigate through the various intricacies of our graduate program at the RDGS. Familiarizing yourself with the critical information held within these pages will help clarify questions that may arise during your time in our program.

Knowing our RDGS policies and procedures should also contribute toward your having a smooth progression through your educational experience with us. Additionally, this Catalog and Student Handbook should provide you with practical everyday information that can guide you as to what you will need to do, or to whom you will need to turn, if/when you encounter any obstacles or impediments.

Please also know that we are always here to support you as you progress toward achieving your doctoral education and degree. Our hope is that your Reiss-Davis Graduate School experience will always be intellectually rich, personally transformative, motivationally empowering, and be a catalyst for you to achieve your own vocational and career goals.

Wishing you all the best on your academic journey with us.

Sincerely,



James A. Incorvaia, Ph.D. Chancellor

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*The Reiss-Davis Graduate School (RDGS), formerly known as The Reiss-Davis Graduate Center (2019) and the Graduate Center for Child Development and Psychotherapy (2016), reserves the right to alter its policies and procedures at any time and to implement new policies to address emerging needs. In such events, the school will make all reasonable efforts to notify students. Students should be aware that the policies and procedures contained in this handbook may not remain in effect during their entire program of studies at RDGS. To the extent that there may be discrepancies between the Tuition and Fee Agreement and the Catalog and Student Handbook, the Agreement is binding. The Reiss-Davis Graduate School Catalog and Student Handbook is updated on an annual basis and is available on Populi, the RDGS website, or upon request by e-mail or mail. Final version: July 31, 2020*

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# Introduction

The Reiss-Davis Graduate School recognizes the ever-growing need for mental health professionals and is dedicated to the training of highly qualified child and adolescent clinicians. Since the turn of this century, our country has been facing a major crisis in mental health services for children and adolescents. Mental disorders among children are described as “serious deviations from expected cognitive, social, and emotional development” (U.S. Department of Health and Human Services et al., 1999, p. 123). These disorders are an important public health issue in the United States because of their prevalence, early onset, and impact on the child, family, and community, with an estimated total annual cost of \$247 billion.

On May 16, 2013 a Centers for Disease Control (CDC) report was released and described, for the first time, federal activities that track U.S. children's mental disorders. Children's mental disorders affect many children and families. Boys and girls of all ages, ethnic/racial backgrounds, and regions of the United States experience mental disorders. A total of 13%–20% of children living in the United States experience a mental disorder in a given year, and surveillance during 1994–2011 has shown the prevalence of these conditions to be increasing. Suicide, which can result from the interaction of mental disorders and other factors, was the second leading cause of death among children aged 12-17 years in 2010 (Perou et al., 2013).

Mental disorders among children are described as serious changes in the ways children typically learn, behave, or handle their emotions. Symptoms usually start in early childhood, although some of the disorders may develop throughout the teenage years. The diagnosis is often made in the school years and sometimes earlier. However, some children with a mental disorder may not be recognized or diagnosed as having one. According to a 2010 study published by the *Journal of The American Academy of Child and Adolescent Psychiatry*:

Approximately one in every four to five youth in the U.S. meets criteria for a mental disorder with severe impairment across their lifetime. The likelihood that common mental disorders in adults first emerge in childhood and adolescence highlights the need for a transition from the common focus on treatment of U.S. youth to that of prevention and early intervention. (Merikangas et al., 2010, p. 2)

Mental health is important to overall health. Mental disorders are chronic health conditions that can continue through the lifespan. Without early diagnosis and treatment, children with mental disorders can have problems at home, in school, and in forming friendships. This can also interfere with their healthy development, and these problems can continue into adulthood.

Merikangas, K. R., He, J. P., Burstein, M., Swanson, S. A., Avenevoli, S., Cui, L., Benjet, C., Georgiades, K., & Swendsen, J. (2010). Lifetime prevalence of mental disorders in U.S. adolescents: results from the National Comorbidity Survey Replication--Adolescent Supplement (NCS-A). *Journal of the American Academy of Child and Adolescent Psychiatry*, 49(10), 980–989.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2946114/pdf/nihms214371.pdf>

Perou, R., Bitsko, R. H., Blumberg, S. J., Pastor, P., Ghandour, R. M., Gfroerer, J. C., Hedden, S. L., Crosby, A. E., Visser, S. N., Schieve, L. A., Parks, S. E., Hall, J. E., Brody, D., Simile, C. M., Thompson, W. W., Baio, J., Avenevoli, S., Kogan, M. D., Huang, L. N., & Centers for Disease Control and Prevention (CDC) (2013).

Mental health surveillance among children--United States, 2005-2011. *MMWR supplements*, 62(2), 1–35. <https://www.cdc.gov/mmwr/preview/mmwrhtml/su6202a1.htm>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center For Mental Health Services, National Institutes of Health, National Institute of Mental Health. (1999). *Mental health: a report of the Surgeon General*. U.S. Department of Health and Human Services. <https://profiles.nlm.nih.gov/spotlight/nn/catalog.nlm:nlmuid-101584932X120-doc>

# About Reiss-Davis Graduate School

## Our Mission

To offer mental health providers a unique psychodynamically-oriented, neurobiologically-informed, and trauma-focused doctoral degree education that equips students with the necessary theory, skills, and techniques to better serve and make a significant difference in the mental health needs of children, adolescents, and their families with cultural humility and equity.

## Our Purpose

Reiss-Davis Graduate School's purpose is to prepare students, who are mental health professionals, to become sensitive child-adolescent psychotherapists who respect each child's unique neurobiological, psychodynamic, and social-relational history. The RDGS's purpose is effectuated through a developmentally-based, psychodynamically-oriented, neurobiologically-informed, and trauma-focused doctoral program in psychodynamic child psychology and psychotherapy, whose curriculum includes mentoring that integrates theory and technique, applied research, and professional practice.

The outcome of carrying out RDGS's mission, purpose, vision, values and guiding principles is the preparation of culturally sensitive, professionally competent and engaged clinicians who contribute to significant and lasting change in the emotional lives of children and adolescents. In these ways, the RDGS is proud to take a leadership role in serving the complex mental health needs of today's children. Our intent is to educate mental health professionals to understand the complex dynamics of childhood and intervene when appropriate to improve the emotional lives of children. We strive to develop the knowledge and skillset of the clinician based on the needs of the child, through a psychodynamic approach.

## Our Vision

The Reiss-Davis Graduate School aspires to be a leading institution offering clinicians a transformative education and doctorate degree within a psychodynamic, neurobiological, and trauma-focused context that fosters a passion for improving the lives of children and adolescents: understanding, intervening, and making a difference.

## Our Values

**Compassion:** A commitment to act toward all in a spirit of empathy, caring, justice, and respect.

**Excellence:** A commitment to high expectations with accountability and creativity; to develop life-long learners who contribute to our professional mental-health community.

**Inclusion:** A commitment to respect the distinct abilities, talents, perspectives, and skills of all through awareness of self and others.

**Integrity:** A commitment to act authentically with truth, honesty, professionalism, and transparency.



## Our Guiding Principles

Regarding Children and Adolescents:

- We believe that every child should be valued, respected, and understood even before we start treating them.
- We care and value about how a child perceives and communicates about his/her world and experiences.
- We believe that a child's inner life is as important as his/her external life.
- We value a child's unconscious mind as much as his/her conscious experience.
- We appreciate and respect the importance of each child's unique neurobiology.

Regarding Working Therapeutically with Children and Adolescents:

- We believe that a child's therapeutic experiences should be tailored to his/her unique self and not forced into an externally prescribed model.
- We believe that the change element in child psychotherapy is the relationship, we honor that therapeutic relationship, and we value it as the curative factor.
- We believe that teaching a child a way of listening is different from his/her merely hearing.
- We believe that problems arise in human development and resolve through human relationships.

Regarding Working with Parents in Parent Work:

- We believe that any comprehensive change in a child's inner world necessitates parent work.
- We believe that parent work focuses on those inner and external struggles and intergenerational difficulties that significantly impact on the child's inner and outer life.

## Our Heritage



Dr. Reiss

Dr. Oscar Reiss was a very preeminent pediatrician not only in Los Angeles but across the country, holding many professional positions in his field of pediatrics. He taught and supervised at USC, held the position of Chief Medical Doctor at Vista Del Mar, and had a thriving practice in Beverly Hills. Throughout the 1930's and 1940's he had a dream to develop a clinic or center that would offer the same high quality diagnostic and therapeutic services that children and adolescents in Beverly Hills were receiving to young people whose families could not otherwise afford such mental health services. He also wanted a center that offered advanced training to psychology, psychiatry, and clinical social work professionals who wanted to work diagnostically and therapeutically with the mental health needs of children and adolescents. And he wanted to offer all of this within a psychodynamic orientation.

Though Dr. Reiss was very much ahead of his time, he persisted in pursuing his dream, amassing many other like-minded professionals along the way, but was never able to see his dream come to fruition, as he died shortly before the opening of the Oscar Reiss Mental Hygiene Clinic September 21, 1950 on Fairfax Boulevard in Los Angeles. One of his pediatric colleagues, Dr. David Bennett Davis, wanting to continue Dr. Reiss's dream, became the first board president of the clinic, but unexpectedly died one year later. The board of the clinic decided to change the name of Dr. Reiss's clinic to the Reiss-Davis Clinic shortly thereafter. But it was not until 1963, with the growth of Reiss-Davis in size and services that it moved to 9760 West Pico Boulevard and became the nationally and internationally known and well-respected Reiss-Davis Child Study Center.



Dr. Davis

## Facilities

The Reiss-Davis Graduate School is located on the campus of its parent organization Vista Del Mar Child and Family Services, at 3200 Motor Avenue, Los Angeles, CA 90034. All classes are held at this location and online. The Administrative Office where all records are maintained is at this location as well.



The Reiss-Davis Graduate School classrooms have wireless internet access, an instructor's laptop for the instructor's class presentations, projector, and screen; classrooms can be equipped with a whiteboard/chalkboard/flip board, a monitor for DVD and video viewing, or teleconferencing equipment if needed. Bathrooms are in the same building, on the same level with every classroom. The campus gardens include sculptures, shade trees, and picnic benches. A kitchen with refrigerator, microwave, and sink is centrally located. Computers, as well as wireless internet access, are available to students in the Reiss-Davis Anna Freud Research Library during library hours and also in the sculpture garden adjacent to the Reiss-Davis building.

## Reiss-Davis Anna Freud Research Library

The on-campus Reiss-Davis Anna Freud Research Library is available to all students enrolled in the Reiss-Davis Graduate School. The collection includes a special concentration of foundational psychoanalytic literature acclaimed to be one of the best collections west of Menninger's Clinic (a world-class center of new ideas and talent in the Midwest). The Reiss-Davis Anna Freud Research Library includes approximately 16,000 monographs, 200 archived and a few active journal subscriptions all on the field of psychology with an emphasis on child development and psychoanalytic work. In addition, active students and faculty are provided remote access to the Psychoanalytic Electronic Publishing (PEP) Archive, a continuously growing subscription database of psychoanalytic books, journals, and videos. The librarian is available to assist with accessing library materials, search strategies, or with other technology or research questions, in person or via e-mail using [rdlibrarian@reissdavis.org](mailto:rdlibrarian@reissdavis.org). Library appointments are encouraged to get the most out of a visit. Students are invited to drop in during scheduled open hours.

# General Information

## WSCUC Accreditation

Reiss-Davis Graduate School is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001. [www.wscuc.org](http://www.wscuc.org).

## State Approval

The Reiss-Davis Graduate School is a private, non-profit educational institution of higher learning. It is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California, 94909. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (Ed. Code).

According to BPPE, every student enrolling should consider the following:

“A. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Mailing Address: P.O. Box 980818,

West Sacramento, CA 95798-0818

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone: (888) 370-7589 or by fax (916) 263-1897 and fax (916) 431-6959 or by fax (916) 263-1897

Our e-mail address is [GraduateSchool@ReissDavis.org](mailto:GraduateSchool@ReissDavis.org).

- B. As a prospective student, you are encouraged to review this handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- C. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s web site [www.bppe.ca.gov](http://www.bppe.ca.gov).”

## Academic Freedom

The Reiss-Davis Graduate School values the long tradition of academic freedom for both its faculty and students by adhering to the definition: Academic freedom is the freedom for faculty members and students to engage in intellectual debate without fear of censorship or retaliation (Inside Higher Education <https://www.insidehighered.com/views/2010/12/21/defining-academic-freedom>). On those rare occasions when administration feels that activities of an individual or a group need to be mitigated, the following measures will be enacted to safeguard academic freedom: (a) the administration will demonstrate that the limitation is reasonable for the realization of its consensually agreed upon aims, and (b) the administration will provide a forum for open discussion in which faculty and students freely express their views and provide recommendations concerning any plans that limit teaching and/or research activities.

# PsyD Degree Program

## **PsyD Degree**

The Doctor of Psychology in Psychodynamic Child Psychology and Psychotherapy (PsyD) is an academic degree program designed for mental health professionals licensed or license - eligible through the Board of Behavioral Sciences. The degree may be earned by students who complete assigned coursework, demonstrate mastery of the theoretical concepts of psychodynamic child psychology, and develop the capability of applying clinical research to support the effective practice of psychotherapy.

The program emphasizes a comprehensive synthesis of theories and clinical application in the field of child development and child psychotherapy from a psychodynamically-oriented, neurobiologically-informed, and trauma-focused perspective. The lock-step program includes research methodology and systematic inquiry. Coursework is sequential and is followed by dissertation completion. Students must pass each course with a grade of B or better to progress in the program and are expected to complete signature assignments, a comprehensive exam, and successfully defend their dissertation.

## **Program Format**

The Reiss-Davis Graduate School offers three years of coursework followed by the completion of the dissertation. The program is delivered primarily through residential weekend sessions and additional online academic activity during each 10-week term.

Each course is defined by learning outcomes with assessments and requires the equivalent instruction and student work time as defined by a traditional course. Instructional methods include didactic seminars and online meetings and assignments. The small class size provides individualized attention as faculty monitor for student progress. The seminar/cohort format of all classes provides ongoing opportunities for student-to-student interaction. In the seminars, cases are presented by individual students under the leadership of the instructor. Coursework specific to the dissertation process provides support in developing and completing the dissertation. Each student develops a Dissertation Committee that guides them in the dissertation process and has been approved by the Dean. RDGS's distinguished faculty are licensed professionals who are leading experts in their field. The Dean and the Provost also participate in academically supporting students.

## **Distance Learning**

The Reiss-Davis Graduate School does not provide distance learning for residential sessions that take place on site one weekend per month. In the event that a student is unable to physically attend classes or be on campus due to medical conditions and does not want to take a Leave of Absence, the student may request special accommodations in writing from the Dean. The Provost will make the final decision about granting specific special accommodations with consideration of current ADA requirements.

# Admissions Policy and Procedures

## Admission Requirements

Applicants are required to meet the following program admissions criteria for the Doctor of Psychology in Psychodynamic Child Psychology and Psychotherapy:

**1. Master of Science or Master of Arts Degree in Psychology or a related mental health field:** All applicants are required to hold at least a Master's degree upon applying for the PsyD program at RDGS.

**2. Licensure or Licensure-Readiness.** Applicants must hold and provide documentation of one of the following licenses in the State of California (licenses from other states will be evaluated on a case by case basis):

- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- Licensed Professional Clinical Counselor (LPCC)

License-eligible master level applicants in psychology or a psychology related field:

- Associate Marriage and Family Therapist (AMFT)
- Associate Clinical Social Workers (ASW)
- Associate Professional Clinical Counselor (APCC)
- Psychological Assistants and Interns are eligible for application if they are currently engaged in meeting the requirements of clinical supervision for licensure in their respective discipline and provide documentation of registration with the appropriate regulating board.

**3. Demonstrate an appropriate level of written and spoken language skills during the application process and throughout the program.** All instruction is in English and English language remediation services and/or language-specific translation materials are not provided. All international applicants must demonstrate proficiency in the English language. Foreign degrees must be evaluated by the Credential Evaluations Institution recognized by the National Association of the Credential Evaluation Services (NACES).

**4. Pass the Reiss-Davis Graduate School admission interview.**

**5. The Graduate Record Examinations (GRE) is not required.**

Please note:

**Personal Psychotherapy Experience.** While not mandated, personal psychotherapy experiences are highly recommended and deemed important for participation in a psychodynamic educational program.

## Application Procedures

The application procedures include the submission of the following items onto the Reiss-Davis Graduate School online application form at [https://www.reissdavis.org/apply\\_now.html](https://www.reissdavis.org/apply_now.html)

1. **Completed Application Form and Fee.** Applicants will complete and submit the Application Form online; this is accompanied by a non-refundable application fee (\$60).
2. **Official Transcript.** Applicants will arrange for the Reiss-Davis Graduate School office to receive an official certified transcript from each college or university attended, showing every graduate unit attempted. Applicants may arrange for transcripts to be mailed directly from these schools to the Reiss-Davis Graduate School or mail them separately in sealed envelopes. If the transcript does not indicate the degree awarded, proof of that degree must also be provided, as well as proof of licensure or registration with the appropriate California Board.
3. **Résumé.** Applicants are required to submit a current résumé.
4. **Letters of Recommendation.** Applicants are required to have three letters of recommendation submitted to the Reiss-Davis Graduate School. Recommenders should be familiar with the applicant's recent academic, clinical, and/or other professional abilities and accomplishments. Applicants are to follow the instructions specified on the Application Form.
5. **Letter of Intent.** Applicants are required to submit a letter of intent.
6. **Confirmation of receipt of all required documents.** The completed application, application fee of \$60, official transcripts, proof of degrees, licenses, registrations, and letters of recommendation must be received by the Reiss-Davis Graduate School before the admissions interviews are conducted. Application deadlines are at the discretion of the Dean.
7. **Personal Interview.** Candidates will be invited for a personal interview to be conducted at our campus by selected faculty and administrators. A second interview may be held upon the request of the applicant or the Admission Committee.

## Enrollment Procedures

Applicants who are successfully admitted into the school will receive a Letter of Acceptance, a copy of the Catalog and Student Handbook, and an Enrollment Agreement to review and sign. Receipt of this paperwork, along with a \$250 deposit, constitutes enrollment in the program. Please see refund section for information on cancelling after enrollment agreement is submitted. Failure to complete the registration process may result in a delay in beginning the program.

Because students in each year of the Reiss-Davis Graduate School program are part of a cohort with whom they progress through the didactic courses, and because the curriculum is sequential, students will be enrolled in courses appropriate for the students' term and year in the program.

## Scholarship Procedures

Applicants are required to complete the following steps prior to apply to the Reiss-Davis Scholarships:

1. Submit all admission application requirements prior to applying for RDGS Scholarships.
2. Submit FAFSA at <https://studentaid.gov/> (be sure to list us as the Reiss-Davis Graduate School).
3. Complete essay questions.

In order to be eligible for Reiss-Davis Scholarships, students must submit their application for the Free Application for Federal Financial Aid (FAFSA). Typically, most graduate students who apply may be eligible to receive federal aid to assist with the cost of attendance. Please log in to: <https://studentaid.gov/> using the FSA

ID assigned (use <https://studentaid.gov> to create a FSA ID). Select “Reiss-Davis Graduate School” from the list of schools.

*Please note that students are not required to accept individual FAFSA award.*

### **Reiss-Davis Graduate School Scholarships Acceptance:**

If granted a Reiss-Davis scholarship, student must adhere to the following conditions:

- Student must notify the Registrar’s Office via email ([Registrar@reissdavis.org](mailto:Registrar@reissdavis.org)) if enrollment plans change. A change of status in enrollment may result in any award being reduced or cancelled for the term of enrollment and any subsequent terms.
- Awards cannot be transferred to another term if unused.
- Student must maintain a 3.5 GPA, both cumulative and quarterly.
- Student must be enrolled full time in at least 8 units of course work.
- Maintain excellent attendance as defined in the 2020/2021 Student Catalog and Handbook .
- If needed, take no more than two (2) Incompletes during the academic year.
- Maintain a zero tuition balance every quarter term.
- The award amount shall remain confidential for all parties.

Failure to meet these conditions may result in the cancellation of the scholarship, even if funds have already been allocated to the student’s account. This award will not be renewed automatically, and the student will need to re-apply for the subsequent academic year. Applications for the next award cycle will be available on the Tuition and Financial Assistance website beginning in March of the next year.

### **Transferability of Credits Earned at the Reiss-Davis Graduate School**

#### *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION*

The transferability of credits earned at the Reiss-Davis Graduate School is at the discretion of the institution to which students may seek to transfer. Acceptance of the credits earned at the Reiss-Davis Graduate School are at the discretion of the institution to which students may seek to transfer. If the credits earned at the Reiss-Davis Graduate School are not accepted at the institution to which students seek to transfer, they may be required to repeat some or all the coursework at that institution.

### **Experiential Learning**

Due to the unique nature of the Reiss-Davis Graduate School's program and curriculum, its intensity, and the importance of continuity, it is the practice of the Reiss-Davis Graduate School that no credit towards completion of our degree program will be granted for prior experiential learning.

### **Nondiscrimination and Equal Opportunity Statement**

The Reiss-Davis Graduate School (RDGS) admits each student on the basis of merit. RDGS does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, gender, gender identity, sexual orientation, disability, citizenship status (within the limits imposed by law or School policy), marital status, medical condition, veteran status, or age in any of its admissions or educational policies, procedures, or practices.

### **International Students**

The Reiss-Davis Graduate School is currently unable to provide visas or sponsorships for non-residents.

# Academic Support Services

## Graduation Requirements

Students must:

- Complete a total of 104 quarter units (credits) to fulfill the unit requirements for graduation with 96 quarter units for coursework and 8 quarter units for the dissertation.
- Pass every course with a grade of B or better and maintain a cumulative grade point average of 3.0.
- Successfully complete all signature assignments, pass a comprehensive exam, and successfully defend a dissertation accepted by faculty and the institution.
- Comply with all policies and procedures articulated in the Catalog and Dissertation Handbooks.

## Psychology Licensure Preparation

The RDGS PsyD curriculum may not meet all of the requirements of each state for licensure in psychology. Please note that the institution does not provide supervised professional experience. Students seeking licensure in California may be eligible to apply; however, requirements do change, and students are entirely responsible for remaining aware of current licensure regulations. **Please be informed that the state of California requires passage of the licensing requirements before a candidate represents him/herself as a psychologist to the public.** Other students may need to meet additional licensure requirements in their home states, and are likewise responsible for knowing their applicable state licensure requirements.

The RDGS PsyD meets the Board of Psychology's (BOP) necessary academic and educational requirements for a doctoral program. Further information for graduates desiring to pursue licensing as a clinical psychologist or the title of psychologist in California is found at <http://www.psychology.ca.gov>.

A graduate of the degree program may be eligible to sit for the applicable licensure exam in California and other states based on the following Business and Professions Code Section 2914, effective January 1, 2017:

Applicants for licensure that apply after January 1, 2020, must possess an earned doctorate degree in psychology, educational psychology, or education with the field of specialization in counseling psychology or educational psychology from a college or institution of higher education that is accredited by a regional accrediting agency recognized by the United States Department of Education.

<https://www.psychology.ca.gov/applicants/schools.shtml>

The BOP list of requirements for eligibility to apply for licensure in California:

a) Submit an application for licensure. The application can be downloaded from the web site at <http://www.psychology.ca.gov/applicants/index.shtml>

b) Have applicants' fingerprints scanned for a criminal history clearance through a process called "Live Scan." This process requires applicants to go to a Live Scan site for fingerprint scanning services. Live Scan sites are located throughout the state at various locations within each county. For further information about the fingerprint procedures, please review the Fingerprint Procedure form on the Board's web site at <http://www.psychology.ca.gov/applicants/fingerprint.shtml>

c) Possess a doctoral degree in psychology, educational psychology, or in education with a field of specialization in counseling psychology or educational psychology from a nationally or regionally accredited (if recognized by the United States Department of Education), or an approved academic institution that meets the provisions of

Section 2914 (g) of the Business and Professions Code, as follows. An applicant holding a doctoral degree in psychology from an approved institution is deemed to meet the requirements of this section if all of the following are true:

- 1) The approved institution offered a doctoral degree in psychology designed to prepare students for a license to practice psychology and was approved by the Bureau for Private Postsecondary and Vocational Education on or before July 1, 1999.
- 2) The approved institution has not, since July 1, 1999, had a new location, as described in Section 94721 of the Education Code.
- 3) The approved institution is not a franchise institution, as defined in Section 94729.3 of the Education Code.

d) Complete 3,000 hours of qualifying supervised professional experience, 1,500 of which must be accrued post doctorally. For further information about supervised professional experience, please review section 1387 of the California Code of Regulations at [http://www.psychology.ca.gov/laws\\_regs/index.shtml](http://www.psychology.ca.gov/laws_regs/index.shtml)

e) Take and pass the Examination for Professional Practice in Psychology (EPPP) and the California Psychology Laws and Ethics Examination (CPLÉE). For further information about the EPPP please

visit <http://www.asppb.net/?page=FAQs>. For further information about the CPLÉE, please review the Examinations section of the Board's web site at <http://www.psychology.ca.gov/applicants/index.shtml>

f) Submit evidence of completing coursework in human sexuality, child abuse, substance abuse, spousal abuse, and aging and long-term care\*. For further information about the specific requirements for each course, please review Sections 1382 through 1382.5 of the California Code of Regulations at [http://www.psychology.ca.gov/laws\\_regs/index.shtml](http://www.psychology.ca.gov/laws_regs/index.shtml)

Additional information regarding licensing is available at <https://www.psychology.ca.gov/licensees/faq.shtml>

\* Please note that as of January 1, 2021, it will be necessary for all psychologists to have completed a minimum of 6 hours of coursework or applied experience under supervision in suicide risk assessment and intervention.

## **Computer Use**

Students are required to use a laptop computer in courses with the latest version of Adobe Reader DC and the Microsoft Suite of programs including Word, Excel, and PowerPoint.

## **Electronic Communication**

The Reiss-Davis Graduate School provides reissdavis.org e-mail addresses to students to serve as their primary communication tool, which is also used to log in to online resources. Students receive instructions on how to access this e-mail through Office365. It is the Reiss-Davis Graduate School's policy to protect student privacy by only contacting them through their reissdavis.org e-mail address. E-mail forwarding may be scheduled from reissdavis.org e-mail to personal e-mails such that students will receive their school e-mail communication delivered to their personal e-mail inbox. E-mail forwarding instructions can be found at <http://www.reissdavis.org/office-365.html>

Students are expected to be mindful of the quality and quantity of electronic correspondence shared with their cohort, faculty, and staff. Students may contact instructors via e-mail for classroom assignments, clarification, and to notify tardiness, absences, etc. Students may also contact their instructors and cohort through the messaging functions in the Populi learning management system. For questions about Populi and Reiss-Davis e-mails contact [Populisupport@reissdavis.org](mailto:Populisupport@reissdavis.org).

## Populi

Populi is RDGS's student information and learning management system used for all course delivery and other program resources. For learning that does not occur as a part of the residential coursework, students use Populi to communicate with instructors and fellow classmates, and to both complete and submit assignments. Student assistance to access courses and materials in Populi is available at [Populisupport@reissdavis.org](mailto:Populisupport@reissdavis.org). A support video can be found at [https://www.youtube.com/watch?v=YJO5n\\_TiLKw&t](https://www.youtube.com/watch?v=YJO5n_TiLKw&t).

## Language of Instruction

All instruction is in English. Applicants are expected to demonstrate a high level of written and spoken language skills from the beginning of the application process and throughout the program, which will be necessary in order to succeed in all aspects of the Reiss-Davis Graduate School program. English language remediation services and or language-specific translation materials are not provided.

### English Language Proficiency

International applicants must demonstrate proficiency in the English language. Regardless of citizenship, applicants whose native language is not English and who do not qualify for an exam waiver are required to submit proof of English Language Proficiency before an admissions decision can be made. Language Proficiency Exam scores are only valid for two years after the test date. Official scores must be sent directly to RDGS by the respective testing agency.

### English Language Proficiency Exam Waiver

An applicant must meet at least one of the exemptions listed below to obtain a waiver for proof of English Language Proficiency:

1. The candidate is a permanent resident of one of the following countries: Australia, Belize, the British Caribbean and British West Indies, Canada (except Québec), Guyana, Ireland, Liberia, New Zealand, the Philippines, the United Kingdom, or the United States.
2. The admitting degree is from an institution where the primary language of instruction and evaluation was in English. Verification of the institution is available through the *International Handbook of Universities*, published and edited by IAU/UNESCO. Additional information may be requested from the applicant's university registrar's office to verify that the instruction was conducted in English. The waiver will be reviewed and approved by the Institution. Additional information may be requested. There is no guarantee that the waiver will be approved.

A candidate will be required to submit to the Admissions office a minimally required graduate score of an official English proficiency test from the following tests accepted by the Reiss-Davis Graduate School:

### English Proficiency Test Minimum Required Graduate Score

English Proficiency Test	Minimum Required Graduate Score
Test of English as a Foreign Language (TOEFL)	paper-based: 550; computer-based: 213; internet-based: 79
Michigan English Language Assessment Battery (MELAB)	82
Academic Modules of the International English Language Testing System (IELTS)	6.5 minimum band score
Pearson Test of English	53

# Curriculum

## Program Learning Outcomes (PLOs)

Each course in the curriculum progressively leads students toward mastery of competencies within three domains: Theoretical Knowledge, Scholarly Research and Writing, and Psychodynamic Child Clinical Skills and Application. Student learning in these areas is assessed within courses, the Comprehensive Examination, and the completion of the Dissertation at the end of the program.

### PLO 1: Theoretical Knowledge

Graduates will be informed by the foundational theories of child psychotherapeutic treatment from psychodynamically-oriented, neurobiologically-informed, and trauma-focused perspectives of infant, child, and adolescent development, and their family dynamics. Graduates will:

- 1a. Critically evaluate fundamental concepts of classical and contemporary theories.
- 1b. Integrate fundamental concepts of classical and contemporary theories into psychotherapy.

### PLO 2: Scholarly Research and Writing

Graduates will evaluate and conduct scholarly research and other written communication in terms of psychodynamically-oriented, neurobiologically-informed, and trauma-focused theory and psychotherapy, in infant, child, and adolescent development, and their family dynamics. Graduates will:

- 2a. Analyze and critique scholarly qualitative and quantitative research.
- 2b. Compose scholarly written works to communicate concepts, knowledge, and information using APA format.
- 2c. Design and complete an original doctoral dissertation that makes a scholarly contribution to the field.

### PLO 3: Psychodynamic Child Clinical Skills and Application

Graduates will integrate psychodynamically-oriented, neurobiologically-informed, and trauma-focused theory and scholarly research into their assessment and treatment planning of infants, children, and adolescents, and their family dynamics. Graduates will:

- 3a. Apply theory to child and adolescent psychotherapy interventions informed by diverse psychodynamic modalities.
- 3b. Formulate comprehensive assessments and diagnoses.
- 3c. Integrate psychodynamic concepts of the child's unconscious processes within case formulations and treatment planning.
- 3d. Develop and apply cross cultural competence that facilitates effective clinical practice in a diverse social context.
- 3e. Demonstrate and advance professional conduct and skills.
- 3f. Uphold professional ethics.

## Academic Calendar: Academic Year 2020/2021

### Term 1 – Fall Quarter 2020

Week 1	08/17/20 - 08/23/20	I	
<b>Week 2</b>	<b>08/24/20 - 08/30/20</b>	<b>R</b>	<b>08/28, 08/29, 08/30</b>
Week 3	08/31/20 - 09/06/20	I	
Week 4	09/07/20 - 09/13/20	I	09/07 Labor Day off
Week 5	09/14/20 - 09/20/20	I	09/19 Rosh Hashana off
<b>Week 6</b>	<b>09/21/20 - 09/27/20</b>	<b>R</b>	<b>09/25, 09/26, 09/27</b>
Week 7	09/28/20 - 10/04/20	I	09/28 Yom Kippur off
Week 8	10/05/20 - 10/11/20	I	
Week 9	10/12/20 - 10/18/20	I	
<b>Week 10</b>	<b>10/19/20 - 10/25/20</b>	<b>R</b>	<b>10/23, 10/24, 10/25</b>

### Term 2 – Winter Quarter 2020

Week 1	11/09/20 - 11/15/20	I	
<b>Week 2</b>	<b>11/16/20 - 11/22/20</b>	<b>R</b>	<b>11/20, 11/21, 11/22</b>
Week 3	11/23/20 - 11/29/20	I	11/26, 11/27 Thanksgiving off
Week 4	11/30/20 - 12/06/20	I	
Week 5	12/07/20 - 12/13/20	I	
<b>Week 6</b>	<b>12/14/20 - 12/20/20</b>	<b>R</b>	<b>12/18, 12/19, 12/20</b>
	12/21/20 - 12/27/20		Winter Break
Week 7	12/28/20 - 01/03/21	I	01/01 New Year's Day off
Week 8	01/04/21 - 01/10/21	I	
Week 9	01/11/21 - 01/17/21	I	
<b>Week 10</b>	<b>01/18/21 - 01/24/21</b>	<b>R</b>	<b>01/22, 01/23, 01/24</b> 01/18 MLK off

### Term 3 – Spring Quarter 2021

Week 1	02/15/21 - 02/21/21	I	
<b>Week 2</b>	<b>02/22/21 - 02/28/21</b>	<b>R</b>	<b>02/26, 02/27, 02/28</b>
Week 3	03/01/21 - 03/07/21	I	
Week 4	03/08/21 - 03/14/21	I	
<b>Week 5</b>	<b>03/15/21 - 03/21/21</b>	<b>R</b>	<b>03/19, 03/20, 03/21</b>
Week 6	03/22/21 - 03/28/21	I	03/28 Passover off
Week 7	03/29/21 - 04/04/21	I	04/04 Easter Sunday off
Week 8	04/05/21 - 04/11/21	I	
Week 9	04/12/21 - 04/18/21	I	
<b>Week 10</b>	<b>04/19/21 - 04/25/21</b>	<b>R</b>	<b>04/23, 04/24, 04/25</b>

### Term 4 – Summer Quarter 2021

Week 1	05/17/21 - 05/23/21	I	
<b>Week 2</b>	<b>05/24/21 - 05/30/21</b>	<b>R</b>	<b>05/28, 05/29, 05/30</b>
Week 3	05/31/21 - 06/06/21	I	05/31 Memorial Day off
Week 4	06/07/21 - 06/13/21	I	
Week 5	06/14/21 - 06/20/21	I	
<b>Week 6</b>	<b>06/21/21 - 06/27/21</b>	<b>R</b>	<b>06/25, 06/26, 06/27</b>
Week 7	06/28/21 - 07/04/21	I	07/04 Independence Day off
Week 8	07/05/21 - 07/11/21	I	07/05 Independence Day off
Week 9	07/12/21 - 07/18/21	I	
<b>Week 10</b>	<b>07/19/21 - 07/25/21</b>	<b>R</b>	<b>07/23, 07/24, 07/25</b>

Key Code:

I- Instructional Week – Online

R – Residential Week – Onsite Weekend

## PLO Curriculum Grid

<b>PLO 1:</b> Theoretical Knowledge	<b>PLO 2:</b> Scholarly Research and Writing	<b>PLO 3:</b> Psychodynamic Child Clinical Skills and Application
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### Academic Year 2020-2021 1<sup>st</sup> Year Courses

Term 1: Fall 2020		
PSY-700 2.0 units Foundations for Doctoral Studies	PSY-711 3.0 units Neurobiology and Affect Regulation	PSY-701 3.0 units Infant and Early Childhood Development and Mental Health
Term 2: Winter 2020		
PSY-705 2.0 units Psychodynamic Theory I	PSY-713 3.0 units Psychodynamic Understanding of Attachment	PSY-730 3.0 units Child-Parent Psychotherapy
Term 3: Spring 2021		
PSY-707 2.0 units Psychodynamic Theory II	PSY-703 3.0 units Latency Development and Mental Health	PSY-732 3.0 units Case Conference I
Term 4: Summer 2021		
PSY-709 2.0 units Psychodynamic Theory III	PSY-702 3.0 units Qualitative and Quantitative Research	PSY-715 3.0 units Foundations of Psychodynamic Play Therapy

### Academic Year 2021-2022 2<sup>nd</sup> Year Courses

Term 1: Fall 2021		
PSY-704 2.0 units Scholarly Writing Seminar	PSY-717 3.0 units Pre to Adolescent Development and Mental Health	PSY-721 3.0 units Integration of Psychoanalytic Work
Term 2: Winter 2021		
PSY-740 2.0 units Evaluating Psychodynamic Effectiveness	PSY-738 3.0 units Psychodynamic Psychotherapy with Adolescents	PSY-734 3.0 units Case Conference II
Term 3: Spring 2022		
PSY-746 2.0 units Selected Topics I	PSY-719 3.0 units Cultural Competence	PSY-706 3.0 units Critical Analysis of Contemporary Research
Term 4: Summer 2022		
PSY-708 2.0 units Practical Research Design	PSY-750 3.0 units Applications of Psychodynamic Play Therapy	PSY-742 3.0 units Psychodynamic Supervision

### Academic Year 2022-2023 3<sup>rd</sup> Year Courses

Term 1: Fall 2022		
PSY-752 2.0 units Evaluation and Analysis of Psychological Assessment I	PSY-741 3.0 units Dissertation Development I	PSY-736 3.0 units Case Conference III
Term 2: Winter 2022		
PSY-754 2.0 units Evaluation and Analysis of Psychological Assessment II	PSY-743 3.0 units Dissertation Development II	PSY-756 3.0 units Jungian Theory and Therapy for Children and Adolescents
Term 3: Spring 2023		
PSY-744 2.0 units Psychodynamic Family Therapy	PSY-745 3.0 units Dissertation Development III	PSY-758 3.0 units Jungian Sandplay for Children and Adolescents
Term 4: Summer 2023		
PSY-748 2.0 units Selected Topics II	PSY-747 3.0 units Dissertation Development IV	PSY-760 3.0 units Jungian Dream Work for Children and Adolescents

### Academic Year 2023-2024 4<sup>th</sup> Year Courses

Term 1: Fall 2023
PSY-749A 2.0 units Dissertation Completion
Term 2: Winter 2023
PSY-749B 2.0 units Dissertation Completion
Term 3: Spring 2024
PSY-749C 2.0 units Dissertation Completion
Term 4: Summer 2024
PSY-749D 2.0 units Dissertation Completion

## **Coursework**

### **Year One Courses**

#### **PSY-700 Foundations for Doctoral Studies (2.0 units)**

This course facilitates the students' process of transitioning into the doctoral program by strengthening their commitment to professional, ethical, and scholarly excellence and the mission of the Reiss-Davis Graduate School. The course elucidates academic expectations for successful completion of coursework and the dissertation by orienting students to performance standards as defined by learning outcomes and course rubrics. Students develop skills contributing to scholarly writing following APA format and style, and practice accessing electronic data bases and scholarly literature. Students will design their own course management strategies for a hybrid program and complete the dissertation proposal planning guide.

#### **PSY-701 Infant and Early Childhood Development and Mental Health (3.0 units)**

This course examines the theoretical constructs of a comprehensive conceptual trauma-focused framework. Students trace the place of childhood and child development in psychoanalysis from classical through contemporary psychodynamic relational-developmental theories. Students investigate bio-psycho-social, relational, and psychodynamic perspectives to analyze the development of healthy and disordered children from prenatal to age five. Students identify typical development during these stages, and assess, diagnose, and implement appropriate intervention strategies for children presenting with atypical or psychopathological etiologies.

#### **PSY-702 Qualitative and Quantitative Research (3.0 units)**

This course investigates qualitative and quantitative methods in psychological research. Qualitative research types and approaches include case studies, focus groups, sampling, interviewing, triangulation, grounded theory, phenomenological studies, hermeneutics, ethnographies, historical studies, and narrative analyses. Quantitative research types and approaches include causal-comparative research, correlational research, and research that yields data from surveys, polls, and records. Students examine how psychological research is organized, conducted, and evaluated. Students critically evaluate the quality of research involving clinical psychology and psychotherapy and begin designing their research proposal.

#### **PSY-703 Latency Development and Mental Health (3.0 units)**

Building upon PSY-701, this course explores child development and mental health unique to the latency age (children 6 to 10 years). While the etiology of pathology in this age group can often be traced to early childhood and traumatic events, this course examines pathology unique to the latency age. Students recognize and explore symptoms that interfere with a child's psychological well-being. Students identify comprehensive assessments and diagnostics from a mainstream, psychodynamic, and trauma-focused vantage point. Students integrate neurobiologically-informed and trauma-focused intervention strategies into psychodynamic treatment considerations.

#### **PSY-705 Psychodynamic Theory I (2.0 units)**

This course presents the theory and concepts of Sigmund Freud and his contemporaries that set the foundation for all later psychodynamic thinking such as drive theory, structural theory, topographic theory, and the psychosexual model of personality development. The course provides major theoretical developments in classical psychoanalysis and elucidates the contributions of other selected authors and their schools in psychoanalysis such as C.G. Jung, Alfred Adler, Anna Freud, Erik Erikson, and others. Developmental models, notions of pathology, the role of the analyst, and the nature of healing are examined. Students investigate the relevance of classic psychoanalytic concepts, psychoanalytic technique, and specific interventions for case conceptualization in contemporary psychodynamic psychotherapy.

**PSY-707 Psychodynamic Theory II (2.0 units)**

This course continues the historical and conceptual expansion of psychoanalytic theory into different schools of psychoanalysis such as object relations and attachment theory. The course investigates the contributions of selected authors such as Melanie Klein, Donald Winnicott, Ronald Fairbairn, Michael Balint, and John Bowlby. Developmental models, notions of pathology, the role of the analyst, and the nature of healing are examined. Students evaluate the application of psychoanalytic concepts in the clinical context, psychoanalytic technique, and its specific interventions in their relevance to classic psychoanalytic and contemporary psychodynamic treatment modalities.

**PSY-709 Psychodynamic Theory III (2.0 units)**

This course expands the foundational psychoanalytic thinking into contemporary theories and clinical practice. The contributions of Heinz Kohut's self-psychology are highlighted in transforming psychoanalytic thinking and practice as a gateway towards relational, interpersonal, and affect-centered theories. Students explore the contribution of authors such as Christopher Bollas, Jessica Benjamin, Robert Stolorow, Karen Maroda, and Pat Odgen. Students appraise the shift from a one-person psychology to a two-person psychology and evaluate the relevance of the relational context as a curative factor in psychotherapy. Students apply psychoanalytic, neurobiologically-informed, and trauma-focused concepts to clinical material.

**PSY-711 Neurobiology and Affect Regulation (3.0 units)**

This course provides an in-depth review of the anatomy of the brain and its inter-related structures in the context of psychological development and functioning. To comprehend mind-brain-body connections as underpinnings of the emotional selves of humans, special attention is given to the functions of the right brain and limbic system. Students appraise the interconnection between memory systems and the limbic and autonomic nervous system in its relation to affect regulation. Students evaluate the impact of trauma on affect regulatory processes at different developmental stages and the resulting implications for psychotherapy.

**PSY-713 Psychodynamic Understanding of Attachment (3.0 units)**

This course presents John Bowlby's original attachment theory, including his conceptualization of separation, loss, and trauma in childhood. Students explore the rich body of attachment research and the contributions of Mary Ainsworth and Mary Main, including ways of measuring attachment styles. Students examine the integration of affect regulation theory, neurobiology in modern attachment theory by Allen Schore and Judith Schore for the understanding of human development and mental health.

**PSY-715 Foundations of Psychodynamic Play Therapy (3.0 units)** This course presents theories of psychodynamic child play therapy. Students examine a variety of factors influencing the treatment of children including cultural diversity, family dynamics, trauma, bio-psycho-social, emotional, behavioral difficulties, and childhood disorders. Students will integrate these considerations and psychodynamic techniques in play therapy into treatment conceptualizations.

**PSY-730 Child-Parent Psychotherapy (3.0 units)**

This course provides an overview of Child Parent Psychotherapy (CPP), an evidence-based trauma treatment for children from birth to five. Students will apply CPP principles and neurobiologically-informed and trauma-focused perspectives within psychodynamically-oriented treatment interventions. Emphasis is placed upon the therapeutic relationship with parents, assessing how parental early childhood trauma and attachment experiences guide parenting skills and impact the child. Students will integrate the concept of dyadic psychotherapy to modify multi-generational transmission of dysfunctional parenting patterns in treatment.

### **PSY-732 Case Conference I (3.0 units)**

This first course of a three-part series of Case Conferences courses develops comprehensive psychodynamic case formulations, considering neurobiologically-informed and trauma-focused perspectives. Students integrate theories, perspectives, and interventions studied in previous coursework into the conceptualization of their current case work. Emphasis is placed on the critical aspect of including parents/caregivers in child and adolescent psychodynamic treatment and maintaining boundaries between parent work and individual therapy. Students will examine and discuss their casework progress on a weekly basis using the developed standard format.

## **Year Two Courses**

### **PSY-704 Scholarly Writing Seminar (2.0 units)**

The Scholarly Writing Seminar continues to develop scholarly writing and research skills for both academic and dissertation development. Students in their second year of studies develop the dissertation proposal planning guide and practice writing skills necessary for completing a successful dissertation. Students critically reflect on their own and others' writing using an ongoing process that involves drafting, revising, and receiving feedback on first and second drafts from readers. Students will apply critical thinking skills and produce scholarly writing with clarity, accuracy, precision, relevance, depth, breadth, and logic. An initial dissertation research problem or question to investigate are developed and early stages of the dissertation proposal are planned. Students follow the current APA style including grammar, punctuation, and spelling. Students use library resources and electronic data bases with specific attention to citing resources and avoiding plagiarism.

### **PSY-706 – Critical Analysis of Contemporary Research (3.0 units)**

This course focuses on a critical analysis of contemporary, recently published and peer-reviewed scholarly research in the field of human development, psychopathology, and psychotherapy of children, adolescents, and their families, with a special focus on studies employing psychodynamically-oriented, neurobiologically-informed, and trauma-focused perspectives. Published dissertations are reviewed to identify the rationale, logic, and purpose of the study and research methods. Students explore research ethics such as potential biases, considerations of cultural diversity, and ethical concerns in conducting research. Students will continue to develop their dissertation proposal planning guide.

### **PSY-708 Practical Research Design (2.0 units)**

This course presents research design as students continue to refine their research topic, literature review, and further the development of a research design method in preparation for their dissertation proposal. Students gain practical skills as they further analyze psychodynamically-oriented, neurobiologically-informed, and trauma-focused research papers and dissertations to identify the rationale, logic, purpose, and methods of the research studies. There is an exploration of moral and ethical issues including diversity factors and bias in research. By the end of this course, students will further develop their dissertation proposal planning guide and their research design.

### **PSY-717 Pre- to Adolescent Development and Mental Health (3.0 units)**

This course presents the normal and atypical development of pre-adolescents and adolescents from a neurobiological and psychodynamic perspective. Students examine theoretical and empirical research as related to assessment, etiology, the effects of trauma, and the major categories of child psychopathology and develop diagnoses based on the DSM-V.

**PSY-719 Cultural Competence (3.0 units)**

This course introduces students to the contemporary psychoanalytic relational and intersubjective systems theory in the context of developing cultural competence. Students examine the impact of human diversity including race, culture, gender, sexual orientation on historical theory development in psychology. This perspective serves as a corrective construct to the biases of classical psychoanalysis and ego psychology, with adherence to the dominant Eurocentric worldview, homophobia, and racist attitudes. Students explore how their own intersectionality organizes the experience of both the psychodynamic psychotherapist and the patient in the therapeutic process. Students evaluate their unconscious biases and impact on providing psychotherapy. Students explore the implications of an ethical psychodynamic perspective requiring self-reflection on privilege and the clinical implications of cultural humility.

**PSY-721 Integration of Psychoanalytic Work (3.0 units)**

This course integrates neurobiologically-informed and trauma-focused perspectives with psychodynamic models of the mind in psychotherapy pertaining to children and adolescents. Students examine the right brain and limbic system in conjunction with the mind-brain-body connections and research which are the underpinnings of the emotional self. Students evaluate and apply these concepts into psychotherapy.

**PSY-734 Case Conference II (3.0 units)**

The second course of this three-part series of Case Conference Courses continues to focus on students integrating psychodynamically-oriented, neurobiologically-informed, and trauma-focused perspectives into comprehensive case conceptualizations. Students will compare and contrast psychodynamic theorists and select one theorist as a lens to view their clinical case material, while integrating how relationships and environments impact human development. Application of interventions and techniques will be illustrated through a series of therapeutic process notes, case examples of clinical work, and case comprehensive presentations.

**PSY-738 Psychodynamic Psychotherapy with Adolescents (3.0 units)**

This course provides an overview of treatment modalities with emphasis on psychodynamically-oriented, neurobiologically-informed, and trauma-focused psychotherapy with adolescents. Students will apply skills in forming a working alliance, managing transference and countertransference issues, addressing age-related challenges, and implementing the termination process with individuals, groups, and families.

**PSY-740 Evaluating Psychodynamic Effectiveness (2.0 units)**

This course addresses the three aspects of evidence-based practice: research evidence, clinical expertise, and patient characteristics with an emphasis on psychodynamic conceptualization and technique. The course includes an overview of the issues and controversies surrounding the designation of “evidence-based” interventions, the cultural values which underlie such assumptions, and perspectives on applying the designation specifically to psychodynamic models. A major emphasis includes how the three aspects of evidence-based practice inform psychodynamic strategies for addressing symptoms, and conceptual bases for integrating symptom and trauma-focused work with a broader exploratory treatment. This course facilitates the examination of psychodynamic research with an emphasis on enhancing students’ abilities to design research projects investigating the efficacy of psychodynamic modalities.

**PSY-742 Psychodynamic Supervision (3.0 units)**

This course provides advanced students with instructions in the process of psychodynamic psychotherapy supervision as a unique intervention process that is focused on the professional identity and skill development of supervisees. This course focuses on developing a quality supervisory working alliance, conceptualization skills,

evaluation, teaching and consultation skills. Emphasis is placed on reflective supervision and a neurobiologically-informed perspective considering parallel process and countertransference dynamics.

### **PSY-746 Selected Topics I (2.0 units)**

This course develops a specific area in psychodynamic child psychology and psychotherapy. The course presents advanced training based on the expressed interests of the cohort. This course differs from a regular course in that the course content may change from offering to offering depending on the chosen topic and the instructor's expertise in the relevant area. Course content will be selected six months prior to the quarter term it is offered and students will be notified.

### **PSY-750 Applications of Psychodynamic Play Therapy (3.0 units)**

This course integrates multiple approaches and modalities of play therapy and other techniques with a focus on establishing and supporting therapeutic relationships with children, adolescents, and their families in a culturally competent manner. Students appraise the principles and interventions of play therapy and practice through hands-on application. Students integrate listening and observational skills and identify the child's projected internal world from a trauma-informed perspective. Students investigate the complexity of engaging the parents in support of the child's treatment.

## **Year Three Courses**

### **PSY-736 Case Conference III (3.0 units)**

In the third course of a three-part series of Case Conference courses, students master their skills in integrating psychodynamic-oriented, neurobiologically-informed, and trauma-focused case conceptualizations. Emphasis is placed on particular challenges such as parent involvement, impasses, and termination procedures in child and adolescent psychotherapy. Application of interventions and techniques will be illustrated through a series of therapeutic process notes, assessment reports, case examples of clinical work, and comprehensive case presentations.

### **PSY-744 Psychodynamic Family Therapy (2.0 units)**

This course advances the psychodynamic treatment to the modality of family therapy exploring the work of , Nathan Ackerman, Murray Bowen, , Carl Whitaker and others. Students evaluate the unconscious aspects of individual personality development and function with an interest in the social and family context, in which individual and relational dysfunction develops. Students focus on the interaction between family members, analyzing the role played by each member in maintaining the system. Using this perspective, students develop case formulations, implement psychodynamic interventions, and plan effective courses of treatment to address multiple aspects of individual and family psychological functioning.

### **Dissertation Development series (PSY-741, 743, 745, 747)**

The Dissertation Development courses are a four-part series to further develop the doctoral candidate's dissertation proposal. Resources include group forum discussions in the course, the dissertation writing template, the Dissertation Handbook, the dissertation rubric to evaluate the proposal, and the dissertation committee.

An online dissertation support environment includes the Psychoanalytic Electronic Publishing (PEP) and other archives to support the literature research process. Populi, the learning management system, houses the Dissertation Café folder containing the Dissertation Handbook and all forms needed for the dissertation process. Required documents and completed forms are archived in Populi. Dissertation courses offer support and the sharing of strategies for overcoming barriers to dissertation success including topics such as communication with

committee members, overcoming writing blocks, time management challenges, and other strategies to contribute to dissertation completion.

### **PSY-741 Dissertation Development I (3.0 units)**

Candidates review the composition of the three chapters of the dissertation proposal and further develop Chapter One of the dissertation proposal as described in the Dissertation Handbook including background to the research problem, purpose of the research, research questions, research design limitations and delimitations, and definition of key terms. Candidates write a clear and relevant purpose statement and research questions well-grounded in theory. Candidates develop an organized research schedule, discuss in a group forum the development of their proposal, review their scholarly writing, and format the proposal using the dissertation template and current APA format and style. Candidates review related ethical considerations and research methods to successfully complete the Protecting Human Research Participants (PHRP) Online Training and obtain a PHRP certificate prior to beginning their research. Candidates, with support from their dissertation committee chair, approach potential committee members to form their dissertation committee.

### **PSY-743 Dissertation Development II (3.0 units)**

Candidates continue developing Chapter Two of the dissertation proposal as described in the Dissertation Handbook including introduction, historical overview and current findings, and conceptual framework. Candidates acquaint themselves with authorities in their field of research regarding their topic and write an accurate and comprehensive review of literature consistent with the research problem. Candidates explain, compare and contrast essential concepts, theories, research, and critique existing arguments or theories in a knowledgeable, fair, and respectful manner. Gaps in the literature are identified to further establish the need for the study. Themes and subtopics are developed using the dissertation template and current APA format and style. Students develop organizational strategies to manage literary resources and in group forums practice oral presentations advancing their skills in leading discussions about their scholarly research. Candidates confirm their dissertation committee including the internal and external readers.

### **PSY-745 Dissertation Development III (3.0 units)**

Candidates continue developing Chapter Three of the dissertation proposal as described in the Dissertation Handbook including introduction and overview of methodology and research design. Candidates review the research design methods used in psychological research. In group forums, students discuss the relationship between their research problem and the methodology selected and demonstrate why the research methodology is suitable for the study. Candidates explain the rationale for the research design, how the methodology design supports the research problem, ethical and legal considerations, and how the research will contribute to current psychodynamic knowledge. Appropriate qualitative or quantitative design headings and details are incorporated into the dissertation template using current APA format and style. Candidates upload to Populi the required signed documents.

### **PSY-747 Dissertation Development IV (3.0 units)**

Candidates finalize Chapters One, Two, and Three of the proposal draft including appendices and references. Candidates refine their research design, prepare their comprehensive proposal for review by the Dissertation Committee referencing the dissertation rubric, and practice in the group forum the oral presentation for the Dissertation Committee. Following a successful oral presentation to the Committee, candidates prepare an Institutional Review Board (IRB) application described in the Dissertation Handbook. Upon the IRB's approval, candidates may begin the research process, collect informed consents, and gather data. Details are incorporated into the dissertation template using current APA format and style.

**PSY-748 Selected Topics II (2.0 units)**

This course develops a specific area in psychodynamic child psychology and psychotherapy. The course presents advanced training based on the expressed interests of the cohort. This course differs from a regular course in that the course content may change from offering to offering depending on the chosen topic and the instructor's expertise in the relevant area. Course content will be selected six months prior to the quarter term it is offered, and students will be notified.

**Evaluation and Analysis of Psychological Assessment series (PSY-752 and PSY-754)**

The purpose of these two courses is to familiarize mental health practitioners with their young clients' psycho-educational, neuropsychological, and educational reports. This set of courses address how to help parents comprehend and address their child's psychological and educational needs in order to actualize the report's recommendations in interest of their child. These courses do not train or qualify students to administer, score, or interpret psychological, educational, or projective tests nor to write psychological reports. They also do not allow students to represent themselves as psychological assessors.

**PSY-752 Evaluation and Analysis of Psychological Assessment I (2.0 units)**

This first course of a two-part series begins with an introduction of relevant statistical terms such as percentiles, t-scores, and standard scores and the concepts of dispersion and variability needed to more critically analyze psycho-educational test results. The course addresses underlying theories and principles of psychological testing, followed by introducing the student to standardized intelligence tests with a focus on the Wechsler Intelligence Scale for Children (WISC-V). The course also addresses achievement testing with a focus on the Woodcock-Johnson Tests of Achievement (WJ-IV). The final part of the course focuses on the relationship of these two tests in assessing possible learning disabilities, ending with reviews of actual, disguised, learning disabled children and adolescents' reports.

**PSY-754 Evaluation and Analysis of Psychological Assessment II (2.0 units)**

In this second course of a two-part series, students continue to use the basic tools of measurement required to understand and analyze data from psychological reports. The focus moves to personality assessment both objective and projective, with an emphasis on the Rorschach Test and thematic testing measures including the Children's Apperception Test (CAT), the [Thematic Apperception Test \(TAT\)](#), and others. Students learn how the various tests in the report are integrated to "paint a picture" of the individual child's development, and how to critically prioritize and actualize the recommendations. There is a special focus on explaining the IEP process and helping parents to access the recommendations with an emphasis on the rights of parents to services for their child. The final part of the course will focus on reviewing actual cases (disguised), to actualize what was learned.

**PSY-756 Jungian Theory and Therapy for Children and Adolescents (3.0 units)**

This course reviews the life, theory, and concepts of C. G. Jung as a foundation for Sandplay therapy. Students will differentiate the collective and personal unconscious, the individuation process, dreams, active imagination, images of the psyche, symbols, as well as archetypes such as the Self, shadow, persona, anima/animus. Methods used in analytical psychology and therapeutic interventions include the painting of inner images and Sandplay. The main elements of sand, water, and the miniature collection in the tray will be exemplified. Students appraise the application of this non-verbal method and its implication for the transference and countertransference dimension in case examples.

**PSY-758 Jungian Sandplay for Children and Adolescents (3.0 units)**

This course represents a continuation of PSY-756 and expands the integration of Jungian concepts as well as explores practical applications of the method. Students examine psychodynamics processes from a Jungian perspective and incorporate the interpretation of the material into the therapeutic work with clients. Jungian concepts of transference and countertransference will be amplified in the context of Sandplay therapy.

**PSY-760 Jungian Dream Work for Children and Adolescents (3.0 units)**

This course explores psychodynamic dream interpretation with a special emphasis on Jung's contribution. Students examine the clinical implications and the implementation of dream interpretation in the psychotherapeutic process, including the use of the therapist's unconscious process when listening to dreams and developing the interpretation of unconscious meaning in conjunction with the dreamer.

**Year Four Courses – Dissertation Completion****Dissertation Completion series (PSY-749A, 749B, 749C, 749D)**

The dissertation completion courses occur during the four terms of Year 4. Each term, students will receive guidance and academic support for the research and writing process during courses, and from their Dissertation Chair and Committee members. The courses are individualized to support scholarly writing, research data collection, and preparation for the dissertation defense. Students complete a dissertation inventory which records the completed steps the dissertation process, as based on the dissertation course learning outcomes. The Dissertation Office provides additional administrative student support.

**PSY-749A Dissertation Completion (2.0 units)**

During this first dissertation completion course, candidates write Chapter Four of the dissertation draft as described in the Dissertation Handbook: Introduction, summary of data, and analysis of findings using appropriate qualitative or quantitative headings with details incorporated into the dissertation template using current APA format and style. Candidates follow the data collection protocol using their approved research method. Candidates consult with their Dissertation Committee to adjust any unforeseen circumstances which occurred during the research phase and inform the IRB if needed. Candidates follow the criteria in the dissertation rubric and report results using data presentation techniques such as tables and diagrams using current APA format.

**PSY-749B Dissertation Completion (2.0 units)**

During this second dissertation completion course, candidates continue writing Chapter Four of the dissertation draft. Findings are analyzed, interpreted, linked to the research problem and questions, include unexpected results, and reference scholarly literature. Candidates present their work in a group forum, lead discussions, and critically assess their study.

**PSY-749C Dissertation Completion (2.0 units)**

During this third dissertation completion course, candidates develop Chapter Five of the dissertation draft as described in the Dissertation Handbook: Chapter overview, discussions, and conclusions. Candidates include the reiteration of the purpose statement, a clear, succinct summary of Chapters One through Four, including the literature review, methodology, and research design. Candidates synthesize, analyze, and integrate research themes, and formulate, write, and provide at least one conclusion for each finding. Candidates use the dissertation template to prepare Chapters Four and Five for Dissertation Committee review.

**PSY-749D Dissertation Completion (2.0 units)**

During this fourth dissertation completion course, candidates review, evaluate, and edit Chapters One to Five of the dissertation draft for coherence, clarity, consistency, and link themes to the purpose of the study. Candidates discuss in the group forum the meaning of their study's interpretations and conclusions. Candidates compose the research abstract and prepare their dissertation draft for the committee's final review. After receiving approval from their committee, candidates finish any remaining editing, formatting, and current APA style and format requirements, and prepare for the oral defense by practicing their presentations, responding to peer questions, and following the criteria in the dissertation rubric. Candidates schedule and present their oral defense to their committee and the RDGS community.

**Year Five Courses and Beyond - Dissertation Extension**

Candidates requiring additional time to complete their dissertation will continue their research and writing process, attend quarterly seminars, and collaborate with their Committee Members until the dissertation is complete. Candidates are required to complete their dissertations within the graduation deadline noted in the enrollment agreement to graduate with their PsyD in Psychodynamic Child Psychology and Psychotherapy.

**Course and Instructor Feedback Survey**

Students are asked to complete a Course and Instructor Feedback Survey and the end of each course. The information in the survey helps the RDGS to monitor the quality of the students' experiences and the effectiveness of the program to achieve the learning outcomes. Results from the survey are confidential and used to assist program assessment and planning.

# Academic Policies and Procedures

## **Academic Honesty and Plagiarism Policy**

The Reiss-Davis Graduate School is committed to the highest standards of academic honesty. Students are expected to complete all course assignments, exams, research projects, and dissertations with honesty and integrity. Plagiarism is knowingly presenting the works of others without proper citation and is cause for disciplinary action.

The students in the RDGS's PsyD program are expected to be familiar with and abide by the definitions of plagiarism provided in the current Publication Manual of the American Psychological Association. Using appropriate citation and referencing of sources will assist students to avoid the possibility of plagiarism. All assignments submitted in course work are automatically scanned for plagiarism by Unicheck in Populi. Each instructor determines the use of Unicheck for specific assignments.

All instances of academic dishonesty, such as plagiarism, cheating, and unethical computer use must be reported to the Dean. An act of academic dishonesty will be met with appropriate disciplinary sanctions, which may include a failing grade in a course, suspension, or being placed on academic probation as recorded by the Registrar's Office pending a formal review by the Dean. Students may appeal the Dean's decision to the Provost. All decisions made by the Provost are final. Plagiarism may also lead to immediate dismissal from the program. Evidence of plagiarism discovered after graduation may lead to the revocation of a student's degree.

## **Academic Probation and Disqualification Policy**

A student is subject to academic probation if the cumulative grade point average (GPA) falls below a grade of B or GPA of 3.0 for coursework. The student receives the notice of academic probation in writing from the Registrar's Office. The student must improve the GPA to the required 3.0 and no further grades of B- or below are earned.

A student on academic probation will be removed from probation when the cumulative grade point is average 3.0 or higher. The student will be notified in writing by the Registrar's Office about a change of status.

A student on academic probation is subject to academic disqualification if the student fails to raise the GPA to at least 3.0 or receives a grade of B- during the probationary period. A student who is disqualified from the PsyD program may not attend for the remainder of the year and will be withdrawn from the program (see [Withdrawal Policy](#)). Students who have been withdrawn must apply for readmission through the Admission's Office to re-enter the program.

## **Attendance Policy**

RDGS students are expected to attend classes on a regular basis. Attendance at each class and positive active interaction with class members is needed to gain full benefit from the program's graduate courses, in both campus class sessions and online sessions. Content areas are designed to provide a range of integrated in-class discussions and activities that lead to the development of students' learning.

Although RDGS is not required to take attendance by state, federal, or regional accrediting agencies, active participation in online assignments during the first week and attendance at the first residential session each

term is required. Students enrolled in Dissertation Completion courses must show active participation in online assignments during the first week of the term as well.

Absence for any reason does not relieve a student from responsibility for any part of the work covered in the class during the period of absence. Missing class or being tardy may impact on the student's understanding and development of the knowledge, skills, and dispositions required for clinicians, and consequently may impact the final grade. Excused absences or tardies for professional or health reasons must be arranged with prior approval from the instructor, with a student completing missed work as stipulated by the instructor. Tardiness at the RDGS is defined as coming to class more than 15 minutes late or returning to class from lunch or scheduled breaks at any time past the scheduled start of the class.

Please Note: Students with requests for Accommodations related to a documented disability should follow the Accommodations process, by informing RDGS staff or faculty members of their request. The RDGS representative will connect the student with the Inclusion Director to begin the Accommodations process. Please visit the online [Inclusion Office](#) for more information.

## **Confidentiality Requirement**

The inclusion of clinically relevant material and case examples is an essential component of bringing the learning material to life. All participants are expected to not discuss the clinical material outside the classroom.

In our program we follow the American Psychological Association's (2017) *Ethical Principles of Psychologists and Code of Conduct* for all mental health professionals and we take reasonable precautions to protect confidential information.

Psychologists do not disclose in their writings, lectures, or other public media confidential, personally identifiable information concerning their clients/patient, students, research participants, organizational clients, or other recipients of their services that they obtained during the course of their work, unless 1) they take reasonable steps to disguise the person or organization, 2) the person or organization has consented in writing, or 3) there is legal authorization for doing so (APA Ethics Code 2017, 4.07).

Students may be required to relate course content to real world and work experiences. Whenever these experiences are brought into the learning process, students are to protect the confidentiality and privacy of any person or organization included in their coursework. Students shall not disclose any information about a person or an organization that reasonably could lead to the identification of the person or organization (APA, Ethics Code 2017, 4.07).

## **Credit Hour Policy**

Students engage in courses defined by a number of credits or units. A unit of credit at the Reiss-Davis Graduate School is defined in relation to federal guidelines and the Carnegie unit hour definition: For each hour of classroom or direct faculty instruction there is mandatory minimum of two hours of out-of-class student work each week for the ten weeks to earn one hour of credit in the quarter term system. Most courses in the curriculum are two or three units, which meet for 20 or 30 hours of direct faculty instruction.

In the RDGS PsyD program:

- A 10-week, 2 credit course contains 60 hours of student work which translates to a total of 20 hours of direct faculty in-class and online instruction + 40 hours out-of-class preparation.
- A 10-week, 3 credit course contains 90 hours of student work which translates to a total of 30 hours of direct faculty in-class and online instruction + 60 hours out-of-class preparation.

This ratio of 1:2 instruction to independent work emphasizes the additional requirements for completion of readings, assignments, papers, and conducting research at the doctoral level.

## Grade Point Average

To compute a student's grade point average (GPA), the total number of credit units is divided into the total number of grade points. "I", "CR", "NC", "W" and "WF" carry no grade points and are not used in the grade point average calculations. If a course is repeated, the original grade is excluded from the GPA calculations.

- **Incomplete – I**

A grade of "I" may only be issued when a student has attended at least two-thirds of the course sessions and is unable to complete the requirements due to non-academic extraordinary circumstances. The student must communicate these circumstances in writing to the instructor prior to the final week of courses. An incomplete grade petition submitted after the course term end date will not be accepted. When the instructor decides that a student's "incomplete" request is warranted, a grade of "I" is issued. The instructor defines the conditions for the removal of the "I" grade in the student's record. Conditions include a time completion of no later than one term after the official end-date of the course; a shorter period of time is advised. The Registrar's Office receives notification from the instructor as part of the course grades submission. The Registrar's Office will send a courtesy e-mail reminding the student that the date of completion is pending. The Incomplete Grade policy applies to all the students across the institution including students with approved accommodations.

Incomplete courses will not be considered complete until official grades are posted by the Registrar's Office. Incomplete grades are not included in the calculation of grade point average and are not counted as passed/completed in the completion rate. Incomplete grades change to F grades if not completed within the required timeframe. The course(s) must be retaken. The maximum number of incompletes students are allowed to take during the course of the Academic Year is three (3).

- **Credit – CR**

A "CR" signifies that a student has demonstrated at least a B level in meeting the course outcomes. The course is not used in grade point average calculations.

- **No Credit – NC**

An "NC" signifies the student has not demonstrated minimally satisfactory competence in meeting course outcomes. Credit is not awarded. The course is not used in grade point average calculations. A student must repeat a course in which a No Credit grade was received. Both original and repeat enrollments will be noted on a student's permanent academic record; however, unit credit and grades are earned only once, and the units and grades earned for the repeated course will be used on the final transcript. Given the sequential structuring of and periodic revisions to the curriculum, course repetition may not always be possible. If scheduling or revisions prevent repetition of a course, a student may complete an Independent Study with the course instructor. Please see the Independent Study section for more information. An Independent Study fee will be assessed for this instruction.

- **Withdrawal – W**

A "W" signifies that a student has withdrawn from a course (details in Withdrawal Policy). This grade does not have grade points assigned. This grade is not used in grade point average calculations.

- **Unofficial Withdrawal – WF**

A student who fails to withdraw but stops attending classes is considered unofficially withdrawn and is assigned a grade of "WF".

## Grading System

Instructors evaluate each student's achievement of course and program learning outcomes throughout each course. Instructors submit evaluations the week following the last day of class to the Registrar's Office using the learning management system, Populi. Grades are released to the students before the start of the next term. Graduate students must maintain a cumulative GPA of 3.0 for all graduate work. A grade below "B-" is not considered a passing grade. Students who receive a "C", "D" or "F" grade in a required course must repeat the course. The "C", "D" or "F" grade is calculated in the cumulative GPA until the course is satisfactorily repeated. The original grade is excluded from the GPA calculation but remains as part of the student's official academic record.

GRADES	PERCENTAGE RANGE	GRADE POINTS
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D	60-69	0.7 – 1.3
F	< 60	0.0

## Grievance Policy and Procedures

The grievance policy and procedures provide students with a method for addressing any concerns that may arise regarding RDGS's academic or administrative policies that pertain to students.

The procedures provide a thorough review of the student's grievance by the Dean and affords due process rights with the intent of arriving at a mutual agreement. Students may appeal the Dean's decision to the Provost who may appoint a Review Committee. Decisions from the Provost are final.

### Informal Procedure for Resolving Grievances – Academic and Operational

Students are encouraged to discuss concerns or complaints with the person(s) who is (are) directly involved in the complaint in an effort to come to a satisfactory, informal resolution.

If these informal direct discussions are not successful, the student may pursue a further informal avenue. If the matter is an academic complaint, the student may contact the Dean or Provost. If the matter is an operational complaint, the student may contact the Director of Operations.

### Formal Procedure for Resolving Grievances – Academic

A grievance is initiated by completing and filing a Student Complaint and Grievance Form available on the RDGS website or by writing a letter that includes a detailed description of the grievance, the parties involved, the attempts to resolve the grievance informally, and the remedies sought. A formal grievance must be submitted to the Dean, in writing on the Student Complaint and Grievance Form. The grievance must state the nature and time of the offending action(s) and the person(s) involved in the action or failure to act. If the grievance involves the Dean, the grievance must be addressed to the Provost. If the matter involves the Provost, the grievance must be brought to the attention of the Chancellor. Information is gathered from the parties to the grievance and a record and/or summary of this information is kept. If the resolution with the grievant cannot be resolved, or if the conflict is between the provost and the grievant and no mutual agreement can be reached, the grievance must be brought to the attention of the Chancellor for resolution.

The person receiving a formal written grievance will review it and within 30 days gather information from the grievance parties, keeping a record and/or summary of this information. He or she will recommend a solution to the grievant based on mutual agreement. If a mutual agreement cannot be reached, a resolution will be determined, and the grievant will be notified of the resolution in writing. Copies of all records will be sent to and maintained by the RDGS Chancellor's Office.

## **Formal Procedure for Resolving Grievances – Operational**

A grievance involving non-academic matters must be addressed to the Director of Operations. It should be submitted as a letter or on the Student Complaint and Grievance Form. The Director of Operations will review the grievance and investigate the complaint within 30 days. The Director of Operations will gather information from the parties to the grievance and keep a record and/or summary of this information. After review, the Director of Operations will recommend a solution arrived at by mutual agreement with the grievant. If mutual agreement cannot be reached, a resolution will be determined by the Chancellor, and the grievant will be notified of the resolution in writing. If the resolution with the grievant involves the Director of Operations and no mutual agreement can be reached, the grievance must be brought to the attention of the Chancellor for resolution. Copies of all records will be sent to and maintained by the Chancellor's Office.

## **Appeal Process for Grievance Decisions**

For both academic and operational grievances, if the parties accept the resolution, the grievance is considered to be settled. If the resolution is not acceptable, then the grievant(s) may appeal the resolution in writing within 15 days of the date the resolution is mailed to the grievant(s). If the appeal is not submitted within the prescribed time limit, the entire process terminates.

If the grievant(s) elects to appeal academic and administrative appeals, they are submitted to the Provost, along with the written record from the previous steps. If the Provost is the object of the grievance, the grievance will be referred to the Chancellor for a final decision. If no final resolution can be reached, the Chancellor will ask the RDGS Board to call an ad hoc committee to investigate the grievance.

## **Independent Study Policy and Procedure**

Under special circumstances, the Reiss-Davis Graduate School may allow a student to register for an Independent Study course. Such consideration is made on a case-by-case basis. Requirements for class hours and documentation must be met.

Special scheduling conditions or life circumstances may cause a student to withdraw from a course. In general, Independent Study arrangements are discouraged; however, when a student cannot wait to take the course at the time it is offered again because of course sequencing, or if the course is no longer offered, the student may contact the Registrar and request to complete the course with the course Instructor through an Independent Study arrangement. Once the Dean approves the request and the Instructor agrees to work with the student, the student should complete an Independent Study Contract form and obtain the Instructor's signature prior to beginning the Independent Study. A syllabus is to be attached to the Independent Study Contract. The same credit hour policy applies to the Independent Study as it applies to other RDGS courses.

The student will work with the instructor over a period of one term to complete the course requirement. The student is expected to submit final work to the Instructor on or before the due date for the Independent Study. When enrolled in an Independent Study, a student will be billed a per unit tuition charge for the course(s). A student is considered to be enrolled while taking a course as an Independent Study. A student is allowed a maximum of four courses as Independent Studies during the entire coursework. Independent Studies may not be taken following degree completion.

## **Leave of Absence Policy and Procedure**

A Leave of Absence (LOA) is a planned leave available to students who find it necessary to interrupt their studies at RDGS. Students must be enrolled and have completed one term of study prior to the application.

Students requesting an LOA must submit a completed LOA Form to the Registrar's Office. Students are encouraged to discuss their plans with the Dean before requesting a LOA. Reasons for requiring a leave of absence often include bereavement, illness, care-giving, maternity, paternity, and call to active military duty. All requests must be submitted in advance of the anticipated leave.

The duration of an LOA is one academic year. Due to the sequential structure of RDGS course requirements, students who elect to take an LOA must remain on leave for one full year. As the LOA expires after a year, a student with extenuating circumstances may discuss the need for extension to the time limit with the Dean.

Taking a Leave of Absence does not extend the program time limits of eight years for completion for students in the doctoral program. A student may not be actively working towards completion of degree requirements, including completing coursework, conducting research, preparing for or taking a comprehensive exam, or working on a dissertation. Students on leave may complete course work for which an 'Incomplete' grade was awarded in a prior term and are expected to complete the coursework within one term.

The last date of attendance in the program will be the date the Registrar receives the signed Leave of Absence form. The Registrar will send written verification confirming to the student that the Leave of Absence is official. Calculating the percentage of the refund depends on the effective date of the official leave and will consider if the leave begins prior to or after a quarter term has begun. If the student chooses to begin a leave of absence while coursework is in progress, the student is subject to course completion requirements.

If a student takes a Leave of Absence after the quarter term has begun, the date on which the Registrar's Office receives the Leave of Absence form constitutes the effective date of the leave. When a student is granted an official LOA after the beginning of the term, courses in which the student was enrolled appear on the student's transcript and show the symbol 'W' (Withdrawal).

To resume enrollment following an approved LOA, students must submit a Request for Re-Enrollment form to the Registrar's Office at least six (6) weeks prior to the intended term of re-enrollment.

Students who do not attend class and have not filed for a Leave of Absence will be placed on inactive status and are subject to administrative withdrawal from the institution (see [Withdrawal Policy](#)).

## **Name Change Policy**

RDGS will accept name changes from students who are currently enrolled and for previous students whose records are maintained in the student database starting from the year 2008. RDGS requires legal documentation *or* proof of usage of the student's new name.

A copy of a court order, certificate of naturalization, certificate of marriage, or some other form of positive identification reflecting the new name in full is the primary document required. This document needs to be accompanied with a valid ID and completed [Name Change Form](#).

1. Students may change their middle name(s) to an initial or vice versa without documentation. Documentation is required if a student is adding or deleting a middle name.
2. Once a name change has been recorded, students who have a degree from the RDGS may wish to order a new diploma. Please send a request to the Registrar's Office at [registrar@reissdavis.org](mailto:registrar@reissdavis.org).

## **Preferred First Name**

The RDGS recognizes that students may wish to use a preferred first name rather than their legal first name to identify themselves. The Graduate School supports students in this choice. Any student may designate a

preferred first name regardless of whether a legal change of name has occurred. If a student wishes to change, add and/or delete a preferred name please send a request to the Registrar's Office at [registrar@reissdavis.org](mailto:registrar@reissdavis.org).

The full name and preferred first name, if there is a preferred first name on record, will be displayed on the profile in Populi. The legal last name will remain unchanged and will be included in the preferred name.

### Use of Legal or Preferred First Name

Preferred First Name: The places where preferred first name can be used include:

- Online directory
- Campus management system (Populi)

Legal Name: The places where legal name will be used include:

- Student accounts and bills
- Financial aid documents and refund checks
- Enrollment and degree verification certificates
- Official transcripts

Legal Name or Preferred First Name: The places where either preferred first name or legal name can be used are:

- The Reiss-Davis E-mail Address
- ID Cards

A name change request, with documentation, may be provided either in person at the Registrar's Office, electronically via e-mail to [registrar@reissdavis.org](mailto:registrar@reissdavis.org), or through the regular mail to The Reiss-Davis Graduate School, Office of the Registrar, 3200 Motor Ave, Los Angeles, California 90034.

### Satisfactory Academic Policy (SAP)

The Financial Aid Office evaluates SAP annually, at the end of the academic year, after summer grades are posted by the Registrar's Office. Students must meet all three standards to remain eligible for Title IV assistance (see [Federal Financial Aid - Title IV Funds \(R2T4\)](#)).

- **Qualitative** —requires a cumulative 3.0 grade point average (GPA) as calculated by the Registrar's Office.
- **Quantitative** — requires a minimum overall completion rate of 67% (rounded to nearest 1%). Passing grades for this purpose are letter grades of A, A-, B+, B, B-, CR, C+, C, C-, D, or P. Completion rate is calculated by dividing the total units completed/passed divided by total attempted.
- **Maximum Timeframe** — requires completion of program requirements within 150% maximum attempted credits. For example, the program requires successful completion of 104 credits to graduate, students may receive federal funding for up to a maximum of 156 attempted credits.

Students enrolled in dissertation completion courses are enrolled half-time. The dissertation completion courses are considered to be in progress and counted as attempted credits and will not receive a grade until the dissertation is complete. Students may receive federal funding during year 4 dissertation courses for up to four terms. Progress will be evaluated annually at the end of summer term. Students who need additional time to complete the dissertation phase of the program (year 5) must appeal for continued eligibility (see appeal section

for more information). Federal financial aid is generally not available beyond year 5 dissertation extension period.

Grades of F, I, W, WF, NC, and NP indicate unsatisfactory completion of courses for financial aid purposes. Failure to satisfactorily complete the required percentage of credits will result in the suspension of financial aid.

Satisfactory academic progress must be maintained and is reviewed even during periods in which aid is not received.

Academic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

## **SAP Terms and Definitions**

- **Incomplete Grades:** Incomplete courses will not be considered complete until official grades are posted by the Registrar's Office. Incomplete grades are not included in the calculation of grade point average and are not counted as passed/completed in the completion rate. Incomplete grades are included as attempted units in the completion rate calculation. Incomplete grades change to F grades if not completed within the required timeframe.
- **Transfer Courses:** All units transferred will be included in the calculation of Completion Rate and Maximum Time Frame as attempted and completed units. Grades for transfer credit are not included in GPA calculation.
- **Repeat Courses:** Students may receive financial aid funding for repeating a previously passed course one time; a failed course may be repeated until it is passed.
- **Telecourses and Distance Delivered Courses:** These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. Note: Students are still required to complete these classes within the term that they enroll.
- **Withdrawals:** Students who totally withdraw from the institution, after receiving financial aid, may be liable for refunds and/or return of Title IV funds. Course withdrawals are included in the completion rate and maximum timeframe standards.
- **Institutional Funds:** Students receiving most scholarships, grants, or tuition waivers from The Reiss-Davis Graduate School are expected to meet the satisfactory academic progress requirements. Please be advised, however, that some scholarships and waivers require a higher GPA for continued eligibility.
- **Notification:** Notifications regarding lack of satisfactory academic progress and appeal decisions will be e-mailed to the student to the student's RDGS e-mail address. It is the student's responsibility to monitor student e-mail for all financial aid notifications and communications.
- **Financial Aid Suspension:** Students are not eligible for federal financial aid during financial aid suspension. Financial aid suspension will result from:
  - Failure to meet minimum cumulative GPA or completion rate requirements,
  - Academic Disqualification, Dismissal, or removal from program as defined by the academic catalog,
  - Exceeding 150% of the maximum number of credits required for graduation from the student's program,
  - Failure to meet dissertation milestones and complete dissertation at the end of year 4,

- Failure to meet the requirements of an appeal approval (Corrective Action Plan or Dissertation Completion Plan)
- **Appeals:** Students have the right to appeal financial aid suspension if extenuating circumstances hindered academic performance. Students must submit the appeal to the financial aid office within two weeks of the suspension e-mail notification.

Submission of an appeal is not a guarantee of approval. Appeals may not be reviewed prior to the start of the fall term. Therefore, students should be prepared to pay out of pocket.

To appeal, within two weeks of suspension notification, the student must submit the following to the Financial Aid Office:

1. A detailed (typed) personal statement describing the basis for the appeal: the death of a relative, an injury, or illness of the student, or other special circumstances. The statement should include an explanation as to what has changed that would allow the student to demonstrate SAP at the next evaluation.
2. A copy of supporting documentation. For example, records that demonstrate the extenuating circumstances (letter from physician, counselor, social worker, pastor, etc.).
3. A Corrective Action Plan (CAP) or Dissertation Completion Plan (DCP).
  - a. Students who fail to meet the 3.0 cumulative GPA and/or 67% completion rate standards are required to meet with a faculty advisor to develop a CAP that outlines how and when deficiencies will be resolved. The CAP must be included with the personal statement and supporting documentation.
  - b. Students who appeal the 150% maximum timeframe must meet with their dissertation chairperson and develop a Dissertation Completion Plan (DCP) that outlines the remaining milestones and completion timeline. The DCP must be included with the personal statement and supporting documentation.

The financial aid committee will review appeals in the order received. Students should allow up to two weeks for review and follow up. Students will be notified by e-mail of the outcome of their appeal. The decision of the committee is final and may not be appealed.

- **Financial Aid Probation:** If a student's appeal is granted, they will be placed on Financial Aid Probation and their financial aid eligibility will be reinstated for up to a maximum of four quarter terms depending on the Corrective Action Plan (CAP) or Dissertation Completion Plan (DCP). If a student does not meet the conditions of the CAP or DCP during the probationary period, eligibility is terminated.
- **Financial Aid Termination:** If the student's appeal is denied, or if the student fails to meet the conditions specified in their CAP/DCP during the Financial Aid Probation period, they will be placed on Financial Aid Termination. Students placed on Financial Aid Termination may not appeal for reinstatement of eligibility.
- **Reinstatement:** A student who cannot or does not want to appeal, or whose appeal has been denied may regain eligibility by attending course(s) without financial aid. The student's eligibility will be reinstated once the 67% cumulative completion rate and minimum cumulative GPA requirements have been reached, and the student is within the 150% timeframe and is in good academic standing.
- **Disbursements:** Appeals may be approved for current or future terms only and cannot be approved for a prior term. Funds cannot be disbursed for prior terms when a student has failed to maintain satisfactory academic progress.

- **Calculating GPA**

$$\text{GPA} = \text{Quality Points} \div \text{GPA Hours}$$

The SAP calculation for GPA is calculated using the cumulative GPA of all classes taken at The Reiss-Davis Graduate School.

- Transfer Credits are not included in the GPA calculation.
- The Reiss-Davis Graduate School utilizes a 4.0 GPA system.
- If a class has been retaken for a new grade, the most recent grade will be applied, and the previous grade will be considered an unsuccessful attempt; no GPA hours or Quality points are associated with the prior attempt.

GPA Hours: Total credits countable in the GPA calculation (all graded coursework F or above, excluding repeated courses and Pass/No Pass courses).

- **Calculating Cumulative Completion Rate**

$$\text{Completion Rate} = \text{passed/earned credits} \div \text{attempted credits.}$$

The cumulative completion rate calculation includes all credits taken at The Reiss-Davis Graduate School as well as any credits from other institutions accepted for credit at The Reiss-Davis Graduate School.

Please note that not all credits may be accepted for transfer. It is important to note the following:

- Transfer credits are listed as both attempted and earned credits equally.
- Repeated coursework (for those courses that are not repeatable for credit) will count as attempted every time but earned only once.
- Courses that receive grades of F, I, WF, W, NC, and NP indicate unsatisfactory completion of courses for financial aid purposes and will be counted as attempted but not earned.
- Quality Points: GPA Hours x Grade value (based on a 4.0 scale)

As an example; if a student is enrolled in 12 credits, but got an F and only completed 9 credits, the completion rate is 75%. This rate is cumulative and will change each term as the student continues to enroll in coursework. If the same student enrolls in another 12 credits the next term but withdraws from all classes, then the attempted credits is 24 but student only earned 9. The completion rate will have fallen and is now below the minimum 67% required (9 credits earned / 24 attempted = 38% completion rate).

- **Calculating Maximum Timeframe:** The 150% rule specifies the maximum allowable timeframe for students receiving financial aid is equal to 150% of the length of their program.

To calculate the student's proximity to the maximum 150% timeframe, add all attempted and transferred credits and then compare to the student's current primary program level. Once students exceed the 150% maximum timeframe for their program, they are no longer eligible for financial aid. The 150% maximum timeframe is not cumulative. If the student is enrolled in multiple programs it is compared against the student's primary degree program only.

- **Attempted Credits:** All credits for courses the student was formally enrolled in as of the end of or after the add/drop period. All credits transferred to The Reiss-Davis Graduate School. All credits accepted by The Reiss-Davis Graduate School that are earned through examination, testing or other means.

It is important to note this includes all credits, regardless of whether they were successful or not, whether they were withdrawn from, changed to audit, failed, repeated for a better grade, or incomplete.

- **Earned/Passed Credits:** All credits completed with grades of 'D' or better, including credits completed with a 'P' passing grade, and excluding credits for repeated coursework. All credits transferred to The

Reiss-Davis Graduate School. All credits accepted by The Reiss-Davis Graduate School that are earned through examination, testing, or other means.

Exception: If the class description clearly states that the course is repeatable for credit, then a retaken course will be counted as earned up to the allowable limit.

## **Withdrawal Policies**

### **Withdrawal from a Course**

Due to a sequential nature of RDGS curriculum students are discouraged to withdraw from courses. If withdrawal from the course cannot be avoided, a student needs to either retake the class once it is available with the next Cohort or to take an Independent Study to complete the course. The Independent Study must be completed by the end of the next quarter term.

A student who does not attend class and has not been approved for a Leave of Absence, will be placed on inactive status and will be subject to administrative withdrawal from the program.

The percentage of the refund depends on the effective date of the withdrawal.

### **Withdrawal from the Program**

A student who wishes to withdraw from the RDGS program is strongly advised to speak with the Dean or Registrar's Office. A student wanting to voluntarily withdraw from the RDGS program must complete the *Withdrawal from the Program Request* form and submit it to the Registrar's Office. The withdrawal request is reviewed by the Dean, and if approved, the academic record will show the date of withdrawal and a standing of "W" will be recorded in all courses not completed on that date. The academic record will indicate "Voluntary Withdrawal".

Students who fail to withdraw but stop attending class are considered unofficial withdraws and are assigned a grade of 'WF'.

A voluntary withdrawal cannot be retroactive. The effective date entered into the student's record by the Registrar's Office is the date of approval. The student will remain financially and academically responsible for any courses enrolled in until the date of withdrawal. The student is responsible for returning all library books and other borrowed materials. The student will no longer have access to electronic resources, including the school e-mail account.

Students who have been withdrawn must apply for readmission through the Admission's Office in order to re-enter the program. If they are readmitted, students will be subject to the degree requirements and catalog policies, including tuition and fees, in effect at the time of their readmission.

The percentage of the refund depends on the effective date of the withdrawal.

# Student Accounts

## Tuition and Fees Payments

### Current Schedule of Student Charges: Cohort H-2020/2021

Tuition and Fees are reviewed annually and may be adjusted.

Application Fee	\$60.00	Not refundable
Registration Fee due at time of acceptance	250.00	Refundable during Cancellation Period
Student Tuition Recovery Fund Fee (per year)	0.00	Not refundable
Tuition 2020/2021 (Year 1 of Program)	23,616.00	Refund pro-rated
Tuition Years Two through Three	50,834.00	Refund pro-rated
Dissertation Advisement Fee – Year Three	3,200.00	Refund pro-rated
Dissertation Completion Tuition	13,018.00	Refund pro-rated
Dissertation Editor Estimate; Student will seek individual editor	150.00	
Dissertation Binding Estimate of 3 copies; Student will make arrangements	500.00	
Books and supplies	2,000.00	
Graduation Processing and Diploma Fee	250.00	Not refundable
<b>Total Fees Due*</b>	<b>93,878.00</b>	

### TOTAL CHARGES DUE UPON ENROLLMENT

Registration Fee	\$250.00
STRF Fee to be paid at time of first payment of tuition	\$0.00
<b>Total</b>	<b>\$250.00</b>

- Non-refundable application fee (\$60).
- Registration fee refundable during cancellation period (\$250) due at time of acceptance.
- First Year Tuition \$23,616.00 (Cost per unit: \$738). Tuition is billed on a quarterly basis in the amount of \$5,904.00. Tuition Fees may be adjusted annually.
- Student Tuition Recovery Fund Fee. This fee is mandated by the State of California and collected from the student. A student is not required to pay this fee if their tuition is funded by a third-party payer such as an employer or if a student is not a California resident. At the current period, the State of California is not collecting the STRF Fund Fee from students.
- The Dissertation Completion Tuition will be paid on an annual basis and cover the following fees:
  - The dissertation advisement fee for work with the dissertation chair, internal and external reader for one year. The number of hours required is individually determined based on progress through the dissertation writing process.
  - A continuous enrollment fee will be applied for year 4 of student enrollment.
  - A Dissertation Seminar, which will be mandatory on a quarterly basis and will be available to students in year four.
- Enrollment in the Dissertation Extension will be charged the current Dissertation Completion Tuition per year.
- Graduation processing and diploma fee (\$250) due at time of graduation.
- Transcript fee (\$10) (one certified transcript copy is provided at graduation).

- Late tuition payment fee (10 days late) (\$100).
- *Estimated* textbook and supplies expense \$2,000.

Please note that there are no charges for equipment, housing, transportation, or shop fees, as the Graduate School does not provide these services. The student will need to purchase some books during the program (estimated at \$2,000). Beyond those provided on this schedule, there are no other expenses.

### **Schedule of Payments**

For year one and all subsequent years of the Reiss-Davis Graduate School, the student will be billed on a quarterly basis unless directed otherwise. In no instance will the student be billed before the student has signed an enrollment agreement which discloses the date of the first class session. Payments are made through the Populi Finance Portal and are due on the first day of the quarter term. A late fee of \$100 may be billed for payments more than 10 days late. Tuition balances must be cleared from term to term in order to maintain enrollment.

### **Dissertation Committee Fee**

Dissertation advisement fee for work with Dissertation Chair, Faculty Reader and Outside reader will be managed by the institution when the student enrolls in Year 3 Dissertation Development and Year 4 Dissertation Completion. Students are advised that the time required to complete the Psy.D. Dissertation will vary based on individual progress. As stated above, Tuition and Fees are reviewed annually and may be adjusted.

## Financial Assistance

The Reiss-Davis Graduate School has established the Lear Family Foundation Scholarship to assist student with tuition on annual basis. Students must apply each year for available funds. The Reiss-Davis Graduate School has been approved by the Department of Education to start offering student loans. The approval has been in effect since August 23, 2019. The Reiss-Davis Graduate School participates in federal financial aid programs and offers consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs – 94909(a)(10) for Title IV schools.

If students obtain a loan to pay for the program, they are responsible for repaying the full loan amount plus any interest, less the amount of any refund. If they have received federal student financial aid funds, and they already paid the tuition, they may be entitled to a refund of the monies not paid from federal student financial aid program funds.

## Cancellation and Refund Policy

A student has the right to cancel his or her agreement for a program of instruction, without any financial penalty or obligations, on or before attendance of the first day of quarter term of the first academic year or the seventh day after enrollment, whichever is later. Cancellation may occur when the student provides a written notice of cancellation. This can be done by mail, by hand delivery, or by e-mail to the Registrar's Office at Registrar@reissdavis.org. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage or confirmed by e-mail to the Registrar. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. The student is eligible for a refund of the \$250 enrollment fee if the cancelation was requested during the cancellation period.

After the end of this cancellation period, the student also has the right to *withdraw* from the program at any time. Should a student withdraw from the program, he or she will not be charged for future quarters. The percentage of the refund depends on the effective date of the withdrawal.

The student may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if the student has completed 60% or less of the scheduled days in the current payment period of program defined as a quarter term through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance defined as a quarter term for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution;
- The student fails to return from a leave of absence.

Withdrawal Date	Refund Percentage
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For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For programs beyond the current "payment period," defined as a quarter term, if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

On or before the 1 <sup>st</sup> day of the Quarter	100%
During Week 1	90%
During Weeks 2-3	50%
During Weeks 4-5	25%
During Week 6 and beyond	0%

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Federal Financial Aid - Title IV Funds (R2T4)**

### **Return of Title IV Funds**

The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from an institution who receive Title IV financial aid. The Title IV financial aid programs include: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs). At the Reiss-Davis Graduate School (RDGS), this policy applies to Federal Direct Loans.

The Return of Title IV Funds (R2T4) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance and is based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Students earn Title IV financial aid through attendance. The percentage of aid earned is equal to the percentage of the term completed. After the 60% point in the term, a student has earned 100% of scheduled Title IV financial aid funds.

A student who withdraws after the 60% point of a term is entitled to keep all Title IV financial aid for that term. However, if the student withdraws prior to the 60% point, all **unearned** Title IV aid, as determined by the federal R2T4 calculation, must be returned to the federal financial aid program.

If the school has disbursed more aid than the student has earned, money is returned to the programs. The return of federal financial aid could result in the student owing the institution and/or the U.S. Department of Education the unearned portion that was returned. If the school has disbursed less aid than the student has earned, a post-withdrawal disbursement will be calculated.

### **Post Withdrawal Disbursement**

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. The Reiss-Davis Graduate School may automatically use all or a portion of the post-withdrawal disbursement for outstanding tuition and fees charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-wi within 30 days of the date of withdrawal determination. The school must return the Title IV funds to the Department of Education within 45 days of the date the school determines the student withdrew.

## **Determining Earned Aid**

Although aid is posted to the student account at the start of each quarter term after attendance is confirmed, students earn the financial aid funds based on the date of withdrawal, the calendar days completed in the term, and the number of calendar days in the term. The Return of Title IV Funds will be calculated based on the date official written notification of withdrawal is received by the Registrar's Office, the last date of documented attendance or for an unofficial withdrawal, the mid-point of the term or the last date of academic related activity.

If the date a student withdraws from The Reiss-Davis Graduate School is prior to or on the 60% point of the quarter term, RDGS is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period. Any unearned financial aid returned to the Department of Education may result in a balance due to the institution.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to the identified aid program. \*

The following formula is used to determine the percentage of unearned aid that has to be returned to the Department of Education:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period is the entire quarter term. For students enrolled in modules (courses which are not scheduled for the entire term), the payment period only includes those days for the modules(s) in which the student is registered.
- The percent unearned is equal to 100% minus the percent earned.

## **Order of Aid to be Returned**

In accordance with federal regulations and The Reiss-Davis Graduate School policy, if a Title IV aid recipient is eligible for a refund for the term, the refund will be returned to the student aid programs. Returned Title IV Funds are allocated in the following order:

- Direct Unsubsidized Loans
- Direct PLUS Loans (Graduate student)

## **Notification to Student**

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student via RDGS student e-mail of the results of the calculation and the amount of aid that was returned. The Business Office will notify the student of any outstanding balance now due to the institution.

## **Unofficial withdrawals**

Students who fail to withdraw but stop attending class are considered unofficial withdrawals and are assigned a grade of 'WF'. Title IV recipients who receive all 'WF' grades or a combination of 'W' and 'WF' grades will be considered unofficial withdrawals. The Return to Title IV Funds policy requires The Reiss-Davis Graduate School to calculate the "earned" amount of financial aid based on the mid-point (50%) of the term or the last day of academic related activity. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

*\*Further examples of R2T4 are available upon student request.*

## **Campus Safety and Security Polices – Campus Safety Notification and Emergency Response Procedures**

### **Purpose**

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (“The Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”).

### **Policy**

The Reiss-Davis Graduate School includes the following efforts and procedures to maintain a safe campus environment. The following procedures have been designed to provide the campus community with immediate notification in case of significant campus safety and health emergencies, and timely warnings in case of crimes on or near campus that may pose a continuous threat.

### **Immediate Notification of Campus Emergencies Procedures**

If a significant emergency or dangerous situation occurs on campus, the Security Department shall, without delay, make an initial determination whether the situation represents an immediate threat to the safety and health of students and employees. If such threat exists, the Security Team will immediately inform the appropriate segments of the School community unless the Security Team uses their professional judgment and decides that issuing an immediate notification would endanger and compromise the efforts to assist a victim or to respond to the emergency.

The Head of the Security Department will consult with senior School officials to determine what follow-up information the campus community may need and what would be the best possible way to distribute the follow-up notices.

### **Content of Emergency Notices**

Emergency notices will be comprised of description of the emergency or dangerous situation, immediate steps to be taken including evacuation procedures if needed, and where to find additional information. Further information and emergency updates will be posted on the website and disseminated through the Reiss-Davis Graduate School emails as well as other methods as needed.

If evacuation is necessary, the Reiss-Davis Graduate School will provide the evacuation instructions. Specific details will be included in the emergency notices.

### **Dissemination of the Emergency Notices**

The Reiss-Davis Graduate School will use mass notification methods to provide emergency notification to the campus community. These methods include but are not limited to:

- Emails to ReissDavis.org email accounts
- Text alerts to cell phones
- Posting information to the Reiss-Davis home page ([www.reissdavis.org](http://www.reissdavis.org))
- Other methods as appropriate (media, handouts, phone calls, etc.)

All members of the School community are encouraged to provide the School with up-to-date contact information, including a cell phone number, through the school’s Populi portal to make sure they receive the School’s emergency notices.

## **Tests**

The Security Department will oversee regular test of the School's emergency notification systems, evacuation procedures and drills (at least annually). At least one emergency response and evacuation procedures will be disseminated per calendar year. Every test will be documented including description of the exercise, date and time and whether the test was announced or unannounced.

## **Timely Warnings of Campus Crime Procedures**

It is the responsibility of the Head of the Security Department to immediately assess the potential danger or threat to the campus community or portions of, when a crime on or near campus is reported. If there is an immediate threat, the Security Department will follow the emergency notification procedure described above. In other cases, if the Head of the Security department believes there is a serious or an ongoing threat or danger, the Head will, in collaboration with the senior School officials, provide a timely working on the Reiss-Davis website home page. The Head may also use other means to communication the timely warning, including text messages, emails, etc, depending on particular circumstances of the crime.

## **Clery Act Reporting Standard Operating Procedure**

The Reiss-Davis Graduate School is committed to providing a safe, violence-free environment. The safety and security on and in close proximity to our campus is our priority therefore we are making sure that the campus community stays informed and therefore alert. Federal laws, including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA), require colleges and universities to inform campus communities and prospective members of crimes that occurred on campus and thereby necessitate caution on the part of students and employees.

Questions about the Campus Security should be directed to the Security Department at 310-836-1223 ext.318 or email [graduateschool@reissdavis.org](mailto:graduateschool@reissdavis.org).

## **Policy on Carrying Balances**

The Reiss-Davis Graduate School does not allow students to carry a balance from one quarter term to the next. Students will be allowed to enroll in the next term year only when the tuition balances are clear. Student will also be charged a \$100 late fee if their tuition is not received on time.

## **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

# Student Life

## Diversity Statement

The Reiss-Davis Graduate School promotes the growth and development of professionals in the field of infant, child, and adolescent mental health. The program acknowledges that opportunities for highly educated mental health professionals in the Los Angeles area and beyond should reflect a population diverse in factors such as background, race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, religious belief, disability, and life experiences. Aligned with RDGS's compassion, excellence, inclusion, and integrity, RDGS must provide diverse experiences throughout the program, allowing students to build competencies in diversity, equity, and cultural humility that are seen as essential components of professional success in a global society.

Since its conception, a defining element of the discipline of psychoanalysis and psychodynamic psychology has been an ongoing discourse about historical, philosophical, and biological discoveries and the interplay between the internal and external world. The internal world is considered in concepts such as the unconscious, imagination, fantasy, and defense mechanism while the external world is thought of in environmental factors such as parents, family, peers, community, and context. Both worlds are seen as relevant for a person's development, wellbeing or suffering, stagnation or transformation, disorder or healing.

Historically, psychoanalysis though has been criticized for neglecting a thorough investigation into the impact of culture upon theoretical conceptualization, research, and the development of psychoanalysis as a therapeutic modality. More recently, psychoanalytic theorists have come to appreciate culture as an inextricable aspect of the psyche, leading also to the call of a more systematic inclusion of cultural competence as a core, essential component of psychoanalytic psychotherapy.

Inclusion is one of the four values defining the foundational aspiration of Reiss-Davis Graduate School as an institution of higher learning. RDGS is committed to foster an inclusive environment that respects the individuality of all people. Appreciation for diversity begins with thoughts and attitudes that welcome and actively support multicultural environments.

RDGS works to nourish an atmosphere that promotes, respects, and encourages diversity and inclusion in its fullest sense through the recruitment and retention of students, faculty, and staff from underrepresented groups. Diversity in the board, student body, faculty, staff, , and administration is recognized as an essential component of the learning environment at the Reiss-Davis Graduate School (RDGS). Furthermore, RDGS is continuously engaged in a process of self-evaluation to fight institutional, collective, individual racism, and the influences of other bias in order to succeed in establishing a culture of humility and outmost respect.

In order to maintain a state of the arts doctoral program and an ever-more inclusive learning environment, RDGS requires cross-cultural dialogue as a component in all coursework, regularly reviews of the curriculum to implement diversity content, and the exploration of pedagogies that enlist awareness of diversity and cultural humility. To this end, RDGS provides quality academic support, safe and inclusive classrooms, and retention policies contributing to students' success in the field of infant, child, and adolescent mental health.

In alignment with these goals, RDGS' mission and values, the Chancellor's Diversity and Inclusiveness Task Force (DITF), is committed to engaging the entire institution in a continuous adaptation of inclusiveness, equity, and promotion of diversity in response to societal changes and diverse trends in higher education. The DITF is an

advisory committee made up of faculty, staff, and a student representative and charged with identifying, monitoring, and facilitating the following initiatives:

- increasing the number of underrepresented minorities amongst faculty, students, and staff
- monitoring institutional progress on diversity, inclusion, and equity via review of direct feedback, institutional documents, institutional practices, and institutional data
- infusing equity, diversity, and humility into RDGS by researching the diversity and inclusion efforts in the wider world and bringing the best practices back to RDGS
- facilitating outreach of diversity news to all RDGS constituents
- offering diversity, equity, and inclusion training and check ins with RDGS faculty.

## **Housing**

The Reiss-Davis Graduate School does not maintain any dormitory facilities and is not responsible to find or assist a student in finding housing. However, the typical availability and cost of housing located reasonably near our institution in (prices are as of July 2020) is as such:

- A 1-bedroom apartment averages \$2,678 per month
- For local hotels in nearby Culver City, the daily rate is around \$165 for Travelodge and Doubletree and \$145 for Extended Stay America LAX

## **Placement/Employment**

The Reiss-Davis Graduate School does not provide placement services for its students or graduates. While the Reiss-Davis Graduate School does not represent that its course of study leads to employment in a particular field, historically many of our graduates have successfully continued in or advanced in careers in child and adolescent mental health.

## **Student Behavior Expectations**

### **Civility Statement**

The RDGS mission and values provide the foundation for student academic learning and attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct while at the Reiss-Davis Graduate School. The Reiss-Davis Graduate School expects all students to be professional and respectful in their dealings with colleagues, faculty, staff, and clients and to demonstrate the values of excellence, compassion, inclusion, and integrity.

### **Fundamental Principles of Civility**

The Reiss-Davis Graduate School encourages students to adopt an interpersonal stance demonstrating the values in a way that is curious, tolerant, and flexible, and reflects a mix of doubt vs. certainty.

- **Curiosity**

The Reiss-Davis Graduate School encourages a self-reflective approach to human life. This approach includes emphasis on the fact that many unconscious and sometimes irrational factors contribute to what we see as visible behavior, including our decision making, judgment, core principles, and interpersonal style. Indeed, psychodynamic psychology encourages focus on becoming aware of these dynamic, unconscious forces before we make decisions based on them. The self-reflective approach encourages an evenhanded, emotionally honest willingness to encounter all kinds of different thoughts, opinions, feelings, projections, and emotions in ourselves and in others. An attitude of curiosity suggests that we are receptive to these different forces in ourselves and others and that we have a healthy respect for the broad range of things they might mean. Expressing curiosity about

another person's experience or truth encourages dignity and respect and minimizes the chance for misunderstandings that could breed conflict.

- **Tolerance and Compassion**

Curiosity, as defined above, breeds tolerance. In fact, one could say that tolerance is curiosity in action. An attitude of tolerance allows us to communicate across different points of view, value systems, cultural backgrounds, and other differences of perspective. Tolerance expresses a willingness to truly experience the truths of another person while holding judgment in abeyance. To practice tolerance requires us to avoid pretending that we know what we do not know. While we cannot heedlessly express tolerance for all kinds of behavior, we can practice tolerance for all kinds of feelings, thoughts, opinions, and perspectives. Even as we all agree upon formal codes of behavior and that certain lines are not crossed when it comes to what we actually do or say, we can and should allow others and ourselves the necessary time, space, respect, and sometimes assistance to develop compassion for multiple and complex perspectives.

- **Flexibility**

There is an old story about a traveler in New England asking a farmer for directions, who laconically replies, "You can't get there from here." The expression is supposed to be humorous because conventional wisdom dictates getting anywhere from anywhere is possible when finding the right pathway. Flexibility means just that. No matter how intensely there is disagreement, practicing mental flexibility by finding a way to that place to which one cannot agree.

Be curious about the circumstances, conditions, and environments that may have contributed to another person having a different point of view than you do. Be tolerant of the fact that this other person may look upon the same situations or experiences that you do, yet draws very different conclusions. Flexibility would be required, for example, for a very politically liberal person to have a conversation with a very politically conservative person about politics over lunch while remaining open, respectful, and courteous—and still accepting each other's differences at the end.

- **Doubt vs. Certainty**

At first glance, it may seem best to be as confident as possible at all times. Confidence suggests the conviction of being in the right, and a certain amount of power flows from this; however, being confident of one's own point of view can also get in the way of curiosity, tolerance, and flexibility. Being supremely confident in all things suggests that one has learned all that there is to know or that one is so assured of the moral correctness of his or her position that all the other points of view must be wrong.

Instead, the Reiss-Davis Graduate School encourages the peculiar kind of emotional courage that comes with a healthy blend of doubt and certainty. Successful professional life requires not blind or heedless confidence, but rather an ability to carry on with one's principles even in the absence of certainty about the right thing to do. A successful blend of doubt and certainty requires remaining centered and poised even while acknowledging a clear-eyed awareness of the complexity and sometimes moral ambiguity of human life.

## **Expectations for Civil Behavior**

As student and as professionals, finding ways to embody these ideals is encouraged. To the extent that there are rules-of-thumb that spring from these principles, more specific expectations follow:

- Use courteous speech at all times

- Cherish differences
- Resist assumptions
- Attend all class sessions, arriving on time and remaining until dismissed
- Notify the Instructor in advance of anticipated absences, late arrivals, or early departures
- Refrain from class or meeting disturbances
- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted
- If using a laptop computer in class to take notes, refrain from checking e-mail or social media websites as a courtesy to classmates and instructor
- Prepare fully for each class
- Participate in all classes and allow others to participate
- Respect fellow classmates and the instructor
- Complete all assignments and exams honestly, punctually, and the best ability
- Refrain from giving or receiving inappropriate assistance
- Treat fellow students, faculty, staff, and administrators fairly and impartially
- Make every effort to prevent discrimination and harassment
- Be constructive and fair in consideration of administrators, faculty, staff, and fellow students
- Treat the Reiss-Davis Graduate School staff with respect and appreciation
- When dealing with conflictual issues, use “I statements” in order to avoid blaming
- Stick to describing the situation and refrain from commenting on the character or competence of the person involved
- Be equally civil in e-mail and other virtual communication as you would be in person.

### **Ethical Code of Conduct**

The Reiss-Davis Graduate School expects all students to conduct themselves in a manner congruent with graduate level academic endeavors. Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior includes, but is not limited to, hostile or careless uses of profanity or obscenities; demeaning or dismissive verbal comments; physical displays of anger or aggressiveness; threatening gestures or comments; violence or harassment; insubordination or persistent, disrespectful arguing with instructors, dissertation committee members and/or students; or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

Repeated tardiness, leaving before class dismissal, excessive arguing with faculty and/or students during class, violent outbursts, and similar disruptive behavior are potential grounds for discipline, including academic probation and dismissal from the Reiss-Davis Graduate School. Students are expected to refrain from engaging in the following:

- Academic dishonesty of any kind with respect to examinations or coursework. This includes any form of cheating and plagiarism.
- Falsification or alteration of Reiss-Davis Graduate School documents, records, or identification cards.
- Forgery, issuing bad checks, or not meeting financial obligations to the Reiss-Davis Graduate School.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of the Reiss-Davis Graduate School.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on Reiss-Davis Graduate School property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives (certified law enforcement officers required by their employer to carry a firearm are excluded).

- Disrupting the study of others or of Reiss-Davis Graduate School activities, or interfering with the freedom of movement of any member or guest of the Reiss-Davis Graduate School community.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the Reiss-Davis Graduate School community.
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of Reiss-Davis Graduate School.
- Physical abuse, threatening acts, or harassment toward others.

The Reiss-Davis Graduate School students, faculty, and staff are encouraged not to reply to rude or abusive communication, other than to encourage rephrasing in a more professional and civil behavior. Students who violate the Reiss-Davis Graduate School's Ethical Code of Conduct are subject to sanctions up to and including dismissal.

## **Misconduct and Harassment Policy**

The Reiss-Davis Graduate School is committed to providing an environment that is free of harassment and discrimination. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment, including any form of harassment on the basis of race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, perceived pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws and ordinances. This includes verbal, physical, visual, and electronic harassment.

Harassment as defined in this policy as unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile environment that interferes with performance. Harassment can be verbal, (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristics. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, people are expected to behave at all times in a professional and respectful manner.

Sexual harassment by any member of the campus community (student, faculty, or staff) is defined as unwelcome conduct based on a person's sex, which interferes with the person's ability to learn, instruct, or do his or her job. Sexual harassment may include, but is not limited to, verbal harassment (such as offensive sexual flirtations, advances, propositions, comments, jokes, verbal abuse of sexual nature or based on gender), physical harassment (such as unwelcome physical contact or touching of sexual nature), visual harassment (such as sexually suggestive pictures or objects put on display or making sexual gestures), sexual advances/favors, and gender-based hostility. The various forms of sexual harassment listed above are merely examples of conduct that violates the Reiss-Davis Graduate School's policies and is not exhaustive.

Any person (student, faculty, or staff member) who believes he or she has been harassed should promptly report the facts of the incident or incidents and name(s) of the individual(s) involved to the Dean who will immediately inform the Provost and the two of them will initiate an investigation of the claims and ensure proper action is taken. Measures may include but are not limited to, counseling, suspension, or immediate dismissal.

All harassment and discrimination is unacceptable on campus or in other settings.

## **Violence on Campus**

Reiss-Davis Graduate School is committed to providing a safe, violence-free environment. In this regard, the Reiss-Davis Graduate School strictly prohibits any person on campus from behaving in a violent or threatening

manner. Moreover, as part of this policy, the Reiss-Davis Graduate School seeks to prevent campus violence before it begins and reserves the right to deal with behavior that suggests a propensity toward violence even prior to any violent behavior occurring.

### **Reviewing Conduct Issues**

The Reiss-Davis faculty and administrators are committed to reviewing and addressing student issues. In cases in which the Reiss-Davis Graduate School faculty or administrators identify a need for remediation of student behavior, the Dean will review the situation. In cases of minor concerns, the Dean may discuss concerns about the student's conduct with the student informally to assist the student improve his or her conduct. In other cases, the Dean may forward a recommendation to the Faculty Council for specific remediation, suspension, academic probation, and/or disqualification. The Dean may elect to ask the Reiss-Davis Graduate School's Provost to assist in addressing the issue with the student. Decisions from the Provost are final.

# Student Records

The Reiss-Davis Graduate School maintains the name, address, e-mail address, and telephone number for each student who is enrolled in its PsyD program. For each PsyD student granted a degree, the Reiss-Davis Graduate School maintains a permanent record which includes the following: The degree granted and the date it was granted; the courses and units on the basis of which that degree was granted; and the grades earned by the student in each of those courses.

Student records are maintained for a minimum of seven years from the date the student graduates, withdraws, or is dropped from the program. All student transcripts are maintained at the RDGS Administrative Office permanently.

## **FERPA Rights**

Student education records at the Reiss-Davis Graduate School (RDGS) are protected by the Family Educational Rights and Privacy Act (FERPA). FERPA helps protect the privacy of student education records and affords each student the right to inspect and review his or her education records, the right to seek to amend those records, and the right to limit disclosure of information from those records. The institution is the custodian of that record. Students' rights are as follows:

- The right to inspect and review their education record within 45 days of the date RDGS receives the access request. Students should submit to the Registrar's Office an official written request that identifies the record(s) requested for inspection. The Director of Operations will send notification of the time and place where the record may be inspected.
- The right to request an amendment of the educational record that a student believes is inaccurate or misleading. To request an amendment, please write to the Director of Operations, clearly identify the amendment, and specify why the record is inaccurate and/or misleading. If RDGS decides not to amend the record as requested, the student will be notified. Additional information regarding the hearing procedure to contest the non-amendment decision will be provided at the time of notification.
- The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. RDGS discloses education records without student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official includes a person employed by RDGS in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a grievance or student progression committee. A school official also, may include a volunteer or contractor outside of RDGS who performs an institutional service or function for which RDGS would otherwise use its own employees and who is under direct control of the school with respect to the use and maintenance of Personally Identifiable Information (PII) from education records, such as an attorney, auditor, collection agent, or a person volunteering to assist another school official in their duties. A school official typically has legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibilities for RDGS.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by RDGS to comply with the requirements of FERPA. FERPA is administered by the: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Additionally, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))
- To appropriate parties as a result of a disciplinary hearing pursuant to § 99.39

Pursuant to § 99.37. (§99.31(a)(11)) of FERPA regulations, directory information from a student's education record may be disclosed without written consent. Directory information includes: name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards, most recent educational institution attended, and enrollment status. Students will be asked to complete a Release of Directory Information form at the time of enrollment. The form provides a directive as to whether or not the student authorizes release of directory information without written consent. The absence of student consent does not change the rights or obligations of RDGS under FERPA or its regulations, including Section 99.37, to disclose Directory information without student consent. The student can at any time alter this directive by contacting the Director of Operations and submitting a new form. The complete text of the Family Educational Rights and Privacy Act of 1974 as Amended (and its interpretation) is available with the Director of Operations.

# Accommodations

## **Americans with Disabilities Act – As Amended (ADAAA) Policy**

The Reiss-Davis Graduate School recognizes and accepts its obligations under Title III of the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act (ADAAA) of 2009, and the Rehabilitation Act of 1973, to make provisions to qualified students with disabilities. No student shall, based on his/her disability, be excluded from participation in the PsyD program, unless it is demonstrated that providing accommodations would result in a fundamental alternation to the program. The Graduate School is committed to providing accommodations to qualified disabled students in the PsyD program.

The Reiss-Davis Graduate School ensures equal access to instruction through collaboration between students with disabilities, faculty, and the Inclusion Office. A student with a disability requiring reasonable accommodations should inform an on-ground RDGS staff or faculty member, who will introduce the student to the Inclusion Director, beginning the Accommodations process. Please visit the Inclusion Office for more information at: <http://www.reissdavis.org/disability>.

*\*Reasonable accommodations do **not** include fundamental alterations of academic standards, attendance waivers, or retroactive modifications.*

## **Disability Services**

The Inclusion Director in the Inclusion Office coordinates all communication with students, faculty, and administrative staff and is responsible for reviewing student accommodations.

## **Accommodations Process**

A disability is defined as a physical or mental impairment that causes a limitation to one or more major life activities. Documentation of the disability is required from a qualified/certified diagnosing professional.

The accommodations process begins when a student contacts an on-ground RDGS staff or faculty member to request an accommodation. The RDGS representative will communicate the student's request to the [Inclusion Director](#) and introduce the student to the Director to begin the accommodations process. Students are required to complete the Reiss-Davis Graduate School Disability Accommodation Application and provide current documentation about the disability.

The [Inclusion Director](#) will review the application with the student and will coordinate all communication with students, faculty, and administrative staff to determine if eligibility requirements are met, and then to determine the services available. Academic accommodations as a result of the accommodation request application are determined based on disability and individual need.

An academic adjustment may be requested at any time. It is best to apply as early as possible so that the request can be reviewed and implemented in a timely fashion. The Reiss-Davis Graduate School asks that requests be submitted a **minimum of six weeks** prior to the start of the term for which the accommodation is being requested. Note that accommodations are not retroactive and will not begin until the student has completed the entire accommodations process.

## Temporary/Sudden Onset Need for Accommodations

The Reiss-Davis Graduate School recognizes that, similar to students with permanent disabilities, individuals may experience temporary injuries or short-term medical conditions that require accommodations as well. To request an accommodation for a temporary/sudden onset disability, please follow the process for requesting accommodations and submit the application as soon as the need occurs, preferably within 48 hours of the occurrence.

As with permanent disability accommodation needs, temporary/sudden onset needs for accommodations are not retroactive and will not begin until the student has completed the entire accommodations process. Because temporary accommodation needs can be urgent and documentation can come in various forms, students should contact the Inclusion Office with questions and/or urgent needs.

## Process for Disability Accommodations

- **Step 1 - Self-Disclosure** – An accommodation process is initiated by completion of a Reiss-Davis Disability Accommodation Application, which can be found on the Inclusion Office website. E-mail the completed application to the Inclusion Director.
- **Step 2 - Documentation** – Documentation that is dated to no more than three years prior to the class start date is required from a qualified/certified diagnosing professional. If the documentation is older than three years, the student should consult with the Inclusion Director.
- **Step 3 - Accommodation Negotiation** – The Graduate School is committed to providing equal access to the doctoral program; however, access does not assume equal result. Once the documentation is received, the Inclusion Director will discuss the request with the student in person or by telephone. Be aware that requests for modifications to the academic environment may not fundamentally alter an educational program.
- **Step 4 - Communication** – Faculty member(s) and the student will be notified of the agreed upon accommodation(s) in writing.
- **Step 5 - Complaints/Grievances** – If there is a problem with (1) the requested accommodation(s); (2) obtaining the agreed upon accommodation(s); (3) the classroom environment; or (4) other difficulties, the student should consult with the Inclusion Director.

*NOTE: Information regarding a disability and resulting accommodation(s) is confidential and released strictly on a need to know basis to those providing accommodations.*

## Non-Disability Related Accommodations

In the extraordinary event that precludes a student from being able to physically attend class(es) on campus due to unforeseeable circumstances unrelated to health disability accommodations, and the student does not want to take a leave of absence, the student may request an Extenuating Circumstances Accommodation Form from the Dean. This form must be completed and returned to the Dean who will advise the student about the final decision.

# Administrators, Faculty, Staff

## **Administrators**

### **Chief Executive Officer and President, Vista Del Mar**

Lena Wilson, J.D.  
*University of Detroit, Mercy - Detroit, Michigan*

### **Chief Financial Officer, Vista Del Mar**

Diane Duncan, B.S.  
*California State University, Northridge*  
*Certified Public Accountant (CPA)*

### **Chancellor**

James A. Incorvaia, Ph.D.  
*Case Western Reserve University - Cleveland, OH*  
*Licensed Clinical Psychologist*

### **Provost/Accreditation Liaison Officer**

Halyna Kornuta, Ed.D.  
Doctorate in Leadership  
*University of San Diego – San Diego, CA*

### **Dean**

Jens Schmidt, Ph.D.  
*California Graduate Institute - Los Angeles, CA*  
*Licensed Clinical Psychologist*

### **Director of Operations**

Lourdes Brown, B.A.  
*Occidental College - Los Angeles, CA*

## **Administrative Staff**

### **Registrar/Financial Aid Officer**

Mila Jovicic, M.S.  
*Walden University, School of Psychology - Minneapolis, MN*

### **Inclusion Office: Diversity, Inclusion and Disability**

Belinda B. McFeeters, Ph.D.  
*Virginia Polytechnic Institute and State University – Blacksburg, VA*

### **Director of Library and Information Services**

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*University of California, Los Angeles - Los Angeles, CA*

### **Populi Systems Administrator**

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*University of California, Los Angeles – Los Angeles, CA*

### **Admissions Counselor**

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## **Administrative Faculty**

### **Director of Curriculum Development**

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*Graduate Center for Child Development and Psychotherapy - Los Angeles, CA*

Licensed Clinical Psychologist

### **Dissertation Coordinator**

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*Pacifica Graduate Institute – Carpinteria, CA*

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Licensed Clinical Psychologist

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Licensed Clinical Psychologist

Marion Anderson, Ph.D.

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# Note to All Prospective Students

## **Representation of Accuracy and Reservation of Rights**

As of the date of publication, the contents of this handbook are an actual reflection of the current program, policies, rules, and regulations of the Reiss-Davis Graduate School. The various laws and regulations governing education in California change from time to time. Experience and changing conditions at the Reiss-Davis Graduate School also may dictate curriculum changes from time to time. Consequently, the Reiss-Davis Graduate School reserves the right to make such changes as it deems necessary to maintain a sound educational program and to ensure compliance with current laws and regulations.

The Reiss-Davis Graduate School is a private, nonprofit educational institution of higher learning. It is approved to operate by the Bureau for Private Postsecondary Education of the State of California, 94909(a)(2). Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (Ed. Code).

### BPPE Questions or Complaints

A. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone: (888) 370-7589 or by fax (916) 263-1897 and fax (916) 431-6959 or by fax (916) 263-1897

Our e-mail address is [GraduateSchool@ReissDavis.org](mailto:GraduateSchool@ReissDavis.org).

- D. As a prospective student, you are encouraged to review this handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- E. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Bankruptcy**

The Reiss-Davis Graduate School is not operating as a debtor in possession, has never filed for bankruptcy petition, and has never had a petition of bankruptcy filed against it under Federal law.



For more information, please visit our website:  
[www.reissdavis.org](http://www.reissdavis.org)