

Bridges Graduate School of Cognitive Diversity in Education



Catalog

Fall 2024
Spring 2025
Summer 2025

Catalog Applicable Dates
08/01/2024 - 07/31/2025
April 2025 Edition

Inside Cover

Bridges Graduate School of Cognitive Diversity in Education

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As an online graduate school we can be reached 24/7 via email.

Our in person office hours are posted below.

Office Hours: Tuesday & Thursday 9am- 3pm PT

<https://bgs.edu/>

Catalog

08/01/2024 - 07/31/2025

This catalog is typically updated annually each year.

Last Revised April 2025

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Letter from the Chancellor

August 2024

As Chancellor of Bridges Graduate School I am proud to present to you the *2024-2025 Catalog*. It will help you learn more about Bridges Graduate School's unique programs, all of which celebrate cognitive diversity and strength-based, talent -focused education in accordance with our mission to

...advance the quality and equity of education for all. We promote and support the extraordinary diversity in human learning — educating students, parents, educators, and field leaders by promoting strengths and talents — and unlocking individual potential through our graduate programs. To achieve these ends, we cultivate knowledge of diverse world views and perspectives, as well as the skills, insights, and imagination required of scholars who will assume leadership roles as instructional leaders, researchers, administrators, and policymakers. Furthermore Bridges Graduate School is committed to providing intellectually engaging content and instruction through online, distance learning experiences where students feel connected, stimulated, and well-served.



When we opened our doors in 2019, we had no idea who would be interested in our programs, what their backgrounds would be, and what kinds of goals they envisioned and I cannot be more pleased with the quality of our students, what they have accomplished and their passionate commitment making the world a better place for bright and talented neurodiverse individuals. Our student body is composed of individuals from many walks of life. Among them are teachers, school directors, coordinators of programs for gifted students, special education teachers, psychologists, social workers, educational therapists, parents of cognitively diverse students and more. Such diversity in backgrounds brings a richness to our three unique programs where students often remark that they learn as much from the lived experiences of their peers as they do from their professors.

BGS, now accredited by the Distance Education Accrediting Commission (DEAC), is dedicated to providing the best possible educational experience to its students. Thus, it is imperative to have courses taught by the experts in the field. For that reason, many members of our faculty are invited to teach specific courses related to their area of expertise. Considered visiting professors, they are leaders in the field of twice exceptionality and cognitive diversity and bring the latest research and fine practice to our program. In addition, we pride ourselves on our ability to connect our students with opportunities, internships, and professional experiences to make their academic journey rich, authentic, and valuable.

If you are already a part of our community – a student, a staff member, or a faculty member– you already know how immensely proud we are of the work that you do. If you are considering joining the Bridges Graduate School I would encourage you to read through this catalog. Learn about our programs, our learning community and our philosophy of education. Read about our mission and vision. And then if you would like to celebrate strengths and talents, advance education, support diversity, and cultivate knowledge to assume leadership, talk to us.

We are doing it!

A handwritten signature in black ink that reads "Susan Baum". The signature is written in a cursive, flowing style.

**Susan Baum
Chancellor
Bridges Graduate School**

Table of Contents

Letter from the Chancellor	5
Academic Calendar 2024-2025	13
I. Bridges Graduate School of Cognitive Diversity in Education	14
A. Institution History	14
B. Mission of the Bridges Graduate School	15
C. Vision Statement of the Bridges Graduate School	16
D. Goals and Outcomes	16
Goal 1. Mastery of Content	16
Goal 2. Intellectual and Creative Skills	16
Goal 3. Personal and Social Responsibility	17
Goal 4. Cultivation of Emotional Intelligence	17
E. Our Programs - Method of Instruction & Standards	17
Program Definitions:	18
Hybrid Program	18
Online Program	18
Students may transition from one program to another:	18
Semester Credit Hour Policy	19
Course Hour Calculation	19
Internship	20
Residency	20
Pathway to Associate Membership with the Association of Educational Therapists	21
Highly Qualified Faculty	23
Kinds of Educational Experiences	23
Capstone Project: Masters Level	23
Comprehensive Exam: Doctoral Level	23
Capstone Project: Doctoral Level	24
Time Limits	24
Opportunities for Gainful Employment	24
F. Steps for Students to Complete Their Programs	24
Acceptance into the Graduate Program	24
Completion of Plan of Study with approval from the advisor	24
Application to Candidacy	24
Selection of Candidates and Notice of Acceptance or Denial	25
When to apply to Candidacy	26
What are the steps to Advance to Candidacy?	26
Filing for Graduation	26
II. Governing Board / Board of Trustees	27
III. Advisory Board Members	30

IV. Faculty & Staff	31
A. Faculty Qualifications	31
V. Graduate School Course Catalog by Category	40
A. Cognitively Diverse Learner	40
B. Innovative Education & Curriculum	41
C. Innovative Educational Leadership	41
D. Experiential Applications	42
E. Applied Research and Research Methodology	43
F. Seminars	43
G. Capstone Projects	43
VI. Program Descriptions and Admission Requirements	44
A. The Certificate in Twice-Exceptional Education: Program and Curriculum	44
Admission to the Certificate Program in Twice-Exceptional Education	44
Overview and Program Requirements	45
Mission	45
Vision	45
Program Outcomes	46
Program Design	47
Faculty Qualifications and responsibilities for Certificate Program	47
Program Specifics	47
Plan of Study	48
Plan of Study Certificate	49
Graduation requirements:	49
Course Sequence for the Certificate Program	50
Course Descriptions for Certificate Program	50
B. The Master of Education in Cognitive Diversity: Program and Curriculum	52
Overview	52
Admission to The Master of Education Program (M.Ed.)	52
Mission	53
Vision	53
Program Outcomes	53
Program Design	55
The M.Ed. Program in Cognitive Diversity - Requirements	55
Phase I	55
Phase 2	55
Phase 3	56
Phase 4	56
Plan of Study Masters Degree	57
Graduation requirements	57
Course Sequence for The Master of Education (M.Ed.) in Cognitive Diversity	58
Course Descriptions for The Master of Education in Cognitive Diversity	59
C. Doctor of Education in Cognitive Diversity (Ed.D.): Program and Curriculum	61

Admission to The Doctor of Education Program (Ed.D.)	62
Overview and Program Requirements for the Ed.D. in Cognitive Diversity.	63
Mission of the Ed.D. Program	63
Vision	63
Program Philosophy and Guiding Principles	63
Program Goals and Outcomes	64
Three Frames of Study	67
Program Design	67
Ed.D. Program Phases (I - III) and Benchmarks	68
Plan of Study	70
Disciplinary Understanding	70
Theory into Practice	71
Research Methods and Performance	71
Graduation Requirements	71
Course Sequence for The Doctor of Education (Ed.D.) Program	72
The Capstone Project	74
Course Descriptions of the Ed.D. Program	77
Comprehensive Examination	85
Capstone Project: Problem of Practice Research	88
Proposal Oral Defense Meeting	88
Benchmarks	90
VII. Admissions Policy	92
A. Application Requirements	92
B. Application Procedures	92
International Applicants	92
Application Deadline	92
Transfer of Credit	93
Acknowledgement of Prior Coursework Competencies	93
Admission of Candidate with a prior Doctoral Degree	93
Student Status	93
Matriculated Student	94
Non-matriculated Student	94
Special Student	94
International Students and Visas	94
Language Proficiency	95
Recommendation for Prospective Students	96
Exceptions to Admissions Policy	96
Accountability	96
Applicability	96
Procedures	96
VIII. Grade Policies (GPA)	97
A. Purpose	97

B. Satisfactory Academic Progress (SAP)	97
SAP Criteria	97
SAP Review and Academic Probation	98
Exception to Satisfactory Academic Progress Policy	98
Accountability	98
Applicability	98
Procedures	98
C. Grading Policy	99
D. Letter Grading System	99
Standards for Student Achievement	99
Grade Point Average (GPA) System	101
Change of Grade	102
Repeating Courses	102
E. Auditing a Course	102
F. Feedback to students	103
G. Grade Submission Guidelines and Deadlines	103
Professors are asked to utilize the features of Google Classroom.	103
H. Final Grade Auditing Policy	103
I. Transfer of Credit	104
Acknowledgement of Prior Coursework Competencies	104
Admission of Candidate with a prior Doctoral Degree	104
J. Transfer Credit Policy	104
K. Transfer Credit	105
L. Transferability of Credits	106
IX. General Policies and Information	106
A. Academic Appeals: Waiver of Academic Regulations	106
B. Student Integrity, Academic Honesty, and Academic Misconduct	107
Student Code of Conduct	107
Academic Honesty and Misconduct	107
For Alleged Academic Misconduct in Connection with a Course	108
Statement of Resolution	108
A. PRELIMINARY PROCEDURE	109
B. FORMAL PROCEDURE	109
C. COMPLICITY IN ACADEMIC MISCONDUCT	111
D. RECORD KEEPING & ACCESS	111
E. GRADING & COURSE REPEAT	111
For Alleged Academic Misconduct in Other Settings Not Related to a Course	111
Academic Probation and Dismissal	112
Non-Academic Misconduct and Dismissal Policy	112
C. Advisement	113
Advisement Policy	113
Doctoral Program	113

Master's Degree in Education	115
Certificate Program	115
D. Program Advisory Council	116
E. Attendance Policy / Required Registration	116
Online Attendance Policy	117
Expectations of Students	117
First week of class	117
Throughout the term	117
F. Change of Name, Address	118
G. Confidentiality and Privacy Policy	118
H. Doctoral Committee Selection Policy	118
I. Dropping Courses	121
J. Facilities	121
K. Classrooms, Equipment and Computers	121
L. Finances	122
1. Fees & Expenses	122
2. Financial Responsibility	122
3. Student Loans	123
4. Financial Aid	123
5. Cost Estimates	123
One Time Fees & Estimated Charges	124
In Person Residency Estimated Expenses	125
Tuition & Fees	125
Certificate Program Tuition & Fees	126
Master's Program Tuition & Fees	127
Doctoral Program Tuition & Fees	128
6. Application Processing Fee	128
7. Required Registration and Reinstatement Fee	128
8. Refunds and Cancellations of Charges	128
Cancellations	129
STUDENT'S RIGHT TO CANCEL	129
Refund Information	129
Samples of Refund Calculations	130
9. Leave of Absence	133
10. Discounted costs	133
11. Payment Options	134
12. Collections	135
N. Leave of Absence / Withdrawal from College / Readmission	135
O. Library / Learning Resources	136
P. Records Policy	136
Record Retention Length Requirements	136
Q. Nondiscrimination Policy	141

R. Registration	141
S. Student Identity Verification Policy	141
Proctored Exams	142
Online Proctored Exam Process:	142
In-Residence Proctored Exam Process:	142
T. School Email Account	143
U. Student Rights and Responsibilities	143
V. Complaint / Grievance Policy	143
Complaints, Grievances, and Appeals	144
1. Student Complaints Regarding Academic Issues	144
2. Student Complaints Regarding Non-Academic Issues	145
3. Student Complaints Regarding Discrimination	146
4. Student or Staff Complaints Regarding Sexual Harassment	146
5. Filing Complaints about this Institution	146
W. ADA Accommodations Policy	147
Definitions	147
Confidentiality	148
Accommodations Requests	148
X. Student Support Services and Job Placement	151
Y. Computer Literacy & Technology Requirements	151
Computer Literacy	151
Technology Requirements & Readiness Assessment Test	153
Netiquette Guide For Online Programs	154
Creating the Learning Environment	155
Security	155
General Guidelines	155
Email Netiquette	156
Message Board Netiquette and Guidelines	156
Sharing Sensitive, Confidential or Secret information	157
Z. Transcripts	157
AA. Licensure & Accreditation	157
State Authorization: For Online Students from States Other Than California	158
BB. Complaints about this Institution	158
CC. Questions Regarding this Catalog	158
DD. Online forms	159
EE. Bridge Graduate School Administrators	159
FF. Bridges Graduate School Email Addresses	159
GG. Legal Control	160
HH. BPPE Website & Required Disclosures:	160
II. Additional Policies	160
Electronic Signature Policy	160
Intellectual Property Policy	163

Policy of the Institutional Review Board	164
Purpose	164
What is the IRB?	164
Composition of the IRB Committee	165
Selection and Appointment	165
IRB Members	165
Responsibilities	166
IRB Member Responsibilities	166
IRB Chair	166
Evaluation of the IRB	167
Composition of the IRB	167
IRB Members	167
IRB Chair	167
Definitions	167
Academic research:	167
Agents:	167
Courseroom research:	167
A human research participant:	168
Intervention:	168
Interaction:	168
Private information:	168
Identifiable private information:	168
Institutional Review Board (IRB):	168
Research materials:	168
Unanticipated Problems:	168
Procedures	169
Researcher Responsibilities	169
Compliance	170
External Researchers	170
Readmissions Policy	171
Readmission to a Degree Program	171

Academic Calendar 2024-2025

To view the calendar visit the website.

Semester	Dates
Summer 2024 Registration	Monday, April 1, 2024 – Tuesday, April 30, 2024
Summer 2024 A Tuition Deadline	Wednesday, May 15, 2024
Summer 2024 B Tuition Deadline	Saturday, June 15, 2024
Summer Residency in session	Monday, June 17, 2024 – Friday, June 28, 2024
Fall 2024 Registration	Tuesday, July 2nd, 2024 – Saturday, July 13, 202
Fall 2024 A Tuition Deadline	Saturday, July 20, 2024
Fall 2024 Course A in session	Sunday, July 28, 2024 – Saturday, September 2
Fall 2024 B Tuition Deadline	Tuesday, October 1, 2024
Fall 2024 Course B in session	Sunday, October 13, 2024 – Saturday, December
Spring 2025 Registration	Friday, November 1, 2024 – Saturday, November
Spring 2025 A Tuition Deadline	Thursday, January 2nd, 2024
Winter Break	Sunday, December 15, 2024 – Saturday, January
Spring 2025 Course A in session	Sunday, January 5, 2025 – Saturday, March 8, 2025
Spring 2025 B Tuition Deadline	Saturday, March 15, 2025
Spring 2025 Course B in session	Sunday, March 23, 2025 – Saturday, May 24, 2025
Summer 2025 Registration	Tuesday, April 1, 2025 – Wednesday, April 30, 2025
Summer 2025 A Tuition Deadline	Thursday, May 15, 2025
Summer 2025 B Tuition Deadline	Friday, June 13, 2025
Summer Residency in session	Monday, June 16, 2025 – Friday, June 27, 2025

I. Bridges Graduate School of Cognitive Diversity in Education

Bridges Graduate School is a private institution approved to operate by the Bureau of Private Postsecondary Education in the State of California. This approval means compliance with California State Standards CEC and 5, CCR. Most of the classes and instruction is conducted online. Summer residency programs and some classes are held at our campus at 3921 Laurel Canyon Blvd., Studio City, California 91604.

Bridges Graduate School is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

Address	1101 17th Street NW, Suite 808 Washington, D.C. 20036
Phone	(202) 234-5100
Website	https://www.deac.org/

A. Institution History

Bridges Graduate School of Cognitive Diversity in Education was first conceptualized in 2005 when the CEO of Bridges Academy, a school for twice-exceptional (2e) students in grades 4-12, located in Studio City, California had an idea. Consequently, Carl Sabatino and Academic Advisor Dr. Susan Baum were hired by the Bridges Academy board to lead Bridges Academy. During the interview process the CEO was asked about the possibility of meeting the shortage of educators skilled and trained in 2e education by the addition of a graduate school that would specialize in cognitive diversity and 2e education. For 11 years the idea of the graduate school lay dormant but was always present in the mind of the CEO.

In 2016, Dr. Robin Schader, CEO Sabatino, and Dr. Susan Baum identified Henry Nicols, M.S., a professor and administrator with exceptional qualifications from Buffalo State SUNY, as a possible candidate to bring the idea of a graduate school to fruition.

In August of 2016 Henry Nicols was hired by Bridges Academy to proceed with the exploration and licensing of the graduate school. In August of 2016 Nicols began the formal application process by being trained by the California Bureau for Private and Postsecondary Education.

In February, 2017 during a retreat at Studio City, CA on the campus of Bridges Academy, the graduate school was conceptualized, designed, and planned.

An Advisory committee was formed from that retreat the members included:.

Carl Sabatino, CEO,

Henry Nicols, M.S. (Dean of BGS)

Robin Schader, Ph.D. Board of Directors Bridges Academy

Susan Baum, Ph. D. Chief Academic Officer, Bridges Academy

Karen Westberg, Ph.D. Professor, University of St. Thomas, Minnesota

Jann Leppien, Ph.D. Professor, Whitworth Center / Gifted Education, Idaho

Lisa Reid, Ed.D. Founder Reid Day School

Dr. Leslie Preuss (Child Psychologist)

Dr. Dan Peters (Summit Center) Psychologist

Rose Blucher, M.Ed. Prince George's County, MD Director of 2e

Chris Wiebe, Ed.D. Bridges Academy

Members of the Advisory Committee led by Dean Nicols and CAO Baum met frequently during 2017 and early 2018 to design the program and complete the application process for the State of California Bureau for Private and Postsecondary Education. In 2018, the Advisory Committee submitted the Application to the State of California Bureau of Private Postsecondary Education (BPPE) for a license to offer a Certificate in Twice Exceptional Education, a Master of Education, and a Doctorate of Education.

The idea for the graduate school was to raise the threshold of understanding of 2e and cognitive diversity and to provide a base of educators for future 2e educational needs in the United States and in the world. Bridges Graduate School is the first graduate school in the world to specialize in 2e / Cognitive Diversity. This idea of cognitive diversity and 2e is still largely unknown and frequently misunderstood.

Since opening its doors in 2019, Bridges Graduate School has attracted a diverse, international student body of innovative advocates committed to leading this change. Among them are teachers, school directors, coordinators of programs for gifted students, special education teachers, psychologists, social workers, educational therapists, parents of cognitively diverse students, and more. As Bridges Graduate School continues to grow, the closer the world becomes to meeting the needs of twice-exceptional students, and advancing equity for all.

B. Mission of the Bridges Graduate School

BGS is committed to developing leaders, advocates, and scholars in the field of gifted cognitive diversity through an online distance-learning environment.

Guiding Principles:

1. **Advancing equitable talent-focused education:** All students have access to experiences that engage and develop their talent areas.
2. **Supporting diversity in human learning:** We honor and recognize that all people learn differently.

C. Vision Statement of the Bridges Graduate School

The Graduate School strives to inspire and develop innovative leaders of positive change. The program will empower leaders to create nurturing educational environments and effective systems of support. Our graduates will be well-prepared to use leadership and learning to enhance equity and quality of life for all.

D. Goals and Outcomes

To achieve the mission and vision of the Bridges Graduate of Cognitive Diversity in Education, the following goals and outcomes are offered:

Goal 1. Mastery of Content

This goal embraces the breadth and depth of ideas, theories, approaches, and information which graduate students will encounter through and beyond their studies.

Outcomes: Graduates will demonstrate and be able to apply:

- General knowledge of cognitive diversity and strength based talent focused philosophical approach to support growth and development of persons who learn differently.
- Specialized knowledge and skills from within a specific discipline or field.

Goal 2. Intellectual and Creative Skills

Graduates of The Bridges Graduate School programs will be expected to develop the ability to think critically and imaginatively, formulate their own understanding, and effectively communicate their ideas. This goal articulates specific skills that comprise these broader abilities.

Outcomes: Graduates will be able to:

- Systematically access, analyze and evaluate information and ideas from multiple sources in order to identify underlying assumptions, and formulate conclusions.
- Use appropriate methodologies to solve quantitative and qualitative problems.
- Create and support arguments using a variety of approaches.
- Use existing knowledge to generate and synthesize ideas in original ways.

- Communicate clearly in speech and writing.

Goal 3. Personal and Social Responsibility

This goal supports the Mission and Vision of The Bridges Graduate School because it is the expectation that graduates will embrace the philosophy of social responsibility to advance the strength-based, talent focused philosophy embedded within course work and requirements.

Outcomes: Graduates will be able to:

- Articulate their own beliefs and convictions, as well as others' beliefs, about what it means to be human and to create a just society.
- Articulate what is entailed in becoming a self-directed ethical decision-maker and living a life of personal integrity in terms of valuing what others can do, as opposed to focusing on deficits.
- Use multiple perspectives to consider ethical issues and resulting actions.
- Take leadership roles in advocating for tolerance and respect within professional communities.

Goal 4. Cultivation of Emotional Intelligence

The Bridges Graduate School is committed to the idea that emotional intelligence undergirds the individual's ability to lead a successful and satisfying life. This goal implies that through the coursework and experiences with faculty and cohort members the graduates of this institution will become self-aware, develop empathy, be emotionally regulated, demonstrate self-motivation, and manage relationships.

Outcomes: Graduates will be able to:

- Understand themselves, their strengths, talents, and interests and use this knowledge to make personal and professional decisions.
- Be sensitive to the needs and situations of others.
- Be resilient and use problem solving strategies to confront emotionally charged issues, problems or events within their personal and professional lives.
- Be lifelong learners and willing to embark upon creative pursuits to make a difference in the world.
- Use their personal skills to develop healthy professional and personal relationships.

E. Our Programs - Method of Instruction & Standards

The three programs offered by The Bridges Graduate School of Cognitive Diversity in Education take place primarily online with required summer residencies. At the time of enrollment the student selects either the Online or the Hybrid option for their program. All

program goals, objectives, and learning outcomes are aligned to either California Professional Standards for Educational Leaders (CPSEL) or the Council for Exceptional Children (CEC) Professional Standards in Special Education or Education of the Gifted and Talented. These alignments are shown in each course syllabi.

Program Definitions:

Hybrid Program

Instruction is provided synchronously and asynchronously by a professor who is present online via video conferencing tools with the students in possibly remote locations during the fall and spring semesters. Students are required to attend a minimum of one in person residency at the Bridges Graduate School campus during the month of June.

- Hybrid Certificate students must attend their one required residency in person.
- Hybrid Master's students may attend up to one of the two required residencies online.
- Hybrid Doctoral students must attend a minimum of one of the three required residencies in person.

Online Program

Instruction is provided synchronously and asynchronously by a professor who is present online via video conferencing tools with the students in possibly remote locations during the fall and spring semesters. Students are required to attend residencies at the Bridges Graduate School campus virtually and synchronously during the month of June.

- 1 required virtual residency for Certificate program
- 2 required virtual residencies for M.Ed. program
- 3 required virtual residencies for Ed.D. program

Students may transition from one program to another:

All students in any of the three Bridges Graduate School programs earn a Certificate in Twice Exceptional Education at the end of their completed first year studies.

If a Certificate student wishes to continue to the Masters Program they will need to apply to that program, go through another application process and be accepted. They will be required to take the 15 credit hours of additional coursework required for MEd students beyond the courses already completed for the Certificate.

Entrance to the doctoral program requires 60 credit hours beyond an earned Master's degree. Students who wish to continue to the doctoral program must complete the application process. Acceptance is not guaranteed.

Certificate Students who already have a Masters degree upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the certificate level will be transferred to their doctoral plan of study. Because participation in these courses was not at the doctoral level, accepted students will be required to take an additional doctoral level elective course for a minimum of 63 credit hours upon completion of the doctoral program.

Masters Students upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the Masters level will not be transferred to their doctoral plan of study. These students will be required to take an additional 60 credit hours at the doctoral level.

Semester Credit Hour Policy

Semester hours are equivalent to the commonly accepted and traditionally defined units of academic measurement. Academic degree or academic credit-bearing distance education courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

Bridges Graduate School uses three processes to estimate, measure, and document the amount of time students spend to achieve learning outcomes. An *experiential method* with which faculty use their expertise and experience to determine the amount of effort and time students would need to successfully complete the learning outcomes. The second method utilized is by *surveying students* on the amount of time they spent to complete instructional tasks and use this data to analyze the credit hours estimated. The third method uses "[The Workload Estimator Tool](#)"--originally designed at Rice University, but now at Wake Forest University's Center for Teaching Excellence (Wake Forest University, 2021). Instructors at any university can use this online tool to calculate "completion times" for reading, writing, and exams along a continuum of variables, including page density, number of new concepts, difficulty, and purpose.

Course Hour Calculation

Instruction for BGS' hybrid programs (consisting of online and limited in-residence program components) is provided synchronously and asynchronously by a professor who is present online via video conferencing tools with students in remote locations during the fall and spring semesters. Bridges Graduate School applies the following definition when estimating appropriate semester credit hours for each course:

Semester credit hours are equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit.

One credit/semester credit hour is 15 hours of **academic engagement** and 30 hours of **preparation**. These two areas should be carefully considered by faculty as they prepare their courses. Academic engagement and preparation can consist of the activities identified below.

Academic Engagement: may include, but is not limited to reading/listening to course presentations/lectures, contributing to discussion forums, engaging in

interactive tutorials or computer-assisted instruction, participating in a study group assigned by the SchoolSchool, taking an exam, participating in a simulation, engaging with faculty to ask questions and responding to feedback received about course topics, laboratory work, externships, or internships.

Preparation: may include, but is not limited to, reading required or supplemental texts/articles, studying, conducting research, writing research papers, completing assignments, conducting performance tasks, and creating course projects.

Please refer to *Processes and Procedures for Documenting Academic Engagement and Preparation* in the Faculty Handbook for a complete overview of how to appropriately apply the credit hour definition for BGS courses.

Internship

All doctoral students are expected to engage in an internship experience. The internship will be a minimum of 3 credits and a maximum of 9 credits, depending on the goals set by the doctoral candidate. One credit requires 45 hours of work.

Internship experiences are designed by students after they receive their Certificate in Twice Exceptional Education and attend an internship workshop overview given once a semester. Students discuss their goals and a concentration area in which they are developing expertise with their academic advisor. Together they discuss possibilities and available opportunities.

Residency

Research has shown that a residency program has many positive outcomes in Graduate Education.

Mainly:

- To have the chance to bond with classmates in a real-life setting.
- To participate in classroom activities such as hands-on labs and other group work that cannot be replicated online.
- To provide time for face-to-face networking with professors and department faculty.

These benefits align to the Mission, Vision, and Goals for our School and those of the Individual programs. These in-person experiences are an integral part of the BGS experience.

Residency requires that students attend a two week summer residency for one of more summers depending on their individual program. Attendance is defined as participation synchronously for all sessions of a class. This is where orientation / onboarding occurs.

Far different from the rest of our online program, which does not have the same synchronous requirement, residency is about being together in the learning community and participating in live class activities for the required number of class hours where you are working under the guidance of your professor. Some of this time may be spent listening to a lecture, engaging in

class discussions, participating in breakout rooms in small groups, meeting with others and working on learning tasks.

In-person classes occur through summer residencies that take place on the campus of Bridges Academy, a school for twice-exceptional students.

- Certificate students complete their two-week residency at the end of Year 1.
- Master of Education degree students complete their two required two-week residencies at the end of Years 1 and 2.
- Doctor of Education students are expected to attend three two-week residencies, each at the beginning of Years 1, 2, and 3.

Course work for these residencies is described in the program description sections.

Pathway to Associate Membership with the Association of Educational Therapists

For those M. Ed. and Ed. D. students interested in pursuing a career in Educational Therapy, Bridges Graduate School (BGS) has partnered with the Association of Educational Therapists (AET) because of our shared commitment to serving cognitively diverse learners. Both institutions recognize the complexity of twice-exceptional learners, believe in a strength-focused approach, and understand the importance of attending to learners' social and emotional health when addressing learning discrepancies. In addition, both institutions have rigorous academic standards.



AET Membership Levels:

The general public, parents, and allied professionals may become members of AET. This section briefly describes the pathway from Educational therapy student member through Board Certification. At this time, Bridges Graduate School offers enrolled graduate students a majority of the academic requirements necessary to become an ASSOCIATE MEMBER.

Student membership is highly recommended! This low-cost membership is open to enrolled graduate students and offers access to study groups and conference and workshop discounts.

Associate Membership (ET) is the 'entry level' toward professional and board-certified membership and can be achieved upon completion of all required courses, including courses not offered through BGS. To qualify for this level of membership, AET checks that you have taken the necessary, rigorous academic courses that build practical and theoretical foundations for your educational therapy pursuits. The next section describes the courses offered by BGS that will support you on this path, as well as other courses you may need to take outside of BGS.

Educational Therapist/Professional Membership (ET/P) indicates you have experience in the field for at least one year and have had the opportunity to work with an experienced colleague-supervisor.

Board Certified Educational Therapist (BCET) is the highest level of professional qualification, noting ongoing professional development, academic coursework, and experience in the field. At this level, you are qualified to supervise other educational therapists on their journey.

Bridges Graduate School Courses Leading to AET Associate Membership

BGS and AET have streamlined the Associate Membership application process by establishing the courses at BGS that correspond to AET academic requirements. To support you in this process, you may copy [this worksheet](#) to keep track of your coursework. To complete this [pre-filled AET application](#) with BGS courses first DOWNLOAD and SAVE it to your computer.

Facilitating a pathway to AET Associate Membership for BGS Students		
Bridges Graduate School of Cognitive Diversity in Education and the Association of Educational Therapists have collaborated to streamline the application process for Associate Level Educational Therapist under the rigorous expectations of both institutions.		
	AET Academic requirements for Associate Membership	Bridges Graduate School Coursework
This block of interwoven courses from the BGS 2e Certificate program, along with the Talent Development course in the right column, satisfy the requirements for the AET course categories in the left column	Curriculum, Methods, and Remediation Techniques Relating to Individuals with Reading and Learning Differences three courses, 3 units each (BGS offers the equivalent of six of the nine units required)	<i>CDL 511/611</i> Intro to Cognitively Diverse Minds <i>CDL 512/612</i> : Conceptions of Giftedness: Theory to Practice <i>CDL 513/613</i> : The Complexities Of Twice Exceptionality <i>IEC 511/611</i> : Cognitive Diversity and the Strength-Based, Talent-Focused Education <i>CDL 623</i> : Social and Emotional Diversity <i>EXA 511/611</i> : Practicum (Suite of Tools/Strength Based Assessment) AND <i>CDL 731</i> : Talent Development for Diverse Minds
	Psychoeducational Interventions Combining Educational and Psychological Techniques – One course, 3 units.	
	Human Learning – One course, 3 units	
	Child/Adolescent (Human) Development – One course, 3 units	
	Overview Special Education – One course, 3 units	
	Diagnosis and Assessment of Individuals with Reading and Learning Differences – (Within the Certificate program block, BGS offers the equivalent of one of the two courses required- see below)	
An Advanced Assessment course is offered by BGS,	Diagnosis and Assessment of Individuals with Reading and Learning Differences – (BGS offers this second required course as an elective option)	CDL 750: Advanced Assessment for Educational Therapy
The general reading course and curriculum coursework focused on reading are not offered by BGS	Curriculum, Methods, and Remediation Techniques Relating to Individuals with Reading and Learning Differences (Three unit credits in this category must focus on reading)	Not available at Bridges Graduate School
	General Reading –One course, 3 units	Not available at Bridges Graduate School

Two Additional AET Reading Course Requirements BGS does NOT offer (You must include additional transcripts that show you have taken the equivalent of these two reading courses.):

Curriculum, Methods, and Remediation Techniques Relating to Individuals with Reading and Learning Differences: This course focuses on teaching reading to neurodiverse learners. It must include the science of reading, pacing, curriculum choices, and intensity of explicit instruction. Certification in a teaching method may satisfy this requirement if the hours are equivalent to 3 semester units. Example: Wilson, Slingerland, Lindamood Bell training programs

General Reading: This course must include the developmental stages of reading, and should answer, How does the brain learn to read? How is language acquired neurologically and socially? How is learning to read changing with the increase of technology? 3 units

Important note for M.Ed. students pursuing associate membership with AET:

M.Ed. students should note that CDL 750: Advanced Assessment in Educational Therapy and

CDL 731: Talent Development for Diverse Minds DO NOT satisfy the elective requirement in their plan of study. M.Ed. students who wish to pursue associate membership with AET should note that these two courses must be taken in addition to the 30 required credits in their plan of study. Therefore, M.Ed. students pursuing AET associate membership will take 36 total credits.

CDL 731 and CDL 750 Course Costs for M.Ed. Students:

The tuition and fees for the following courses are charged at the current doctoral program rate regardless of which program students are enrolled in:

- CDL 750: Advanced Assessment in Educational Therapy
- CDL 731: Talent Development for Diverse Minds

M.Ed. students will be charged the current doctoral tuition & fees rate for these two courses.

Please contact edtherapyinfo@bgs.edu with any questions.

Highly Qualified Faculty

Highly qualified faculty teach courses, direct internships, and oversee practica and research projects. They also serve as advisors based on a match between their areas of expertise and the graduate students' interests and goals for their programs. These faculty members come from a variety of institutions and represent expertise in one or more of the areas of study described in the course descriptions. Details about the faculty can be found in the Faculty and Staff section of the catalog.

Kinds of Educational Experiences

All of the programs offered at Bridges Graduate School provide varied learning experiences from theoretical foundations to opportunities for authentic opportunities to convert theory to practice. All three programs require a practicum. The two degree programs not only have traditional classes but also have carefully planned seminars with visits by expert practitioners and scholars in the field. Doctoral candidates will participate in self-designed internship programs to enhance their knowledge and skills for real-world use. Students in both degree programs are required to engage in an inquiry project following courses in research design and methodology.

Capstone Project: Masters Level

All candidates for the M.Ed. program must complete a final project, which consists of completing an action research study designed and approved in their research course. A full description is found in the M.Ed. program description.

Comprehensive Exam: Doctoral Level

Students enrolled in the Doctoral Program will need to take comprehensive exams before they can submit their proposal for their Problem of Practice Dissertation and apply for candidacy. A description of the Comprehensive Exam process is found in the Ed.D. Program description.

Capstone Project: Doctoral Level

All doctoral students must complete a final Capstone Project which is a problem of practice relating to the interest area of the candidate. Students will submit a proposal for their project upon completion of the comprehensive exams. A full description of the Capstone Project is found in the Ed.D Program description.

Time Limits

There are time limits for each program.

1. Certificate in Twice-Exceptional Education must be completed in two years from the date of the completion of the first course.
2. Master of Education (M.Ed.) in Cognitive Diversity must be completed in four years from the date of completion of the first class.
3. Doctor of Education in Cognitive Diversity (Ed.D.) must be completed in six years from the date of completion of the first class.

Opportunities for Gainful Employment

Although Bridges Graduate school does not license or accredit individuals for specific or particular professions, an education in Cognitive Diversity will add helpful skills and knowledge to individuals desiring or already possessing jobs in the following United States Department of Labor Standard Occupational Classification codes. Some of these classification codes include:

25-1000 Post Secondary Educators

25-2000 Pre School

25-2020 Elementary, Middle School Teachers

25-2030 Secondary School Teachers

25-2050 Special Education Teacher

21-1010 Counselors

21-1020 Social Workers

Note: None of the three Bridges Graduate School programs prepare students for any license or certification. Bridges does not make any representation that its educational programs meet the requirements established by any state, including any school district, for professional or salary advancement in the teaching profession.

F. Steps for Students to Complete Their Programs

Acceptance into the Graduate Program

Completion of Plan of Study with approval from the advisor

Application to Candidacy

For the degree programs, graduate students must apply for candidacy after their proposals for their capstone projects are completed and they meet the following criteria:

Advancement to Candidacy represents the formulation of an official program of study for degree programs at Bridges Graduate School of Cognitive Diversity in Education. It is the process that establishes a student's rights and forms the basis of the degree audit when the student is ready to graduate. Please note that the phrase "Advancement to Candidacy" is used to refer to both the process of advancing to candidacy and to the form used for advancing to candidacy.

Selection of Candidates and Notice of Acceptance or Denial

The Director of Admissions prescreens applicants to ensure suitability and alignment with Bridges Graduate School's values regarding cognitive diversity and strength-based, talent focused education. Applications must be requested from the Admissions office. The registrar notifies applicants when their application is complete. The admissions committee of Bridges Graduate School meets monthly on the first Monday of each month when there are completed applications pending for admission. (A complete application includes the application, two completed reference responses for certificate or master's applicants and three for doctoral applicants, officially sealed transcripts, and the \$75 application fee.) Within 45 days of the completed application being submitted the Admissions Officer presents the candidate for review. The committee makes a decision to Accept or to Deny or to defer pending some additional action or review. The Director of Admissions notifies the candidate of that decision and any additional required action within 10 days of the admissions committee decision.

Students may transition from one program to another:

All students in any of the three Bridges Graduate School programs earn a Certificate in Twice Exceptional Education at the end of their completed first year studies.

If a Certificate student wishes to continue to the Masters Program they will need to apply to that program, go through another application process and be accepted. They will be required to take the 15 credit hours of additional coursework required for MEd students beyond the courses already completed for the Certificate.

Entrance to the doctoral program requires 60 credit hours beyond an earned Master's degree. Students who wish to continue to the doctoral program must complete the application process. Acceptance is not guaranteed.

Certificate Students who already have a Masters degree upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the certificate level will be transferred to their doctoral plan of study. Because participation in these courses was not at the doctoral level, accepted students will be required to take an additional doctoral level elective course for a minimum of 63 credit hours upon completion of the doctoral program.

Masters Students upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the Masters level will not be transferred to their doctoral plan of study. These students will be required to take an additional 60 credit hours at the doctoral level.

When to apply to Candidacy

While there is no specific deadline to advance to candidacy, it is important to advance to candidacy as soon as you are eligible. Advancement to candidacy is a prerequisite for enrollment in certain advanced courses and must occur at least one semester prior to the semester in which you will graduate. Students must meet the following requirements before they may submit the Advancement to Candidacy Form:

1. Have an approved Plan of Study (form) with dates of course completion up to the date of candidacy submission. Changes in the plan can be made with the approval and signature of your advisor.
2. Resolve incomplete grades, if applicable.
3. Maintain a minimum 3.0 cumulative and program grade point average, with no course receiving a less than B- grade.
4. Complete program prerequisites (acceptance of Capstone Proposal; defense of comprehensive exams) and any other program requirements for advancement to candidacy.

What are the steps to Advance to Candidacy?

1. Access the online version of the Advancement to Candidacy form for your program (link to form can be found in the catalog).
2. Complete all information:
 - a. Name, student ID number, phone number, and email.
 - b. Semester/year you started the program.
 - c. Semester/year you are submitting the Advancement to Candidacy Form.
3. Take the completed form to your program advisor and obtain his or her signature.
4. Submit the signed form to the Dean of Graduate Studies.
5. The Dean's Office will review your Advancement to Candidacy, contact you and/or your advisor for any clarifications.
6. The Dean of Graduate Studies Office will file the official Advancement to Candidacy document to be used to verify the completion of your degree.
7. A copy of the signed Advancement to Candidacy will be emailed to you.

Filing for Graduation

All candidates must complete a Graduation Application form one semester before the graduation date and submit it to the Dean of Graduate Studies Office. This form may be obtained from the registrar or the Dean and an online version of this form is available on the website.

II. Governing Board / Board of Trustees



MARGIE POWER

Margaret A. Power is a proposal and business capture specialist, working as an independent consultant in Pasadena and previously as a senior proposal consultant with SM&A of Irvine. Her work focuses on high-dollar, high-technology business opportunities in aerospace, transportation, and information technology. She has spent much of her career in fast-growing startups, including a founding role in aerospace startup bd Systems, which grew from four people in 1982 to over 400 people and seven locations in 1999. bd Systems was profitable every year from inception, and was ultimately sold to SAIC. She has served on the Board as vice chair for development in 1999, as chair from 1999-2001, and as treasurer from 2001-2002. Margie's son Charles Jones is a Bridges alum (2005), a graduate of Berklee College of Music in Boston (2010), and a full-time working musician with Dopapod since college graduation.

Member of the Board since 2017.

KATHERINE D. BRODIE



Katherine D. Brodie leads the Washington, D.C., team of the firm's national education law and policy practice and serves as a Team Lead for the Duane Morris Education industry group. She is one of a small number of attorneys in the United States with a daily practice devoted primarily to the needs of educational institutions (nonprofit, public and proprietary), education associations, education companies and investors in education. She has a strong interest in supporting mission-driven educational institutions and their partners to effectively lead and adapt to the rapid pace of change in the U.S. education sector while maintaining high quality educational services as measured in cost, accessibility and student outcomes. She is a frequent speaker and writer on higher education topics and trends and, as a registered federal lobbyist, advocates before the U.S. Congress and U.S. Department of Education on education policy reform and funding proposals.

Member of the Board since 2024.



MELISSA JAIVIN

Melissa Jaivin is a seasoned professional with over 20 years of experience in marketing, sales, product development, and business management. She excels in both start-up and established environments, leading teams to achieve demanding revenue and profitability goals. Melissa has a strong background in strategic planning, partner and affiliate marketing, and relationship management. She has led product development and technology teams, creating online and multimedia resources. Her career includes significant roles such as Vice President at OneSource Regulatory, Doctor Evidence, Corwin Press, Teachscape, and Laureate Education. Melissa also serves as a board member for North Valley Caring Services and the Herbert & Gertrude Halverstadt Foundation. She is known for her expertise in P&L management and rapid business expansion. Melissa holds a Bachelor's degree from Brown University.

Member of the Board since 2020.



SALLY REIS, PH.D.

Sally M. Reis, Ph.D. is an advocate, leader, and researcher in the fields of talent development and education for the gifted and talented. Sally has championed the benefits of encouraging strengths and interests, including gifted students with special needs. Her vision extends to innovative work on the Schoolwide Enrichment Model, Gifted Girls, and Women, and projects about 2e students, including “Music & Minds,” a study of young adults with Williams syndrome. Her work highlights the success of recognizing and working with strengths in populations that traditionally only receive remediation. She has been awarded the Letitia Neag Morgan Chair in Educational Psychology and served on the Board of Trustees, as a Distinguished Professor, and Teaching Fellow at the University of Connecticut where she was also Senior Advisor to the Provost and President for Special Projects. Dr. Reis has agreed to serve Bridges Graduate School as an advisor to the chancellor as we continue to grow, evolve, and select the next generation of leaders and teachers. Dr. Reis’s primary job will be to lead the BGS Institutional and strategic planning initiatives.

Member of the Board since 2023.



TIMOTHY C. REYNOLDS, M.D., F.A.C.P

Tim Reynolds received his M.D. from Harvard Medical School and has maintained a private practice specializing in internal medicine and environmental health since 1987. He served as an assistant clinical professor of medicine at UCLA from 1992 to 2001 and volunteered at the Venice Family Clinic from 1989-1999. He is a diplomat of the American Board of Internal Medicine, a fellow of the American College of Physicians, an associate member of the California Applicant Attorneys Association, and a member of the Soccer South Bay Referee Association. He sits on the Board of Directors of the AYSO Region 69, has been a United States Soccer Federation referee since 2014 and a regional director of referee instruction, AYSO Region 69.

Member of the Board since fall 2017.



ALAN YELLIN, PH.D.

Alan Yellin is a licensed psychologist as well as licensed marriage and family therapist. He has been in practice for over forty years working with children, adolescents and adults. Dr. Yellin did his post-doctoral fellowship at Children's Hospital in Los Angeles. He has also worked at San Fernando Valley Child Guidance Agency and he is a certified parent trainer. In his practice he sees children with learning problems, anxiety, obsessive-compulsive disorder, fears and social skills issues. Dr. Yellin's practice includes working with adolescents and adults with depression, anxiety, obsessive-compulsive issues as well as issues around life passages. Dr. Yellin has given many speeches on topics including enhancing self esteem in children; dealing with learning disabilities; reunification therapy; successful co-parenting; stages of development; sibling rivalry and others. Dr. Yellin has served on and was president of a school board which focused on children with learning disabilities. Dr. Yellin uses a combination of scientific data along with humor to help people achieve change. He is in a long-term happy marriage and has two grown children.

Member of the Board since fall 2019.



ANN E. YOUNG

Ann E. Young is a retired Los Angeles Police Department Captain with a 35-year distinguished career. A trailblazer, she was the first African American woman promoted to Captain. Young served in various roles, including narcotics, homicide, and internal affairs. With degrees in Kinesiology and Education, she also taught prior to law enforcement. A

graduate of the FBI National Academy, Young remains active in civic and professional organizations, serving as a mentor and educator.

Member of the Board since 2023.

III. Advisory Board Members

- Mark Long, M.Ed., CEO, Bridges Education Group
- Debbie Steinberg-Kuntz, MSW, LMFT
- Julie Skolnick, M.A., J.D., Founder of With Understanding Comes Calm
- Theresa Jackson, M.S., M.Ed. Supervisor of Talented & Gifted, Prince George's County, Maryland
- Max Melby, M.S., Lead Naturalist/Director, City of Eden Prairie's Outdoor Center, Minnesota
- Jacqui Byrne, B.A., Founder of *The Flex School*
- Rose Blucher, M.Ed., Director of Blucher Educational Services
- Wendy Behrens, M. Ed., Gifted and Talented Education Specialist, Minnesota Department of Education

IV. Faculty & Staff

The Bridges Graduate School for Cognitive Diversity in Education has some of the world's most talented faculty and staff. Included are experts in their field of study and practice, authors, researchers, international speakers, and presenters with a wide variety of experience. Many of the faculty are visiting from other institutions of higher learning and have agreed to share their particular areas of expertise by teaching at Bridges. Their areas of expertise align to the content areas of our graduate programs that include special education, education of the gifted and talented, creativity and innovation, educational psychology (individual differences), clinical psychology, educational theory, leadership, policy development, curriculum, evaluation, and research methods and statistics.

A. Faculty Qualifications

Qualifications: Doctorate degree in their discipline in one or more of these fields: Education of the Gifted and Talented, Special Education, and Curriculum and Instruction. In addition, faculty members must have professional experience in college teaching, have professional experiences within their fields such as publications, presentations, and curriculum development, and program coordination. Faculty must have had experience working with cognitively diverse students and/or families of students who are considered twice-exceptional (high ability with learning, behavioral, or attention difficulties).

The faculty has ongoing responsibility or has been involved in defining the Vision and Mission of the Certificate Program and selecting, designing, and refining the courses required to complete the program. Faculty members submit drafts of syllabi in their area of expertise and seek out critical feedback from other core faculty of the Certificate Program. These faculty members will have one or more of the following responsibilities to implement and evaluate the program:

- Teach courses
- Supervise Practicum
- Advise students
- Revise curriculum at a yearly retreat
- Development program assessment tools
- Attend annual 5-day retreat for program development and evaluation

Faculty and Staff for Bridges Graduate School

ARNSTEIN,
Karen, Ph.D.
Core Faculty



Degree from the
University of
Denver

Karen B. Arnstein, Ed.D. is a former assistant professor of Educational Psychology at the University of Houston-Downtown. She received her doctorate in Curriculum & Instruction with a Specialization for the Gifted from the University of Denver. Prior to this, she worked with K-12 students and teachers for over a decade. Her research examined how parents, teachers, psychologists, and educational environments impact the developmental transitions of preadolescent twice-exceptional (2e) students. Karen has presented to audiences at local, state, national, and international conferences on topics including twice exceptionality, classroom supports, paradigm shifts in pedagogy, identification, creating inclusive classrooms, effective differentiation, parental experience of grieving, and the effects of subtle and overt communication on 2e students. She currently serves as a founding IRB Committee Member for Bridges Graduate School and as Secretary of the Board for SENG (Supporting Emotional Needs of the Gifted). Her parenting journey with her twice-exceptional teen and life journey with a profoundly gifted spouse, motivate her to bring awareness and change to create a more inclusive society for all people.

Areas of Expertise: Gifted and Talented, Research Methods, Educational Theory, Curriculum & Instruction, Parenting, Twice Exceptionality, ADHD

Affiliation: Bridges Graduate School of Cognitive Diversity in Education

BAUM,
Susan M., Ph.D.
Chancellor



Degree from the
University of
Connecticut

Susan Baum, Ph.D. is the Chancellor of the Bridges Graduate School for Cognitive Diversity in Education and Co- Director of the 2e Center for Research and Professional Development at Bridges Academy, a school for twice exceptional and. She is the author of many publications concerning the needs of special populations of gifted students including the award-winning 3rd edition of her seminal work *To be gifted and learning disabled...* Her research and experience in the field of 2e education have earned her much recognition including the Distinguish Professional Alumni Award from the Neag School of Education & the Alexinia Baldwin Award from National Association for Gifted Students.

Areas of Expertise: Special Education and Learning Disabilities, Education of the Gifted and Talented, Twice-Exceptional Education, Research Methodology, Creativity

Affiliation: Director, 2e Center for Research and Professional Development at Bridges Academy, Bridges Graduate School of Cognitive Diversity in Education, Chancellor

Professor
Emeritus from
College of New
Rochelle

BERMAN,
Kristin, Ph.D.
Core Faculty



Degree from the
University of
Connecticut

Kristin Berman received her Ph.D. from University of CT in Educational Psychology specializing in Gifted Education. She has practiced as a teacher, college professor, professional developer, administrator, and parent advocate for gifted and twice exceptional children. Kristin was an Associate Professor in the masters program of the Graduate School of Education at The College of New Rochelle, NY for fourteen years. She served as Head of School at The Quad Preparatory School in New York City, a startup for twice exceptional children; and served as the Director of the Phoenix Elementary Division of Bridges Academy in Studio City, as well as Core Faculty of the Bridges Graduate School in Studio City CA. Kristin also held a position as Director of Talent Development and Enrichment in the New York City Public School District 10 implementing several initiatives. Her passion and research focus has been in arts in education. She has acted as a consultant for school districts nationally and internationally, taught masters courses for the State University of New York, Buffalo in American International Schools on five continents, and was part of a delegation to Bhutan to help start a national program in Special Education.

Kristin has had training in music, dance, and theater, and has worked with children and teachers throughout her career to bring these valuable art forms into their lives. She also loves animals, nature and travel.

Areas of Expertise: Gifted and Talented, Twice Exceptionality, Curriculum & Instruction, Parenting, Arts Integration

Affiliation: Bridges Graduate School of Cognitive Diversity in Education

COXON,
Stephanie, B.A.
**Director of
Graduate
School
Operations and
Registrar**



Degree from
New York
University

Stephanie Coxon received her bachelor's degree from New York University in 2018, where she studied Linguistics, American Sign Language, and dance. After graduating she was awarded a Fulbright scholarship to teach English in the American Studies department at Ovidius University in Constanta, Romania. Upon returning home, she assisted Dr. Robin Schader in organizing the 2e Symposium held in October 2019. She currently serves as the registrar of Bridges Graduate School where she earned a Certificate in 2e Education. She is an avid dancer and traveler. She completed her registrar training through the American Association of Collegiate Registrars and Admissions Officers.

FATUM,
Barbara, Ed.D.
Core Faculty



Degree from
University of San
Francisco

Dr. Barbara Fatum is a California Credentialed School Psychologist with 30+ years of experience in public, private and international schools. During her long career, she was the founding Director of Research for Synapse School, a school for gifted and neurodiverse students in the San Francisco Bay area. Dr. Fatum has taught undergraduate, graduate and doctoral level courses at the University of San Francisco, Notre Dame de Namur University, and Canada College. Dr Fatum earned her Doctorate of Education from the University of San Francisco. Her area of research is Social and Emotional Learning and Academic Achievement. More information can be found at TeachEmotion.com.

Areas of Expertise: Gifted and Talented, Twice Exceptionality, Social and Emotional Learning, Assessment in Educational Therapy

FUGATE,
C. Matthew, Ph.D.
Provost



Degree from
Purdue University

C. Matthew Fugate, Ph. D. is a nationally regarded educator in the field of gifted education and twice-exceptionality. His research has examined the relationship between working memory and levels creative thinking in gifted students with ADHD. He has also examined the coping mechanisms of twice-exceptional girls in secondary school as they navigate both their academic studies and interpersonal relationships. He has presented to national and international audiences. Matthew currently serves on the Board of the Texas Association for Gifted and Talented and as Chair of the Special Populations Network for the National Association for Gifted Children (NAGC). Additionally, he serves on the Editorial Board for the Journal for Education of the Gifted and is the Associate Editor of Teaching for High Potential. Matthew was named one of Variations magazine's "22 People to Watch in the Neurodiversity Movement" and received the Early Career Award from the NAGC Special Populations Network. He has published several articles, book chapters, and books related to his work.

Areas of Expertise: Creativity, Equity and inclusion, Twice-exceptionality, Underserved populations, and Total School Cluster Grouping

Affiliation: Bridges Graduate School of Cognitive Diversity in Education

JEN, Enyi, Ph.D.
**Associate Dean
of Graduate
Studies**



Degree from
Purdue University

Dr. Enyi Jen is an active member in the field of gifted education, actively contributing to the advancement of knowledge in this area. Through her teaching and publications, she has collaborated with children, adolescents, and educational professionals from across the globe. Previously, she served as a lecturer at Radboud University in the Netherlands, where she developed and implemented their international professional development blended program in various countries, including Croatia, Malta, and the Netherlands.

Dr. Jen holds a doctorate from Purdue University and possesses extensive experience in K-12 education, having taught in Taiwan for seven years prior to her doctoral studies. Her research has shed light on the positive impact of well-designed affective interventions for gifted students, while also exploring the pressing topics that gifted adolescents are keen to discuss with supportive adults. Notably, her recent study focused on high-ability women with disabilities, highlighting the significance of policies granting them the right to request work redesigns as they embark on their careers.

Driven by an unwavering passion, Dr. Jen continually seeks to uncover best practices in supporting highly capable young students in nurturing their talents and fostering positive social and emotional interactions. Collaborating with Dr. Jean Peterson, she developed the Peterson Proactive Developmental Attention Model, advocating for the adoption of a developmental perspective to address the social and emotional needs of gifted students.

Areas of Expertise: The Social and Emotional Development of Gifted Learners, Gifted Women, Professional Development, Qualitative Methods, Design-Based Research

Affiliation: Bridges Graduate School of Cognitive Diversity in Education

LAWSON-DAVIS,
Joy, Ed.D.
Core Faculty



Degree from The
College of
William & Mary

Joy Lawson-Davis is a career educator who has focused her work for the last four decades on increasing equity in gifted programs for underrepresented students, with a particular focus on culturally diverse students. She has served in multiple roles over her career including in higher education, state agency, and regional schools for Gifted students. She has worked with school districts across the nation and presented at educational conferences in Dubai, Istanbul, South Africa and the Caribbean.

Awards: 2019 Special Populations Award (NAGC); 2019 Lifetime Achievement Award (SENG)

Areas of Expertise: Gifted Education Equity & Diversity; Thrice Exceptional students; Parent & Family advocacy

Affiliation: Bridges Graduate School of Cognitive Diversity in Education; Johns Hopkins; Creating Positive Futures

LEPPIEN,
Jann, Ph.D.
Core Faculty



Degree from
University of
Connecticut

Jann Leppien, Ph.D. is an associate professor and the Margo Long Endowed Chair in Gifted Education at Whitworth University in Spokane, Washington. Whitworth's Center for Gifted Education supports and develops policies and practices that encourage the diverse expressions of gifts and talents in children and youth from all cultures, racial and ethnic backgrounds, and socioeconomic groups. Whitworth offers educators a specialty endorsement and a Master degree in gifted education. Dr. Leppien conducts professional staff training for educators in the areas of differentiated instruction, curriculum design, and assessment for advanced students, thinking skills, and gifted program development, both nationally and internationally. She has served on the board of the National Association for Gifted Children (NAGC), and currently serves on the board of the Association for the Education of Gifted Underachieving Students (AEGUS), the 2e Center for Research and Professional Development, NAGC's Diversity and Equity and Awards Committees, and Washington State's Gifted and Talented Advisory Board. She is the co-author of *The Multiple Menu Model: A Practical Guide for Developing Differentiated Curriculum* and *The Parallel Curriculum: A Design to Develop High Potential and Challenge High-Ability Students*.

Areas of Expertise: Curriculum, Differentiated Instruction, Leadership, Research and evaluation, Gifted and Talented, Underachievement, Twice-Exceptional Education

Affiliation: Professor Emeritus, Whitworth University, formerly Endowed Chair of Gifted Education, Whitworth University

LIM,
Lin, Ph.D.
**Dean of
Non-Degree
Programs**



Degree from
Boston University

Lin Lim, Ph.D., holds a doctorate in psychology from Boston University, an Academic Graduate Certificate in Mind, Brain and Education (Johns Hopkins University Graduate School of Education), and an Academic Graduate Certificate in Twice-exceptional Education (BGS). Her parenting journey with her two gifted outliers, one twice-exceptional and the other radically accelerated, drives her to create better understanding and nurturance for complex outliers across the lifespan. With a diverse academic background and wide experience across fields, She founded Quark Collaboration Institute, a non-profit that focuses on human dignity and wellbeing across the lifespan for all. She is an active volunteer serving on the boards of several gifted-related non-profits - Supporting the Emotional Needs of the Gifted (SENG), Gifted Homeschoolers Forum (GHF), Gifted Education Family Network, and PGRetreat.org. She currently serves as the President of SENNG through January 2024.

Areas of Expertise: Embodied Cognition, Multi-systems Framework, Brain-targeted Teaching (BTT), Attitudes and Beliefs, Interdisciplinary Human Developmental Science, Translational Neuroscience, Parenting, Diversity, and Asian Studies.

Affiliation: Bridges Graduate School of Cognitive Diversity in Education, QuarkCollaboration.org, Zenliving.com

LIVAS,
Graciela, Ed.D.
**Director of
Institutional
Research &
Evaluation**



Degree from
Bridges Graduate
School

Graciela Livas, Ed.D., brings over 17 years of teaching experience. She is currently serving as the director of Extended Learning at American School Foundation of Monterrey, Mexico. She is passionate about creating environments where learning is equitable for all, unique learning profiles and neurodiversity are celebrated, and awe, excitement, and student voice are brought back into learning. She holds a BS in Finance, a BA in Classical Ballet, a Masters in Education, and earned her doctoral degree in Cognitive Diversity at Bridges Graduate School in 2022.

Areas of Expertise: Arts in Education, Twice-Exceptional Education, Leadership, Cross-Curricular Instruction

Affiliation: Bridges Graduate School of Cognitive Diversity in Education - Planning & Accreditation Coordinator

NICOLS,
Henry J.(Hank),
M.S., Ed.D. hc
**Chief Operating
Officer**



Henry (Hank) Nicols is the Chief Operating Officer of Bridges Graduate School and the former Dean of Graduate Programs. He is a retired adjunct professor from the International Graduate Program for Educators at Buffalo State SUNY. He spent nearly twenty years teaching graduate students in Africa, Asia, Europe, Central and South America. He has conducted significant social and emotional research and was the recipient of two U.S. Department, Office of Overseas School Grants to develop materials for International Schools. He is a popular and sought after keynote speaker and workshop leader at conferences and symposiums. As a former hospital administrator and retired Chief of Police he has significant organizational and leadership experience.

Degrees from
Oneonta &
Buffalo State
SUNY and
Bridges Graduate
School hc

Areas of Expertise: Research, Social and Emotional Needs, Conflict Management, Leadership, and Organizational Improvement.

Affiliation: Bridges Graduate School of Cognitive Diversity in Education
- Former Dean of Graduate Programs

RIVERA,
Jade, Ed.D.
**Director of
Strength-Based
Assessment Lab
and Special
Programs**



Jade Rivera, Ed.D., graduated with a degree in Chemistry from The Evergreen State College in 2002. Shortly after, she was awarded the renowned Fulbright Scholarship for study in Thailand. After a brief, successful yet unfulfilling career as a chemist, she made a switch to alternative education and has been designing innovative learning environments ever since. In 2016 Jade was honored by the California Association for the Gifted for distinguished service on behalf of gifted and twice-exceptional children. More recently, she has been recognized as a 'person to watch in the 2e movement' by 2e News. Her newest publication, *Could You Live Underwater: A Design Thinking and STEM Curriculum* is available now. Jade earned her Ed.D. at Bridges Graduate School of Cognitive Diversity in 2022. It is her honor to continue on as a core faculty member at the same school, supporting others as they envision a strength-based world for neurodivergent humans.

Degree from
Bridges Graduate
School

Areas of Expertise: Strength-based learning, Project-based Learning, Twice-Exceptionality, STEAM learning, Design Thinking, Curriculum Design, DEI in alternative learning environments, Education Entrepreneurship, Innovation and Design for Cognitive Diversity

Affiliation: Bridges Graduate School of Cognitive Diversity in Education

ROBINSON,
George J., Ph.D.
**Dean of
Graduate
Studies**



Degree from The
University of
Connecticut

George J. Robinson Ph.D. teaches Creating Strength-based Talent-focused Schools. George has published journal articles on Gifted Ed, Differentiation, and Science Programs. He is a young adult author focusing on Environmental Issues and History. He has presided as Middle School Chair for the National Association for Gifted Children. George, a retired middle school and high school English and Gifted and Talented instructor, served as the assistant Dean of the College of New Rochelle's Graduate School, a differentiation Instructor for Renzulli Learning, a Director of a gifted elementary school, and an evaluator for multiple-year grants.

Areas of Expertise: Gifted Ed, Differentiation, Writing, Program Development, Evaluation, Funding

Affiliation: Bridges Graduate School of Cognitive Diversity in Education, Adjunct Professor of Writing Western Connecticut State University, New York State Teachers of English: Teacher of the Year

VARGAS,
Kim, Ed.D.
**Director of
Admissions**



Degree from
Bridges Graduate
School

Kim Vargas is the admissions director for the Bridges Graduate School of Cognitive Diversity in Education and the Bridges Academy Online High School. She is a trained facilitator of SENG Model Parent Groups for parents of twice exceptional children. She received her bachelor's degree from USC Rossier School of Education and holds a masters degree in Special Education for Gifted and Talented from California State University of Los Angeles. Kim earned a credential in mild/moderate learning disabilities from California Polytechnic University at Pomona. Kim's teaching career spanned 26 years in public schools. She completed the doctoral program at the Bridges Graduate School in 2024.

V. Graduate School Course Catalog by Category

Course Number Code

- A. CDL** Cognitively Diverse Learner
- B. IEC** Innovative Education & Curriculum
- C. IEL** Innovative Educational Leadership
- D. EXA** Experiential Application (including Practicum and Internships)
- E. RES** Applied Research
- F. SEM** Seminar
- G. CAP** Capstone Projects

Course numbers are determined by the following formulaic code. There may be exceptions.

**CDL 511: Introduction to Cognitively Diverse Minds: A world of learning differences. =
COGNITIVELY DIVERSE LEARNER
LEVEL 5 , YEAR 1, SEQUENCE #1**

Area	Level	Year	Sequence
CDL	5*	1	1

*5= Foundation Graduate Course
*6 & *7 =Advanced Graduate Course

A complete list of the course offerings by category is available below. Full course details are available within each program description.

A. Cognitively Diverse Learner

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
CDL 511	Introduction to Cognitively Diverse Minds: A World of Learning Differences	x	x	
CDL 611				x
CDL 512	Conceptions of Giftedness: From Theory to Practice	x	x	
CDL 612				x
CDL 513	Complexities of Twice Exceptionality	x	x	
CDL 613				x
CDL 700	Independent Study			x
CDL 703	Mindfulness Theory and Its Application to the 2e Student			x

CDL 623	Social and Emotional Diversity		x	
CDL 723				x
CDL 740	Cultural Diversity / Neurodiversity: Addressing The Needs Of 2e Culturally Diverse Students			x

B. Innovative Education & Curriculum

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
IEC 511	Cognitive Diversity And the Strength-Based, Talent-Focused Education	x	x	
IEC 611				x
IEC 621	Foundations of Creativity		x	x
IEC 622	Innovative Uses for Technology		x	
IEC 722				x
IEC 700	Independent Study			x
IEC 732	Curriculum Leadership			x
IEC 733	Educational Leadership and Organizational Management Theory for Dynamic Schools			x
IEC 740	Cultural Diversity / Neurodiversity: Addressing The Needs Of 2e Culturally Diverse Students			x

C. Innovative Educational Leadership

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
IEL 700	Independent Study			x
IEL 722	Strength-based Solutions: Innovative Entrepreneurship for Cognitive Diversity			x
IEL 731	Talent Development for Diverse Minds: Programs and Strategies			x
IEL 732	Curriculum Leadership			x
IEL 733	Educational Leadership and Organizational Management Theory for Dynamic Schools			x
IEL 734	Program Evaluation And Modification			x

IEL 740	Cultural Diversity / Neurodiversity: Addressing The Needs Of 2e Culturally Diverse Students			x
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D. Experiential Applications

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
EXA 511	Practicum	x	x	
EXA 800	Clinical Practicum			x
EXA 850	Doctoral Internship			x

All Practica and internship credits are calculated based on 45 hours per credit unit. A three-credit course requires 135 work hours.

E. Applied Research and Research Methodology

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
RES 731	Principles of Research Design			x
RES 621A	Methods and Techniques of Educational Research Part 1		x	
RES 621B	Methods and Techniques of Educational Research Part 2		x	
RES 721	Quantitative Methods			x
RES 722	Qualitative Methods			x

F. Seminars

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
SEM 710	Doctoral Seminar #1			x
SEM 720	Doctoral Seminar #2			x

G. Capstone Projects

Course	Course Name	Certificate Program	M.Ed. Program	Ed.D. Program
CAP 622	Capstone Action Research Project		x	
CAP 991	Directed Research Part 1 - Proposal Defense and IRB approval (Chapters 1- 2). The Proposal defense cannot be scheduled until all coursework above is completed and a comprehensive exam is passed			x
CAP 992	Directed Research Part 2: Data Collection and Data Analysis (Chapters 3- 4)			x
CAP 993	Directed Research Part 3: (Chapter 5), Oral Defense - Paperwork Completion			x
CAP 994	Directed Research Part 4: Continuing Registration (as needed)			x

VI. Program Descriptions and Admission Requirements

Our courses are taught through a hybrid or online program where instruction is provided synchronously and asynchronously by a professor who is present online via video conferencing tools with the students in possibly remote locations during the fall and spring semesters. Students who enroll in the Hybrid program are required to attend a minimum of one in person residency at the Bridges Graduate School campus during the month of June. Students who enroll in the Online program are required to attend residencies at the Bridges Graduate School campus virtually and synchronously during the month of June. Since there is a great dependency on online and internet resources and tools, applicants are required to submit to an online interview with the Director of Admissions for an assessment and review of their technology and skills. For a more detailed discussion on the specific skills required please see **Section VII. General Policies and Information X: Computer Literacy Assessment.**

A. The Certificate in Twice-Exceptional Education: Program and Curriculum

This 15-credit program is designed to be completed in one year. It is for individuals who have a background in an education-related field and who wish to augment and enhance their understanding of students who have gifts in specific areas and simultaneously have cognitive, behavioral, or social challenges. This degree will provide the participant with knowledge of and skills to advocate for these students, modify instruction to meet their needs, and to be on a team of professionals who desire to personalize approaches to meet the unique needs of twice-exceptional students. While 12 credits are taken online, the program includes a practicum and two-week residency program during which courses are taken either at the Bridges Graduate School campus or from a remote location virtually and synchronously. All program goals, objectives, and learning outcomes are aligned to either California Professional Standards for Educational Leaders (CPSEL) or the Council for Exceptional Children (CEC Professional Standards) in Special Education or Education of the Gifted and Talented. These alignments are shown in each course syllabi.

Admission to the Certificate Program in Twice-Exceptional Education

Entry into the program to earn a Certificate in Twice-Exceptional education requires a Bachelor's degree from an accredited university. Additionally, applicants must display a special interest in Strength-Based, Talent-Focused Education for twice-exceptional and cognitively diverse learners and must describe that interest in their online letter of application. They must also submit two references from academic or professional sources and complete the online application form which can be requested by email from the Director of Admissions. There is a non-refundable application fee of \$75.

Students may transition from one program to another:

All students in any of the three Bridges Graduate School programs earn a Certificate in Twice Exceptional Education at the end of their completed first year studies.

If a Certificate student wishes to continue to the Masters Program they will need to apply to that program, go through another application process and be accepted. They will be required to take the 15 credit hours of additional coursework required for MEd students beyond the courses already completed for the Certificate.

Entrance to the doctoral program requires 60 credit hours beyond an earned Master's degree. Students who wish to continue to the doctoral program must complete the application process. Acceptance is not guaranteed.

Certificate Students who already have a Masters degree upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the certificate level will be transferred to their doctoral plan of study. Because participation in these courses was not at the doctoral level, accepted students will be required to take an additional doctoral level elective course for a minimum of 63 credit hours upon completion of the doctoral program.

Masters Students upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the Masters level will not be transferred to their doctoral plan of study. These students will be required to take an additional 60 credit hours at the doctoral level.

Overview and Program Requirements

The Mission, Vision, and Program Outcomes of this Certificate Program align to the Mission, Vision, and Program Outcomes found in the Graduate School Overview Section.

Mission

BGS is committed to developing leaders, advocates, and scholars in the field of gifted cognitive diversity through an online distance-learning environment.

Guiding Principles:

1. **Advancing equitable talent-focused education:** All students have access to experiences that engage and develop their talent areas.
2. **Supporting diversity in human learning:** We honor and recognize that all people learn differently.

Vision

The Graduate School strives to inspire and develop innovative leaders of positive change. The program will empower leaders to create nurturing educational environments and effective systems of support. Our graduates will be well-prepared to use leadership and learning to enhance equity and quality of life for all.

Program Outcomes

The outcomes of the program are to prepare students who are able to:

Goal A. Recognize cognitive patterns of students with diverse minds (gifted and talented, attention deficit, autism, and specific learning disabilities).

Goal A Outcomes

1. See strengths associated with different kinds of minds.
2. See the impact of strengths, dispositions, personalities and advanced abilities.
3. Describe the twice exceptional students in terms of strengths and challenges
 - a. Using intellectual assessments such as the *Wechsler Scale of Intelligence*.
 - b. Understand the complexity of dual diagnosis of twice exceptional learners--intellectually, socially, and emotionally.

Goal B. Understand the importance of identifying, and assessing strengths, talents, and interests as foundational to program development.

Goal B Outcomes

1. Realize the influence of positive psychology on diagnosis and treatment.
2. Become familiar with research supporting strength-based learning.
3. Gain skill in identifying and assessing strengths, talents, and interests.

Goal C. Design learning environments based on theories of strength based, talent focused education.

Goal C Outcomes

1. Recognize and respond to the intellectual needs of high ability students.
2. Implement strategies to create learning environments that are appropriate for twice exceptional students in terms of intellectual, social-emotional, and physical needs.

Goal D. Employ creative problem-solving practices skills to develop innovative solutions that support diverse learning and cognitive profiles.

Goal D Outcomes

1. Participate in problem solving meetings using the Multiple-Perspectives Model (MPM).
2. Use reflection to adapt instruction of twice-exceptional youngsters within an enriched environment.
 - a. Acquire the knowledge and skills necessary to effectively advocate for the needs of twice exceptional learners in a professional and ethical manner.
 - b. Participate in a team meeting around students and advocating for their needs.
 - c. Develop talent plans for individual students.
 - d. Respect confidentiality and show empathy and sensitivity when communicating information with families, other educators and related services.

Program Design

This online program, with its two-week summer residency, provides an 15-credit sequence of courses designed specifically for classroom and resource teachers who work with twice-exceptional students in gifted settings, special education settings, or the regular classroom. Courses include assignments to observe cognitive strengths and individual talents in students and to use this information to develop their skills and advance their individual interests and talents.

Faculty Qualifications and responsibilities for Certificate Program

Qualifications: Doctorate or terminal degree in their discipline in one or more of these fields: Education of the Gifted and Talented, Special Education, and Curriculum and Instruction. In addition, faculty members must have professional experience in college teaching, have professional experiences within their fields such as publications, presentations, and curriculum development, and program coordination. Faculty must have had experience working with cognitively diverse students and/or families of students who are considered twice-exceptional (high ability with learning, behavioral, or attention difficulties).

The faculty has ongoing responsibility or has been involved in defining the Vision and Mission of the Certificate Program and selecting, designing, and refining the courses required to complete the program. Faculty members submit drafts of syllabi in their area of expertise and seek out critical feedback from other core faculty of the Certificate Program. These faculty members will have one or more of the following responsibilities to implement and evaluate the program:

- Teach courses
- Supervise Practicum
- Advise students
- Revise curriculum at a yearly retreat
- Development program assessment tools
- Attend annual 5-day retreat for program development and evaluation

Program Specifics

This program uses a cohort model where cohorts of 8-15 students take the majority of courses together and engage as a learning community both online and in the required residency experience. They share their thinking and writing with one another. They may use online tools to communicate and collaborate over their time in the program.

- In order to maintain a low student-to-faculty ratio, cohort sizes are small.
- Classes are scheduled to accommodate the needs of the working educator as online modules are primarily asynchronous and residencies are scheduled each summer (completing 6 credits) and the opportunity to interact in person and online with their cohorts, advisors, and doctoral committee.

- Students have an academic advisor to support them during their progression of courses and their practicum experience.
- Our outstanding faculty is diverse, representing different institutions of higher learning. They all have made major contributions to the fields of special education, education of the gifted, and talented, leadership, and research in evaluation.

Plan of Study

Courses represent three areas: the Cognitively Diverse Learner, Innovation in Education Curriculum, and Experiential Application. All courses build knowledge and skills in working with twice-exceptional students.

The pursuit of this degree program proceeds through two phases: Coursework and in-residence experience include some practicum requirements.

Phase I: Upon acceptance to the program students will complete a Plan of Study with their advisor consisting of required core courses and a practicum experience.

Phase 2: Upon completion of the courses, students will participate in a two-week summer experience at Bridges Academy, a school for twice-exceptional students in Studio City, California, where they will implement strategies approved during their coursework in partial fulfillment of the Practicum requirements and complete final coursework. Students will receive their certificate after the successful completion of all coursework and the Practicum. Credits from the certificate program can be applied to both the M.Ed. and the Ed.D. programs.

Plan of Study Certificate



Plan of Study: Certificate Program in Twice Exceptional Education These courses must be taken in sequence.					
#	Course #	Course Name	Date	Grade	Credits
1	CDL 511	Introduction to Cognitively Diverse Minds: A World of Learning Differences			3
2	CDL 512	Conceptions of Giftedness: From Theory to Practice			3
3	CDL 513	Complexities of Twice Exceptionality			3
4	IEC 511	Cognitive Diversity and Strength-Based, Talent-Focused Education			3
5	EXA 511	Practicum			3
		Total required credits			15

Changes in this schedule can be made only with the Academic Advisors' approval.
 The admission requirements have been explained to me and I understand it is my obligation to read the Bridges Graduate Catalog and other documents supplied by Bridges Graduate School.
 Google history saves a record of who approved this form and when.
 Please indicate your approval below by entering your name and date in a font of your choice.

Candidate _____ Date: _____
 Academic Advisor _____ Date: _____

Graduation requirements:

Completion of a minimum of 15 graduate credits including a 3-credit Practicum experience.
 GPA no lower than 3.0 with no individual course beneath a grade of B-.

Course Sequence for the Certificate Program

Year	Fall Semester Online	Spring Semester Online	Summer Semester Residency (2 weeks)
1	CDL 511: Introduction to Cognitively Diverse Minds: A World of Learning Differences CDL 512: Conceptions of Giftedness: From Theory to Practice	CDL 513: Complexities of Twice Exceptionality IEC 511: Cognitive Diversity and Strength-Based, Talent-Focused Education	EXA 511: Practicum
	Total Credits: 6	Total Credits: 6	Total Credits: 3
At the end of Year 1 Certificate Students = 15 Credits			

Course Descriptions for Certificate Program

Cognitively Diverse Learner

CDL 511: Introduction to Cognitively Diverse Minds: A World of Learning Differences

This course offers an exploration of how minds differ by looking at the cognitive diversity movement and the implications of cognitive differences among students with respect to intellectual profiles, learning styles, and personality preferences. Special emphasis is given to how diverse minds struggle in some areas but bring strengths and advanced abilities to others. An examination of learning and where it breaks down for exceptional students often falling under the umbrella of Special Education will reveal how cognitive differences impact learning. Candidates will critique categories of special education and resulting approaches typically found in individual educational plans. **3 credits**

CDL 512: Conceptions of Giftedness: From Theory to Practice

Course content and activities focus on current research, trends, and practices within the field of gifted and talented education. Topics include an introduction to the historical and philosophical context of gifted education and theories of intelligence; characteristics of gifted behaviors across cultures; overview of curricular options for enhancing and accelerating instruction; and identification techniques and program services. **3 credits**

CDL 513: Complexities of Twice Exceptionality

The focus of the course describes the unique characteristics of students who have high abilities and simultaneous learning and attention challenges, known as twice-exceptional students. Particular attention is given to the impact coincidence has on the social, emotional, and cognitive world of twice-exceptional students. Exploration of the research on this population will illustrate the complexities of both diagnosis and program development for this population of learners. We will explore how to identify these students and assess their unique learning needs. Using a case study approach, candidates will look at students who are gifted with learning disabilities, attention deficit disorder, autism, and social and emotional issues and develop a comprehensive plan to meet their needs. **3 credits**

Innovative Education Curriculum

IEC 511: Cognitive Diversity and Strength-Based, Talent-Focused Education

This course provides candidates with an overview of strength-based, talent-focused education with particular attention given to how students differ and the strengths and talents they bring to the classroom. Candidates will gain skills in identifying and using students' strengths, interests, and talents to help cognitively diverse students succeed in the classroom, develop executive function, social skills, and productivity. Understandings will conclude with procedures for curriculum development using a strength-based, talent-focused model. **3 credits**

Experiential Application

All Practica and internship credits are calculated based on 45 hours per credit unit. A three-credit course requires 135 work hours.

EXA 511: Practicum

The Practicum is designed to apply theory and skills from coursework deemed necessary to show emerging expertise in the area of twice exceptional education. The Practicum includes both assignments completed before the residency experience and specific activities during the residency experience. Candidates will present a study of a twice exceptional individual using the Suite of Tools Process during a study session, develop a personalized talent plan, report findings and recommendations to school or family. In addition, during the residency experience, candidates will attend seminars, observations, and workshops as well as develop and present a workshop to other professionals. Candidates will record insights, questions, and observations in the Practicum reflection log. **3 credits (135 hours)**

Total 15 credits for Certificate Program

B. The Master of Education in Cognitive Diversity: Program and Curriculum

Overview

These 30 credit, two-year, hybrid and online programs are for educators or others who have a background or interest in cognitively diverse learners and who are interested in exploring issues related to meeting their needs. Graduation requirements include a Practicum experience, completion of a Capstone project (action research), and participation in a Master Seminar where the action research project is shared and discussed with faculty and their student cohort. While the majority of the courses are online, there are two mandated 2-week summer residencies required. During the first summer, students will fulfill partial requirements for their required practicum--working directly with twice-exceptional students participating in a summer program either on campus or from a remote location virtually and synchronously as well as completing some coursework requirements. During the second summer, students will complete their coursework and participate in their Masters Seminar which includes presenting their Capstone Action Research project.

The program will prepare educators to be instructional leaders within their districts. They will be able to assist with many decisions related to the development of personalized plans for cognitively diverse students with high abilities and be prepared to lead teams in identifying instructional strategies that address the paradoxical needs of high-ability, cognitively diverse students. Graduates of this program will be able to apply strength-based, talent-focused curricular systems and strategies in classrooms and schools and use action research methodology to measure the effectiveness of strategies. All program goals, objectives, and learning outcomes are aligned to either California Professional Standards for Educational Leaders (CPSEL) or the Council for Exceptional Children (CEC Professional Standards) in Special Education or Education of the Gifted and Talented. These alignments are shown in each course syllabi.

Admission to The Master of Education Program (M.Ed.)

Entry into the Master of Education Program at The Bridges Graduate School of Cognitive Diversity in Education requires a Bachelor's degree from an accredited university with a collegiate GPA of 3.0. Additionally, applicants must display a special interest in strength-based, talent-focused education for twice-exceptional and cognitively diverse learners and must describe that interest in their online letter of application. They must also submit two references from academic or professional sources and complete the online application form which can be requested by email from the Director of Admissions. There is a non-refundable application fee of \$75.

Students may transition from one program to another:

All students in any of the three Bridges Graduate School programs earn a Certificate in Twice Exceptional Education at the end of their completed first year studies.

If a Certificate student wishes to continue to the Masters Program they will need to apply to that program, go through another application process and be accepted. They will be required to take the 15 credit hours of additional coursework required for MEd students beyond the courses already completed for the Certificate.

Entrance to the doctoral program requires 60 credit hours beyond an earned Master's degree. Students who wish to continue to the doctoral program must complete the application process. Acceptance is not guaranteed.

Certificate Students who already have a Masters degree upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the certificate level will be transferred to their doctoral plan of study. Because participation in these courses was not at the doctoral level, accepted students will be required to take an additional doctoral level elective course for a minimum of 63 credit hours upon completion of the doctoral program.

Masters Students upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the Masters level will not be transferred to their doctoral plan of study. These students will be required to take an additional 60 credit hours at the doctoral level.

Mission

“Celebrating the transformative power of strengths, interests, and talents”

The mission of the Bridges Graduate School of Cognitive Diversity in Education is to advance the quality and equity of education for all. To achieve these ends, we cultivate knowledge of diverse world views and perspectives, as well as the skills, insights, and imagination required of scholars who will assume leadership roles as instructional leaders, researchers, administrators, and policymakers. Furthermore, Bridges Graduate School is committed to providing intellectually engaging content and instruction through online, distance learning experiences where students feel connected, stimulated, and well-served.

Vision

The Graduate School inspires and cultivates innovative leaders of positive change. The program will empower leaders to build nurturing educational environments and effective systems of support. Our graduates will also be well-prepared to use leadership and learning to enhance equity and quality of life for all.

Program Outcomes

The M.Ed. Program in Cognitive Diversity is dedicated to the development of the following learning outcomes in its students. These outcomes are consistent with the latest research and best practices for meeting the needs of individuals whose cognitive profiles reveal advanced abilities and areas of challenge in learning, self-regulation, or social skills.

Graduates will be able to:

Goal A. Recognize cognitive patterns of students with diverse minds (gifted and talented, attention deficit, autism, and specific learning disabilities).

Goal A Outcomes

1. See strengths associated with different kinds of minds.
2. See the impact of strengths, dispositions, personalities, and advanced abilities.
3. Describe the twice-exceptional students in terms of strengths and challenges using intellectual assessments such as the *Wechsler Scale of Intelligence*.
4. Understand the complexity of dual diagnosis of twice exceptional learners--intellectually, socially, and emotionally.

Goal B. Understand the importance of identifying, and assessing strengths, talents, and interests as foundational to program development.

Goal B Outcomes

1. Realize the influence of positive psychology on diagnosis and treatment.
2. Become familiar with research supporting strength-based learning.
3. Gain skill in identifying and assessing strengths, talents, and interests.

Goal C. Design learning environments based on theories of strength based, talent focused education.

Goal C Outcomes

1. Recognize and respond to the intellectual needs of high ability students.
2. Implement strategies to create learning environments that are appropriate for twice-exceptional students in terms of intellectual, social-emotional, and physical needs.

Goal D. Employ creative problem solving practices to develop innovative solutions that support diverse learning and cognitive profiles.

Goal D Outcomes

1. Conduct problem solving meetings using the Multiple Perspectives Model.
2. Develop a comprehensive strength-based plan to advance talents and support problematic weaknesses.

Goal E. Use systematic inquiry in evaluating the effectiveness of strength-based and talent-focused education.

Goal E Outcomes

1. Conduct Action Research Studies.
2. Interpret data and make recommendations based on systematic inquiry.
3. Examine information collected on students to interpret needs, challenges, and appropriate environments.

Goal F. Acquire the knowledge and skills necessary to effectively advocate for the needs of twice exceptional and neurodiverse learners in an ethical and professional manner.

Goal F Outcomes

1. Conduct a team meeting around students and advocate for their needs.
2. Develop written reports and student plans for individual students.
3. Respect confidentiality and show empathy and sensitivity when communicating information with families, other educators, and related services.

Program Design

This is a two-year 30-credit minimum online program with two required two-week summer residencies at Bridges Graduate School, Studio City, CA.

This program uses a cohort model where cohorts of 8-15 students take the majority of courses together and engage as a learning community both online and in the required residency experience (2 summers). They share their thinking and writing with one another. They may use online tools to communicate and collaborate over their time in the program.

- In order to maintain a low student-to-faculty ratio, cohort sizes are small.
- Classes are scheduled to accommodate the needs of the working educator as online modules are primarily asynchronous and residencies are scheduled each summer (completing 3 credits per summer) and the opportunity to interact in person with their cohorts, advisors, and doctoral committee.
- Students have an academic advisor to support them during their progression through their course work, Practicum, and Action Research Project culminating in a Master's Seminar.
- Our outstanding faculty is diverse, representing different institutions of higher learning. They all have made major contributions to the fields of special education, education of the gifted and talented, leadership, and research in evaluation.

The M.Ed. Program in Cognitive Diversity - Requirements

Courses represent four areas of concentration: the Cognitively Diverse Learner, Innovation in Education Curriculum, Experiential Application, and Research. All courses build knowledge and skills in working with students who have high ability and are cognitively diverse—also known as twice exceptional.

The pursuit of this degree program proceeds through four phases:

Phase 1

Upon acceptance to the program, students will complete a Plan of Study with their advisor and complete the four core courses in the cognitively diverse learner and innovative curriculum.

Phase 2

Upon completion of the core courses, students will participate in a two-week summer experience in partial fulfillment of their Practicum. The Practicum is designed to apply theory and skills from coursework deemed necessary to show emerging expertise in the

area of twice exceptional education. The Practicum includes both assignments completed before the residency experience and specific activities during the residency experience. Candidates will present a study of a twice exceptional individual using the Suite of Tools Process during a study session, develop a personalized talent plan, report findings and recommendations to school or family. In addition, during the residency experience, candidates will attend seminars, observations, and workshops as well as develop and present a workshop to other professionals. Candidates will record insights, questions, and observations in the Practicum reflection log. They will participate in a mini conference as workshop presenter and participant. Finally they will contribute to an advocacy initiative. These activities are designed for students to apply strategies and curriculum introduced during their four courses. Students will receive their Certificate in Twice-Exceptional Education after successful completion of all core coursework and the Practicum usually at the end of Year One.

Phase 3

Upon receipt of the 15-credit Certificate in Twice-Exceptional Education, students complete advanced level courses in innovative curriculum and research. Upon completion of RES 621 students will present their proposal to their classmates and to their faculty committee consisting of their academic advisor, Capstone advisor and Practicum supervisor. When their proposal is approved by their committee, it is submitted to the IRB for approval. submit their Masters Project proposal to their capstone advisor for approval. Upon receiving approval from the IRB students must apply for graduation.

Phase 4

begins with enrollment in CAP 622 Capstone Project and Seminar. Under the guidance of their Capstone Advisor, students will implement their study, analyze results, draw conclusions, The students will write An Action Research Report and present their findings during the Masters Seminar held during Summer Residency 2, followed by graduation if all conditions are met.

Plan of Study Masters Degree



BRIDGES GRAD SCHOOL
EDUCATING THE EXCEPTIONAL²

Plan of Study Masters Degree					
The first five courses must be taken in sequence. But courses 6 and 8 may be taken at any time.					
#	Course	Course Name	Date	Grade	Semester Credits
1	CDL 511	Introduction to Cognitively Diverse Minds: A World of Learning Differences.			3
2	CDL 512	Conceptions of Giftedness: From Theory to Practice			3
3	CDL 513	Complexities of Twice Exceptionality			3
4	IEC 511	Cognitive Diversity and Strength-Based, Talent-Focused Education			3
5	EXA 511	Practicum			3
6	IEC 621	Foundation in Creativity			3
7	RES 621	Methods and Techniques of Educational Research			3
	OR				1
	RES 621A AND RES 621B	Methods and Techniques of Educational Research Part 1 Methods and Techniques of Educational Research Part 2			2
8	Elective: IEC 622 OR IEL 722	Innovative Uses for Technology OR Strength-based Solutions: Innovative Entrepreneurship for Cognitive Diversity			3
9	CAP 622	Capstone Action Research Project			3
10	CDL 623	Social and Emotional Diversity			3
Minimum 30 Semester Hours					30

Graduation requirements

30 credits completed.

GPA no lower than 3.0 with no individual course beneath a grade of B-.

Completion of Capstone Project and Practicum experience.

Course Sequence for The Master of Education (M.Ed.) in Cognitive Diversity

Year	Fall Semester On Line	Spring Semester On Line	Summer Semester Residency (2 weeks)
1	<p>CDL 511: Introduction to Cognitively Diverse Minds: A World of Learning Differences</p> <p>CDL 512: Conceptions of Giftedness: From Theory to Practice</p>	<p>CDL 513: Complexities of Twice Exceptionality</p> <p>IEC 511: Cognitive Diversity and Strength-Based, Talent-Focused Education</p> <p>RES 621A: Methods & Techniques of Educational Research Part 1 (entire Spring semester)</p>	<p>EXA 511: Practicum</p> <p>IEC 622: Innovative Uses for Technology (runs from June to August)</p> <p>RES 621A*: Methods & Techniques of Educational Research Part 1(entire Summer term)</p> <p>*For Certificate to Master's program transfers only</p>
	Total Credits: 6	Total Credits: 7	Total Credits: 6
<p>At the end of Year 1 19 total credits</p>			
2	<p>RES 621B: Methods & Techniques of Educational Research Part 2 (entire Fall semester)</p> <p>IEC 621: Foundations of Creativity</p>	<p>CAP 622: Capstone Action Research Project Spring & Summer Class (entire Spring semester)</p>	<p>CDL 623: Social and Emotional Diversity</p>
	Total Credits: 5	Total Credits: 3	Total Credits: 3
<p>At the end of Year 2 30 total credits</p>			

Course Descriptions for The Master of Education in Cognitive Diversity

CDL 511: Introduction to Cognitively Diverse Minds: A World of Learning Differences

This course offers an exploration of how minds differ by looking at the cognitive diversity movement and the implications of cognitive differences among students with respect to intellectual profiles, learning styles, and personality preferences. Special emphasis is given on how diverse minds struggle in some areas but bring strengths and advanced abilities to others. An examination of learning and where it breaks down for exceptional students often falling under the umbrella of Special Education will reveal how cognitive differences impact learning. Candidates will critique categories of special education and resulting approaches typically found in individual educational plans. **3 credits**

CDL 512: Conceptions of Giftedness: From Theory to Practice

Course content and activities focus on current research, trends, and practices within the field of gifted and talented education. Topics include an introduction to the historical and philosophical context of gifted education and theories of intelligence; characteristics of gifted behaviors across cultures; overview of curricular options for enhancing and accelerating instruction; and identification techniques and program services. **3 credits**

CDL 513: Complexities of Twice Exceptionality

The focus of the course describes the unique characteristics of students who have high abilities and simultaneous learning and attention challenges known as twice-exceptional students. Particular attention is given to the impact coincidence has on the social, emotional, and cognitive world of twice-exceptional students. Exploration of the research on this population will illustrate the complexities of both diagnosis and program development for this population of learners. We will explore how to identify these students and assess their unique learning needs. Using a case study approach, candidates will look at students who are gifted with learning disabilities, attention deficit disorder, autism, and social and emotional issues and develop a comprehensive plan to meet their needs. **3 credits**

IEC 511: Cognitive Diversity and Strength-Based, Talent-Focused Education

This course provides candidates with an overview of strength-based, talent-focused education with particular attention given to how students differ and the strengths and talents they bring to the classroom. Candidates will gain skills in identifying and using students' strengths, interests, and talents to help cognitively diverse students succeed in the classroom, develop executive function, social skills, productivity, develop executive function, social skills, and productivity. Understandings will conclude with procedures for curriculum development using a strength-based, talent-focused model. **3 credits**

EXA 511: Practicum

The Practicum is designed to apply theory and skills from coursework deemed necessary to show emerging expertise in the area of twice exceptional education. The Practicum includes both assignments completed before the residency experience and specific activities during the residency experience. Candidates will present a study of a twice exceptional individual using the Suite of Tools Process during a child study session, develop a personalized student talent plan, report findings and recommendations to school or family. In addition, during the residency experience, candidates will attend seminars, observations, and workshops as well as develop and present a workshop to other professionals. Candidates will record insights, questions, and observations in the Practicum reflection log. **3 credits**

IEC 622: Innovative Uses for Technology

An introduction to the integration of technology in the schools, focusing on how instructional technology affects and advances K-12 learning especially for students who have challenges accessing information, organizing ideas, and communicating what they know. Topics include principles of integrating technology to strengthen standards-based curricula, instruction, and assessment; selection of software and other technological materials; uses of technology for collaboration with school-related audiences; issues of digital equity and ethics; and strategies for using digital technology with special needs populations. **3 credits**

IEC 621: Foundations of Creativity

The major purpose of this course is to study the theoretical and practical aspects of creativity—what is creativity, how do we develop it in ourselves and in our students. The course is an overview of major definitions, theories, and research related to the study of creativity and the creative individual. Class members will learn techniques for stimulating creative thinking as well as strategies for adapting existing curricula to develop creative thinking abilities in students. Topics also include the assessment of creative thinking, methods for enhancing personal creative abilities, and techniques for examining the creative process. **3 credits**

RES 621A: Methods and Techniques of Educational Research Part 1

RES 621A meets once per month throughout the spring semester. It offers specialized instruction and professional growth opportunities for master's students aiming to deepen their knowledge in cognitive diversity and twice-exceptional education. This course integrates hands-on activities, case studies, and practical exercises tailored to improve students' problem-solving, decision-making, and critical-thinking skills. Through extensive discussions and practical exercises, participants will learn research skills, fostering both comprehension and proficiency in research practices. **1 credit**

RES 621B: Methods and Techniques of Educational Research Part 2

This course focuses on the practitioners as researchers. The content provides strategies to evaluate programs and students for the purpose of conducting action research projects to inform instruction. Students will explore fundamental tools, materials, designs, and statistical techniques used in researching effective methods within their professional contexts. Moreover, they will develop the ability to design and implement an action research project within their practices, preparing them for the Master's Capstone Project. (CAP 622: Master's Capstone Project) **2 credits**

CDL 623: Social and Emotional Diversity

Students will explore the biological and environmental factors that contribute to cognitive diversity, with an emphasis on the social and emotional implications for twice-exceptional individuals in the classroom and in life. This course will be a broad overview of the most prevalent categories of special education. Case studies will be reviewed in order to gain an in-depth understanding of how social and emotional challenges impact interpersonal relationships, academic performance, and the ability to attain personal goals. Non-academic factors will be reviewed as they relate to the population including topics of resilience, motivation, and grit. Learners will use the multifaceted social-emotional model to maximize growth, development, and achievement in the 2e populations with which they work. **3 credits**

CAP 622: Capstone Action Research Project

This course is done independently throughout the semester following the completion of RES 621A & RES 621B. Participants work on implementing their proposal approved in RES 621B and by Bridges Graduate School's Institutional Review Board (IRB).

All data must be collected and organized before the start of Summer Residency 2 with their Action Research papers written up to the results section.

During class students will analyze their data and complete their paper and presentation for the Masters Seminar held during the Summer Residency prior to graduation ceremony. At the meeting they will analyze their data with their professor and discuss their conclusions. They will then complete their paper and participate in a Master Seminar where they will present their action research project. Complete description of Capstone can be found on the BGS Website under the Description of Capstone. **3 credits**

C. Doctor of Education in Cognitive Diversity (Ed.D.): Program and Curriculum

These 60-credit hybrid and online programs are specially designed for professionals who already have a Master's degree in fields like education, counseling, or psychology and who would like to become empowered to take an active role in the cognitive and neurodiversity movements. Appropriate for this degree are administrators, special education directors, coordinators of programs for gifted and talented, educational therapists, counselors, classroom

teachers, counselors, psychologists, and service providers who want to advance their understanding of cognitive diversity and twice exceptional learners and take an active role in promoting educational opportunities away from remediation to a more strength-based, talent-focused approach. The program is designed to be completed in four years and includes three summer residencies, a clinical practicum, an internship, comprehensive exams, and a Problem of Practice dissertation. Students can choose an area of concentration: twice exceptionalism and cognitive diversity, strength-based, talent-focused curriculum, or leadership for innovation. All program goals, objectives, and learning outcomes are aligned to either California Professional Standards for Educational Leaders (CPSEL) or the Council for Exceptional Children (CEC Professional Standards) in Special Education or Education of the Gifted and Talented. These alignments are shown in each course syllabi.

Admission to The Doctor of Education Program (Ed.D.)

Applicants to Ed.D. programs are expected to demonstrate outstanding ability and provide evidence of previous scholarship and experience indicating that they are likely to do superior creative work in their fields. Holding a Master's degree from this or any institution does not render the applicant automatically admissible to the doctoral program. In general, doctoral applicants must meet all admission requirements for the Master's degree and must present evidence that they are capable of doing independent work of distinction. Entry into the Bridges Graduate School of Cognitive Diversity in Education to earn an Ed.D. requires a minimum of a Master's degree with a collegiate GPA of 3.0 from an accredited institution. Applicants must have a special interest in strength-based, talent-focused education, leadership, and cognitive diversity and must describe that interest and supporting experiences in their online letter of application. They must also submit three references from academic or professional sources and complete the online application form which can be requested by email from the Director of Admissions. There is a non-refundable application fee of \$75.

Students may transition from one program to another:

All students in any of the three Bridges Graduate School programs earn a Certificate in Twice Exceptional Education at the end of their completed first year studies.

If a Certificate student wishes to continue to the Masters Program they will need to apply to that program, go through another application process and be accepted. They will be required to take the 15 credit hours of additional coursework required for MEd students beyond the courses already completed for the Certificate.

Entrance to the doctoral program requires 60 credit hours beyond an earned Master's degree. Students who wish to continue to the doctoral program must complete the application process. Acceptance is not guaranteed.

Certificate Students who already have a Masters degree upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the certificate level will be transferred to their doctoral plan of study. Because participation in these courses

was not at the doctoral level, accepted students will be required to take an additional doctoral level elective course for a minimum of 63 credit hours upon completion of the doctoral program.

Masters Students upon completion of their program may apply to the doctoral program. If accepted into the program, courses taken at the Masters level will not be transferred to their doctoral plan of study. These students will be required to take an additional 60 credit hours at the doctoral level.

Overview and Program Requirements for the Ed.D. in Cognitive Diversity.

The Ed.D. Program in Cognitive Diversity aligns with the mission and vision of Bridges Graduate School. To that end, the program offers the following

Mission of the Ed.D. Program

“Celebrating the transformative power of strengths, interests, and talents”

The mission of the Bridges Graduate School of Cognitive Diversity in Education is to advance the quality and equity of education for all. To achieve these ends, we cultivate knowledge of diverse world views and perspectives, as well as the skills, insights, and imagination required of scholars who will assume leadership roles as instructional leaders, researchers, administrators, and policymakers. Furthermore, Bridges Graduate School is committed to providing intellectually engaging content and instruction through online, distance learning experiences where students feel connected, stimulated, and well-served.

Vision

The Graduate School inspires and cultivates innovative leaders of positive change. The program will empower leaders to build nurturing educational environments and effective systems of support. Our graduates will also be well-prepared to use leadership and learning to enhance equity and quality of life for all.

Program Philosophy and Guiding Principles

To achieve this mission the design of the Ed.D. Program is guided by five principles based on the Professional Doctorate in Education (Carnegie Project, 2000), which focuses on equity, ethics, and social justice to bring about solutions to complex problems of practice. Our hope is to create scholar-practitioners who:

1. Construct and apply knowledge to make a positive difference in the lives of cognitively/neuro diverse individuals, their families, and the organizations and communities in which they live and work.
2. Develop and demonstrate collaboration and communication skills that allow them to work with diverse communities and to advocate for neurodiversity within their communities with the understanding that cognitive diversity is the cornerstone for innovation and productivity in all organizations.

3. Use relevant pedagogical skills, educational psychology, and knowledge in the planning, development, delivery, and assessment of professional services in support of relevant educational and professional goals, reflecting a strength-based, talent-focused philosophy.
4. Creatively solve problems in field-based situations to analyze problems of practice and use multiple frames to develop meaningful solutions.
5. Are grounded in research and committed to develop a professional knowledge base that integrates both practical and research knowledge and links theory with systemic and systematic inquiry.

Pursuit of Ideas

- In-depth inquiry within a discipline or field
- Synthesis of concepts and principles across disciplines and fields
- Openness to new ideas that are beyond one's perspectives, languages, and cultures

Development of Expertise

- As designers of new research, policy, and practice
- As negotiators in areas of complexity, uncertainty, and diversity
- As communicators among diverse audiences

Cultivation Commitments

- To expand intellectual pursuits
- To ensure professional ethics and responsibility
- To address evolving issues in the education of underserved learners

Engagement of Imagination

- To identify novel ideas and important questions that shape the field
- To generate innovative methods, practices, and solutions
- To visualize future directions

Program Goals and Outcomes

The Doctor of Education in Cognitive Diversity degree program focuses on the development of knowledge, skills, and expertise in understanding, supporting, and advocating for persons with unique skills and abilities whose cognitive/neurodiversity creates certain limitations. To this end, the program identifies these program goals and outcomes. Candidates will:

Goal A. Take a leadership role in recognizing, celebrating, and promoting positive education in response to the unique needs of cognitively/neurodiverse (twice-exceptional) learners.

Goal A Outcomes

1. Provide expertise recognizing the unique profiles of cognitively diverse learners, especially for twice exceptional (high ability with specific learning disabilities, attention deficits, behavior and social challenges), focusing on how they learn, and how they view the world.
2. Design innovative learning environments and curriculum based on theories of positive education and talent development to promote intellectual, social, and emotional growth.
3. Acquire the knowledge and skills necessary to effectively advocate for the needs of cognitively diverse learners.
4. Communicate through publications, professional development workshops, and conference presentations.

Goal B. Facilitate a paradigm shift from remediation to talent development as an educational approach, especially for diverse learners, based on theoretical paradigms and research support.

Goal B Outcomes

1. Create innovative learning environments based on theories of positive education and talent development to promote intellectual, social, and emotional growth.
2. Effect positive change in diverse educational contexts by applying advanced theoretical perspectives to problems of practice.

Goal C. Lead multi-disciplinary teams to collect evidence and creatively problem solve approaches to meet the needs of cognitively/neuro diverse students.

Goal C Outcomes

1. Lead team meetings to analyze data to create meaningful and personalized strength-based, talent-focused plans for cognitively diverse persons.
2. Employ creative problem-solving practices and skills to develop innovative solutions to support diverse learning styles and cognitive profiles.
3. Participate with colleagues in broadening perspectives and improve educational outcomes for neurodiverse learners through a positive lens.

Goal D. Critique, understand, and conduct high quality education research and link it to policy and practice.

Goal D Outcomes

1. Use systematic inquiry to evaluate the effectiveness of innovative approaches and address problems of practice.
2. Identify issues of social justice and fairness within a learning environment and conduct inquiry to examine causes and suggest strategies for improvement.
3. Develop policy to support strength-based, talent-focused approaches to education.
4. Empower a community of professionals to effect innovative change for institutions that serve cognitively/neurodiverse learners.
 - a. Submit grant proposals to sponsor research and program development.

All Program Outcomes align to Professional Standards of National Association for Gifted Children (NAGC), Council for Exceptional Children (CEC), CA Professional Standards for Education Leaders (CPSEL)

Three Frames of Study

The Ed.D. program is a blend of three disciplines:

1. **Cognitively Diverse Minds: The Complexity of 2e** in schools and society focusing on the celebration of cognitive / neurodiversity
2. **Leadership for Innovation** in policy development for innovative schools and programs
3. **Curriculum and Instruction for Innovation** - Implementation of strength-based, talent-focused pedagogy

These frames serve as lenses for understanding varying dimensions of issues facing the educational system. Students' coursework, readings, and assignments develop an understanding of these frames and their interconnection. Most students' Capstone Projects relate to one or more of the frames. Candidates will choose one of the frames as an area of specialization.

Program Design

These are three- to four-year 60-credit minimum online and hybrid programs with three required two-week summer residencies, to be attended either in person at the Bridges Graduate School campus or from a remote location virtually and synchronously. This program uses a cohort model in which cohorts of 8-15 students take the majority of courses together and engage as a learning community both online and in the required residency experience. They share their thinking and writing with one another. They will use online tools to communicate and collaborate over their time in the program.

The highlights of the design include the following:

- In order to maintain a low student to faculty ratio, cohort sizes are small.
- Classes are scheduled to accommodate the needs of the working educator as online modules are both synchronous and asynchronous and residencies are scheduled each summer (completing 6 credits) to provide the opportunity to interact in person and online with their cohorts, advisors, and doctoral committee.
- Guided support for the development and identification of the Problem of Practice, the inquiry, and scholarly reporting of the project is provided for each student throughout the four-year, sixty-credit program.
- We boast an outstanding faculty who represent different institutions of higher learning. They all have made major contributions to the fields of special education, education of the gifted and talented, leadership, and research and evaluation.

Ed.D. Program Phases (I - III) and Benchmarks

The pursuit of this degree program proceeds through four phases as outlined below.

Phase I: Doctoral planning and completion of core competencies in the education of twice exceptional students with cognitive/neurodiversity.

Benchmarks: Phase I Review (18 credits).

- Personal statement of goals and desired internship experiences
- Awarded Certificate of Specialization in Twice Exceptional Education by successfully completing four core courses and a clinical practicum
- Plan of study submitted and approved through Year 2

Phase II: Completion of the research sequence (Years 2-3) and advanced courses in understanding neurodiverse minds in terms of social and emotional concomitants and creative abilities. Upon completion of these required courses, doctoral students will earn an additional six credits at the 600-700 level in an area of specialization through related elective courses, independent study(ies), or advanced internship as approved by their advisor.

This stage concludes with students completing CAP 991 and earning approval for their Proposal for the Problem of Practice by their committee and the IRB and passing the comprehensive exam.

Benchmarks: Phase II Review

- Completion of internship (3-9 credits as approved by advisor)
- Defense of Comprehensive Exams
- Selection of Doctoral Committee
- Proposal accepted by committee including positive review by the Institutional Review Board of the Graduate School (IRB)
- Course work completed except for CAP 992 & CAP 993 (Directed Research).

Phase III: Completion of the Capstone Problem of Practice Dissertation

This phase begins with advancement into dissertation candidacy and continues through the candidate's implementation of their Problem of Practice Capstone accordance the Guidelines set forth by the Bridges Graduate School. They will be guided by their Capstone advisor to complete the objectives stated in CAP 992 & CAP 993. At the conclusion of this phase, the candidate will defend the research before their committee for approval. Problem of Practice is defined by the Carnegie Project for the Educational Doctorate and described in the Problem of Practice Capstone Guidebook

Benchmarks: Phase III Review

- Completion of (CAP 992 & CAP 993) Problem of Practice
- Oral defense of project
- Final approval by Committee
- Upload project to dissertation site
- Review of transcript and requirement by Academic Provost for approval for graduation.
- Graduation

Curriculum Design

The curriculum design of the Bridges Graduate School in Cognitive Diversity in Education offers varying levels of graduate courses. All graduate students complete the core foundational courses listed at the 600 level. Doctoral students will have additional requirements in each of these foundational courses to acculturate them to more advanced outcomes. These assignments may include, readings, preparing a manuscript for publication, or creating an annotated bibliography of scholarly work related to the course objectives.

The Plan of Study outlines the coursework, professional experiences, and research requirements that a doctoral student will undertake. The degree is never awarded solely for a required period of study or the completion of a prescribed program of coursework. Although minimum credit requirements are established to ensure a common ground for graduate students to develop emerging expertise, the Plan of Study is a means for cultivating these values and patterns of professional and scholarly engagement, not a mechanism for tallying credits.

General Features

The Plan of Study is developed between the doctoral student and her academic advisor as required by the Graduate School. The plan should reflect the goals of the doctoral student. Thus, there are choices that the student must decide upon. The student may:

1. Select an area of concentration within the program, which will require at least three courses. This will require two additional courses at the 600-700 levels in one of the three areas of specialization.
2. Elect not to have a concentration but rather engage in a more extensive internship experience by designing up to 9 credits of experiences with the help of the major advisor.
3. Pursue additional areas of interest by registering for independent study working with an advisor or other faculty member for up to 9 credits.

Plan of Study

- Must be submitted when the student has completed no more than 18 credits of coursework.
- Must be submitted to the Graduate Records Office for approval by Academic Affairs Committee of the Graduate School
- Must be submitted before the student takes Comprehensive exams
- Must include a minimum of 60 credits beyond the Master's degree.
- Must Include at least 9 credits of advanced work (courses at 700 level) in a specialty area related to the three alternatives listed above **or** an advanced internship experience **or** independent study work with a faculty member or a combination of the three.
- Must include a minimum of 9 credits of CAP 999: Directed Research.
- May include credits from other institutions, as well as non-matriculated credits, so long as they are post-Master degree credits and relate to the focus of the program. Transfer of credit toward the Ed.D. degree requires the approval of both the Advisory Committee and the Graduate School.

Specific Requirements

Specifically, the Plan of Study in Cognitive Diversity in Education is designed to cultivate beginning expertise in three areas central to scholarly work as a leader in the advancement of a strength-based, talent-focused philosophy to meet the needs of high ability, cognitively diverse populations. These areas include courses in disciplinary understandings, theory into practice experiences, and research and inquiry skills.

Disciplinary Understanding

- **Knowledge of Equity and Social Justice in Schools and Society focusing on the Celebration of Cognitive /neurodiversity. (CDL).** To assure all doctoral students have a baseline knowledge of the growing field of cognitive and neurodiversity as a state of being to be celebrated not fixed, all doctoral students will take four core graduate courses at the 600 level (**12 credits**) in the areas of cognitive diversity and a practicum experience (**3 credits**).
- **Innovative Educational Curriculum (IEC).** To acculturate doctoral colleagues into the field of positive education where methodology turns from remediation to strength-based, talent- focused learning, scholar practitioners take a minimum of three required courses in this specialty area. These **nine credits** are typically taken during the first two years of doctoral study.
- **Leadership for Innovative Education (IEL).** To provide professional skills in leadership all students will be required to take a minimum of 3 credits to introduce leadership possibilities in the field. Most importantly, they will learn how to develop programs that are strength-based, talent-focused as well as how to secure funding for innovative initiatives. This course will include professional skills such as writing grants, white papers, and manuscripts for publication. **3 credits.**

Theory into Practice

To assure that doctoral students can apply theory to stellar practice, there is both a clinical practicum (**3 credits**) and internship (**3 to 9 credits**) experiences for up to **12 credits**.

Research Methods and Performance

- To prepare doctoral students to use tools and procedures for collecting, analyzing, and reporting data, a required three course sequence is provided: Quantitative Methods, Qualitative Methods, and Research Design. These courses should be completed by the end of the fall semester of the 3rd year of the program. **9 credits**
- To acculturate new scholars into the practice of academic research and inquiry doctoral students will take CAP 991-993 in a three-course series in Directed Research. **12 credits**.

Plan Of Study Ed.D.



Plan of Study Ed.D. Courses 3-7 must be taken in sequence* <small>*This suggested sequence may be modified with the permission of your academic advisor</small>					
#	Course #	Course Name	Date	Grade	Credits
1	SEM 710	Doctoral Seminar #1			
2	RES 711	Principles of Research Design			
3	CDL 611	Introduction to Cognitively Diverse Minds: A World of Learning Differences			
4	CDL 612	Conceptions of Giftedness: From Theory to Practice			
5	CDL 613	Complexities of Twice Exceptionality			
6	IEC 611	Cognitive Diversity And the Strength-Based, Talent-Focused Education			
7	EXA 800	Clinical Practicum			
8	SEM 720	Doctoral Seminar #2			
9	IEC 621	Foundations of Creativity			
10	RES 721	Quantitative Methods			
11	IEL 722	Creating Strength-Based, Talent-Focused Programs: Innovative Entrepreneurship for Cognitive Diversity			
12	RES 722	Qualitative Methods			
13	CDL 723	Social and Emotional Diversity			
14	CAP 991	Directed Research Part 1 - Proposal Development (1) IRB Training, Doctoral Advisor and Committee Selection			
15	700 level Elective	Choose 1 as offered <ul style="list-style-type: none"> • CDL, IEC, IEL 700: Independent Study (with permission only) • CDL 703: Mindfulness Theory and Its Application to the 2e Student • IEC 722: Innovative Uses for Technology • IEC, IEL 731: Talent Development for Diverse Minds: Programs and Strategies • IEL 734: Program Evaluation And Modification • IEC, IEL 732 Curriculum Leadership • IEC, IEL 733: Educational Leadership and Organizational Management Theory for Dynamic Schools 			

Graduation Requirements

- Completion of all coursework (Minimum of 60 credits) with a GPA no lower than a 3.0 with no individual course grade lower than a “B-”.
- Comprehensive Exams passed.
- The Problem of Practice - Applied Dissertation completed and defended.

Course Sequence for The Doctor of Education (Ed.D.) Program

Year	Summer Semester In Residence (2 weeks)	Fall Semester Online	Spring Semester Online
1	<p>(Residency 1) SEM 710: Doctoral Seminar #1</p>	<p>CDL 611: Introduction to Cognitively Diverse Minds: A World of Learning Differences.</p> <p>CDL 612: Conceptions of Giftedness: Theory to Practice</p> <p>SEM 710: Doctoral Seminar #1 (continued from Residency)</p>	<p>CDL 613: Complexities of Twice Exceptionality</p> <p>IEC 611: Cognitive Diversity and Strength-Based, Talent-Focused Education</p> <p>SEM 710: Doctoral Seminar #1 (continued from Residency)</p>
	Total Credits: 3	Total Credits: 6	Total Credits: 6
<p>At the end of Year 1 Ed.D. Students = 15 Credits</p>			
2	<p>(Residency 2) EXA 800: Clinical Practicum</p>	<p>IEC 621: Foundations of Creativity</p> <p>RES 721: Quantitative Methods</p> <p>SEM 720: Doctoral Seminar #2 (includes Problem of Practice and Internship Planning)</p>	<p>IEL 722: Strength-based Solutions: Innovative Entrepreneurship for Cognitive Diversity</p> <p>RES 722: Qualitative Methods</p> <p>SEM 720: Doctoral Seminar #2 (includes Problem of Practice and Internship Planning) (continued from Fall)</p> <p>EXA 850 Internship Added to Google Classroom; begin researching internship opportunities (minimum 3 credits; up to 9 credits can be taken with approval).</p>
	Total Credits: 3	Total Credits: 9	Total Credits: 6

At the end of Year 2

Ed.D. Students = 33 Credits

3	<p>(Residency 3) CDL 723: Social-Emotional Diversity</p>	<p>RES 731: Principles of Research Design (entire Fall Semester)</p> <p>Elective 3 credits (700 level)</p> <p>Elective 3 credits (700 level)</p> <p>EXA 850 Internship Begin internship, can carry across semesters (minimum 3 credits; up to 9 credits can be taken with approval).</p>	<p>Elective 3 credits (700 level)</p> <p>Comprehensive Exams completed (All core coursework completed)</p> <p>CAP 991: Directed Research Part 1 Proposal Defense and IRB approval (Chapters 1- 2). The Proposal defense cannot be scheduled until all coursework above is completed and a comprehensive exam is passed.</p> <p>(All electives and internship completed)</p> <p>File for Candidacy (Comprehensive exams passed and proposal approved)</p>
	Total Credits 3	Total Credits: 9	Total Credits: 9

At the end of Year 3

Ed.D. Students = 51 Credits

All courses completed except Directed Research

4	<p>CAP 992: Directed Research Part 2: Data Collection and Data Analysis Chapters 3- 4)</p>	<p>CAP 993: Directed Research Part 3: (Chapter 5), Oral Defense - Paperwork Completion</p>	<p>CAP 994: Directed Research Part 4: Continuing Registration (as needed)</p>
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At the end of Year 4

Ed.D. Students = 60 credits minimum

Graduation

The Capstone Project

The Capstone Project for the Ed.D. Program in Cognitive Diversity in Education is an applied dissertation or Problem of Practice Inquiry. Based on the criteria established by the Carnegie Project on Educational Doctorate. The Problem of Practice approach aligns to the Guiding Principles of the Graduate School, the Values of the Graduate School and the Outcomes of the Ed.D. Program as shown below.

Carnegie Standards	Graduate School Guiding Principles	Graduate School Values	Ed.D. Program Outcomes (See alignment of Program Outcomes to National Standards in Appendices A-D of Curriculum Overview Section)
Problem of Practice is based on an area of concern within the domain of cognitive diversity within the doctoral candidate's context.	1. Construct and apply knowledge to make a positive difference in the lives of cognitively/ neurodiverse individuals, their families, and the organizations and communities in which they live and work.	<p>Pursuit of Ideas</p> <ul style="list-style-type: none"> • in-depth inquiry within a discipline or field <p>Development of Expertise</p> <ul style="list-style-type: none"> • as designers of new research, policy, and practices <p>Cultivation Commitments</p> <ul style="list-style-type: none"> • to address evolving issues in the education of underserved learners <p>Engagement of Imagination</p> <ul style="list-style-type: none"> • to identify novel ideas and important questions that shape the field 	4 Critique, understand, and conduct high-quality education research and link it to policy and practice.
Problem is addressed by using relevant theories of leadership and review of literature of related issues, constructs, and theories.	Are grounded in research and develops a professional knowledge base that integrates both practical and research knowledge, [JL5] that links theory with systemic and systematic inquiry.	<p>Pursuit of Ideas</p> <ul style="list-style-type: none"> • synthesis of concepts and principles across disciplines and fields <p>Cultivation Commitments</p> <ul style="list-style-type: none"> • to expand intellectual pursuits • to ensure professional ethics and responsibility 	4. Critique, understand, and conduct high-quality education research and link it to policy and practice.

<p>Application of appropriate models to address the Problems of Practice.</p>	<p>4. Creatively solve problems in field-based situations to analyze problems of practice and use multiple frames to develop meaningful solutions.</p>	<p>Pursuit of Ideas</p> <ul style="list-style-type: none"> • in-depth inquiry within a discipline or field <p>Development of Expertise</p> <ul style="list-style-type: none"> • as designers of new research, policy, and practice <p>Cultivation Commitments</p> <ul style="list-style-type: none"> • to ensure professional ethics and responsibility <p>Engagement of Imagination</p> <ul style="list-style-type: none"> • to generate innovative methods, practices, and solutions • to visualize future directions 	<p>4. Critique, understand, and conduct high-quality education research and link it to policy and practice.</p>
<p>Use of appropriate data collection methods and analysis techniques.</p>	<p>3. Use relevant pedagogical skills, educational psychology, and knowledge in the planning, development, delivery, and assessment of professional services in support of relevant educational and professional goals, reflecting a strength-based, talent-focused philosophy.</p>	<p>Pursuit of Ideas</p> <ul style="list-style-type: none"> • in-depth inquiry within a discipline or field <p>Development of Expertise</p> <ul style="list-style-type: none"> • as designers of new research, policy, and practice <p>Cultivation Commitments</p> <ul style="list-style-type: none"> • to ensure professional ethics and responsibility 	<p>4. Critique, understand, and conduct high-quality education research and link it to policy and practice.</p>

<p>Explain findings and issues that underlie problems and solutions.</p>	<p>4. Develop and demonstrate collaboration and communication skills that allow them to work with diverse communities and to advocate for neurodiversity within their communities with the understanding that cognitive diversity is the cornerstone for innovation and productivity in all organizations[JL6].</p>	<p>Pursuit of Ideas</p> <ul style="list-style-type: none"> • synthesis of concepts and principles across disciplines and fields • openness to new ideas that are beyond one's perspectives, languages, and cultures <p>Development of Expertise</p> <ul style="list-style-type: none"> • as designers of new research, policy, and practice • as negotiators in areas of complexity, uncertainty, and diversity • as communicators among diverse audiences <p>Cultivation Commitments</p> <ul style="list-style-type: none"> • to expand intellectual pursuits • to ensure professional ethics and responsibility • to address evolving issues in the education of underserved learners <p>Engagement of Imagination</p> <ul style="list-style-type: none"> • to identify novel ideas and important questions that shape the field • to generate innovative methods, practices, and solutions • to visualize future directions 	<p>4. Critique, understand, and conduct high-quality education research and link it to policy and practice.</p>
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Suggest an action plan that is acceptable to stakeholders[JL7]	Develop and demonstrate collaboration and communication skills that allow them to work with diverse communities and to advocate for neurodiversity within their communities with the understanding that cognitive diversity is the cornerstone for innovation and productivity in all organizations	<p><i>Development of Expertise</i></p> <ul style="list-style-type: none"> • as negotiators in areas of complexity, uncertainty, and diversity • as communicators among diverse audiences <p><i>Cultivation Commitments</i></p> <ul style="list-style-type: none"> • to expand intellectual pursuits • to ensure professional ethics and responsibility • to address evolving issues in the education of underserved learners <p><i>Engagement of Imagination</i></p> <ul style="list-style-type: none"> • to identify novel ideas and important questions that shape the field • to generate innovative methods, practices, and solutions • to visualize future directions 	4 Critique, understand, and conduct high-quality education research and link it to policy and practice.
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Course Descriptions of the Ed.D. Program

SEM 710: Doctoral Seminar #1

Doctoral seminar expands over a two-year period through two phases SEM 710 and SEM 720. The seminar consists of two components: explorations of critical issues in the field of cognitive diversity and twice exceptional education and skill development laboratory. Seminar topics are introduced by guest speakers and the professor who will engage students in lively discussions as they explore, critique, and synthesize critical issues in the fields of cognitive diversity, neuroscience, psychology, and education such as advocacy, mental health, social, emotional, and cognitive development, positive and humanistic psychology. The writing laboratory component will support students in the development of their writing and communication skills, professional portfolio development, and identification of a problem of practice in the field of cognitive diversity over the course of two years. The expectation is that all students will have at least two manuscripts that they submit for publication by the end of the two years. **3 credits**

CDL 611: Introduction to Cognitively Diverse Minds: A World of Learning Differences

This course offers an exploration into how minds differ by looking at the cognitive diversity movement and the implications of cognitive differences among students with respect to

intellectual profiles, learning styles, personality preferences. Special emphasis is given on how diverse minds struggle in some areas but bring strengths and advanced abilities to others. An examination of learning and where it breaks down for exceptional students often falling under the umbrella of Special Education will reveal how cognitive differences impact learning. Candidates will critique categories of special education and resulting approaches typically found in individual educational plans. **3 credits**

CDL 612: Conceptions of Giftedness: From Theory to Practice

Course content and activities focus on current research, trends, and practices within the field of gifted and talented education. Topics include an introduction to the historical and philosophical context of gifted education and theories of intelligence; characteristics of gifted behaviors across cultures; overview of curricular options for enhancing and accelerating instruction; and identification techniques and program services. **3 credits**

CDL 613: Complexities of Twice Exceptionality

The focus of the course describes the unique characteristics of students who have high abilities and simultaneous learning and attention challenges known as twice-exceptional students. Particular attention is given to the impact coincidence has on the social emotional, and cognitive world of twice- exceptional students. Exploration of the research on this population will illustrate the complexities of both diagnosis and program development for this population of learners. We will explore how to identify these students and assess their unique learning needs. Using a case study approach, candidates will look at students who are gifted with learning disabilities, attention deficit disorder, autism, and social and emotional issues and develop a comprehensive plan to meet their needs.

3 credits

IEC 611: Cognitive Diversity And the Strength-Based, Talent-Focused Education

This course provides candidates with an overview of strength-based, talent-focused education with particular attention given to how students differ, and the strengths and talents they bring to the classroom. Candidates will gain skills in identifying and using students' strengths, interests, and talents to help cognitively diverse students succeed in the classroom, develop executive function, social skills, and productivity. Understandings will conclude with procedures for curriculum development using a strength-based, talent-focused model. **3 credits**

EXA 800: Clinical Practicum

Doctoral students will engage in a clinical experience under the supervision of an educational therapist and expert in gifted education. The Practicum is designed to apply theory and skills from coursework deemed necessary to show emerging expertise in the area of twice exceptional education. The Practicum includes both assignments completed before the residency experience and specific activities during the residency experience. Candidates will present a study of a twice exceptional individual using the Suite of Tools Process during a child study session, develop a personalized student talent plan, report findings and recommendations to school or family. In addition, during the residency experience, candidates will attend seminars, observations, and workshops as well as develop and present a workshop

to other professionals. Through observations, reflections, and discussions students will write an educational plan as part of a multidisciplinary team. The plan includes talent goals for that student. Requirements also include adapting IEP or 504 plans to meet the needs of twice exceptional learners as appropriate. This course is completed independently and in residence for a total of 135 hours. **3 credits**

SEM 720: Doctoral Seminar # 2

SEM 720 meets one full day per month over the course of fall and spring semesters. The seminar consists of two components: explorations of critical issues in the field of cognitive diversity and twice exceptional education and skill development laboratory. Seminar topics are introduced by guest speakers and the professor who will engage students in lively discussions as they explore, critique, and synthesize critical issues in the fields of cognitive diversity, neuroscience, psychology, and education such as advocacy, mental health, social, emotional, and cognitive development, positive and humanistic psychology. The writing laboratory component will support students in the development of their proposal with the expectation that all students will have Chapters 1 and 2 of their proposal drafted for their capstone chair.

3 credits

RES 721: Quantitative Methods

This course provides the basis for understanding, applying, and interpreting univariate statistics in educational settings and introduces multiple correlational research. The student will relate specific quantitative research questions and hypotheses to appropriate statistical procedures as well as analyze each procedure using appropriate software. Students will use data sets that apply directly to educational research. **3 credits**

IEC 621: Foundations Of Creativity

The major purpose of this course is to study the theoretical and practical aspects of creativity—what is creativity, how do we develop it in ourselves and in our students. The course is an overview of major definitions, theories, and research related to the study of creativity and the creative individual. Class members will learn techniques for stimulating creative thinking as well as strategies for adapting existing curricula to develop creative thinking abilities in students. Topics also include the assessment of creative thinking, methods for enhancing personal creative abilities, and techniques for examining the creative process. **3 credits**

RES 722: Qualitative Methods

This course conveys the history and characteristics of qualitative methodology used in educational settings. A theoretical and practical examination of qualitative methods will include the use of qualitative research as students gain experience in employing qualitative techniques and analyses.

3 credits

IEL 722: Strength-based Solutions: Innovative Entrepreneurship for Cognitive Diversity

This course delves deeply into innovative design strategies and how to apply strength-based, talent-focused approaches in the design of initiatives, services, programs, or schools with

cognitively diverse populations. Course material will address major tenants of innovation, including those with a strength-based philosophy, before exploring several models for strength-based programs, products, initiatives, and appropriate models that support this approach. Students will develop a vision for an innovative initiative, service, program, or school founded on developing students' creativity, talent, and interests. Students will also begin to create the necessary aspects for delivering their vision and learn to seek funding sources to sustain their vision. **3 credits**

CDL 723: Social-Emotional Diversity

Understanding the Social and Emotional Issues of Twice-Exceptional Learners - (Ed.D.)
Exploration of the biological and environmental factors contributing to cognitive diversity with an emphasis on the social and emotional implications for the twice-exceptional individual in the classroom and in life is the focus of this course. The course will include a broad overview of the most prevalent categories of special education in order to provide the foundation for advanced conceptualization. Through a case study approach, students will gain an in-depth understanding of how their social and emotional challenges impact interpersonal relationships, academic performance, and ability to attain personal goals. The concepts of motivation, resilience, and grit will be considered in the context of this population. Students will be able to apply this multifaceted social-emotional model for maximizing individual growth, development, and achievement. **3 Credits**

RES 731: Principles of Research Design

This course provides an introduction to the design of research studies in applied educational settings. The design and implementation of research studies are contextualized in current educational issues and take into account the practical constraints of the real world. Topics covered include the formulation of research questions/hypotheses, operational definitions of research constructs, sampling methods, experimental and quasi-experimental designs, threats to internal and external validity. **3 credits**

EXA 850: Doctoral Internship

Internship experiences are designed by students after they receive their Certificate in Twice-Exceptional Education and attend an internship workshop overview given once a semester. Students discuss their goals and a concentration area in which they are developing expertise with their academic advisor. Together they discuss possibilities and available opportunities. When the student has a focus or an idea, he or she makes an appointment with the Internship coordinator who will apprise the student of the process to be followed in securing the internship, completing the internship contract, and engaging in the internship. Specific information is found in the Internship Classroom. (** Note students can extend their internship for a more in depth experience earning for up to 9 credits. Consult with your advisor for assistance.*)

PROBLEM OF PRACTICE PROPOSAL DEFENSE--THIS IS DONE ONLINE WITH A COMMITTEE

CAP 991: Directed Research Part 1 - Proposal Defense and IRB Approval (Chapters 1-3)

This is the first of a 3-course sequence leading to the completion of the capstone project. This course is designed to have students complete their Capstone Problem of Practice Dissertation or Project proposal with their Capstone advisor and committee with a focus on the completion of the Proposal, Proposal Defense, and IRB approval. After completion of CAP 991, students meet independently with their Capstone advisor and committee to complete each of the following courses. There is a syllabus for each course. The advisor submits a grade of P, I, or F at the completion of the requirements in the syllabus for that course. Each of the courses should not exceed one semester (A & B) but may be completed earlier. **3 Credits**

CAP 992: Directed Research Part 2: Data Collection and Data Analysis (Chapter 4)

This is the second of a 3-course sequence leading to the completion of the Capstone Project leading to the completion of the problem of practice dissertation or project. This course should focus on implementation, data collection, and Chapters 1-3 completed/ PoP project-implementation of project. **3 credits**

CAP 993: Directed Research Part 3: (Chapter 5), Oral Defense - Paperwork Completion

This is the third of a 3-course sequence leading to the completion of the Problem of Practice Capstone dissertation or project including the Oral Defense. In this course students are to focus on data analysis and synthesis of findings. The candidate should work with the doctoral committee to flesh out the results and discuss implications. Chapter 5 should be completed by the end of this phase. With committee's approval students will schedule and participate in their oral defense of their Problem of Practice Capstone. **3 Credits**

If more than a semester is needed to complete this requirement, students will need to register for CAP 994.

CAP 994: Directed Research Part 4: Continuing Registration (as needed)

This is a repeat of CAP 993 if more than a semester is needed for the completion of the Problem of Practice Capstone dissertation or project including the Oral Defense. In this course students are to focus on data analysis and synthesis of findings. The candidate should work with the doctoral committee to flesh out the results and discuss implications. Chapter 5 should be completed by the end of this phase. With committee's approval students will schedule and participate in their oral defense of their Problem of Practice Capstone. **3 credits**

ELECTIVES

Cognitively Diverse Minds: The Complexity of 2e (CDL)

CDL 700: Independent Study

Topics for exploration are decided between the candidate and the advisor relating to a specific area of interest in cognitive diverse learners. **1- 6 credits**

CDL 703: Mindfulness Theory And Its Application To The 2e Student

Mindfulness is a mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations. In recent years, mindfulness has become a cornerstone of many therapeutic interventions with a variety of populations. This course will explore the benefits of mindfulness for a 2e population. In general, the benefits of mindfulness include stress reduction, greater focus, emotional balance, and enhanced cognitive flexibility. These areas of emotional regulation are often problematic for 2e children and adolescents; therefore, we will examine the different styles of mindfulness and their applications to various 2e populations in order to achieve the aforementioned benefits within this group. In addition, the interface between mindfulness and resilience will be explored. There is considerable evidence indicating that mindfulness techniques lead to greater resilience, which in turn leads to greater overall success for the individual. We will examine that research and its applications to the 2e population.

3 credits

CDL 731: Talent Development for Diverse Minds: Programs and Strategies

This course will provide a more critical understanding of models purposefully designed to develop specific kinds of talents and creative abilities in students. Based on the knowledge of the different kinds of minds (artistic, creative, scientific) candidates will identify programs that align to the way these individuals see the world. A survey of specific programs both in and outside of the school environment will reveal authentic opportunities for talent development. Attention will be paid to their authenticity to the discipline and to the kinds of minds typically aligned to expertise and creative productivity in varied disciplines. A major requirement will be interviews with creators from different disciplines. **3 credits**

CDL 740: Cultural Diversity / Neurodiversity: Addressing The Needs Of 2e Culturally Diverse Students

This course will provide an opportunity to explore how societal response to culture impacts the lives of diverse learners with multiple exceptionalities. Major topics covered in the course include but are not limited to an examination of cultural difference, systemic biases, intersectionality, and other salient issues. Students will learn how developing culturally responsive instructional and support strategies will enhance the learning experience and school outcomes for 3e learners and provide substantive support for their families and other advocates. **3 credits**

CDL 750: Advanced Assessment in Educational Therapy

CDL 750, Advanced Assessment in Educational Therapy, provides candidates with an overview of the practice of administering and scoring assessments that measure students' Reading, Math, Written Expression, and Processing skills; analyzing assessment scores; and writing strength-based goals addressing underlying academic skills. Foundational Ethics, Creating a Student Profile, Understanding Psychometrics, Addressing Family and School Concerns, and

Presenting Student Assessment Information are covered, as required by the Association of Educational Therapy (AET). **3 credits**

Curriculum and Instruction for Innovation (IEC)

IEC 700: Independent Study

Topics for exploration are decided between the candidate and the advisor relating to a specific area of interest in cognitive diverse learners. **1-6 credits**

IEC 722: Innovative Uses for Technology

An introduction to the integration of technology in the schools focusing on how instructional technology affects and advances K-12 learning especially for students who have challenges accessing information, organizing ideas, and communicating what they know. Topics include principles of integrating technology to strengthen standards-based curricula, instruction, and assessment; selection of software and other technological materials; uses of technology for collaboration with school-related audiences; issues of digital equity and ethics; and strategies for using digital technology with special needs populations. **3 credits**

IEC 731: Talent Development for Diverse Minds: Programs and Strategies

This course will provide a more critical understanding of models purposefully designed to develop specific kinds of talents and creative abilities in students. Based on the knowledge of the different kinds of minds (artistic, creative, scientific) candidates will identify programs that align to the way these individuals see the world. A survey of specific programs both in and outside of the school environment will reveal authentic opportunities for talent development. Attention will be paid to their authenticity to the discipline and to the kinds of minds typically aligned to expertise and creative productivity in varied disciplines. A major requirement will be interviews with creators from different disciplines. **3 credits**

IEC 732 Curriculum Leadership

Curriculum Leadership is the study of theoretical and practical aspects of designing curriculum for advanced students. This course has been designed to familiarize educators with the various theories, principles, and models of curriculum development for gifted and talented students. A variety of curricular models will be explored, including the Multiple Menu Model and the Parallel Curriculum Model, which will be used as a framework for developing differentiated and defensible curriculum for gifted students. Additionally, the course will explore curriculum modification techniques, methods for enrichment teaching, and assessment techniques that support the principles underlying curriculum design for advanced students. As a final project, each participant will choose a content area field of study and design a comprehensive unit following best-evidence research in curriculum design for the gifted and aligned to the appropriate state standards or Common Core State Standards (CCSS). **3 credits**

IEC 740: Cultural Diversity / Neurodiversity: Addressing The Needs Of 2e Culturally Diverse Students

This course will provide an opportunity to explore how societal response to culture impacts the lives of diverse learners with multiple exceptionalities. Major topics covered in the course include but are not limited to an examination of cultural difference, systemic biases, intersectionality, and other salient issues. Students will learn how developing culturally responsive instructional and support strategies will enhance the learning experience and school outcomes for 3e learners and provide substantive support for their families and other advocates.

Leadership for Innovation (IEL)

IEL 700: Independent Study

Topics for exploration are decided between the candidate and the advisor relating to a specific area of interest in cognitive diverse learners. **1-6 credits**

IEL 731: Talent Development for Diverse Minds: Programs and Strategies

This course will provide a more critical understanding of models purposefully designed to develop specific kinds of talents and creative abilities in students. Based on the knowledge of the different kinds of minds (artistic, creative, scientific) candidates will identify programs that align to the way these individuals see the world. A survey of specific programs both in and outside of the school environment will reveal authentic opportunities for talent development. Attention will be paid to their authenticity to the discipline and to the kinds of minds typically aligned to expertise and creative productivity in varied disciplines. A major requirement will be interviews with creators from different disciplines. **3 credits**

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3 credits

IEL 733: Educational Leadership and Organizational Management Theory for Dynamic Schools

This course introduces theories and approaches to organizational management, utilizing Gareth Morgan's text *Images of Organization* to explore and examine a variety of institutional management strategies and approaches. Candidates will also survey important current perspectives of management theory and assess the potential impacts of these perspectives for programs in action. Candidates will grapple with Morgan's organizational metaphors to develop their own perspectives about how to lead and manage an institution with

a cognitively diverse population. By the end of the course, students will craft a leadership statement and a strategic plan for program development. **3 credits**

IEL 734: Program Evaluation and Modification

This course introduces theories and approaches to program evaluation, also providing practical models and tools for planning and conducting an evaluation. Candidates will survey a variety of qualitative, descriptive, and inferential methodologies that can be applied in formative and summative evaluation contexts. Candidates will work with logic models to identify information needs, create evaluation questions, and develop a system for data collection, analysis, and reporting. By the end of the course, students will produce a draft of a hypothetical evaluation proposal. **3 credits**

IEL 740: Cultural Diversity / Neurodiversity: Addressing The Needs Of 2e Culturally Diverse Students

This course will provide an opportunity to explore how societal response to culture impacts the lives of diverse learners with multiple exceptionalities. Major topics covered in the course include but are not limited to an examination of cultural difference, systemic biases, intersectionality, and other salient issues. Students will learn how developing culturally responsive instructional and support strategies will enhance the learning experience and school outcomes for 3e learners and provide substantive support for their families and other advocates.

Comprehensive Examination

The purpose of the comprehensive examination is to (a) build professional capacity, (b) evaluate your preparedness to conduct an inquiry in a problem of practice, and (c) assess the breadth and depth of important content knowledge in your field of study. The examination assesses capacity, preparedness, and content knowledge in a manner that is relevant, authentic, and formative.

As such, the exam will consist of a production of artifacts for the examination that are germane to becoming a scholar-practitioner. These artifacts will demonstrate that you have:

- an ability to reason across disparate stances and research
- an insightful and respectful understanding of the debates and tensions within the field and a clear ability to articulate your stance within them
- an ability to express your ideas in the academic formats expected for wider dissemination
- an ability to evaluate and critique research that reflects a range of research traditions and
- a deep regard for the potential and limitations of the research and its relationship to theory and practice.

The examination is a written and oral assessment that must be passed before the presentation of a dissertation proposal. The comprehensive exam will be the responsibility of a committee of

three faculty members most connected to the goal and vision of the doctoral student. The committee is responsible for administering and overseeing the comprehensive examination process and is responsible for evaluating all components. The examining committee participants will be required to evaluate all portfolio components and submit written feedback to the major advisor by the completion of the oral.

There are two components for the examination: a written portfolio and an oral defense.

1. Written Portfolio Component

The written portfolio will consist of a minimum of five elements:

- A. **Publishable Manuscript and Book Review.** The student must complete a publishable manuscript. For multiple author manuscripts, the student must be the first author. In such cases, the manuscript must be accompanied by a brief explanation of the student's role in the manuscript. A second manuscript is a critical review of a book relevant to the field.
- B. **Critical Synthesis.** The student must write a critical synthesis of the research literature in their area of study. The synthesis should be single authored and demonstrate the student's knowledge of the research literature, his/her ability to synthesize and critique that research literature, and skill at communicating these abilities in writing.
- C. **Two or More Additional Products.** The student, in collaboration with the Advisory Committee, must design at least two additional scholarly products that demonstrate expertise and competence in the field of cognitive diversity and strength-based, talent-focused education.^[JL8]

These products must provide evidence that the student can (a) construct a clear, evidence-based argument for a scholarly position, (b) demonstrate depth and breadth of knowledge when analyzing and synthesizing a body of literature, (c) compose scholarly prose that is genre-appropriate and clearly written for the intended audience., and produce materials that can advocate for cognitive diversity by creating awareness.

Products could include, but are not limited to:

- Philosophy of Education and implications for leadership or advocacy
- Case study analysis including gathering data to establish learning profiles with recommendations for strength-based, talent-focused support
- Program design for a strength-based school
- Grant proposal for a pilot study of an innovative program
- Workshop presentation to increase awareness of cognitive diversity and the benefits of cognitive difference
- Conference presentations

2. Oral Defense Component / Comprehensive Exam

The comprehensive examination includes an oral examination that focuses on the student's portfolio products. The date for the oral examination will be set by the student and his/her Advisory Committee. At a minimum, the one-hour examination will be attended by the Advisory Committee and two outside readers. This could occur during the Summer Residency, typically in Year 3, or it can be conducted virtually.

Bridges Graduate School's Educational Doctorate Program uses a comprehensive exam, a qualifying exam and Problem of Practice Capstone Project dissertation to assess the degree to which students can provide theoretical rationale for their work. These rationales both in writing and during the oral segments of the comprehensive exam and the oral defense of the Problem of Practice proposals (qualifying exam) and dissertation allow faculty to assess students' mastery of content, analytic thinking skills and synthesis of ideas.. A panel of at least three faculty members are present at these oral defenses and questions the students about their arguments and understanding of the scholarly work in the field of study. In addition, students are expected to present scholarly arguments citing appropriate research support. These faculty members are those on the students' academic and capstone advisory committees and thus well-positioned to judge the degree to which students understand scholarly work in their area of study.

The purpose of the qualifying examination is to assess whether the student is capable of conducting graduate research based on evidence of critical thinking skills, understanding of the scientific method, and knowledge of relevant subject matter. At Bridges Graduate School, students' show these abilities by successfully defending their Capstone Problem of Practice Proposal. This occurs when their Capstone Primary Advisor and associate committee members deem the graduate student ready to present the proposal. Defense Meeting.

The committee of three advisors, as well as two readers should be involved. The student conducts a 20-30 minute overview of their Problem of Practice Study. The committee asks questions and engages in discussion around the implications and next steps for the work and the student. After the presentation, the committee will ask questions and make recommendations as necessary. Then determine the outcome

- Accept.
- Accept with minor revisions. The student will work with the major advisor to address the issues and resubmit it for approval signatures.
- Accept with significant revisions. The student makes the necessary revisions and resubmits to the Committee and Academic advisor for review.
- Not accept. The student is required to rewrite the proposal and with Advisory Committee approval resubmit it for a second defense with the full committee.

Once the student has completed all coursework, their comprehensive exam and successfully passed his qualifying exam (proposal defense), she applies for candidacy.

Capstone Project: Problem of Practice Research

The Problem of Practice (PoP) should be a pressing issue from the doctoral candidate's perspective that affects their professional experience and that is related to some of the program's three areas: cognitive diversity and twice exceptionality, leadership, and strength-based, talent-focused curriculum within in the context of Cognitive Diversity in Education. The PoP should resonate with a larger audience, such as other educational leaders, policymakers, or researchers interested in educational leadership and policy.

In the 2nd summer of their program (beginning of Year 2), the doctoral student will register for Doctoral Seminar II where they will be guided in choosing a problem to be approved by their advisor and the course instructor. Coursework from the first year should help to frame issues that may be used to identify a PoP.

Capstone Proposal Structure

The proposal begins with a description of the PoP and why it is a compelling problem (2-3 pages). The next section is a review of the literature (about 6-8 pages). Then students detail their methods and plans for analysis as well as limitations and possible implications (6-8 pages). The proposal should include draft protocols for data collection.

Students should collaborate with their advisor regarding the proposal and should expect to complete several rounds of revisions. Students should also share the draft proposal with other advisors to receive ideas around framework and methods.

Proposal Oral Defense Meeting

The Proposal Oral Defense Meeting is a 60-minute meeting with the primary advisor and two associate advisors. The student provides a 15-minute overview of the proposal. The student may create a slide presentation and verbally convey key ideas and methodological decisions. Then the committee members will ask clarifying questions and make suggestions for revisions. The committee members will deliberate and inform the student of any necessary revisions. The decision at the proposal defense can include required revisions. If this is the case, the student has 30 days to complete the revisions and gain final approval from the primary advisor. The Proposal is then filed with the Dean of Graduate Studies of the Graduate School. Once approved, it is the responsibility of the doctoral candidate to submit their proposal protocol for research to the PoP Institutional Review Board (IRB) through the Office of the Dean of Graduate Studies.

The student's primary advisor will be listed as the primary investigator, though the student will write the IRB protocol for the advisor to review. Data collection cannot begin until the IRB has approved the capstone protocol. After the protocol passes the IRB review, the official approval letter should be forwarded to the major advisor and the Dean of Graduate Studies as it must be filed with the Proposal Approval Form.

Capstone Project

Students typically spend 2-4 months collecting data on their PoP. Data collection may include interviewing participants, administering surveys, observing meetings, instruction, leadership work, and collecting documents. Then students analyze the data to respond to research questions.

The Capstone commonly incorporates the literature review and methods from the proposal, though the literature review may need to be updated based on advisor recommendations. The Capstone's findings section describes the empirical findings from the student's inquiry activities. The student provides implications for practice and should explain the strengths and limitations of several responses to the findings. Some students, in consultation with their advisor, may use a different structure for the Capstone, such as a 3-product model.

Similar to the PoP Proposal development, it is highly recommended that students work closely with their advisor to develop the ideas and structure of the Capstone. Students should periodically meet with each member of their committee to gain feedback and advice on various areas of the PoP.

Problem of Practice Defense Meeting

The defense meeting is scheduled for 90 minutes. The committee of three advisors, as well as two readers, should be involved. The student does a 20-30 minute presentation of methods, major findings, and implications. The student should also share concrete ideas on how these findings could shape or support improvement within a particular context either through informing policy, leadership practices, etc. The committee asks questions and engages in discussion around the implications and next steps for the work and the student.

There are three courses that guide students through the dissertation process. These are taken as an independent study guided by their major Problem of Practice advisor.

- Proposal preparation, defense, IRB approval, and completion of Chapters 1-3 (CAP 991)
- Implementation / data collection, analysis and interpretation phase and completion of Chapter 4 of the dissertation (CAP 992)
- Findings and recommendations and completion of Chapters 5 and oral defense preparation (CAP 993)

Once the committee feels the student is ready for his or her defense, the student schedules the 90 minute meeting with the Dean of Graduate Studies and committee members.

Defense Meeting

The committee of three advisors, as well as two readers should be involved. The student conducts a 20-30 minute overview of their Problem of Practice Study. The committee asks

questions and engages in discussion around the implications and next steps for the work and the student. After the presentation, the committee will ask questions and make recommendations as necessary. Then determine the outcome

- Accept--
- Accept with minor revisions-- The student will work with the major advisor to address the issues and resubmit it for approval signatures.
- Accept with significant revisions-- The student makes the necessary revisions and resubmits to the Committee and Academic advisor for review.
- Not accept-- the student is required to rewrite the dissertation and with Advisory Committee approval resubmit it for a second defense with the full doctoral program committee.

Benchmarks

The pursuit of this degree program proceeds through four phases as outlined below. Each phase concludes with a series of benchmarks. This review is done by student's advisors at each stage.

Phase I: Doctoral planning and completion of core competencies in the education of twice exceptional students with cognitive/neurodiversity.

Benchmarks:

Phase I Review (18 credits).

- Personal statement of goals and desired internship experiences (Student coursework submission) In student folder)
- Awarded Certificate in Twice-Exceptional Education by successfully completing four core courses and a clinical practicum (documented on transcript)
- Plan of study submitted and approved

Phase II: Completion of the research sequence (Years 2-3) and advanced courses in understanding neurodiverse minds in terms of social and emotional concomitants and creative abilities. Upon completion of these required courses, doctoral students will earn an additional nine credits at the 700 level in an area of specialization through related elective courses, independent study(ies), or advanced internship as approved by their advisor.

Benchmarks: Phase II Review

- Approval of the Problem of Practice idea (Professor for SEM 720)
- Completion of internship plan (3-9 credits as approved by advisor)
- Defense of Comprehensive Exams (Spring semester, year 3)
- Selection of Doctoral Committee (shown on Plan of Study)

Phase III: This phase begins with advancement into dissertation candidacy and continues through proposal approval of a Capstone Research Project (the Problem of

Practice). During this phase, doctoral candidates will work with their major advisor and doctoral committee to formulate their doctoral proposal.

Benchmarks: Phase III Review

- Proposal accepted by committee including positive review by the Institutional Review board of the Graduate School (IRB) (filed with Provost)
- Acceptance into Candidacy by the Graduate School (letter from Provost)
- Course work completed except for Directed Research (Transcript)

Phase IV: Completion of the Capstone Problem of Practice Dissertation

During this phase the candidate will implement the inquiry and complete the Problem of Practice Inquiry Study and Scholarly reporting in accordance with the guidelines negotiated with the major advisor and doctoral committee. At the conclusion of this phase, the candidate will defend the research before their committee for approval.

Benchmarks: Phase IV Review

- Completion of Problem of Practice Inquiry and announcement of oral defense date (submitted to Dean of Graduate Studies for inclusion in student folder).
- Oral defense of project with final approval by Committee (approval page signed and submitted to Provost)
- Upload project to dissertation site
- Review of transcript and requirement by Provost for approval for graduation.
- Graduation (on transcript)

A final review is conducted by the registrar to assure coursework is completed, grade point average is at least 3.0, plan of study completed, and the documents required at the end of each phase are available and in the student's folder.

VII. Admissions Policy

A. Application Requirements

Criteria for admission to graduate study at The Bridges Graduate School include both qualitative and quantitative requirements to ensure that applicants possess the educational preparation to succeed academically at the graduate level. The criteria are established by the Board of Trustees and the Provost. No applicant is denied admission on the basis of sex, race, creed, or national origin.

B. Application Procedures

Students may register for graduate classes on a matriculated (degree-seeking) or non matriculated (non-degree-seeking) basis. All students registering for graduate classes must hold a baccalaureate degree or its equivalent and must demonstrate the ability to pursue graduate studies.

Prior to registration, prospective students must apply to the Director of Admissions. Applicants must provide:

- a completed application, along with the application fee
- official transcripts from all colleges and universities attended
- proof of all prerequisite requirements, including minimum grade point average

Application materials may be requested from the Director of Admissions.

Prospective students are encouraged to read the relevant sections of this catalog, including the portions that describe the degree program in which they are interested. General questions should be addressed to the Director of Admissions.

Students are notified of their acceptance or denial by the Director of Admissions via email within 45 calendar days of application completion.

International Applicants

Students who have earned any degree in a country other than the United States or Canada may be required to have their transcripts and or program assessed by an appropriate educational service for a comprehensive course-by-course evaluation, if required by the admissions committee. This report will determine if the student completed the equivalent of a U.S. degree. Prospective international applicants should contact the Director of Admissions with questions and for assistance.

Application Deadline

Application for graduate admission is ongoing, although prospective students are encouraged to apply *on or before April 1st*. See the Calendar in this catalog. Generally speaking, Doctoral students start their program of study in June of each year and Certificate and Masters students start in July.

Transfer of Credit

Students who wish to use transfer credits toward any of the graduate programs must make this request at the time of the initial application. The amount of graduate credit transferable into the master's or doctoral degree program from other accredited institutions is limited to nine-semester credits. Transfer credit is not accepted for the certificate program.

All transfer credits must represent satisfactory work (a grade of B or better) at the institution where the work was completed and must be in accordance with a planned program of study. Transfer credits older than 10 years are not accepted toward any graduate program. Courses used to earn a degree for another program are not transferable to any graduate program. Transfer of courses completed after a student is admitted to a graduate program must be approved in advance in writing by the Provost.

Transfer credits are not included in a determination of cumulative GPA's for graduate students.

Notice:

1. The Bridges Graduate School of Cognitive Diversity in Education has not entered into an articulation or transfer agreement with any other college or university.
2. The institution does not award credit for prior experiential learning and does not use an "Ability to Benefit" exam as an alternative to enrollment.

See additional information in the Transfer Credit Policy in Section VIII below.

Acknowledgement of Prior Coursework Competencies

If an applicant's previous graduate coursework includes any of the basic required courses in a plan of study, the applicant may request to substitute an elective course or courses for the same amount of credit. These requests are to be submitted in writing with the application and may be approved by the Academic Affairs Committee upon demonstration of competency in that area.

Admission of Candidate with a prior Doctoral Degree

Students who already hold a doctoral level degree are not admitted and duplication of degree or admission to a lesser degree is not permitted. However, in extraordinary circumstances, the candidate may request an exception from the Provost. The candidate must demonstrate that the second degree field of study and program are distinctly different from that of the original degree and that there is a professional or scholarly purpose that requires this second degree.

Student Status

Graduate students may be full-time or part-time students according to the number of credits for which they are enrolled in a semester. Full-time enrollment consists of six semester hours or more.

Matriculated Student

To matriculate in a degree program, students must complete an application and meet the general requirements for admission. For program requirements, students should read the section of this catalog describing the program. General questions should be addressed to the Director of Admissions.

Non-matriculated Student

Students who complete an application and meet the general requirements for admission to the Office of Graduate Admissions may complete one semester of graduate study with a maximum of six credits as non-matriculated students. To enroll for further study, students must apply and be admitted to a degree or certificate program. Bridges reserves the right to exclude non-degree students from graduate courses offered to students in degree or certificate programs.

Special Student

Students who wish to register for a course but who are not seeking a graduate degree must complete an application and meet the general requirements for admission to the Office of Graduate Admissions. Permission to take a course is given on a space-available basis, and some programs may not allow students to register for courses unless they have been admitted to the program. Special students who wish to continue their studies must apply and be admitted to a degree or certificate program.

International Students and Visas

Generally, a citizen of a foreign country who wishes to enter the United States must first obtain a visa, either a nonimmigrant visa for temporary stay, or an immigrant visa for permanent residence. You must have a student visa to study in the United States. Your course of study and the type of school you plan to attend determine whether you need an F-1 visa or an M-1 visa. At The Bridges Graduate School, we may be able to help provide documentation for graduate students to obtain an F-1 visa. For assistance in obtaining this visa contact the admissions office. There is a recovery-based fee service of costs + \$125 to obtain a visa. For more information contact the graduate school admissions office or the United States Department of State.

Language Proficiency

All candidates to any educational program at The Bridges Graduate School are expected to be fluent in the English Language. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

Master's Degree or Certificate: A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet-Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

Doctoral Degree: A minimum score of 65 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet-Based Test (iBT); 6.5 on the International English Language Test (IELTS); 58 on the Pearson Test of English Academic Score Report; 105 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

Master's Degree, Certification, and Doctoral Degree: A minimum score on the College Board Accuplacer ESL Exam Series as follows: ESL Language Use: Score of 85 ESL Listening: Score of 80 ESL Reading: Score of 85 ESL Sentence Meaning: Score of 90 ESL Writeplacer: Score of 4 Comprehensive Score for all exams of 350; A minimum grade of Pre-1 on the Eiken English Proficiency Exam; A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge; and a transcript indicating completion of at least 30 semester credit hours with an average grade of "B" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.

Any applicant with questions about English Language proficiency is encouraged to contact the Admissions Office for more information.

English language services, including instruction such as ESL, are not provided.

Recommendation for Prospective Students

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school's Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Exceptions to Admissions Policy

Accountability

The Director of Admissions

Applicability

Any applicant who will not meet the published admission eligibility standards, or who has applied and has received an official denial from Bridges Graduate School, may submit a letter of appeal to the Admissions Committee.

Procedures

Any applicant to the graduate school who has been denied admission, or will be denied admission, may request admission by submitting a letter of appeal requesting that the application and supporting appeal documentation be reviewed. Under the purview of the Director of Admissions, the Admissions Committee will review the appeal along with the application and supporting documents. The committee will review the request and recommend whether or not the applicant's petition warrants a granting of admission. Key to the committee's decision is the applicant's ability to succeed in the graduate program environment given the explanation and documentation provided. The committee considers a number of factors, normally favoring applicants who are close to qualifying and whose appeals both adequately explain the failure to meet admission criteria and demonstrate the motivation to succeed.

The following stipulations will apply to admission appeals:

1. Students will have 15 business days from the date of denial of admissions notification in which to submit their appeal.
2. Students will be limited to one appeal per academic term.
3. Appeals should be submitted to the Director of Admission and should include:
 - a. Letter outlining their rationale for the request and performance indicators that reflect their potential for successfully engaging in graduate studies;
 - b. Documentation of at least five years of successful work experience in the relevant field; and
 - c. At least two letters of recommendation supporting the request from relevant supervisors or from faculty members who taught graduate-level courses to the applicant.
4. Applicants will receive a response to their appeal within one month of receipt.

VIII. Grade Policies (GPA)

A. Purpose

This policy will provide information on Satisfactory Academic Progress, our system for assigning letter grades, calculating Grade Point Averages (GPAs), changing grades, incomplete courses, and repeating courses.

B. Satisfactory Academic Progress (SAP)

SAP standards ensure that you are successfully completing your coursework within an expected timeframe. All students must meet SAP standards. If you fail to meet SAP standards, you will be subject to academic probation and your financial assistance may be impacted. If you do not return to good standing within the set timeframe, you will be suspended. Your academic performance must meet the SAP standards below.

SAP Criteria

Bridges Graduate School's Satisfactory Academic Progress Policy evaluates both the qualitative (grade-point average) and quantitative (credit hours completed) standards within the maximum timeframe for completion. The following three requirements must be met to maintain Satisfactory Academic Progress:

- Grade Point Average: Students must maintain a minimum cumulative GPA of 3.0.
- Completion Pace: Students must successfully earn at least 67% of the semester credit hours they attempt.*
- Maximum Timeframe: Students must successfully complete all program requirements within the maximum time frame:
 1. Certificate in Twice-Exceptional Education: two years from the date of enrollment in the first course.
 2. Master of Education (M.Ed.) in Cognitive Diversity: four years from the date of enrollment in the first course.
 3. Doctor of Education in Cognitive Diversity (Ed.D.): six years from the date of enrollment in the first course.

*Completion pace is the percentage of semester credit hours completed divided by the semester credit hours attempted. Semester credit hours are considered earned when a student earns the following final course grade: a B- or above, S (Satisfactory), or SD (Satisfactory with Distinction). Semester credit hours are considered attempted but not earned when a student earns the following final course grade: C+ or below, I (incomplete), IP (In Progress), W (withdrawn), U (Unsatisfactory). When students repeat a course for grade improvement, the new grade earned replaces the previous grade for cumulative GPA calculations, but both the original attempt and course repeat are included in completion pace calculations.

SAP Review and Academic Probation

Beginning with enrollment or matriculation and at the end of each semester, the Registrar reviews students' progress. Students who are not meeting Satisfactory Academic Progress policy requirements are placed on Academic Probation and are required to meet with their Academic Advisor and the Provost to discuss steps the student must take to return to good standing. An Academic plan is put in place that is monitored by the Academic Advisor until the Student returns to good standing. While on Academic Probation, students are encouraged to seek academic support from the Provost's office. Academic Support available to students - which may be required or recommended depending on students' Academic Plan - include:

1. Recommending a study group within the Class at issue.
2. Seeking and being assigned to the school's Educational Therapist for Executive functioning advice and recommendations.
3. Attend office hours offered by the professor to set up a plan for success.
4. Determine a schedule for more frequent meetings with a Dean or Provost for time management assistance.
5. Working with an advisor with weekly meetings to stay on track.

Students who fail to improve their Satisfactory Academic Progress within one year of being placed on Academic Probation will be academically dismissed from the institution. Dismissed students who would like to return to their studies, must meet with the Provost to discuss readmission procedures according to the Readmissions Policy.

Readmitted students may be placed on a Readmission Contract to monitor their Satisfactory Academic Progress for the first semester. Students who fail to meet the terms of this contract will be dismissed from the School and will not be eligible for readmission. Readmission to Bridges Graduate School is not promised.

Exception to Satisfactory Academic Progress Policy

Accountability

The Provost and the Academic Advisor

Applicability

If students feel they have circumstances that may warrant special consideration, they can submit an Exception to Satisfactory Academic Progress Request Form to the Provost and the Academic Advisor to request an exception to the academic disciplinary measures required as part of Academic Probation.

Procedures

BGS values and recognizes cognitive diversity and individual differences that may place some students at difficulty due to circumstances beyond the student's control. In those rare cases where a student is not maintaining Satisfactory Academic Progress but believes that they warrant special consideration or

extra time they may make a request to meet with the Provost and the Dean of Graduate Studies to discuss and request special considerations such as:

1. More time to complete a program or a course.
2. The opportunity to retake a course more than once.
3. Other special considerations that may be identified.

In some extraordinary circumstances, students may be granted an exception to the one-year academic dismissal requirement if they can demonstrate that they are making progress towards achieving Satisfactory Academic Progress prior to program completion.

The following stipulations apply for exceptions to satisfactory academic progress:

1. The student will submit an Exception Request Form to the Provost and the Academic Advisor within 15 days of being notified of failure to meet satisfactory academic progress requirements.
2. A meeting will be scheduled by the Provost and the Academic Advisor with the student to review their request.
3. Students will be notified of the final decision within two weeks of the submitted request.

C. Grading Policy

Purpose

This policy provides guidance on assigning letter grades, calculating Grade Point Average (GPA), changing grades, incomplete courses, and repeating courses.

D. Letter Grading System

Letter grades (including plus/minus) are awarded to indicate the scholarly achievement of a student at the completion of a course. All grades are awarded at the sole discretion of the faculty member in charge of the course. A grade must be submitted for each student on the course roster at the end of the semester. Students are apprised of class evaluation policies in each class at the beginning of the semester and on the syllabus. Questions regarding grading policies or a grade received in a particular course should be addressed to the instructor or the academic advisor.

Standards for Student Achievement

Students must maintain a cumulative grade point average of at least a 3.0 on a 4.0 scale. No course may drop lower than B- to receive credit. Courses are given letter grades and qualitative equivalents as described below in the table below.

Grading System	
A= Superior	Passing Grades that impact CGPA and Completion Pace
A- = Above Average	
B+ = Above Average	
B = Average	
B- = Below Average	
C+ = Unacceptable	Failing Grades that impact CGPA and Completion Pace
C = Unacceptable	
D+ = Unacceptable	
D = Unacceptable	
D- = Unacceptable	
F = Failure or unofficial withdrawal	
P = Pass	Passing Grades that do not impact CGPA, but do impact Completion Pace
NP = Not Passed	Failing Grades/Designations that do not impact CGPA, but do impact Completion Pace
W = Withdrawn	Temporary or ancillary grade designations.
I = Incomplete	
IP = In Progress	
N = Administratively Pending	
NR = No Grade Reported	
NW = No Work Submitted	

P (Passed), and NP (Not Passed) grades are reserved for doctoral and master's capstone courses (indicated by the CAP course code), or other field experience, such as the doctoral internship, (EXA 850) that is not suitably evaluated using standard letter grades. P and NP grades may be given only for courses so designated.

Incomplete (I) Grades: An instructor may submit a grade of I (Incomplete) only when circumstances leading to a student's failure to complete course requirements are known to be beyond the student's control (e.g., serious illness or unavailability of material or other conflicts) and only when the instructor and the academic advisor or Provost has been properly notified and approves. The student must complete course requirements and the instructor must submit a grade change by the 10th week of the following semester or under special circumstances approved by the Provost and requested by the student, the student may choose to complete the course at the next regularly scheduled opportunity. There will be no additional tuition charge but the student will be required to pay fees for the second attempt at the same course. If these conditions are not met the grade will revert to the student's overall grade at the time the incomplete was given. In the event that the instructor who granted the I grade is unable to evaluate whether the student has fulfilled the course requirements during the stipulated time period, the Provost takes responsibility for evaluating the student's work and changing the grade.

A grade of IP (In Progress) is reserved for graduate students who have not completed their thesis or project requirement. When work is completed, the instructor submits a grade change, replacing the IP with a final grade.

A grade of W (Withdrawn) may be submitted only when a student has officially withdrawn from a course.

Grade Point Average (GPA) System

The grade point system is used to determine all cumulative GPAs. A student receives four grade points for each A earned; three points for each B; two points for each C; one point for each D; and zero points for each F. Instructors may choose to assign plus or minus grades as well. No other letter grades carry grade-point value. The possible grades and corresponding grade points are as follows:

Grade Point System		
A = 4.0	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.0
B+ = 3.33	C = 2.0	F = 0.0
B = 3.0	C- = 1.67	

A student's cumulative GPA is computed by dividing the total number of grade points awarded by the total number of semester hours attempted in which a grade carrying grade points is earned.

Change of Grade

Grades submitted at the end of the semester are considered final. In case of a clerical error or other extenuating circumstances resulting in an incorrect grade, a request for a grade change must be submitted by the instructor, with full written justification, to the Provost. In the event that the original instructor is incapacitated or otherwise unavailable, a change of grade may be submitted by a designee selected by the Provost. The Provost must approve all grade changes and file the change in the student's record.

Repeating Courses

A student may repeat a given course once for which a grade of less than B- was earned. Courses with letter grades A through B- cannot be repeated. The repeated course must have the same prefix, number, title, and credit. The repeated course must be taken at The Bridges Graduate School. Students may repeat a maximum of two courses.

When a student successfully earns a passing grade (B- or above) in a repeat course, the passing grade will replace the original grade in CGPA calculations. Both attempts will be considered in Completion Pace calculations. For non-letter grade courses (graduate theses and field experiences), a passing grade of S will replace a U grade. In this case, the original U and the replacement S will have no impact on CGPA, but both attempts will be considered in Completion Pace calculations. All grades remain on the permanent transcript record.

Once a student has completed a program, a final CGPA for that degree or certificate is computed. After program completion, courses for that degree or certificate may not be repeated and the program final CGPA is not affected by any subsequent graduate coursework completed at The Bridges Graduate School of Cognitive Diversity in Education.

E. Auditing a Course

Bridges Graduate school is committed to lifelong learning. We believe in the enhanced quality and experience of a collaborative learning environment, so with the permission of the Provost and the faculty member teaching the class it is possible for a Bridges Graduate School student to audit a class. Auditing a course means that a student in any program can attend class meetings and have access to course materials but they need not complete assignments and other coursework. The instructor will request the auditing student to participate in class as directed depending on the needs of the instructor. Their participation will be acknowledged with an "AU" on their transcript but they will not receive credit for the course. Auditing students must pay an Audit fee of 35% of the current tuition and fees to attend. With the instructor's and the Provost's approval graduates of the doctoral program are permitted to participate without cost.

F. Feedback to students

Typically students will receive feedback from their professors within one week or seven days from the time the work is received by the professor. The response will either be an evaluation of student work or acknowledgment that the work was received with a further indication of when it will be reviewed and returned. Communications are most often online but may be through online video conferencing. Feedback on capstone projects is usually both formative and summative and students are expected to have regular scheduled monthly appointments with their advisors and colleagues to interact. A final official evaluation of completed capstone work will be within 10 days. Notification of a certificate or degree is typically 6 weeks from program completion. To earn a graduate degree, a student must maintain a minimum cumulative GPA of 3.0 (B grade) on a 4.0 scale in all graduate courses completed at the graduate school. Transfer credits are not included in the average.

G. Grade Submission Guidelines and Deadlines

The instructor in charge of a course is responsible for determining the grade of each student in the course. The standards for evaluating student performance is based on the course description as approved by the appropriate course committee.

The instructor must submit their final grades to the Registrar within 10 business days of the last day of the course. Grades must be submitted by logging the students' grades on the grade sheet. The grade sheet is sent to the instructor by the Registrar two weeks prior to the first day of the course. Instructors are notified by the Registrar with the grade submission deadline on the last day of the course. Instructors must notify the Registrar via an email that their grades have been submitted on the grade sheet.

Professors are asked to utilize the features of Google Classroom.

Google Classroom gives instructors a repository for their course material. Some of the features inside Google Classroom include discussion boards, blogs, wikis, and journals, the ability to create assignments and assessments, weblinks, modules, embed videos or audio files, a home page with information, notifications, and other things for your student's use. There is a grade center and students have a page where they can view their posted grades, upcoming items, and schedules. Grades should not be submitted by email. Instructors must use the Google Classroom grading features. Final Grades must be submitted to the registrar within 10 day of the close of the course.

H. Final Grade Auditing Policy

Once final grades have been posted by the instructor, the Registrar conducts a formal audit of the final grades and is overseen by the Provost. The Registrar cross references the final grades posted by the instructor for the students to view in Google Classroom with the final grades the instructor submitted to the Registrar. The Registrar notifies the Provost of any discrepancies between the posted grades in Google Classroom and the final grades formally submitted to the Registrar.

I. Transfer of Credit

Students who wish to transfer credits toward any of the graduate programs must make this request at the time of the initial application. The amount of graduate credit transferable into the master's or doctoral program from other accredited institutions is limited to nine semester credits. Transfer credit is not accepted for the certificate program.

All transfer credits must represent satisfactory work (a grade of B or better) at the institution where the work was completed and must be in accordance with a planned program of study. Transfer credits older than 10 years are not accepted toward any graduate program. Transfer of courses completed after a student is admitted to a graduate program must be approved in advance in writing by the Provost.

Transfer credits are not included in a determination of cumulative GPAs for graduate students.

Notice:

1. The Bridges Graduate School of Cognitive Diversity in Education has not entered into an articulation or transfer agreement with any other college or university.
2. The institution does not award credit for prior experiential learning and does not use an "Ability to Benefit" exam as an alternative to enrollment.

See additional information in the Transfer Credit Policy below.

Acknowledgement of Prior Coursework Competencies

If an applicant's previous graduate coursework includes any of the basic required courses in a plan of study, the applicant may request to substitute an elective course or courses for the same amount of credit. These requests are to be submitted in writing with the application and may be approved by the Academic Affairs Committee upon demonstration of competency in that area.

Admission of Candidate with a prior Doctoral Degree

Students who already hold a doctoral level degree are not admitted and duplication of degree or admission to a lesser degree is not permitted. However, in extraordinary circumstances, the candidate may request an exception from the Provost. The candidate must demonstrate that the second degree field of study and program are distinctly different from that of the original degree and that there is a professional or scholarly purpose that requires this second degree.

J. Transfer Credit Policy

An online copy transfer credit form is available on the website in the online forms section:

Students who wish to use transfer credits toward any of the graduate programs must make this request at the time of the initial application.

All transfer credits must represent satisfactory work (a grade of B or better) at the institution where the work was completed and must be in accordance with a planned program of study. Transfer credits older than 10 years are not accepted toward any graduate program. Courses used to earn a degree for another program are not transferable to any graduate program. Transfer of courses completed after a student is admitted to a graduate program must be approved in advance in writing by the Provost.

Transfer credits are not included in a determination of cumulative GPA's for graduate students.

Notice:

3. The Bridges Graduate School of Cognitive Diversity in Education has not entered into an articulation or transfer agreement with any other college or university.
4. The institution does not award credit for prior experiential learning and does not use an "Ability to Benefit" exam as an alternative to enrollment.

K. Transfer Credit

Students who wish to use transfer credits toward any of the graduate programs must make this request at the time of the initial application.

The request for transfer credit should be submitted to the Provost and should be accompanied by a copy of the official transcript obtained from the institution where the credit was earned.

There is no automatic transfer of credit toward a graduate degree. The Bridges Graduate School has not entered into an articulation or transfer agreement with any other college or university. No transfer credit hours are accepted for the certificate program. A maximum of 9 graduate-level credit hours of transfer work may be accepted towards the masters or the doctoral degree from institutions accredited by an accreditor recognized by the U.S. Department of Education, CHEA, or international equivalents, upon approval of the Provost. The institution reserves the right to allow fewer transfer credits.

Specific restrictions:

1. Transfer work must be a coherent part of the required program of study.
2. Transfer work must be completed within the six-year period immediately preceding the date of graduation.
3. Only grades of B (3.0) or better are acceptable for transfer. Grades of S (satisfactory) or P (pass) are not acceptable.
4. Coursework taken to fulfill degree requirements for one degree may not be applied toward another degree.
5. Official transcripts must be received by Bridges Graduate School directly from the sending institution either by mail or email (in a sealed envelope if by mail or secure

features if by email). The institution must be accredited by an accreditor recognized by the U.S. Department of Education, CHEA, international equivalents.

6. Transfer credit requested from institutions using the quarter system will be converted to semester hours using the following equation:

1 quarter hour = $\frac{2}{3}$ (.66) semester hour

2 quarter hours = 1- $\frac{1}{3}$ (1.33) semester hours

3 quarter hours = 2 semester hours

7. Transfer credit requests should be presented for consideration at the time the student applies for admission to the graduate school or as soon as the coursework is completed. Approved transfer credit(s) will be included in the graduate student's academic record.

L. Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION - The transferability of credits that you earn at The Bridges Graduate School of Cognitive Diversity in Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the educational program that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Bridges Graduate School of Cognitive Diversity in Education to determine if your Certificate in Twice-Exceptional Education, the Master of Education (M.Ed.), or the Doctor of Education (Ed.D.) will transfer.

IX. General Policies and Information

A. Academic Appeals: Waiver of Academic Regulations

Students are expected to adhere to all regulations of the School. However, unusual and extenuating circumstances may warrant a modification of certain regulations.

Students should not request a waiver of any regulations without very strong evidence to justify the waiver. Requests for waivers are made by completing an Academic Appeals Petition in the forms section in the back of the catalog. The Provost for the graduate school makes decisions on requests for waivers. The Provost's decision is final. A minimum of one month is necessary to process academic appeals.

B. Student Integrity, Academic Honesty, and Academic Misconduct

Student Code of Conduct

Bridges Graduate School of Cognitive Diversity in Education strives to be an institution of academic excellence. The Graduate School community is diverse by nature and those who choose to become a member of the school's community accept the responsibility of collaborating in order to attain the Graduate Schools' mission as an institution of higher learning. Each member of the community is expected to demonstrate respect for the objectives of the institution and the views shared within the Graduate School's community. In the work and drive to accomplish its goals, community members of Bridges Graduate School members aspire to maintain the following expectations:

1. Maintain and preserve academic integrity by avoiding all forms of intellectual and academic dishonesty.
2. Treat all others with dignity and respect.
3. Demonstrate respect towards the property and rights of others.
4. Demonstrate interest for the well-being and safety of all collaborators (Act with concern for the safety and well-being of all associates).

Academic Honesty and Misconduct

All graduate students are expected to display honesty and integrity in completing course requirements and following college academic regulations.

"Academic misconduct" refers to any form of plagiarism or cheating on examinations or assignments, and is inconsistent with the aims and goals of The Bridges Graduate School for Cognitive Diversity in Education. Instances of academic misconduct include but are not limited to:

- Prior acquisition or possession of an examination and submission of false data
- Submission of the work of another individual without proper acknowledgment
- Performance of work in a course for another individual while registered in the same course
- Failing to demonstrate academic integrity by not upholding the individual's basic share of responsibility for collaborative coursework and/or assignments.

PROCEDURES & DUE PROCESS IN CASES OF ALLEGED ACADEMIC MISCONDUCT

Throughout the following description of the possible steps in the review process, the term "regular business day" is to be defined as a day upon which classes are held at the college, with the exception of Saturdays and Sundays.

The Academic Misconduct Committee serves as the final level of appeal in the review process. It is composed of four (4) committee members:

- The Provost of the Graduate School
- A Dean who is appointed by the Provost
- The two appointed faculty members

No penalty for any alleged instance of academic misconduct may be imposed unless the student has been apprised of the allegation, the penalty, and the procedures of due process that are available under this policy.

For Alleged Academic Misconduct in Connection with a Course

Throughout the entire process, the student is expected to continue attending classes and complete all coursework. At any point in the process, the student has two choices: to accept the allegation of academic misconduct and the stipulated consequences indicated below in the Statement of Resolution or continue the Formal Procedure as detailed below:

Statement of Resolution

The Statement of Resolution is a written record of an allegation of academic misconduct and the resolution of the allegation in keeping with the institution's Policy on Academic Misconduct.

The Resolution of the allegation consists of two sections: Section A which provides documentation of a student being found not to have engaged in an act of academic misconduct, and Section B which details the sanctions imposed if it is found that a student has engaged in academic misconduct.

If the student admits academic misconduct, the instructor has the authority to impose any of the following sanctions:

1. Issue a written warning
2. Allow the student to repeat or resubmit academic work, telling the student what grade penalty, if any will be assessed
3. Submit a recalculated grade for the course
Full-time status: Full-time academic status typically consists of a course load of 9 graduate-level credit hours per semester.
4. Submit a failing grade for the course. Note that the "J" or misconduct component of the "FJ", or "UJ" assigned for academic misconduct will be recorded on the student's "internal" audit, but will not appear on the student's official transcript and quality points will be averaged, if applicable, even if the student repeats the course

If the student feels he/she has not engaged in an act of academic misconduct or disputes the allegation or sanctions, then the student has the right to appeal and will follow the procedure outlined below.

If the student withdraws from a course while academic misconduct allegations are being addressed, the student will receive a "W" at the time of withdrawal. If it is substantiated through the academic misconduct due process procedure that the student engaged in academic

misconduct during the course, the grade will be converted to a “WJ”. The “J” component of the grade will be recorded on the student’s “internal” audit but will not appear on the student’s official transcript. If the charges are not substantiated, the grade will remain a “W.”

A. PRELIMINARY PROCEDURE

1. Preliminary discussion between the student and the instructor should be the first course of action in resolving the question of academic misconduct. When an instructor suspects that a student has cheated on a paper, exam, project, or any assignment, the instructor shall consult with the student first within a reasonable period of time (after the suspected misconduct is discovered but before the end of the following semester [spring or fall]). As part of this preliminary process, the instructor will inform the Provost and the student of the allegation and set up a time to discuss the allegations with the student. The student-faculty advisor may also be present at the meeting. The instructor will provide the student with a copy of the Academic Misconduct Policy and procedures prior to this meeting. The student will have the opportunity to explain any supposed or alleged misconduct, to present evidence of innocence, or give information relevant to the investigation. If this meeting occurs after the semester has ended, the student will receive an “N” grade for the course until the matter is resolved.
2. If this matter is unresolved in the preliminary discussion or the student disputes the sanctions, then the student has the right to appeal and will follow the formal procedure. If this is the case, then the original grade will remain on the transcript until the student has completed the due process.
3. If a student is found not to have engaged in academic misconduct during the preliminary discussion, the instructor completes a written statement containing the resolution and retains a copy of it. The student will be provided with a copy and a second copy of this form will remain on file in the Provost’s Office for a period of seven (7) years. The written statement of resolution finalizes the preliminary procedure.

B. FORMAL PROCEDURE

1. In the case of an allegation of academic misconduct where the preliminary procedure fails to resolve the situation, the instructor must notify the Provost in writing explaining the alleged misconduct and steps taken to resolve it *within five (5) working days* of the conclusion of the preliminary procedure.
2. *Within five (5) working days* of the receipt of the instructor’s written notification, the Provost will send a registered letter to the student’s local address or address of record informing the student of the allegations and possible consequences, enclosing a copy of this policy, thereby informing the student of his/her right to due process.
3. The student must submit to the Provost a written request for review of the allegation of academic misconduct *within five (5) working days* of receipt of the Provost’s written

notification.

4. The Provost *within five (5) working days* of receipt of the student's request, will forward copies of the request to the members of the Academic Misconduct Committee.
5. The chair of the Academic Misconduct Committee, *within five (5) working days of the receipt of the documents* will schedule a meeting as soon as possible with the student, the instructor/exam supervisor, and the members of the Academic Misconduct Committee. Prior to the meeting, copies of all previous correspondence concerning the allegation of academic misconduct will be forwarded to all committee members for review.

At the meeting of the Academic Misconduct Committee, testimony will be received from all parties in the presence of the student, instructor/exam supervisor, and the Provost. The student has the right to cross-examine any witnesses who have presented evidence against him/her. The committee has the right to schedule further meetings and/or seek further evidence as necessary. The Academic Misconduct Committee's final judgment will be reached in private conference, with two-thirds majority vote being required for the binding decision.

6. *Within five (5) working days* following the meeting, the chair of the Academic Misconduct Committee will prepare a written decision which will stand as the final determination of the allegation of academic misconduct. The chair of the Academic Misconduct Committee will send copies to the Provost's Office, the student (via registered mail), the instructor/exam supervisor and all members of the committee.
 - a. If the Academic Misconduct Committee determines that the allegation of academic misconduct is not substantiated, the chair of the committee, after consultation with the exam supervisor, will require the exam supervisor to submit a score. The student and exam supervisor will receive a copy of a written letter of resolution.
 - b. If the Academic Misconduct Committee determines that the allegation of academic misconduct is substantiated, the sanctions will be outlined in the written letter of resolution. Sanctions may be determined with input from the supervisor. The written resolution will be kept on file in the Provost's office for a period of seven (7) years.
 - c. If it is determined that a student engages in a second academic misconduct offense the penalty may be academic dismissal from the college.

7. Students shall be informed of their right to appeal in the Academic Misconduct Committee's written decision. Students must appeal, in writing, to the Provost within five (5) working days of receipt of the decision

C. COMPLICITY IN ACADEMIC MISCONDUCT

When it has been determined by an instructor that another student(s) in the class has been involved or assisted with the alleged misconduct of a student, the alleged accomplice will meet with the instructor to discuss his/her role in the incident. If the instructor feels that there is sufficient evidence to indicate complicity in the misconduct, the procedures outlined above will be followed. If the accomplice is not a member of the class, the accomplice will be referred directly to the student judicial system for formal resolution.

D. RECORD KEEPING & ACCESS

1. A student file containing all relevant materials to the academic misconduct proceedings will be kept on file in the Provost's office for seven (7) years.
2. These records may be accessed in accordance with the Family Educational Rights and Privacy Act guidelines as outlined by the college. Any college employee asked for assistance in obtaining a student's academic misconduct records will be responsible for assisting the student until the student's records have been obtained.

E. GRADING & COURSE REPEAT

A failing grade with a "J" designation which is given as a result of a charge of academic misconduct which is substantiated throughout the review process will become a permanent part of the student's "internal" audit (but will not appear on the student's official transcript) and may not be changed by repeating the course. The student will be allowed to repeat the course only with written permission of the Provost. Copies of written permission must be filed in the Office of the Provost. Quality points will be computed using the average of the two grades.

For Alleged Academic Misconduct in Other Settings Not Related to a Course

A. PRELIMINARY PROCEDURE

1. A staff member will meet with the student within five (5) working days of the date of the allegation to discuss the incident and attempt resolution. The student will have the opportunity to explain his/her behavior and to present relevant information.
2. If this matter is unresolved in the preliminary discussion or the student disputes the sanctions, then the student has the right to appeal and will follow the formal procedure as outlined in the Academic Misconduct procedures.
3. If a student is found not to have engaged in misconduct during the preliminary discussion, the supervisor composes a written letter of resolution and retains a copy. The

student receives a copy. A file containing all materials relevant to the misconduct proceedings will be kept on file in the Provost's Office for seven (7) years.

Academic Probation and Dismissal

All graduate students are required to maintain a minimum cumulative GPA of 3.0 (4.0 scale). A student is automatically placed on probation if the GPA falls below 3.0.

Matriculated full-time students are given one semester to achieve a 3.0 GPA, while matriculated part-time students are given 9 credit hours, provided total credit hours do not exceed the degree program by more than 6. Failure to achieve a 3.0 GPA within the specified time results in academic dismissal. In addition, failure to maintain a minimum 3.0 GPA during each semester of academic probation results in academic dismissal.

Students must have a 3.0 GPA by the completion of 12 or more credit hours. Failure to achieve a 3.0 GPA by the completion of 12 or more credit hours of graduate-level coursework results in academic dismissal. A student with fewer than 12 credit hours is automatically placed on academic probation should the GPA fall below 3.0. Failure to achieve a 3.0 GPA by the completion of 12 credit hours results in academic dismissal. In addition, failure to maintain a minimum 3.0 GPA during each semester of academic probation results in academic dismissal.

Non-degree students have until the completion of the next semester in which enrolled to bring his or her GPA to 3.0 after being placed on academic probation. Failure to do so renders the student ineligible for further registration.

A student who has been academically dismissed must wait one full year from the time of dismissal before applying for readmission.

A student may be readmitted to the college only once after academic dismissal. If readmitted, the student is automatically returned to academic probation if his or her cumulative GPA is below 3.0. The student then has one full-time semester or 9 credits of part-time study to achieve a 3.0 cumulative GPA and must maintain a minimum of 3.0 GPA during each semester of academic probation. Failure to do so results in final academic dismissal.

Non-Academic Misconduct and Dismissal Policy

The Graduate School respects the right of students to conduct their own personal lives. This policy governs conduct only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the Graduate School, the peaceful and safe enjoyment of Graduate School facilities by other members of the Graduate School and the public, the freedom of members of the Graduate School to participate reasonably in the programs of the Graduate School and in activities in or on the Graduate School's premises or to protect the property of the Graduate School or its members.

Professional standards and non-academic conditions that potentially limit admission or could result in dismissal from an Academic unit must be overseen by the Student Affairs Committee and approved by the Office of the Provost.

Students found in violation of the Student Code of Conduct will be considered for dismissal by the appropriate administrative body of the academic unit. Students under consideration for dismissal will be notified, in writing, of the time, date, and location where they may be heard by and present information to the decision making body. The student will be notified of the decision and, if dismissed, of their right to appeal the decision.

The Graduate School may also define standards of professional conduct for students in programs where these are appropriate, and this policy does not replace or supersede such standards. Where alleged conduct is prohibited conduct under this policy and standards of professional conduct in a program, the Graduate School will determine how the allegations will be addressed, which may include under this policy, the standards of professional conduct, or both with such modification to the procedure as appropriate provided they meet the requirements of procedural fairness in the Graduate School context.

Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the Graduate School, or the health, safety, rights, or property of the University or its members and visitors, is subject to discipline under this policy.

C. Advisement

Bridges Graduate School uses an advisement team model using a combination of faculty and peer advisors. The Provost designates a member of the graduate faculty or a second year doctoral student to serve as an advisor to each of the students and to assist in planning and placement within the course of study of the academic program. The initial academic advisor will be either the Provost or the Chancellor. Additionally each student is then assigned a peer advisor. This peer advisor is a carefully selected second year doctoral student. It is the student's responsibility to seek a conference with the assigned advisor before registration, approval of a plan of study, application to degree candidacy, and application for graduation. If students have questions about their advisor they should contact the Provost.

Advisement Policy

Doctoral Program

Academic advisor: (Is accomplished by the Associate Deans who are assigned to individual students).

The academic advisor

- Discusses students' program

- Completes plan of study with the student and updates information at annual meeting with the student
- Meets once a semester as a check-in regarding class attendance, any incompletes, and general conversation about the program
- Serves as the “go-to” person for advisee to answer questions
- Supports internship development
- May serve as a member of students’ Comprehensive exam team --(Will provide Comprehensive guidelines.)
- Can serve on students’ doctoral committee

Capstone Problem of Practice Advisor: All advisors must have a research background and preferably a terminal degree in a related area of study. All advisors must be approved by the office of the Provost. With the support and guidance of the Provost and Dean for Graduate Studies, individual doctoral students are responsible for identifying and requesting their own Capstone advisor.

Duties:

1. Guide doctoral student through CAP 991,992, 993 (See roles for each course by checking the course syllabi for specific criteria for each of the phases of the process from proposal to doctoral defense.)
2. Review the *Capstone Guide* found in the Doctoral Classroom with the student
3. Advisement is similar to conducting an independent study with advisee
 - a. Create a timeline with the students-- a management plan
 - b. Set up scheduled meetings with you.
 - c. Submit grade of Pass or fail as each course is completed
4. Helps the student select two other doctoral committee members who serve as volunteers.
5. Members of a students’ Comprehensive exam panel are comprised of the Provost, Associate Dean for Doctoral Studies, academic advisor, and a student-selected faculty member who review the professional portfolio of the student and participate in the oral exam. Members will receive a copy of the Comprehensive Guidelines.

Internship Advisor is the faculty member in charge of EXA 850 Doctoral Internships.

Duties include finding internship sites, approving qualified individuals as appropriate supervisors for the internship specified and requested by the student performing the internship.

1. Works with student to arrange an internship
2. Coordinates all paperwork with students’ supervisor
3. Conducts internship seminars throughout the year where students share experiences, discuss professional growth, and seek advice as necessary.
4. Submits grade (pass/fail).

Internship Supervisor: works closely with Director of Non-Degree Programs responsible for Internships

1. Develops contract with interns
2. Meets regularly with intern
3. Communicates with student's Internship Advisor
4. Submits and evaluation to Internship Advisor at end of internship

Peer advisors are senior doctoral students who work closely with Ed. D. students as they complete their course work. Peer advisors will schedule one group meeting each semester, with the primary function of helping students as they complete their degree plan and register for classes.

Master's Degree in Education

Academic advisor is an Associate Dean assigned to individual students.

1. Discusses students' program
2. Completes plan of study with the student
3. Meets once a semester as a check-in regarding class attendance, any incompletes, and general conversation about the program
4. Serves as the "Go- to" person if advisee has questions
5. Is a member of students' Action Research Capstone Committee

Capstone Project Advisor is the professor assigned to teach RES 621A, RES 621B, & CAP 622.

1. Leads student through RES 621A, RES 621B, and CAP 622
2. Approves proposal along with Academic Advisor and one administrator

Certificate Program

Academic advisor is an Associate Dean assigned to individual students.

1. Discusses student's' program
2. Completes plan of study with the student
3. Meets once each semester as a check-in regarding class attendance, any incompletes, and conducts general conversation about the program
4. Is responsible for finding the answers for any questions or issues of the advisee.

Group Advisement

Group advisement sessions for each cohort are held by the Dean of Graduate Studies and the Provost once per semester in years 1 and 2 of the Certificate and M. Ed. programs.

D. Program Advisory Council

The program advisory Council consists of one board for the three programs (Certificate, Master's, and Doctorate programs). This board is chaired by the Dean of Graduate Studies, and includes external stakeholders representing urban school districts, private schools for exceptional students, state officials and parent advocates selected by the Chancellor. This Council will meet twice and will offer recommendations and suggestions to and about the respective programs as requested.

E. Attendance Policy / Required Registration

The Bridges Graduate School of Cognitive Diversity in Education requires registration in each semester by all graduate degree and certificate students, with the exception of those students on an approved leave of absence. The Bridges Graduate School recognizes the correlation between attendance and both student retention and achievement. Because of the unique nature of online courses and the degree of collaboration required by individuals with their classmates, it is the policy of The Bridges Graduate School that no student who falls behind more than two (2) modules in a course will receive credit for that course and they must repeat the course at their own expense.

It is imperative that students contact the instructor immediately if they find themselves in a situation beyond their control where it is likely that they will miss assignment deadlines.

It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur. Failure to make up missed work will be reflected in the grade as described in each course syllabus. Excessive absence may be cause for failure in a course and for being dropped from the program.

In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in academically related activities in order to comply with this requirement.

Academically related activities include, but are not limited to:

1. physically attending a class where there is an opportunity for direct interaction between the instructor and students;
2. submitting an academic assignment;
3. taking an exam, an interactive tutorial, or computer-assisted instruction;
4. attending a study group that is assigned by the school;
5. participating in an online discussion about academic matters or
6. initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

1. logging into an online class without active participation or
2. participating in academic counseling or advisement.

Students who have not established attendance/participation in online courses may have unexpected consequences including dismissal from the program.

Online Attendance Policy

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Expectations of Students

Students enrolled in distance education courses at Bridges Graduate School are expected to maintain ongoing course engagement in order to uphold positive academic standing with the Graduate School. In an online environment, "attendance" is more than just logging into a course, or the Learning Management System (LMS). Online attendance is measured by your academic engagement with the course content, course tools, course instructor, and other students in the course. The following is strongly recommended:

First week of class

All Bridges Graduate School online courses open on the announced first day of the course and will open at midnight California time on the first day of the scheduled courses. All Bridges Graduate online students are expected to log in to the LMS (Google Classroom) and access online courses during the first week of their classes. Students must engage in an academically related activity during the first week of the class.

Throughout the term

As the term progresses, all Bridges Graduate students are expected to maintain an ongoing online presence in their online courses by participating in course-related activities. This may include but is not limited to reading announcements, taking exams online, participating in group work, posting to discussion forums, submitting assignments, and carrying out the requirements set forth by the instructor. It is a good practice to login to online courses several times a week to stay informed of news, announcements, grades, assignments, and other

important course information.

F. Change of Name, Address

Students are responsible for notifying the Registrar's office of the Bridges Graduate School of any change of name or address so that registration information and other mailings can be properly directed.

G. Confidentiality and Privacy Policy

Members of the Graduate School community are the creators and guardians of many types of information relevant to students, employees, alumni, donors, research sponsors, and others. These members are expected to comply with applicable legal, contractual, and policy obligations to maintain the confidentiality of personally identifiable information and to protect it from improper disclosure. To meet these responsibilities, members of the Graduate School community are expected to follow the School's document preservation and retention guidelines and maintain data security using electronic and physical methods.

Although the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is the federal law that protects the privacy of student education records does not directly apply to Bridges Graduate School since the institution is not eligible to participate in federal funding programs, the School maintains compliance with the regulation. Students have the right to inspect, review, and request copies of their educational records maintained by Bridges Graduate School. The School may require reimbursement of costs to retrieve these records. The Provost and the Registrar comply with these regulations and ensure ongoing compliance.

H. Doctoral Committee Selection Policy

The Doctoral Committee Selection Policy defines the composition and roles of the Capstone Committee in guiding all doctoral students in scholarly work toward their degree to ensure that they receive timely and comprehensive guidance from committee members that facilitates progress toward their degree.

Committee Selection Procedures

1. All Ed.D. students shall have an appointed Professional Doctoral Committee to guide their training.
2. The Capstone Chair is selected at the beginning of CAP 991 after advisement from their professor who will provide a list of possible chairs and the composition of committee members
 - a. Holds a terminal degree with experience in the field and interest in the topic

- i. When at all possible, the Chair should be a Bridges faculty member, but when the dissertation topic is outside the expertise of the current members of the faculty, the student may seek someone with a terminal degree from outside the Bridges Community with appropriate expertise and interest.
3. The committee will consist of a total of three members
 - a. Students will work with their Capstone Chair to identify possible committee members
 - b. At least one member must be from the faculty of Bridges Graduate School with knowledge of procedures required by the Graduate School for developing and completing a problem of practice capstone dissertation/project.
 - c. At least two members with terminal degrees in a related area, one must have experience in the research methodology or project development procedures
 - d. The third member should hold a terminal degree in a related area OR have extensive experience and expertise in the topic area.
4. Up to two readers may be identified when deemed appropriate by the student and Capstone Chair
 - a. Should hold a terminal degree in a related area OR have extensive experience and expertise in the topic area.
5. Composition of the final committee must be approved by the Chancellor and Provost using the Committee Approval Form found in the Google Classroom.

Committee Roles and Responsibilities

1. Capstone Chair
 - a. The Capstone Chairs will serve as mentors to their graduate students to guide them through three research courses taken from proposal defense to oral defense of the Capstone Problem of Practice applied dissertation or project, The Chair also is a member of the student's comprehensive exam team and, as such, the chair will review materials, attend and participate in the oral exam, and meet after the defense to approve the exam or make suggestions for additional revisions.
 - b. The Capstone Chair will submit grades for each of the research courses taken in the capstone process. These courses are taken on a pass/fail basis.
 - c. The Capstone Chair will meet with the graduate student every two weeks during each course to provide guidance, feedback, and support.
 - d. The Capstone Chair is responsible for arranging and conducting all committee meetings, ensuring that all BGS program standards and requirements relative to the doctoral degree are met, and that any conditions set by the Committee

are fulfilled.

2. Committee members

- a. Committee members have ongoing discussions with the graduate student during the proposal process to make suggestions and to provide feedback on the proposal draft.
- b. Committee members attend capstone proposal defense for approval.
- c. Committee members are on-call during the implementation and data collection phases of capstone as needed.
- d. Committee members participate in the oral capstone defense process. (Note, the Capstone Chair, committee members, and Provost participate in the oral defense and meet after the defense to approve the defense or make suggestions for additional revisions.)
- e. Committee members provide feedback on completed dissertation
 - i. Committee members must alert the Capstone Chair at least one week in advance of the final oral examination date if there are concerns about proceeding with the examination. Thus, to avoid problems with the final oral examination, doctoral committee members should review the dissertation or written component of the professional doctoral culminating experience at least one week before the exam will be held to assess whether there are serious concerns with the written document that would preclude continuing with the oral examination.

3. Readers

- a. Provide support to the graduate student in the relevance of the topic and potential benefit to the field throughout the capstone process.

Changes to Committee Membership

If the need for committee membership change is required, the Capstone Chair will work with the student to identify a new member, promptly make the necessary changes, and notify the Provost. In the event that the Capstone Chair must be replaced, the student will work with the Provost to identify a new chair.

Conflicts of Interest

Anyone concerned about conflicts of interest in the functioning of a doctoral committee is encouraged to report their concerns to the Provost; this includes the student, the committee chair, and any doctoral committee member. In cases where the conflict of interest involves the Provost, these issues should be reported to the Chancellor.

I. Dropping Courses

Students may drop courses online via the form found in the back of this catalog through the first two sessions of any online course or the first two days of a Summer Session without financial penalty. Officially dropping a course removes all records of the course from the student's transcript, and no financial penalty is assessed. Students who wish to discontinue a course after the first two sessions but before the final withdrawal date at the end of the 5th week of the semester may do so by notifying the Registrar's office. A course from which a student has officially withdrawn remains on the transcript recorded as W but does not count in credit hours or GPAs. Instructors are required to apprise students of their academic standing no later than the midpoint of the class or session. If a student stops attending but does not officially withdraw from a class, a grade of F (Failure or unofficial withdrawal) is recorded. An exception may be made for unusual circumstances beyond the student's control. Withdrawal from a course may affect eligibility for financial aid in current and future semesters. Students withdrawing from a course are entitled to a full refund through attendance of the first class session or seven days after signing the enrollment agreement, whichever is later. After that date, refunds are processed in accordance with the Refund policy below. A student who does not register for any course or withdraws from all courses during his or her first semester should inform the Graduate School.

J. Facilities

The Bridges Graduate School of Cognitive Diversity in Education uses the physical campus located at 3921 Laurel Canyon Blvd. Studio City, CA 91604. There are multiple buildings on-site including administrative / classroom and dormitory. Although the majority of programs are offered online there is a summer residency requirement for students to complete a field experience/practicum working with students and faculty from the Bridges Academy and the 2e Center for Research and Professional Development. The Bridges Graduate School does have dormitory facilities on campus under its control. The Bridges Graduate School has no responsibility to find or assist a student in finding housing. Students are responsible for their own housing and living expenses while studying at Bridges. The Graduate School is conveniently located in Studio City, California where there are many nearby hotels, motels, and other lodging facilities. There are excellent restaurants and food stores in easy walking distance and parking is available on site. All students will need to stay off campus as dormitory space is very limited and is reserved for visiting faculty. Reasonable accommodations can be found nearby for \$75 - \$150 / night. Students are responsible for their own housing and living expenses while studying at Bridges.

K. Classrooms, Equipment and Computers

Classrooms on campus include the most up to date technological classroom tools and communications equipment. Rooms are air-conditioned and have excellent lighting and wifi access.

Additional Equipment provided by the Graduate School for residence sessions includes:

- Chairs - 20 Minimum / Classroom (Multiple Classrooms are available)
- Overhead projector
- Video Projector w/ Mac and PC connections
- Mac Air loaner computer if desired by Instructor
- Whiteboards w/ Markers
- Flipcharts w/ markers
- Copy Paper & Copiers
- Fax Machines if necessary
- File cabinets in the Graduate Office, Finance office, Admissions office
- Wifi Connection with high-speed internet

Faculty & Students are expected to provide their own laptop computers.

(Technology is reviewed and the technology interview is a part of the online interview by an Admissions officer during the interview and application process.)

L. Finances

1. Fees & Expenses

The schedule of fees published in this catalog is expected to prevail during any given academic year, but The Bridges Graduate School of Cognitive Diversity in Education reserves the right, at any time, to authorize changes in fees and to establish new fees applicable to all currently enrolled students. Fee bills, covering the semester's charges, are computed by and are payable to the Finance Office no later than the first (1st) day of the semester (See "Academic Calendar").

2. Financial Responsibility

Graduate students are permitted to register, to modify their course registrations without penalty, and to pay their fee bills through the first (1st) day of the semester. Graduate students become liable for payment of tuition and other required course-related fees beginning with the first (1st) day of classes of the semester or session whether or not they have attended any classes or have paid their fee bills as of that date.

Failure to receive a bill does not relieve a student of responsibility for payment of fees by the specified due date. A student who fails to make timely payment of an outstanding balance may be barred from all privileges normally accorded to a student in good standing. If there is a question concerning a bill, it is the student's responsibility to contact the Business Office directly for clarification and resolution.

If a tuition payment is not received by the end of the course in which a student is enrolled, the following consequences take place:

- a. The Registrar does not record the student's final course grade on their transcript until the tuition payment has been received.

- b. The student is not permitted to register or enroll in any future courses without administrative approval. Contact the Registrar for more information.

3. Student Loans

The Bridges Graduate School does not offer or participate in a Student Loan Program. If the student obtains a loan to pay for an educational program through a third party, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- A. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- A. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

4. Financial Aid

The Bridges Graduate School does not yet participate in Federal or State Financial Aid programs. The Graduate School does not require disclosure of any outside financial aid obtained by students. Although Bridges does not directly participate, students are encouraged to pursue individual funding sources, opportunities, scholarships, and grants.

5. Cost Estimates

Posted tuition rates for each graduate degree and certificate program are effective starting summer 2025.

PLEASE NOTE: ALL RATES ARE SUBJECT TO CHANGE. THE TUITION AND FEE INFORMATION PROVIDED HERE IS NOT INTENDED TO BE COMPREHENSIVE AND IS SUBJECT TO CHANGE PENDING AN ACTION BY THE BOARD. CHANGES BECOME EFFECTIVE ON THE DATE OF ENACTMENT. THIS INFORMATION SHOULD BE USED ONLY AS A GUIDE FOR ESTIMATING TUITION AND FEES. YOUR ACTUAL COSTS MAY DIFFER BASED ON PROGRAM, CREDIT HOUR ENROLLMENT, ETC.

The Bridges Graduate School of Cognitive Diversity in Education offers quality education programs while keeping its costs as low as possible for the students. The charts below will help to explain the estimated program fees.

One Time Fees & Estimated Charges	
Application Fee (non-refundable)	\$75
STRF Assessment Fee	\$0 per \$1,000 of institutional charges Paid by the institution at time of enrollment. No charge to students.
Graduation Fee (for degree students only)	\$300
Online Program Residency Fees for students attending virtually** (1 required residency for Certificate program, 2 required residencies for M.Ed. program, 3 required residencies for Ed.D. program)	\$750 per virtual residency
Textbooks (estimated cost)	\$75 / Course Estimated
Diploma Reprint Fee*	\$100
Mailed Official Transcript Fee**	\$10 per copy

- ★ Hybrid Certificate students must attend their one required residency in person.
- ★ Hybrid Master's students must attend one of the two required residencies in person.
- ★ Hybrid Doctoral students must attend a minimum of one of the three required residencies in person.
- ★ **Virtual residency attendance requires an additional \$750 fee per residency.**

* Diploma Reprint Fee: The cost of the graduate's original diploma is included in the graduation fee. Graduates who need a replacement or reprinted diploma should contact the Registrar at registrar@bgs.edu. There is a \$100 fee for a replacement diploma.

**Mailed Official Transcript Fee: Students who need an official hard copy of their transcript mailed should email registrar@bgs.edu. There is no fee associated with an electronic transcript.

<i>In Person Residency Estimated Expenses</i>	
Off Campus Housing Expenses	\$500 per week (estimated) Housing arrangements typically include private shared housing found on AirBnB or VRBO arranged by individual students.
Meals	\$35 - \$50 per day (estimated) Students are responsible for their own meals.
Transportation	Students are responsible for their own transportation from their homes to Studio City, and daily transportation to the campus. (Uber and Lyft are readily available as is public transportation.)

Students enrolled in the Online only program will attend all residencies virtually.

<i>Tuition & Fees</i>				
	Cost per 1 credit	Cost per 3 credit course	Estimated Cost per Semester (6 credits)	Estimated Cost per Year (2.5 - 3 semesters)
Certificate (1 year*) Tuition=	\$582.75 per credit	\$1,748.25 per course	\$3,496.50	\$8,741.25 (15 credits / year)
Master's 500 Level Courses Tuition =	\$582.75 per credit	\$1,748.25 per course	\$3,496.50	\$8,741.25 (15 credits / year)
Master's 600 Level Courses Tuition =	\$632.75 per credit	\$1,898.25 per course	\$3,796.50	\$9,491.25 (15 credits / year)
Doctorate (3+ years*) Tuition =	\$682.75 per credit	\$2,048.25 per course	\$4,096.50	\$12,289.50 (18 credits / year)
Continuing Registration Fee* (if applicable)	N/A	N/A	\$632.75	N/A

* – Individual costs may vary depending on the time to complete the program.

- * – Textbooks are an additional cost that varies from course to course and program to program.
- * – STRF Fee: An STRF Fee of \$0 per \$1,000 of institutional charges is paid by the institution at the time of enrollment.
- * – Graduation fee: A graduation fee of \$300 is charged to Master’s and Doctoral students in the final year of their program if they participate in the graduation ceremony or not. This fee covers the costs of the graduation and hooding ceremonies. It includes printing of the graduation program and invitations to the graduation and the diploma. It also includes the audit of the transcript and publishing the final project or dissertation on the website. It does not include the costs of graduation regalia or the costs for guests attending the hooding ceremony.
- *– Continuing Registration Fee: A continuing registration fee is charged to students in the M.Ed. program to maintain active student status if they need additional time to complete their capstone project. The student must have completed all of their coursework apart from the capstone project. The student must also have an approved application for degree candidacy. The continuing registration fee is charged once per semester until the student has successfully completed their master’s capstone project. The continuing registration fee is the equivalent of 1 credit of tuition.

Certificate Program Tuition & Fees		
	Hybrid Program Cost	Online Program Cost
Tuition - Certificate 15 credits	\$8,741.25	\$8,741.25
STRF Assessment Fee (one time, at time of enrollment) \$0 per \$1,000 of institutional charges	Paid by institution	Paid by institution for California residents only. No charge for non-California residents.
Online Residency Fee	\$0	\$750
Total Tuition + Fees	\$8,741.25	\$9,491.25

Master's Program Tuition & Fees		
	Hybrid Program Cost	Online Program Cost
Tuition - Master's 30 credits	\$18,232.50	\$18,232.50
Continuing Registration Fee* (if applicable)	\$632.75	\$632.75
STRF Assessment Fee (one time, at time of enrollment) \$0 per \$1,000 of institutional charges	Paid by institution	Paid by institution for California residents only. No charge for non-California residents.
Online Residency Fee	N/A**	\$1,500
Graduation Fee	\$300	\$300
Total Tuition + Fees	\$18,532.50	\$20,032.50

***Continuing Registration Fee**

A continuing registration fee is charged to students in the M.Ed. program to maintain active student status if they need additional time to complete their capstone project. The student must have completed all of their coursework apart from the capstone project. The student must also have an approved application for degree candidacy. The continuing registration fee is charged once per semester until the student has successfully completed their master's capstone project. The continuing registration fee is the equivalent of 1 credit of tuition.

****Any virtual residency attendance will require an additional \$750 online residency fee.**

- ★ Hybrid Master's students may attend up to one of the two required residencies online.

Doctoral Program Tuition & Fees		
	Hybrid Program Cost	Online Program Cost
Tuition - Doctorate 60 credits	\$40,965	\$40,965
STRF Assessment Fee (one time, at time of enrollment) \$0 per \$1,000 of institutional charges	Paid by institution	Paid by institution for California residents only. No charge for non-California residents.
Online Residency Fee	N/A**	\$2,250
Graduation Fee	\$300	\$300
Total Tuition + Fees	\$41,265	\$43,515

****Any virtual residency attendance will require an additional \$750 online residency fee.**

- ★ Hybrid Doctoral students must attend a minimum of one of the three required residencies in person.

6. Application Processing Fee

A non-refundable fee of \$75 must accompany an application to The Bridges Graduate School for Cognitive Diversity in Education. It may not be applied toward other charges. Fees are waived for current students in good standing who are applying to another program at this institution.

7. Required Registration and Reinstatement Fee

The Bridges Graduate School of Cognitive Diversity in Education requires registration in each semester by all graduate degree and certificate students, with the exception of those students on an approved leave of absence. Students who do not register for longer than a year will be required to reapply for admission. A letter from the academic advisor justifying the use of previous coursework to satisfy current degree requirements is required to count previous coursework towards the new enrollment.

8. Refunds and Cancellations of Charges

In order to be eligible for a refund or cancellation of charges, a student must officially drop all courses currently being taken for credit. The Bridges Graduate School for Cognitive Diversity in Education grants a full refund of fees to any student dismissed for academic deficiency or other cause, provided that the dismissal takes place prior to the start of classes. Students withdrawing from a course are entitled to refund according to the policy below. In certain instances, including illness, full refunds or cancellations of charges may be made at the

discretion of the Provost. A student who is (or is the spouse of) a member of a military unit called into active service will receive a prorated refund or cancellation of charges based on her/his date of separation. The student in this situation must furnish a copy of the orders to active duty, showing this to be the reason for leaving the academic program.

Cancellations

STUDENT'S RIGHT TO CANCEL

1. A student has the right to cancel his or her enrollment agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student cancels their enrollment within seven calendar days after signing the agreement, they are entitled to a full refund of all monies paid. After the end of the cancellation period, you will have the right to withdraw at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the course.
2. If you are requesting to withdraw from the program after it has started, or a withdrawal is caused by you violating conduct as per the Catalog or Graduate School policies, a refund will be provided in accordance with the Refund Information provided below.
3. Cancellation occurs when the student provides a written notice of cancellation to the registrar by email or to the following address: Bridges Graduate School, 3921 Laurel Canyon Blvd. , Studio City, CA 91604. This can be done by email or by hand delivery.
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the proper postage.
5. 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.

Refund Information

1. If a student cancels their enrollment within seven calendar days after signing the agreement, they are entitled to a full refund of all monies paid.
2. If a student cancels their enrollment more than seven days after signing the agreement and prior to attending class, they are entitled to a full refund of all monies paid minus the application/transfer fee of \$75. The refund, if any, is to be paid within 30 days after the notice of cancellation is received.

The student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if they have completed 60 percent or less of the period of attendance. For 9 week Fall and Spring Terms (63 days total), students are eligible for a pro-rata refund before the 38th day of attendance. For the 2 week summer residency (14 days total), students are eligible for a pro-rata refund before the 9th day of attendance.

The refund amount is “pro-rated” according to the amount owed per day of attendance, multiplied by the number of days the student attended prior to withdrawal, as illustrated below. BGS processes all refunds owed to students within 30 days of withdrawal.

Pro-rata Refund Calculation Formula				
Total institutional charges	\div (divided by)	Total days in current period of attendance	=	Amount owed per day of attendance
Amount owed per day of attendance	*	Number of days student attended prior to withdrawal	=	Total amount owed by student
Total institutional charges	- (minus)	Total amount owed by student	=	Total amount refunded to student

Samples of Refund Calculations

For Fall and Spring (nine-week) Terms, the period of attendance is 63 days. So, if students withdraw on day 21, they receive a refund as follows:

Sample of Refund Calculations Spring and Fall nine-week terms HYBRID and ONLINE programs			
Program	(Total institutional charges) \div (Total Days in period of attendance) = Amount owed per day of Attendance	(Amount owed per day of Attendance) * (Number of days student attended) = Total amount owed by student	(Total institutional charges) - (Total Amount Owed by Student) = Total Amount Refunded to student
Certificate	\$1,748.25 \div 63 = \$27.75	\$27.75 * 21 = \$582.75	\$1,748.25 - \$582.75 = \$1,165.50
Master's	\$1,898.25 \div 63 = \$30.13	\$30.13 * 21 = \$632.73	\$1,898.25 - \$632.73 = \$1,265.52
Doctoral	\$2,048.25 \div 63 = \$32.51	\$32.51 * 21 = \$682.71	\$2,048.25 - \$682.71 = \$1,365.54

For Summer Residency (two-week) Terms, the period of attendance is 14 days. So, if students withdraw on day 4 of the term, they receive a refund as follows (see separate refund calculations for residencies attended in person versus online):

Sample of Refund Calculations Summer Residency attended in person for HYBRID programs			
Program	(Total institutional charges) ÷ (Total Days in period of attendance) = Amount owed per day of Attendance	(Amount owed per day of Attendance) * (Number of days student attended) = Total amount owed by student	(Total institutional charges) - (Total Amount Owed by Student) = Total Amount Refunded to student
Certificate	\$1,748.25 ÷ 14 = \$124.87	\$124.87 * 4 = \$499.48	\$1,748.25 - \$499.48 = \$1,248.77
Master's	\$1,898.25 ÷ 14 = \$135.58	\$135.58 * 4 = \$542.32	\$1,898.25 - \$542.32 = \$1,355.93
Doctoral	\$2,048.25 ÷ 14 = \$146.30	\$146.30 * 4 = \$585.20	\$2,048.25 - \$585.20 = \$1,463.05

Sample of Refund Calculations Summer Residency for ONLINE programs			
Program	(Total institutional charges) ÷ (Total Days in period of attendance) = Amount owed per day of Attendance	(Amount owed per day of Attendance) * (Number of days student attended) = Total amount owed by student	(Total institutional charges) - (Total Amount Owed by Student) = Total Amount Refunded to student
Certificate	\$2,498.25 ÷ 14 = \$178.44	\$178.44 * 4 = \$713.76	\$2,498.25 - \$713.76 = \$1,784.49
Master's	\$2,648.25 ÷ 14 = \$189.16	\$189.16 * 4 = \$756.64	\$2,648.25 - \$756.64 = \$1,891.61
Doctoral	\$2,798.25 ÷ 14 = \$199.87	\$199.87 * 4 = \$799.48	\$2,798.25 - \$799.48 = \$1,998.77

For Capstone Projects, Doctoral Internships, Independent Studies, and other unique courses for which enrollment extends beyond one term, BGS calculates pro-rata refunds based on the percentage of the contact hours completed, up to 60 percent of the course total.

For the purposes 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:

1. The student notifies the institution in writing of the student's withdrawal in accordance with the terms of Section V of the *Enrollment Agreement*.
2. The institution notifies the student in writing of the termination of the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of

the institution; absence in excess of the maximum set forth by the institution; and/or failure to meet the financial obligations to the school.

3. The student has failed to attend class for three (3) class weeks without discussion with the institution and agreement of a plan for completing the work missed.
4. For the purposes of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.
5. For the purposes of determining when the refund must be paid, the student shall be deemed withdrawn when three (3) class weeks have been missed without contact from the student.
6. 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.
7. 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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
 - e. 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.
 - f. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an

institution, but have been unable to collect the award from the institution.

g. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The STRF Assessment Fee of \$0 per \$1,000 is charged at the time of enrollment and is paid by the institution.

Student consent and understanding of the refund policy is obtained through the signed Enrollment Agreement Form returned by the applicant to the school which includes the refund policy.

The graduate school follows the California Code of Regulations 5 CCR § 18805 refund policy.

9. Leave of Absence

The Application for Leave of Absence form can be obtained from the Registrar and will be approved by the Provost. Matriculated students who wish to leave the school for personal or financial reasons may be granted leaves of absence up to two full years beyond the semester in which they were last registered. A leave will not be granted to study at another college or university. If withdrawing, or if the leave should extend beyond two years, the student will need to reapply for admission into his/her desired program.

10. Discounted costs

Discounted costs may be permitted for well-defined groups for specific and bona fide purposes.

- a. Bridges Graduate School will consider discounts for groups of 5 or more students from an organization or school on request and with pre enrollment approval.
- b. This discount must be in writing and agreed upon by all parties prior to enrollment.
- c. The discount rate will expire at the end of the maximum time frame for the programs enrolled.

- d. Discounted tuition is specifically offered for the purpose of supporting educational programs and to further the mission of Bridges Graduate School.
- e. Discounts described above are not advertised in marketing materials, the catalog or the website. The information is provided by the Director of Admissions on request only.

Students are only enrolled for full program years. Because of the sequential nature of the educational program and course prerequisites it is necessary for students to enroll and participate in course work and on the two start dates: June: for new Doctor of Education students and July for new Master of Education and Certificate in Twice-Exceptional Education students.

Refunds are calculated on discounted tuition and fees using the same refund table as the regular tuition and fees refund. Refunds are calculated using a direct percentage of the funds collected and paid by the student.

For each trimester, the registrar bills all students at least one month before the first day of the semester. Students have the option to pay by credit card, bank transfer, or Zelle. If the student is an employee of Bridges Academy, payment may be made by payroll deduction. The procedures for collecting payments are described below:

11. Payment Options

PAYMENT BY CREDIT CARD:

The registrar emails the student a secure online credit card authorization form with the amount due for tuition and fees. The student completes the form with their credit card information and receives a receipt of payment to their email address. The business manager forwards the student's receipt of payment to the registrar. The registrar then logs the transaction on the student's financial spreadsheet and files the form and receipt into their student file.

PAYMENT BY BANK TRANSFER:

The registrar bills the student via email and includes the information needed for the student to complete the bank transfer. The business manager emails the registrar a screenshot of the bank transfer when the funds have been transferred. The registrar forwards the student the screenshot of the bank transfer and logs the transaction on the student's financials spreadsheet.

PAYMENT BY PAYROLL DEDUCTION:

Bridges Employees may opt to pay for their fees via payroll deduction. The registrar emails the student a secure online payroll deduction authorization form before the semester begins. The student fills it out and the registrar receives a copy of their form submission via email. The registrar sends the completed form to the business manager, who schedules the deductions

from the student's payroll. The registrar files the form in the student's file and logs the deduction schedule on their financial spreadsheet.

PAYMENT BY ZELLE:

If requested the registrar will bill the student via email, and the student may complete the transaction on Zelle.

12. Collections

Bridges Graduate School students are required to submit payment for their upcoming coursework prior to the start of the semester. If payment in full is not possible, students can make arrangements to pay in installments by contacting the Registrar's Office. Fees are not charged for late payment or for financing (e.g. for paying in installments). If a student does not pay their entire balance for the current semester, they will be disallowed from enrolling in future semesters until their balance is paid in full.

Bridges Graduate School discloses its tuition, cancellation, refund, and collection policies and procedures prior to student enrollment. All cancellations and refunds are processed promptly upon notification by the student in any manner. The Graduate School maintains student good will throughout the collections process and assures that students are aware of the responsibilities and obligations of both the institution and the student.

The Graduate School maintains student good will throughout the collections process and assures that students are aware of the responsibilities and obligations of both the institution and the student.

N. Leave of Absence / Withdrawal from College / Readmission

A leave of absence may be requested by email from the Provost. Matriculated students who wish to leave the school for personal or financial reasons may be granted leaves of absence up to two full years beyond the semester in which they were last registered. Leaves of Absence are approved by the Provost. Leave will not be granted to study at another college or university. If withdrawing, or if the leave should extend beyond two years, the student will need to reapply for admission into his/her desired program. To withdraw without penalty after the second session or second week of a class students need to file a request with the Provost.

To return to the Graduate School after withdrawing or being withdrawn it will be necessary to follow the requirements for readmission found in the Readmissions Policy.

O. Library / Learning Resources

The Bridges Graduate School of Cognitive Diversity in Education offers online and hybrid learning programs with in-person instructor-led instruction and distance learning to optimize

student learning. The majority of student learning and the majority of instruction is offered remotely using online resources. As such a physical library is not practical for most of the students most of the time. Thus, Bridges Graduate School provides library services through a contract with Library Information & Resources Network (LIRN). Student registration for the network library will be provided in course materials. Our contract includes General Education (aka Multidisciplinary) resources. And Core bundles, including Gale Virtual Reference Library (2500+ ebooks), Ebook Central Academic Complete (134,000+ ebooks), and Statista (a source for Infographics and Statistics).

Online Library Resources include Education Information Resources Center (ERIC, American Psychological Association, and EBSCO Information Services can also be used by graduate students. Specific library recommendations may be found in the course syllabus and instructor directions. Although our library is comprehensive and well stocked and funded we do not have the capacity to have access to every journal or article. At times it may be necessary for specific students to pay at a “PayWall” for individual access to some articles.

Suggestions and requests for the addition of journals and collections may be made through the Dean for Communications or the Bridges Graduate School Library google classroom.

Additionally, a qualified librarian is available. This librarian will assist students in finding relevant resources, appropriate books, and journals and be available to answer questions that they may have about searching for materials. These services are provided to enrolled students who will be given a link to the library with a username and password.

P. Records Policy

It is the policy of The Bridges Graduate School of Cognitive Diversity in Education to maintain business, student and institutional records in accordance with Article 9 and all appropriate sections of the California codes.

Record Retention Length Requirements

Financial Records are maintained either or both in the Business Office and in the Office of the Registrar in an electronic version. When necessary (ie: contracts) paper records are maintained in a lockable fire resistant cabinet in the Business Office File room. Records are to be retained for a minimum of ten years.

Administrative Records are maintained in the office of the Registrar in both an electronic version and when necessary as a paper copy in a lockable fire resistant cabinet in the Business Office File room. Records are to be retained for a minimum of ten years.

Academic Records are maintained in the Office of the Registrar in an electronic version backed up in the Student Information System (SIS cloud). Records are to be retained for a minimum of ten years.

Record Development and Retention Guidelines

General guidelines for The Bridges Graduate School include:

The following things are prohibited:

In any manner make an untrue or misleading change in, or untrue or misleading statement related to, a test score, grade or record of grades, attendance record, record indicating student completion, placement, employment, salaries, or financial information, including any of the following:

1. A financial report filed with the bureau.
2. Information or records relating to the student's eligibility for student financial aid at the institution.
3. Any other record or document required by this chapter or by the bureau.
4. Willfully falsify, destroy, or conceal any document of record while that document of record is required to be maintained by this chapter.

The following are required Student Records:

1. The Bridges Graduate School shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in our institution.
2. The Bridges Graduate School shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - a. The degree or certificate granted and the date on which that degree or certificate was granted.
 - b. The courses and units on which the certificate or degree was based.
 - c. The grades earned by the student in each of those courses.
3. The Bridges Graduate School shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.
 - a. Each student file shall contain all of the following pertinent student records:
 1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
 - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
 - b. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
 - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.
5. In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
 - a. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
 - b. Credit for courses earned at other institutions;
 - c. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
 - d. The name, address, website address, and telephone number of the institution.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.
7. The dissertations, theses, and other student projects submitted by graduate students;
8. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
9. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
10. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
11. Copies of any official advisory notices or warnings regarding the student's progress; and
12. Complaints received from the student.

The following are required Institutional Records:

The Bridges Graduate School shall maintain, for a period of not less than ten years, at its principal place of business in this state, complete and accurate records of all of the following:

1. Page information:
 - a. The educational programs offered by the institution and the curriculum for each.
 - b. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

- c. Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).
2. The Bridges Graduate School shall maintain all records required. The records shall be maintained in the State of California (b)(1). In addition to permanently retaining a transcript as required by section 94900(b) of the Code, Likewise The Bridges Graduate School shall maintain for a period of ten years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.
3. Notwithstanding (b)(1), Bridges shall maintain records relating to federal financial aid programs as provided by federal law. As Required.
4. A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:
 - a. The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
 - b. For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.
 - c. Bridges will have personnel scheduled to be present at all times during normal business hours who know how to operate the above described devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
 - d. Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.
5. The Bridges Graduate School shall maintain all academic and financial records required by the Act and this chapter in a manner secure from damage or loss. An acceptable manner of storage is in lockable fire resistant cabinets.
6. All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
7. If The Bridges Graduate School were to close, the institution and its Board are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

The following are additional Record-Keeping Requirements.

1. The Bridges Graduate School shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the student's eligibility under the Fund. Such records shall include the following for each student:
 - a. Student identification number,
 - b. First and last names,
 - c. Email address,
 - d. Local or mailing address,
 - e. Address at the time of enrollment,
 - f. Home address,
 - g. Date enrollment agreement signed,
 - h. Courses and course costs,
 - i. Amount of STRF assessment collected,
 - j. Quarter in which the STRF assessment was remitted to the Bureau,
 - k. Third-party payer identifying information,
 - l. Total institutional charges charged, and
 - m. Total institutional charges paid.

2. The Bridges Graduate School shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

3. In addition to the physical security safeguards provided on campus to the physical records storage and maintenance, there is a complex and industry standard series of security features applied to the online records. Files on Google Docs, Sheets, & Slides are stored securely in Google world-class data centers. Data is encrypted in-transit and at-rest. These Google safeguards and standards are routinely reviewed and upgraded as necessary by the Chief Operating Officer working with the Director of IT.

Custodian of Records:

Stephanie Coxon - Registrar

stephanie.coxon@bgs.edu

Location of Records:

Bridges Graduate School

3921 Laurel Canyon Blvd.

Studio City, California 91604

818 506 1091

Records are regularly reviewed and audited for compliance with all applicable federal and state laws when transcripts or academic records are updated. Transcripts are updated or reviewed each semester. Financial records are reviewed each semester and billing cycle. Student information is reviewed annually prior to summer residency.

Q. Nondiscrimination Policy

Bridges Graduate School admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the Graduate School. Consistent with its obligations under the law, in the administration of the Graduate School's programs and activities, Bridges Graduate School prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law; Bridges Graduate School also prohibits unlawful harassment including sexual harassment and sexual violence. This policy applies to Bridges Graduate School programs and activities both on and off-campus, and in online forums.

The following person has been designated to handle inquiries regarding this nondiscrimination policy:

Bridges Graduate School's Chancellor
3921 Laurel Canyon Blvd, Studio City, CA 91604, United States
818.506.1091

R. Registration

Students are expected to complete registration within two weeks after they become eligible to register and to attend the first meeting of all classes in which they have enrolled.

S. Student Identity Verification Policy

To verify student identity throughout their enrollment, BGS assigns students a unique username and password to access the Google Classroom LMS. Students must also submit a government-issued photo ID during the admissions process that remains in their student file and is used during proctored examinations to ensure students who enrolled are the same individuals who complete the coursework and earn credit. This information is used to create an official BGS student ID card. BGS uses presentations to faculty as opportunities to verify their identity. These proctored examinations provide faculty the opportunity to engage in meaningful discussions with students on their research and presentation topic(s).

Proctored Exams

Online Proctored Exam Process:

1. Students receive advanced notification of all proctored examinations through the course syllabus and that their government-issued photo ID must be provided.

2. Faculty initiate a password-protected Zoom session.
3. Students sign into the Zoom session using their BGS credentials.
4. Students display their government-issued photo ID on camera.
5. Faculty capture a screenshot of the students' faces and the government-issued photo IDs. Once confirmed, the faculty submits this verification to be filed and formally confirmed by the Registrar.
6. Students who are unable to present their government-issued photo IDs cannot participate in the presentation or the related instructional activity.

In-Residence Proctored Exam Process:

1. Students receive advanced notification of all proctored examinations through the course syllabus and that their government-issued photo ID must be provided.
2. Students present their government-issued photo ID to their faculty member who confirms the students' identity. Once confirmed, the faculty submits this verification to be filed and formally confirmed by the Registrar.
3. Students who are unable to present their government-issued photo IDs cannot participate in the presentation or the related instructional activity.

This table identifies the placement of formal proctored examinations.			
Program	Certificate	Master of Education	Doctor of Education
Year 1	Practicum (EXA 511)	Practicum (EXA 511)	Clinical Practicum (EXA 800)
Year 2		Oral defense of Capstone Project	Comprehensive Exam (depending on completion of core coursework)
Year 3			Comprehensive Exam (depending on completion of core coursework)
			Oral defense of Capstone Proposal
Year 4		Oral defense of Problem of Practice Capstone	

T. School Email Account

Each student is assigned a school email account. Check your school mail account regularly, especially during registration. All correspondence to faculty members or Graduate School staff should be sent from your Bridges student Email account.

U. Student Rights and Responsibilities

NOTICE OF NONDISCRIMINATORY POLICY TO STUDENTS

Bridges Graduate School admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the Graduate School. Consistent with its obligations under the law, in the administration of the Graduate School's programs and activities, Bridges Graduate School prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law; Bridges Graduate School also prohibits unlawful harassment including sexual harassment and sexual violence. This policy applies to Bridges Graduate School programs and activities both on and off-campus, and in online forums.

The following person has been designated to handle inquiries regarding this nondiscrimination policy:

Bridges Graduate School's Chancellor
3921 Laurel Canyon Blvd, Studio City, CA 91604, United States
818.506.1091

V. Complaint / Grievance Policy

The Bridges Graduate School seeks to resolve student grievances as promptly and informally as possible. No adverse action will be taken against any student initiating a complaint. Students who feel aggrieved regarding any aspect of the academic program have a right to request a resolution by bringing the matter to the attention of the school leadership.

Complaints, Grievances, and Appeals

The Bridges Graduate School of Cognitive Diversity in Education complies with California State Education regulations requiring that institutions have procedures in place for filing complaints and seeking resolution of perceived problems.

1. Student Complaints Regarding Academic Issues

Students have the right to submit a grievance regarding a grade or unfair action if the student perceives that the grade received was awarded capriciously, arbitrarily, or prejudicially. The student must provide a rationale explaining his or her perception at this time. A student may only submit a grievance regarding the final grade for the course. The student may appeal the same grade only once. Confidentiality is essential for all academic review/grievance procedures. Students may seek counsel or advice concerning the academic review process from the Office of the Dean of Graduate Studies.

Prior to submitting an academic grievance, the student must contact the faculty involved to first discuss the concern. If resolution is not achieved, the student may pursue an academic review by initiating a grievance.

Step 1

1. A written petition must be submitted by the student to the Dean of Graduate Studies. This petition should include:
 - a. Name of student
 - b. Course name
 - c. Grade awarded (and being challenged)
 - d. Date student received the grade
 - e. Name of faculty involved
 - f. Date(s) the student met with the faculty
 - g. Reason(s) for the grade challenge and a brief summary of the student's concerns
 - h. Evidence of how the grade was awarded arbitrarily, capriciously, or prejudicially
2. An informal hearing with the student may be called if the student, faculty, or Dean feels it would be beneficial to discuss the complaint.
3. Within seven (7) business days (unless there are special circumstances, such as progression in the program, that require more rapid action), the Dean writes to the student in writing with a decision. A written copy of the decision will also be provided for the faculty for the course.
4. If the student is not satisfied with this decision, the grievance may proceed to Step 2.

Step 2

1. The student submits the complaint petition, including the same information as required in Step 1, to the Provost, including the letter from the Dean of Graduate Studies.
2. The student should retain a copy of the documents submitted for his or her record.
3. The Provost may convene a Grades Appeals Committee (GAC) composed of faculty teaching in other courses, which shall serve in an impartial advisory capacity to the Provost. The manner of appointments and the number of members on the GAC shall be determined by the Provost. The Chairperson of the GAC shall be appointed by the Provost. A decision will be made within seven business days unless there are special circumstances, such as progression in the program, that require more rapid action. The

Chairperson of the GAC will make a recommendation to the Provost who will respond to the student in writing with a decision within seven (7) business days. The decision of the Provost is final. A copy of the document stating the recommended decision will be sent to the faculty in charge of the course and the Dean of Graduate Studies.

- a. The decision of the GAC will either indicate that the grade is indicative of the student's achievement, or the grade is not indicative of the student's achievement. A rationale will be provided. If the GAC recommends reconsideration of the grade, the faculty member will implement the overturned decision within seven (7) business days unless there are special circumstances, such as progression in the program, that require more rapid action.

2. Student Complaints Regarding Non-Academic Issues

Students are encouraged to seek resolution of the perceived problem directly before initiating processes that are more formal. If the complaint involves non-academic issues, the student should address their complaint with the Provost who refers the written complaint petition to the Student Affairs Committee.

The student who does not receive a satisfactory resolution may file a complaint to initiate the formal process no later than 30 days after the occurrence of the alleged grievance by submitting a written complaint petition, which includes:

- a. Name of student
- b. Course name (if applicable)
- c. Date of incident
- d. Name of person(s) involved
- e. Brief summary of the concern(s)

The Provost refers the grievance to the Student Affairs Committee who will review the supporting evidence and may interview witnesses within seven (7) business days.

Following the review, the Student Affairs Committee sends a written recommendation to the Provost who considers the grievance and the recommendations of the committee and makes a final determination. The Provost notifies all parties of the decision within seven (7) business days of receipt of the Student Affairs Committee's findings and recommendations.

If the student disagrees with the decision of the Provost, the student may file an appeal with the Chancellor who reviews the initial written complaint petition and the supporting documentation before making a final decision. The Chancellor notifies the student with seven (7) business days of the final decision.

Note: Once the Student Affairs Committee has been convened to hear a complaint, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials presented.

3. Student Complaints Regarding Discrimination

If the complaint involves alleged harassment or discrimination based on race, sex, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status, the student should report the alleged acts of discrimination immediately to the Provost for a confidential discussion of the alleged acts. Students have 90 days from the alleged act of discrimination to file a complaint. These grievances are addressed through the Office of the Chancellor who responds to students within seven (7) business days following receipt of their complaint.

4. Student or Staff Complaints Regarding Sexual Harassment

Where sexual harassment has occurred or is alleged to have occurred, Bridges Graduate School takes immediate steps to address the harassment, prevent its recurrence, and discipline or take other appropriate action against those responsible. Please refer questions, issues, and complaints to the Office of the Provost (provost@bgs.edu) who responds to students within seven (7) business days following receipt of their complaint.

5. Filing Complaints about this Institution

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

Complaints can also be submitted to the Distance Education Accrediting Commission (DEAC). Information regarding the DEAC complaint process is available at: <https://www.deac.org/Student-Center/Complaint-Process.aspx>

Written complaints can also be submitted to DEAC at:

DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036
ATTN: COMPLAINTS

A DEAC Complaint Form is available online at:
https://www.surveymonkey.com/r/?sm=4YVO_2bqiufpghP8b9uW1_2bA_3d_3d

W. ADA Accommodations Policy

Bridges Graduate School of Cognitive Diversity in Education (BGS) takes pride in its diverse populations and is committed to providing all students the opportunity to take full advantage of BGS programs and facilities. In keeping with this philosophy, BGS strives to eliminate academic and physical barriers that may prevent qualified students with disabilities from earning an academic degree or professional certificate. Reasonable accommodations (e.g. auxiliary services or academic adjustments) are offered to provide students with disabilities an equal opportunity to participate in academic programs and to promote and facilitate the integration of students with disabilities into

academic life. BGS is committed to promoting and maintaining an accessible and inclusive learning environment for students with disabilities where they have the opportunity to perform at their highest academic potential.

In accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (“ADA”), the ADA Amendments Act of 2008 (“ADAAA”), and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), BGS developed and implemented this ADA Academic Accommodations Policy to outline eligibility requirements, the process for students with disabilities to request and receive academic accommodations, and the process for students and faculty to appeal accommodations decisions. Students with disabilities must initiate requests for accommodation; however, the accountability and responsibility of implementing accommodations is shared among faculty, administrators, staff, and students. Approved reasonable accommodations for students with disabilities provide equal access in a manner that does not alter or compromise essential elements of the academic programs offered by Bridges Graduate School.

Definitions

Student with a Disability – A student who: 1) has a physical or mental impairment which substantially limits one or more major life activities; 2) has a “record of” such an impairment; or 3) is regarded as having such an impairment.

Reasonable Academic Accommodations – reasonable academic accommodations may include not only disability-related accommodations, but also disability-related adjustments, services, and/or auxiliary aids that give a student with a disability an equal opportunity to engage in and benefit from the educational process and academic programs offered. Reasonable Academic Accommodations may include:

- Changes to a classroom environment or task that permit a student with a disability to participate in the educational process;
- Modifications to policies, practices, or procedures (e.g., reduced course load, extended time to degree, lengthen exam time, complete an oral exam instead of a written exam);
- Provision of accessible instructional materials and effective communication services (e.g., closed captioning for videos, live captioning for lectures, text-to-voice software, adaptations to physical space); and
- Other adaptations or modifications that enable a student to enjoy the benefits and privileges of BGS graduate degree programs, services, and activities.

Note: BGS is not required to provide retroactive academic accommodations.

Undue Burden/Hardship – Any academic accommodation, adjustment/auxiliary aid, or service that would result in a significant financial or administrative burden or expense constitutes an undue burden/hardship and is not considered a reasonable academic accommodation. Factors to consider whether determining whether there is an undue burden/hardship include: 1) the overall size of the program or activity with respect to the number of employees, number and type of facilities, and size of budget; 2) the type of operation, including the composition and structure of the workforce; and 3) the nature and cost of the accommodation needed.

Fundamental Alteration – Any academic accommodation, adjustment/auxiliary aid, or service that would fundamentally affect or change the nature of a program or course being taught or that fundamentally alters the essential requirements of instruction or course requirements is not considered a reasonable academic accommodation. BGS is not required to alter or modify a course or program to the extent that it changes the fundamental nature of that course or program.

ADA Compliance Coordinator – The person who is the designee of BGS to manage the reasonable accommodation process to include coordinating efforts, complying with, and implementing this Policy pursuant to the ADA, ADAAA, and Section 504. The ADA Compliance Coordinator is available to discuss options, provide support, explain BGS policies and procedures, and to determine a student’s eligibility for reasonable accommodations and the reasonable accommodations appropriate for the student based on the documented disability.

Confidentiality

Records and/or information provided by or on behalf of students throughout the accommodation request process that reflect diagnoses, evaluation or treatment of a student’s medical or mental health condition are confidential student records and shall be maintained by the BGS ADA Compliance Coordinator. Such records or information shall only be disclosed in accordance with BGS policy, federal and state law, and, generally, only to those whom BGS officials have determined have an “educational need to know” such information and/or the content of such records.

Accommodations Requests

1. Completing the Academic Accommodation Registration Process
 - a. A student with a disability who wants to request Reasonable Academic Accommodations must first contact the ADA Compliance Coordinator to complete the qualification process, including providing any required documentation. Required documentation includes a completed ADA Academic Accommodations Request form and the most current and/or relevant documentation of their disability from an appropriately licensed professional that clearly identifies the nature of the disability and how the disability affects a major life activity. The student is responsible for any costs necessary to provide the appropriate documentation from the licensed professional.
 - b. Each student must participate in a synchronous meeting (either online or in-person) with the ADA Compliance Coordinator within five (5) business days of their request to discuss their needs and the factors considered in determining appropriate academic accommodations.

2. Determining Reasonable Academic Accommodations

- a. The ADA Compliance Coordinator is charged with evaluating student accommodations requests and determining a student's eligibility for and the Reasonable Academic Accommodations appropriate for the student. The ADA Compliance Coordinator may consult with the Provost in making Reasonable Academic Accommodations determinations. Students will be notified of their eligibility for Reasonable Academic Accommodations within five (5) business days of their synchronous meeting with the ADA Compliance Coordinator.
- b. Students who agree with their Reasonable Academic Accommodations determinations must sign the Reasonable Academic Accommodations Agreement.
- c. Students who disagree with their Reasonable Academic Accommodations determinations may submit a request for reconsideration to the Accommodations Officer.
 - i. Students have five (5) business days to submit a request for reconsideration of the Reasonable Academic Accommodations determination in writing to the ADA Compliance Coordinator. The request should include a clear statement describing the reason(s) for seeking reconsideration.
 - ii. After the request has been made, the ADA Compliance Coordinator will review the request for reconsideration and may consult with the Provost.
 - iii. The ADA Compliance Coordinator will notify the student in writing of the decision regarding their request for reconsideration of the Reasonable Academic Accommodations determination within five (5) business days from receiving the request for reconsideration.
 - iv. The ADA Compliance Coordinator may consider provisional accommodations while the request for reconsideration is pending.

1.

3. Instructor Review and Implementation

- a. Students' Reasonable Academic Accommodations determinations are presented to the applicable instructors by the student. If the instructor believes that the Reasonable Academic Accommodations determination represents a fundamental alteration or undue hardship, the instructor must contact the ADA Compliance Coordinator as described below. The instructor must provide the accommodations provided in the Reasonable Academic Accommodations determination in the interim.
- b. Instructors who have questions or concerns about a determination and/or believe that the Reasonable Academic Accommodations determination would result in a

fundamental alteration or undue hardship must request a consultation with the Accommodations Officer. The consultation can be requested to discuss their concerns, engage in an interactive process to further understanding and collaboration with the student in providing the approved Reasonable Academic Accommodations and/or to discuss whether alternative accommodations are appropriate.

- c. Instructors have five (5) business days to submit a request for reconsideration of the Reasonable Academic Accommodations determination in writing to the ADA Compliance Coordinator. The request should include a clear statement describing the reason(s) for seeking reconsideration and any alternative accommodations that could be appropriate.
 - i. After the request has been made, the ADA Compliance Coordinator will review the request for reconsideration and may consult with the Provost.
 - ii. Instructors who continue to have concerns with a Reasonable Academic Accommodations determination and/or believe that the Reasonable Academic Accommodations determination would result in a fundamental alteration or undue hardship after consulting with the ADA Compliance Coordinator may submit a formal request for reconsideration to the Provost.
 - iii. The ADA Compliance Coordinator will notify the instructor in writing of the decision regarding their request for reconsideration of the Reasonable Academic Accommodations determination within five (5) business days from receiving the request for reconsideration. The Instructor must provide the accommodations in the Reasonable Academic Accommodations determination while the request for reconsideration is pending.
 - iv. An instructor may not unilaterally deny an academic accommodation included in a Reasonable Academic Accommodations determination that has been presented to them.
 - v. The instructor must provide the academic accommodations in the Reasonable Academic Accommodations determination in the interim until the reconsideration and appeal processes are exhausted in accordance with this Policy.

Returning Students

Continuing students (students that have had accommodations in subsequent semesters) are responsible for requesting their Reasonable Academic Accommodations letter with the ADA Compliance Coordinator each semester.

X. Student Support Services and Job Placement

The Bridges Graduate School is truly a family-like community. We are small enough to know everyone and to pay attention to the needs of our colleagues, students, faculty, staff and

alumni. We do provide a variety of student services mostly through the Provost's Office and the other on-campus administrators.

In general, the administrative staff interacts with students and provides them with administrative or personal guidance. Faculty and Administrators may meet with students who are struggling academically or who have other issues in their lives that they need to discuss with faculty or other staff. Administrators communicate information to students and work with them to solve problems related to their education. For further information or direction contact the Provost.

Each student is assigned a faculty advisor who acts as a personal, professional, and academic coach as needed. Students with technology issues are encouraged to contact the technology department for immediate assistance. Finally, Bridges Academy specializes in individuals with learning differences. Thus, Bridges Graduate School has a wide variety of resources and the ability to provide expert services in almost all learning strategy issues.

Bridges Graduate school does not provide job placement services. However, because our faculty has a wide network of professional colleagues it is our pleasure to assist and inform students of potential job and career opportunities. Bridges uses job placement in the field of Twice-Exceptional education as a marker of our success. Student advisors play a key role in counseling advisees in employment potential and opportunities.

For information about Student Services, please contact the Registrar.

Y. Computer Literacy & Technology Requirements

Computer Literacy

You need to have a basic knowledge of computer and Internet skills in order to be successful in an online course. Here are some of the highlights:

1. Knowledge of terminology, such as *browser*, *IMHO*, *application*.
2. Understanding of basic computer hardware and software; ability to perform computer operations, such as:
 - a. Using a keyboard and mouse
 - b. Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
 - c. Software installation, security, and virus protection
 - d. Using software applications, such as Word, PowerPoint, Excel, email clients
 - e. Knowledge of copying and pasting, spell-checking, saving files in different formats
 - f. Sending and downloading attachments
3. Internet skills (connecting, accessing, using browsers) and the ability to perform online research using various search engines and library databases.
4. Ability to use online communication tools, such as email (create, send, receive, reply, print, send/receive attachments), discussion boards (read, search, post, reply, follow

threads), chats, and messengers.

5. Strong reading and writing skills. You need to have strong reading skills and be able to communicate effectively through writing. Most of the material in the online environment will come from your textbooks and written lectures, therefore strong reading and critical thinking skills are very important for success in an online course. Online students communicate through such text-based tools, as emails, discussion forums, chats, and instant messaging. You need to feel comfortable expressing yourself in writing.
6. Self-motivated and independent learner. While online courses can offer more flexibility in scheduling, they require more self-discipline and independence than on-campus courses. Some students can find this uncomfortable and not suitable for their learning style. They may miss the more typical face-to-face interaction with an instructor and peers, which helps to keep them on track. In the online environment, you have to be able to start and to work on tasks on your own, without someone keeping you focused, and you have to be self-disciplined in order to follow the class schedule and meet deadlines.
7. Time commitment - Online classes take as much time as regular on-campus classes. You need to set aside sufficient time for study. Plan to spend at least as much time working on the assignments and studying as you would with a traditional course. Note that some students report spending even more time on online classes than for traditional ones. The time that you need to devote to a 3-credit course will be approximately 12 hours a week.
8. Time management: log-in frequently and develop study schedules. Even though you may not have to "be" in class on some specific day and time, you still have to follow the course schedule provided by your instructor. Remember that online classes are not independent study courses; you are still required to "show up" and participate actively.
9. Since online courses are both real-time and asynchronous, they will continue developing and changing even if you are not online. You need to be online frequently enough and log in at least three to four times per week in order to keep up with the content flow, complete assignments, follow discussions, and communicate with your classmates and instructor. Some courses may even require you to log in every day.
10. Never wait until the last minute to complete your assignments. You may have a technical problem or run out of time which will cause frustration. One of the major reasons for failing online classes is procrastination since it is very easy to fall behind in the online environment. Make sure to set aside specific time on a regular basis to participate in your course. Schedule specific times to log in and to study.
11. Active learner - Online students must be active learners, self-starters who are not shy or afraid to ask questions when they do not understand. Remember that you, not the instructor, must be in control of your learning process.

12. Although you and your instructor will interact in person (online) on a regular basis, you need to "speak up" right away if you have problems and be as explicit as possible; otherwise, there is no way others will know that something is wrong.
13. Remember that your instructor is not the only source of information. Most of the time you will be able to post your question in the discussion forum and your classmates will help you as well.
14. If you have technical difficulty, problems understanding course content, or difficulty meeting the deadline, seek help right away, and contact your instructor to make arrangements for additional support and help.

Technology Requirements & Readiness Assessment Test

Since our Instruction is provided via distance, online, real-time synchronous and asynchronous learning, technology and self-regulation skills are very important.

These are hybrid and online programs where instruction is provided synchronously and asynchronously by a professor who is present online via video conferencing tools with the students in possibly remote locations during the fall and spring semesters. The program may include materials that are archived or recorded that are shared asynchronously with students attending on their individual schedules.

All students must have a computer capable of running the minimum required software and a reliable Internet service provider. The Bridges Graduate School will assist you in accessing the online platform used to support online classroom instruction.

Our online platform is Google Classroom, and we make extensive use of Google applications including Google Apps for Educators. The online platform is supplemented with additional applications and resources as technology continues to rapidly change. All students are required to have an online meeting with the Director of Admissions to assess their appropriate level of skill and support.

The Director of Admissions will contact you to schedule this meeting if it was not done during your pre-application meeting.

Netiquette Guide For Online Programs

In an online learning program, it is essential that the environments be welcoming sites where groups of participants share ideas and learn from the professor as well as from one another. It should be a place where everyone is encouraged to contribute and produce creative and thoughtful work. To make this happen we might be reminded of Abraham Maslow's.

Hierarchy of Needs necessary for Self-Actualization



As Maslow explains, people are not able to thrive unless certain needs are met. The bottom three shown on the chart above are basic and require attention. For example, if we are exhausted, hungry or thirsty, we will not be able to do our best work. If we are not in a physical environment that has the appropriate internet connection, we are challenged to even consider engaging. Meeting the physiological needs is obvious and should need no further discussion.

Finally, let us consider safety, especially psychological safety. To feel psychologically safe in an environment, it should be free from bullying, sarcasm, humiliation, rudeness, or comments of disrespect between and among faculty and students. There should be trust where questions can be asked without fear of ridicule, where mistakes are forgiven, and where everyone has a voice.

When the environment exudes a sense of safety, the activities required should give participants a sense of belonging. In such an environment, personal needs are considered such as illness preventing a posting; such as common decency among participants showing concern for one another's welfare. Where group griping is discouraged and encouragement preferred, we experience a sense of belonging and loyalty.

We envision our learning community as one where all members of discussion groups are cordial to each other, complementary in their remarks and helpful in their suggestions. Only then can we expect the next level described by Maslow, which is a need of being -- one that all of us require -- the need for esteem. Each of us needs to feel respected and valued as a member of the class.

In our graduate school, we have the luxury of expertise from individuals coming from so many different backgrounds with diverse personal and professional experiences. **We are all enriched because each of us is here.** We expect all of us to contribute our gifts, knowledge, and wealth

of experience to the class assignments and discussions. We, as a group, understand that the contributions of each of us will be woven together to form a group tapestry of understanding and creativity.

When this happens each of us is free to self-actualize, contribute, create, and grow.

Creating the Learning Environment

To enable this vision of self-actualization to occur, we have established these guidelines. It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

Security

Remember that your password is the only thing protecting you from pranks or more serious harm. Always use your Bridges Email Account to sign in to the course and to communicate with the instructors and administrators at Bridges Graduate School

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always log out when you are finished using the system

General Guidelines

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Understand that the professor is there for you and will answer any questions
- Please always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
 - unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Try to use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons like :) or
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive
- Be careful with personal information (both yours and others)
- Do not send confidential information via email

Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- End your message with your name and return email address
- Think before you send the email to more than one person. Does everyone really need to see your message? When an email is widely shared try to use the Bcc: to avoid inadvertently sharing other's emails.
- Be sure you REALLY want everyone to receive your response when you click, "reply all" The Use of Bcc: will help reduce unnecessary people being copied.
- Before you click the "forward" button be sure that the author intended that the information be shared.

Message Board Netiquette and Guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on-topic and within the scope of the course material
 - Take your posts seriously and review and edit your posts before sending
 - Be as brief as possible while still making a thorough comment
 - Always give proper credit when referencing or quoting another source
 - Be sure to read all messages in a thread before replying and be timely. Posts that have aged may no longer be applicable when you reply.
 - Don't repeat someone else's post without adding something of your own to it
 - Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
 - Always be respectful of others' opinions even when they differ from your own
 - When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
 - Do not make personal or insulting remarks
 - Be open-minded
 - Be flexible
 - Be professional

Sharing Sensitive, Confidential or Secret information

A discussion board in a secure online course is not like a chat room, in that your colleagues, professors, and others have been accepted to an approved program by presenting much information and validating their credentials and their professional backgrounds. The discussion boards and classroom environments are under the scrutiny of fellow students, the professor(s), and the administrative team. However, if you have angst, or are feeling uncomfortable in any way **do not share anything that makes you feel vulnerable**. The discussion boards and

classroom environments are not a therapy session nor a substitute for counseling, where private information may be up for discussion. There is no demand for saying, writing, or recording anything that makes you uncomfortable.

If you have questions please contact the Provost.

Z. Transcripts

Official transcripts are not issued directly to students but are forwarded, upon request, to authorities whom the student designates. Student copies may be ordered for personal use. A \$10 fee is charged for each hard copy transcript request. There is no fee for electronic transcript requests. Photo identification is required when picking up student copies. Transcript request forms are available online at the address at the back of this catalog and in the Registrar's office.

Transcript requests must include the student's name, current address, social security number, dates of attendance, graduation date (if applicable), name and address of the party to whom the transcript is to be sent, the student's signature authorizing the release of the transcript, and a \$10 payment to Bridges Graduate School for mailed copies.

Transcript requests by telephone or fax cannot be honored. Requests are filled in the order they are received. Sufficient time is necessary for processing. Requests for transcripts should be made well in advance (usually at least two weeks) of the date needed.

AA. Licensure & Accreditation

There are no licensure exams for 2e or Twice Exceptional in the State of California. None of our Graduate programs lead to licensure or certification.

Bridges Graduate School is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

Address	1101 17th Street NW, Suite 808 Washington, D.C. 20036
Phone	(202) 234-5100
Website	https://www.deac.org/

State Authorization: For Online Students from States Other Than California

The U.S. Department of Education requires that any U.S. college or university offering online or distance programs to citizens in a state where it is not physically located meet those other states' requirements to legally offer postsecondary, online education to their residents. The regulations for authorization vary from state to state.

Bridges Graduate School, located in California can currently offer online programs to students residing in certain U.S. states and territories either through licensure, authorization, or exemption. Please review the website for a complete and current list of the states where we are accepting students.

*If you become a Bridges Graduate School student and subsequently move to a new state, to avoid any interruptions in your enrollment status, you are responsible for ensuring Bridges Graduate School's program is approved in the new state. **Rules and regulations vary by state and could change at any time.** All students must update Bridges Graduate School records regarding a change of address especially if moving to a different state.*

BB. Complaints about this Institution

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 (916) 574-8900 or (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov

Complaints can also be submitted to the Distance Education Accrediting Commission (DEAC). Information regarding the DEAC complaint process is available at: <https://www.deac.org/Student-Center/Complaint-Process.aspx>

Written complaints can also be submitted to DEAC at:

DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036
ATTN: COMPLAINTS

A DEAC Complaint Form is available online at:
https://www.surveymonkey.com/r/?sm=4YVO_2bqiufpghP8b9uW1_2bA_3d_3d

CC. Questions Regarding this Catalog

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
(916) 574-8900 or (888) 370-7589
Web site Address: www.bppe.ca.gov
Telephone And Fax #s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

DD. Online forms

These forms are available on our website at the Bridges Graduate School Forms Directory. They can be printed out and completed by hand, or they can be downloaded for completion on your computer and submitted to the Graduate School via email.

1. ADA Request Form
2. Application for Study
3. Cancellation/Withdrawal/Drop
4. Catalog
5. Change of Address
6. Degree Candidacy
7. Enrollment Agreement
8. Exception to Satisfactory Academic Progress Policy Request Form
9. Graduation Application
10. Grievance Report
11. Leave of Absence Request
12. Plan of Study - Certificate
13. Plan of Study - Master
14. Plan of Study - Doctorate
15. Transcript Request
16. Transfer of Credit Request
17. Independent Study Request
18. SPFS Forms

EE. Bridge Graduate School Administrators

Chancellor	Susan Baum	susan.baum@bgs.edu
Provost	Matthew Fugate	matt.fugate@bgs.edu
Chief Operating Officer	Henry Nicols	henry.nicols@bgs.edu
Registrar	Stephanie Coxon	stephanie.coxon@bgs.edu

FF. Bridges Graduate School Email Addresses

- | | |
|------------------------|----------------------------------------------------------------------------------------|
| 1. Admissions Office | admissions@bgs.edu |
| 2. Finance Office | businessofficegradschool@bgs.edu |
| 3. General Information | gradschoolinfo@bgs.edu |
| 4. Provost | provost@bgs.edu |
| 5. Registrar | registrar@bgs.edu |

GG. Legal Control

Bridge Graduate School of Cognitive Diversity in Education is a California not-for-profit corporation governed by a board of directors and officers. The Chancellor is Susan M. Baum, Ph.D.. The Chief Operating Officer is Henry Nicols and the Chair of the Board of Trustees is Margie Power.

HH. BPPE Website & Required Disclosures:

Required Financial Statement

There is no pending petition in bankruptcy, nor are we operating as a debtor in possession, nor have we filed a petition within the preceding 5 years, nor have we had a petition in bankruptcy filed under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec 1101 et seq.)

The following items can also be found on our website. The weblink is

<https://bgs.edu/>

1. School Catalog is posted on the website
2. School performance fact sheet is posted on the web site.
3. Student brochures - are posted
4. Link to BPPE - is posted
5. Annual Report submitted to the BPPE each year.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

II. Additional Policies

Electronic Signature Policy

Bridges Graduate School allows the use of electronic signatures as an acceptable alternative to an original signature for those documents requiring signature or acknowledgement in accordance with minimum standards.

Note: The policy does not mandate the use of an electronic signature. It does not require electronic signature for internal operational type documents which require an informal routing or acknowledgement. It does not require a specific method or software utilized for any specific need.

This policy **does not allow** for acceptance of signatures in electronic form for the release of student records pursuant to the federal Family Education Rights and Privacy Act (20 U.S.C. §1232g).

BGS has conducted a business analysis and risk assessment as defined by the Electronic Signature Risk Association's regulation as "identifying and evaluating various factors relevant to the selection of an electronic signature for use or acceptance in an electronic transaction. Such factors include, but are not limited to, relationships between parties to an electronic transaction, value of the transaction, risk of intrusion, risk of repudiation of an electronic signature, risk of fraud, functionality and convenience, business necessity and the cost of employing a particular electronic signature process." A summary of that Risk Assessment is contained with more information at the end of this policy.

Rationale: Local and state laws were enacted to support the use of electronic signatures. Some examples of these are:

- Federal Law: The federal government authorized the use and acceptance of electronic signatures in The Electronic Signatures in Global and National Commerce Act (E-Sign).
- Under California law, a digital signature is defined as "an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature." Government Code section 16.5 states a digital signature shall have the same force and effect as a manual signature if and only if:
 1. It is unique to the person using it.
 2. It is capable of verification.
 3. It is under the sole control of the person using it.
 4. It is linked to data in such a manner that if the data are changed, the digital signature is invalidated, and
 5. It conforms to regulations adopted by the Secretary of State.
- Individuals who elect an electronic signature method can be assured that the electronic signature will be given full legal effect under federal and state law if the signature method conforms to the standards outlined in the policy.

Definitions:

- An electronic signature is an electronic sound (e.g., audio files of a person's voice), symbol (e.g., a graphic representation of a person in JPEG file), or process (e.g., a procedure that conveys assent), attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.
- Under California law, a digital signature is defined as "an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature." Government Code section 16.5 states a digital signature shall have the same force and effect as a manual signature if and only if:

1. It is unique to the person using it.
2. It is capable of verification.
3. It is under the sole control of the person using it.
4. It is linked to data in such a manner that if the data are changed, the digital signature is invalidated, and
5. It conforms to regulations adopted by the Secretary of State.

Applicability of the Policy: This policy applies to BGS students, staff and faculty engaging with institutional documents through electronic means.

Policy Elaboration:

Simple Electronic Signatures may convey intent of an individual to sign a record and are often easier to implement. Simple electronic signatures may be acceptable and authorized for internal campus or Provost’s Office uses involving low risk.

Digital Signatures may be used where simple electronic signatures are acceptable and authorized for use. They may be permitted or required for any record or document where a signature is required by Federal law, California law, or by BGS policy unless a handwritten signature is explicitly required. Digital signatures must be used instead of a simple electronic signature when legally required or when greater risk exists.

The presence of an electronic signature does not mean that a record was properly signed or that the signatory was authorized. The Provost’s Office procedures must identify the person by position who is authorized to sign, approve, and/or prevent unauthorized actions from being taken as a result of an electronic signature.

BGS		
Security /Risk Assessment / Business Analysis		
Specific Recommendations:		
Risk Level	Activity	Recommendation
Not Permitted	Release of Student Records	“Wet” signature required
High	Verification of Citizenship	Original Document with an included “Wet” or Digital signature.

	Verification of Identification	Contact the Registrar for assistance.
Moderate	Enrollment Agreement Receipt of SPFS	Electronic Signature permitted using factors above. Contact the Registrar for assistance.
Low	Email communications Student plans of study Student applications for changes Requests for Leave of absence Use of Materials in Media	Recommend the use of two Password protected accounts: ie: Google Classroom, Google Drive or Google Documents, with email verification. We Recommend: Use of the word “approved” rather than “signed”.
No Risk	Advertisements Announcement Public postings on	
For clarification of items not specifically mentioned above please contact the Provost.		

Intellectual Property Policy

The purpose of the Intellectual Property Policy is to foster the creation and dissemination of knowledge and to provide certainty in individual and institutional rights associated with ownership and with the distribution of benefits that may be derived from the creation of Intellectual Property.

Bridges graduate school believes that it is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the college or university and its learning communities reasonable access to, and use of, the intellectual property for whose creation the college or university has provided assistance.

To this end, material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the faculty

author, but Bridges Graduate School shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Likewise any publications or research done in conjunction with Bridges Graduate School belongs to the faculty member who may apply for the copyright.

The college or university supports the development, production, and dissemination of intellectual property by its faculty members and its students. Materials developed at Bridges Graduate School by a faculty member or student is mutually owned by the originator. Students have the right to use any material or project they developed for a course for their personal use. . If the material was a group effort, then members of the group jointly own the product and permission needs to be given for its use.

As a student, you may own the product or copyright:

- When a work of authorship protectable under copyright law results from your normal course of classwork, even when using some university space, equipment, and other non-specialized resources routinely available to all students, and even with general guidance from Bridges Grad School educators but without specific intellectual contributions from a Bridges, ownership belongs to you.
- When you develop an innovative product during normal classwork, with routine use of university resources, ownership belongs to you.
- When you develop an innovative product or create a copyrightable work on your own time, unrelated to your university responsibilities, and with no more than routine use of university resources available to all students, ownership belongs to you.

Joint projects and/or research between students and faculty have joint ownership. First author should be one who did the majority of the work.

Policy of the Institutional Review Board

Purpose

The purpose of this policy is to outline the purpose of the IRB, the composition of the IRB committee , and to describe the roles and responsibilities of IRB members. It also provides definitions and procedures of the IRB process.

What is the IRB?

All faculty and learners conducting academic research under the program requirements at Bridges Graduate School, including all learners conducting action research, Masters capstone projects, dissertation or doctoral capstone research and all employees or agents conducting academic research pursuant to institutionally designated authority or responsibility of Bridges, are required to obtain Institutional Review Board (IRB) approval prior to beginning research-related interactions with human participants/subjects and/or their data. All employees

or agents conducting academic research pursuant to institutionally designated authority or responsibility of Bridges; all researchers unaffiliated with Bridges Graduate School who are conducting academic research involving Bridges learners, alumni, faculty, staff, and/or their records; and all research supervisors who are overseeing research activities are also required to comply with the procedures outlined in this policy.

Academic research conducted outside the purview of Bridges as described above is not governed by Bridges IRB. In the review and conduct of academic research involving human participants and/or their records, Bridges Graduate School IRB is guided by the ethical principles established in the Title 45 Code of Federal Regulations, Part 46 (45 CFR 46), Nuremberg Code, Declaration of Helsinki, and The Belmont Report.

Bridges Graduate School is committed to its institutional responsibility to respect and protect the rights and welfare of human participants and their data in research. Ensuring the highest standards of ethical conduct in research and the protection of the rights and welfare of human research participants is a shared responsibility between the Bridges research community and the Institutional Review Board (IRB). The IRB reviews all academic research and activities that have a direct bearing on the rights and welfare of human research participants and their data.

Composition of the IRB Committee

IRB is established in accordance with federal regulations [45 CFR 46.107 and 21 CFR 56.107]. The CRC IRB meets the following criteria:

The IRB has at least five members with varying backgrounds to promote complete and adequate review of research commonly conducted by the organization

- The IRB is not comprised of either all male or all female members
- The IRB is not comprised of members who represent only a single profession
- At least one member has primary concerns in scientific areas
- At least one member has primary concerns in nonscientific area
- At least one member is not otherwise affiliated with the organization and who is not part of the immediate family of a person who is affiliated with the organization
- At least one member represents the perspective of research participants

Selection and Appointment

IRB Members

The IRB Chair and the Chancellor are responsible for selecting members to serve on the IRB. Institutional Review Board consists of Chancellor-appointed faculty members and at least one member who is not otherwise affiliated with Bridges Graduate School as required by the federal regulations. The calendar for the regularly scheduled monthly meetings is determined by the IRB chair. There are no term limits.

Members may resign at any time by submitting a letter of resignation to the IRB Chair. The IRB Chair may remove members from the committee if the member is not able to complete his/her responsibilities as an IRB member.

The Chancellor will appoint the IRB Chair. The IRB Chair will receive an appointment letter after their appointment has been confirmed. There is no specified time limit for serving as an IRB Chair.

The IRB Chair or Vice-Chair may resign at any time by submitting a letter of resignation to the Chancellor. The Chancellor may remove the IRB Chair from the committee if he/she is not able to complete his/her responsibilities as an IRB Chair.

Responsibilities

IRB Member Responsibilities

- Attending monthly IRB meetings and participating in the review of research
- Completing human subjects research training
- Conducting and/or assisting with review of research by expedited procedures
- Serving on IRB sub-committees as needed
- Working with investigators to resolve issues related to IRB review
- Maintaining current knowledge of applicable regulations, laws, and institutional policies
- Participating in discussions of issues related to the review of human subjects research including policy development

IRB members should report any attempts of undue influence to the Chancellor.

IRB Chair

In addition to assuming the responsibilities of an IRB member, the IRB Chair is responsible for:

- Providing leadership and guidance to the IRB
- Conducting convened IRB meeting
- Reviewing minor deviations and/or other events that qualify for review by expedited procedures
- Assisting with investigations/audits of investigators
- Reviewing and signing correspondence related to IRB determinations

- Ensuring that IRB members with a conflict of interest are not present for the discussion and vote on the research where he/she has a conflict
- Conducting review of IRB minutes
- Selecting new IRB members
- Assisting with the annual evaluation of the IRB

Evaluation of the IRB

Composition of the IRB

The composition of the IRB will be reviewed on an annual basis to ensure that the composition meets institutional and regulatory requirements. This review will be conducted by the IRB Chair and with the Chancellor..

IRB Members

IRB members are evaluated on an annual basis by the IRB Chair and the Chancellor. IRB members receive a copy of their evaluation.

IRB Chair

The IRB Chair is evaluated by Chancellor. The IRB Chair receives a copy of his/her evaluation.

Definitions

Academic research:

is defined as all research conducted by Bridges learners as part of their program requirements, except that which has been designated solely as courseroom research. It also includes any systematic investigation conducted by Bridges Graduate School employees or agents that is designed to contribute to generalizable knowledge.

Agents:

include all individuals performing institutionally designated activities or exercising institutionally delegated authority or responsibility.

Courseroom research:

differs from academic research in that it can be performed without prior Institutional Review Board (IRB) approval. Courseroom research does not meet the federal definition of research as written in 45 CFR 46 and must meet the following criteria.

It must be limited in scope.

It must not be generalizable and cannot be distributed or used outside of the courseroom.

It must have minimal risk to volunteers.

It must not be stressful or be about illegal activities.

It cannot be used as part of the doctoral project.

The research cannot collect personal identifiers, and it cannot use minors or other vulnerable people as volunteers.

Data must be destroyed after completion of the course.

A human research participant:

is a living individual about whom an investigator conducting academic research obtains data or identifiable private information through intervention or interaction with the individual. A human research participant is referred to as a human research subject in federal regulations and guidance material.

Intervention:

includes both physical procedures by which data is gathered and manipulations of the subject or the subject's environment that are performed for research purposes.

Interaction:

includes communication or interpersonal contact between researcher and subject.

Private information:

includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place. It includes information that has been provided for specific purposes by an individual and that the individual can reasonably expect will not be made public.

Identifiable private information:

is individually identifiable (i.e., the identity of the participant is or may readily be ascertained by the investigator or associated with the information).

Institutional Review Board (IRB):

An IRB is a committee established in accord with and for the purposes expressed in 45 CFR 46.

Research materials:

include signed consent forms, digital and paper surveys, audio recordings, transcripts, data files, and all other documents or communication to or from research participants.

Unanticipated Problems:

An unanticipated problem is any event that the researcher did not predict in advance, that is related or potentially related to the research, and that may suggest participants are at greater risk of harm than originally assessed.

Procedures

1. All academic research must be reviewed and approved by Bridge's IRB.
2. The IRB will not review or approve the following types of research:
 - a. Research involving tests of food, food additives, or any research that requires oversight by the Food and Drug Administration (FDA).
 - b. Research involving investigational new drugs or devices.
 - c. Research involving human fetuses or neonates.
 - d. Any research with an animal that requires oversight by an Institutional Animal Care and Use Committee.
 - e. Research involving greater than minimal risk to minors or to adults who are under legal guardianship.
 - f. Research with prisoners falling under 45 CFR 46.306(a)(2)(iii-iv).
3. Courseroom research does not require IRB review or approval.
4. The IRB may hold, suspend, place restrictions on, or terminate approval of research when it is necessary for participant protection, when approved procedures are not followed, or during an IRB noncompliance investigation.
5. The IRB will perform continuing reviews of research at least as often as specified in 45 CFR 46.
6. All IRB-approved academic research may be subject to further review and approval or disapproval by Bridge's officials. However, Bridge's officials may not approve academic research that the IRB has previously disapproved (45 CFR 46.112).
7. Requests from external IRBs that require Bridge's IRB to be the single approving IRB (or "IRB of record") will be reviewed on a case-by-case basis.

Researcher Responsibilities

1. All researchers must apply to the Institutional Review Board (IRB) and obtain approval before they interact with participants for any purpose related to the research.
2. Researchers must comply with direction from the IRB during the application process and throughout conduct of the research, research audit, or observation by the IRB or designee.
3. Learners may not engage in recruitment, obtain consent, interact with participants, collect data, or analyze identifiable data unless they are enrolled in a supervised course.
4. Researchers must report any unanticipated problems or adverse events to the IRB within one business day. During any emergency situation in which a participant may be harmed, researchers will stop the conduct of the research, assist the participant, and report the incident to the IRB within one business day.
5. Researchers and faculty must complete and maintain currency in Bridge Graduate School required research ethics course (Collaborative Institutional Training Initiative/CITI).
6. Researchers must obtain approval from the IRB before modifying their approved research procedures, sites, or forms.

7. Researchers must cease performance of research and stop all contact with participants on the expiration date of the IRB approval. If the researcher determines additional time to complete the research is required, researchers must apply for continuing review and reapproval of the research. The continuing review request should occur before the expiration date and allow sufficient time for IRB review and approval.
8. Researchers must maintain all research materials for seven years after completion of a study.
9. Pilot Studies: - Researchers are required to obtain IRB approval before conducting a pilot study. Faculty approval does not supersede the requirement for IRB approval.
10. Researchers, learners, faculty, and staff cannot sign a research-related contract or agreement on behalf of Bridges Graduate School. Researchers must submit these documents to the IRB. The IRB will coordinate additional review by Bridges Graduate School, including legal counsel if necessary or appropriate.
11. If a study is disapproved, the researcher may appeal the decision in writing within 14 calendar days. All appeals will be reviewed by the full IRB committee.
12. Once the IRB has made a decision about an appeal, the decision cannot be overturned.

Compliance

1. Bridges Graduate School researchers must comply with all Graduate School research policies and any applicable international, federal, state, local, or tribal laws that provide additional protection for human participants or their data.
2. Researchers must comply with additional regulations or stipulations made by the research site.
3. Failure to comply with an Institutional Review Board (IRB)-approved research protocol, applicable laws, or site regulations or stipulations will be investigated by a Graduate School designated compliance specialist. When necessary, investigation findings will be presented to the full IRB committee.
4. Noncompliance findings will be communicated to the researcher and may be reported to the research site, other approving IRBs, federal agencies, or other Bridges Graduate School personnel as indicated.
5. Following a finding of noncompliance, corrective actions to be implemented by the researcher may be required by the compliance specialist as indicated by the nature of the noncompliance. Failure to complete corrective actions as directed can result in referral to the full IRB committee.
6. If the IRB noncompliance is found to be “serious” or “continuing,” researchers can appeal the finding in writing within 14 calendar days. All appeals will be reviewed by the full IRB committee. Once the IRB has made a decision about an appeal, the decision cannot be overturned.

External Researchers

1. A. Researchers who are not currently affiliated with Bridges Graduate School but who wish to perform academic research with Bridges learners, alumni, faculty, staff, data, or records must contact the Institutional Review Board (IRB) for direction before they begin any aspect of the research.

2. Bridges Graduate School assumes the authority to grant, deny, or terminate permission for research requests by external researchers under Graduate School-established guidelines.
3. If there are concerns about protocol noncompliance or harm to participants, these concerns will be reported to the appropriate IRB and/or personnel at the external researcher's affiliated institution.

Readmissions Policy

Bridges Graduate School students who withdrew or were withdrawn from their graduate studies may apply for readmission to their degree program or for the degree. Readmission cannot be completed until all fees, overdue loan payments, and other indebtedness to the Graduate School have been paid.

Readmission to a Degree Program

Former BGS students who previously enrolled in a degree program may apply for readmission to the same program if they:

1. paid at least one installment of tuition
2. held a registration status of withdrawn for at least one semester.

Readmission is not automatic and requires the approval of the degree program and the Provost. Readmission may be conditional, requiring that the student meets specifically outlined requirements established by the Graduate School.

Consideration is given to the record of each applicant, which may include: the length of absence, the activities undertaken during the absence, and the reason for withdrawal.

Additionally:

1. Former students may submit up to two applications for readmission during the course of their academic careers.
2. A student who was required to withdraw from BGS for academic reasons may not apply for readmission until two academic semesters have passed.

There are fees associated with readmission which include:

1. a \$75.00 application fee
2. Payment of any outstanding balance on the student account.

To Apply

Applicants for readmission should submit the materials listed below to the Admissions Office by email or mail. Applicants must submit their materials a minimum of 90 days prior to the semester start date requested to be considered for readmission for the following semester.

CHECKLIST AND APPLICATION MATERIALS

1. Contact the Graduate School Provost to:
 - a. clarify courses and exams to be taken
 - b. specify the time frame or duration to completion of the degree
 - c. confirm consent of your faculty advisor
 - d. determine what, if any, additional supporting documentation you should submit with your application.
2. Write a statement of purpose noting your reason for withdrawal, outlining your plans for further study, proposed coursework, and anticipated dissertation or research topic. Please include a timeline for completion.
3. Submit one letter of recommendation from a faculty member. Faculty may submit their letter directly to Admissions.
4. Obtain an official current Bridges Graduate School transcript
5. Submit the materials above with a letter of application by mail or email.