

ACADEMIC POLICIES

ATTENDANCE

Regular class attendance is required. The School's teaching philosophy relies heavily on experiential learning. Therefore, active participation is required in class process. (Instructors notify their students of the attendance policy for their courses.) A student submits an absence form to the instructor in advance of an anticipated absence. Absence forms are available in the administrative office. The student may have no more than two excused absences in order to receive course credit. Each program has a limit as to the number of excused absences (usually two) in order to receive course credit. Students may consult with their educational advisor, the Dean or the program director to confirm the attendance policy.

Adding/Dropping a Course

A student who wishes to add or drop a course may do so by filing an approved Add/Drop form with the Registrar by the published deadline. Absence from class does not constitute an approved Drop and may result in a grade of Withdrawal.

GRADES

High Pass is awarded to students who complete the requirement of a course with excellence. The grade is recommended as an incentive for outstanding performance, equivalent to an A+.

Pass is granted to students who complete course requirements satisfactorily, according to the stated criteria for evaluation.

Low Pass is given to students who complete course requirements minimally.

Incomplete is given to students who have passed a course pending the completion of a portion of the work. Unless otherwise stated by the instructor on the student's evaluation form or changed to Pass by the instructor, an Incomplete will be changed to No Credit thirty days after the last class meeting.

No Credit is given to students who do not fulfill course requirements. Students may repeat the course and fulfill its requirements in order to receive credit.

Withdrawal is given to the student who is registered for the course but has not attended or officially dropped the course.

Academic Standing

Students must satisfactorily complete all coursework in a given year to move on to the next year of coursework. Please refer to the Student Handbook for the School's policy on academic standing.

LEAVE OF ABSENCE AND REINSTATEMENT

A student in good standing may take a leave of absence with the approval of the educational advisor and of the Dean. Application is made in writing. Students may maintain matriculation for up to two years. A student who does not maintain matriculation or whose status has lapsed reapplies for admission to the Boston Graduate School of Psychoanalysis and abides by the requirements in effect at the time of re-admission.

Absence without notice does not reduce financial obligation or guarantee that final grades will not be recorded.

SUSPENSION OR DISMISSAL

BGSP reserves the right, through accepted procedures and designated committees to suspend or dismiss any student for failure to maintain a satisfactory academic record or acceptable personal behavior.

STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their records. They are: the right to inspect and review the student's education record; the right to request an amendment of the student's education record that the student believes is inaccurate, misleading or in violation of the student's privacy or other rights; the right to consent to disclosure of personally identifiable information contained in the student's record, except to the extent that the FERPA authorizes disclosure without consent; and the right to file a complaint with the US Department of Education concerning alleged failure by BGSP to comply with the requirements of FERPA.

In keeping with FERPA, student records are kept confidential. Students may review their records in advisement interviews with faculty advisors. Personal files may be discussed in an advisement interview with a faculty advisor. Transcripts of coursework are available upon written request to the Registrar and payment of the transcript fee.

Copies of the BGSP Code of Conduct, Student and Faculty Handbooks are available from the Registrar.

CAMPUS SECURITY

BGSP believes that security is everyone's responsibility. Entrance to the building is controlled using a security camera and monitoring system; unauthorized persons are not permitted in the building at any time. The School is open Monday through Friday from 9:00 a.m. to 9:00 p.m., Saturday until 3:00 p.m. The

administrative offices are open Monday through Friday, from 9:00 a.m. to 5:00 p.m.

DRUGS AND ALCOHOL POLICY

BGSP prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by any student or employee while participating in a BGSP activity or performing any school-related work on or off its premises. Violation of this policy will subject the offender to disciplinary action, up to and including dismissal or expulsion.

GRIEVANCE PROCEDURE

The Boston Graduate School of Psychoanalysis is committed to the ideal of resolving grievances collegially. The Graduate School expects that an informal resolution of any grievance will first be attempted, typically through discussion among the appropriate persons. In the event that such informal attempts at resolution are unsuccessful, one may file a complaint with the Grievance Committee, which is composed of three faculty members and one student. For details see the BGSP Faculty and Student Handbook.

PUBLIC INFORMATION

Information about the Boston Graduate School of Psychoanalysis is available upon request from the Administrative Office.