

EISNER INSTITUTE FOR PROFESSIONAL STUDIES

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Student Handbook

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Welcome to Eisner Institute for Professional Studies!

Eisner Institute for Professional Studies is located at 16133 Ventura Boulevard, Suite 700 in Encino, California. All administrative offices are located here.

WELCOME MESSAGE

Dear Student:

Welcome to the Eisner Institute for Professional Studies (EIPS). Our goal is to provide an affordable and an excellent education to the adult learner through our distance-learning programs in the field of psychology. Experienced professionals and educators, who are committed to providing quality instruction and individual attention to every student, teach our courses.

We are dedicated to helping you achieve your potential and look forward to the opportunity of working with you. This catalog contains information for the Psy.D. and MA programs. Prospective students or the general public may access this catalog online at www.eisnerinstitute.org.

Please explore what EIPS has to offer. 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 Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. We know that we will provide you with a rewarding educational experience.

Together we can assist you in accomplishing your professional goals.

Donald A. Eisner

Chief Executive Officer

OVERVIEW

The Mission Statement

The mission of the Eisner Institute of Professional Studies (EIPS) is to provide high-quality, online instruction in the field of psychology at the doctoral and the master degree levels as well as instruction for those who want to learn more about the field of psychology. EIPS is dedicated to promoting a culturally and an intellectually diverse learning environment for students who are educationally qualified and motivated to work independently.

To fulfill this mission, the Eisner Institute for Professional Studies has established the following objectives and values:

1. To provide student services that contribute to student success and achievement
2. To maintain an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests, and opinions
3. To always act with integrity, honesty, and the highest ethics

Purpose of the Student Handbook

The EIPS Student Handbook serves as a supplement to the catalog as it outlines the policies for all students. Students are expected to read the Student Handbook and comply with its contents. Students not abiding by conduct regulations outlined in the student handbook and the catalog may be subject to disciplinary action that may result in dismissal.

Modification of the Handbook

At the time of publication, everything has been done to ensure accuracy of this handbook. At the discretion of administration, changes in policies and/or procedures may be made. Students will be notified in writing of any modifications made to policies or procedures.

ACADEMIC POLICIES AND PROCEDURE

Grading Policies

Grades are awarded on a traditional A to F system. The minimum passing grade is a B. The minimum allowable cumulative grade point average to maintain satisfactory progress is a B or a 3.0.

In calculating a student's grade point average, the following policy applies:

Grade	Numeric Grades	Grade Points
A	100 - 94	4.0
A-	93 - 90	3.7
B+	89 - 87	3.3
B	86 - 84	3.0
B-	83 - 80	2.7
C+	79 - 77	2.3
C	76 - 74	2.0
C-	73 - 70	1.7
D+	69 - 67	1.3
D	66 - 64	1.0
D-	63 - 60	0.7
F	59 and below	0.0
Pass	PSY 600 only	----
Fail	PSY 600 only	----
I	Incomplete	----
W	Withdrawal	0.0
NA	Capstone Not Accepted	----
CREDIT	Practicum	----
NO CREDIT	Practicum	----
APP	Final Project	4.0

If a student has not completed the course work and earned a grade at the end of a course, the instructor may issue one of the following grades:

I *Incomplete* If a course has not been completed, the instructor may grant an “I,” which gives the student a one-quarter extension at no additional tuition to complete the requirements of the course. In order to receive a grade of “I,” the student must be making satisfactory progress, and the instructor must believe that an extension will permit satisfactory completion of the course. At the end of this period, a final grade must be recorded.

W *Withdraw* Students may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw a student from a course and issue a W when the instructor believes that the student's progress is insufficient to warrant an extension. Any student who withdraws or is administratively withdrawn from a course must retake the course and is responsible for a new tuition payment for that course of study. A student request for withdrawal must be in writing, and the reason for requesting the withdrawal must be stated. The request should be made prior to the sixth week of the quarter. Requests for withdrawal due to or in anticipation of a poor grade, absent extenuating circumstances, will not be permitted.

Repeating a Course

Students must repeat courses in which they have received an “F” or “I” grade or from

which they withdrew. The new grade will be averaged with the original grade for purposes of achieving the grade-point average. Students who repeat a course are responsible for a new tuition payment for that course of study.

Verification Procedures

EIPS collects a photo, an email address, and a social security number and then issues a username and password to each student. Students are required to write extensively during their courses, and faculty members can quickly recognize the style and the vocabulary of the writer.

Satisfactory Academic Progress (SAP)

Students must maintain satisfactory academic progress while earning a degree. SAP is measured quantitatively using credit hours attempted and earned and qualitatively with an institutional grade point average (GPA).

SAP for degree-seekers is calculated annually after the second quarter following the student's first enrollment. Changes in major may alter SAP status, which is based upon the current degree-level pursued. Students meeting the standards listed below are classified as being in SAP good standing.

Quantitative Criteria – Credit Hours Attempted and Earned

Students who earn a passing grade (B or higher) in a minimum of two-thirds (67%) of their total credits attempted meet SAP. A student attempting 5 credits in one quarter, for example, must earn a passing grade for 4 (four) or more of the credits attempted (credits earned ÷ credits attempted.)

Qualitative Criteria – Institutional Grade Point Average (GPA)

Satisfactory progress (good standing) is maintained when students earn a cumulative GPA (CGPA) of 3.0 (grade of B) or higher on a 4.0 grade scale. Students who do not meet SAP will be placed on academic probation the following quarter. Academic probation will not exceed two quarters. If, during the next quarter, the student's grade average is still unsatisfactory, the student will be placed on academic dismissal.

Academic Probation/Dismissal Policy

Cumulative grade point averages (CGPA) are monitored at the end of each quarter when grades are posted; and if the CGPA falls below that required for graduation, the student is placed on academic probation. Students on probation for more than two successive or non-successive quarters may file a formal appeal to the Dean and explain the reason for their failure to make satisfactory academic progress. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Dean will offer assistance in locating a suitable tutor, should the student request such a service.

Academic misconduct including but not limited to plagiarism or falsification of credentials that is serious or egregious may lead not only to probation or suspension but also to dismissal. Students may file an appeal to be heard by a committee of two faculty members. If the appeal is denied, it then goes to the Dean, for final adjudication. Any

dismissal or expulsion is permanently placed on the student transcript.

Graduation Requirements

Students are considered graduates of an EIPS program upon successful completion of the entire program of study in which they enrolled (minimum CGPA of 3.0 for all graduate programs).

Course Changes

The content of each course in each of the degree programs described in this catalog is subject to revision by our faculty. Additional course titles may be added to or substituted for those in these curricula each quarter.

Faculty members may suggest changes to the degree programs and their component courses at any time. The CEO/Dean approves such revisions and upgrades prior to adoption. In this way, the most recent developments in psychology, technology, and business may be incorporated into the curriculum in a timely matter.

From time to time, a supplement to this catalog will document all changes and/or additions. Supplements will be numbered sequentially, dated, and appear as inserts at the back of this catalog.

Student Interaction

Students will be linked to other students via the class web site, which will be established by the institution.

Distance Education Students—Online Response Times

All student submissions (exams, reports, projects, etc.) will be reviewed and graded, and the student will receive a response from this institution within two days.

Faculty advises students who are at-risk, who are late on assignments, and who need improvement with their work/assignments on an individual basis.

Nondiscrimination Policy

EIPS is committed to providing equal opportunities to all applicants, to all programs, and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Individual Responsibility

It is the responsibility of each student, each faculty member, and each administrator to be familiar with this institution's rules and regulations.

Information Resources Management

EIPS has developed its own information management system to provide high-quality information services to its administrators in support of instruction, program management, office automation, telecommunications, and other administrative computing needs. Student records are maintained as prescribed by law. Student records are confidential.

Student Complaint Procedure/Grievance Procedure

EIPS is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or an administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: (1) an effort to define the problem; (2) an effort to identify acceptable options for resolution; and (3) an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's CEO/Dean who will work to resolve the matter. The CEO/Dean is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve: (1) The student's submission of a written description of the specific allegations and the desired remedy accompanied by any available documentary items must be sent. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. (2) The student may terminate the formal process should in the interim the informal process produce a satisfactory resolution. (3) The CEO/Dean will notify all parties involved of the receipt and the nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. (4) The CEO/Dean will deliver a timeline for resolution to the principals. (5) Interested parties will communicate with the CEO/Dean in order to make recommendations to resolve the grievance. (6) The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov.

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

Transcripts/Student Records

Each student's file will contain the student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$15 for each copy.

Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and all other fees due to the institution are paid current, and the student is in good standing. Grade reports will not be issued unless students are in good standing.

Quarter Credit Hours (Contact Requirements)

Quarter credits hours are used to measure course credit. A quarter-credit hour is defined as a minimum of ten (10) contact hours of academic engagement plus 20 hours of preparation. Academic engagement (direct or indirect faculty instruction) includes, but is not limited to, submitting an assignment; listening to class lectures or webinars; computer-assisted instruction; and contacting a faculty member to ask a question. The student is required to invest additional time to ensure appropriate preparation for interaction with classmates and instructors as well as the research, the reading, and the other fieldwork required to properly complete educational assignments. This is typically homework, such as reading and study time, completing research, and projects. A 5 quarter-credit hour course would require 50 hours of academic engagement and 100 hours of preparation for a total of 150 hours.

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Attendance Policy for Distance Learning Instruction Students

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students, has significant value in the learning process.

Our programs are structured to maximize interaction with instructors and peers while

students maintain autonomy over their academic schedule. Therefore, each online student is afforded the freedom to establish his or her schedule, but regular contact with the instructor and other enrolled students is a requirement that must be met. Such contact will help guide and maintain steady progress toward the completion of assignments and courses. Such contact better ensures that EIPS may more readily assist each student in resolving problematical aspects of his/her program. Instructors are authorized to factor the frequency and the adequacy of student communication into the assignment of a grade for any given course.

Allowances for interruptions in "attendance" due to illness or personal emergency will be handled on a case-by-case basis between the student and the instructor. Arrangements to make up work missed and return to an agreed schedule should be initiated by the student and established with the instructor.

STUDENT SERVICES

EIPS does not provide orientations, airport reception services, housing assistance, graduation ceremonies, or other services often afforded students at other institutions. Further, EIPS maintains focus on the delivery of its educational services. Should a student encounter personal problems, which interfere with his or her ability to complete his/her courses, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Should a student's contact information change, he/she should report any updates to the Dean.

In all programs and services, EIPS respects the value of diversity among students and faculty. Therefore, we encourage the participation of individuals from all nationalities, all races, and all colors.

We stress the importance of continuing education for all students.

EIPS sustains and enhances its offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated, and appropriately modified.

We offer the following specific services:

Academic Advisement: There are a limited number of issues that a student will encounter. All course requirements are clearly presented in the institution's catalog.

Academic Problems and Grievances: Should a student believe that he or she is in a situation where unfair treatment has occurred, the student will receive the appropriate attention and assistance in the pursuit of a remedy. Should the student wish to file a formal grievance, the student will receive assistance through the grievance process.

Study Skills Development: EIPS will provide references to study-skills development guides that are readily available at no charge in the public domain, libraries, or online to students who are experience difficulty studying.

Career Services: Placement assistance or consultation is offered, but there is no guarantee of employment. The assistance includes resume writing, recommendations on resources for job openings, and interviewing preparation.

Alumni Services: EIPS has a communication network through Facebook and also blogs on current trends, articles, and items of interest to psychologists.

Student Identity Verification

At the time of enrollment, students must present a photo and include their social security number.

Other Policies

After an application is evaluated, students are informed of acceptance, denial, or placed on a waiting list.

Accommodations

It is the policy of the Eisner Institute for Professional Studies to make reasonable accommodations for qualified students with disabilities, in accordance with the American with Disabilities Act (ADA). Students approved by the Institute for special accommodations should bring this to the instructor's attention on or before the first day of class.

Privacy Act, Student Records, and Transcripts

All student records are kept for 5 years, and transcripts are permanently retained. Students may inspect and review their educational records by submitting a written request identifying the specific information they would like to review. It is the intent of EIPS to carefully follow the rules applicable under the Family Education Rights and Act (FERPA). FERPA affords students certain rights with respect to their educational records. A summary of those rights follows:

- To inspect and review the student's education records
- To consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent
- To request amendment of the student's education records to ensure that they are not inaccurate or misleading
- To be notified of the student's privacy right under FERPA
- To file a complaint with the U.S. Department of Education concerning alleged failures by EIPS to comply with the requirements of FERPA

A student record policy has been implemented by EIPS pursuant to this law. According to FERPA regulations, students will be notified annually of their rights. This notice will be provided in a reasonable manner to inform students of their rights and procedures for

exercising their rights.

Library Services

EIPS provides students access to the entire library of EBSCO, an online research database. Detailed information related to the breadth and the depth of the EBSCO collection may be found at www.ebscohost.com.

As described on their website, EBSCO offers a broad range of full-text and bibliographic databases that include academic journals, scholarly articles, and more, which are designed for research. Comprehensive online research featuring complete articles with full-text and graphics is available 24 hours a day.

Students will be required to use library resources as needed to complete course requirements established by their instructors, and they will be informed at the onset of each quarter of projects requiring personal research. Students are required to provide their own access to the Internet and to have their own email address that can be used for their course work.

RULES AND REGULATIONS

Code of Ethics/Academic Integrity

Students and faculty are expected to adhere to EIPS standards, including:

- Academic integrity: It is expected that students will comply with the code of academic integrity. Noncompliance includes, but is not limited to, making inappropriate statements on the discussion forum boards as well as improprieties with respect to writings. The latter would include improper paraphrasing and/or plagiarism. Penalties could range from a simple warning to a grade reduction, course grade reduction, or in more serious cases, probation, suspension, or expulsion.
- The highest ethical standards: The highest level of academic excellence promotes the positive enforcement of ethical principles that support our honor code. Students and faculty are expected to uphold the highest standard of integrity in their academic and their professional endeavors.

Sexual Harassment

EIPS is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual stature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or

other venue associated with EIPS. Students are responsible for conducting themselves in a manner consistent with the spirit and the intent of this policy.

Policy on Selecting a Doctoral Committee

Professional doctoral degrees include a dissertation/research project supervised by an appropriately qualified committee. This project known as the Final Capstone Project requires the student to write an original research proposal. When a student has satisfactorily completed the core courses and is ready to begin the final capstone project, the student is assigned to a supervisory committee [known as the Capstone Committee] composed of a mentor and a second reader. One of the members of the Capstone Committee is always the CEO/Dean who has Ph.D. in psychology. The other individual must have a doctorate in the field of psychology and be experienced in guiding individuals through this last assignment. The CEO/Dean must approve the other member of the Committee. The Committee approves the topic of the research project, meets with the student periodically, and approves the project as it progresses.