Master of Arts in Applied Behavior Analysis

Student Manual
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Master of Arts in Applied Behavior Analysis

The Department of Psychology offers a 48-credit graduate program to individuals who work, or aspire to work, with people with developmental disabilities. Upon completion of the master’s program, graduates will be qualified to take the Board Certified Behavior Analyst (BCBA) examination administered by the Behavior Analyst Certification Board (BACB). The graduate program will prepare students to conduct descriptive and systematic behavioral assessments and to provide behavior analytic interpretations of the results. Students will learn to design and supervise behavior analytic interventions in a range of cases, including enhancing the skills and achievement of schoolchildren and improving the development of children and adults with various disabilities, among them autism. The graduate will have the knowledge and skills to perform an appropriate evaluation of treatment. The graduate may teach and supervise others (e.g., Board Certified Associate Behavior Analysts) in carrying out ethical and effective behavior analytic interventions based on published research.

Behavior analysts usually work as part of a team of professionals. They may work as consultants to agencies such as child welfare organizations and residential treatment programs. They also are employed by centers for development, rehabilitation, and education.

General Program and Policy Summary

The M.A. program must be completed within seven years of the first course counted toward the degree. Since courses are offered in a cohort model, that is, in a fixed sequence, planning with advisors is imperative. Upon acceptance into the program, the student is scheduled for orientation where their cohort options are determined. There will be continual evaluation during the course of study with students apprised of their progress. A favorable evaluation is necessary for continuation in the program. The granting of the degree is based on professional competence, completion of the program of study, and satisfactory performance on a written comprehensive examination.

To accommodate students who work and/or have other substantial demands placed upon their time, courses are offered during the evenings, late afternoon, or on Saturdays. Important exceptions to this schedule are the Pre-practicum and/or Practicum experiences. While some placements permit flexible scheduling, many place restrictions on scheduling. Since these experiences are an essential component of training, students must plan for the flexibility that will allow them to complete these requirements.

APPLIED BEHAVIOR ANALYSIS - 48 credits

Requirements include completion of the ABA Core Curriculum (24 Credits); the Practicum series in Applied Behavior Analysis (12 credits); elective courses (12 credits non-thesis option or 6 credits thesis option); and for those who elect to do so, a thesis in Applied Behavior Analysis (6 credits). All students must complete a comprehensive examination at the end of their program of study.

Required Courses (24 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 0646</td>
<td>Principles of Applied Behavior Analysis</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0647</td>
<td>Autism and Developmental Disabilities</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0648</td>
<td>Behavior Analysis Applications: Ethics, Assessment and Intervention Decisions</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0649</td>
<td>Behavioral Interventions</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0651</td>
<td>Single Subject Research Methodology &amp; Design</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0514</td>
<td>History and Systems of Psychology</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0564</td>
<td>Drugs and Behavior</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0630</td>
<td>Advanced Developmental Psychology</td>
<td>3 s.h.</td>
</tr>
</tbody>
</table>

Elective Courses (12 credits) (For Thesis Option, 12 credits include PSYC 0671 and PSYC 0672)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 0512</td>
<td>Physiological Psychology</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0554</td>
<td>Special Topics in Psychology</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0605</td>
<td>Psychopathology: Diagnosis and Treatment of Children and Adolescents *</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>PSYC 0621</td>
<td>Basic and Applied Research</td>
<td>4 s.h.</td>
</tr>
</tbody>
</table>
EDUC 0570  Speech and Language Problems of the Special Needs Student 3 s.h.
EDUC 0577  Learning Disabilities and Instructional Strategies 3 s.h.
EDUC 0578  Classroom Management of Students with Special Behavioral/Emotional Needs 3 s.h.
EDUC 0581  Early Intervention for Young Children with Special Needs 3 s.h.

PSYC 0671  Thesis I: Applied Behavior Analysis 3 s.h.
PSYC 0672  Thesis II: Applied Behavior Analysis 3 s.h.

**Practicum Series (12 credits)**
PSYC 0693  Practicum I: Applied Behavior Analysis 3 s.h.
PSYC 0694  Practicum II: Applied Behavior Analysis 3 s.h.
PSYC 0695  Practicum III: Applied Behavior Analysis 3 s.h.
PSYC 0696  Practicum IV: Applied Behavior Analysis 3 s.h.

**Prerequisite, Concentration or Other Requirements:**
PSYC 0646 is prerequisite to the following courses: PSYC 0647, PSYC 0648, PSYC 0649, PSYC 0651.

Students complete PSYC 0693, PSYC 0694, PSYC 0695, PSYC 0696 in succession over 4 academic terms, excluding summer months.

Students electing the *Thesis Option* must complete PSYC 0671: Thesis I prior to PSYC 0672: Thesis II.

*PSYC 0615  Psychopathology: Diagnosis & Treatment of Adults* may be substituted for PSYC 0605 with permission of the Program Advisor

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**ACADEMIC & STUDENT SUPPORT SERVICES**

**Academic Cohort Advising**
The staff and faculty of Westfield State College Graduate Studies office understand and respect the concerns and needs that many adults have about pursuing a graduate degree. We emphasize the importance of good advising to both new students and students who are at various stages of completing their Master's degree.

Upon admission into an academic graduate program, you are assigned a major advisor. You will also be scheduled for orientation and advising. Your advisor will assist you in planning your program with the cohort choices available. Students assume responsibility for knowing and meeting the curriculum requirements of your program. You will have follow-up group advising throughout your program of study, as well as individual access to an advisor, if needed.

Because we are strongly committed to counseling support as an integral component of our educational programs, we encourage you to contact your advisor if you feel your cohort plan is no longer feasible due to changing circumstances. We will assist you in outlining your options should a change in cohort be necessary.

**Library**
The Governor Joseph B. Ely Library’s collections include 144,195 books, 643 currently received periodicals, 16,666 bound periodicals, 471,489 microfiche, 9,558 microfilm reels, audiovisuals, abstracts, indexes, CD-ROMs, 175 databases containing more than 19,000 full text periodicals available online. Online databases and online catalog are available from the Library’s homepage [www.lib.wsc.ma.edu](http://www.lib.wsc.ma.edu). Reference, interlibrary loan, information instruction services, and copiers are available. A student ID is required to borrow materials.

**Library Hours (Fall and Spring)**
Monday-Thursday ................................. 8:00 a.m. - 11:00 p.m.
Friday .................................................. 8:00 a.m. - 5:00 p.m.
Saturday .............................................. 1:00 p.m. - 6:00 p.m.
Sunday ................................................ 1:00 p.m. - 9:00 p.m.

Vacation, holiday, Winter and Summer hours will be posted. Refer to semester catalogs for specifics.
Computer Center (Information Technology Center)
The Information Technology Center is located on the first floor of Wilson Hall. However, there are several computer labs across campus at the following locations:

- Bates 03 PC Lab. Open general Computer Center Lab hours.
- Bates 04 Multimedia Lab. Open general Computer Center Lab hours.
- Ely 316 Mac Lab. Open general Educational Resources Center hours.*
- Ely Library Mezzanine Mac Lab. Access through the mezzanine (2nd floor Ely) during normal Library hours.*
- Ely Library Reference Room w/PCs. Open during normal Library hours.
- Wilson 105 PC Lab. Open general Computer Center Lab hours.
- Wilson 138 VAX stations, Mac Lab. Open general Computer Center Lab hours.
- Wilson 139 PC Lab. Open general Computer Center Lab hours.
- Wilson 234 Tutoring Center. Access during tutoring hours.
- Wilson 405 Classroom w/PC. Access through department office or when monitored by faculty.
- 333 Western Avenue PC Lab. Garden-level instructional facility with seasonal student access hours.

Access to the Internet is available through the Library computer system without the need for a server account. For information about specific hours of operation of any of these facilities call the Information Technology Center at 572-8082 or the HELP desk at 572-4357.

*Starred locations are not accessible to mobility-impaired students or wheelchair users.

Career Services
Graduate students are encouraged to take advantage of the services provided by the College's Career Center. The office is open weekdays from 8:30 a.m. to 5:00 p.m. during the school year and by appointment. Services include career counseling, a variety of workshops on preparing for employment (resumes, job search and interview skills) credentials file service, computerized job matching, weekly newsletters on career opportunities, and a career resource library. On-campus employment recruiting and special programs are also featured. Graduate school catalogs, testing information and research guides are available. A computerized interactive guidance program, SIGI+, is also available to assist students in self-assessment and career exploration. For additional information, drop by the Office of Career Services, Lammers Hall Annex, or call 572-5206.

Counseling Center
The Counseling Center is located in Lammers Hall Annex. Appointments may be made through the Director by calling 572-5790. The Westfield State College Counseling Center exists to provide counseling and preventive psychological services for WSC students. Their mission is to facilitate self-discovery, personal growth and healing for students in their journey toward whole-person development. The Counseling Center staff seeks to understand and value the individual within the context of community living, offering services through a multitude of pathways: individual counseling, couples counseling, family counseling, group counseling, assessment of needs, referrals to community and other WSC resources, workshops and presentations.

The Office of Substance Abuse Prevention (OSAP) offers both substance abuse counseling and a variety of educational and creative social programming designed to enhance development of responsible decision-making skills on the part of students regarding substance (ab)use and healthy living. Further information about OSAP may be obtained by contacting the Counseling Center.
ACADEMIC EXPECTATIONS

Program of Study
Upon initial acceptance into a degree program, you will be assigned an advisor skilled in your area of specialization. Your program of study (Appendix A) is worked out in consultation with your advisor and in accordance with the requirements for a degree in your major program. It is based on cohort movement, meaning you will be required to enroll in courses on the program of study when they are offered. You will have some choice in determining whether a fast- vs. slow-paced cohort works best for you.

The planned degree program will include:

1. prerequisites required by the department in your area of concentration include: (1) Introduction to Psychology, (2) Statistics, (3) Child, Adolescent or Adult Development, (4) Theories of Personality, and (5) Abnormal Psychology
2. required courses,
3. a planned program of courses necessary for competency in the field of concentration,
4. in some cases, elective courses.

The program of study must have your signature and the signed approval of your advisor(s). The Coordinator of Graduate Records will circulate the program of study for the signature of the department chair and graduate Vice President. The original will then be placed in your file, a copy sent to your advisor and a third copy sent to you.

The signed Program of Study form must be on file within your first semester of study after acceptance. Any changes to the Program of Study must have advance written approval. These approved changes must be filed with the Graduate Office. The advisor is not responsible for his/her advisee's meeting Graduate School regulations and deadlines. You are personally responsible for knowing all College rules and regulations, as well as your program requirements.

Retention in Degree Program
The Division is authorized to award a Master's degree for a program of study that includes coursework with grades of B average or better (3.0). You may earn one C that will count as credit toward your degree (providing that your overall average is at least 3.0). A grade of F or a second C in a course requires that the course be repeated: if in a required course, that course must be repeated with a B or better; if in an elective course, that course or another elective must be repeated with a B or better. A grade of B- is not a B and, therefore, is unacceptable as a replacement grade. If you earn three (3) C's or two (2) F's, you will be dismissed from the program. If you earn two (2) C’s, then a B- in a repeated course, you will be placed on academic probation, but may be allowed one opportunity to repeat, earning a B or better. A GPA of 3.0 must be maintained to remain in good academic standing.

All grades will remain on the transcript; however, when you repeat a course with a grade of B or better, the original grade will not be used in computing the cumulative average. Grades of F earned as the result of proven plagiarism will be treated in accordance with the college’s policy on Academic Integrity. Earning an F grade for plagiarism at any stage of program completion may provide grounds for administrative removal from your academic program.

Student Responsibilities
It is your responsibility to become familiar with all regulations and procedures required by the graduate program. In no case should you expect a waiver or exception to published program requirements by pleading ignorance of the regulation or by asserting that an advisor or other authority did not directly present the information. All students should become familiar with all academic policies and specific college/departmental program requirements. Only the Vice President of Graduate and Continuing Education, supported by the Graduate Council, has the authority to waive the basic requirements stated in this catalog. No statements made by any person regarding waiver of admission or program requirement shall in any way bind the Graduate Vice President or Graduate Council.

Time Limit
You are expected to complete your degree requirements within seven (7) years from the date of the first course credited toward your degree, including transfer credits from other accredited institutions. No credit will be given for a course older
than seven years at the time of graduation. If you fail to meet this time requirement, you must apply in writing for an extension, stating in detail the reasons for the request. The college does not guarantee that the extension will be granted, and the Vice President of Graduate and Continuing Education may impose additional requirements before the degree will be granted.

**Academic Integrity**

“Academic Honesty, a necessary foundation of a learning community is expected of all students. Violations are unacceptable and are subject to academic penalties including failure of a course. A record of the violation is submitted to Academic Affairs; repeated violations may result in suspension or dismissal from the college. Violations of academic honesty include cheating on examinations, plagiarism, and submission of the same paper for credit in two or more courses.” Academic Honesty, (WSC Bulletin)

Students in the graduate program are expected to have high standards of integrity. Any graduate student who cheats or plagiarizes on examinations, papers, assignments or within a research setting is subject to dismissal from the program. Cases involving academic integrity shall be referred to the Vice President for adjudication. The Academic Dishonesty Policy is included as Appendix B.

**Appeals Process**

Questions or concerns relating directly to a college course should first be raised with the course instructor. Program directors and department chairs are available to consult on appeals at the program level. If you have questions or concerns about the academic policies and regulations of the Graduate School, you should direct them in writing to the Vice President.
QUESTIONS & ANSWERS

Can I transfer credit from another institution?
Up to six (6) semester hours of prior graduate credit may be accepted in transfer from one or more regionally accredited graduate schools toward a Master’s degree. To be accepted, such courses must be appropriate to your Program of Study and must be approved by your program advisor. Transfer coursework may not have been counted toward a prior degree. After matriculation, students may not take courses at other institutions for the purpose of transfer. Transfer courses must carry a grade of B (3.0) or better and must be both relevant to your program of study and taken within the program’s seven-year time frame. Courses graded Pass/Fail are not acceptable for program credit. Official transcripts for transfer consideration must be sent directly from the transfer institution to the DGCE Office.

Can I do independent/directed study?
Opportunities for independent study are provided in each department on an advanced graduate level for one to six semester hours’ credit. Course admission requires the permission of the faculty member and approval of the Program advisor, Department Chair and Vice President. Written plans for independent study projects must be approved in advance before registering for the independent study course. A maximum of six (6) credits of Independent/Directed Study is allowed within a degree program.

Can I audit courses?
It is possible to audit any course offered by the Division. If you elect to audit courses, you have the privilege of attending classes, but are not required to take any test or examination or turn in any written assignments. Faculty does not evaluate your work. When you take a course as audit, you do not receive a grade or academic credit. Therefore, audited courses do not contribute to the completion of a graduate program of study. Should you want to change a course from audit to credit, you must change this status in the Division’s Office prior to the third class meeting by completing the appropriate form. Audited courses may not be re-taken for credit toward a graduate program.

How do I withdraw from a course?
Enrollment in a course implies a serious intention to complete the work of that course. You may drop a course by withdrawing before the first scheduled class meeting without notation on your permanent record. After the second class meeting, you will receive a grade of "W", if you properly withdraw in writing before the deadline. The withdrawal form (available in the graduate office) requires both the student's and the faculty member's signatures. The deadline date is published in each semester's schedule of courses and is set close to mid-term. Verbal messages of intent to the instructor or staff do not constitute withdrawal. Unless a withdrawal form has been completed, signed by you and the instructor, and submitted to the Graduate and Continuing Education Office, you have not officially withdrawn.

Students who can document an "extenuating circumstance" may be allowed to drop a course with a "W" notation on their transcript prior to the final exam. They should contact the Vice President Graduate and Continuing Education to discuss their situation. Students who enroll for a course and fail to attend the first two classes may be withdrawn at the discretion of the professor. Professors are asked to justify such a decision at the time of the recommended withdrawal. Beginning with the third week of classes (or with the third class meeting in summer sessions), faculty may not submit a "W."

Refunds of tuition and appropriate fees, if any, are made on the basis of the date and time of receipt of a student's withdrawal notification in the DGCE Office, and in accordance with the published refund schedule in force during the session within which the refund is requested.

Can I changing concentrations?
Students in Graduate Programs may change their concentration within a specific department with approval from the DGCE Chair and the Vice President. You must complete a Graduate Degree Program Change of Major form, available in the office of Graduate and Continuing Education, to begin the process and complete a new Program of Study on acceptance into your new concentration. Students who wish to enter programs sponsored by another department (e.g., Education to English) must re-apply. In either case, a new Program of Study must be completed with your advisor’s approval and the signatures of your DGCE Chair and Graduate Vice President. Changing concentrations may delay your intended graduation date, as seats are not guaranteed until a cohort position in the chosen concentration is confirmed.
What is the duration of the degree program?
Students complete the degree program and field experience requirements in a minimum of 2 years, but may take longer if they choose a lengthened cohort completion model.

Full-time graduate students carry programs consisting of at least 9 semester hours per term. During the summer sessions, nine semester hours of credit across both summer sessions is equivalent to full-time study. Students who wish to exceed the number of courses in their cohort model may do so, but only with permission. Students who will be receiving benefits from the Veterans Administration or other sources should check with the funding source to be sure a sufficient number of credit hours are taken. Students needing assistance in determining appropriate course loads should consult their academic advisor.

How much will my education cost?
Course costs are based on the number of credits per course. All payments must be made by bank money order, postal money order, cashier's check, personal check, Discover, MasterCard or VISA. No cash is accepted unless it is $10 or under for official transcripts, course descriptions, etc. Costs below are current as of the publication date of this manual and are subject to change.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student I.D. Card</td>
<td>$10.00</td>
</tr>
<tr>
<td>Graduate Tuition, Massachusetts Residents</td>
<td>100.00/credit</td>
</tr>
<tr>
<td>Graduate Tuition, Non-residents</td>
<td>110.00/credit</td>
</tr>
<tr>
<td>Audit</td>
<td>25.00/credit</td>
</tr>
<tr>
<td>Instructional Fee</td>
<td>110.00/credit</td>
</tr>
<tr>
<td>Registration Fee*</td>
<td>75.00</td>
</tr>
<tr>
<td>Education Service Fee*</td>
<td>75.00</td>
</tr>
<tr>
<td>Late Registration or Withdrawal Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Mandatory Health Insurance (9 or more credits)**</td>
<td>1110.00 annually (subject to change annually)</td>
</tr>
<tr>
<td>Service Charge for Past Due Balances</td>
<td>10.00 (charged each month an account is past due)</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Commencement Fee</td>
<td>75.00</td>
</tr>
<tr>
<td>Practicum Fee (if applicable)</td>
<td>100.00</td>
</tr>
</tbody>
</table>

*per semester **annually; waivable with appropriate form

Can I make payments?
The Division of Graduate and Continuing Education offers a “delayed payment” program for matriculated students that allows for payment of tuition over a period of time during the semester. Students must meet the following requirements to participate in the program:

1. matriculation in a degree program through the Division of Graduate and Continuing Education;
2. application to Delayed Payment Program and payment of $50.00 processing fee (non-refundable);
3. ability to pay within 60 days of registering into a regular semester and within three weeks into any summer semester,
4. students must follow all regulations regarding withdrawals as stated in the Division's refund and withdrawal policy, and are responsible for total payment even if students withdraw before the end of the semester and regardless of grades achieved;
5. no student may apply for delayed payment who has been sent to a Collection Agent or placed in Administrative Withdrawal.
6. Consequences of non-payment:
   - $10 per month penalty charge.
   - Placement in Administrative Withdrawal (no grades, transcripts or diplomas will be released and students may not register for further classes at the College until their obligation has been satisfied.)
   - Student accounts turned over to a Collection Agent will be charged an additional 40% of their unpaid balance.
**Is financial aid available?**

Information regarding all forms of financial aid for Westfield State College students and the Free Application for Federal Student Aid (FAFSA) are available at the Student Administrative Services Center, 333 Western Avenue (first floor west). For further information, please call (413) 572-5218. Please note that Financial Aid administered by the college, regardless of the funding source, requires that students are matriculated into a program and are in good academic standing.

**Federal Subsidized Loan**
- FAFSA (Free Application for Federal Student Aid) must be filed to determine eligibility,
- available to students who demonstrate financial aid need,
- variable interest rate, capped at 8.25%,
- Federal Loan Limit for graduate students: $8,500,
- student pays origination and guarantee fee of 4%,
- principal and interest deferred while student is enrolled in a minimum of 6 credits / term (12 / year).

**Federal Unsubsidized Loan Program**
- FAFSA must be filed to determine eligibility,
- program allows all students regardless of income to obtain a student loan,
- student pays the interest only during in-school and deferment periods,
- student also pays an origination and guarantee fee of 4%,
- variable interest rate, capped at 8.25%,
- Federal Unsubsidized Loan limit for graduate students: $10,000.

**Does Westfield State offer Graduate Assistantships?**

Yes. Graduate Assistantships are awarded through the Division of Graduate and Continuing Education to students who have superior academic records, who are matriculated in a graduate degree program, and are registered for a minimum of six semester hours with preference to full-time study (9-12 semester hours).

The assistantships are designed to serve the needs of the college’s graduate programs and to assist in the development of the student. The duties of the graduate student may be to assist in instruction, research or administrative duties and will vary according to the department's individual needs. Graduate Assistants contribute to specific programs and serve the Graduate Division, as well. Applications are available in the Graduate Office (333 Western Ave, first floor east) and the application deadline is listed in each semester's catalog.

Appointments to assistantships are made during the Fall and Spring semesters. Half-time assistantships carry a $1,000 stipend and up to 6 credits of free tuition; full-time assistantships provide a stipend of $2,000 and 9-12 credits of free tuition. In the first case, the student works 7-8 hours per week and must register for six (6) credits per semester. In the second case, the graduate student contributes 10-15 hours per week to the department concerned and must take a minimum of nine (9) credits per semester. Graduate Assistants pay all fees, including instructional fees, associated with registration.

**When are degrees conferred?**

Master's degrees are conferred during the months of May, August and January. The Commencement ceremony is held in May.

If you are nearing the completion of your graduate program requirements and plan to receive a Master's degree, you should request the Application for Graduation in the Graduate Office. You should complete this form and submit it to the office no later than the deadline indicated in the college calendar. A commencement fee is required at the time of filing the application for graduation, whether or not you wish to participate in the formal ceremony. No degree or certificate will be conferred and no graduate transcripts will be issued unless all tuition and fees have been paid in full. Information regarding Graduate Commencement ceremony is sent directly to all students who have applied for graduation. Note: You cannot graduate until all degree requirements, including the comprehensive examination and field experience components, are completed.
How do I request a transcript?
Official transcripts may be obtained from the Office of Graduate and Continuing Education by mailing in a written request or filling out a transcript request form, available in the office and on the college web site. The signature of the student is required on the form before a transcript can be released or sent and a fee of $2.00 per transcript must be submitted with the transcript request form. Please allow five working days for our office to process the request. There will be an additional charge for processing of transcript requests within one business day ($5.00). Transcripts that include the final grades of the present semester will be available approximately three weeks after the close of the term.

STUDENT ASSESSMENT

Graduate Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(4.0) High Distinction</td>
</tr>
<tr>
<td>A-</td>
<td>(3.7) Superior</td>
</tr>
<tr>
<td>B+</td>
<td>(3.3) Excellent</td>
</tr>
<tr>
<td>B</td>
<td>(3.0) Good</td>
</tr>
<tr>
<td>B-</td>
<td>(2.7) Marginal Pass. Not acceptable as transfer credit.</td>
</tr>
<tr>
<td>C</td>
<td>(2.0) Acceptable as credit for only one 3-credit course in a student's program. “C” is not acceptable as transfer credit.</td>
</tr>
<tr>
<td>P*</td>
<td>Pass - No grade point equivalent</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AU*</td>
<td>Audit</td>
</tr>
</tbody>
</table>

Graduate students must maintain a minimum overall average of 3.0 and meet all other degree requirements in order to be eligible for graduation. Graduate students in good academic standing are by definition honors students. The designation of Latin honors (*Summa cum Laude, Magna cum Laude, Cum Laude*) is for undergraduate students only.

*Because these designations have no grade point equivalent, they may not be used within the graduate program. They are acceptable for Professional Development verification, however.

Graduate Level Courses
All graduate courses are numbered above 400, generally at the 500 or 600 level. All courses with 600 level numbers carry graduate credit and are only open to graduate students. Courses at the 500 level may have a 300 matching number, which allows for the enrollment of upper-level undergraduate students. Professional development courses assigned 0499 numbers will not be included in Westfield’s graduate degree programs unless the program coordinator and the Vice President grant an exception.

Incomplete Grades
A grade of Incomplete (I) is assigned by the instructor only if you have completed 80% of the course work and have offered a valid reason for your inability to complete the course work within the prescribed semester. You must request a grade of Incomplete before the end of the semester and arrangements for the completion of the work must be made in writing with the instructor. Once you have been granted the incomplete grade, you must complete the work within the first 30 days of the next scheduled semester. If the work is not completed within that time, or if an extension is not granted, the incomplete grade automatically becomes an "F". In certain extraordinary circumstances, faculty may complete an Extension Form (available in the Graduate Office) and submit it to the Office of Graduate Studies to permit a student additional time to satisfy the course requirements.
**Dispositional Assessment**

Candidates will be subject to an ongoing dispositional assessment (Appendix C) coordinated by the faculty advisor in collaboration with cooperating course instructors, faculty supervisors, and site supervisors. In order for a candidate to advance academically from semester-to-semester, advance to a Field Placement or graduate with an M.A. Applied Behavior Analysis degree, they must hold no unresolved “0” or “-1” scores in their dispositional record.

Any candidate who fails to achieve and maintain a satisfactory level on the Dispositional Assessment will be subject to review by the Graduate Committee in Psychology who may determine that the candidate can proceed without intervention or may work with the candidate (or provide a designated faculty member to work with the candidate) on a remedial plan. The Graduate Committee in Psychology may also decide the candidate is not eligible to proceed academically or proceed to Field Placement. If a candidate’s assessment displays “0” or “-1” scores, the Graduate Committee in Psychology may remove them from a Field Placement.

**Comprehensive Examination**

The comprehensive examination is completed as a culminating experience. Candidates prepare to write their examination under the direction and Orientation of the Advisor for the Applied Behavior Analysis program. The exam may be taken only after you complete all required courses (or are currently in your final courses) and a total of 27 credits within your program. You should keep the exam in mind as you begin your program, retaining class notes, syllabi and bibliographies. Comprehensive exam workshops are offered prior to the exam during the academic year and study groups also form around exam time. Please note that the thesis option does not replace the comprehensive examination requirement.

Examinations are written unless special circumstances warrant an alternate format. Permission from the Dean must be granted for special circumstances. Students must fill out a Comprehensive Examination form available in the Division of Graduate and Continuing Education (DGCE) Office to apply to take the comprehensive exam. No fee is required. A formal review of graduate folders will be made by the academic counselor to determine eligibility for the exam as explained in the criteria above.

Students who fail the comprehensive examination may be permitted to repeat the exam a second and subsequent time, provided the department and the Dean grant approval. Permission to take a second or subsequent exam will be granted when students have completed an approved program of remediation under the supervision of their graduate program advisor. The program of remediation will be designed by the student and the student’s advisor to address the areas of deficiency noted by the readers of the examination. **Students who wish to retake the comprehensive examination must complete a program of remediation form with their advisor. A 45 day filing period is allotted to students who wish to submit a program of remediation form. The 45 day period will commence on the date of the letter of notification of failure to pass the examination. The nature of the proposal for remediation may vary from program to program. The chair of the student’s department and the Dean must approve the program of remediation. Students must fill out a form available in the DGCE Office to apply for permission to take the comprehensive examination for a second or subsequent time.**

Previous graduate policy on time limits remains unchanged: a student is expected to complete all degree requirements, including passing the comprehensive examination, within seven (7) years of the date of the first course credited toward their degree, including transfer credits from other accredited institutions.

Comprehensive exams for the master's degree candidates are administered on Saturday mornings in March and November. The exact date of the examination is announced early in the semester it is to be given. It is your responsibility to identify the date of the comprehensive exam and to apply to take it before the deadline. Students will be notified in writing of their eligibility to take the exam. Other guidelines follow:

1) A candidate's eligibility to take the comprehensive is approved by the Dean on recommendation by the candidate’s advisor after review and evaluation of the candidate's Program of Study and completed course work and other program requirements.
2) All candidates must take the exam at the time and place designated by DGCE. Any exception to this guideline is the decision of the Dean. Students with documented special needs or needing accommodations under the Americans with Disabilities Act should make their needs known at the time of application to take the examination. Students whose religious observations require an alternate scheduling of the exam should make their request known to the office as early as possible.

3) Any written and/or oral comprehensive must be evaluated by at least three faculty members. A grade of Pass or Fail must be submitted for each candidate on the standard form of the Division.

4) Written communication of exam results is the responsibility of DGCE.

5) Successful outcomes of the Comprehensive Exam will be noted on student transcripts.

POLICIES

Absence Due To Religious Beliefs (Chapter 151C, 2B)
Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effect shall result to any student because of his/her availing him/herself to the provisions of this section of the Massachusetts General Laws.

Registration for Courses
Current and accurate information about courses and enrollment are available on the college web site through InfoWeb http://www.wsc.ma.edu/studentsonline/. The schedule of courses is available in catalog form several weeks prior to the start of a semester. Special registration time is set aside for matriculated students. The catalog is mailed to students who have taken classes within the last three semesters. If you have not taken classes at Westfield within the last three semesters, you are welcome to call and be put on the mailing list. Once you begin to take classes, the catalog will arrive directly at your home address during the academic year.

The registration form is included in each semester’s course catalog book and is also available in the office and on our website. Payment is expected at time of registration. The Office accepts MasterCard, VISA, Discover, personal check, money order, or traveler’s checks. Students are offered the opportunity to register through the mail within specified dates (paying with check or MasterCard, VISA, Discover). Accompanied by credit card information, and subject to availability of seats, faxed registrations will be honored, as well. Our fax number is 413/572-5227. You may also register by telephone during a specified time period with MasterCard/VISA only (see semester catalog for the telephone registration number and hours for this service). The dates for registration are available in each semester’s catalog and in each issue of the Student Handbook.

Course Cancellations
Graduate courses are funded solely by student fees and tuition. Unfortunately, each semester there are courses in which enrollments are not sufficient to compensate faculty. These courses are canceled at the discretion of the Dean. To allow students time to enroll in other courses, decisions to cancel are made on the basis of the number of enrollments prior to the start of classes. Therefore, students are urged to register early in order to give an accurate assessment of the number of students who want to enroll in each course. Students affected by course cancellations will be notified by phone or mail. Students not wishing to enroll in an alternative course will receive a full refund as soon as it can be processed. Please note that matriculated students are given the opportunity to register early, prior to the registration of all other students. It is to your benefit, therefore, to be matriculated (formally accepted into a degree program) as soon as possible.
Course Descriptions
Should you need copies of course descriptions, you may send a written request or complete the transcript/course description request form, noting the specific course descriptions needed and dates the courses were taken, if applicable. Please allow five working days for processing.

Confidentiality of Student Records
The Educational Rights and Privacy Act of 1974 is a federal statute which gives you permission to review your records and offers you the possibility of correcting errors which you may discover. Matriculated students who wish to view their files must complete a written request and allow two working days notice.

The college, according to the Act, may make public "Directory Information" about you, (e.g., name, address, date and place of birth, telephone listings, schools attended, degrees and awards received, major field of study, participation in officially recognized activities and the most previous educational agency or institution) unless you specifically request in writing that your prior consent be obtained. A request made by students to suppress from public distribution the above mentioned information is to be made in writing annually to the office not later than October 1 of each academic year.

Health Insurance Requirements
Chapter 15A of the Massachusetts General Laws mandates that every full or three-quarter time student in a public or private institution of higher education shall participate in a qualifying student health insurance program. You may waive this insurance coverage if you certify on the waiver form that you have comparable coverage. The cost of the College student health insurance is payable upon registration for nine (9) or more credits through the Division of Graduate and Continuing Education. To waive this charge, you must submit the waiver form, properly completed with your registration. Failure to submit the proper waiver form will render you liable for the insurance premium for state-mandated coverage provided by the College.

Immunization Requirement
Massachusetts Law (Chapter 76-Section 15C) requires that all full-time college students (12 credits undergraduate and postbaccalaureate students; 9 credits graduate per semester) present evidence that they are immunized against measles, mumps, rubella, diphtheria, and tetanus in order to register for classes. Tetanus/Diphtheria must be within 10 years. Full time students must present proof of at least one (of a series of three) Hepatitis B vaccination. As of September 2005, all students in degree granting programs attending post secondary schools that provide housing must document a Meningococcal Vaccine dose, or sign a waiver stating you understand the risks of the disease. If there is a question of immunization status according to the above information, please update your immunization. Please have the Immunization Form (available in the office or on the back of the Fall and Spring registration forms) completed by your physician and submitted to the Division of Graduate and Continuing Education before coming to register. In lieu of the immunization verification form, copies of medical records with dates may be submitted, documenting vaccination and/or immunity. If the immunization paperwork is not received within thirty (30) days of the start of classes, you will be dropped from all classes.

Physically Challenged and Mobility Challenged Students
Physically and mobility challenged students should contact the Division of Graduate and Continuing Education in advance of the term in order to receive assistance in avoiding or solving any problems they may have with regard to parking, entering buildings, reaching classrooms, or seating arrangements within classrooms. At the time of publication of this catalog, elevators and access renovations have not yet been completed for the floors above the first in Ely Hall. The first floor of Ely and the library stacks are accessible to wheelchair users.

Non-Discrimination & Affirmative Action Policy
Westfield State College, both as an employer and as an educational system, is committed to providing a learning, working and living environment for all its students, employees and other members of the College Community which values the diverse backgrounds of all people. The College is committed to assuring that the Westfield State experience is one which challenges, empowers, supports and prepares people to live in, work in, and value our increasingly global and diverse world. Westfield State is committed to a policy of affirmative action in its educational programs, activities and employment practices. These commitments are actively pursued in all aspects of both campus and community relationships.
The College maintains and promotes a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status or national origin. This policy incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; and the Civil Rights Act of 1988; the Civil Rights Act of 1991; Title IX of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1974; and pertinent Laws, Regulations and Executive Orders; directives of the Higher Education Coordinating Council, the Board of Trustees of Westfield State College, and other applicable local, state and federal statutes.

Policy Against Racism
The Massachusetts State Colleges have established a policy of unequivocal prohibition of all forms of racism within the nine College communities. This policy prohibits racism, anti-Semitism and ethnic or cultural intolerance. The policy prescribes all conditions and all actions or omissions including all acts of verbal harassment or abuse, which deny or have the effect of denying to anyone his/her rights to equality, dignity and security on the basis of his/her race, color, ethnicity, culture or religion. The policy reaffirms the doctrine of civility, appreciation for cultural/racial pluralism and the pre-eminence of individual human dignity as preconditions to the achievement of an academic community which recognizes and utilizes the resources of all persons.

Whenever it has been properly determined that a racial incident has occurred, the College will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes racism, the College will look at the entire record and the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred and will make a decision on a case-by-case basis. The College is committed to promoting, to the greatest degree possible, an environment free from racism. Any member of the college community who believes that she/he has been a victim of racism may initiate the informal claim or formal complaint procedures as outlined in the College's Discrimination Complaint Procedures.

Sexual Harassment Policy
Westfield State College does not tolerate sexual harassment. Sexual harassment consists of unwelcome verbal, non-verbal and/or physical behavior of a sexual nature that has the effect of interfering with student employment, academic or other status, of creating an intimidating, hostile or offensive environment. It is a form of sex discrimination that was made illegal by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 as amended, and under Chapters 151B and 151C of the Massachusetts General Laws.

Any member of the College community who believes she/he has been a victim of sexual harassment may initiate informal or formal complaint procedures as outlined in the College's Discrimination Complaint Procedures. Full text of the current Sexual Harassment Policy is available in the Graduate and Continuing Education Office, the Equal Employment Office, within the Student Handbook and on the College’s website http://www.wsc.ma.edu. Further information or advice may be obtained by contacting the Dean of the Division of Graduate and Continuing Education at 572-8035.

Smoking Law
State law prohibits smoking in public buildings. Smoking is not permitted in any campus building. Smoking is still allowed in some outdoor areas of the campus grounds. Receptacles have been set up around the campus.
The following procedures and policies must be followed before the Program of Study is considered acceptable toward the Master's Degree. This form must be typed or printed clearly.

1. The Program of Study form is designed with the assistance of an advisor after you are accepted into the Graduate Program. After the study plan is completed it must be signed by a) the advisor, b) the Department Chairperson, c) the Dean of Graduate Studies, and d) the student.

2. Any changes in the original program must have the approval of the advisor and confirmation of the action by the Department Chairperson and by the Dean of Graduate Studies.

3. The Program of Study is developed in adherence to the following policies:
   a. Students are expected to complete their degree requirements within seven (7) years from the date of the first course credited toward their degree, including transfer credits from other regionally accredited institutions. No credit will be given for a course older than 7 years at time of graduation.
   b. No more than six (6) semester hours of prior graduate credit may be accepted in transfer from one or more regionally accredited graduate schools toward a Master's Degree. To be accepted, such courses must be appropriate to your Program of Study and must be approved by your program advisor.
   c. No more than nine (9) semester hours of credit at Westfield State College prior to matriculation may be applied toward the degree. Once (6) semester hours have been earned, a Pending Application Waiver must be submitted and approved prior to registering for (3) additional credits. All such credits must be appropriate to your Program of Study and must be approved by your advisor.
   d. A program of study is designed in consultation with an advisor in accordance with the requirements for a degree in a specific concentration. The advisor is not responsible for his/her advisee's meeting Graduate Division regulations and deadlines. You are personally responsible for knowing and following all College rules and regulations.

4. Academic Integrity
   Students in the graduate program are expected to have a high standard of integrity. Any graduate student who cheats or plagiarizes on examinations, papers, assignments or within a research setting is subject to dismissal from the program. Cases involving academic integrity shall be referred to the Dean for adjudication. (see p. 12 Graduate Catalog).

5. Dispositional Assessment
   Candidates will be subject to an ongoing dispositional assessment as described in the Graduate Catalog.

NAME________________________________________________ DATE____________________
ADDRESS______________________________________TELEPHONE________________________
________________________________________________       ________________________
(City)   (ST) (Zip)         (Business)
TITLE OF DEGREE__M.A. Psychology______________________________
AREA OF CONCENTRATION__ School Guidance Counseling
DEPARTMENT__Psychology________________ADVISOR________________

I understand that I must complete all program requirements within seven years.

Student's Signature_________________________________________ Date____________________
Advisor's Signature_________________________________________ Date____________________
Department Chairperson's Signature___________________________ Date____________________
Graduate Assoc. V.P.'s Signature_______________________________ Date____________________

17
Prerequisites, Concentration or Other Requirements:
PSYC 0646 is prerequisite to the following courses: PSYC 0647, PSYC 0648, PSYC 0649, PSYC 0651.

Students electing the Thesis Option must complete PSYC 0671: Thesis I prior to PSYC 0672: Thesis II.

All students must complete a comprehensive examination at the end of their program of study.

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<tr>
<th>Required Courses (24 credits)</th>
<th>#S.H.</th>
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<th>Grade</th>
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<tr>
<td>PSYC 0646 Principles of Applied Behavior Analysis (3)</td>
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<td>PSYC 0647 Autism and Developmental Disabilities (3)</td>
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<td>PSYC 0648 Behavior Analysis Applications: Ethics, Assessment and Intervention Decisions (3)</td>
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<td>PSYC 0649 Behavioral Interventions (3)</td>
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<td>PSYC 0651 Single Subject Research Methodology &amp; Design (3)</td>
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<td>PSYC 0514 History and Systems of Psychology (3)</td>
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<td>PSYC 0564 Drugs and Behavior (3)</td>
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<td>PSYC 0630 Advanced Developmental Psychology (3)</td>
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Elective Courses (12 credits) (For Thesis Option, 12 credits include PSYC 0671 and PSYC 0672)

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<th>Elective Courses (12 credits)</th>
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<tr>
<td>PSYC 0512 Physiological Psychology (3)</td>
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<td>PSYC 0554 Special Topics in Psychology (3)</td>
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<tr>
<td>PSYC 0605 Psychopathology: Diagnosis and Treatment of Children and Adolescents * (3)</td>
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<td>PSYC 0621 Basic and Applied Research (4)</td>
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<td>EDUC 0570 Speech and Language Problems of the Special Needs Student (3)</td>
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<td>EDUC 0577 Learning Disabilities and Instructional Strategies (3)</td>
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<td>EDUC 0578 Classroom Management of Students with Special Behavioral/Emotional Needs (3)</td>
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<td>EDUC 0581 Early Intervention for Young Children with Special Needs (3)</td>
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<tr>
<td>PSYC 0671 Thesis I: Applied Behavior Analysis (3)</td>
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<td>PSYC 0672 Thesis II: Applied Behavior Analysis (3)</td>
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Practicum Series (12 credits)
Students complete PSYC 0693, PSYC 0694, PSYC 0695, PSYC 0696 in succession over 4 academic terms, excluding summer months

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<th>Practicum Series (12 credits)</th>
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<th>Grade</th>
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<tr>
<td>PSYC 0693 Practicum I: Applied Behavior Analysis (3)</td>
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<td>PSYC 0694 Practicum II: Applied Behavior Analysis (3)</td>
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<td>PSYC 0695 Practicum III: Applied Behavior Analysis (3)</td>
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<td>PSYC 0696 Practicum IV: Applied Behavior Analysis (3)</td>
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CHANGE IN PROGRAM OR TRANSFER CREDITS

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<tr>
<th>Original Course # and Title</th>
<th>New Course# and Title</th>
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*PSYC 0615 Psychopathology: Diagnosis & Treatment of Adults may be substituted for PSYC 0605 with permission of the Program Advisor.
Appendix B: Academic Honesty Policy


ACADEMIC HONESTY

PURPOSE
To state the College’s position on academic honesty.

POLICY

A. ACADEMIC HONESTY
Academic honesty, a necessary foundation of a learning community, is expected of all students. Violations are unacceptable and are subject to academic penalties, including failure of the course. A record of the violation is submitted to the Office of Academic Affairs; repeated violations may result in suspension or dismissal from the College. Violations of academic honesty include cheating on examinations, plagiarism, and submission of papers for credit in two or more courses (see Sanctions, below).

B. CHEATING ON EXAMINATIONS
Violations of academic honesty with regard to examinations consist of the following:
1. Receiving assistance or assisting others while the examination is in progress.
2. Obtaining or attempting to obtain prior to an examination, copies of the examination or the questions to appear on the examination.
3. Obtaining or attempting to obtain any unauthorized knowledge regarding the exam or the questions to appear on the examination from another student who possesses information regarding the contents of the examination.
4. Disseminating any written or verbal information regarding the contents of an examination to students who have not yet completed or taken said examination.
5. Utilizing or consulting any unauthorized information, such as notes or books, during an examination.

C. PLAGIARISM
Plagiarism is the act of presenting the intellectual work of others (works, ideas, artwork, computer programming code, etc.) as if it was one’s own work. Some common forms of plagiarism are (1) submitting someone else’s paper as one’s own; (2) copying a passage from another source without citing the source; and (3) expressing a published idea or theory in different words, without crediting the source of the idea. Plagiarism constitutes intellectual dishonesty and undermines trust between members of the College community.

D. MULTIPLE SUBMISSIONS OF A SINGLE PAPER
A student may not submit the same paper or presentation or other work for credit in two courses within the College without prior written consent from both instructors.

E. DISCIPLINARY PROCESS FOR CHARGES OF ACADEMIC DISHONESTY
Charges of infractions of academic honesty not resolved between faculty member and students are filed with the Dean of Undergraduate Studies (or the dean of Graduate and Continuing Education, if the student is enrolled as a DGCE student), who then schedules a hearing of the case with the academic honesty committee. This committee is formed annually and consists of two faculty members, one student appointed by the Student Government Association, and (as non-voting member) the Dean or a designate. The committee is charged with evaluating evidence, determining innocence or guilt, considering mitigating circumstances, and making a recommendation regarding sanctions to the Dean. (Note: The student charged may challenge the membership of any faculty on the committee in order to receive an impartial hearing; this challenge must be submitted in writing at least seven days before the scheduled hearing to the Dean and must explain the rationale for the challenge.) The Dean will schedule a hearing to take place within 21 days of the filing of the charge. If the charge occurs with fewer than 30 calendar days remaining in the academic semester, the case may be carried over to the next semester; no hearings will be held during summer semesters or between semesters. (Note: During this 21-day period, the faculty member and the student are free to reach an informal settlement and thus halt the formal process.) The student charged will receive notification from the Dean, at least 14 days before the hearing, of the date, time, and place of the hearing; the source and nature of the charge; a list of the hearing committee members; and the availability of academic advisement regarding the hearing process and the possible sanctions. Also, any evidence to be submitted at the hearing by the faculty member bringing
the charge must be available at least seven days prior to the hearing, for the accused student’s examination in the Office of Academic Affairs. At the hearing, all members of the hearing committee must be present to establish a quorum. The hearing will be a closed meeting, attended only by the hearing committee, the faculty member and the student involved, and advisor to the student, and any witness called. Each witness will be present only for his or her testimony and examination. Committee members will be observed confidentially of student information outside of the hearing room. A hearing in which the student charged chooses not to participate will proceed as planned. The hearing will begin with the presentation of the charge, relevant evidence, and/or witnesses by the faculty member making the charge. The student charged and the hearing committee may question the faculty making the charge and any witnesses after the conclusion of the testimony of each. The student will then respond to the charge, including presenting evidence and/or calling witnesses. The faculty member making the charge and the hearing committee may question the student and any witness at the conclusion of the testimony of each. The hearing will conclude with closing statements by the faculty member bringing the charge and then by the student charged. Immediately following the hearing, the hearing committee will meet privately to deliberate and then vote by secret ballot. A guilty decision requires that all three voting members affirm that the charge of academic dishonesty is valid. If a guilty decision is reached, the voting committee members will discuss with the Dean their opinions regarding sanctions appropriate to the case. Written notification of the decision will be mailed by the Dean within seven academic calendar days to the student and the faculty member involved.

F. SANCTIONS
Sanctions resulting from a guilty finding shall be imposed by the Dean, as listed below:
1. First offense: a range of sanctions may be imposed, including failure of the course.
2. Second offense: a range of sanctions may be imposed, including suspension from the College for one semester.
3. Third offense: a range of sanctions may be imposed, including permanent dismissal from the College.

G. APPEALS
The student may appeal the decision of the hearing committee and/or the sanction imposed within seven academic calendar days of notification of the decision. The appeal must be in writing and submitted to the Vice President for Academic Affairs for adjudication.

H. STUDENT RIGHTS
Any student accused of academic dishonesty will be protected by the following rights.
1. Presumption of innocence until guilt is proven;
2. Continuation of student status until the conclusion of judicial proceedings, although no degree will be awarded until the matter is resolved;
3. Counsel at all hearings, provided that counsel does not speak for the student;
4. Written notification of the charges against the student as well as the date, time, and place of any scheduled hearings;
5. Opportunity to examine all evidence to be used against the student not later than seven days prior to the scheduled hearing.

I. OFFICIAL RECORDS
Official records of disciplinary action will be maintained by the Office of Academic Affairs. Records will not be released to individuals outside the College except by the written authorization of the student involved or under the conditions specified in the Family Rights and Privacy Act of 1974 and its amendments. Access to the official records of disciplinary action is restricted to the following individuals:
1. The Vice President of Academic Affairs (or designate);
2. The Deans of Undergraduate Studies and Graduate and Continuing Education;
3. All faculties, providing that requests for access must be in writing to the Office of Academic Affairs, stating the reason for requesting access to a specific student’s file.
All files must be reviewed in the Office of Academic Affairs and may not be copied in whole or in part.

REVIEW
This policy will be reviewed annually by the Vice President for Academic Affairs.
Appendix C

Counselor Trainee Dispositional Assessment and Behavior Policy

The M. A. Psychology candidate is expected to exhibit integrity, honesty, responsibility, and appropriate professional boundaries. It is expected that the candidate will adhere to professional and ethical guidelines. Development of professionalism is the candidate’s responsibility. It is the responsibility of the Graduate Committee in Psychology to monitor and assess this development.

Each academic semester (Fall / Spring) course instructors and supervisors will be asked to complete a Dispositional Assessment (Appendix C-2) of all counselor trainees. Dispositional Assessments are forwarded to the student’s faculty advisor for review and placement in the student’s permanent file.

Dispositional Assessment

Candidates will be subject to an ongoing dispositional assessment coordinated by the faculty advisor in collaboration with cooperating course instructors, faculty supervisors, and site supervisors. In order for a candidate to advance academically from semester-to-semester, advance to a Field Placement, or graduate with an M.A. Psychology degree, they must hold no unresolved “0” or “-1” scores in their dispositional record.

If a faculty member / site supervisor observes that Guideline(s) (Appendix C-1) are being violated, it is the responsibility of the faculty member / site supervisor to informally offer feedback to the candidate that allows the candidate opportunity to resolve the matter without the involvement of the program coordinator and Graduate Committee in Psychology.

Any candidate who fails to achieve and maintain a satisfactory level on the Dispositional Assessment will be subject to review by the Graduate Committee in Psychology who may determine that the candidate can proceed without intervention or may work with the candidate (or provide a designated faculty member to work with the candidate) on a remedial plan. The Graduate Committee in Psychology may also decide the candidate is not eligible to proceed academically or proceed to Field Placement. If a candidate’s assessment displays “0” or “-1” scores, the Graduate Committee in Psychology may remove them from a Field Placement.

Candidate Exhibits Extreme Dispositional Behaviors

Whenever a candidate scores a negative one (-1) in any assessment category or where a candidate exhibits extreme behavior that has the potential to negatively impact or jeopardize the classroom, client, or field site, the candidate will be subject to immediate review and removal from the classroom, counseling task, or Field Placement in addition to other action. Such behaviors include, but are not limited to the following:

- Disruption in the classroom through negative or demeaning remarks or gestures, profanity, hostility, or insensitive remarks based on race, gender, or other group classifications.
- Unethical, immoral, or illegal behavior.
- Inappropriate deportment such as inebriation, substance use, sexual harassment, verbal, written or physical threats or abuse of colleagues, supervisors or students.
- Hostile, out-of-control, or emotionally erratic behavior.
- Antagonism toward others or blatant disregard for either program administration/supervision or field placement administration/supervision.

If a candidate fails to maintain a satisfactory assessment or exhibits behavior which is observed by or reported to a faculty advisor or faculty supervisor, the candidate will be afforded the opportunity to meet with the faculty advisor and/or supervisor for the purpose of reviewing the behavioral/dispositional assessment concerns. A remedial plan may be put in place by the faculty supervisor and cooperating practitioner with specific timetables for improvements in the behavior.
If the faculty advisor or supervisor determines that the behavior needs further review, the faculty advisor or supervisor may forward the complaint to the Graduate Committee in Psychology who will meet to review the matter with the candidate and make decisions relative to the candidate’s continued matriculation in the M.A. psychology program.

Process for Handling Concerns

Stage 1

A. If / when a faculty member or site supervisor determines that there is a concern about a particular student’s professional behavior, she / he will first determine specifically which of the Guidelines for Professional Behavior (Appendix A) are in question.

B. This observation / feedback will be offered to the student informally (e.g., as comments on a paper being returned, in a phone call to the student, or in a face-to-face discussion with the student) with particular focus on suggestions for resolving the situation and a time frame in which to do this. The faculty member will also advise the student whether academic credit may be withheld for that semester (based on whether the requirements for the course can be or have been completed).

C. The faculty member must “log” this interaction (Appendix C-3), in detail, and should keep this information in his / her possession. The observation and feedback of the faculty member or site supervisor remains a private matter between the student and faculty member / site supervisor unless it remains unresolved.

Stage 2

A. If the situation is not resolved to the satisfaction of both the instructor / supervisor and student the faculty member will provide written notice (Appendix C) to the student that will include the following information:

- summary of the situation that raised the issue
- specific mention of the Guideline(s) at issue
- specific actions needed to remediate / resolve the issue
- a time frame for completing these actions

B. The faculty member is urged to present the student with this written notice (and offer the student the opportunity, again, to resolve the situation described above) prior to notifying the Dean or other relevant people involved with the student.

C. If, however, the student does not resolve the situation satisfactorily, the faculty member should then send a copy of this notice to the student, the student’s Advisor, the Coordinator of the specific program reflected, the Dean, and the Graduate Committee in Psychology.

D. If the situation is not resolved after this step has been taken, the faculty member will submit a written request for a hearing (Appendix C-4) by the Graduate Committee in Psychology.

Stage 3 - Hearing

The situation is referred to the Graduate Committee in Psychology for further action when the faculty member submits a written request for a hearing.

NOTE: Certain behaviors may bring the immediate attention of the Graduate Committee in Psychology as well as possible immediate disenrollment, suspension, or other disciplinary action. Such actions of misconduct may include (but are not limited to):

- sexual misconduct
- violation of confidentiality
- threats or assault of any kind against a client, co-worker, classmate, instructor, supervisor, or supervisee
- claims of qualifications / expertise exceeding those possessed
- providing services beyond actual training / experience
- meeting the counselor’s needs at the expense of the client
-engaging in actions construed as sexual harassment
-violation of the individual’s rights and personal dignity

The Graduate Committee in Psychology will hear a case once the faculty member has submitted written documentation that describes the situation. A minimum of three (3) disinterested members on the Graduate Committee in Psychology and the Department Chair must be present for a hearing and decision process to take place.

Once a situation has been brought to the attention of the Graduate Committee in Psychology, no more than 2 weeks will lapse before the Graduate Committee in Psychology hears the case and offers its recommendations for further action to be taken.

Those present at the hearing, itself, will include:
- the Graduate Committee in Psychology members
- the faculty members, staff, or supervisors raising the concern / situation
- the student
- the student’s advocate (at student’s discretion)
- the Department Chair

Written minutes of the hearing will be taken by an appointed secretary and will be reviewed / edited by the Graduate Committee in Psychology.

Once the written documentation already submitted has been reviewed by the Graduate Committee in Psychology, both the student and the faculty raising the concern will be invited to verbally offer their points of view (length of time to be determined). The Graduate Committee in Psychology will ask for clarification of any points needed while everyone is present. The Graduate Committee in Psychology will then meet in executive session to discuss the case. The findings of the hearing will be documented (Appendix C-5).

The Graduate Committee in Psychology will make specific recommendations to the parties involved and the Dean for approval and action. In the event the Dean does not agree to follow the recommendations of the Graduate Committee in Psychology, she/he will document this in writing.

**Findings of the Graduate Committee in Psychology**

The decisions and recommendations made by the Graduate Committee in Psychology will reflect the values of Westfield State College, as well as the ethical practice standards of the counseling professions represented in the Department. As a result, the Graduate Committee in Psychology may recommend that a student or College take any of the following steps to resolve a situation:

- be expelled from the program
- be suspended from the program with an opportunity to reapply
- take a Leave of absence from the program to take corrective action
- be put on probation while the situation is being addressed
- be removed from a class
- be removed from the Field Placement
- adapt her/his program by adding or repeating a particular course or practicum
- increase or change the supervision required
- engage in personal counseling

**Student Rights**

The student may invite a guest to the hearing to function as a support person. If the student chooses to have this person attend the hearing in the role of advocate, the person should be familiar with the codes of ethics in the profession represented. The student, might, for example, invite an attorney, another instructor in the field of counseling, his/her personal counselor or therapist, or a site supervisor. Appropriate administrators of the College are invited to attend all Graduate Committee in Psychology hearings as an advocate for due process.
The student has the right to appeal.

**Appeal**

The candidate may appeal any hearing decision to the Dean of Graduate and Continuing Education via a written statement (*Appendix C-6*). This statement shall be submitted within two (2) weeks of the hearing date. The Dean of Graduate and Continuing Education will act as the final appeal in all matters.

**Policy Review and Interpretation**

This policy will be reviewed annually by the Dean of Graduate and Continuing Education. Any questions regarding the interpretation of this policy shall be directed to the Dean of Graduate and Continuing Education for final interpretation and determination.
Appendix C-1: Guidelines for Students’ Professional Behavior

The following guidelines apply to each student’s academic performance, classroom behavior, field-site performance, and general decorum while enrolled at Westfield State College and includes interactions with peers, colleagues, supervisors, clients, other professionals, faculty, advisors, staff, and administrators. The Psychology Department recognizes that “professional behavior” is an evolving process and that students will be developing their awareness and skills in this area as they advance in their program. Students will be offered feedback and guidance from instructors and supervisors throughout their program, but students are also responsible for initiating such input. Attitudes and attributes include but are not limited to:

1. A demonstration of the capacity to work collaboratively and respectfully with others throughout all ranges of professional training experience.

2. A sustained awareness of one’s effectiveness and functioning in clinical and academic settings, as well as an awareness of the use-of-self and one’s personal and professional impact on others.

3. Demonstration of the capacity and willingness to actively respect professional boundaries in interactions with faculty, site supervisors and staff.

4. Demonstration of the capacity to interpret accurately and reasonably the conduct of one’s self and others.

5. A demonstration of and willingness to assume responsibility for learning by utilizing appropriate available resources to fulfill clinical and academic responsibilities (e.g., consultation, supervision, literature, etc.).

6. A demonstration and willingness to meet academic and professional obligations in fieldwork and in the classroom in a timely and responsible manner.

7. A receptivity to constructive commentary and/or criticism from instructors to address such issues that may have been identified.

8. Demonstration of the capacity and willingness to evaluate one’s self and others honestly, fairly, sensitively (e.g., in supervision, in classroom exchanges and exercises, during conferences, etc.).

9. An ability to empathize with clients and an ability to demonstrate this quality effectively in professional role responsibilities (i.e., in both clinical and applied work as well as in general behavior within school, field, or other settings).

10. Demonstration of recognition, appreciation, and sensitivity to individual differences and diversity in the human experience and the relevance of such understanding for the practice of counseling.

11. An overall knowledge, appreciation, and acceptance of the ethical standards and guidelines for the practice of mental health counseling and/or guidance counseling.

12. Demonstration of the willingness and ability to take corrective actions once a problem area has been identified.

13. Not repeating any behavior perceived as “misconduct” after being informed of this perception.

14. Full cooperation and compliance with the Graduate Committee in Psychology and its process.
Appendix C-2

WSC Assessment of Professional Skills & Disposition for Counselor Trainees

Student __________________________ Semester/Year _________________
Faculty __________________________ Course Number ________________

Rating Scale
1 - Student meets criteria consistently.
1 - Student attempts implementation but still needs support and direction.
1 - Student understands disposition but still has not had the opportunity to apply it
0 - Student does not understand disposition or does not meet criteria for program level
-1 - Student behavior and attitude are contrary to the disposition
N - No Opportunity to observe.

ATTENDANCE, MAINTENANCE OF CLINICAL RECORDS, APPEARANCE
_____ Demonstrates responsibility and reliability in keeping appointments
_____ Personal appearance is professional. The student presents self in a professional manner.
_____ Demonstrates appropriate professional record-keeping

PARTICIPATION IN ACADEMIC/CLASSROOM INSTRUCTION (includes courses, practicum and field experience)
_____ Demonstrates an understanding of counseling theory
_____ Can apply counseling theory to a case
_____ Brings specific questions and concerns directly to the appropriate individual, supervisor, advisor, or classroom instructor.
_____ Shows commitment to the classroom environment
_____ Written work is original work of the student
_____ Student appropriately gives credit for ideas which are not original
_____ Student demonstrates respect for other students and the classroom instructor.

PERSONAL GROWTH AND SUPERVISION
_____ Is open to receiving feedback in supervision
_____ Strives to implement feedback in personal growth as a counselor
_____ Is prepared for supervision (e.g., has thought through the case, has general idea of where she/he is “stuck”, has engaged in self-examination)
_____ Is resourceful, shows initiative, asks questions, and solicits suggestions/feedback from colleagues and supervisors and adjusts performance accordingly
_____ Develops a focused, clear, and professional development plan that incorporates a commitment to continuing scholarship
CLINICAL SKILLS
_____ Demonstrates skill in establishing a therapist-client relationship
_____ Can develop a treatment plan
_____ Is able to responsibly manage a case load
_____ Demonstrates appropriate listening skills

ETHICAL CONDUCT AND PROFESSIONALISM
_____ Protects client confidentiality
_____ Behavior is in accord with the ACA Code of Ethics; Ethical dilemmas are resolved with careful, rational problem-solving approach and the use of consultation
_____ Offers feedback to others in a way that is supportive and constructive

KNOWLEDGE OF AND APPLICATION OF COUNSELING FOR DIVERSE POPULATIONS
_____ Respects diversity among colleagues and clients
_____ Respects alternative styles and opinions

Any reservation about this candidate?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Appendix C-3

Faculty “Log” Entry about a Student’s Behavior

Student: ___________________________________  Program: MHC GUID

Advisor: ___________________________________

**Context in Which Observations Were Made** (where, when, and in what role?):

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**Observations / Description of Relevant Behaviors:**

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**Specific Professional Behavior(s) Involved** (See Guidelines for Professional Conduct):

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**Steps Taken to Address this Issue with the Student:**

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**Student’s Progress in Resolving this Situation:**

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**Recommendations:**

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**Time Frame for Resolution:**

____________________________________________________________________________________________________
____________________________________________________________________________________________________

faculty signature date  Copy to Student: _______ _______    by mail

faculty signature date  Copy to Student: _______ _______    by mail

CC:    Program Coordinator/Advisor    [Note: ONLY forward when informal
       Dean feedback has not resulted in resolve of
       Other (specify) ______________________ the faculty member’s concern]
Appendix C-4

Faculty Request for Hearing by Graduate Committee in Psychology

Student: _______________________________  Date submitted: ____________

Advisor: _______________________________  Program:  MHC GUID

Faculty Member Initiating Request: _____________________________

Date When Situation was First Observed: _______________________

Specific Professional Behavior(s) Involved (See Guidelines for Professional Conduct):

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Date and Format When Student was First Contacted about this Situation (please attach copies of any written communication with student about this situation):

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Steps Taken to remediate the Situation:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Other Relevant Information:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Copy to Student: _______  ____by mail
faculty signature  date     date  ____in person

CC:  ___Program Coordinator/Advisor
     ___Dean
     ___Other (specify) __________________________
Appendix C-5

Documentation of the Hearing by the Graduate Committee in Psychology

Student: ___________________________  Date of Hearing: ____________

Advisor: ___________________________  Program:  MHC GUID

Faculty Member Initiating Hearing: ___________________________

Date Student Started Program: ____________  Number of Hours Completed: ___________

Present at Hearing:
Graduate Committee in Psychology Members:  Student: ___________________________
_________________________________________  Student’s guests: ______________________
_________________________________________  ________________________________
_________________________________________  ________________________________
_________________________________________  Faculty/Supervisor: ____________________

Summary of Situation:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Major Points of Discussion at Hearing:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Recommendations of the Graduate Committee in Psychology:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Basis for Recommendations:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Date submitted to Dean: ________________  Copies sent to:  ____ Student
____ Program coordinator/Advisor
____ Faculty Member
____ Other (specify) ___________
Appendix C-6

Student’s Appeal to the Recommendation Made by the Graduate Committee in Psychology

Student: ____________________________ Date of Hearing: ____________

Date of Appeal: _______________

Recommendations Made by the Graduate Committee in Psychology:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Student’s Reason for Appeal:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Student’s Proposed Resolution to Situation:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Student’s Rationale for Proposal:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Student’s signature ______________________ date ____________

Submit copies of this appeal to the Dean of Graduate and Continuing Education and the Academic Coordinator/Advisor of your graduate program

Date submitted to Dean: ____________
Date submitted to Program Coordinator/Advisor: ____________

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