



California Institute of Integral Studies

Student Handbook 2008-2009

WELCOME TO THE INSTITUTE

From the President

Dear Students,

Welcome to a very special academic community – the California Institute of Integral Studies. Guided by our distinctive educational mission, we are members of an institution of learning and research that “strives to embody spirit, intellect, and wisdom in service to individuals, communities, and the Earth.”

This is a lofty vision, and we fulfill it by striving together to advance the Institute’s core ideals, practice multiple ways of learning, knowing, and teaching; affirm spirituality in its many traditions; commit to cultural diversity as a prerequisite for academic excellence; promote feminism, social justice, and sustainability; and support community informed by integral shared governance.

CIIS is a student-centered learning community. As academic professionals – faculty and staff – we dedicate ourselves to enabling you to achieve the goals that have led you to the Institute. We encourage you to take full advantage of the many opportunities available through the diverse programs and activities at CIIS, and to contribute your spirit and talent for the enrichment of us all.

I look forward to meeting you in the coming semester.

Cordially,

A handwritten signature in black ink that reads "Joseph L. Subbiondo". The signature is written in a cursive, flowing style.

Joseph L. Subbiondo

WELCOME TO THE INSTITUTE

From the Dean of Students

Dear Students,

I am pleased to welcome you to the CIIS community. The Institute is a dynamic place, and the entire student services staff is available to assist you in your journey as a student and support you in this new endeavor.

There are many opportunities for active participation in the CIIS community, including Student Alliance, student organizations, cultural and social events, and committees needing representatives, and the exchange of dialogue and friendship with fellow members of the community. Additionally, you may find the meditation room and the rooftop garden located on the sixth floor useful for quiet reflection during the day.

The Institute is an evolving community that seeks to support the creation of an inclusive, interrelated space that respects the dignity of every individual while striving to offer opportunities for both personal growth and social transformation.

I extend an open invitation to you to stop by my office in the Mission Building, room 407, so that I can meet you personally. Most importantly, please do not hesitate to seek me out if you are in need of assistance.

Cordially,

A handwritten signature in black ink that reads "Shirley Strong". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Shirley Strong
Dean of Students

MISSION STATEMENT

California Institute of Integral Studies is an accredited institution of higher education that strives to embody spirit, intellect, and wisdom in service to individuals, communities, and the Earth. The Institute expands the boundaries of traditional degree programs with interdisciplinary, cross-cultural, and applied studies in psychology, philosophy, religion, cultural anthropology, transformative learning and leadership, integrative health, and the arts. Offering a personal learning environment and supportive community, CIIS provides an extraordinary education for people committed to transforming themselves and the world.

Integralism stresses the concept of balanced harmony between the material and the spiritual. Integral yoga... is a dynamic spiritual ideal defined as the art of harmonious and creative living.

The essence of integral yoga lies in free, active, and effective cooperation with the superconscious force of evolution or the dynamic Divine. Through meditation one more and more realizes one's true self as a free centre of self-expression of the dynamic world-spirit. Through action one more and more relates oneself to other fellow-beings in love, fruitful cooperation and constructive endeavor toward the fulfillment of the Divine in society.

Haridas Chaudhuri
1913-1975

International Educator, Scholar,
Philosopher and Founder of the Institute

Our culture needs nothing less than a revolution in values – and therefore a revolution in thinking, ways of learning, and commitment to service. In its organization and community ideals, as well as in its curriculum, this institution cultivates thinking informed by rare experiences and deep mysteries, permeated by compassion, in service of humanity and the Earth. It aims to reintegrate truth-telling and evaluation, administration and imagination, as well as meditation and psychology, arts and health, economics and ecology.

Robert McDermott
President Emeritus of the Institute

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DEAN OF STUDENTS OFFICE

The Dean of Students Office (Room 401 and 407) assists students throughout their academic careers and serves as an advocate on their behalf. The Dean is available to speak with students about all aspects of their experience at CIIS and helps them resolve any conflict or complaint that may arise. Any student with an unresolved complaint may contact Shirley Strong, Dean of Students at

1453 Mission Street, Room 407
San Francisco, CA 94103
(415) 575-6171
sstrong@ciis.edu

The General Student Complaint Procedure (G.S.C.P.) is used to resolve complaints by a student for violations of Institute policies and procedures contained in this Handbook and any other unresolved student complaints. The S.C.P. is set forth in Appendix F of this Handbook and on the CIIS website at www.ciis.edu. Additional printed copies may be obtained by contacting the Dean of Students Office. Any complaint or other controversy which relates to the interpretation or the application of the Handbook or of other publications of the Institute related to students shall be exclusively and finally resolved by the G.S.C.P.

In addition, the Dean of Students Office produces the Student Handbook, conducts New Student Orientation, coordinates information on safety, provides information and resources on housing and health insurance, offers services and support to international students as well as students with disabilities, works closely with the Student Alliance and other campus groups, offers career development and field placement services, administers the annual Student Satisfaction Survey, and plans and conducts the spring commencement ceremony each year.

Campus Groups and Student Activities

The Dean of Students serves as an advisor to the Student Alliance and a general support to campus groups. These groups include People of Color, Queer@CIIS, Species Alliance, Awakening to Whiteness and Racism Everywhere (AWARE), CIIS Meditation Group, MULTIPeoples, UNITE!, CIISStories Project, PsychoDharma, and International Students & Friends. Contact information for all of these groups can be found on the CIIS website at <http://www.ciis.edu/students/studentgroups.html>. If you would like to register a new group, please contact Margie Lam (415) 575-6118 or mlam@ciis.edu for information.

Student Alliance

Student Alliance is a student-run organization that facilitates communication, sponsors events, and allocates funding to help students and student groups actualize the Seven Institute Ideals. Listening to student voices, we build alliances, cultivate student leadership, and advocate for social change and transformation of existing power structures.

Student Alliance refers to all students at CIIS and every student is welcome to participate in all Student Alliance meetings. Students who want to be actively involved in the leadership and

direction of CIIS to promote a vibrant, innovative and supportive community take on volunteer positions. A few positions requiring specific skills are paid. Meetings are scheduled regularly; the dates and locations are posted on the Student Alliance bulletin board near the CIIS café on the 3rd floor of the Mission building and on their website: www.saciis.org.

The activities of the Student Alliance are supported by a budget of \$25.00 per student per semester contributed through the registration fee. These funds support community-benefiting work and efforts that increase the influence of the CIIS community. Student Alliance specifically focuses funding on both on-campus and off-campus events and projects, students presenting at or attending conferences, and student groups.

Students are supported and empowered by the Dean of Students office and others to carry forth projects, establish organizations, and to serve as a voice for student concerns within the Institute. This means organizing meetings and events and increasing communication and dialogue throughout the community.

Students interested in becoming an active part of Student Alliance are encouraged to attend the regular meetings, serve as Program Representative to Student Alliance, and participate through one of the volunteer positions. The Student Alliance can be reached via their mailbox on the 4th floor or by emailing studentalliance@ciis.edu. To be added to the Student Alliance email listserv, contact Student Affairs Coordinator, Margie Lam, at (415) 575-6118 or mlam@ciis.edu.

Career Development and Field Placement Services

The Career Development and Field Placement Services Office is located in Room 200. The Office identifies practicum and internship sites for the School of Professional Psychology (both masters and doctoral programs) leading towards licensure and finds training sites that satisfy both academic program requirements and students' individual educational needs. The staff supports students in the process of career exploration and decision making, helping them to identify field placements and employment opportunities that are appropriate to their academic program, level of experience, training, theoretical orientation, goals and interests. The office is expanding to assist students in the School of Consciousness and Transformation with career development opportunities.

Commencement

There is one commencement ceremony each academic year, at the end of spring semester, however, degrees may be conferred at the end of each semester. The date of conferral of degree (i.e., the date that will appear on the student's transcript of record and on the diploma) is the date of the last day of classes for that semester. All students who have successfully completed their degree requirements and have had their degrees conferred during any semester of the academic year prior to, or by the end of, the spring semester may participate in the commencement ceremony.

The degree will not be conferred until the student completes all degree requirements. Faculty are asked to submit the grades of graduation applicants at least one week prior to the commencement dates. Students with incomplete grades and/or with any courses (including culminating and integrative seminars) remaining to be completed after the spring semester will not be allowed to participate in the commencement ceremony, which is held at the end of the spring semester. The only allowable exception is for students completing practicum and the concurrent case seminar

or pre-doctoral internship hours, to be concluded by the end of the succeeding Summer semester. Thesis and dissertation students must have a completed manuscript accepted by the Library by that semester's deadline date.

The Dean of Students Office mails information about commencement to all students who have filed the graduation application with the Office of the Registrar. This mailing occurs early in the spring semester and contains information about the commencement ceremony, including the date, time, and location, and about ordering caps and gowns. Students hoping to participate in the ceremony should ensure that their address on file with the Registrar's Office is correct.

Disability Services

CIIS complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Accordingly, no otherwise qualified disabled student shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in any academic, research, counseling, financial aid or other post-secondary education program or activity which CIIS provides for all students. Students with disabilities must meet the requirements and levels of competency generally required of all students in the program. In order to assist students with disabilities in fulfilling these responsibilities of the program, every reasonable effort is made to accommodate special needs of such students.

Students who request accommodation of a disability should contact Dean of Students and Director of Diversity, Shirley Strong, at (415) 575-6171 or sstrong@ciis.edu. The Dean will advise them of the application procedures for accommodation and will assist them in complying with these procedures. Current documentation of any disability must be provided. This documentation must have occurred within the last three years.

Any questions, requests for accommodation or access, or complaints regarding services for students or applicants with a disability as defined by law should be addressed to the Dean of Students. Student Complaint Procedure, which is the process to resolve complaints regarding violations of this and other Institute policies, is set forth in Appendix F of this Handbook. Additional copies may be secured by contacting the Dean of Students Office.

Health Insurance

The Dean of Students Office offers support with housing and health insurance. Domestic students can consult with the Student Affairs Coordinator, Margie Lam at (415) 575-6118 or at studentaffairs@ciis.edu. International students can consult with the International Student Advisor, Jody O'Connor at (415) 575-6157 or at joconnor@ciis.edu. Both are located in Room 401. Also, please refer to the CIIS website for additional housing and health insurance information.

CIIS has endorsed a student health insurance plan with UnitedHealthcare StudentResources for all registered, degree-seeking CIIS students residing in the United States of America. Coverage is also available for your spouse/domestic partner and dependents who live in the United States. For domestic students this is a voluntary plan, meaning you choose whether or not you want to participate. International students (F-1 visa) are required to maintain health insurance throughout the duration of study at CIIS. International students must enroll in a CIIS-endorsed policy or

provide proof of comparable coverage in English to the International Student Advisor prior to registration.

Information on health insurance plans endorsed by CIIS can be found on the web-site, listed under Student Resources, and then under the Dean of Students Office. In this section there are links to customized CIIS web-pages that will have all the information you need regarding premium rates, how to enroll, and how to submit a claim.

In addition, you can find handouts and brochures on these programs in Room 401. There are also brochures on other health insurance options (not coordinated by the Institute) if you do not meet the full time equivalency, or California resident eligibility requirements for the CIIS student health insurance plan.

Finally, there are also many community resources that offer low fee and/or free services listed below.

Clinics and Services

Berkeley Free Clinic - 2339 Durant St., Berkeley (510)548-2570 or 800-6-CLINIC (625-4642) Provides general medical support, peer counseling, a men's STD clinic, and HIV testing. It is the only free clinic in the area that provides dental services. www.berkeleyfreeclinic.org

Haight Ashbury Free Clinic - 558 Clayton St., at Haight St. (415) 487-5632

A free medical clinic open to the public. There is no charge for general services, but a small donation is the usual form of payment (\$5-\$20). The clinic is also an excellent source of information about medical facilities and professionals in the area and they will refer you to a doctor if they do not have the proper facilities to treat you. You must make an appointment. www.hafci.org.

Quan Yin Healing Arts Center - 455 Valencia St. (between 15th and 16th streets) (415) 861-4964. Traditional Chinese Medicine clinic and community center. Offers sliding scales for a variety of treatments, ranging from stress to chronic illnesses, and a stop-smoking clinic. Appointments are recommended. www.quanyinhealingarts.com

San Francisco Free Clinic - 4900 California St. (415) 750-9894.

Offers free primary care, preventative care and pediatrics and family-planning exclusively to the uninsured. By appointment only. www.sffc.org

Tom Waddell Health Center - 50 Ivy St. (at Polk), (415) 554-2940.

Part of SF General Hospital, offers general medical care and specialized services on a sliding scale. Services provided include HIV, transgender, and women's clinics, and extensive counseling services.

The University of California San Francisco (UCSF) Medical Center Emergency Room
505 Parnassus Ave., (415) 353-1037. Offers urgent care on a sliding scale basis.

Dental Care

University of the Pacific School of Dentistry Clinic - 2155 Webster St., (415) 929-6501. Faculty members partner with students to provide low-cost dental care. <http://dental.pacific.edu>

UCSF Family Dental Center, SF General Hospital – (various clinics) (415) 476-1891. Full range of comprehensive dental services for adults and children, provided by student or faculty dentists. http://dentistry.ucsf.edu/patients/patients_info.html

Counseling

The Dean of Students Office maintains a listing of therapists in the Bay Area who offer their services to students at special rates. You are welcome to stop in at the Dean of Students Office, Room 401 in the Mission Street Building, to look at this reference material. You may also obtain low fee counseling services at the following places:

CIIS Counseling Centers

CIIS Psychological Services Center (415) 575-6200
Fox Plaza, 1390 Market Street, Suite 111
<http://www.ciis.edu/counseling/psc/>

Center for Somatic Psychotherapy (415) 558-0880
1119 Market Street, Suite 300
<http://www.somaticpsychotherapycenter.org/>

Golden Gate Integral Counseling Center (415) 561-0230
507 Polk Street, Suite 450
<http://www.goldengatecounseling.org>

Integral Counseling Center, Church Street (415) 648-2644
1782 Church Street
<http://www.integralcounselingcenter.org/>

Integral Counseling Center, Pierce Street (415) 776-3109
2140 Pierce Street
<http://www.integralcounseling.org/>

Additional Counseling Centers

New College Community Counseling Center (415) 437-3459
<http://www.newcollege.edu/news/community.cfm>

University of San Francisco (USF) – (415) 422-6352
Gillson Hall, lower level
2130 Fulton Street
http://www.usfca.edu/counseling_center/

JFK University Center for Holistic Counseling – (510) 444-3344
2501 Harrison Street, Oakland

New Leaf
Fox Plaza, 103 Hayes Street (near Market)
<http://www.newleafservices.org/index.htm>

(415) 626-7000
TDD: (415)252-8376

Access Institute
110 Gough Street, Suite 301 (near Page)
<http://www.accessinst.org>

(415) 861-5449

Housing

The Dean of Students Office publishes a Housing Guide for students new to the area. It contains information on temporary housing (e.g., hotels, hostels) as well as resources and tips to help new students find permanent housing in San Francisco. The Dean of Students also compiles a separate list of CIIS students, alumni, staff and faculty who have opened up their homes as short-term housing (a few days to a week or so) for a small fee of around \$20-\$40 a night. The Housing Guide and the Guest Housing List can be found at the Dean of Students Office in Room 401. The Housing Guide can also be found online at <http://www.ciis.edu/students/housing.html>.

International Student Services

The International Student Advisor, Jody O'Connor, is located in Room 401 and is dedicated to supporting international students throughout their education at CIIS. International students are offered an orientation, informational workshops on immigration, a group health insurance plan, an English as a Second Language (ESL) Academic Writing workshop, English language tutors, and educational/social activities. The International Student Advisor encourages students to participate in the development of the international student community by assisting with the planning of social and educational events.

One of the primary services offered by the International Student Advisor is immigration advising. The International Student Advisor is available for assistance in the processing of nonimmigrant paperwork in areas related to travel, visa application, employment authorization, and program extension. Additional information and forms may be found outside of the Admissions Office in Room 403 of the Mission Building, or on the CIIS website at <http://www.ciis.edu/students/international.html>.

International Student Services at CIIS is committed to promoting cross-cultural exchange. The International Student Advisor acts as an advocate and representative of international students to CIIS faculty and staff. Please feel free to express your concerns, comments or questions to the International Student Advisor at any time.

New Student Orientation

Upon acceptance into a program, students will be notified of the date, time, and place of New Student Orientation. This is a vital information session which all new students should attend at the beginning of their first semester. The general orientation is followed by a lunch, resource fair and a program-specific orientation. Information about the orientation schedule is sent to students prior to their first semester and is available on the CIIS website: www.ciis.edu/students/acadcalendar.html.

CAMPUS INFORMATION

Community Bulletin Boards

A bulletin board inside the 3rd floor café contains listings of events and services offered by the CIIS community. The student lounge adjacent to the café has bulletin boards for student housing advertisements and services outside CIIS.

Eco-Friendly Café

The CIIS Eco-Friendly Café is located on the third floor of the Mission Street building and is open Monday through Friday year-round and some weekends for larger programs. It offers a full service fair trade organic espresso bar and a wide array of food and beverage choices, including organic, vegetarian and vegan options. The Café provides ample space for students to eat, study and relax in between classes. It also offers a community bulletin board where students can find out about events happening around the school as well as in the larger Bay Area community. The CIIS Café mission is to provide healthy food options for its community while being an environmentally friendly and socially conscious business.

Inner Light Bookstore

The Institute operates a full service bookstore, known as the Inner Light Bookstore, located on the 3rd floor. The bookstore carries all of the required textbooks for classes, as well as a wide variety of other books relevant to the interests of the Institute community. The bookstore can also special order any in-print book and will usually receive it within a day or two.

Each semester, the bookstore makes available lists of the required textbooks for each class and posts them in the store. Students are encouraged to purchase their textbooks during the first two weeks of class since books occasionally sell out in classes with enrollment greater than anticipated. Textbooks may be returned up to one week after the end of the add/drop period each semester, provided they are in mint condition and are accompanied by a receipt. A week-long used textbook buyback is held at the end of fall and spring semesters. Textbooks for online courses are available through MBS Direct at <http://bookstore/mbsdirect.net/ciis.htm>.

The bookstore also carries other related items such as school supplies, blank computer discs, music, gifts, greeting cards, and CIIS-themed items. The bookstore exists as a service to the Institute community and welcomes comments and suggestions. To reach the bookstore dial (415) 575-6179 or e-mail bookstore@ciis.edu.

Institute Phone Directory

To reach any office, dial 415-575-____ followed by the 4-digit extension.

Office of the President

President	Joseph Subbiondo	6105
Director of Development	Dorotea Reyna	6135

Dean of Alumni/Director of Travel Programs	Richard Buggs	6116
Alumni Associate	Cynthia Mitchell	6278

Academic Offices

Academic Vice President/Dean of Faculty	Judie Wexler	6124
Associate Dean, Academic Administration	Chip B. Goldstein	6259
Executive Assistant to AVP/Dean of Faculty	Sarah Loomis	6104
Projects Manager	Anne Teich	6136
Educational Technology Specialist/ Online Coordinator	March Hajre-Chapman	6111
Institutional Research Analyst	Lael Fon	6233

School of Undergraduate Studies (SUS)

Bachelor Completion Program (BAC)		
Director	Michelle Eng	6286
Program Coordinator	Isabel Garcia-Gonzalez	6298

School of Professional Psychology (SPP)

Clinical Psychology (Psy.D.)		
Chair	Katie McGovern	6292
Program Coordinator	Annie Bremer	6210

Masters in Counseling Psychology (MCP)		
MCP Coordinator	Lily Sun	6196

Community Mental Health (CMH)		
Chair	Steven Tierney	6208
Program Coordinator	Trina Zavala	6209

Drama Therapy (PDT)		
Chair	Renée Emunah	6231
Program Coordinator	Jeff Aitken	6230

Expressive Arts Therapy (EXA)		
Chair	Shoshana Simons	6222
Program Coordinator	Victoria Ritchie	6223
Practicum Site Coordinator	Syntha Lorenz	6224

Integral Counseling (ICP)		
Chair	Brant Cortright	6226
Program Coordinator	Amy Urbanowicz	6225
Weekend Program Coordinator	Nathan Lupo	6130

Somatic Psychology (SOM)		
Chair	Ian Grand	6236
Program Coordinator	Ellen Durst	6235

School of Consciousness and Transformation (SCT)

Asian & Comparative Studies (ACS)		
Co-Chair	Jim Ryan	6266
Co-Chair	Steven Goodman	6265

East-West Psychology (EWP)			
	Chair	Jorge Ferrer	6262
	Program Coordinator	Ishtar Kramer	6189
Integrative Health Studies (IHL)			
	Interim Program Chair	Meg Jordan	6284
	Program Coordinator	Chanda Williams	6199
Individualized Doctoral Pathway (IND)			
	Cindy Shearer	6285	
Philosophy, Cosmology & Consciousness (PCC)			
	Chair	Robert McDermott	6137
	Program Coordinator	Jessica Kostosky	6270
Social & Cultural Anthropology (SCA/GES)			
	Chair	Richard Shapiro	6275
Transformative Inquiry (TID/TSD/TLD)			
	Chair	Alfonso Montuori	6252
	Program Coordinator	Martha Brumbaugh	6173
Women's Spirituality (WSE)			
	Chair	Arisika Razak	6198
	Program Coordinator	Annette Williams	6255

Administrative Offices

Dean of Students	Room 407		
Dean of Students, Director of Diversity		Shirley Strong	6171
	Room 401		
Student Affairs Coordinator		Margie Lam	6118
International Student Advisor		Jody O'Connor	6157
	Room 200	Career Development and Field Placement	
Director		Becky McGovern	6117
Administrative Assistant		Ursula Rochester	6207
Financial Aid Office	Room 402		
Director		Marisol Mendoza	6120
Financial Aid Counselor		Ted Moy	6108
Financial Aid Counselor		Julie Banks	6121
Financial Aid Advisor		Aaron Weiss	6122
Admissions Office	Room 437		
Director of Admissions			6156
	Room 403		
<i>School of Professional Psychology</i>			
Senior Admissions Counselor		David Townes	6152
<i>School of Consciousness & Transformation</i>			
Senior Admissions Counselor		Allyson Werner	6155

B.A. Degree Completion Program & School of Consciousness & Transformation

Admissions Technology Assistant	Gwyneth Merner	6151
Inquiries Coordinator	Justin Tisdale	6154
Office of the Registrar	Room 405	
Registrar	Dan Gurler	6125
Enrollment Technology Specialist	Emma Dunne	6128
Assistant Registrar	Lisa Sowunmi	6126
Business Office	Room 404	
Accounting Manager	Lilya Reyzelman	6131
Assistant	Sandra Doyle	6132
Accounts Payable Coordinator	Mark Geary	6202
Human Resources	Room 421	
Director	Michelle Coleman	6160
Human Resources Manager	Gwendolyn Cornwell	6161
	Room 432	
Benefits and Human Resources Coordinator	Nathan Clairville	6162
Library	Room 303	
Circulation and General Information		6180
Reference Desk		6186
Director	Lise Dyckman	6181
Office Coordinator	Liz Burnham	6184
IT Services		
Director	Scott Ciliberti	6143
Technical Support Manager	Euler Bautista	6144
Technical Support Analyst	Martin Wittshirk	6142
Network Administrator	Richard Glintenkamp	6141
Database Administrator	Francia Friendlich	6147
Web Services Coordinator	Brian Shira	6110
Communications and Marketing		
Director	Jim Martin	6165
Creative Services Manager		6168
Interim Web Content Editor	Lisa Denenmark	6166
Publications Manager	Paula Zimlicki	6169
Public Programs		
Information/Registration		6175
Director	Karim Baer	6176
Coordinator	Holly Castrillon	6113
Associate Coordinator	Clara Lindstrom	6113
Spirit In the Arts		
Arts Curator	Adriana Marchione	6242

Operations

Director of Facilities	Jonathan Mills	6283
Operations Manager	Robbi Mixon	6263
Maintenance Manager	Joe Fitzsimmons	6149
Maintenance Associate		6159
Receptionist	Adrian Auler	6100
Mission Lobby Greeter		6101
AV Assistant		6146
Minna Greeter		6201

Auxiliary Services

Room 302

Bookstore		6179
Bookstore Manager	Steven Swanson	6178
Café Manager	Sarah Kelly	6177
Café Coordinator		6177

COUNSELING CENTERS

Church Street Clinic

Clinic Director	Lu Grey	415-648-2644
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Center for Somatic Psychology

Interim Clinic Director	Toni Wilhelm	415-558-0881
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Golden Gate Integral Counseling Center

Clinic Director	Jessica Wallace	415-561-0232
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Pierce Street Clinic

Clinic Director	Dan Gottsegen	415-776-3109
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Psychological Services Center

Clinic Director	Lani Chow	415-575-6200
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Local Public Transit

Dial 511 for all transit information, or use the Take Transit website to plan any public transit route. See www.transitinfo.org or www.511.org.

MUNI is the City of San Francisco's extensive public transit system, consisting of electric trolleys, cable cars, underground subways, and buses.

Fares: The fare for a ride within the city is \$1.50 (Senior fare, age 65 and older, is \$0.50), and exact change is required. No change is given, but there are change machines near most turnstiles. All U.S. coins may be used, including dollar coins and pennies.

Transfers: Transfers are issued when the fare is paid and are valid for travel on any MUNI vehicle (except Cable Cars) for at least 90 minutes but for no more than two hours, from the time of issue. Transfers are not required to be surrendered to the operator of the vehicle. Transfers are considered Proof of Payment on Metro lines.

Passes: The Monthly Fast Pass is valid for unlimited rides for one calendar month, with a 3-day grace period into the next month (e.g., the June pass is good from June 1 through July 3) on all MUNI streetcars, buses and cable cars. Fast passes are sold at various transit stores, drug stores and other locations throughout the city. The monthly Fast Pass is also valid on BART and Caltrain for trips entirely within San Francisco (no 3-day grace period and this will not get you to the SFO airport). Adult fare is \$45. Senior fare (age 65 and over) is \$10. Disabled (with a monthly sticker affixed to a valid Regional Transit Discount Card) is \$10. Weekly Passes are good for one week, from Monday through Sunday. They are valid for unlimited use on all MUNI lines. Cost is \$12 for each week. There are no senior, disabled, or youth weekly passes. You must pay an additional \$1 to ride the cable cars.

Phone: (415) 673-6864 or TTY (415) 923-6363. Or see www.sfmuni.com

AC Transit (Alameda-Contra Costa Transit) is the public transit (bus) system for the East Bay. It provides service to BART stations in the East Bay and to the Trans-Bay Terminal, at Mission Street between 1st and 2nd Streets, in downtown San Francisco. Call (510) 817-1717 for fares and schedules or see www.actransit.org

BART (Bay Area Rapid Transit) is the rail system which serves San Francisco and the East Bay. BART connects to both the San Francisco International Airport and the Oakland International Airport. Call (650) 992-2278 or TDD (510) 839-2278. See www.bart.gov for fare and schedule information.

Blue & Gold Fleet Provides commuter ferry service to and from the East Bay (Alameda & Oakland and Vallejo) and Marin (Sausalito & Tiburon). Also provides tourist service to various attractions. 415-705-5555 or www.blueandgoldfleet.com.

Caltrain provides rail service between San Francisco and San Jose. Caltrain connects to BART at the Millbrae station for service into the city and the SFO airport. It also connects to the San Jose International Airport. Call 800-660-4287 or TDD (650) 508-6448. or www.caltrain.com.

Caltrans Bicycle Shuttles operates commuter bicycle shuttles on several bridges. Call (510) 286-0669 or see www.transitinfo.org/Bikes/ for information on bike commutes.

Golden Gate Transit provides bus service within San Francisco, Marin, Sonoma and Contra Costa counties and ferry services between San Francisco, Marin, Sonoma and Contra Costa counties and ferry services between San Francisco and Larkspur or Sausalito. Call (415) 923-2000 or see <http://www.transitinfo.org/providers/providerinfo.asp?cid=GG>.

Samtrans (San Mateo County Transit District) provides bus service throughout San Mateo County and into parts of San Francisco and Palo Alto. 800-660-4287 or TDDD (650) 508-6448 or www.samtrans.com.

Meditation Room

One of the Institute's Seven Ideals of the Institute is to affirm spirituality. The Meditation Room on the 6th floor was initiated by students so that CIIS has a designated space to actualize this aspect of the Institute. Please use this space for meditation and other forms of silent worship and prayer.

Parking

Remember, there is absolutely no parking on Mission Street (in front of the building) from 4:00PM - 6:00PM Monday-Friday. Your car will be ticketed and towed.

There are several parking lots in the vicinity of the Mission Street campus. A few of these staff an attendant during regular business hours, roughly 6:00AM to 6:00PM None offer attendants at night or on the weekend. **BE AWARE THAT THEFTS CAN OCCUR IN ALL PARKING LOTS. NEVER LEAVE BELONGINGS IN PLAIN SIGHT. TAKE THEM WITH YOU OR HIDE THEM IN YOUR TRUNK, GLOVEBOX OR UNDER YOUR SEAT.**

Some paid parking lot options nearby are:

US Parking, Inc.

On 10th Street @ Jesse Street - between Mission and Market

\$11.00 a day up to 12 hours. Open Mon.-Sat. Valet from 6 a.m.– 6 p.m.
\$180/month.

City Park -Goodwill Garage

On South Van Ness between Mission and Market

\$2.00/20 minutes, \$11.00 a day up to 12 hours, \$15 over 12 hours/overnight.
Open Mon.-Fri. 6:30am-7:00pm. \$175/month

City Park – SF Mart

On 10th Street between Mission and Market at Stevenson Street

\$2/20 minutes, \$13 a day up to 12 hours.

Fox Plaza Public Parking/Ace Parking

\$3/20 minutes, \$15 up to 12 hours. Early bird: in by 9am, out by 6pm.
Open 7 days from 6am-8pm.

Place to Park

Located on the SW corner of Polk and Hayes Streets across from Fox Plaza.

Pay for full day only; \$12 up to 12 hours. \$5 nights after 6pm and on weekends.

Central Parking

Located on the NW corner of Polk and Hayes Streets near Fox Plaza.

Pay for fully day only; \$14 a day if you park before 10am. Evening rate (in by 2pm, out by 5am the following day) and weekend rate: \$6. Monthly rate: \$160.

Just a reminder: All parking stalls next to and behind the Mission Street building (on Minna Street) are RESERVED. Permits are required to park in ALL of these spaces and faculty/staff members have paid to park there. Towing occurs regularly and without any advanced warning.

Please do not park in this lot. If you are towed, it will cost over \$100 to retrieve your vehicle from the towing company impound yard.

Posting Policy

In an effort to maintain the aesthetic quality of the Institute, please post flyer and posters only on designated bulletin boards. Please do not post materials on non-designated boards and never post anything directly on walls. Posted materials should be dated and will be removed once the date has passed. For questions regarding the posting policy, please contact Margie Lam, Student Affairs Coordinator, at mlam@ciis.edu.

Quiet Study Room

Located on the 2nd Floor in Room 218 you can find a space devoted to quiet study. This project was initiated by students to supplement the study space of the library.

INSTITUTE POLICIES AND PROCEDURES

ACADEMIC ADMINISTRATION POLICIES & PROCEDURES

Academic Sanctions

Disciplinary action can include (a) failing the course in which any such work was submitted, (b) expulsion from the Institute, and (c) revocation of any degree or academic honor.

Sanctions arising from a determination of plagiarism may be applied by an instructor (if course work is involved), by a program committee, or by the Academic Vice President. All sanctions may be appealed as outlined in the General Student Complaint Procedure found in Appendix F – Student Complaint Procedure.

DRUG-FREE CAMPUS POLICY

Health Risks

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various deleterious physical and mental consequences including addiction, severe disability, and death.

Federal Legislation

In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, CIIS has enacted the following policy applicable to all students and employees.

Policy

It is the policy of CIIS to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the

unlawful possession, use, or distribution of alcohol is prohibited in CIIS facilities, in the workplace, or as part of any of the Institute's activities. The workplace and campus are presumed to include all premises where activities of the Institute are conducted. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. This policy will be reviewed biennially.

Student Employees and Drug-Free Campus Policy

As a condition of employment, all employees are required to follow this policy.

Employees who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the workplace, on the campus, or as part of any Institute activity shall be subject to discipline up to and including discharge from employment and, where appropriate, may be referred for prosecution.

An employee who is convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace must, within five days thereafter, notify CIIS of such conviction by informing the employee's supervisor (for staff) or the Academic Vice President.

Individuals who are not CIIS employees, but who perform work at CIIS for its benefit (e.g., independent contractors, temporary employees provided by agencies, visitors engaged in joint projects at CIIS, volunteers and so forth) are required to comply with this policy. Such individuals who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the CIIS workplace may be barred from further work.

Rehabilitation - Students and Student Employees

Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered as evidence which CIIS will consider for an application of an individual for reinstatement to future employment or for reinstatement to future student status.

Communication

A copy of the Drug-Free Campus Policy is distributed to each new employee and the Drug-Free Campus Policy is published in the Faculty, Staff, and Student Handbooks. At California Institute of Integral Studies the unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful use, possession, or distribution of alcohol on the CIIS campus, in the workplace, or as part of any of the Institute's activities is prohibited. This includes the unlawful use of controlled substances or alcohol in the workplace, even if it does not result in impaired job performance or in unacceptable conduct. The unlawful presence of any controlled substance or alcohol in the workplace itself is prohibited.

If and when an employee is suspected of violating this policy, the supervisor should consult with his or her immediate manager (or the President if the case involves the manager) to plan and carry out an appropriate investigation and resolution of the situation.

Impaired Performance on the Job: Unlawful Use of Controlled Substances or Alcohol in the Workplace

Performance problems on the job can have many causes. In discussions with an employee concerning any performance problem, the supervisor should offer to help the employee determine the source of the problems and offer guidance on appropriate assistance, counseling, or other resources.

When job performance has become impaired, the supervisor should take normal corrective action, beginning with discussion with the employee. When the behavior of an employee on the job raises safety concerns for the employee and/or others in the workplace, the supervisor must take immediate action to assess the situation; in such cases employees must not be allowed to continue on the job. Specific actions to be taken depend upon the facts of the particular situation.

In a situation in which an employee acknowledges to the supervisor that poor performance or unacceptable conduct results from substance abuse, the supervisor should urge the employee to seek help from a qualified substance abuse treatment resource. If the employee chooses to seek help, he or she should be referred to appropriate sources. If the employee requests a leave of absence for a rehabilitation program, the supervisor should take normal steps to review the request for such a leave. Supervisors should make reasonable accommodation consistent with operational requirements.

If the employee demonstrating poor performance or unacceptable conduct claims causes other than substance abuse are causing the problem, or does not elect to seek help for whatever is the cause of the problem, the supervisor first should counsel the employee in the ways his or her actions on the job need improvement or are unacceptable. If improvement does not take place, the employee should be warned that the poor performance can result in discipline, including termination of employment. Managers should consult with their supervisors to decide upon an appropriate form of action.

Getting Help

Employees and students who are concerned about substance use, abuse, and rehabilitation are strongly urged to contact their family physicians who can refer them to appropriate resources (community or private agencies) that provide complete, confidential substance abuse counseling.

Legal Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol is regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

Appendix E contains a list of some of the laws pertaining to the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol. Because the laws change from time to time, the information provided in the Appendix is illustrative, not exhaustive. More detailed and current information is available in the public library.

Substance Abuse Codes

Alcohol Offenses

Selling or Furnishing Liquor To Minors: Business & Professions Code, Sec. 25658(a)

Offense: Selling, giving, supplying or providing alcohol to anyone under age 21 - misdemeanor.

Sanction: fine of not less than \$250, or 24-32 hours of community service, or combination of both.

Driving Under the Influence-California Vehicle Code, Sec. 23140(a)

Offense: Any person under age of 21, driving a vehicle with 0.05 percent or more, by weight, of alcohol in his/her blood.

Sanction: required participation in an alcohol education program or in community service with an alcohol education program. Failure to complete the program will result in the suspension, revocation, or delayed issuance of driving privileges.- California Vehicle Code, Sec. 23153, 23155

Offense: Any person driving a vehicle with 0.08 percent or more, by weight, of alcohol in his/her blood***.

Cannabis Offenses

Possession of Marijuana - Health & Safety Code, Sec. 11357(b)

Offense: possession of not more than 28.5 grams of marijuana, other than concentrated cannabis- misdemeanor.

Sanction: fine of not more than \$100- Health & Safety Code, Sec. 11357(c)

Offense: possession of more than 28.5 grams of marijuana, other than concentrated cannabis.

Sanction: imprisonment in the county jail for a period of not more than six months, or a fine of not more than \$500, or a combination of both.

Possession of Marijuana While Driving- California Vehicle Code, Sec.23222 (b)

Offense: possession of not more than 28.5 grams of marijuana while driving a vehicle on a highway – misdemeanor.

Sanction: fine of not more than \$100.

Transportation of Marijuana for Sale - Health & Safety Code, Sec. 11360(a)

Offense: transportation or importation of (or the offer to transport) marijuana into the state of California

Sanction: imprisonment in the state for a period of two, three or four years.

Peyote Offenses

Planting, Harvesting, or Processing of Peyote - Health & Safety Code, Sec. 11363

Offense: planting, cultivating, harvesting, drying peyote.

Sanction: imprisonment in the county jail or in the state prison of not more than one year.

Narcotics And Other Controlled Substances

Possession of Controlled Substances - Health & Safety Code, Sec. 11350(a)

Offense: possession of any controlled substance without a written prescription from a physician, dentist, podiatrist, or veterinarian licensed to practice in the State of California.

Sanction: imprisonment in the county jail or state prison for not more than one year.

Possession of Controlled Substances for Sale - Health & Safety Code, Sec. 11351

Offense: possession of any controlled substance for sale.

Sanction: imprisonment in the state prison for two, three, or four years.

Presence in Place Where Drugs Are Used - Health & Safety Code, Sec. 11365

Offense: to visit or be in any room or place where controlled substances, or in which narcotic drugs, are being unlawfully smoked or used with knowledge that such activity is occurring if an individual aids, assists, or abets the perpetuation of unlawful smoking or use of controlled substances.

Drug Paraphernalia

Possession of Drug Paraphernalia - Health & Safety Code, Sec. 11364

Offense: possession of an opium pipe or any device, contrivance, instrument, or paraphernalia used for injecting or smoking a controlled substance.

Furnishing Drug Paraphernalia - Health & Safety Code, Sec. 11364.7(a)

Offense: delivery, furnishing, transfer of, or possession with intent to deliver, furnish, or transfer, or manufacture with the intent to deliver, furnish, or transfer, drug paraphernalia, knowing or where one reasonably should know, that it will be used to plant, propagate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance, except as provided in 11364.7(b) misdemeanor.

GENERAL HEALTH AND SAFETY

Safety is a vital concern at the Institute and is one of your most important responsibilities. Following safety policies and procedures are essential. If you see an unsafe condition or experience any breakdown of equipment, report it to the Front Desk or Lobby Greeter in person or by dialing 0 from any campus phone, or (415) 575-6100 from a non-campus phone. You can also make your report to any Institute employee. If you experience an accident at the Institute, report it to the Dean of Students Office (Room 407) promptly. Please familiarize yourself with the safety and emergency features of the building.

Safety: The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. For a complete report of CIIS' statistics, visit: <http://www.ciis.edu/students/crimestatistics.html>

Emergency Procedures

Report all emergencies to the Institute reception staff by dialing 0 from any on-site phone. Alternatively, call 911 for general public emergency assistance. Do not hang up until told to do so. NOTE: To dial 911 from campus phones, you will need to dial a 9 first and then 9-1-1.

Fire

In case of fire in any building or facility, immediately call 911. (You must dial a 9 first if you're using a campus phone.) After calling the Fire Department:

- If the fire appears easily controllable, use the available fire extinguisher directed at the base of the fire.
- If the fire appears large and not easily controllable, evacuate all affected rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors.

Earthquake

- Remain where you are.
- Do not exit the building during or immediately after an earthquake. The most dangerous part of the building is its exterior (because of falling brick and glass). Wait until the movement has stopped or until someone can guide you out safely.
- If you can, protect yourself from falling debris by standing in a doorway or against a wall, or climbing underneath a desk or table. Face away from windows, and avoid being under light fixtures.
- If outdoors, move to an open area such as a parking lot away from buildings, trees, power poles, and overhead electrical wires. Do not go inside. You could be hit by falling objects if you attempt to re-enter the building.
- If you are in a moving car, stop as quickly as safety permits. Avoid parking near power lines, tall buildings, and overpasses. If power lines do fall on your vehicle, do not attempt to leave until the lines are removed or you have assurance that there is absolutely no power being transmitted through them. Do not touch any metal parts of the car.
- After the earth stops shaking, please assist those that need help to evacuate the building. The last person to leave the room should close the door. Go to the nearest exit. Do not use

the elevator. Stay together and gather in an open space like a parking lot. Institute Staff or Faculty will guide you to the best location and a roll call will be done to account for all the people who were in the building. Expect many aftershocks and do not panic.

- Do not drink water until quality has been checked. Ruptured lines could result in contamination.
- Emergency supplies: water, first-aid kits, excavation tools, blankets, food and flashlights are located throughout the building.

The “First Aid and Survival Guide,” found in the front of your local telephone book, contains valuable information on first aid and earthquake emergencies. It is a good idea for each person to have some emergency supplies in their car, such as canned food or long life food, a flashlight, eating utensils, tissues, toilet paper, blanket, warm clothing and a first aid kit.

Major Utility Failure

If a major utility failure occurs during regular Institute office hours or on a weekend evening, immediately notify the Front Desk or Lobby Greeter in person or by dialing 0 from any campus phone or (415) 575-6100 from a non-campus phone.

If the failure creates an emergency of some form, or is creating a potential danger to building occupants, activate the building alarm system, and report the emergency to the Institute reception staff by dialing 0 or (415) 575-6100.

Medical Emergency

In the case of a minor injury, there are first aid kits in the following areas: In the Mission building in the Staff Lounge on the 4th floor and in the Café on the 3rd floor; at Fox Plaza in the kitchen, and in Minna in the upstairs kitchen. If the injury is more serious, initiate first aid. Dial 911, tell the operator the injury, your location, and your phone number. Then notify the Front Desk or Lobby Greeter in person or by dialing 0 from any campus phone or (415) 575-6100 from any non-campus phone and tell the reception desk of the location of the injured person in the building and type of injury. The reception staff will meet the ambulance and escort the paramedics to your location.

Firearms Policy

No firearms or any other dangerous weapons are permitted at the Institute.

Smoking Policy

For the health, safety and comfort of everyone, smoking is not permitted anywhere or at anytime within the buildings and facilities and during indoor or outdoor events. The Institute is committed to full compliance with state law and prohibits smoking in all enclosed workplaces.

Human Relations

Statement of Non-Discrimination

The Institute does not discriminate in its educational programs or services on the basis of race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic-related), disability, gender identity, and any another status protected by law.

The Institute will implement reasonable accommodation of qualified individuals with disabilities to the extent required by law. The Institute has designated Shirley Strong, Director of Diversity and Human Resources, as the Equal Opportunity Officer, to coordinate the Institute's activities under this policy. The General Student Complaint Procedure (G.S.C.P.) is available to resolve complaints of violations of this and other Institute policies and is set forth in Appendix F of this Handbook. Additional copies may be secured by contacting the Equal Opportunity Officer.

The Institute seeks to affirmatively enhance the diversity of its student population. Diversity is a strength and a resource in our educational environment. As an educational community, we seek cultural, ethnic, racial, and gender diversity, to improve the education experience at the Institute.

Any person having a complaint should contact the Equal Opportunity Officer at:

1453 Mission St., Room 409
San Francisco, CA 94103
(415) 575-6171 or sstrong@ciis.edu

Policy Against Sexual and Other Unlawful Harassment, Discrimination and Retaliation

The Institute is committed to maintaining the campus community as a place of work and study for faculty, administrators, staff and students, free of sexual and other unlawful harassment and discrimination and retaliation. Any behavior constituting unlawful harassment, discrimination or retaliation toward any individual in the course of any Institute-administered program or activity is prohibited. The Institute does not tolerate such unlawful behavior and will take prompt and effective corrective action including, where appropriate, disciplinary action up to and including dismissal or expulsion.

Non-harassment

Harassment includes verbal, physical and visual forms of harassment, and conduct related to sexual favors, based upon a person's protected status, including race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, disability, medical condition, marital status, citizenship status, gender identity or other status protected by law.

Verbal harassment includes conduct such as epithets, insults and derogatory comments. Physical harassment includes conduct such as assault, impeding or blocking movement or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons or drawings. Conduct related to sexual favors includes unwanted sexual advances that condition benefits upon an exchange of sexual favors.

Sexual harassment

Whether committed by faculty, students, supervisors or non-supervisory staff; sexual harassment in the workplace and in the educational environment is prohibited. This includes, but is not limited to, unwelcome acts or statements including sexual advances, touching, propositions, continual verbal commentaries about an individual's body, sexually degrading words used to describe an individual and/or the display in the workplace or educational environment of sexual objects or pictures; or other physical, verbal or visual conduct based on gender when (1) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive or abusive environment; (2)

submission to the conduct is an explicit or implicit term or condition of student status or employment; and/or (3) submission to or rejection of the conduct is used as the basis for an employment or academic decision.

Institute officials are empowered and required to address harassing behavior promptly and thoroughly. One may always directly contact the department head or supervisor; if the problem concerns the department head or supervisor, one may contact a next level supervisor. One may always contact the Institute Equal Opportunity Officer.

An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the Institute concerning the individual student, faculty or staff member's position or status. Retaliation is forbidden.

Non-discrimination

Decisions regarding conditions of student status including recruitment, retention and participation in programs by students, will not be based on race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, disability, medical condition (cancer-related), marital status, citizenship status, gender identity, or other status protected by law. The Institute will offer reasonable accommodation to qualified individuals with disabilities to the extent provided by law.

General Procedures

Any students or other person who believe they have been subjected to unlawful harassment, discrimination or retaliation in the course of an Institute-administered program, job, or activity, or wishes to report awareness of such conduct, should provide as soon as possible a written or oral complaint to any Institute officer or the Equal Opportunity Officer.

The person making a complaint (the complainant) should ordinarily include details of the incident(s), name of the person alleged to have engaged in the conduct (the respondent), and the names of any witnesses.

In addition, apart from complaints of unlawful harassment, discrimination or retaliation, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

Institute core faculty, officers, supervisors and managers have a duty to report any conduct that they believe may constitute unlawful harassment or discrimination, to the Equal Opportunity Officer and, at their option, to their supervisor.

The Institute's inquiry into the complaint will be timely and thorough. The Institute will take prompt and effective corrective action for any unlawful conduct.

Policy on Dual Relationships

The following statement applies to faculty and students in all programs:

Because of the inherent inequalities in power between the roles of students and faculty, close personal relationships between students and faculty members are

potentially problematic. Students and faculty members are advised to enter into such relationships with sensitivity and caution. Faculty members should be aware of the possible impact of such relationships on their evaluations of a student's academic performance, as well as the appearance of favoritism, whether real or imagined. It is advised that faculty members not continue as instructors of, nor sit on any evaluative committees of, any students with whom they share a close personal relationship.

The following statement pertains to dual relationships involving psychotherapy or supervision. Faculty who are also practicing clinicians, counselors or psychotherapy supervisors are advised to recall APA's Ethical Principles for Psychologists, which states:

Psychologists are continually cognizant of their own needs and of their potentially influential position vis-à-vis persons such as clients, students and subordinates. They avoid exploiting the trust and dependency of such persons. Psychologists make every effort to avoid dual relationships which could impair judgment or increase the risk of exploitation. Examples of such dual relationships include, but are not limited to, research with and treatment of employees, students, supervisees, close friends, or relatives. Sexual intimacies with clients are unethical.

It is the policy of the faculty in both the Counseling Psychology and Clinical Psychology programs that a student may not receive psychotherapy from a faculty member who serves simultaneously as his/her instructor, supervisor, or thesis/dissertation committee member. In the event of such conflicts, the student must choose which of the relationships to forego. This does not relieve the faculty member of the responsibility for avoiding dual relationships with students.

In order to avoid overdependence on its own graduates, CIIS programs will hire graduates from their own programs as core or full-time faculty only after two years of significant graduate level teaching or equivalent experience at other graduate schools; in the case of adjunct faculty, such hiring should also be done after sufficiently significant graduate level teaching or equivalent experience elsewhere or for time-limited positions specifically designed for graduates. Care is taken to avoid dual relationships by not hiring Institute students as teachers unless these issues listed are considered.

Program Directors carefully monitor potential dual relationships and conflict of interest situations by evaluating any faculty situations in detail, should such potential be present. It should be noted that all such situations need to be evaluated on a case by case basis (e.g., a degree from another institution may qualify a student to teach in a program in which s/he is not a student). Faculty members and program directors only allow the above mentioned situations to occur after informing and discussing the situation with the division chair first.

Criminal and Violent Behavior and Workplace Violence Policy

The Institute maintains a Workplace Violence Policy, a copy of which is available in the Office of Human Resources. In the event of a campus incident created by individuals or groups involved in violent, criminal or abnormal behavior or disturbances, the following actions should be taken:

If you feel any danger, immediately call 9-911 from any campus phone or payphone. Then contact the Front Desk or Lobby Greeter in person or by dialing 0 from any campus phone or (415) 575-6100 from any non-campus phone. Provide the reception staff and Public Safety Officers with the following information if possible:

- a) Nature of the incident
- b) Location of the incident
- c) Description of the person or persons involved
- d) Description of the property involved

All individuals should avoid risks in dealing with or observing any suspicious situations or criminal offense.

Suggestions, Complaints, and Requests for Action

California Institute of Integral Studies aspires to be an institution that strives for continuous improvement in its educational programs, administrative operations, and extra-curricular services and activities. The identification of problems and suggestions for change which students make to the Institute's administration are a crucial contribution to this process.

If any student or group of students have suggestions, complaints or requests for action about matters relating to curricular, administrative or extra-curricular aspects of their educational experience at California Institute of Integral Studies, they should address them to the appropriate administrators. Issues relating to teaching, program content or program procedures should be addressed, as appropriate, to program directors. Issues relating to administrative or student services departments should be addressed to the heads of these departments or, as appropriate, the Dean of Students. Issues of student concern may also be brought to the attention of the appropriate governance bodies and institutional committees on which students have representation, including program committees.

It is the intention of California Institute of Integral Studies to be responsive to student concerns, and to deal with problems in as constructive and timely manner as possible, through the exercise of appropriate responsibility by the Institute administrators and committees in charge of particular areas of Institute life.

Student Complaint Procedure

The General Student Complaint Procedure (G.S.C.P.) is used to resolve complaints by a student of violations of Institute policies and procedures contained in this Handbook and any and all other unresolved student complaints. The G.S.C.P. is set forth in Appendix F of this Handbook and on the CIIS website at www.ciis.edu. Additional printed copies may be secured by contacting the Dean of Students. Any complaint or other controversy which relates to the interpretation or the application of the Handbook or of other publications of the Institute related to students shall be exclusively and finally resolved by the G.S.C.P.

Any student having an unresolved complaint may contact the Dean of Students, Shirley Strong, at:

1453 Mission St., Room 407
(415) 575-6171 or sstrong@ciis.edu

General Student Complaint Procedure

Any student having an unresolved complaint may contact the Dean of Students, Shirley Strong, whose address is 1453 Mission St., Room 407, and whose telephone number is (415) 575-6171 (email is sstrong@ciis.edu). The General Student Complaint Procedure (G.S.C.P.) is used to resolve complaints of violations of Institute policies and procedures contained in this Handbook and any and all other unresolved student complaints. The G.S.C.P. is set forth in Appendix F of the Student Handbook and on the Dean of Students website at <http://www.ciis.edu/students/deanofstudents.html>. Any complaint or other controversy which relates to the interpretation or the application of the Handbook or of other publications, policies or procedures of the Institute related to students shall be resolved exclusively by the STUDENT COMPLAINT PROCEDURE

CIIS is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its community members are expected to uphold these principles and exhibit tolerance and respect for others. Thus, the Institute works to promote tolerance, dignity and respect.

- Any student who believes that he or she has a valid complaint regarding a decision by or on behalf of the Institute has access to the General Student Complaint Procedure, Section A. below. Students are requested to first try informal means to resolve problems and complaints. A student's good-faith initiation of a complaint under this process and participation in the process will not be the basis of any adverse decisions by the Institute concerning that student.
- CIIS has separate procedures for complaints of sexual and other unlawful harassment, discrimination and retaliation. Please read the Policy Against Sexual and Other Unlawful Harassment and Discrimination set forth in the Student Handbook on p. 39-40. Please also read Complaint Procedure for Complaints of Sexual and Other Unlawful Discrimination, Harassment or Retaliation, Section B. below, for a brief introduction to those procedures.
- Academic assessment of students resides with the faculty. In issues relating to academic evaluation brought by a student with respect to a decision or evaluation by a faculty member, department, or program, including a grade or pass/fail decision with regard to a course or other program activity. The complaint procedure is limited to assuring that the assessment was made based on academic criteria. This procedure is a separate process; see Grade Appeal Procedure, Section C below. Any academic sanctions imposed on a student, such as expulsion, suspension, probation and revocation of any degree or honor, shall be appealed in accordance with the General Student Complaint Procedure, Section A. below.

General Student Complaint Procedure

It is the policy of the Institute to resolve student complaints through the General Student Complaint Procedure. This process resolves in a final and exclusive manner any complaint of violations of Institute policies and procedures contained in this Handbook and any and all other unresolved student complaints based on the Institute's policy against discrimination, harassment and complaints challenging a final grade. Any other complaint or controversy which relates to

the interpretation or the application of the Handbook or of other publications of the Institute related to students shall be finally exclusively resolved by the General Student Complaint Procedure. This procedure is not for complaints against other students.

Step 1: Informal Resolution

- a) The student should discuss the matter with the individual responsible for the decision or action complained of. If no resolution results, the student should consult with the appropriate unit head, department chair or program director. If the matter remains unsettled, the student must notify and consult with the Dean of Students who may involve other administrators. Every effort should be made to resolve the matter at this informal resolution level before initiating further action. Discussion aimed at informal resolution generally lasts for no more than thirty (30) days following the end of the semester when the incident occurred.

- b) In cases that are deemed by the Dean of Students to warrant assistance by an ombudsperson selected by the Institute, the matter can be referred to an ombudsperson upon agreement of the student and the Dean of Students. This referral shall occur no sooner than thirty (30) days following notice to and consultation with the Dean of Students as set forth in paragraph (a) above and before sixty (60) days have elapsed.

The ombuds process is an informal process designed to make appropriate inquiries into the facts, to provide options for resolution and is conducted in accordance with the Code of Ethics adopted by the International Ombudsman Association which requires independence, impartiality, and confidentiality. The ombudsperson shall be appointed by the President but shall not reveal information considered by the Ombuds to be confidential unless the party providing the information consents or unless such information suggests imminent risk of serious physical harm. The ombudsperson shall make recommendations where appropriate, but all decisions by the Institute concerning the matter shall be made by the President with the assistance of the Dean of Students and/or other administrators as deemed appropriate.

Step 2: Formal Resolution

Within fifteen (15) calendar days of the conclusion of the Informal Resolution stage, a student dissatisfied with the informal resolution may seek formal resolution by transmitting to the Dean of Students Office a written statement documenting the basis of the complaint, all persons involved, adverse consequences, informal efforts at resolution made to date and corrective action sought. In addition, in cases that are deemed by the Dean of Students to warrant formal review, the Dean may refer the matter to the Formal Resolution stage within thirty (30) days following the notice to the Dean of Students that Informal Resolution efforts have failed. The Dean of Students shall notify all concerned that the Formal Resolution process has begun.

The Dean of Students will transmit the written complaint to the Academic Vice President or senior Institute person designated by or on behalf of the Academic Vice President, who shall appoint a Reviewing Officer. This Reviewing Officer shall be chosen among faculty or staff and shall be a person with relevant knowledge and capable of making a thorough and unbiased inquiry into the matter. The Reviewing Officer will afford the Complainant and the administration a reasonable opportunity to present their respective views, relevant facts and information and to identify persons having pertinent information. The Reviewing Officer or

other senior Institute administrator may utilize the assistance of an independent fact finder in conducting an investigation.

The Reviewing Officer shall, within twenty (20) days after all information is obtained, issue a summary written report and recommendations, a copy of which shall be sent to the Complainant and the original to the Dean of Students or Academic Vice President of the Institute. The Academic Vice President or Dean of Students will review the report and accompanying recommendations and will submit a proposed final decision to the President with a copy to the Complainant. The President will issue the final and binding decision.

Step 3: Arbitration

The formal resolution at Step 2 is final, except in cases of dismissal of the student and such other matters as determined by the Institute on a case-by-case basis. If the student does not accept the formal resolution in such situations, s/he may request neutral arbitration by submitting a letter to the Academic Vice President within thirty (30) calendar days of receipt of the formal resolution.

The neutral arbitrator shall be selected by mutual agreement of the student and the Academic Vice President. If they cannot agree on an arbitrator, they will submit the matter to the American Arbitration Association (AAA), San Francisco, for selection of an arbitrator qualified and experienced in higher education institution academic matters. The matter shall proceed to arbitration if the student and the Institute shall execute a written agreement providing for final and binding arbitration, a decision within thirty (30) days of completion of hearing, and that any award rendered shall be conclusive and judgment thereon entered in any state or federal court having jurisdiction.

The arbitrator shall have no power to add to, subtract from, alter or ignore the provisions of any Institute policy. The Arbitrator shall not be authorized to determine damages beyond those necessary to compensate for actual losses.

The cost of the administrative fee and professional fees of the arbitrator shall be borne equally by CIIS and the student, unless the student substantially prevails on the merits, in which case CIIS shall pay all such fees of the arbitrator.

Complaint Procedure for Complaints of Sexual and Other Unlawful Discrimination, Harassment or Retaliation

Any students or other person who believe they have been subjected to sexual or other unlawful harassment, discrimination, or retaliation in the course of an Institute-administered program, job, or activity, or wishes to report awareness of such conduct, should provide as soon as possible a written or oral complaint to any Institute officer and/or the Director of Diversity and Human Resources. Please read the Policy Against Sexual and Other Unlawful Harassment and Discrimination set forth in the Student Handbook.

The person making the complaint (the Complainant) should include details of the incident(s), name of the person alleged to have engaged in the conduct (the Respondent), and the names of any witnesses.

Institute core faculty, officers, supervisors and managers have a duty to report any conduct they believe may constitute unlawful harassment or discrimination to the Director of Diversity and Human Resources and, at their option, to their supervisor.

The Institute's inquiry into the complaint will be timely and thorough. The Institute will take prompt and effective corrective action for any unlawful conduct.

Grade Appeal Procedure

Appeal of a course grade must be based only on evidence of instructor bias or factual error in compilation of a grade. Course grades involve the objective and subjective evaluation of a student's academic performance by the instructor. It shall be assumed that the grade assigned is correct and thus the student appealing the grade must justify the need for a change of the grade assigned. The student must make his/her request for a grade appeal no later than the last day of the semester following the one in which the course was completed (excluding summer). The process must be completed by the end of the semester following the initial filing (excluding summer).

- a) Questions and concerns about course grades should always first be discussed with the faculty member who taught the course. Normally, grade appeals are resolved informally between the student and the faculty member involved.
- b) If successful resolution with the instructor is not accomplished, a formal appeal may be filed with the Program Director provided that the basis for the appeal is perceived bias or error by the instructor. The Program Director may contact both parties to determine whether informal resolution is possible. If the appeal concerns a grade given by the Program Director, the student files the formal appeal with the Academic Vice President who brings it to the Program Directors in the appropriate school. The School Program Directors designate one of their group to respond.
- c) An appeal about a course grade may go forward to the Program Committee (or to an ad hoc Appeal Committee) for review only if the appeal includes factual evidence and a clear position statement to support the student's belief that error or bias has occurred. The student should take care to state why s/he believes the grade reflects bias or error. Supporting documentation must be attached.
- d) The Program Committee may review the appeal or refer it to an ad hoc Appeal Committee. The faculty member whose grade is under dispute will not participate in the appeal deliberations. The committee considering the appeal will talk with both the student and the faculty member.

The committee makes its recommendation to either keep or change the desired grade and so notifies the student and the faculty member. If the grade is to be changed, the committee forwards the grade change to the Registrar with a copy of the grade change sent to the student. The decision of the committee is final.

CIIS GOVERNANCE BODIES

Board of Trustees: Has legal and fiscal responsibility for the Institute. Membership: 20 outside members with specific areas of competence and interest in the Institute's mission and goals, president, elected representatives from faculty, students and alumni. The Board of Trustees is also comprised of the following committees: Academic Affairs, Advancement, Executive, Finance, Strategic Communications, Students and Trusteeship.

Faculty Council: The Faculty Council has authority and responsibility for campus academic policy, delegated to it by the Board of Trustees through the CIIS administration, including guidelines and requirements for admission to academic programs, content of curricula, standards of student performance, proficiency standards for degrees, and procedures for evaluating, monitoring and enhancing the quality of instruction. Membership: all members of the core faculty, the Academic Vice President (AVP) as non-voting ex officio member, and one student representative. The Faculty Council has the following Standing Committees: Executive Committee, Curriculum and Academic Review Committee (CARC), Faculty Affairs Committee (FAC), Committee on Faculty Evaluation, Promotion and Scholarship (FEPS), Human Research Review Committee (HRRC), Faculty Diversity Committee.

Student Alliance: Student Alliance serves as a forum for meetings and discussions among students and disperses funds to promote the good of the community within the Institute. This includes involving students in institute governance and creating community events, as well as giving financial awards to help students defray the expenses incurred by presenting at conferences. All students are invited to attend meetings and be involved with Student Alliance. Once a student has attended two consecutive meetings, that student is considered a member of Student Alliance for that semester and may vote at meetings.

Student Alliance Coordinating Committee: Membership is comprised of two hired and paid positions: The Communications Coordinator and the Operations Coordinator. They are responsible for the leadership and the smooth and effective functioning of Student Alliance. They are hired by a team of students from the Student Assembly.

Student Assembly: The Student Assembly is the active membership of the larger Student Alliance. This is made up of the Program Representatives, members of various action teams, and student representatives to the Board of Trustees, Diversity Action Team, Faculty Council, and Integral Education Committee. In addition, the Student Assembly are those students who may have no official position or title, but whom are actively engaged in meetings and important topics addressed by the Student Alliance.

Staff Association: The purpose of the Staff Association is to promote goodwill among the administrative staff, to make recommendations to appropriate Institute administrators and committees for improving the welfare of staff, and to represent staff perspectives on issues of Institute-wide concern. Membership: all administrative staff.

Alumni Association: Open to all alumni, includes various benefits and invitations to alumni events. Opportunities to serve the CIIS community in a variety of ways (i.e., contact with prospective students, professional networking, regional coordination for Alumni Circles).

GLOSSARY OF TERMS

<u>Acronym</u>	<u>Meaning</u>	<u>Notes</u>
ACS	Asian & Comparative Studies	Academic Program
APA	American Psychological Association	Accreditation Board
BAC	Bachelor of Arts Degree Completion Program	Academic Program
CIA	Creative Inquiry, Interdisciplinary Arts	Academic Program
CMH	Community Mental Health	Academic Program
DOS	Dean of Students Office	Department
EWP	East-West Psychology	Academic Program
EXA	Expressive Arts	Academic Program
GES	Gender, Ecology, and Society	Academic Program
ICP	Integral Counseling Program	Academic Program
IHL	Integrative Health Studies	Academic Program
ISD	Individualized Studies Program	Academic Program
IS&F	International Students & Friends	Campus Group
ITS	Information Technology Services	Department
MCP	Counseling Psychology	Academic Program
OPS	Operations	Department
PCC	Philosophy, Cosmology, and Consciousness	Academic Program
P2	Public Programs	Academic Program
PDT	Drama Therapy	Academic Program
POC	People of Color	Campus Program
PsyDoc / PsyD	Clinical Psychology (Doctoral) Program	Academic Program
Q&CIIS	Queer at CIIS	Campus Group
SA	Student Alliance	Campus Group
SCA	Social and Cultural Anthropology	Academic Program
SCT	School of Consciousness and Transformation	Academic School
SOM	Somatic Psychology	Academic Program
SPP	School of Professional Psychology	Academic School
SUS	School of Undergraduate Studies	Academic School
TID	Transformative Inquiry	Academic Program
TLC	Transformative Learning and Change	Academic Program
TLD	Transformative Leadership	Academic Program
WASC	Western Association of Schools and Colleges	Accreditation Board
WRC	Writing and Consciousness	Academic Program
WSE	Women's Spirituality	Academic Program

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