



# California Institute of Integral Studies

## STUDENT HANDBOOK 2017-2018

Updated Spring 2018

This Student Handbook contains information that concerns students, including both Undergraduate and Graduate students. CIIS reserves the right to modify the contents of the Student Handbook without notice.

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Dear Students,

I am thrilled to welcome you into the CIIS community. CIIS is a transformative place, founded on a commitment to the facilitation of integral learning. Through a personal, dynamic, and cohesive educational experience, we hope CIIS will equip you to will continue your journey to discover, challenge, and change the world around you.

There are many opportunities for active participation in the CIIS community, including Student Alliance's student organizations, cultural and social events, department- and school-wide committees, and the exchange of dialogue and friendship with fellow members of the community. Additionally, you may find the Meditation rooms and the Zen Rooftop Garden useful for quiet reflection during the day.

CIIS 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 Street building, Room 301, 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,  
Yunny Yip  
Dean of Students

## **MISSION AND EDUCATIONAL PHILOSOPHY**

### **Mission Statement**

California Institute of Integral Studies ("CIIS" or "the University") is an accredited university that strives to embody spirit, intellect, and wisdom in service to individuals, communities, and the earth.

CIIS expands the boundaries of traditional degree programs with transdisciplinary, crosscultural, and applied studies utilizing face-to-face, hybrid and online pedagogical approaches, offering a personal learning environment and supportive community. CIIS provides an excellent multifaceted education for people committed to transforming themselves and the world.

### **Integral Education**

Integral studies are a response to the growing needs to synthesize the fragmentary aspects of contemporary thought and culture into a meaningful whole. The integral outlook, envisioned by the founders of CIIS as embodying a creative synthesis of the highest values of East and West, has grown to encompass the study of traditions and experience from around the globe. Integral studies at CIIS encompass all aspects of learning: the intellectual, the experiential and the applied.

Providing an integral education for a changing world, the University creates and integrates knowledge beyond the confines of traditional academic disciplines. CIIS values cultural diversity, multiple ways of knowing, spirituality, a sense of community, emancipatory ideals, and ecological sustainability, developing a reflective and innovative learning community. In exploring the interplay of mind, body, and spirit, integral education connects the spiritual and practical dimensions of intellectual life. The integration of the wisdom tradition presents an evolution of consciousness that has never been more relevant and crucial than it is today.

### **The Seven Commitments of CIIS**

#### **1. Practice integral approaches to learning and research:**

The University strives to facilitate the integration of body-mind-spirit. It values the intellectual, emotional, spiritual, imaginal, creative, somatic, and social dimensions of human potentiality. Committed to studies and practices that cross traditional boundaries. CIIS emphasizes dynamic systems understanding and integrative learning.

#### **2. Affirm spirituality:**

The University is committed to studies and practices of multiple spiritual and wisdom traditions and to their expression and embodiment throughout the university community. While no one tradition is shared by all, the importance of the spiritual dimension of life is affirmed.

#### **3. Commit to diversity and inclusion:**

Promoting a dialogue of difference, the University is committed to reflecting the diversity of the world's peoples, cultures, and spiritual traditions. At CIIS, inclusion means consciously welcoming the contributions of all people to academic scholarship and multiple ways of knowing. CIIS embraces intellectual, cultural, and spiritual traditions that further the effectiveness of emancipatory movements, such as feminism, and social and political liberation.

#### 4. Fosters multiple ways of learning and teaching:

The University honors many learning modalities and ways of knowing, providing a rigorous and transformative education across all learning approaches. CIIS welcomes experiential, collaborative, embodied, artistic, participatory, and other modes of learning and knowing into the classroom, believing that they deepen and enrich the learning experience.

#### 5. Advocate sustainability and social justice:

The University is committed to exploring and promoting knowledge and practices that affirm human solidarity with the entire Earth community. Recognizing that business as usual threatens the integrity of life itself on a planetary scale and perpetuates structures of oppression on a large portion of the human population, CIIS strives to generate creative alternatives leading to a just and flourishing world.

#### 6. Support community:

Community at CIIS is founded upon core of values that affirm shared understandings and differences, scholarly efforts, and compassionate action. Such community is a vital part of the University's aspiration to provide an effective, visionary, and nurturing environment for integral education. CIIS is committed to providing a welcoming community for all people.

#### 7. Strive for an integral and innovative governance:

The University recognizes the significance of a mode of governance that would eliminate, or at least reduce, the polarities and fragmentation that typically plague organizations. The commitment to integral governance aims to inspire holistic organizational interaction among all members of its community. This commitment stands among the seven as a constant challenge and encouragement to try new forms, procedures, criteria, and language that reflect a more progressive and collaborative decision-making process.

- Intent and impact. Be aware that it is possible to have a negative impact on an individual despite best intentions.
- Check out your assumptions. Ask questions of yourself and others instead of jumping to conclusions.
- Confidentiality. Anything said of a personal nature should not be shared outside of the room without the person's permission. He or she can say yes, no, or maybe later.

## CIIS AT A GLANCE

CIIS is an accredited undergraduate and graduate university with enrollment of upwards of 1,500 students, 70 core faculty, 130 adjunct faculty, and 120 staff. The Mission Street campus building is conveniently located in the SOMA district of San Francisco and houses the Schools of Undergraduate Studies, Professional Psychology & Health, and Consciousness & Transformation. The American College of Traditional Chinese Medicine is housed on two campus buildings in the Potrero Hill neighborhood of San Francisco.

The University is a pioneer in integrative higher education, providing interdisciplinary, crosscultural, and applied studies in psychology, philosophy, religion, spirituality, ecology, consciousness, cultural anthropology, transformative studies and leadership, integrative health, acupuncture and Chinese medicine, and the arts.

Within CIIS are four schools:

- American College of Traditional Chinese Medicine at CIIS
- School of Consciousness and Transformation
- School of Professional Psychology
- School of Undergraduate Studies

Reflecting originality, breadth, and reputation, CIIS programs confer PhD, DACM, DACMt, DAOM, MSTCM, MA, MFA, and BA degrees. Led by the respected faculty, these programs prepare students to pursue a wide range of professions, including such high demand fields as community mental health. CIIS professors conduct research that is unique in higher education, and students sometimes collaborate on projects.

For a complete list of the programs offered at CIIS, please visit the CIIS website at [www.ciis.edu](http://www.ciis.edu).

When you enter CIIS, you become a part of a vibrant, diverse community. The student body of CIIS comes from different backgrounds and from all over the world. Some students are completing undergraduate programs, while others have earned advanced degrees at other institutions. Your classmates may include former teachers, nurses, religious leaders, corporate executives, Peace Corps volunteers, musicians, or authors. Creative, respectful, and socially aware—these are just a few of the words that describe students at CIIS.

For more information on the demographics of the CIIS community, please visit the CIIS website at [www.ciis.edu/ciis-at-a-glance](http://www.ciis.edu/ciis-at-a-glance).

## PROGRAMS OFFERED AT CIIS

### Graduate Programs

The following is a list of graduate programs offered at CIIS:

- Doctorate of Acupuncture & Chinese Medicine (DACM)
- Transitional Doctorate of Acupuncture & Chinese Medicine (DACMt)
- Master of Science in Traditional Chinese Medicine (MSTCM)
- Doctorate in Acupuncture & Oriental Medicine (DAOM)
- Master (MA) and Doctorate (PhD) in Anthropology and Social Change
- Master (MA) and Doctorate (PhD) in Asian Philosophies and Culture • Clinical Psychology (PsyD)
- Master (MA) in Community Mental Health
- Drama Therapy
- Masters (MA) and Doctorate (PhD) in East-West Psychology
- Masters (MA) and Doctorate (PhD) in Ecology, Spirituality, and Religion
- Expressive Arts Therapy
- Doctorate (PhD) in Human Sexuality
- Doctoral (PhD) in Integral and Transpersonal Psychology
- Master (MA) in Integral Counseling Psychology
- Master (MA) in Integrative Health Studies
- Master of Fine Arts (MFA)
- Master (MA) and Doctorate (PhD) in Philosophy, Cosmology, and Consciousness • Somatic Psychology
- Master (MA) in Transformative Leadership
- Master (MA) in Transformative Studies
- Master (MA) and Doctorate (PhD) in Women's Spirituality Program

### Online Programs

- Masters (MA) in Philosophy, Cosmology, and Consciousness (pending WSCUC approval)
- Masters (MA) in Transformative Leadership
- Masters (MA) in Transformative Studies
- Doctorate (PhD) of Integral and Transpersonal Psychology

### Undergraduate Degree

- Bachelors Degree Completion Program
- Accelerated BA and MA/MFA Degree

## **ADMINISTRATIVE OFFICES AND SERVICES**

(unless otherwise noted, offices are located at 1453 Mission Street)

### Academic Affairs

Chip Goldstein, Associate Provost

Room 409

(415) 575-6259

[cgoldstein@ciis.edu](mailto:cgoldstein@ciis.edu)

### Admissions - American College of Traditional Chinese Medicine (ACTCM)

455 Arkansas Street

(415) 401-0464

[admissions@actcm.edu](mailto:admissions@actcm.edu)

### Admissions

Ellen Durst, Director of Admissions

Room 437

(415) 575-6153

[admissions@ciis.edu](mailto:admissions@ciis.edu)

### Alumni Relations

Richard Buggs, Dean of Alumni and Director of Travel Programs

Room 503

(415) 575-6116

[rbuggs@ciis.edu](mailto:rbuggs@ciis.edu)

### Business Office

Lilya Reyzelman, Business Office Manager

Isaac Ojikutu, Staff Accountant

Room 405

(415) 575-6132 Fax: (415) 575-1267

[businessoffice@ciis.edu](mailto:businessoffice@ciis.edu)

### Awakenings Café

3<sup>rd</sup> Floor

[cafe@ciis.edu](mailto:cafe@ciis.edu)

### Office of Diversity and Inclusion

Denise Boston, Dean of Diversity and Inclusion

Room 407

[dboston@ciis.edu](mailto:dboston@ciis.edu)

### Educational Technology and Online Learning

Ben Cline-Suzuki, Associate Director of Online Learning

Room 422

(415) 575-6288

[bcline@ciis.edu](mailto:bcline@ciis.edu)

For Canvas questions: [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu)

Field Placement Office

Becky McGovern, MCP Field Placement and Clinic Sites Director

Room 200

(415) 575-6117

[bmcgovern@ciis.edu](mailto:bmcgovern@ciis.edu)

Financial Aid

Larry Blair, Director of Financial Aid

Room 402 (415) 575-6122

[finaid@ciis.edu](mailto:finaid@ciis.edu)

Human Resources

Lori Jones, Interim Associate Director of Human Resources

Room 500

(415) 575-6160

Fax: (415) 318-8596

[ljones@ciis.edu](mailto:ljones@ciis.edu)

Information Technology

[support@uswired.com](mailto:support@uswired.com)

Room 510

(415) 575-6140

Institutional Effectiveness

Peter Jones, Director of Institutional Effectiveness

Room 432

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[pjones@ciis.edu](mailto:pjones@ciis.edu)

Institutional Research

Lael Fon, Institutional Research Analyst

Room 432

(415) 575-6233

[lfon@ciis.edu](mailto:lfon@ciis.edu)

International Student and Scholar Services

Jody O'Connor, Associate Director Student Affairs, International Student Recruitment & Advising

Room 409

(415) 575-6157  
[ioconnor@ciis.edu](mailto:ioconnor@ciis.edu)

Laurance S. Rockefeller Library  
Kelly Sundin, Associate Director  
(415) 575-6187  
[ksundin@ciis.edu](mailto:ksundin@ciis.edu)

Provost's Office  
Elizabeth Beaven, Provost  
(415) 575-6105  
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415.575.6196  
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Finance Office  
David Blohm, Vice President of Finance  
Room 509  
(415) 575-6107  
[dblohm@ciis.edu](mailto:dblohm@ciis.edu)

Office of the President  
Judie Wexler, President  
(415) 575-6124  
[jwexler@ciis.edu](mailto:jwexler@ciis.edu)

Anne Teich, Executive Assistant to the President  
and Secretary to the Board of Trustees  
[anneteich@ciis.edu](mailto:anneteich@ciis.edu)  
415.575.6136

Office of Student Affairs  
Yunny Yip, Dean of Students  
Room 301  
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[yyip@ciis.edu](mailto:yyip@ciis.edu)

Fraylanie Aglipay, Associate Dean of  
Students  
Room 301 & Administration Suite –  
ACTCM Arkansas Campus  
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Public Programs

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Registrar

Dan Gurler, Registrar

Room 405 (415) 575-6126

[registrar@ciis.edu](mailto:registrar@ciis.edu)

Student Disability Services

Lauren Selfridge, Associate Director of Student Affairs, Disability Services

Room 302

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[lselfridge@ciis.edu](mailto:lselfridge@ciis.edu)

Travel Programs

Richard Buggs, Dean of Alumni and Director of Travel Programs

Room 503

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[rbuggs@ciis.edu](mailto:rbuggs@ciis.edu)

## OFFICE OF STUDENT AFFAIRS

Student Affairs supports students throughout their academic careers by providing a variety of services and resources that support the educational experience at CIIS.

The Office of Student Affairs publishes the Student Handbook; conducts new student orientations; coordinates information about campus safety and health and wellness; offers services and support to international students and students with disabilities; works closely with the Student Alliance and other student groups; offers career development services and community engagement opportunities; administers the annual Enrolled Student Survey; and plans and conducts the annual commencement ceremony.

The Office of Student Affairs has an open door policy wherein students may contact and/or visit the Office of Student Affairs and speak with staff about their educational experience at CIIS. Student Affairs welcomes suggestions on how CIIS can better serve its student community.

The Office of Student Affairs is located in Rooms 302 and 301 at the main CIIS campus building, 1453 Mission Street, San Francisco. The Associate Dean of Students also holds regular office hours at ACTCM. The Office of Student Affairs is made up of the following staff members:

Yunny Yip  
Dean of Students  
415.655.5573 or [yyip@ciis.edu](mailto:yyip@ciis.edu)

Fraylanie Aglipay  
Associate Dean of Students  
415.655.5575 (Mission Street), 415.229.9736 (ACTCM) or [faglipay@ciis.edu](mailto:faglipay@ciis.edu)

Lauren Selfridge  
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Jody O'Connor  
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[ioconnor@ciis.edu](mailto:ioconnor@ciis.edu)

Sandra Williams  
Career Development Manager  
415.575.6118 or [swilliams@ciis.edu](mailto:swilliams@ciis.edu)

Hedi Vafaenia  
Student Affairs Coordinator, Student Disability Services & Wellness Center  
415.575.6256 or [hvafaenia@ciis.edu](mailto:hvafaenia@ciis.edu)

## CIIS GOVERNING BODIES

CIIS is governed by a diverse group of organizations, from both outside and inside the University. The organizations are as follows:

### Board of Trustees

- Consists of 20-25 members with specific areas of competence and interest in the University's mission and goals, as well as the President and elected representatives from faculty, students, and alumni.
- Has the following committees: Academic Affairs, Advancement, Executive, Finance, Strategic Communications, Students, and Trusteeship.

### Faculty Council

- Has authority for recommending campus academic policy, including guidelines and requirements for admission to academic programs, content of courses' curricula, standards of student performance, proficiency standards for degrees, and procedures for evaluating, monitoring, and enhancing the quality of instruction.
- Membership includes all members of the core faculty, the Academic Vice President as a non-voting ex officio member, and one student representative.
- 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.

### Staff Association

- Advocates for staff on issues of a university-wide concern, makes recommendations on improving the welfare of staff, promotes goodwill among the staff.
- Membership includes all staff members.

## GENERAL CAMPUS INFORMATION

### Campus Facilities

Main Campus 1453 Mission Street San Francisco, CA 94103 Website: <a href="http://www.ciis.edu">www.ciis.edu</a>
ACTCM at CIIS 455 Arkansas Street San Francisco, CA 94107  555 DeHaro Street San Francisco, CA 94107
ACTCM at CIIS Acupuncture and Herbal Clinic 450 Connecticut Street San Francisco, CA 94107 Website: <a href="http://www.actcm.edu/clinic">www.actcm.edu/clinic</a>
ACTCM at CIIS Shuji Goto Library 555 De Haro Street, Suite 210 San Francisco, CA 94107

### Campus Access and Accommodations

CIIS buildings are open during regular business hours. The hours of operation also depend on whether school is in session. You can find up-to-date information by calling the Main Reception desk at 415-575-6100 or by visiting the CIIS website at [www.ciis.edu](http://www.ciis.edu).

The main campus is open to prospective students, current students, alums, faculty, staff, and authorized guests during regular business hours.

CIIS issues a photo identification card to students, faculty, and staff. These Student ID cards are provided by the Registrar's Office. Student ID cards are not transferable. Every person, upon entering the main building campus, is required to present either a valid CIIS Student ID card or be signed in by the main reception desk in the lobby using a valid government-issued photo identification card. For more information, see Student ID Cards.

Disability accommodations and access needs shall be directed to Student Disability Services or Lauren Selfridge, Associate Director of Student Affairs - Disability Services.

## CIIS COUNSELING AND ACUPUNCTURE CLINICS

### Counseling & Acupuncture Clinics

The CIIS counseling clinics offer award-winning mental health services at sliding scale rates. Together, the CIIS clinics offer affordable and effective mind-body-spirit psychotherapy and acupuncture to more than 2,000 individuals each year.

CIIS therapy clinics have been recognized for excellence in patient care and named "Best of the Bay" in service. Our therapists offer integrative Western psychology with knowledge from the world's spiritual traditions in a variety of therapeutic orientations, such as somatic, transpersonal, psychodynamic, and Gestalt, as well as more conventional modes of psychotherapy. The counseling provided in our centers is unique and respects the specific growth and healing process of each individual.

Our acupuncture clinics have been recognized for excellence in patient care and named "Best of the Bay" in service. Our mission to provide effective, affordable treatment for a wide variety of conditions and diseases using acupuncture, herbs and other healing modalities of Traditional Chinese Medicine. We are proud to be diagnosing, treating, and preventing disease in the Potrero Hill neighborhood of San Francisco since 1981.

### Counseling Clinics:

The Center for Somatic Psychotherapy

220 Montgomery, Suite 600

(Administrative Office Suite 692)

San Francisco, CA 94104

415.217.8895

A part of the Bay Area mental health community since 1991, the Center for Somatic Psychotherapy specializes in body-oriented, psychodynamic, and developmental approaches. At one of the few body-oriented mental health clinics in the country, our therapists work with a variety of life's challenges including:

- Relationship Issues
- Psychosomatic Issues
- Life Transitions
- Depression
- Anxiety
- Stress
- Grief and Loss
- Trauma and Abuse
- Personal Growth

The Golden Gate Integral Counseling Center

507 Polk Street, Suite 450

San Francisco, CA 94117

415.561.0230

[goldengateicc@ciis.edu](mailto:goldengateicc@ciis.edu)

The Golden Gate Integral Counseling Center provides caring, high-quality, professional psychotherapy and counseling in a relationship of trust and respect. The center offers a supportive and inclusive environment designed to facilitate healing in such areas as:

- Relationship struggles
- General emotional stress
- Life transitions
- Personal growth
- Spirituality and healing
- Gender and sexuality
- Trauma recovery
- Depression
- Anxiety
- Grief and loss
- Body image
- Addiction
- Interpersonal skills

Integral Counseling Center at Church Street  
1782 Church Street  
San Francisco, CA 94131  
415.648.2644

Therapists take an integral approach to healing that recognizes the interrelationships among mind, body, and spirit. These approaches emanate from traditional disciplines as well as contemporary humanistic and transpersonal psychologies, including Gestalt, narrative therapy, and dreamwork. The Center also uses Hakomi, psycho-synthesis, and existential counseling, supporting clients in the exploration of:

- Relationship concerns
- Anxiety and stress
- Depression
- Loneliness
- Family problems
- Abuse issues
- Grief and loss
- Life transitions/crises
- Occupational concerns/choices
- Sexuality/body image
- Personal growth/spiritual issues

Integral Counseling Center at Pierce Street  
2140 Pierce Street  
San Francisco, CA 94115  
415.776.3109

[integralcounseling@gmail.com](mailto:integralcounseling@gmail.com)

Integral Counseling Center is a nonprofit counseling center dedicated to providing affordable psychotherapy to residents of the San Francisco Bay Area. Therapists are advanced-level graduate and post-graduate interns from California Institute of Integral Studies. The Center is committed to working collaboratively with patients

toward healing in a thoughtful, present, and emotionally focused manner. Therapists pay particular attention to identifying the personal and interpersonal obstacles that may be preventing a patient from engaging in life and relationships in a way that they desire. Therapists are selected for their skill, maturity, and commitment to the highest professional and ethical standards in psychotherapy.

Psychological Services Center  
507 Polk Street, Suite 420  
San Francisco, CA 94102  
415.346.1011

Psychological Services Center (PSC) has been providing individual, group, and couple therapy as well as psychological assessment for nearly 20 years. As part of the California Institute of Integral Studies, PSC provides therapy services focused on mind, body, and spirit.

PSC views therapy as an ongoing and lifelong process. This means whether you are hoping to do shorter piece of work focused on a specific issue (such as a break up or work problem) or to form a longer relationship with the goal of examining larger life patterns, our therapists will provide a warm, empathic, and thoughtful presence with the aim of supporting you in your growth.

PSC views psychotherapy as an active process. Clients are encouraged and empowered to begin making changes that are consistent with therapeutic and life goals. PSC clinicians use a holistic approach to therapy, with a focus on the client's overall well-being. In doing this, PSC encourages attention to emotional development as this is an important aspect of mental health.

The Clinic Without Walls  
390 Valencia Street  
San Francisco, CA 94103  
415.373.4094

The Clinic Without Walls is the training clinic for Community Mental Health graduate students of CIIS. Staff provides psychotherapy to residents and community members at four San Francisco public housing sites: Nihonmachi Terrace, Valencia Gardens, Rich Sorro Commons, and Mercy Housing.

#### Acupuncture Clinics:

Acupuncture and Herbal Clinic  
450 Connecticut Street San Francisco,  
CA 94107  
(415) 282-9603 Phone  
(415) 282-9037 Fax

The ACTCM Acupuncture and Herbal Clinic, founded in 1981, is a community-oriented teaching clinic. CIIS's ACTCM clinical interns are in the final phase of a rigorous four-year program taught by experts in Traditional Chinese Medicine healing techniques. Interns treat patients under the direct supervision of clinical faculty who are California licensed acupuncturists. Clinical faculty consists of extensively trained practitioners who have been selected for their expertise, areas of specialty, experience working in holistic medicine, and thorough knowledge of today's health conditions.

Ear Clinic  
555 De Haro Street  
San Francisco, CA 94107

(415) 355-1601, extension 313

The Auricular (Ear) Clinic was started in 1994 as a donation-based community clinic with the mission to provide quality holistic medicine in a safe and welcoming environment to members of the public who may not otherwise be able to afford it. Some of the more common health complaints treated are pain relief, smoking cessation, PMS, stress relief and drug addiction recovery. Patients are seen on a drop-in, first come, first served basis. Treatment sessions typically last between 20-40 minutes, and are performed in a group setting while patients relax in a chair.

## **BOOKSTORE**

CIIS Online Bookstore and Marketplace

Beginning in the Summer 2018 Semester, CIIS is partnering with Akademos to make sure students get the right books at the right place. All courses, required materials, as well as books on topics reflecting the interests of the CIIS community such as psychology, spirituality, philosophy, and gender studies are displayed in a personalized, easy-to-use page when student log-in with their CIIS user ID and password. This can be found on the CIIS Online Bookstore and Marketplace bookstore page (<https://www.ciis.edu/campus-resources/bookstore>), and upon student registration, on MyCIIS. For CIIS insignia items such as mugs, tote bags, t-shirts, hoodies, and more visit the CIIS Insignia Merchandise Online Store hosted by Zazzle.com ([https://www.zazzle.com/ciis\\_merchandise](https://www.zazzle.com/ciis_merchandise))

Faculty have been invited to a training on Wednesday to teach them how to adopt their textbooks. Students will be invited for a training to use the website for purchasing and reselling books in late March or early April. For Summer 2018, students can begin purchasing their textbooks on April 16 (SUS/ACTCM) or May 7th (SCT/SPPH).

## **BULLETIN BOARDS**

In the CIIS main campus building at 1453 Mission Street, several bulletin boards provide information for you. In the CIIS Conscious Café, on the third floor, you will find a bulletin board with lists of events and services offered by the CIIS community. Adjacent to the café, the lounge has bulletin boards for students who want to make the CIIS community aware of housing, events, publications, and other services outside CIIS. Please keep the following guidelines in mind:

### Where to Post

- 1) Your program/department's designated bulletin board
- 2) Stairwell Plexiglas cases (see guidelines below)
- 3) Lobby and elevator Plexiglas cases (see guidelines below)
- 4) Public boards in the restrooms and 3rd floor café

### Posting Guidelines

- Do not post materials outside of the designated bulletin boards in the café and student lounge.
- Never post materials directly on walls.
- Date all posted materials. Once the date has past, your materials will be removed.
- No more than one flyer per board (please do not blanket the campus).
- Whether you can post in the elevator or lobby/stairwell depends on the timing of the event.

- This week—department boards, stairwells (and elevator and lobby as space permits)
- Today—all (lobby, elevators, stairwell, department boards)
- Ongoing or upcoming—department boards
- You are responsible for removing flyers once expired.

If you have any questions about the posting policy, please email [studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu).

## **CAFÉ**

The CIIS Awakenings Café ([http://www.ciis.edu/Life\\_at\\_CIIS/CIIS\\_Cafe.html](http://www.ciis.edu/Life_at_CIIS/CIIS_Cafe.html)) is located on the third floor of the 1453 Mission Street building. It is open during the regular academic school year, and holds limited hours during the summer months.

All foods are local and organic whenever possible, delivered fresh several times a week. The coffee is roasted by a local cooperative called Nomadic Ground. Beans are direct trade from fair trade sources in Mexico, Central America, and South America, where it is grown by workers making higher-than-average salaries, using organic farming practices. Even the milk is local and sustainably farmed. The chocolates and hot cocoa are fair trade as well.

The café features options for all diets, including a wide selection of vegetarian items, and many vegan and wheat-free choices. Everything the food is served on is compostable, from the utensils to the plates to the cups. The café is also open as a meeting space for various informal and formal student gatherings, including live music performance and practice, CIIS community gatherings, and study groups. The CIIS Awakenings Café's mission is to provide healthy food options for its community while being an environmentally friendly and socially conscious business.

## **GENDER-NEUTRAL RESTROOMS**

Gender-neutral restrooms are located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> floor of our main campus, 1453 Mission Street in San Francisco.

## **INFORMATION AND TECHNOLOGY SERVICES**

Student Wireless Service at CIIS Campuses

On CIIS Main Campus on Mission Street: CIIS Student

On CIIS @ACTCM Campuses on Arkanas Street & De Haro Street: actcmroaming

Passwords and more information available on MyCIIS (<https://my.ciis.edu/ICS/>)

Computer Labs

The computer lab is located on the second floor and is equipped with both PCs and Macs. Computers have standard software such as Web Browsers, Microsoft Office products and Adobe Acrobat.

There is a nominal fee for printing. Hours are posted on the lab doors. Usually, a lab assistant is available to offer basic computer help. If an assistant is not available and you need help, call the front desk at

415.575.6100. For more Technology information, go to the Technology tab of MyCIIS. You must be logged in to click on this tab.

#### Student Computer Use Policy

Students are expected to adhere to the Student Computer Acceptable Use Policy, which can be found on MyCIIS on the Technology tab and is posted in our computer labs.

### **COMMUNICATION TO STUDENTS**

CIIS MyMail email is the mechanism for official communication within CIIS. CIIS has the right to expect that such communications will be received and read in a timely fashion. Students are expected to read, understand, and appropriately respond to official administrative emails.

You will be responsible for any official administrative communication sent to your CIIS email account. This will be the only email address to which official administrative communication will be sent. Students should check their emails frequently, as it is the official form of communication at CIIS.

#### Technology

CIIS has a number of technology resources to support your education. To access them from your personal computer, we recommend the following minimum requirements:

- PC or Macintosh with at least 1 GB of memory
- High-speed Internet connection such as DSL or cable
- One of the following Web browsers: Microsoft Internet Explorer, Firefox, Safari
- A word-processing application, such as Microsoft Word
- An audio application, such as Quick Time
- A wireless card (built-in or added)

#### Student Portal: MyCIIS

MyCIIS ([http://www.ciis.edu/Login\\_to\\_MyCIIS.html](http://www.ciis.edu/Login_to_MyCIIS.html)) is the secure portal for current and prospective students.

Through MyCIIS, you can do the following:

- Register for classes
- Viewing your statement of tuition and fees
- Make payments
- Check your grades
- View your class schedule
- Retrieve class syllabi
- Create and join virtual campus groups

The MyCIIS Help tab (<https://my.ciis.edu/ics/Help/>) provides you with user guides (including hardware recommendations), as well as directions for registering, retrieving your user ID and password, and other key information.

To log in, you will need your User ID (which is your student identification number assigned by the Registrar), as well as your password. If you forget your login information, go to the Home page of MyCIIS.edu (<https://my.ciis.edu/ics/>) and click [https://my.ciis.edu/ics/Help/MyCIIS\\_Help\\_Home.jnz?portlet=Authentication\\_Retrieval](https://my.ciis.edu/ics/Help/MyCIIS_Help_Home.jnz?portlet=Authentication_Retrieval).

## LIBRARY

### Laurance S. Rockefeller Library

Physically located on the second floor of the Main Building at 1453 Mission Street—but also easily accessed online—the Laurance S. Rockefeller Library (<http://library.ciis.edu/>) provides resources to support undergraduate and graduate-level research, including:

- More than 160,000 printed (23,000) and electronic (140,000) books
- More than 300 print journals and over 12,000 online journals
- More than 2,000 audio and video recordings
- Electronic sources: Through the CIIS Library website (<http://library.ciis.edu>), you can access subscriber only content in well-known scholarly databases. Also through the CIIS Library website, you can get full text, online: journal articles, book chapters, dissertations, and MA theses (from CIIS and other universities), streaming psychotherapy videos, and e-books.

As a beautiful and bright space in the Mission Street building, the Laurance S. Rockefeller Library provides a number of amenities for students, including:

- Comfortable sitting area
- 7 public access computers (with productivity and research software)
- 2 group study rooms that can be reserved (in 2-hour blocks) by students
- Work space, tables and chairs, with outlets for computers
- A (pay per use) printer, scanner and photocopier

Off-campus access: When you are off-campus, you have online access to most library resources, including the library catalog, full-text journal articles and e-books, and interlibrary loan services (ILL). To access the library remotely, all you need are your name and CIIS student ID number.

In addition to these materials, the library has a number of services, including the following: ● Research assistance (<http://library.ciis.edu/services/index.asp>): CIIS librarians are available to help you with your research in person, by phone (for distance students), and by email.

- Interlibrary loans ([http://library.ciis.edu/services/illiad\\_loan.asp](http://library.ciis.edu/services/illiad_loan.asp)): if you need books, book chapters, or journal articles beyond what CIIS provides, you can request that the library borrow them for you via a worldwide consortium of libraries (Interlibrary loan). Lead time to receive materials is generally two to four weeks (though some electronic items may arrive in 2 — 3 business days).
- Citation management: CIIS library provides a site license to RefWorks, a full-featured web-based citation management software package.

### Shuji Goto Library

The Shuji Goto Library was developed to implement, enrich, and support the educational programs of the college. The library collection, which contains more than 6,200 volumes of books and 60 journals, is one of the most extensive collections of its kind in the United States. It not only includes works on Traditional Chinese Medicine, but also on Western medicine, Asian philosophy and culture, various alternative healing modalities, general sciences, and other subject areas relevant to the needs and interests of our students. In addition to publications in English, the library contains a sizable collection of Chinese works and a smaller Japanese collection. Audiotapes, videotapes, CDs, and slides on acupuncture and herbal medicine are

available, as is a computer lab. A special thank-you to Dr. Shuji Goto and to all those who make donations and give support to our library.

### **LOCKERS**

There are a limited number of lockers available for student use, located in the third-, fourth-, and sixth-floor restrooms of the main campus building. There is no charge to use a locker. Locks are not provided, so you must supply your own lock. For more information about lockers, email [studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu).

### **LOST AND FOUND**

The Lost and Found box is located behind the receptionist's area on the fourth floor of the main campus building at 1453 Mission Street. Please ask the person staffing the reception desk to unlock the box if you need to look for a lost item. The box is periodically cleared, and items are donated.

### **MEDITATION ROOMS**

The Meditation Rooms are open during normal school hours to students for meditation, contemplation, and prayer. One is located in Room 212b of the Mission Street building. There is also a Meditation Room of the DeHaro Building.

### **ROOM USAGE AND RESERVATIONS**

Students and campus groups may reserve rooms on CIIS' campus for study groups, meetings, and other CIIS-related events, as long as the event is free to attend. CIIS does not rent out rooms. Students may request room reservations through Student Affairs. Please make reservations at least 48 hours in advance of your event. Please note that academic classes usually take precedence. Due to the University's limited space, we ask that you remain flexible and have several dates, times, and locations in mind that work for your event when making reservations. Any group not affiliated with CIIS must contact the Operations Department to reserve a room: [operations@ciis.edu](mailto:operations@ciis.edu).

### **ZEN ROOFTOP GARDEN**

The Zen Rooftop Garden is a rooftop sanctuary open to all, with plants, flowers, a rock garden, and a seating area. It is located on the sixth floor of the main campus building.

### **THE ACTCM CLINIC**

Located in the campus building on Arkansas Street, this clinic serves as the program's centerpiece. The clinic provides more than 18,000 treatments a year. Serving a diverse client population, the clinic offers a variety of clinical opportunities for students and practitioners alike. Clinical services include acupuncture, moxibustion, cupping, shiatsu, tuina, qigong, nutritional counseling, and a full-service Chinese herbal dispensary that carries an extensive selection of high-quality raw, powdered, and patent herbs. The ACTCM Clinic operates weekdays, evenings, and Saturdays, by appointment or on a drop-in basis.

## **HERBAL GARDEN PROJECT**

Created as a living educational resource for both the ACTCM community and the public, our garden is abundant with healing herbs from around the world. Created in 1990 by then ACTCM student Robert Newman, now an internationally recognized expert in Chinese botanicals, the garden contains medicinal plants from China, Japan, Korea, Europe, and North and South America. Explanatory plaques provide information on the Chinese and Latin names of the herbs, their taste, and their function in Chinese medicine. The garden has been the recipient of two grants, the most recent of which enabled ACTCM to add an edible-herbs collection to the garden, as well as related lectures and demonstrations. The garden continues to grow and produce an array of healing herbs through the efforts of students, staff, and faculty.

## **ART EXHIBITIONS AND EVENTS**

Through The Arts at CIIS ([http://www.ciis.edu/About CIIS/The Arts\\_at\\_CIIS.html](http://www.ciis.edu/About%20CIIS/The%20Arts_at_CIIS.html)), CIIS hosts art exhibitions and events that celebrate creativity and affirm the power of art as an agent of social change. Artists display their work in CIIS main campus building at 1453 Mission Street, San Francisco. In addition, MFA students of CIIS have the opportunity to showcase their work through our Art of Creative Inquiry program. For information about current art exhibitions and events, see the Event Calendar ([http://www.ciis.edu/News\\_and Events/Event Calendar.html](http://www.ciis.edu/News_and%20Events/Event%20Calendar.html)),

## **COMMUNITY LIVING**

CIIS' Mission Street campus is located in the heart of San Francisco. Our neighborhood—the South of Market district (SOMA)—is centrally located, within a short walk of top-notch restaurants, galleries, museums, cultural attractions, and nightlife. By bus, bike, train, or car, it's a short trip to other parts of the city and beyond.

With its ideal climate, abundant natural beauty and open space, and exceptional cultural resources, the San Francisco Bay area excels in quality of life. To find out more, view Life in the Bay area ([http://www.ciis.edu/Life at CIIS/Life\\_in the\\_Bay Area.html](http://www.ciis.edu/Life%20at%20CIIS/Life_in_the_Bay%20Area.html)).

### **Housing**

If you're new to San Francisco, you may want to explore the different neighborhoods before deciding where to live. CIIS offers limited housing options through its residence hall, the Monastery. Please contact Student Affairs at [studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu) for more information..

Student Affairs also produces a housing Guide for students who are looking for housing. (see below) It includes information on temporary housing (such as hotels and hostels) as well as resources to help you find longer-term housing in the San Francisco Bay area. ([http://www.ciis.edu/Life at\\_CIIS/Housing\\_Guide.html](http://www.ciis.edu/Life%20at%20CIIS/Housing_Guide.html)) In addition, if you sign up for the CIIS student email listserv, you will occasionally receive emails from other CIIS students who are looking for roommates or know of available housing.

### **Transportation**

#### **Public Transit**

For an overview of public transit in the San Francisco Bay area, view [511.org](http://www.511.org)

(<http://www.transit.511.org>), or dial 511. Fares are now paid on most Bay Area public transit using a Clipper@ card. Clipper is an all-in-one transit card that keeps track of any passes, discount tickets, ride books, and cash value that you load onto it, while applying all applicable fares, discounts, and transfer rules. The Clipper card can hold multiple passes, ride books, or tickets (which are specific to the transit system being used), as well as up to \$300 in cash Value at one time. Cash value on your Clipper card can be used to ride any participating transit system.

Major types of transit include the following:

#### MUNI

MUNI is the City of San Francisco's public transit system, consisting of buses, light rail, trolleys, and cable cars. For detailed information, including route maps, schedules, and fares, view SFMTA (<http://www.sfmta.com>) or call 415.701.2311, TTY 415.701.2323.

#### AC Transit

AC Transit (Alameda—Contra Costa Transit) runs buses within the East Bay and to San Francisco. Fare between the East Bay and San Francisco is \$4.20, payable in exact change or via a Clipper card. For detailed information, see AC Transit (<http://www.actransit.org>) or call 510.891.4700.

#### BART

BART (Bay area rapid Transit) is the rail system serving San Francisco and the East Bay. For fare and schedule information, see BART (<http://www.bart.gov>). You can also call 510.465.2278 from the East Bay or 415.989.2278 from San Francisco.

#### Blue & Gold Fleet

Blue & Gold Fleet provides commuter ferry service from the East Bay and Marin County to San Francisco. For more information, view Blue & Gold Fleet (<http://www.blueandgoldfleet.com>) or call 415.705.8200.

#### Caltrain

Caltrain provides rail service between San Francisco and San Jose. Caltrain connects to BarT at the Millbrae station for service into the city and San Francisco International airport. It also connects to the San Jose International airport. For more information, view Caltrain (<http://www.caltrain.com>) or call 800.660.4287, TDD 650.508.6448.

#### Golden Gate Transit

Golden Gate Transit provides bus service within San Francisco, Marin, Sonoma, and Contra Costa counties, as well as ferry service between San Francisco, Marin, Sonoma, and Contra Costa counties. For more information, view Golden Gate Transportation District (<http://www.goldengate.org>) or call 511 or 415.455.2000, TDD 711.

#### SamTrans

SamTrans (San Mateo County Transit District) provides bus service throughout San Mateo County and into parts of San Francisco and Palo Alto. For more information, view SamTrans (<http://www.samtrans.com>) or call 800.660.4287, TDD 650.508.6448.

#### Parking

Please be aware that parking on the streets nearest our buildings is metered and is prohibited during rush hours, such as 7:00 AM—9:00 AM and 4:00PM—6:00PM Monday—Friday. Be sure to check the posted signs. Retrieving a towed car costs more than \$200.

There are several parking lots in the vicinity of the 1453 Mission Street campus. A few of these are staffed by an attendant during regular business hours. 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 or unattended.

The following are paid parking lots near CIIS buildings:

12th Street and Kissling Garage Entry: 255 12<sup>th</sup> St.  
(between Howard and Folsom)

Fox Plaza Garage  
415.626.5095  
(Enter on Hayes St., left-hand side)

Market Square Parking  
10th & Market Sts. Enter on 10th St. left-hand side

MB Park  
510.676.6382  
10th & Mission Sts. (SW corner)

Mission Street Parking  
(street parking)

Note: all parking stalls next to and behind the Main Building are reserved for faculty and staff who have paid for a permit to park there. Towing occurs regularly and without any advanced warning. Please do not park in this lot. If you are towed, it may cost more than \$200 to retrieve your vehicle from the towing company impound yard.

### Bicycling

Many community members commute to CIIS via bicycle. . Please remember to bring your lock, as bicycles are not allowed in the building. If you would like to lock your bike under the roofed bike area in the CIIS Mission Street parking lot, see the first floor greeter to register and for the entry gate code. For detailed information about commuting by bicycle in San Francisco, view Bicycling resource Guide (<http://bicycling.511.org/>).

## **SAFETY AND SECURITY**

CIIS is concerned about the safety and health of all members of the CIIS community. Safety is everyone's responsibility. CIIS is committed to creating a safe environment for the entire CIIS community.

The Operations and Facilities Office oversees the security procedures and policies of CIIS and works closely with the Dean of Students Office and Human Resources to promote the safe operations of the University.

The main campus building is staffed with a security officer on the first floor lobby of the building during all hours of operation.

To help create a safe environment, CIIS encourages students, employees, and guests to be aware of its policies, to be responsible for their own safety and the safety of others, and to report any crime or suspicious activity as soon as possible.

The following are guidelines for safety at CIIS:

- Call 9-11 for help if you are injured or discover an injured person; to report an emergency; and to report crimes or suspicious activity
- Learn the location of the nearest fire exit and fire extinguishers
- Do not put yourself at risk or in an unsafe condition under any circumstances
- Please notify the Dean of Students, the Facilities Department or Human Resources if you discover an unsafe condition
- Report all incidents, no matter how minor, as described in the Reporting Procedures below
- No-smoking allowed in the buildings
- Always use common sense

Members of the University community are advised to be alert to their surroundings and aware of measures they can take to increase their personal safety and guard their personal possessions.

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons to the University as described in the Reporting Procedures described below. In the evenings, people are encouraged to walk in groups and use heavily traveled and well-lit streets. Do not leave valuable items unattended.

#### Reporting Suspicious and/or Criminal Activity

All CIIS community members are encouraged to report suspicious activity and/or criminal activity to the San Francisco Police Department by calling 9-1-1.

Students also should report suspicious activity and/or criminal activity to any one of the following persons:

1	Security Officer in the main campus building lobby
2	Security Officer or lobby greeter in any other facility of CIIS
3	Facilities Manager at (415) 575-6283 and email: <a href="mailto:jfitzsimmons@ciis.edu">jfitzsimmons@ciis.edu</a>
4	Dean of Students at (415) 575-6171 and email: <a href="mailto:yyip@ciis.edu">yyip@ciis.edu</a>

Be prepared to provide the following information:

- Nature of the incident
- Location of the incident
- Description of the person or persons involved
- Description of the property involved

CIIS encourages all students, faculty, staff and guests to report crimes as soon as possible. Prompt reporting is the best option to ensure preservation of evidence and for the identification and location of witnesses.

Please report any crime that occurs in these locations:

On campus (Main campus on the 1400 block of Mission Street)

- In any off-campus building owned or controlled by CIIS
- On public property immediately adjacent to or accessible from the CIIS campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal.

Crimes or suspected criminals should be reported to the Facilities Manager and Dean of Students and/or to 911.

If you have any doubts whether to report something that has occurred, report it. Victims or witnesses of crimes may disclose them on a voluntary, confidential basis. The designated CIIS administrators can then determine whether the event constitutes a crime that has to be collected and statistically reported and/or reported to local law enforcement. Your cooperation in timely reporting assists CIIS to issue timely warnings to the community.

#### Community Ambassador Program

The "Community Ambassador" program (CAP) provides community residents, visitors, students and workers with safety escorts to walk them from their place of origin to BART, MUNI, a parking garage or other locations whenever they feel unsafe.

The dispatcher and main point of contact for the Community Ambassador program can be reached at: (925) 353-0068. The dispatcher will have a community ambassador meet you at CIIS within 5-10 minutes. These safety escorts are non-police city employees dressed in bright yellow vests. You (or the Security Officer in the lobby) can call a dispatcher anytime between the hours of 11:00am — 10:00pm.

The Central Market Safety Project Community Ambassadors program is designed to provide a visible safety presence along the Central Market transit and business corridor between fifth and twelfth streets, focusing on BART and MUNI entrances (CIIS falls within these boundaries). The team works closely with law enforcement, the MTA and other community-based organizations to ensure the safety of the community.

#### Emergency Response Procedures

In the event of an emergency, please call 9-1-1.

To reach San Francisco emergency response services, dial 9-1-1. Do not hang up until you are told to do so. Alternatively, you may call the CIIS operator at 415-575-6100 to contact emergency response services.

You may also contact:

- Security Guard in the lobby of 1453 Mission Street
- Receptionist on the fourth floor of the 1453 Mission Street building
- Any other available CIIS employee

CIIS will document emergency incidents and, when appropriate, develop and recommend future intervention strategies.

Please be cautious in dealing with or observing any suspicious situations or criminal offense. Also, please be aware that CIIS has the right to temporarily exclude students from campus if the administration judges this necessary to maintain health and safety. Although we anticipate that this type of occurrence is unlikely, CIIS will determine if the excluded student will have the opportunity to respond to concerns and participate fully in CIIS administrative review process.

#### Emergency Notification Process

Communications between persons may be limited during an emergency. Therefore, the University will use all means possible to disseminate information and instructions to the CIIS community.

The emergency communications methods include the following, including via e2Campus notifications:

- Text messages
- Email blasts
- Telephone alerting (including announcements made using the in-house telephone system)
- CIIS website (the CIIS web-home page may reflect pertinent information)
- Radio and television announcements (information will be provided to applicable radio and television stations as determined by CIIS)
- Runners (members of the CIIS Emergency Response Team and/or other designated individuals will be dispatched as needed to help disseminate information quickly to the CIIS community).

For personal preparation in the event of an emergency or disaster, please visit "Be Prepared California", (<http://bepareparedcalifornia.ca.gov/epo>), a web-site sponsored by the California Department of Public Health, which has useful information about many types of emergencies, as well as guidance on organizing an emergency supply kit.

#### Timely Warnings

CIIS issues timely warnings and advisories to students, faculty and staff, in the event that a situation arises, either on or off campus, that, in the judgment of CIIS' administration, constitutes an ongoing or continuing threat of serious harm.

The warning will be issued through CIIS's e2campus system which utilizes text, phone, and email to students, faculty and staff.

#### Fire Safety

In case of fire in any building or facility, immediately call emergency services at 911. (From a campus phone, dial 9-911.) after calling 911:

- 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 and close all doors to confine the fire and reduce oxygen. Do not lock doors.

### Earthquake Safety

- If you are indoors, remain where you are. Do not leave a building during or immediately after an earthquake. The most dangerous part of a 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.
- 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 such as a parking lot. Institute staff or faculty will guide you to the best location and call roll to account for all the people who were in the building.
- If you are 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. If you attempt to reenter the building, you could be hit by falling objects.
- 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 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.
- Expect many aftershocks, and do not panic.
- Do not drink water until quality has been checked. Ruptured lines could result in contamination.
- CIIS stocks emergency supplies including water, first-aid kits, excavation tools, blankets, food, and flashlights in each campus building.

### 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 dial 415.575.6100 from a non-campus phone or 0 from a 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 CIIS operator by dialing 415.575.6100 from a non-campus phone or 0 from a campus phone.

### Medical Emergencies

To handle minor injuries, first-aid kits are available in the following areas:

- Main campus building in the staff lounge on the fourth floor and in the café on the third floor

If the injury is more serious:

- Initiate first aid by calling 911. Tell the operator the injury, your location, and your phone number.
- Then notify the front desk or lobby greeter in person, or dial 415.575.6100 from a non-campus phone or 0 from a campus phone. Advise the front desk of the location of the injured person in the building and type of injury, so that CIIS personnel can be ready to escort paramedics to your location.

## The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092(f) as a part of the Higher Education Act of 1965 (the "Clery Act"), requires institutions of education who participate in federal student aid programs, to publish an annual security report as well as make timely warnings of any criminal activity. The Annual Campus Safety and Security Report includes crime statistics for the previous three years and policies adopted by the university to maintain and promote campus safety. CIIS complies with the Clery Act in publishing an Annual Security Report and making timely warnings. The Annual Campus Safety and Security Report is emailed to all current students, staff and faculty, and it is also available on CHS's website at [www.ciis.edu](http://www.ciis.edu). CIIS also informs prospective students and employees about the existence of this report.

## STUDENT ADMISSION POLICIES

For a full description of the CIIS student admission policies, please see the CIIS Academic Catalog, Appendix 1.

### New Student Orientation

After you are accepted to CIIS, you will receive information about your New Student Orientation ([http://www.ciis.edu/Life\\_at\\_CIIS/Student\\_Resources/Orientation.html](http://www.ciis.edu/Life_at_CIIS/Student_Resources/Orientation.html)). Students should also visit the Student Affairs MyCIIS page – Orientation Section for detailed information about and dates for New Student Orientation.

Typically, you will receive this information via email approximately one month before the start of the semester. New Student Orientation is a vital information session. The university-wide orientation is followed by lunch, a resource fair, and a program-specific orientation. The Academic Calendar houses the current class schedule (<https://my.ciis.edu/ics/Academics/>).

### Student ID Cards

All students are required to have a CIIS Student ID card at all times while on campus and should be ready to present it to appropriate CIIS personnel if requested. Your CIIS Student ID card will show your student ID number, allow you to check out books from the CIIS Library and other libraries, gain entrance to the campus buildings, use the CIIS computer labs, and can be used for discounts at certain businesses. Please note that all students entering the main campus building must present a valid CIIS Student ID card. You will receive a Student ID card when you first register and pay for courses.

There is no charge for the initial Student ID card. If you lose it, the replacement fee is \$10.

The Registrar's Office will issue you a card only when you present a government-issued photo ID, such as a driver's license or passport. The card includes your photograph, which is taken in the Registrar's Office. Students who cannot come into the Registrar's Office will be issued a nonphoto card, mailed to the address that CIIS has on file. Photo IDs will be issued for such students if they email a clear, well-lit digital face picture and a scanned copy of a current government-issued photo ID, to [registrar@ciis.edu](mailto:registrar@ciis.edu). The Student ID card must be affixed with a current sticker to be valid. Stickers are issued by the Registrar's Office every term to students who request them (they are not mass-mailed).

To make a request, please come to the fourth-floor Registrar's Office, email [registrar@ciis.edu](mailto:registrar@ciis.edu), or call 415.575.6126.

### MyCIIS Student Portal

As indicated, MyCIIS is the name of the Web-based portal that students may use to conduct many administrative transactions with CIIS, including registering, downloading a variety of forms and handbooks, viewing grades, schedules and financial aid status, and more.

The URL is <https://my.ciis.edu>

Students must log in to MyCIIS with a User ID and password. For more information, see Information and Technology Services.

### CIIS Student Email Account

CIIS Student Email accounts are automatically created each semester for all newly enrolled students. An email is sent to the student's personal email account on record with the student's account and access information. Information regarding CIIS Student Email accounts can be found on MyCIIS under the "Technology" tab.

Note that mymail email addresses are the official form of communication between CIIS and its students. Students are required to check this email account regularly and are responsible for the information sent to their school account.

Questions regarding CIIS Student Email accounts can be sent to [helpdesk@mymail.ciis.edu](mailto:helpdesk@mymail.ciis.edu).

Students must abide by all CIIS policies when using CIIS electronic resources.

### Email Lists

By signing up for the CIIS student email listserv, you will stay informed about events, academic deadlines, activities, job opportunities, housing announcements, and more. To add your name to [students@listserv.ciis.edu](mailto:students@listserv.ciis.edu), follow the Student Listserv subscription instructions on MyCIIS. If you no longer want to receive emails from the CIIS student listserv, you can send an email to [students-signoff-request@listserv.ciis.edu](mailto:students-signoff-request@listserv.ciis.edu) to delete your email address.

CIIS has other group email lists, such as for international students and active Student Alliance members. View information about these student email lists (<http://www.saciis.org/listserv.php>).

To organize your email inbox, we suggest that you create a filter in your email system so that emails sent to the [students@ciis.edu](mailto:students@ciis.edu) listserv are automatically sent to a separate subfolder. To do so, check the help section of your host site/domain (such as Gmail, Yahoo!, or Hotmail) or your email software (such as Microsoft Entourage/Outlook or Mac OS Mail.app).

Subscribed students are welcome to post messages to the CIIS student listserv. However, please be sensitive in using this list. The listserv is not intended for commercial or business use.

### Online Learning

Canvas Learning Management System (LMS)

The Online Learning department is in the university's Mission Street campus building. Our office hours are Monday – Friday 08:30am – 5:00pm. We can be reached at [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu) and at 415-575-6241.

### Software

Canvas is a cloud-based software platform. There is no required software to install. Canvas is designed to work best on a desktop or laptop computer. Official apps for iOS and Android are available with limited features. Important - be sure to download the app from the correct publisher: Canvas by Instructure.

### Training

Canvas is a feature-rich learning management system that has been widely adopted in the higher-education community and in California. To obtain a comprehensive overview of the platform's features and to learn how to leverage Canvas to support your learning, consider attending Online Learning's New Student Canvas Overview training.

### Accessing Canvas

Your Canvas account will be created upon successful registration (see enrollment information below). Canvas is a separate system from MyCIIS and these systems have separate passwords. You will set your initial password for Canvas and Canvas will never send you a password. In order for you to set your initial password and access Canvas, you will need your CIIS ID number and have access to your university issued @mymail.ciis.edu email address. Follow this link for a guide to access Canvas for the first time: <https://my.ciis.edu/ICS/Canvas/> If you do not know your CIIS ID number, email [portalhelp@ciis.edu](mailto:portalhelp@ciis.edu) for assistance retrieving it. If you have not received information regarding your university @mymail.ciis.edu email address or need assistance accessing it, email [helpdesk@mymail.ciis.edu](mailto:helpdesk@mymail.ciis.edu).

### User access and policy

Access to a Canvas course space(s) is guided by FERPA (Federal law related to the privacy of student academic work.) and policies established by the Human Resources, Provost and Registrar's offices.

### Canvas course spaces

All academic courses (e.g., face-to-face, blended/hybrid, online) at CIIS have an associated Canvas course space accessible at [ciis.instructure.com](http://ciis.instructure.com)

### Enrollment in a Canvas course space

You will be enrolled in a Canvas course space(s) once you have successfully registered for a course(s). Enrollment in Canvas course spaces is done by an automated process between the university's student information system and Canvas that can take up to 24 hours from the time you successfully register for a course.

### Canvas course space access

A Canvas course space is made accessible to you by the instructor. Once made accessible, full course space functionality is available from 14 days prior to the start of a course's term. All Canvas course spaces conclude on the day grades are due for a term and you will continue to have access to concluded Canvas course spaces indefinitely in a read-only format (refer to the CIIS academic calendar for specific term dates). Important – final, official grades for all courses are posted only on MyCIIS and not in Canvas.

## Privacy

The CIIS Canvas website is not public and is not in any way searchable externally. All communication (through the Canvas grade feature) between you and your instructor is private as is all content you submit for an assignment (through the Canvas assignment feature).

## Special circumstances (incompletes)

If you are granted an incomplete for a course you may be granted special, temporary (read and write format) access to a Canvas course space after it has been concluded to submit an assignment(s) through the Canvas assignment feature. Email [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu) for information after an incomplete has been granted for a course.

International students: [ciis.instructure.com](http://ciis.instructure.com) is expected to be accessible anywhere with an internet connection. If you experience an inability to connect outside of the United States, please email [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu) for support.

## Canvas LMS Support

CIIS community members have access to 365/24/7, live Canvas technical support by calling 844-462-8394.

For detailed Canvas support information, please see the Canvas Student Resource course once enrolled in a Canvas course space.

International students: The phone number for Canvas support does not connect from all countries and when you are able to contact Canvas support through the support phone number from outside of the United States there may be an international calling fee associated with the call. If you wish to contact Canvas support while outside of the United States, consider using the chat feature from the help button from any page in Canvas. If you are unable to contact Canvas support while outside of the United States, please email [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu) for support.

## International Students

As part of our commitment to cultural diversity, CIIS is dedicated to supporting international students and promoting cross-cultural exchange. At the Institute, you will find close to 125 international students from 29 countries and 6 continents, representing approximately 8 percent of the student body.

If you are an international student, the University will provide you with a number of services to facilitate your education and make your transition to living in the United States as smooth as possible. In addition, the University's International Student Advisor is available to help you with the following:

- Your application for admission;
- Obtaining a student visa; and
- Other preparations for studying in the United States.

Once you have arrived at CIIS, you can look to the International Student advisor for a number of services, including the following:

- New international student orientation
- International student handbook

- Summer Bridge Program (academic writing intensive)
- Ongoing writing/editing services
- Immigration advising and workshops
- Educational and social activities
- International Students and Friends peer support campus group
- Health insurance plan

If you have comments, concerns, or questions, please contact:

Jody O'Connor, Associate Director

Student Affairs — International Student Recruitment and Services

California Institute of Integral Studies

Email: [joconnor@ciis.edu](mailto:joconnor@ciis.edu)

Phone: 415.575.6157

Address: 1453 Mission Street, Room 302, San Francisco, CA 94103

For more information, view International Students

(<http://www.ciis.edu/admissions-and-financial-aid/international-students>).

## FINANCIAL-RELATED INFORMATION

### CIIS Business Office

The Business Office is responsible for receiving and processing student's tuition and fee payments. Below are CIIS' payment policies.

### Payment Methods

CIIS accepts payments by cash, check, or money order (made out to "CIIS"), or credit cards (VISA and MasterCard). To make a payment online, log in to MyCIIS, click the "Ebiz" tab.

### Payment Deadlines

Tuition and fees are charged immediately and are due at the time of registration.

If you are a financial aid recipient and your aid will cover only a portion of your total tuition and fees, the balance not covered by your aid is due at the time of registration. You should not make advance payment for the portion that is covered by approved financial aid. If you need special consideration because of a financial aid problem, contact the Financial Aid Office at 415.575.6122 or [finaid@ciis.edu](mailto:finaid@ciis.edu) at least one week prior to registration.

### Deferred Payment Plan

The Deferred Payment Plan allows you to pay your total charges in equal installments—three each in the fall and spring semesters, and two in the summer semester. The first installment is due at the time of registration; additional installments are due on a monthly basis beginning one month after the semester begins. Specific deadlines can be found in the Academic Calendar. A \$50 fee is charged for this service. A fee of \$25 will be added to your account each time an installment due date is missed. The Deferred Payment Plan is not available to registrants who are not admitted to a CIIS academic program.

### Late Payment Fees

Students with an outstanding tuition or fee balance by the semester's Add/Drop Deadline will have a fee of \$100 added to their account. If there is an outstanding balance one month after the semester begins, a \$50 fee will be added to their account; and one month after that, another \$50 fee. The late payment fees are not charged to students signed up for the semester's Deferred Payment Plan.

### Refunds

Students will receive a 100 percent refund of the tuition for any class dropped by the Add/Drop Deadline. After the Add/Drop Deadline, students may drop a course by submitting a Registration Form signed by the instructor to the Registrar's Office. A 75 percent refund will be given if this form is received in the Registrar's Office up through the third week of classes; a 50 percent refund by the seventh week of classes; no refund will be given after the seventh week. These refund deadlines apply even if you are adding a different section of the course you dropped, and also for courses that start after the Add/Drop Deadline. Refer to the Academic Calendar for the specific refund deadlines.

If you received any form of federal financial aid, the amount that will be returned to the financial aid programs will be determined by federal guidelines and may be different than the amount calculated by CIIS's refund policy. Contact the Financial Aid Office for more information about this calculation.

All fees are nonrefundable. The registration fee will not be refunded regardless of whether or not you attend classes and even if you drop all of your courses.

### Refunds Granted After Refund Deadlines - Financial Petition Process

If you believe you have extenuating circumstances beyond your control warranting a credit or a refund of tuition and/or fees, you may present a Financial Petition to the Financial Petition Committee (FPC). It is incumbent on you to gather and submit related documentation in support of the petition. After the FPC reviews the petition and supporting documentation, the FPC may request that you submit additional specified supporting materials. The FPC may, with the petitioner's permission, also consult with any faculty, staff, students, or other parties who may have relevant information. The student is not present when the FPC meets. Information brought to the committee will be treated with sensitivity and confidentiality.

After the FPC deliberates and renders its decision, it will inform you of the outcome, communicate the decision to any Institute personnel who need to take action to implement the decision, and place documentation of the petition and the decision in your file maintained in the Registrar's Office.

The decision of the committee is final. You do, however, have the option of seeking further consideration of your request through the CIIS Student Complaint Procedures.

### Financial Aid Services

The Financial Aid Office is committed to making it possible for all admitted students to attend CIIS regardless of race, color, national origin, religion, gender, age, sexual orientation, or disability.

Financial Aid is available for both domestic and international CIIS students. Financial aid encompasses scholarships, grants, and loans. While complying with all applicable government regulations and donor restrictions, we attempt to extend a personalized, concerned approach to each student's financial needs. The Financial Aid office is available to provide students with personalized guidance on financial aid options. Resources for financial aid include the following:

- Scholarships
- Grants •
- Loans
- Student employment in work-study programs
- Employment opportunities, such as teaching and research assistants • Educational benefits for veterans

For more information, please contact the Financial Aid Office.

California Institute of Integral Studies

1453 Mission Street, 4th Floor

San Francisco, CA 94103 [finaid@ciis.edu](mailto:finaid@ciis.edu)

Phone: (415) 575-6122

Fax: (415) 575-1268

Hours:

9:00am - 5:00pm Monday — Friday

For more information on CIIS' Financial Aid Policies, please visit the CIIS website at [www.ciis.edu](http://www.ciis.edu) and refer to the CIIS Academic Catalog.

#### Tuition and Fees

Tuition and Fees are approved by the Institute's Board of Trustees every year. As you plan to enroll in the next semester, please budget accordingly. Tuition and fees are due at the time of registration.

For information on financial aid, please contact the Financial Aid Office at (415) 575-6122 or [finaid@ciis.edu](mailto:finaid@ciis.edu).

For payment option information, contact the Business Office at (415) 575-6132 or [businessoffice@ciis.edu](mailto:businessoffice@ciis.edu).

For information on registration, contact the Registration Office at (415)575-6126 or [registrar@ciis.edu](mailto:registrar@ciis.edu).

## HEALTH-RELATED INFORMATION

### Health Insurance Plans

CIIS currently offers a student health insurance plan for eligible students. The student health insurance plan is offered by United Healthcare.

All registered, degree-seeking students who reside in the California are eligible to apply for enrollment in the plan during open enrollment periods. Note that the plan is an annual plan – students who enroll in the fall are required to stay in the plan for the duration of the year. Students who waive in the fall can opt-in to the plan only if there is a life circumstance to which they can petition for an exception to add. Students' spouses, domestic partners, and minor children are also eligible for the plan's enrollment. Students who have other insurance and/or do not wish to enroll in the student health insurance plan must waive out during the enrollment period. International students in F-1 or J-1 visa status are required to maintain health insurance while enrolled at CIIS. To fulfill this requirement, international students must either enroll in the student health insurance plan, or provide proof of comparable coverage (in English) to the international student advisor before registering for classes.

Every summer the CIIS health plan is renegotiated for the next academic year and key plan details will be updated on MyCIIS website in mid-august. Updates may include changes in coverage benefits, premiums, and procedures for enrolling and filing claims.

To find out more about the CIIS health insurance plan please visit MyCIIS at [https://my.ciis.edu/ICS/Student\\_Life/Student\\_health\\_Insurance.jnz](https://my.ciis.edu/ICS/Student_Life/Student_health_Insurance.jnz) . Students may [email studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu) after reading through plan information and FAQs on MyCIIS.

#### Medical and Dental Services

##### Medical Services

Berkeley Free Clinic (<http://www.berkeleyfreeclinic.org>)

2339 Durant Street, 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.

Haight Ashbury Free Clinic (<http://www.hafci.org>)

558 Clayton Street at Haight Street, San Francisco

New Clinic within the Integrated Care Center

1735 Mission Street at 13th Street, San Francisco

415.746.1967

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.

Quan Yin Healing Arts Center (<http://www.quanyinhealingarts.com>)

455 Valencia Street (between 15th and 16th streets), San Francisco

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.

San Francisco Free Clinic (<http://www.sffc.org>)

4900 California Street, San Francisco

415.750.9894

Offers free primary care, preventive care, pediatrics, and family-planning exclusively to the uninsured. By appointment only.

Tom Waddell Health Center

(<http://www.sfdph.org/dph/comupg/oservices/medSvs/hlthCtrs/TomWaddellHlthCtr.asp>)

50 Lech Walesa (Ivy) Street (at Polk Street), San Francisco

415.355.7400

Part of San Francisco 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.

Also offers an urgent Care Clinic (first floor): Mon.—Fri. 8.30aM—6.30PM  
Sat 8.30aM-5:00PM  
Closed Sundays and holidays

University of California, San Francisco (UCSF) Medical Center Emergency Department  
(<http://www.ucsfhealth.org/adult/special/e/65170.html>)  
505 Parnassus Avenue, San Francisco  
415.353.1037  
Offers urgent care on a sliding-scale basis.  
Dental Services

University of the Pacific Dugoni School of Dentistry Clinic (<http://dental.pacific.edu>)  
2155 Webster Street (at Sacramento Street), San Francisco  
415.929.6501 or 415.929.6400  
Faculty members partner with students to provide low-cost dental care. UCSF Family  
Dental Center (<http://dentistry.ucsf.edu/patient-services>) Various locations in San  
Francisco.  
415.476.1891  
Full range of comprehensive dental services, provided by student or faculty dentists

#### Counseling

CIIS offers 1-1 and group counseling for all enrolled degree students through the Wellness Center. Please see the Wellness Center MyCIIS site for more information.

The Office of Student Affairs has a list of psychotherapists in the Bay Area who offer their services to students of CIIS at special rates. Students are encouraged to visit Student Affairs, Room 302 in the Mission Street building, to review the list.

In addition, CIIS operates four (4) counseling centers that offer psychological counseling at relatively low rates to CIIS students. Experienced licensed counselors supervise the Centers, while CIIS students in the practicum and internship phases of their academic careers provide most of the counseling. For more information, please see "CIIS Counseling and Acupuncture Clinics" above and <http://www.ciis.edu/counseling-and-acupuncture-clinics>.

Please note that the Psychological Services Center (PSC) and the Clinic Without Walls serve a different client base and do not provide counseling to CIIS students. PSC does provide psychological testing to CIIS students.

## **STUDENT SERVICES AND RESOURCES**

### Academic Resources

#### **Academic Catalog**

The Academic Catalog of the University, found in Appendix 1, contains an overview of the academic policies, regulations and requirements, as well as a list of course descriptions and faculty.

## **Academic Calendar**

The most current Academic Calendar of the University can be found on the CIIS website at [www.ciis.edu](http://www.ciis.edu).

## **Academic Advisors**

All students of CIIS are assigned to an Academic Advisor who is a member of the faculty of the program in which the student is studying. Academic advisors can assist students with the following:

- Helping to plan your schedule so that you are on track to graduate.
- Providing you with background information on courses
- Answering any questions you may have about program requirements and policies of the University.

Students may request a change in their Academic Advisor by submitting an "Advisor Change" form, available from the Registrar's office or online on MyCIIS.

## **Public Programs**

Public Programs is a department of CIIS that offers courses and events to the general public on subjects that are closely aligned with CIIS' mission, centering on such themes as integrative health, spirituality, social justice, East-West psychology, and consciousness studies and the performing arts. A subset of the courses that Public Programs offers may be taken for academic credit by students in degree or certificate programs at the University. Such courses require the student to complete readings and a paper that noncredit participants will not have to do. Such courses, like regular CIIS courses, will appear on the transcript and be included in determining enrollment status, grade point average, satisfactory academic progress, and financial aid eligibility.

For more information, please see the CIIS Academic Catalog in Appendix 1.

## **Alumni Association**

More than 5,000 people have earned degrees from the University and have taken the integral vision into the world community. In 29 countries, alums play an active part in the University community through the Alumni Association. All CIIS alums are welcomed members of the Alumni Association upon graduating, and there is no charge to participate. Alums enjoy discounts on hotels, rental cars, entertainment, and travel, and they may audit CIIS courses. Through Alumni University events, alums may present lectures and workshops and attend presentations by their colleagues. The Alumni Online Community and other social media sites foster connection and networking — both personal and professional. Alumni relations are held annually in cities around the United States. For more information, contact the Dean of Alumni.

## **Center for Writing & Scholarship**

The Center for Writing & Scholarship (CWS) views learning, teaching, writing, and research as interconnected processes that depend on inquiry, engagement, self-reflective analysis, and collaboration. As such, our mission is not only to assist CIIS students, staff, and faculty in developing the skills necessary for effective reading, writing, literacy, and communication, but also, more important, to do so in ways that prioritize the unique interests, learning processes, and epistemological diversity of the individuals with whom we work. Through our programming, presentations, publications, and pedagogy seminars about writing, research, and the teaching of these skills, we hope to create spaces for dialogue and collaboration among the different constituencies on campus in order to support the continued academic and professional growth of the CIIS community.

CWS services are open to both undergraduate and graduate students, and we welcome writers of all levels of experience and interest. Our goals are to help students develop a growing awareness and understanding about how to effectively and accurately develop and communicate their ideas to an audience through writing. The complexity of accomplishing this while also ensuring that we are helping students to foster independence as scholars and writers necessitates that our approach with students be multilayered, active, question based, and process oriented. In other words, students can expect to be involved participants during their consultations with the tutoring staff and professional staff. We encourage students to set up appointments well in advance of due dates for their assignments so that they can work with the CWS tutoring staff multiple times; discuss their papers and ideas at different points in the writing process and particularly as their arguments change; and ensure that they allow themselves sufficient time to reassess, develop, grapple with, revise, and hone their work. CWS offers individual 50-minute individual consultations, weekly peer writing group sections, and skill-specific workshops. Students can request appointments via MyCIIS (log in to MyCIIS, click the "Academics" tab, click "Center for Writing & Scholarship," and fill out the appointment request form).

### **Field Placement Office**

The MCP Field Placement Office assists Counseling Psychology students, faculty, and staff in identifying required supervised clinical field placements that are appropriate to academic requirements, regulations of the California Board of Behavioral Sciences (BBS), and the students' individual educational goals and interests. The office provides workshops on applying to practicum sites; resume writing and interviewing for practicum placement; and additional topics of interest to MCP practicum students. Individual consultations are available by appointment. An annual Practicum Fair is sponsored each December.

### **International Student Services**

The international student advisor is dedicated to supporting international students throughout their education at the University. International students are offered orientation, an Academic Writing Summer Intensive Workshop, informational workshops, a group health insurance plan, English-language tutors, and social events. Students are encouraged to participate in the development of the international student community by assisting with the planning of social and educational events through the campus group International Students & Friends. The international student advisor is available for consultation and the processing of nonimmigrant paperwork in areas related to travel, visa application, employment authorization, and program extension. Additional information and forms may be found under the "Student Life" tab, International Students on MyCIIS.

International students are also encouraged to participate in the international student listserv ([internationalstudents@listserv.ciis.edu](mailto:internationalstudents@listserv.ciis.edu)). The international student advisor uses this email list to communicate important information regarding immigration regulations and University policies. The international student page of the MyCIIS website, at [www.ciis.edu/ICS\\_Student\\_Life/InternationalStudents/jnz](http://www.ciis.edu/ICS_Student_Life/InternationalStudents/jnz) serves as a reference and a place to download important forms.

CIIS is committed to promoting diversity and cross-cultural exchange. The international student advisor acts as an advocate for international students; and students are encouraged to bring their questions and concerns to the international student advisor.

### **Student Disability Accommodations and Services**

CIIS is committed to providing qualified students an equal opportunity to participate in the University's educational opportunities. CIIS does not discriminate in its educational programs or services on the basis of disability or any other status protected by law.

CIIS complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 (ADA). The University provides reasonable accommodations to qualified individuals with disabilities to the extent required by law.

Students with self-identified disabilities who wish to request academic adjustments, auxiliary aids or other types of accommodations should refer to the CIIS Student Disability Services Handbook, which is attached as Appendix 3, for all related policies and procedures.

Students also should visit the Student Disability Services Office ("SDS") which is a division of Student Affairs. The Office of SDS is located in the Student Affairs Office, Room 302 of the Mission campus building; or students may also contact the SDS Coordinator at 415-5756171.

### Service Animal Policy

Service animals assisting individuals with disabilities are permitted on campus. To utilize a service animal for ongoing accommodation, the student should first register with Student Disability Services in Student Affairs and supply appropriate documentation of disability. "Service animal" is defined by the Americans with Disabilities Act (ADA) as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

A service animal may be asked to leave Institute facilities or programs if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior toward people may be excluded. Questions related to the use of service animals on campus should be directed to Student Disability Services at 415.575.3481.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. In addition, animals not covered under the ADA service animal definition can be asked to leave.

The person whom a service animal assists is referred to as a "partner." The service animal's partner is at all times solely responsible for the cost of care, arrangements, and responsibilities for the well-being of the service animal, as well as any property damage.

Service animals on campus must do the following:

1. Meet all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinance.
2. Be Healthy: The animal must be in good health.
3. Be Under Control of Partner: The person with a disability must be in full control of the animal at all times. Reasonable behavior is required from service animals while on campus.

### Library Services

The Laurance S. Rockefeller Library, located on the second floor of the Mission Street building, provides resources and research assistance in support of the academic work of the University. The Library has a collection of over 145,000 printed or electronic books; more than 12,000 journal subscriptions (mostly

available online); more than 1,200 audiovisual items; as well as CIIS dissertations and master's theses. InterLibrary loan services are available to obtain materials not available through our Library collections.

### Online and Electronic Resources

The Library Web page (<http://library.ciis.edu>) offers students access to a universe of online scholarly resources, including subscription-only research tools like the American Psychological Association's databases, Oxford University Press's Reference Online, SAGE Research Methods, Humanities International Complete, Counseling & Therapy in Video, Alternative Health Watch, LGBT Life full text. Archives of Research in Archetypal Symbolism, and many others. Also available are articles from several thousand journals, several thousand electronic books, and recent dissertations and master's theses from schools throughout the United States. These resources can be accessed online from any computer on or off campus. The only requirement is a CIIS ID number (found on the CIIS ID card) and current registration.

### Research Assistance

Students are welcome to ask for research help by sending email to [askref@ciis.edu](mailto:askref@ciis.edu), or by scheduling one-on-one consultation appointments with Library Reference staff. Research consultations can be scheduled using the "Appointments" tool available on the CIIS Library home page (<http://library.ciis.edu>). Library staff also collaborates with faculty in teaching research skills for relevant classes and offers individual workshops on topics relating to the research process.

### Access

Use of Library materials and services is granted to the following populations:

- Active students: See the "Maintaining Active Student Status" section in the "Enrollment Policies" portion of this catalog for criteria to remain active.
- Current faculty: Defined as core faculty and adjunct faculty during the terms when they are teaching at CIIS.
- Current staff: Defined as those currently employed by CIIS on an ongoing basis (including postgraduate interns at CIIS's counseling centers).
- Associate members: Defined as alums or members of the public who have purchased a Library membership, which gives access to many (but not all) Library materials and resources, for an annual fee.
- Visiting scholars and unaffiliated researchers: please contact the Library director or public services librarian for more information about access.

### Resource Policies

A current CIIS Student ID card is required to check out any materials. Most books circulate for four-week periods and may be renewed twice if not needed by another patron; most audio/visual materials circulate for one-week periods and may be renewed once. Patrons can renew materials themselves by logging in to their record in our catalog system, Koha. Some resources may be limited to students enrolled in a specific course or program. Materials for course reserves circulate for two hours and in some cases may be checked out overnight. Electronic reserves may also be set up for courses.

For Library purposes, students have distance student status when they reside outside the immediate San Francisco Bay Area. In addition to access to all online resources and to reference (research assistance) services, in certain cases distance students also have some access to physical resources (books, A/V materials). Please see <http://library.ciis.edu/information/distanceserv.asp> for full details.

All Library patrons are responsible for proper care of our materials and will be held liable for replacement costs for any materials lost, damaged, or stolen while in their care. All Library patrons are also responsible for any fees incurred for services they request (e.g., interlibrary loan fees), and likewise for all fines incurred for overdue materials. The same responsibilities carry over when privileges are extended to access another library within the Northern California Consortium of Psychology Libraries. Students that do not pay their library fines or return checked out materials may have holds put on their registration, and all students must have their Library records cleared prior to graduating. Library policies are explained in more detail on the CIIS Library website and apply to all CIIS Library patrons. Library privilege and/or access may be suspended or revoked for violation of these policies.

### Visiting the Library

When classes are in session, the CIIS Library is open seven days a week (daily hours are posted on the Library website homepage as well as the Library's front doors), with a spacious reading room and two study rooms available to reserve for quieter study or for group work. CIIS Library electronic resources are available online 24/7.

We look forward to working with you!

### Career Development Services

Student Affairs supports CIIS students in the process of career exploration and decision making, helping them to identify employment opportunities that are related to their academic programs, levels of experience, training, theoretical orientation, goals, and interests. Professional development workshops are offered throughout the academic year, and individual support on resume preparation, job searches, and interviewing skills is available by appointment. CMS CareerLink (<https://ciis-csm.symphlicity.com/>) is your online gateway to job and listings, workshop schedules, career handouts and videos, and other great resources. This free service is available to all students and alumni.

### Student Groups

#### Student Alliance

Student Alliance is a student-run organization that supports students' needs by promoting their involvement in all levels of the CIIS community. Its mission is to facilitate communication, sponsor events, and distribute funds to promote the good of the community within CIIS. Listening to student voices this group builds alliances, cultivates student leadership, and advocates for social change.

Student Alliance administers a budget of \$25 per student (contributed through registration fees). These funds support work that benefits students and the community, such as:

- Supports and sponsors student group events and classes;
- Offers funding awards for student participation at academic and educational conferences;
- Strives to provide access and opportunities for equitable student representation and leadership opportunities.

All students are invited to attend Student Alliance meetings, which are typically held monthly.

If you would like to help build a supportive and innovative community, consider participating in Student Alliance. You can take on a formal role, such as being a program representative or student representative to the Board of Trustees or Faculty Council.

To learn more about Student Alliance developments and students groups, please visit our MyCIIS page.

#### Other Campus Student Groups

CIIS has many student groups, which historically have included International Students and Friends, the People of Color Group (POC), Queer@CIIS, awakening to Whiteness and racism Everywhere (AWARE), Theatre for Change, UNITE!, and Transformative Inquiry Distance Student Advisory Group (TIDSA).

To find out more about these groups, view Campus Groups ([https://my.ciis.edu/ics/Student\\_Life/Campus\\_Groups.jnz](https://my.ciis.edu/ics/Student_Life/Campus_Groups.jnz)).

#### **Veterans' Services**

The University's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. If you qualify for these benefits, you may use them toward your tuition. The V.A. official at CIIS is the registrar. Please contact the registrar to initiate the certification of your CMS enrollment to the V.A.

#### **STUDENT EMPLOYMENT**

Student employment, available for both federally eligible and international students, is reserved for students with demonstrated need. Domestic students may work up to 25 hours per week, and international students may work up to 20 hours per week, during the Fall and Spring semesters. International students are eligible to work up to 40 hours per week during the breaks and Summer semester. International students cannot work off-campus. Only federal aid students have the option to work offcampus. You can find more information by logging in to <https://my.ciis.edu/ICS/FinanciaLAid/> and choosing "Federal Work Study and Student Employment."

Note: The amount of student employment is limited and dependent upon funds and the availability of jobs.

#### Student Employees

CIIS employs a number of students, as a condition of employment, all employees are required to follow all other CIIS policies, including:

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 University activity shall be subject to discipline up to and including discharge from employment and, where appropriate, may be referred for prosecution. 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.

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. Any 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.

#### Teaching and Research Assistantships

A small number of teaching and research assistantships are available each year.

Teaching assistantships provide an opportunity for students to gain related experience under the guidance of faculty mentors. The teaching assistant must complete a contract for every class they assist prior to starting to work to receive payment of their work.

Research assistantships provide an opportunity for students to acquire experience in diverse areas of research and writing projects. The research assistant must complete a contract per semester or per year, depending on the length of the appointment. The student must also complete a timecard to receive payment of their work. The research assistant may work only up to five hours per week.

International students must check with the international student advisor for eligibility to work.

## **ACADEMIC POLICIES**

For a complete list of all of the academic policies of the University, please refer to the list of additional publications and policies found at the end of this Handbook.

### **Grade Appeal Process**

Appeal of a course grade must be based only on evidence of instructor bias or demonstrated factual error. Course grades involve the objective and/or subjective evaluation of a student's academic performance by the instructor. It shall be assumed that the grade assigned is correct and thus, any student appealing a grade bears the burden of proving bias or factual error and that a grade change is appropriate.

#### Informal Resolution

Students who wish to appeal a course grade change must first discuss the request for a grade change with the faculty member who taught the course. If the instructor agrees to change the grade, the student should submit the "Grade Change" form to the instructor, who should submit it to his/her Department/Program Chair along with an explanation of the reasons for the change. If the Chair approves the change, he or she signs the form and submits it and the explanation to the chair of the Academic Standards Committee (ASC). If the ASC chair approves of the change, the student's record is updated.

#### Formal Grade Appeal Process

If the student is not satisfied with informal resolution, then a formal request for a Grade Appeal may be filed with the Department/Program Chair or Director. If the appeal concerns a grade given by the Program Chair or Director, the student may file the formal grade appeal with the Provost.

To initiate the Formal Grade Appeal Process, a student must make a written request for a grade change to the Department/Program Chair or Director no later than the last day of the semester following the semester in which the course was completed (excluding summer). The process for review of a grade change must be completed by the end of the semester following the initial filing of the grade change (excluding summer).

Upon receipt of the formal request for a Grade Appeal, the Department/Program Chair or Director will forward the matter for review to the Program Committee (or to an ad hoc Appeal Committee). The student shall be permitted to submit a statement why the student believes the grade reflects a bias or factual error. Supporting documentation must also be attached. The faculty member shall also be permitted to submit a statement and documentation to be considered by the Program Committee (or ad hoc Appeal Committee). The Program Committee (or ad hoc Appeal Committee) will then review the appeal. The faculty member whose grade is being considered will not participate in the appeal deliberations. However, the Program Committee (or ad hoc Appeal Committee) may speak individually with the student and the faculty member for more information.

The Program Committee (or ad hoc Appeal Committee) shall then decide whether or not to change the grade. If the decision is made to change the grade, the Program Committee (or ad hoc Committee) shall determine the new grade and forwards the "Grade Change" form to the Registrar, who shall then update the student's record. The Department/Program Chair or Director will then notify the student and the faculty member of the Committee's decision.

The decision of the Program Committee (or ad hoc Appeal Committee) is final with no further rights of appeal.

## **CAMPUS DIVERSITY AND NONDISCRIMINATION POLICIES**

### **The CIIS Commitment to Diversity**

In keeping with the Seven Commitments of CIIS, CIIS is committed to providing qualified students an equal opportunity to participate in the educational opportunities at CIIS. The University strives to cultivate and sustain an inclusive campus culture so as to ensure an academic experience and social atmosphere that is respectful of people of all cultures and traditions.

### **Statement of Nondiscrimination**

CIIS complies with Title IX of the Education Amendments Act of 1972, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and all other applicable state and federal laws and local ordinances.

Except for a bona fide qualification, one as defined by law, CIIS does not discriminate in its admission policies, scholarships and loan programs, educational programs or services on the basis of race, color, religion, religious creed, ancestry, national origin, age, sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic-related), disability, gender expression, gender identity, and any another status protected by law. CIIS provides reasonable accommodations to qualified individuals with disabilities to the extent required by law.

CIIS also is an equal opportunity employer and complies with all applicable state and federal laws and local ordinances prohibiting employment and education discrimination and harassment or retaliation in employment and education.

Important contact information:

Dean of Students and Title IX Coordinator Designated for Students Yunny Yip  
415.655.5573 or [yyip@ciis.edu](mailto:yyip@ciis.edu)

Dean of Diversity and Inclusion and Associate Professor, Expressive Arts Therapy Denise  
Boston, Ph.D.  
[dboston@ciis.edu](mailto:dboston@ciis.edu)

Associate Director of Student Affairs - Disability Services Lauren Selfridge  
415.575.6171 or [lselfridge@ciis.edu](mailto:lselfridge@ciis.edu)

For More Information, please visit:

<http://www.ciis.edu/student-resources/diversity-and-inclusion>

Appendix 2, CIIS' Policy For The Protection of Students From Sexual Misconduct

Appendix 3, CIIS' Student Disability Services Handbook

## Prohibition of Unlawful Discrimination, Harassment and Retaliation

CIIS has a strict policy that prohibits all forms of unlawful discrimination, harassment and retaliation. CIIS will take prompt and corrective action upon notice of any such unlawful conduct against a member of the CIIS community.

### Definition of Discrimination

Discrimination can take many forms of adverse decision-making. Students shall not be discriminated on the basis of race, color, religion, religious creed, ancestry, national origin, age, sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic-related), disability, gender expression, gender identity, and any another status protected by law.

### Definition of Harassment

Harassment can take many forms of offensive social behavior at CIIS. It includes verbal, physical, and visual activities as well as behavior related to sexual favors, based upon a person's protected status, including race, color, religion, religious creed, ancestry, national origin, age, sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic-related), disability, gender expression, gender identity, and any another status protected by law. Whether committed by employees, volunteers, visitors, etc., or students, harassment is prohibited. Specifically, harassment includes, but is not limited, to the following types of social behavior:

- Verbal behavior such as epithets, insults, propositions, derogatory comments, and degrading words
- Physical behavior such as inappropriate touching, assault, impeding or blocking movement, or any physical interference with normal work or movement
- Visual behavior such as displaying sexual and/or derogatory pictures or objects

- Other offensive physical, verbal, or visual behavior based on protected status when: ■ 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
- Submission to the conduct is an explicit or implicit term or condition of student status or employment; and/or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision

### Non-Retaliation Policy

Retaliation in the form of adverse educational or employment actions, for good faith opposing, reporting or threatening to report harassment, discrimination and/or retaliation or other improper activity, is strictly prohibited.

### Complaint Process

CIIS encourages students who believe they may be victims of a violation of the University's policy against discrimination, harassment and retaliation - and others who know of such a violation - to make a written report including by email, to the Dean of Students and/or to the Provost.

Also, any faculty and staff member who receives such a report, shall immediately inform the Dean of Students or the Provost. Upon receipt of the written complaint, the Dean of Students shall, in her discretion, meet with persons involved. In matters involving faculty or staff, Human Resources and/or the Provost may also be included. The Dean of Students will then decide whether to assign the matter to another member of the University for review, or whether to refer the matter to an external (non-CIIS) investigator for review. The Dean of Students will notify the involved persons of the appropriate administrator or officer of the University who will be responsible for review. Involved persons may submit written statements and other evidence/documents for consideration. The Reviewer may also conduct interviews and obtain evidence. The Reviewer will make a recommendation for an outcome that is consistent with the facts and circumstances of the complaint, based on a preponderance of the evidence standard (i.e., it was more likely than not that a violation of the policy occurred). Factors include whether the evidence shows a violation of University policy against unlawful discrimination, harassment or retaliation, the egregiousness of the conduct, any injury involved, any mitigating circumstances, and any relevant history.

The University will then take any prompt and effective corrective action that is appropriate. Harassment, discrimination, and retaliation may result in disciplinary action such as warning, suspension, expulsion, termination from employment and/or termination from any other affiliation with the University, etc. It is expected that review of these matters will begin expeditiously and that complaints will be resolved promptly and ordinarily no later than 60 days from initiation of review.

## STUDENT CONDUCT POLICIES

### Policy for the Protection of Students from Sexual Misconduct

#### I. Overview as to How this Policy Works

CIIS is committed to maintaining its campus and programs free from all forms of sexual misconduct. This particular policy is geared to the protection and safety of the students. By this Policy, all forms of sexual misconduct, including sexual and gender-related violence, assault, harassment, domestic violence, dating violence, and stalking, are prohibited and will be promptly responded to with disciplinary or other corrective action measures that are appropriate.

This policy also explains the procedures of CIIS that allow for fact-finding for those students who find themselves to be victims of sexual misconduct and to provide ways in which the Institute supports and protects its students.

This Policy applies to all forms of sexual misconduct, whether it occurs on CIIS property or anywhere else that has a connection to sponsored events or programs involving the Institute. Off-campus sexual conduct that the Institute thinks can interfere with students having a safe or welcoming experience or education at the Institute, or that poses a threat or danger to the CIIS community, is still within the Institute's oversight for the protection of our students and any incidents should be brought to our attention.

#### Notice of Nondiscrimination

This particular policy concerns matters involving sexual misconduct as that term is defined above. However, please know that CHS's other policies in the Student Handbook prohibit other kinds of misconduct. CIIS does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, gender, gender identification or expression, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or on the basis of any other characteristic protected under law.

Incident(s) that involve one of these other kinds of misconduct will be handled under the CIIS Student Code of Conduct Process.

For information related to academic misconduct, or other misconduct that is not sexual misconduct, please refer to the applicable sections of the CIIS Student Handbook.

#### Getting Help

CIIS encourages all members of the CIIS community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention as needed.

- For Emergencies call: 9-1-1
- City of San Francisco Police Department: Emergency: 415.553.8090
- San Francisco Women Against Rape 24-hour helpline: 415.647.RAPE (7273)
- San Francisco General Hospital and Trauma Center: 24-hour Rape Treatment Center:  
1001 Potrero Avenue, San Francisco, 415.206.8000
- Bay Area Women Against Rape 24-hour hotline: 510.845.7273
- National Domestic Violence hotline: 800.799.SAFE (7233)

- La Casa de La Madres: 24-hour crisis support hotline: For adults: 877.503.1850; for teens: 877.923.0700
- A Safe Place, Inc.: 24-hour crisis hotline: 510.536.7233 (SAFE) • For additional resources, please see section XIII below.
- For additional reporting options, please see section V below.

If you are a student who believes that you or another student has experienced an incident of sexual misconduct at the "hands" of another CIIS student, faculty member, administrator, or in any other situation that is detrimentally affecting experience as a student, please let us know right away. Please click here to report the incident, and/or refer to Section VI below for information on how to report incident(s) to the Institute.

As to faculty and employees of CIIS who may have experienced sexual misconduct, or who may wish to report an incident of possible sexual misconduct against another person, prompt reporting is also very important. Please consult your faculty or employee handbooks for the relevant reporting policies and procedures that apply; and also contact the Title IX Coordinator and/or the Human Resources office for assistance. See below for their contact information.

## II. What Every Student Should Know About the Legal Definitions of Sexual Misconduct

Again, CIIS prohibits all forms of sexual misconduct, which includes sexual and gender-related violence of any form: assault, harassment, domestic violence, dating violence, and stalking. Each of these terms encompasses a broad range of behavior that the CIIS forbids and that can subject perpetrators to serious consequences.

The following are among the forms of sexual misconduct that violate CIIS policy and the associated definitions, which overlap in some areas:

### Sexual Assault

Having or attempting to have sexual intercourse with another person:

- By force or threat of force;
- Without effective consent; or
- Where the person is incapacitated.

Sexual Assault includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

### Nonconsensual Sexual Contact (or attempts to commit the same):

Having or attempting to have sexual contact with another person:

- By force or threat of force;
- Without effective consent; or
- Where the person is incapacitated.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

#### Sexual Exploitation

Occurs when one person takes nonconsensual (or abusive) sexual advantage of another person for one's own advantage or benefit, or to the benefit or advantage of another person. Examples of sexual exploitation include:

- Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior; • Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent;
- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.);
- Exposing one's genitals in nonconsensual circumstances or inducing someone to expose their genitals;
- Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge; or
- Sexually based stalking and/or bullying. Domestic Violence

#### Domestic Violence

Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

#### Dating Violence

Violence committed by a person —

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

#### Stalking

A course of physical or verbal contact directed at another person that would cause a reasonable person to -  
(A) Fear for his or her safety or the safety of others; or (B) Suffer substantial emotional distress.

#### Retaliation

Action which is taken against a person or group of persons because of the person's or group of persons participation in a complaint or investigation of sexual misconduct, including but not limited to, Complainants,

Respondents, witnesses, or others involved in the complaint, investigation and/or resolution of the alleged sexual misconduct. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

### Sexual Harassment or Gender-Based Harassment

Sexual Harassment or Gender-Based Harassment is unwelcome, sexual or gender-based verbal, visual or physical conduct that is sufficiently severe, persistent or pervasive to interfere with, deny or limit a person's ability to participate in or benefit from CIIS's education program and/or activities. Sexual harassment has many forms. Sexual harassment is forbidden regardless of gender or gender identity of the perpetrator or the victim.

One form is quid pro quo or "this for that." Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is an academic advisor asking a student to have sex in exchange for keeping quiet about a student's violation of the plagiarism policy.

Besides "quid pro quo" sexual harassment, is hostile environment harassment: when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, and/or is mainly made to feel uncomfortable because of their gender, gender identity or sexual orientation. Conduct that may constitute sexual or gender-based harassment may include one or more of the following:

- Physical conduct: unwanted touching, blocking normal movement, or interfering with studies or work;
- Verbal conduct: epithets, derogatory comments, slurs, or humor of a sexual nature; ● Visual conduct: leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum;
- Written conduct: letters, notes, or electronic communications containing comments, words or images as described above.

### Special Policy That Protects Students (No Close Personal Relationships with Teachers, Mentors or Supervisors)

Faculty and other employees of CIIS are not allowed to participate in a close personal relationship with a student for whom that employee provides -- or might (by virtue of CIIS assigned position or functions) in the future-provide teaching, mentoring or supervision. Close personal relationships include romantic, sexual and similar close personal relationships that are (or are) not consensually undertaken by the supervisor and the student. Such relationships do not include the usual and customary socializing at CIIS of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; coworkers; and supervisor-student employee. A person provides supervision when s/he oversees, directs or evaluates the work of others.

### Other Definitions

The following are additional definitions used under this Policy as defined by law:

1. Consent means "affirmative consent," which means affirmative, conscious, and voluntary agreement to engage in sexual activity.

This means that consent must be given without coercion, force, threats, or intimidation. It also means that consent cannot be given when a person is deemed to be incapacitated. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether a person knew or should have reasonably known that the other person was incapacitated.

A person cannot freely give consent if they are:

- (A) asleep or unconscious;
- (B) incapacitated due to the influence of drugs, alcohol, or medication, such that they cannot understand the fact, nature, or extent of the sexual activity; or (
- (C) unable to communicate due to a mental or physical condition.

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

2. Coercion is a form of force that comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

3. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, "Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want."

4. Incapacitation is a state where a person cannot make an informed and rational decision to engage in sexual activity because the person lacks conscious knowledge of the nature of the act (i.e., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. A person is incapacitated, and therefore unable to give consent, if that person is asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may occur as the result of alcohol or drugs.

5. Complainant refers to the person who may identify as having experienced, or being a victim or survivor of possible sexual misconduct and who makes a report of sexual misconduct under this Policy. A Complainant can also be a person who reports self-knowledge of an incident of possible sexual misconduct but is not a victim, such as a CIIS student, staff member, faculty, teacher, or administrator.

6. Respondent refers to the person whose conduct is at issue under this Policy. A Respondent may be a current or former student, staff member, faculty, teacher, administrator, visitor, alumni, contractor of CIIS or any other person. A Respondent may be a stranger or a nonstranger person.

7. Witness refers to any person who either witnessed an incident or who has relevant information regarding a case that is being investigated under this Policy.

8. Advisor or Support Person is a person who provides emotional support to a Complainant or Respondent and who may be present in a nonparticipating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a CIIS faculty or staff member. Nonparticipating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. All persons involved in a proceeding might consider themselves as victims and CIIS tries to provide meaningful support. [Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.]

### III. How Students Should Report Incidents of Sexual Misconduct General Information

First and foremost: Student health and safety, and the protection from crimes, is essential. CIIS encourages all individuals to seek assistance from a medical provider and law enforcement as soon as possible after an incident that may be sexual misconduct. Prompt reporting is the best option for safety and also to ensure the preservation of evidence and for the identification and location of witnesses.

CIIS also encourages all students to make a report of the incident(s) to CIIS and to do so to CIIS's designated officers as described below. Students should make reports of incidents as soon as the incidents of sexual misconduct become known.

CIIS will promptly review and thoroughly consider (including an investigation where needed) all reports of incidents that may be sexual misconduct under this Policy. CIIS will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate in the judgment of CIIS. The filing of a report under this Policy is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both CIIS and criminal investigations may be pursued simultaneously.

#### Reporting Procedures

If you are a student who believes there has been an incident of possible sexual misconduct against a CIIS student by another student, faculty or staff member, or visitor of CIIS, or any other person, you should report such conduct as follows:

#### (i) Emergency and Off-Campus Reporting Options:

- For Emergencies call: 9-1-1
- City of San Francisco Police Department: Emergency: 415.553.8090
- San Francisco Women Against Rape 24-hour helpline: 415.647.RAPE (7273)
- Bay Area Women Against Rape 24-hour hotline: 510.845.7273
- National Domestic Violence hotline: 1.800.799.SAFE (7233)
- La Casa de La Madres: 24-hour crisis support hotline: For adults: 1.877.503.1850; for teens: 877.923.0700
- A Safe Place, Inc.: 24-hour crisis hotline: 510.536.7233(SAFE)
- San Francisco General Hospital and Trauma Center: 24-hour Rape Treatment Center: 415.206.8000

Note: The CIIS Title IX Coordinator and/or Intake Officers will assist students who wish to make a report to law enforcement authorities in doing so if the student so chooses. Students may also choose to decline to notify law enforcement authorities; however, as explained below, CIIS may be required by law to report certain incidents that involve violence, hate violence, and/or sexual assault, to law enforcement authorities, including those incidents that occur on-campus and off-campus. Except if required by governmental agencies, CIIS will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities or necessary in an extreme situation of damages.

In any case, under state and federal law, a victim has: (1) the right to a Sexual Assault Forensic Medical Examination at no cost to the victim/patient; and (2) the right to participate or not participate with the local law enforcement agency or the criminal justice system, either prior to the examination, or at any other time. Additionally, a victim may agree to engage with local law enforcement and participate in the investigation and prosecution using a pseudonym (e.g., Jane or John Doe) instead of his or her true name.

(ii) Reporting Options Here at the Institute — These Are Encouraged and Welcomed:

Incidents of past sexual misconduct or concerns about possible future incidents that affect any CIIS student, should be initially reported as follows:

By submitting a written complaint by email to one of the below Intake Officers Designated for Students

- Yunny Yip, Dean of Students: 415.655.5573 or [yyip@ciis.edu](mailto:yyip@ciis.edu)

(iii) Specific Information Regarding Incidents Occurring Off-Campus: The Reporting Procedures for incidents affecting CIIS students that are off-campus is the same as the Reporting Procedures outlined above.

CIIS will do everything feasible to respond to reports of sexual misconduct committed by a person of another institution or entity; however, CIIS may be limited in its authority to take actions involving third parties, but it will help students with actions that CIIS can take to protect them and help them.

Measures such as no-contact orders, changes in classes or programs of study, excused absences, changes in academic advisors, and so forth, can be of help to students who are victims and CIIS will consider these as possible effective corrective action for misconduct by persons not under CIIS control.

In addition, CIIS students whose programs of study involve internships at external locations or non-CIIS entities, may also (in addition to reporting to CIIS) choose to report incidents of sexual misconduct that occur in connection with their internships, by using the policies and procedures available (if any) by non-CIIS entities, CIIS may work in conjunction with another institute or entity in investigating and resolving reported incidents.

(iv) Anonymous Reporting:

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, CIIS's ability to respond to an anonymous report may be limited. The Title IX Coordinator and/or Deputy Title IX Coordinator(s) will

review anonymous reports received by CIIS and determine whether an investigation and response is appropriate.

(v) Alcohol, Drugs and/or Other Misconduct:

CIIS encourages the reporting of conduct prohibited under this Policy. A student who reports sexual misconduct, either as a Complainant or a third-party witness, will not be subject to disciplinary action by CIIS for the person's own personal consumption of alcohol or drugs, or other nonsexual misconduct, that happened at or near the time of the incident, unless CIIS finds the violations to be egregious, including but not limited to, an action that placed the health or safety of any other person at risk or involves academic dishonesty.

(vi) Prohibition against Retaliation

It is a violation of CIIS policy to retaliate against any person making a report of possible sexual misconduct, or against any person cooperating in the investigation of any report of possible sexual misconduct. Retaliation against any member of the CIIS community may result in disciplinary action, including termination of employment or expulsion from CIIS. Please immediately report any retaliation just as you would report sexual misconduct.

(vii) Protecting Students Also Means that CIIS Cannot Guarantee All Confidentiality

CIIS is committed to assisting students throughout the processes outlined in this Policy. Efforts will be made to respect the privacy of all persons involved in this process in a manner consistent with the need for a thorough review of the report and carrying out the processes. This means that the information related to a report under this Policy will only be shared with a limited circle of individuals who, in the judgment of CIIS, have a "need to know."

If there is a request that the names remain confidential, CIIS will take steps to investigate and respond to the report in a manner that is consistent with that request. However, CIIS's ability to fully respond to the incident may be limited, and so that CIIS can meet its desire to protect students, CIIS cannot guarantee complete confidentiality.

CIIS is also required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Neither names, nor other identifying details of the incident, will be made public in the annual crime report.

CIIS is also required by law under certain circumstances to report any incident that might be classified as a violent crime, hate crime, or sexual assault to law enforcement. However, it is up to the Complainant on whether or not to separately file his or her own report with the Police and/or to contact Rape Trauma Services.

(viii) What If a Student Wants to Discuss Sexual Misconduct, Without Making a Report or Record of the Incident?

If a student would like to discuss the details of an incident of possible sexual misconduct, without making a report or record of the incident to the Institute, or in an otherwise confidential manner, the student should speak with individuals who hold a relationship with the person of which there is a legal duty of confidence,

such as with their physicians, mental health therapists, or clergy members. These individuals generally will maintain confidentiality if they are acting in their capacity as your physician, mental health therapist, or clergy member, except in extreme cases of immediacy of threat or danger, or abuse of a minor. The staff, faculty and administrators of CIIS do not have such a relationship with CIIS students, and are required to promptly forward all reports of possible sexual misconduct that become known to them to the Title IX Coordinator.

CIIS's Counseling Centers provide confidential psychological counseling services. The CIIS Counseling Center staff is not required to forward reports of possible sexual misconduct to CIIS's administrators.

#### IV. Intake Meetings: For Students to Report an Incident Intake Meeting with Reporting Student

The Institute will conduct an intake meeting with the reporting student in order for the student to be able to inform the Institute about the incidents of sexual misconduct and to give the Institute an opportunity to provide support.

For purposes of this part of the policy, a student who makes a report of sexual misconduct that this student or another student may have experienced is called a "Complainant."

CIIS will promptly schedule the intake meeting with the Complainant, to be held as soon as possible. A trained Intake Officer will hold the meeting with the Complainant and will afford the opportunity for the Complainant to provide an overview and details of the incidents. The Intake Officer will also discuss the contents of this Policy with the Complainant and will discuss possible forms of support for the Complainant (see the Resources section below).

All Institute Intake Officers will have training in victim-centered approaches. The Title IX Coordinator can also serve as Intake Officer. In some cases, the Title IX Coordinator may assign the intake meeting to a trained professional who is external of the Institute.

At the intake meeting, the Intake Officer will also discuss whether there are any interim measures (see Interim Measures section below) that may be implemented. The preferences of the Complainant on such measures will be taken into consideration by the Intake Officer.

At the intake meeting, the Intake Officer will also discuss the following:

- A student's right to report the incident(s) to local law enforcement agencies;
- A student's right to seek medical treatment and the importance of preservation of evidence;
- Requests for confidentiality, if any;
- CHS's obligation to consider all reports of incidents and the inability of CIIS to guarantee complete confidentiality;
- CIIS's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy;
- The possibility of an investigation by an external impartial and neutral fact-finder selected by CIIS;
- The possibility for informal resolution where appropriate;
- The possibility for sanctions as determined by CIIS;

- The use of an Advisor or Support Person in any meeting under this Policy; and
- CIIS's obligation to report crime statistics into its daily crime log.

### Meeting to Inform the Respondent:

For purposes of this part of the policy, the person whose conduct has been reported, is called a "Respondent".

After there is a report of an incident, in many but not all cases, the Institute will schedule a meeting with the Respondent. If the Respondent is a student of CIIS, the Intake Officer will normally hold the meeting with the Respondent. If the Respondent is a faculty member of CIIS, the Title IX Coordinator and/or the Provost may assign an Intake Officer or other person to meet with the Respondent.

When there is a meeting with the Respondent, there will be a discussion of the contents of this Policy and whether there are any interim measures that may be implemented at the discretion of CIIS to avoid any problems or harm during the remaining steps to take place. The preferences of the Complainant and the Respondent on such measures may be stated and will be taken into consideration by the Intake Officer.

- When there is a meeting with the Respondent, the following matters will also be discussed:
  - A student's right to report the incident(s) to local law enforcement agencies;
  - A student's right to seek medical treatment and the importance of preservation of evidence;
  - Requests for confidentiality, if any;
  - CIIS's obligation to consider all reports of incidents and the inability of CIIS to guarantee complete confidentiality;
  - CIIS's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy;
  - The possibility of an investigation by an outside impartial and neutral fact-finder selected by CIIS;
  - The possibility for informal resolutions where appropriate;
  - The possibility for sanctions as determined by CIIS;
  - The use of an Advisor or Support Person in any meeting or proceeding under this Policy; and
  - CIIS's obligation to report crime statistics into its daily crime log.

### Initial Witness Interviews

The Intake Officer may also collect additional information or speak with any person(s) that may have relevant information concerning a reported incident, in an effort to gather preliminary information to make an initial assessment of the matter. The preferences of the Complainant and the Respondent as to witnesses to be interviewed may be stated by them and will be taken into consideration by the Intake Officer.

### Initial Assessment

The Intake Officer will then consider the nature of the report, the safety of the individuals involved and of the campus community, the Complainant and Respondent's expressed preferences for resolution, and will make a recommendation to the Title IX Coordinator on whether the matter can be resolved without further investigation or whether to refer the matter for further investigation.

The Title IX Coordinator will make the final decision on whether to refer the matter for further investigation. If the matter is referred for further investigation, the matter will follow the procedures for investigation and resolution described below. The Title IX Coordinator, or the Intake Officer if so designated by the Title IX

Coordinator will inform the Complainant and Respondent in writing if the matter will be referred for further investigation.

If the matter is not referred for further investigation, the Title IX Coordinator or the Intake Officer if so designated by the Title IX Coordinator will inform the Complainant and Respondent of what the outcome is, including possible interim or final measures (see next section) for protection and safety. This is called the Outcome Letter.

#### Possible Interim or Final Measures

Interim measures will be considered and implemented at the discretion of the Title IX Coordinator, or the Intake Officer if so designated by the Title IX Coordinator, in order to protect students and maintain a safe and healthy environment at the Institute. Interim measures, which may be applied to the Complainant and/or the Respondent, include such things as:

- Issuance of a "no-contact" order or directive that restricts persons from having contact with one another in person or through electronic means;
- Change in class schedule;
- Change in student residence;
- Change in student-related employment;
- Rescheduling of exams or assignments (in conjunction with appropriate faculty);
- Voluntary leave of absence;
- Providing escort services for movement between classes and CIIS activities;
- Interim suspension or CIIS-imposed leave;
- Administrative hold on student accounts, including a hold on the release of transcripts while an investigation is pending;
- Denial of access to campus, campus facilities and/or CIIS activities; and
- Other measures.

These measures may also be part of the plan of final measures that are required by the Outcome Letter.

#### V. When Investigation Is Needed, CIIS Sometimes Uses an External Investigator

As already explained, following the initial assessment, the Title IX Coordinator decides whether to have further investigation, and if so, will designate an investigator who has specific training and experience. The investigator may be an employee of CIIS or an external investigator engaged to assist CIIS in fact gathering. The Title IX Coordinator retains the right to designate an external investigator because sometimes the Institute will not have enough or the right kind of resources.

Whether the investigator is internal or external, the role of the investigator is to be a neutral fact-finder, The investigator may also designate another trained colleague to assist in interviewing parties, identifying and locating witnesses, and in gathering other facts and evidence. The investigator will conduct an investigation in a manner deemed appropriate in light of the circumstances of the case and will cooperate with law enforcement authorities to the extent necessary.

A typical investigation will include interviews with the Complainant, the Respondent and/or third-party witnesses, collection of available physical, documentary and other evidence, and photographs may be taken. The Complainant, the Respondent and/or any third-party witnesses may present witnesses or other evidence to the investigator for consideration. Information collected during the initial intake and assessment will be

forwarded to the investigator. If any law enforcement agency is also investigating the incident, the CIIS investigator may defer to the police department for the collection and preservation of evidence.

The investigator will compile the details of the investigation into a report, which will contain summaries of the interviews, photographs (if available) and other related evidence or duty logs and also a detailed analysis of the events. Before finalizing a witnesses' statement, the investigator may send a draft of the statement to the individual to allow them a chance to add to it or make any suggested changes to their statement.

The investigative report will be prefaced with a summary of findings and recommended actions.

In this summary the investigator will:

- State the initial complaint;
- Outline the details of the investigation;
- State, whether, using a preponderance of the evidence standard, it is more likely than not that policy violation(s) occurred; and
- If requested by the Title IX Coordinator, include any recommended sanctions or corrective actions to be taken.

If requested by the Title IX Coordinator to make recommendations, the investigator may recommend that CIIS impose certain sanctions or take certain corrective action; however, the decision to select and implement, appropriate sanctions or corrective action, if any, remains at all times within the authority of CIIS.

The report normally will be submitted within thirty (30) days of the intake. However, depending on the complexity of the case, additional time may be needed to complete the investigation.

#### VI. Getting to a Proper Resolution -- And the Outcome Letter All sexual misconduct reports will result in an Outcome Letter.

Whenever an investigation takes place, the investigative report will be forwarded to the Title IX Coordinator of CIIS, who will review the fact-finding determination by the investigator and take any recommendations for sanctions or corrective action into consideration.

The Title IX Coordinator will decide whether the matter requires further proceedings; whether to accept the recommendations for sanctions/corrective action (if any); or whether to issue or recommend to an officer of CIIS, different or alternative sanctions/corrective action.

The Title IX Coordinator can recommend to the proper CIIS officer any sanctions against a student who committed sexual misconduct that are appropriate based on the results of the investigation. These include cease and desist and stay away instructions; warnings, disciplinary probation, suspension, expulsion, revocation of admission and/or degree, or withholding a degree, or any lesser sanctions.

The Title IX Coordinator, or designee as assigned by the Title IX Coordinator, can recommend to the proper CIIS officer, any sanctions against a faculty or staff member or other nonstudent person deemed to have committed sexual misconduct, which are appropriate based on the results of the investigation. These include cease and desist and stay away instructions, warnings, censure, disciplinary probation, suspension, or dismissal from employment or from any other relationship with the Institute or any other lesser sanctions. Past violations of the responsible student may be considered in the determination of an appropriate resolution. CIIS will also consider whether the action will bring an end to the violation in question, whether it

will reasonably prevent a recurrence of a similar violation and/or whether it will mediate any effects the violation had on the Complainant and the CIIS community.

Within twenty (20) days of the decision, both the Complainant and the Respondent will be notified in the Outcome Letter, of the results of the investigation, including any sanctions or remedies imposed, along with notification of the rights to appeal.

The Title IX Coordinator, or any designee of the Title IX Coordinator, also may meet separately with the Complainant or the Respondent to discuss the results of the investigation and explain any resolution action that will be taken or imposed.

The Institute seeks to resolve all reported incidents of sexual misconduct within sixty (60) days of the initial report. All time frames expressed in this policy are meant to be guidelines and depending on the complexity of the matter, additional time may be needed.

Note: A preponderance of the evidence standard will be used under this Policy, that is, whether it was more likely than not that the conduct prohibited under the Policy occurred. All proceedings under this Policy will be prompt, fair, impartial, and conducted by those who are adequately trained.

## VII. Appeals

If the Respondent or Complainant is dissatisfied with the resolution stated in the Outcome Letter or with some element of the process, either may appeal. An appeal must be made in writing, within ten (10) business days of the Outcome Letter. The appeal should clearly state the remedy sought. The written appeal must be delivered to the Title IX Coordinator, who will delegate review of the appeal as follows:

- If the person who appeals is a student of CIIS, the Provost shall review and make the decision on the appeal.
- If the person who appeals is a faculty member of CIIS, the Provost shall review and make the decision on the appeal.
- If the person who appeals is a staff member of CIIS, or any other person not identified above, the Provost shall review and make the decision on the appeal.

The final decision on the appeal will be issued in writing and a copy given to the appealing person. The final decision is binding on the appealing person and the Institute.

Appeals should normally be completed within three Institute work weeks unless there is good reason to extend the time necessary to review the appeal. Normally, the grounds for granting an appeal will be limited to the following considerations:

- Is there compelling new evidence that was not available previously? Was the decision based on use of the proper criteria? Were improper or extraneous facts used that substantially affected the decision?
- Were there procedural irregularities that substantially affected the outcome of the investigation and decision for action that were detrimental to the Respondent or Complainant?

## VIII. Privacy of Records

The Office of the Title IX Coordinator will receive and retain records of reports and related documents.

Documents that are prepared in anticipation of the investigation and resolution of the matter (including the investigative report and any other documents) will not be disclosed outside of the review process, except as required by law.

The final Outcome Letter will be issued concurrently to both the Complaining and the Respondent. CIIS neither encourages nor discourages the further disclosure of the final Outcome Letter by either the Complainant or the Respondent. CIIS acknowledges that sharing the final outcome letter with others may be an important part of a student's healing process.

#### IX. Dissemination of Policy; Training and Prevention

The Title IX Coordinator is responsible for overseeing the CIIS's efforts at training, prevention and education as it relates under this Policy.

As a part of CIIS's commitment to maintaining its campus and programs free from sexual misconduct, this Policy shall be disseminated widely to the CIIS community through publications, websites, student orientations, and other appropriate channels of communication.

All students, staff and faculty will receive an email each academic year with references to the policies on the website.

The Title IX Coordinator and the Intake Officer will receive appropriate training for the intake and handling of reports of sexual misconduct under this Policy, including those that are victim-centered and trauma informed.

C will also provide all other supervisory employees with online training every two years. In addition, the Office of Student Affairs will provide programs and materials to students that educate students on sexual misconduct and how to prevent it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring, to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

Students, faculty and staff of CIIS are all encouraged to take part in education and training designed to prevent sexual misconduct.

#### X. Resources

Getting Help: CIIS encourages all members of the CIIS community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention where appropriate.

CIIS also encourages all members of the CIIS community to report any incident(s) of possible sexual misconduct to CIIS under these Policies and to get help from as many resources as possible.

For Emergency Needs:

● For Emergencies call: 9-1-1

- City of San Francisco Police Department: Emergency: 415.553.8090
- San Francisco Women Against Rape 24-hour helpline: 415.647.RAPE (7273)
- Bay Area Women Against Rape provides free 24-hour comprehensive services to victims of sexual assault. [Website](#); 24-hour hotline: 510.845.7273
- Men Overcoming Violence: 1385 Mission Street, Suite 300, San Francisco. 415.626.6704
- La Casa de La Madres: 24-hour crisis support hotline: For adults: 1.877.503.1850; for teens: 1.877.923-0700
- A Safe Place, Inc.: 24-hour crisis hotline: 510.536.7233 (SAFE)
- There are also several national organizations that may be able to provide the CIIS community with important information and assistance: ●National Domestic Violence Hotline, 800.799.SAFE (7233)
- National Sexual Assault Hotline, 800.656.HOPE (4673)
- Stalking Resource Center, 202.467.8700
- National Teen Dating Abuse Helpline, 866.331.9474

For Medical Needs:

CIIS does not offer on-campus medical services. The following are resources for students to seek medical attention as it relates to sexual misconduct:

- San Francisco General Hospital and Trauma Center: 24-hour Rape Treatment Center. 1001 Potrero Avenue, San Francisco, 415.206.8000.

Note: Both of the above-listed hospitals offer Sexual Assault Forensic Examinations and other services for the collection of evidence.

Confidential Reporting Options:

Students who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off-campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members.

## **CODE OF STUDENT CONDUCT**

Consistent with the University's Seven Ideals and Principles of Community, "community is understood to be founded upon an underlying core of values which affirm shared understandings and differences, scholarly efforts, and humane concerns. Such community is a vital part of the University's efforts to provide effective, visionary, and nurturing environment for study and training."

Students are expected to do the following:

- Familiarize themselves with and be accountable for information contained in all CIIS policies
  - Respect the rights of others in the community
- Respect the freedom to teach and the freedom to learn

Students are also prohibited from engaging in the following behavior, and doing so may subject them to disciplinary action or sanctions:

1. Physical, psychological, or verbal abuse, threats, intimidation, harassment, coercion and/or conduct that threatens or endangers the health or safety of another person;

2. Conduct that is disorderly or disruptive to the University's educational mission or administrative process;
3. Conduct that is disruptive or obstructive to the teaching or other activities of the University;
4. Engaging in physical intimidation, dangerous behavior, physical restriction, coercion, bullying, harassment or verbal intimidation; disruptive behavior in class, at a University event or in the business operations of the University; fighting, unreasonable noise, public nuisance or annoyance;
5. Creating danger: Creating a condition that unnecessarily endangers or threatens the safety or well-being of any person, including but not limited to engaging in arson; or by possession of firearms or other weapons that endanger the health or safety of persons;
6. Failing to comply with any University policy of the University or any instruction from personnel of the University;
7. Providing False Information: Furnishing false information to the University; engaging in embezzlement or fraud; forgery or altering documents;
8. Misusing CIIS Property: Damaging, altering or misusing University property.
9. Theft and Other Crimes: Theft of property or services; defacement, damage or destruction of property; vandalism (including graffiti); forcible entry into University property; stealing;
10. Violation of any federal, State and Local Laws;
11. Engaging in bias or hate-related crimes;
12. Engaging in the sale or knowing possession of illegal drugs or narcotics;
13. Engaging in lewd, indecent, or obscene behavior on CIIS property or at a CIIS related activity or event;
14. Physically detaining or restraining any other person or removing such person from any place whether the person is authorized to remain or in any way obstructing the free movement of persons or vehicles;
15. Any action that would grossly violate the mission or values of CIIS or the rights of another person; and
16. Attempting or soliciting others to do any of 1-15 above.

### Disciplinary Action

Each member of the faculty, staff, or administration has the authority to give a verbal warning to any student whose behavior does not promote or support the University's Ideals or that violates the student code of conduct. Faculty members are further vested with authority to give verbal or written statements to students who violate the Ideals or engage in student misconduct in the classroom or academic setting. Faculty may dismiss a student from class who is disrespectful and/or disruptive.

Beyond a verbal warning or written statement, faculty and staff should refer students believed to have engaged in a code of conduct violation to the Dean of Students.

Students may be subject to discipline for engaging in student misconduct, including but not limited to:

1. Warning: A verbal or written statement to a student that the student has violated the student code of conduct.
2. Restitution: A request for reimbursement for damage or misappropriation of property.
3. Discretionary Sanctions: Other sanctions that are consistent with the nature of the offense or conduct, such as limited access or administrative restrictions to selected areas/locations/programs/activities of the University.
4. Academic Probation: Written notification of probation for a defined period of time or until specific conditions are met.

5. Suspension: Exclusion from attending the University as a student for a definite period of time.
6. Dismissal: Termination of student status for an indefinite period of time. The condition of readmission, if any, will be stated in the letter of dismissal.

## **ACADEMIC MISCONDUCT**

### Academic Integrity

Creative and original scholarly research is at the heart of the University's academic purpose. It is essential that faculty and students pursue their academic work with the utmost integrity. This means that all academic work produced by an individual is the result of the individual's own efforts and that those efforts acknowledge explicitly any contribution by another person.

The University has adopted the following academic integrity standards, which prohibit the following:

1. Plagiarism: Plagiarism is reproducing another's work and submitting it as one's own work without properly acknowledging the source, or stealing the intellectual property of another. Any improper use of others' ideas or others' expression in any medium without attribution, is a serious violation of academic standards.
2. Cheating: Students shall honestly prepare assignments and take examinations and submit them in the manner specified by the instructor. Cheating is defined as accepting or giving aid to another during a written exam or assignment unless authorized by the instructor. Cheating also includes possession of tests or other materials before such materials have been distributed by the Professor, unless permission is granted by the Professor.
3. Multiple Submission of the same or essentially the same paper or work for credit;
4. Preventing others from completing their work;
5. Failing to abide by the instructions of the Professor;
6. Misuse of University documents pertaining to academic records; and
7. Any other academic-related misconduct.

### Disciplinary Procedures

#### I. Notification to the Dean of Students and Provost

If there is an alleged violation of the academic integrity policy by a student or student group, the Faculty Member or other University personnel shall notify the Dean of Students and the Academic Vice President of the alleged violation.

#### II. Consultation with the Dean of Students and the Provost; The Faculty Member Then Issues the Appropriate Sanction

In consultation with the Dean of Students and the Academic Vice President, the faculty member of the course in which the suspected academic violation took place shall make a determination whether, in the faculty member's judgment, the student violated the Academic Integrity Code, and the Faculty Member may issue the following sanctions:

- Impose a lower or failing grade for the assignment or examination;
- Impose a lower or failing grade for the course;

- Ask the student to repeat the assignment or examination; or
- Recommend suspension or dismissal to the Academic Vice President

### III. Final Determination of Sanctions by the Academic Vice President

The Faculty Member will then make a recommendation to the Dean of Students and the Academic Vice President on what sanction to impose for the violation. The Academic Vice President, in consultation with the Dean of Students and the Faculty Member, shall make the final determination of the appropriate sanctions.

Sanctions can include: imposition of a lower or failing grade for the assignment or examination; imposition of a lower or failing grade for the course; repeating the assignment; suspension or dismissal; or revocation of any degree or academic honor.

### IV. Appeal

All sanctions imposed for academic violations may be appealed as outlined in the General Student Complaint Procedure.

#### Academic Probation

Students may be placed on Academic Probation in consequence of any issue for which the probation is warranted. The student will receive written notification of academic probation status. The student may be required to meet with the student's academic advisor to discuss the probation and to develop a plan to address the deficiencies noted.

#### Suspension and Dismissal

Program Committees may establish criteria for student suspension or dismissal in accordance with specific professional or disciplinary standards, subject to review and approval by the Provost. Students should consult their program handbook for an explanation of the criteria.

Imposition of such sanctions may be initiated by the Program Committee, the Academic Standards Committee, or the Provost. The student will be notified of the decision by letter and will be ineligible to register during the period of time specified in the letter. All the rights and privileged normally afforded to University students in good standing are also suspended.

If a student is dismissed from the University, it is the Program Committee's determination as to whether the student will be allowed to reapply to the Program, subject to review and approval by the Provost. If readmission is allowed, application may be made only after at least one academic semester has passed following dismissal. Program Committees may consider extenuating circumstances in recommending exceptions to this rule for approval by the Provost.

## **STUDENT COMPLAINT PROCEDURES**

It is the policy of CIIS to resolve student complaints through Student Complaint Procedures. Step 1 of Student Complaint Procedures are as follows, noting the following that are found within the Student Handbook:

- For appeal of a course grade;
- For reports of incidents that may fall under the Student Sexual Misconduct Policy;
- For financial appeal;
- For disability accommodations appeals;
- For complaints of students' employment at CIIS issue;
- For complaints regarding diversity and complaints of discrimination harassment;
- For reports of other academic conduct violation by students; ●
- For reports of other code of conduct violations;
- For complaints of academic decisions (but not course grades).

For all other complaints, report the matter in writing via email to the Dean of Students. The Dean of Students may involve other administrators to try to find an informal resolution where that is appropriate. Discussion aimed at informal resolution generally will not take more than thirty (30) days following the end of the semester when the incident occurred.

## Step 2

Within fifteen (15) calendar days of the conclusion of Step 1, a student may seek Step 2 resolution by requesting a "Step 2 Resolution," by transmitting to the Dean of Students Office, a written statement of the decision,, all persons involved, post informal efforts at resolution and at Step 1, and any corrective action that is sought.

The Dean of Students will then decide whether Step 2 Response, but may first, request the Academic Vice President, to appoint a Reviewing Officer, who will be either a faculty or staff member of CIIS (or an independent fact finder selected by the University.). The Reviewing Officer will be capable of making a thorough and unbiased report of the matter.

The Reviewing Officer will afford the complaining student a reasonable opportunity to submit a statement, relevant facts and information, and evidence/documents.

The Reviewing Officer shall issue a summary written report and recommendations, a copy of which shall be sent to the complaining student and the Dean of Students and/or Provost.

The Provost will review the report and any accompanying recommendations, and will decide whether the matter requires further proceedings; whether to accept the recommendations; or whether to refer the matter to a standing committee of CIIS.

At the conclusion of Step 2, the Provost will submit a proposed final decision to the President with a copy to the student. The President will issue the final decision which will be binding on the student and CIIS.

Any individual may contact:

The Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [Http://www.bppe.ca.gov](http://www.bppe.ca.gov). , 916.431.6924 (Phone), 916.263.1897 (Fax).

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), either by mail to 8941 Aztec Dr. Eden Prairie MN, 55347, or electronically ([coordinator@acaom.org](mailto:coordinator@acaom.org)), <http://acaom.org>, 952.212.2434 (Phone), 952.657.7068 (Fax).

## **ADDITIONAL STUDENT POLICIES**

### **Registration and Grading Policies**

For the Registration and Grading Policies of CIIS, please see Appendix 1, the CIIS Academic Catalog.

### **Public Programs Policies**

For the Public Programs & Performance Policies of CIIS, please see Appendix 1, the CIIS Academic Catalog.

### **Policy on Close Personal or Dual Relationships**

No employee of CIIS is to engage in a close and personal relationship with a CIIS student or with any other CIIS-affiliated person for whom they oversee.

The University is committed to maintaining a learning environment and work environment that is free from unlawful harassment and also from the potentially adverse affects that can arise from close personal relationships in the course of teaching, mentoring and supervisory functions. Such relationships at the University may interfere with the ability of the teacher, mentor and supervisor (all herein called "supervisor") to act fairly and without favoritism or may contribute to the perception of favoritism by others.

Except where explicit and advanced authorization has been obtained in writing from the Academic Vice President, no person who is employed by the University may participate in a close personal relationship with a student or other CIIS-affiliated individual for whom the person provides or may (by virtue of CIIS assigned position or functions) reasonably may be expected in the future to provide oversight, such as teaching, mentoring, supervision or other services, including grading or other academic evaluation, job evaluation, decisions pertaining to promotion, the setting of salary or wages, and job, internship, educational, or employment references or recommendations.

Close personal relationships include romantic, sexual and similar close personal relationships that are (or are not) consensually undertaken. Such relationships do not include the usual and customary socializing at the Institute of teacher-student; mentor-mentee; supervisor employee; faculty member-graduate student; co-workers; and supervisor-student employee.

### **Policy on Drugs and Alcohol**

The misuse and abuse of drugs (controlled substances) and the abuse of alcohol can lead to serious health problems, including addiction, severe disability, and death. 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 a policy to maintain a drug-free campus and workplace. Specifically, 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 incident to the University's activities. The workplace and campus includes all premises where activities of the University are conducted, whether or not owned, leased or operated by the University. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students.

Furthermore, federal, state, and local laws regulate the unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol. These laws impose 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.

### **No-Smoking Policy**

CIIS does not permit smoking or vaping in or adjacent to any of the campus buildings.

### **No-Firearms or Dangerous Weapons Policy**

No firearms or any other weapons are permitted at CIIS. No exceptions.

### **Student Privacy of Educational Record (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of records maintained by educational institutions about their students. This gives students the right to:

- Access the records directly related to themselves (by submitting a written request to the Registrar's office);
- Request a hearing to challenge the records on the grounds that they are inaccurate, misleading, or inappropriate; and
- Require that the University have written permission from the student in order to release any information about that student other than directory information.

"Directory information" is information considered generally benign if disclosed. CIIS has identified the following as "directory information": student's name, address, email address, phone number, photograph, program of study, program entry and exit dates, participation in official CIIS activities, and academic degree and award(s) received. If you do not want your directory information disclosed, you must complete and submit a Directive to Prevent Disclosure of Directory Information form, available in the Registrar's Office. FERPA allows the University to disclose both directory and nondirectory information without the student's consent to CIIS education officials who have a legitimate education interest in this access. "Educational officials" are people who have responsibilities in connection with the University's academic, administrative, or service functions. "Legitimate education interest" means they have reason for using the records to fulfill their responsibilities. FERPA also allows the University to disclose student records to the following:

- Schools to which a student is enrolled or seeking to enroll;
- Specific University officials or contracted agents for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the University;
- Accrediting organizations;
- Those who have submitted a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of a health or safety emergency;
- The Comptroller General of the U.S., the Secretary of Education, the U.S. Attorney General, the Department of Homeland Security, the Department of Immigration and

- Customs Enforcement, and the Department of Veterans Affairs;
- Other people and organizations as defined by current FERPA regulations; and
- CIIS' attorneys.

Students have a right to file a complaint with the US. Department of Education about alleged failures of the University to comply with the requirements of FERPA. Students may address complaints to:

Family Policy Compliance Office  
 U .S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920

For more information, access the FERPA website:  
 (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

### **Copyright Infringement Policy**

Students who, in a manner related to their matriculation at CIIS, engage in copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, violate CIIS policy and may subject the student to civil or criminal liabilities.

A summary of the penalties for violating federal copyright laws includes the following:

- Unlimited actual damages proven for each act of copyright infringement;
- Up to \$30,000 for each act of copyright infringement that is determined not to be willful;
- Up to \$150,000 for each act of copyright infringement that is determined to be willful;
- Criminal penalties.

### **GRADUATION**

If you plan to graduate in the current semester, you must complete and file a Graduation Application to graduate. Degrees are awarded at the end of the semester in which CEIS has determined that all graduation requirements have been fully satisfied.

#### **Commencement Ceremony**

CIIS has one commencement ceremony each academic year, at the end of spring semester. Students graduating in the current spring semester, as well as the previous summer and fall semesters, are welcome to participate.

Please be aware that the faculty submit the grades of graduation applicants at least one week prior to the commencement date. If you have incomplete grades or have courses still to be completed for your final semester, you will not be permitted to participate in the commencement ceremony. (CIIS makes an exception only for students who will complete practicum or predoctorate internships by the end of the following summer semester.)

Early in the spring semester, Student Affairs sends via email, detailed information about the commencement ceremony to all students who have filed a Graduation Application with the Registrar's Office. The information

is also posted on the Commencement page of MyCIIS. If you plan to participate in the ceremony, please confirm that your contact information on file with the Registrar's Office is correct.

### **Alumni Association**

CIIS now has more than 4,700 alumni in 29 countries. Through the CIIS alumni association, you will continue to be connected with your school and your classmates in a variety of ways, including the following:

- CIIS Online Alumni Directory
- Professional networking
- Job postings
- Regional alumni circles
- Discounts on events and audited classes at CIIS

Membership in the Alumni Association is free to all CIIS graduates. For more information, see <http://www.ciis.edu/Alumni.html>

## PROGRAM AND SUBJECT-SPECIFIC POLICIES TO OTHER PUBLICATIONS

CIIS ACADEMIC CATALOG

CIIS STUDENT DISABILITY SERVICES HANDBOOK

FINANCIAL AID HANDBOOK

### PROGRAM HANDBOOKS

- Doctorate of Acupuncture & Chinese Medicine (DACM)
- Transitional Doctorate of Acupuncture & Chinese Medicine (DACMt)
- Master of Science in Traditional Chinese Medicine (MSTCM)
- Doctorate in Acupuncture & Oriental Medicine (DAOM)
- Master (MA) and Doctorate (PhD) in Anthropology and Social Change
- Master (MA) and Doctorate (PhD) in Asian Philosophies and Culture • Clinical Psychology (PsyD)
- Master (MA) in Community Mental Health
- Drama Therapy
- Masters (MA) and Doctorate (PhD) in East-West Psychology
- Masters (MA) and Doctorate (PhD) in Ecology, Spirituality, and Religion
- Expressive Arts Therapy
- Doctorate (PhD) in Human Sexuality
- Doctoral (PhD) in Integral and Transpersonal Psychology
- Master (MA) in Integral Counseling Psychology
- Master (MA) in Integrative Health Studies
- Master of Fine Arts (MFA)
- Master (MA) and Doctorate (PhD) in Philosophy, Cosmology, and Consciousness
- Somatic Psychology
- Master (MA) in Transformative Leadership
- Master (MA) in Transformative Studies
- Master (MA) and Doctorate (PhD) in Women's Spirituality Program Online Programs
- Masters (MA) in Philosophy, Cosmology, and Consciousness (pending WSCUC approval)
- Masters (MA) in Transformative Leadership
- Masters (MA) in Transformative Studies
- Doctorate (PhD) of Integral and Transpersonal Psychology Undergraduate Degree
- Bachelors Degree Completion Program
- Accelerated BA and MA/MFA Degree