



California Institute
of Integral Studies

Student Handbook 2012–2013





California Institute of Integral Studies

Student Handbook 2012–2013

This handbook does not constitute a contract between the student and California Institute of Integral Studies. The Institute has made every effort to provide students with complete and accurate information, but the Institute reserves the right to modify, amend, or revoke its contents. For academic policies, regulations, and requirements, refer to the CIIS Catalog.

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WELCOME

From the President

Dear Students,

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

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

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

I look forward to meeting you in the coming semester.

Cordially,



Joseph L. Subbiondo, President

From the Dean of Students

Dear Students,

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

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

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

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

Cordially,



Shirley Strong
Dean of Students

OUR MISSION AND EDUCATIONAL PHILOSOPHY

California Institute of Integral Studies is an accredited institution of higher education that strives to embody spirit, intellect, and wisdom in service to individuals, communities, and the Earth. The Institute offers interdisciplinary, cross-cultural, and applied studies in psychology, philosophy, religion, cultural anthropology, transformative studies and leadership, integrative health, women’s spirituality, counseling, community mental health, and the arts. With its personal learning environment and supportive community, CIIS provides an extraordinary education for people committed to transforming themselves and the world.

The Institute’s Seven Ideals

1. Practices an integral approach to learning and research:

The Institute facilitates the integration of body-mind-spirit. It values the emotional, spiritual, intellectual, creative, somatic, and social dimensions of human potentiality. Students are encouraged to take an interdisciplinary approach to learning by complementing their specialized program of study with courses in other departments.

2. Affirms spirituality:

The Institute is committed to the study and practice of multiple spiritual traditions and to their expression and embodiment throughout all areas and activities of the Institute community.

3. Commits to cultural diversity:

Promoting a dialogue of difference, the curriculum reflects a commitment to the diversity of the world’s cultures and spiritual traditions while seeking their holistic integration.

4. Fosters multiple ways of learning and teaching:

The Institute honors many learning modalities and ways of knowing—intuition, body knowledge, creative expression, intellect, and spiritual insight.

5. Advocates feminism and sustainability:

The Institute embraces intellectual, cultural, and spiritual traditions that further the effectiveness of emancipatory movements such as feminism, social and political liberation, cultural self-expression, and ecological activism.

6. Supports community:

Community at the Institute 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 Institute’s effort to provide an effective, visionary, and nurturing environment for study and training.

7. Strives for an integral and innovative governance:

The Institute recognizes the importance of a mode of governance that would eliminate, or at least reduce, the polarities and fragmentation that typically plague institutions. As with other ideals, integral governance is difficult both to formulate and to practice. This ideal stands among the seven as a constant challenge and encouragement to try new forms, procedures, criteria, and language as aids to a more shared and collaborative decision-making process.

Principles of Community

• Step out of your comfort zone.

Try on new ideas, concepts, processes, behaviors, before automatically rejecting them because they are different from your experience.

• Participate fully.

Let go of all the other things you need to be doing, and be present in the moment. Participation looks different for everyone.

• Use “I” statements.

Practice self-focus: pay attention to what you are feeling and thinking.

• OK to disagree.

It’s a necessary part of accepting differences.

• Not OK to blame, shame, attack, or discount self or others.

Remember that this can happen on a verbal or nonverbal level.

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- **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.

GENERAL STUDENT LIFE INFORMATION

When you enter CIIS, you become a part of a vibrant, diverse community. The student body of CIIS comes from all walks of life and 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.

At CIIS, your education is based on traditional knowledge combined with visions of the future. The Institute confers PhD, MA, MFA, and BA degrees. Within CIIS are three schools:

- School of Consciousness and Transformation
- School of Professional Psychology
- School of Undergraduate Studies

While you are admitted to a particular school, you may also take classes in other programs.

For more information, view Our Programs (<http://www.ciis.edu/Academics.html>).

Dean of Students Office

The Dean of Students Office (DOS) is a core function of California Institute of Integral Studies. The staff supports students in their academic goals by providing a variety of resources and opportunities for learning and growth. The following programs and services are offered:

- Career resources, internships, and job listings
- Campus life activities (student groups) and events, including orientation and commencement
- Disability services
- Health insurance
- International student services
- Emergency Student Loan Program
- Student Disability Services

The dean of students has an open door policy and is available to speak with students about all aspects of their experience at CIIS and assist them in resolving any conflict or concern that may arise. We welcome all suggestions on how CIIS can better serve its student community.

Hours: Monday–Friday, 9:00AM–5:00PM

Location: Room 401, Main Building

Phone: 415.575.3481

Email: studentaffairs@ciis.edu

Mission

Providing resources, advocacy, and learning opportunities, the Dean of Students Office supports the personal growth and intellectual development of the CIIS student body, and seeks to enhance a diverse and inclusive environment.

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Shirley Strong is your dean of students. She welcomes your suggestions and comments about your experience at CIIS. In addition, if you have a complaint or conflict, the dean is available to help you resolve it. (For complaints, please refer to the [General Student Complaint Procedure](#).)

Here is contact information for the dean of students:

Shirley Strong, Dean of Students and Director of Diversity

Email: sstrong@ciis.edu

Phone: 415.575.6171

Address: 1453 Mission Street, Room 407, San Francisco, CA 94103

Student Campus 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 the Institute. 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. Among other activities, Student Alliance does the following:

- Sponsors events and classes
- Offers funding for student projects, groups, and participation at educational conferences
- Manages the Social Justice and Community Research Grant, which provides stipends to enable students to conduct research in areas of social justice and undertake community service initiatives in the United States or internationally
- Provides opportunities for student leadership

All students are invited to attend Student Alliance meetings, which are typically held monthly. If you're on the CIIS student email listserv, you will receive emails about the dates and locations of meetings. This information is also posted on the Student Alliance bulletin board near the CIIS café on the third floor of the Main Building and on the Student Alliance website (<http://www.saciis.org>).

Student Alliance also organizes and sponsors free yoga, tai chi, and qi gong classes during the school year. If you are on the CIIS student listserv, you will receive emails about the classes. In addition, fliers about the classes are posted on school bulletin boards.

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.

For more information, see <http://www.saciis.org> or email studentalliance@ciis.edu.

Other Campus Student Groups

CIIS has many student groups. Among them are the 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).

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). 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 Institute-wide orientation is followed by lunch, a resource fair, and a program-specific orientation. The Academic Calendar, which you will find in the current class schedule (<https://my.ciis.edu/ics/Academics/>), has dates for New Student Orientation.

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 building, and the CIIS computer labs, and can be used for discounts at certain businesses. Please note that everyone entering the Main Building must present a CIIS ID. You receive an ID card when you first register and pay for courses.

There is no charge for the initial 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. The 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, or call 415.575.6126.

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 nearly 100 international students from 29 countries and 6 continents, representing approximately 7 percent of the student body.

If you are an international student, the International Student Advisor Jody O'Connor 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, Jody will be your advocate and representative to faculty and staff.

Before international students enter CIIS, Jody is available to help you with the following:

- Your application for admission
- Obtaining a student visa
- 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, we encourage you to get in touch with your international student advisor:

Jody O'Connor, California Institute of Integral Studies

Email: joconnor@ciis.edu

Phone: 415.575.6157

Address: Room 401, 1453 Mission Street, San Francisco, CA 94103

For more information, view International Students

(http://www.ciis.edu/Life_at_CIIS/Student_Resources/International_Students.html).

Student Disability Services

In keeping with the **Seven Ideals of CIIS**, the Institute is dedicated to being responsive to students with documented disabilities. Students with disability status must meet the requirements and levels of competency generally required of all students in the program. If you have a documented disability, once you are enrolled at CIIS, you can rely on the Institute to provide you with the accommodations that will help you fulfill the requirements of your chosen program.

To request accommodations, contact the student affairs coordinator. The coordinator will provide you with guidance on applying for accommodations. Please be aware that you will need to provide current documentation (generally within the past three years) of any disability. Once admitted, students with disability status are eligible to receive a range of services, depending on their demonstrated needs. For specific information about accommodations and forms you might need, view Student Disability Services

(https://my.ciis.edu/ics/Student_Life/Students_with_Disabilities.jnz).

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 the Dean of Students Office 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 the disability services coordinator 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.

The partner must follow local ordinances in cleaning up after the animal defecates. Partners who are not physically able to pick up and dispose of feces are responsible for making necessary arrangements for assistance.

In addition, students with animals used for psychological purposes must follow the same guidelines as outlined for service animals. Approval will be determined by the Dean of Students Office on a case-by-case basis.

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, 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 to delete your email address.)

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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 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.

CONFIDENTIALITY: It is never appropriate to discuss specific, confidential information on the listserv. This listserv is unmoderated, meaning that the messages posted are posted directly by listserv members, and the administrators are not regulating messages. Therefore, a member of the listserv who behaves inappropriately may be removed by the administrators. Any member of the listserv who behaves inappropriately may be removed by the administrators.

Graduation and After Close to Graduation?

If you plan to graduate in the current semester, you will need to complete a Graduation Application to graduate. CIIS will award your degree to you at the end of the semester in which you complete your graduation requirements. Thesis and dissertation students must have a completed manuscript accepted by the Library by that semester's deadline date.

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, the Dean of Students Office 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

If you choose, you will have opportunities to serve the Institute, such as by representing CIIS in recruiting prospective students.

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

Academics

In keeping with the **mission** of CIIS, we want your education to expand the boundaries of traditional learning, and encompass mind, body, and spirit. We hope to provide you with an excellent foundation of knowledge. But at the same time, we also hope you have experiences in interdisciplinary and cross-cultural learning that will open up your awareness of the possibilities of life.

As you plan your education, you have a number of resources to help you:

- The Academic Catalog (<https://my.ciis.edu/ics/Academics/>) is your best resource for an overview of requirements of your program. The catalog has detailed descriptions of all courses at CIIS. It also includes information about academic policies, such as those pertaining to changing degree programs, academic probation, academic sanctions, and transfer credit.
- The Class Schedule (<https://my.ciis.edu/ics/Academics/>) is published twice a year, in May (for summer/fall) and December (for the winter semester). The schedule is available online and in print.
- The Academic Calendar (http://www.ciis.edu/Academics/Academic_Calendar.html) shows you timing for registration, payment, semester start and end, holidays, and other essential dates.
- When you enter CIIS, you will be assigned to an academic advisor who is a member of the faculty of the program you are in. Your academic advisor can do the following:
 - Help you plan your schedule so that you are on track to graduate
 - Provide you with background information on courses and ensure that you are on track to graduate
 - Answer any questions you have
- CIIS offers a number of public programs throughout the year. Some students find that taking public programs is an excellent way to supplement their education. In addition, you can take some of the programs for academic credit. View more information about public programs (http://www.ciis.edu/About_CIIS/Public_Programs.html).

Financial Aid

The administration of CIIS is well aware that our personalized, expansive education is not inexpensive. We make every effort to keep tuition rates stable (http://www.ciis.edu/Admissions_and_Financial_Aid/Tuition_and_Fees.html). Just as important, a large number of students receive financial aid. The Financial Aid Office is available to provide you with personalized guidance on financing your education. 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

You can contact the Financial Aid office at 415.575.6122 or by email at finaid@ciis.edu. For detailed information, view (http://www.ciis.edu/Admissions_and_Financial_Aid.html).

Your Health

Health Insurance Plans

CIIS offers a student health insurance plan through Kaiser Permanente. All registered, degree-seeking students who reside in the California are eligible to enroll in the plan. Students' spouses, domestic partners, and minor children are eligible for the plan, as long as they live in the California. Students who do not reside in California can work with the CIIS student health plan broker for options in a student PPO plan.

The Kaiser health insurance plan is offered for CIIS students on a hard waiver basis. Students who have other insurance or do not wish to enroll should waive out online 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 CIIS-Kaiser plan, or provide proof of comparable coverage (in English) to the international student advisor before registering for classes.

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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 . You can also stop by Room 401 or contact the Student Health Plan Coordinator at ciishealthinsurance@ciis.edu after reading through plan information and FAQs on MyCIIS.

Every summer, the CIIS health plan is renegotiated for the next academic year, and key plan details will be updated on the CIIS website in mid-August. Updates may include changes in coverage benefits, premiums, and procedures for enrolling and filing claims. You will have the choice of enrolling for the fall semester only or for the entire school year. Although you can sign up for health insurance at any time during the school year, please be aware of the following:

- You will need to pay premiums for the entire semester.
- Coverage is not retroactive.

To find out more about the CIIS health insurance plan, view Health Insurance (http://www.ciis.edu/Life_at_CIIS/Health_Insurance.html). You can also stop by Room 401, 1453 Mission Street, to pick up brochures about the CIIS health insurance policy as well as other health insurance choices. If you have any questions, please contact the Student Health Plan Coordinator at ciishealthinsurance@ciis.edu after checking information on the CIIS website.

CIIS Counseling Centers

CIIS has four 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 careers provide most of the counseling. Each of the four centers has a distinctive approach to counseling. For more background, view Counseling Centers (http://www.ciis.edu/About_CIIS/Counseling_Centers.html). Please note that the Psychological Services Center (PSC) and the Clinic Without Walls serve a different client bases and do not provide counseling to CIIS students. PSC does provide psychological testing to CIIS students.

Other Health Resources

The San Francisco Bay Area has a number of organizations that offer low-fee or free medical, dental, and counseling services. For more information, refer to **Community Health**.

Career Development Services

Navigating your career path and thriving in your career necessitates persistence and commitment. CIIS shares your commitment to this important personal goal. Our career development resources, personalized advising, and workshops will support you throughout your journey. Career Development Services in the Dean of Students Office provides (particularly for students in the School of Consciousness and Transformation and the School of Undergraduate Studies):

Career Counseling

Identifying and understanding your skills, values, and interests allow you to make informed career choices. Career Development Coordinator Margie Lam is available for confidential, individual career counseling sessions to assist with clarifying career questions. We will work collaboratively to guide you through career questions, transitions, and opportunities.

Career Development Events

Career development workshops are offered every semester. Workshop dates and times are listed on MyCIIS.

Résumé, Cover Letter, and Interviewing

Resume and CV review, cover letter preparation, and mock interview practice.

CIIS CareerLink, your online gateway to job and internship listings, workshop schedules, career handouts and videos, and other great resources. If you do not have login information, email mlam@ciis.edu.

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The career development coordinator is in Room 401 on the 4th floor of the Main Building at 1453 Mission Street. The coordinator can be reached by telephone at 415.575.6118, by fax at 415.575.1264, or by email at careerdevelopment@ciis.edu. For career counseling, please make an appointment with the career development coordinator. Find and “like” the CIIS Career Development page on Facebook

For School of Professional Psychology students, the Field Placement Office is committed to supporting you in reaching your career goals. Among other services, this office will help you:

- Identify fieldwork, practicum, and internship sites
- Find paid and volunteer opportunities that enhance your educational experience or that simply help pay the bills while you are a student
- Understand the requirements for licensure in California as an MFT, LPCC, or PsyD

The Field Placement Office has a number of resources available to all CIIS students, such as:

- Professional development workshops
- Listings of internship and practicum sites, posted in the Field Placement and Database tab of the my.ciis.edu website
- Library of career information
- Organizational directories
- Handouts about a job search

Here is contact information for the Field Placement Office:

Becky McGovern, Director, MCP Field Placement and Clinic Sites

California Institute of Integral Studies

Email: bmcgovern@ciis.edu

Phone: 415.575.6117

Address: Room 200, 1453 Mission Street, San Francisco CA 94103

Fulbright Program Scholarships

The Fulbright grant program aims to increase mutual understanding between the people of the United States and other countries through the exchange of persons, knowledge, and skills. The Fulbright U.S. Student Program offers two kinds of grants:

- Research and Study (in 140 countries)—Grantees must arrange their own affiliation with an academic institution, museum, or nonprofit organization in the host country
- English Teaching Assistantships (in 50 countries)—Grantees are assigned their host institution

Please refer to the Fulbright website or the CIIS Fulbright Student Manual for guidance and full application instructions. If you are interested in applying for a Fulbright grant, please contact the Institute’s Fulbright Program Advisor (FPA) Shawna Holbrook at sholbrook@ciis.edu or 415.575.6153. The FPA will assist you in preparing your application and will organize your on-campus interview, a necessary step for candidates enrolled in an academic institution.

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 7.0 or higher, Firefox 2.0 or higher, Safari
- A word-processing application, such as Microsoft Word
- An audio application, such as QuickTime 7.0 or higher
- If you want to access the wireless network in CIIS buildings: a wireless card (built-in or added)

Student Portal: MyCIIS

MyCIIS (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.

Wireless Network: Awarenet

Awarenet is the secure wireless network at CIIS. It is available in two buildings, 1453 Mission Street (on every floor), and Fox Plaza, 1390 Market Street. All currently enrolled students can access Awarenet if they are using one of the following:

- Windows XP, Vista, or Windows 7
- Mac OS X 10.4 or greater
- iPhone 3G, 3GS, and 4G
- iPod Touch with 2.x software

While Awarenet uses the same user ID and password as my.ciis.edu, you will need to configure your device to connect to it. For instructions, log in to my.ciis.edu and click the IT Services (<https://my.ciis.edu/ics/IT/>) tab.

If you try to configure your device and still need help, IT Services will provide technical support to you by appointment. Contact the IT Support Desk at 415.575.6140 to arrange a time to meet with one of our support specialists.

Computer Labs

CIIS has labs with PC and Macintosh computers at 1453 Mission Street and Fox Plaza. Each computer has Microsoft Internet Explorer, Word, Excel, Access, and PowerPoint, as well as Adobe Acrobat Reader, installed on it. Use of the computers is free; there is a nominal fee for printing (see the [Copy Machines and Printers](#) section below). 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 IT Support at 415.575.6140. 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.

Online Courses

Online courses that use CIIS's Caucus platform require a login that is different from your MyCIIS login. If you're registered in a Caucus course, approximately two weeks before the start of classes you'll receive an email (sent to the email address on file for you) with your login information. For E-Racer courses, your instructor will notify you with any specific course-related information. If you have any questions or problems with Caucus, send an email to caucushelp@ciis.edu. You can also always post in the Help Desk area of Caucus for assistance as well. For more information, refer to MyCIIS and Caucus Guides (<https://my.ciis.edu/ics/Academics/>) in the Academics tab of my.ciis.edu. Plan to check the Day and Time and Location column in the Class Schedule for more information about any specific course's platform.

CAMPUS RESOURCES

Locations

The CIIS campus consists of two buildings in San Francisco:

- Main Building, 1453 Mission Street
- Fox Plaza, 1390 Market Street, Suite 111

Here is a quick guide to key locations at the Main Building at 1453 Mission Street:

Bookstore	3rd floor
Business Office	Room 405
Café	3rd floor
Career Development Services	Room 401
Computer lab	Room 434
Dean of Students	Room 407
Financial Aid Office	Room 402
Library	3rd floor
Master’s in Counseling Psychology Field Placement Office	Room 200
Meditation Room	Room 605
Multipurpose space	Room 218
Registrar	Room 405
Zen Rooftop Garden	6th floor

Campus Access

CIIS buildings are open during regular business hours. Any exceptions are emailed to the student listserv and are posted in the buildings. You will need an access code to enter the Fox Plaza site. For building entry and campus access policy see **Student ID Cards**.

MAIN BUILDING Hours	FOX PLAZA Building Hours
During active semester: Monday–Friday 8:00AM–9:45PM Saturday–Sunday 8:30AM–6:45PM During semester breaks and holidays: Building closes at 6:45PM every day.	During active semester: Monday–Thursday 8:00AM–9:30PM Friday 8:00AM–5:30PM Saturday–Sunday CLOSED

Art Exhibitions and Events

Through The Arts at CIIS (http://www.ciis.edu/About_CIIS/The_Arts_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 Building at 1453 Mission Street, San Francisco. In addition, MFA students at 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).

Bookstore

The CIIS InnerLight Bookstore is a small, innovative bookstore located on the third floor of the 1453 Mission Street building. Here you will find required textbooks for your classes, as well as books on topics reflecting the interests of the CIIS community, such as psychology, spirituality, philosophy, and women's studies. The bookstore also carries music CDs, journals, cards, and CIIS-themed products.

Before the start of each semester, the bookstore posts lists of required textbooks for each class. The required textbook list can be found on the CIIS InnerLight Bookstore's page (http://www.ciis.edu/Life_at_CIIS/Bookstore.html) and, upon student registration, on MyCIIS.

Textbook returns are allowed until a week after the end of the add/drop period each semester, provided they are in mint condition and are accompanied by a receipt. At the end of the fall and spring semesters, the bookstore holds a weeklong used-textbook buyback.

If you have any questions or suggestions for the bookstore, email bookstore@ciis.edu or call 415.575.6179.

Bulletin Boards

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

If you have any questions about the posting policy, please email studentaffairs@ciis.edu.

Café

The CIIS Conscious Café (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 school hours, Monday through Friday, year-round, and some weekends. All foods are local and organic whenever possible, delivered fresh several times a week. The coffee is ordered directly from fair trade sources in Costa Rica, 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 CIIS Conscious Café's mission is to provide healthy food options for its community while being an environmentally friendly and socially conscious business.

Computer Labs

View [Computer Labs](#).

Copy Machines and Printers

To use printers and the copy machine on campus, a copy card must be purchased. The Cash to Card machine is located in the fourth-floor computer lab. It costs \$1.00 to initially purchase the card, \$.50 of which goes to the cost of the card and \$.50 of which can be used for printing. It costs \$.10 for single-sided print jobs and \$.17 for double-sided. Black-and-white laser printers for student use are located in the library, Fox Plaza, and fourth-floor computer lab. The library has one copy machine available.

Gender-Neutral Restrooms

Two gender-neutral restrooms are located on the sixth-floor of the Main Building.

Library

Physically located on the third 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 graduate-level research, including:

- approximately 103,000 printed and electronic books
- more than 300 print journals and over 9,000 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, dissertations, and MA theses (from CIIS and other universities), streaming psychotherapy videos, and e-books.

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 and by email.
- Interlibrary loans (http://library.ciis.edu/services/illiad_loan.asp): if you need books 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.

Lockers

There are a limited number of lockers available for student use, located in the third-, fourth-, and sixth-floor restrooms of the Main Building. There is no charge to use a locker. Locks are not provided, so you must supply your own lock. There is a wait list for lockers, since they are assigned on a rolling basis each semester. For more information about lockers, email 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 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 to Goodwill. Announcements about the next donation time are sent via the student listserv.

Meditation Room

The Meditation Room is open during normal school hours to students for meditation, contemplation, and prayer. It is located in Room 605 of the Main Building.

Multipurpose Space

Located in Room 218 of the Main Building, the multipurpose space is available for student meetings and discussions. To reserve this room or its storage space, sign up in Room 401, 1453 Mission Street. When the room is not reserved, you can use it for quiet study.

Room Usage and Reservations

Students and campus groups may reserve Institute rooms for study groups, meetings, and other events as long as the event is free to attend. CIIS does not rent out rooms. Students may request room reservations through the Dean of Students Office. Please make reservations at least 48 hours in advance of your event. Please note that academic classes usually take precedence. Due to the Institute'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.

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 Building.

COMMUNITY INFORMATION

CIIS 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).

Housing

If you're new to San Francisco, you may want to explore the different neighborhoods before deciding where to live. CIIS does not offer student housing. However, the **Dean of Students** produces a Housing Guide (http://www.ciis.edu/Life_at_CIIS/Housing_Guide.html) for students who are looking for housing. 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. 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.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 7:00AM–9:00AM 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. Take them with you or hide them in your trunk or glove box, or under your seat.

Following are paid parking lots near CIIS buildings:

Lot, Address	Cost	Hours and Key Information
12th Street and Kissling Garage Entry: 255 12th St. (between Howard and Folsom)	\$5/hour (first 2 hours) \$8/day \$125/month Early Bird Rate: Enter 9:00AM, \$7/day	Mon.–Fri., 6:00AM–7:00PM Spaces: 875
Fox Plaza Garage 415.626.5095 Enter on Hayes St., left-hand side	Early bird: in by 6:00AM–10:00AM, out by 7:00PM, \$8/day After 10:00AM: \$5/hour—(daily maximum of \$15) Closed on weekends and holidays	Mon.–Fri., 6:00AM–8:00PM Credit cards or cash Spaces: 407
Goodwill Public Parking Garage 415.255.7252 Entry: 59 Van Ness	\$8/first hour \$14/day \$200/month Early Bird: in by 7:30, \$10/day	Mon.–Fri., 6:30AM–7:00PM Cash/Check (monthly) and Autopay at main office (credit/debit)
Market Square Parking 10th & Market Sts. Enter on 10th St. left-hand side	Super Early Bird: \$6/day (enter 6:00AM–7:30AM) Regular Early Bird: \$8/day (enter 7:30AM–9:00AM) 2 Hour Special: \$7/day (8:00AM–6:00PM)	Mon.–Fri., 6:00AM–6:00PM Credit cards accepted
MB Park 510.676.6382 10th & Mission Sts. (SW corner)	\$15/flat rate (no in/out) \$165/month	Mon.–Sat. 6:00AM–6:00PM (9:00PM for students)
Mission Street Parking (street parking, not a lot)	\$3/hour (2 hour max.)	6:00AM–4:00PM (NO parking 4:00PM–6:00PM!) Quarters or SF Park Card Note: Parking enforcement is strict.

Just a reminder: 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 will cost more than \$200 to retrieve your vehicle from the towing company impound yard.

Bicycling

Many community members commute to CIIS via bicycle. If you want to commute by bicycle, please lock your bike outside under the roofed bike area. Please remember to bring your lock, as bicycles are not allowed in the building. The CIIS Minna Street Center also has an indoor bike rack. If you would like to lock your bike in the CIIS Mission Street lot, see the first floor greeter to register. For detailed information about commuting by bicycle in San Francisco, view Bicycling Resource Guide (<http://bicycling.511.org/>).

Community Health

The San Francisco Bay Area has a number of organizations that offer low-fee or free medical, dental, and counseling services. Here are just some of them.

Medical Care

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 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 Care

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

The Dean of Students Office has a list of psychotherapists in the Bay Area who offer their services to students at special rates. You are welcome to stop in at the Dean of Students Office, Room 401 in the 1453 Mission Street building, to look at this list. In addition to the five CIIS counseling centers (http://www.ciis.edu/About_CIIS/Counseling_Centers.html), the Bay Area has other low-fee counseling clinics.

CIIS Counseling Centers

All centers are in San Francisco unless otherwise indicated.

Center for Somatic Psychotherapy (<http://www.somaticpsychotherapycenter.org/>)

415.217.8895

220 Montgomery Street, Suite 600

Steuart Gold, Director

Golden Gate Integral Counseling Center (<http://www.goldengatecounseling.org>)

415.561.0230

507 Polk Street, Suite 450

Jessica Wallace, Director

Integral Counseling Center, Church Street (<http://www.integralcounselingcenter.org/>)

415.648-2644

1782 Church Street

Gieve Patel, Director

Integral Counseling Center, Pierce Street (<http://www.integralcounseling.org/>)

415.776.3109

2140 Pierce Street

Dan Gottsegen, Director

Other Counseling Centers

Access Institute (<http://www.accessinst.org>)

415.861.5449

110 Gough Street, Suite 301 (near Page)

JFK University Center for Holistic Counseling (http://www.jfku.edu/counseling_centers/locations/oakland/)

510.444.3344

2501 Harrison Street, Oakland

POLICIES AND PROCEDURES

Commitment to Diversity and Nondiscrimination

In keeping with the **Seven Ideals of CIIS**, CIIS is committed to providing an open, fair, and inclusive environment for everyone. We aim to provide an academic experience and social atmosphere that is respectful of people of all cultures and traditions.

The Institute does not discriminate in its educational programs or services on the basis of race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic-related), disability, gender identity, and any another status protected by law. CIIS complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Institute accommodates qualified individuals with disabilities to the extent required by law. For specific policies, view **Students with Disabilities**.

Dean of Students and Director of Diversity Shirley Strong, is the Equal Opportunity Officer at CIIS. Dean Strong is available to answer your questions about diversity and nondiscrimination, as well as respond to **complaints**. View more about diversity at Diversity and Inclusion (http://www.ciis.edu/Life_at_CIIS/Diversity.html).

Policy Against Unlawful Harassment and Retaliation

CIIS is committed to maintaining our campus community as a safe place. As part of this commitment, the Institute has a strict policy that prohibits sexual and other unlawful harassment as well as retaliation. If an employee or student commits an act of this nature at CIIS, the Institute will take prompt and effective corrective action, possibly including dismissal or expulsion.

Definition of Harassment

Harassment includes verbal, physical, and visual activities as well as conduct related to sexual favors, based upon a person's protected status, including race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, disability, medical condition, marital status, citizenship status, gender identity, or other status protected by law. Whether committed by employees or students, harassment at CIIS is prohibited. Specifically, harassment includes, but is not limited, to the following:

- Verbal harassment such as epithets, insults, propositions, derogatory comments, and degrading words
- Physical harassment such as inappropriate touching, assault, impeding or blocking movement, or any physical interference with normal work or movement
- Visual harassment such as displaying sexual and/or derogatory pictures or objects
- Other physical, verbal, or visual conduct based on gender 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

Complaint Procedures

If you think you have been subjected to unlawful harassment, discrimination, or retaliation in the course of an Institute-administered program, job, or activity, you may file a complaint. Refer to **Procedure for Complaints of Sexual and Other Unlawful Discrimination, Harassment, or Retaliation**.

Policy on Dual Relationships

All Programs

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

Because of the inherent inequalities in power between the roles of students and faculty, close personal relationships between students and faculty members are potentially problematic. Students and faculty members are advised to enter into such relationships with sensitivity and caution. Faculty members should be aware of the possible impact of such relationships on their evaluations of a student's academic performance, as well as the appearance of favoritism, whether real or imagined. It is advised that faculty members not

continue as instructors of, nor sit on any evaluative committees of, any students with whom they share a close personal relationship.

Relationships Involving Psychotherapy and Supervision

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

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

The Master's in Counseling Psychology and Clinical Psychology programs have a policy that a student may not receive psychotherapy from a faculty member who serves simultaneously as that student's instructor, supervisor, or thesis/dissertation committee member. In the event of a conflict, the student must choose which of the relationships to give up. Nonetheless, faculty members are responsible for avoiding dual relationships with students.

Hiring CIIS Graduates as Faculty

To avoid overdependence on its own graduates, CIIS will hire graduates from its own programs as core or full-time faculty only after two years of significant graduate-level teaching or equivalent experience at other graduate schools. In the case of adjunct faculty, CIIS will hire its own graduates only after they have significant graduate-level or equivalent experience at another institution, or for time-limited positions specifically designed for graduates. To avoid dual relationships, CIIS does not generally hire former Institute students as teachers without considering these issues.

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 even 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 as part of any of the Institute's activities. The workplace and campus includes all premises where activities of the Institute are conducted. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students.

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.

If You Need Help

CIIS encourages any students who are concerned about substance use, abuse, and rehabilitation to contact a physician for a referral to confidential substance abuse counseling. If a student is expelled or terminated as a result of violating the drug-free policy, CIIS will consider an application from the individual for reinstatement only after the student successfully completes a rehabilitation program (including after-care).

Student Employees

CIIS employs a number of students. As a condition of employment, all employees are required to follow this policy:

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

No-Smoking Policy

CIIS does not permit smoking in any of the campus buildings. If you must smoke, you will need to go off-campus.

Firearms Policy

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

Disciplinary and Dismissal Procedures

Consistent with the Institute'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 Institute's effort to provide an 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 Institute publications (academic catalog, student and program handbooks, syllabi, etc.) relating to student responsibilities
- Respect the rights of others in the community
- Respect the freedom to teach and the freedom to learn

All students are members of an institution of teaching and learning that "strives to embody spirit, intellect, and wisdom in service to individuals, communities, and the Earth." Students are asked to conduct themselves in a manner that promotes and supports both CIIS's Seven Ideals and its Principles of Community.

The following, on Institute premises or off the premises at Institute-sponsored activities, may be subject to disciplinary action:

1. Physical, psychological, or verbal abuse, threats, intimidation, harassment, coercion and/or conduct that threatens or endangers the health or safety of any person
2. Conduct that is disorderly/disruptive to the Institute's educational mission; breach of the peace
3. Disruption or obstruction of teaching, administration, or other Institute activities
4. Seizing, holding, commandeering, or damaging any property or facilities of the Institute or threatening to do so, or refusing to depart from any property or facilities of the Institute upon direction of Institute officials
5. Physically detaining or restraining any other person or removing such person from any place where the person is authorized to remain or in any way obstructing the free movement of persons or vehicles

Disciplinary Action

Each member of the faculty, staff, or administration has authority to give verbal warning to any student whose behavior does not promote or support Institute Ideals and the Principles of Community. Faculty members are further vested with the authority to give verbal or written statements to students who violate the Ideals or Principles of Community within the instructional setting. Faculty may dismiss any student from class who is disrespectful or disruptive until the student has met with the dean of students for disciplinary action and the results of that action are shared with the parties involved.

Student Disciplinary Procedures

Administrators, faculty, and staff should refer students to the dean of students for disciplinary action beyond a dismissal from a class session after they have (1) warned a student and shown or expressed what the specific violation is, and (2) thoroughly documented the details surrounding such actions, which shall be given to the dean of students for review.

The following sanctions shall be administered. More than one sanction, not necessarily in the following order, may be imposed for any single violation:

1. **Warning:** A verbal or written statement to a student that the student is violating or has violated the Institute’s Ideals and/or Principles of Community. The student may be subject to more severe disciplinary action.
2. **Restitution:** Required reimbursement for damage to or misappropriation of property. This may take the form of restorative action or other compensation.
3. **Discretionary Sanctions:** Additional sanctions that are consistent with the nature of the offense (such as limited access or administrative restrictions to selected areas/locations of campus sites).
4. **Suspension:** Exclusion from attending the Institute as a student for a definite period of time not to exceed one year.
5. **Dismissal:** Termination of student status for an indefinite period. The condition of readmission, if any, will be stated in the letter of dismissal.
6. **Interim Suspension:** If, in the opinion of the dean of students, the presence of a student at the Institute or off the premises at Institute-sponsored activities poses a serious threat, the dean may suspend the student immediately.

Below are specific examples of behaviors that could result in immediate suspension. This is not an all-inclusive list:

- Behavior that is disruptive and detrimental to the group learning process
- Conduct that damages or destroys property of another person, institution, or organization
- Alcohol misuse
- Physical or sexual assault
- Harassment
- Possession, use, or distribution of illegal drugs
- Possession of a weapon
- Theft
- Repeated inappropriate behavior for which the student has been warned in writing

Suggestions

The administration of CIIS welcomes student feedback. When you make suggestions, we have the opportunity to review and improve our educational programs, extracurricular activities, and administrative procedures. CIIS pledges to respond to your suggestions in a constructive and timely way.

If you have a suggestion, please address it to the appropriate administrator:

If your suggestion relates to . . .	Contact . . .
<ul style="list-style-type: none"> • Teaching • Academic program content • Academic procedures 	Academic program director
<ul style="list-style-type: none"> • Administrative procedures • Student services 	Department head or dean of students
<ul style="list-style-type: none"> • Other issues 	Committees with student representation, such as Student Alliance

Complaints

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

CIIS has established the **General Student Complaint Procedure** (GSCP) to resolve student complaints of violations of Institute policies and procedures, including those stated in this Handbook. You may view the GSCP (<http://www.ciis.edu/Documents/PDFs/Student%20Resources/Student%20Complaint%20Procedure.pdf>) online, or order printed copies of it from the **dean of students**.

If you have an unresolved complaint, we request that you first try to resolve your issue informally. If you are not successful, please follow these procedures, depending on the type of complaint: your first step is to contact **Dean of Students** Shirley Strong. Procedures for filing complaints vary, depending on the type of complaint you have:

- **General complaints** (see below) about a decision by or on behalf of the Institute. This includes academic sanctions such as expulsion, suspension, probation, and revocation of any degree or honor. Please be aware that the GSCP is not designed for complaints against other students.
- **Complaints of sexual and other unlawful harassment, discrimination, and retaliation.**
- **Grade appeals.**

General Student Complaint Procedure

The General Student Complaint Procedure is based on a three-step process:

- Step 1: Informal Resolution
- Step 2: Formal Resolution
- Step 3: Arbitration

Step 1: Informal Resolution

(a) First, CIIS encourages the student to discuss the matter with the individual responsible for the decision or action complained of. If no resolution results, the student should consult with the appropriate unit head, department chair, or program director. If the matter remains unsettled, the student must notify and consult with the **dean of students**, who may involve other administrators. Before initiating further action, the student is encouraged to try to resolve the matter at the informal level. Discussion aimed at informal resolution generally lasts for no more than 30 days following the end of the semester when the incident occurred.

(b) If the dean of students deems that the case warrants assistance by an ombudsperson selected by the Institute, the matter can be referred to an ombudsperson upon agreement of the student and the dean of students. This referral shall occur no sooner than 30 days following notice to and consultation with the dean of students as set forth in paragraph (a) above and before 60 days have elapsed.

The process involving the ombudsperson is informal and is designed to make appropriate inquiries into the facts, to provide options for resolution, and is conducted in accordance with the Code of Ethics adopted by the International Ombudsman Association, which requires independence, impartiality, and confidentiality. Appointed by the president, the ombudsperson shall not reveal confidential information unless the person providing the information consents or unless the information suggests imminent risk of serious physical harm. The ombudsperson shall make recommendations where appropriate. However, the president, with the assistance of the dean of students and/or other administrators as appropriate, shall make all Institute decisions about the matter.

Step 2: Formal Resolution

Notification of Dean of Students

Within 15 calendar days of the conclusion of the informal resolution stage, a student dissatisfied with the informal resolution may seek formal resolution by sending the dean of students a written statement that includes the following:

- The basis of the complaint
- Names of all people involved
- Adverse consequences
- Informal efforts at resolution made to date
- Corrective action sought

In addition, the dean of students may deem cases as appropriate for formal resolution. The dean may refer matters to the formal resolution stage within 30 days of being notified that the informal resolution efforts have failed. The dean of students shall notify everyone involved in the case that the formal resolution process has begun.

Officer Review

The dean of students will send the written complaint to the academic vice president or other senior Institute person designated by or on behalf of the academic vice president, who shall appoint a reviewing officer. This reviewing officer shall be chosen among faculty or staff and shall be a person with relevant knowledge and capable of making a thorough and unbiased inquiry into the matter. The reviewing officer will afford the complainant and the administration a reasonable opportunity to present their respective views, relevant facts, and information, and to identify persons having pertinent information. The reviewing officer or other senior Institute administrator may use the assistance of an independent fact finder to conduct an investigation.

Final Decision

Within 20 days of obtaining all pertinent information, the reviewing officer shall issue a summary written report and recommendations. The officer will send the original to the dean of students or academic vice president of the Institute, with a copy going to the complainant. The academic vice president or dean of students will review the report and accompanying recommendations and will submit a proposed final decision to the president with a copy to the complainant. The president will issue the final and binding decision.

Step 3: Arbitration

The formal resolution at step 2 is final, except in cases of dismissal of the student and other matters as determined by the Institute on a case-by-case basis. If the student does not accept the formal resolution in these situations, the student may request neutral arbitration by submitting a letter to the academic vice president within 30 calendar days of receiving the final decision from the formal resolution.

The neutral arbitrator shall be selected by mutual agreement of the student and the academic vice president. If they cannot agree on an arbitrator, they will submit the matter to the American Arbitration Association (AAA), San Francisco, for selection of an arbitrator qualified and experienced in higher education institution academic matters. The matter shall proceed to arbitration if the student and the Institute:

- Execute a written agreement providing for final and binding arbitration;
- Request a decision within thirty (30) days of completion of hearing;
- Agree that any award rendered shall be conclusive, with judgment entered in any state or federal court having jurisdiction.

The arbitrator shall have no power to add to, subtract from, alter, or ignore the provisions of any Institute policy. The arbitrator shall not be authorized to determine damages beyond those necessary to compensate for actual losses. The cost of the administrative fee and professional fees of the arbitrator shall be borne equally by CIIS and the student, unless the student substantially prevails on the merits. In that case, CIIS will pay the arbitrator's fees.

Complaints of Sexual and Other Unlawful Discrimination, Harassment, or Retaliation

If you think you have been subjected to unlawful harassment, discrimination, or retaliation in the course of an Institute-administered program, job, or activity, please provide (as soon as possible) a written or oral complaint to any Institute officer or **Dean Shirley Strong**, equal opportunity officer. (Written complaints may be submitted by email.) You may also report awareness of this type of conduct, even if you were not the victim. Please refer to the **Policy Against Unlawful Harassment and Retaliation** in this Student Handbook. For complaints of this nature, include the following:

- Details of the incident
- Name of the person about whom you are filing the complaint
- Names of any witnesses

Please be assured that CIIS officials are required to address harassing behavior promptly and thoroughly. The Institute will take prompt and effective corrective action for any unlawful conduct. Further, CIIS will not bring any adverse decisions against students or employees filing a complaint in good faith. Retaliation is prohibited.

In addition, please be aware of the following:

- You may request assistance about an issue that is not a specific complaint of unlawful harassment or discrimination.
- Institute core faculty, officers, supervisors, and managers have a duty to report any conduct that they believe may constitute unlawful harassment or discrimination to the equal opportunity officer and, at their option, to their supervisor.

Safety and Security

To help create a safe and secure 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 immediately. Please familiarize yourself with the safety and emergency features of the CIIS buildings.

If you see an unsafe condition or experience any breakdown of equipment, report it to the front desk or lobby greeter in person or by dialing 415.575.6100 from a non-campus phone or 0 from a campus phone. You can also make your report to any Institute employee. If you experience an accident at the Institute, report it to the **Dean of Students** Office promptly.

Campus Access

CIIS buildings are open during regular business hours. You will need an access code to enter the Fox Plaza site.

CIIS issues photo identification cards to students, faculty, and staff. These cards are not transferable. You can get your ID card from the Registrar's Office. Please carry it whenever you are on campus. Anyone entering a CIIS building is required to sign in and show a CIIS student ID card. Student ID cards need a current sticker to be valid. The Registrar's Office issues stickers only to students who are currently registered.

Emergency Response Procedures

If you experience or witness an incident that is disruptive, threatening, dangerous, and/or traumatic:

Call 911 to reach San Francisco emergency response services. Do not hang up until you are told to do so. To dial 911 from a campus phone, you will need to dial 9-911 (the first 9 gives you an outside line).

Alternatively, you may call the CIIS operator to contact emergency response services for you and identify CIIS personnel to assist in the situation. To reach the CIIS operator, call 415.575.6100 from a non-campus phone or 0 from a campus phone.

You may also contact:

- Security guards in the lobbies of the 1453 Mission Street and Fox Plaza buildings
- 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.

Emergency Communications Notification Process

Communications throughout the Institute may be severely limited during an emergency. Therefore, all means possible will be used to disseminate information and instructions. The emergency communications methods include the following:

- Email blasts
- Telephone alerting (announcements made using the in-house telephone system)
- CIIS website (the Institute's home page will be updated to reflect pertinent information)
- Radio and television announcements (information will be provided to the applicable stations)
- Runners (members of CIIS's Emergency Response Team and safety and emergency assistants will be dispatched as needed to help disseminate information)

For your personal preparation, you may want to refer to the Be Prepared California (<http://bepreparedcalifornia.ca.gov/epo>) site, sponsored by the California Department of Public Health. The site has useful information about many types of emergencies, as well as guidance on organizing an emergency supply kit. It is a good idea for everyone to have emergency supplies both at home and in their cars, such as shelf-stable food, a flashlight, eating utensils, tissues, toilet paper, a blanket, warm clothing, and a first aid kit.

The CIIS Safety and Security Committee plans and coordinates periodic training sessions and drills.

Below are specific procedures to follow in the cases of fire, earthquake, utility failure, medical emergencies, and school violence.

Fire

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

- 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 o 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 o from a campus phone.

Medical Emergencies

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

- Main Building in the staff lounge on the fourth floor and in the café on the third floor
- Fox Plaza building in the kitchen

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 o 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.

Campus Violence

CIIS strives to maintain a peaceful campus atmosphere, conducive to learning, exploration, and reaching your educational goals. However, please be alert. If you observe or suspect violent or criminal behavior, report it as soon as possible.

- **Call 911** from a non-campus phone or 9-911 from a campus phone.
- Then, if feasible, contact the front desk or lobby greeter in person or by dialing 415.575.6100 from a non-campus phone or o from a campus phone. Provide the operator with the following information:
 - Nature of the incident
 - Location of the incident
 - Description of the person or persons involved
 - Description of the property involved

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, the excluded student will have the opportunity to respond informally to concerns. Once the immediate potential safety risk has passed, the student will participate fully in CIIS administrative review processes.

Federal law requires colleges and universities to disclose timely and annual information about campus crime and security policies. Specifically, all public and private institutions of postsecondary education participating in federal student aid programs are subject to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965. In keeping with this Act, you may access a complete report of campus crime statistics (<http://www.ciis.edu/Documents/PDFs/Student%20Resources/Crime%20Statistics%20for%20the%20CIIS%20Campus%202005-07.pdf>). For a copy of the CIIS Workplace Violence Policy, contact the Office of Human Resources.

Your Privacy Rights as a Student

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
- Require that the Institute 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 degree and award(s) received. If you do not want your directory information disclosed, submit a Directive to Prevent Disclosure of Directory Information form, available in the Registrar's Office.

FERPA allows the Institute 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 Institute's academic, administrative, or service functions. “Legitimate education interest” means they have reason for using the records to fulfill their professional responsibilities. FERPA also allows the institute to disclose student records to the following:

- Schools to which a student is enrolled or intending to enroll
- Specific Institute 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 Institute
- 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

Students have a right to file a complaint with the U.S. Department of Education about alleged failures of the Institute 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

CIIS wants to make you aware that any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject you 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.

DEPARTMENTAL DIRECTORY

The following is a directory of administration and core faculty at CIIS.

Email addresses for most administrators and core faculty are in the format of <first initial><last name>@ciis.edu. To reach any office, dial 415.575.____, followed by the four-digit extension.

Administrative Offices

OFFICE OF THE PRESIDENT

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Sarah Jolley, Clinic Manager

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 1782 Church Street
Gieve Patel, Clinic Director
Debbie Lee Stone, Clinic Manager

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Jessica Wallace, Clinic Director
Therese Bogan, Clinic Manager

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Susan Weiss, Counseling Center Manager

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CIIS Governing Bodies

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

Board of Trustees

- Has legal and fiscal responsibility for the Institute.
- Consists of 20 outside members with specific areas of competence and interest in the Institute’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 campus academic policy, including guidelines and requirements for admission to academic programs, content of curricula, standards of student performance, proficiency standards for degrees, and procedures for evaluating, monitoring, and enhancing the quality of instruction.
- Membership 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

- Represents staff on issues of Institute-wide concern, makes recommendations on improving the welfare of staff, promotes goodwill among the staff.
- Membership includes everyone in the administration.

For more information, email sasc@ciis.edu.

CIIS Glossary

At CIIS, you will find a number of abbreviated terms. Here is a guide to these terms:

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

SITE LOCATIONS

Sites

Main Building

1453 Mission St.

Fox Plaza Site*

1390 Market St., Ste. 111

**Entry requires code available from Registrar's Office or greeters in lobby or fourth floor of Main Building.*

Driving Directions

From Golden Gate Bridge

1. Left onto Lombard.
2. Right onto Van Ness.
3. Left on Fell.
4. Right at 10th St.
5. Right at Mission.

From Bay Bridge

1. Exit onto Central Fwy/US-101 N to Mission St.
2. Exit 434A onto Mission St./US-101 N to Golden Gate Bridge.
3. Slight right onto Mission St.

From Peninsula

1. Take US-101 N.
 2. Exit 434A onto Mission St./US-101 N to Golden Gate Bridge.
 3. Slight right at Mission St.
 4. Right at 10th St.
-

Public Transportation

MUNI Surface or**Underground Train**

Disembark at Van Ness Station.

Route info: <http://transit.511.org>.

MUNI Bus

14 Mission: Disembark at 11 St.

47 Van Ness: Disembark at Mission St.

Route info: <http://transit.511.org>.

BART

Disembark at Civic Center Station.

Route info: <http://www.bart.gov>.



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