

# Erikson Institute

Graduate School in Child Development

## 2024–25 Student Handbook

All Erikson Students

(Master's, Certificate, Doctoral, and Students at Large)

# Contents

Click on a section to navigate.

This Student Handbook outlines the policies, procedures, and resources applicable to all Erikson students. Students are expected to also consult their accompanying degree-specific Program Book (i.e., MSW, PhD, Teacher Licensure Triple Endorsement, or MS/Certificate/Student-at-Large) for program-specific information.

<a href="#">Reservation of Rights</a>	6
<a href="#">Academic Calendar 2024-2025</a>	8
<a href="#">Welcome to Erikson Institute</a>	9
<a href="#">Our Mission, Vision, and Values</a>	10
<a href="#">Accreditation</a>	11
• <a href="#">Affiliations</a>	11
• <a href="#">State Authorization</a>	11
• <a href="#">Professional Licensure Requirements</a>	12
<a href="#">Student Affairs and Student Resources</a>	13
• <a href="#">Academic, Social, and Emotional Resources</a>	14
○ <a href="#">Academic Advising</a>	14
○ <a href="#">Academic Success Center (ASC)</a>	14
○ <a href="#">Accessibility and Accommodations</a>	15
○ <a href="#">Career Services and Alumni Engagement</a>	19
○ <a href="#">Edward Neisser Library</a>	19
○ <a href="#">Instructional Design and Development (IDD): Canvas at Erikson</a>	21
○ <a href="#">International Student Services</a>	22
○ <a href="#">Justice, Equity, Diversity, &amp; Inclusion (JEDI)</a>	22
○ <a href="#">Ombuds Office</a>	23
○ <a href="#">Stress Management and Mental Health Resources: SAP</a>	23
○ <a href="#">Student Experience and Support</a>	24
▪ <a href="#">Student Advisory Board</a>	24
▪ <a href="#">Registered Student Organizations (RSOs)</a>	24
▪ <a href="#">Housing and Food Instability</a>	24
▪ <a href="#">Student-centered Social Spaces</a>	25
• <a href="#">Digital Resources</a>	25
○ <a href="#">Student Intranet</a>	25
○ <a href="#">Erikson Library</a>	26
○ <a href="#">Erikson Email</a>	26
○ <a href="#">My.erikson</a>	26

• <a href="#">Campus Resources</a> .....	26
○ <a href="#">Campus Security and Safety</a> .....	26
○ <a href="#">Computer and Internet access</a> .....	27
○ <a href="#">CTA U-Pass</a> .....	27
○ <a href="#">Lost and Found</a> .....	28
○ <a href="#">Parking and Transportation</a> .....	28
○ <a href="#">Printing and Photocopying</a> .....	29
○ <a href="#">Student ID Cards</a> .....	29
• <a href="#">Financial Resources</a> .....	30
• <a href="#">Health Insurance Resources</a> .....	30
<a href="#">Student Rights, Responsibilities, and Expectations</a> .....	32
• <a href="#">Rights</a> .....	32
• <a href="#">Student Experience Concern Procedure</a> .....	32
• <a href="#">Responsibilities</a> .....	33
• <a href="#">Professional Expectations</a> .....	34
• <a href="#">Conduct</a> .....	36
• <a href="#">Disciplinary Process</a> .....	37
<a href="#">Academic Policies and Procedures</a> .....	40
• <a href="#">Attendance Policy and Classroom Decorum</a> .....	40
• <a href="#">Credit Hour Policy</a> .....	42
• <a href="#">Grading System</a> .....	43
• <a href="#">Good Academic Standing</a> .....	44
• <a href="#">Academic Probation and Warning: Continuing Students</a> .....	44
• <a href="#">Academic Probation: Exiting Academic Probation</a> .....	45
• <a href="#">Academic Integrity</a> .....	46
• <a href="#">Academic Grievance Procedure</a> .....	51
• <a href="#">General Grievance Procedure</a> .....	53
• <a href="#">Copyright Policies</a> .....	56
<a href="#">Registration/Student Records Policies and Procedures</a> .....	56
• <a href="#">Course Registration Policies and Procedures</a> .....	56
○ <a href="#">Course Registration</a> .....	56
○ <a href="#">Registration Holds</a> .....	56
○ <a href="#">Course Add/Drop Period</a> .....	57
○ <a href="#">Course Withdrawal Policies</a> .....	57
▪ <a href="#">Student Initiated (i.e., Withdrawal)</a> .....	57
▪ <a href="#">Erikson Initiated (i.e., Administrative Withdrawal)</a> .....	57
▪ <a href="#">Academic Impact of W and WA</a> .....	58
▪ <a href="#">Financial Impact of W and WA</a> .....	58

○ <a href="#">Continuous Enrollment Policy</a> .....	59
○ <a href="#">Special Course Circumstances</a> .....	59
○ <a href="#">Audited Courses</a> .....	59
○ <a href="#">Course Substitution</a> .....	59
○ <a href="#">Course Transfer Credit</a> .....	59
○ <a href="#">Incomplete Course Policy</a> .....	60
○ <a href="#">Independent Study Courses</a> .....	61
○ <a href="#">Repeated Courses</a> .....	61
● <a href="#">Program and Status Changes</a> .....	62
○ <a href="#">Changing Programs</a> .....	62
○ <a href="#">Leave of Absence (LOA)</a> .....	62
○ <a href="#">Withdrawing from Erikson</a> .....	63
▪ <a href="#">Physical or Financial Hardship Withdrawal Request</a> .....	64
● <a href="#">Student Records and Information</a> .....	65
○ <a href="#">Academic Records</a> .....	65
○ <a href="#">Change of Address</a> .....	66
○ <a href="#">Chosen/Preferred Name</a> .....	66
○ <a href="#">Immunization Records</a> .....	67
○ <a href="#">Review of Records</a> .....	67
○ <a href="#">Transcript Requests</a> .....	69
<a href="#">Financial Aid</a> .....	71
● <a href="#">Financial Aid Award Eligibility</a> .....	71
● <a href="#">Federal Direct Stafford Loans</a> .....	72
● <a href="#">Graduate PLUS Loan</a> .....	72
● <a href="#">Master Promissory Note (MPN)</a> .....	72
● <a href="#">Loan Counseling</a> .....	72
● <a href="#">TEACH Grant</a> .....	72
● <a href="#">Award Notification</a> .....	74
● <a href="#">Disbursement of Financial Aid</a> .....	74
● <a href="#">Return of Title IV Funds</a> .....	75
● <a href="#">Return of Tuition Assistance</a> .....	75
● <a href="#">Compliance with VA Pending Payment Compliance</a> .....	75
● <a href="#">Return of Erikson Fellowships, Scholarships, and Need-based Grants</a> .....	76
● <a href="#">Professional Judgment Policy: Appeals and Changes in Circumstances</a> .....	76
● <a href="#">Satisfactory Academic Progress (SAP)</a> .....	76
● <a href="#">In-school Loan Deferment</a> .....	79
<a href="#">Student Financial Accounts</a> .....	80
● <a href="#">Tuition</a> .....	80

- [Fees](#)..... 80
- [Making Payments](#)..... 81
- [Payment Plans](#)..... 81
- [Employer Payments](#)..... 82
- [Collections](#)..... 82
- [Tuition Refund Policy](#)..... 82
- [Release of Financial Information](#)..... 83
- [General Campus Policies and Procedures](#)..... 84
  - [Discrimination and Title IX Policies](#)..... 84
  - [Social Media Policy](#)..... 89
  - [Communication and IT Policies](#)..... 89
  - [Campus Building Policies](#)..... 97
- [Student Affairs Directory](#)..... 101
- [Faculty and Staff](#)..... 103

# Reservation of Rights

This Student Handbook serves to familiarize all graduate, certificate, doctoral, and at-large students with Erikson Institute's ("Erikson") policies, procedures, and resources. It is each student's responsibility to become familiar with and abide by these policies and procedures while enrolled as a student at Erikson. In addition, it is each student's responsibility to become familiar with and abide by the policies and procedures of their specific program. Program specific information is found in the four accompanying program books:

- MSW Program Book
- PhD Program Book
- MSECE Teacher Licensure Triple Endorsement Program Book
- MSCD and MSECE (non-licensure)/Certificate/Student-at-Large Program Book

Together, the policies and procedures set forth in this Student Handbook and in the program-specific policies outlined in your accompanying Program Book constitute your resource guides regarding the academic requirements of Erikson. In addition, students may also find Erikson's Course Catalog helpful for accessing specific course information.

The policies and procedures in this Student Handbook are subject to modification, revision, and updates at the discretion of Erikson, to comply with evolving accreditation standards and best practices in the best interests of the academic community. These policies and procedures do not constitute a contract, do not reflect binding commitments by the Institute, and may not be relied upon as such. The Institute/program will notify students when policies or procedures are revised, but students also have a responsibility to stay current on the applicable policies and procedures for their particular degree or certification program.

Erikson has set forth student responsibilities and expectations in its Safety Practices and Policies and Immunization Requirements, with which all students and employees must comply as part of our shared responsibility to help protect the health and safety of the community.

Erikson also reserves the right to change or alter its programs, services, methods of delivering course content, schedules, safety guidelines, and operations to respond to the evolving needs of the campus community as in a public safety crisis for example. These changes may include, but not limited to: (1) adjusting the method of delivering course content, curricula, or services, including the conversion of some or all coursework or business to remote instruction or remote operations; (2) modifying, postponing, or temporarily eliminating academic course offerings, program requirements, clinical assignments or experiential learning, access to facilities, student activities, and other services; (3) postponing or adjusting extracurricular activities and offerings; (4) changing or adjusting semester schedules, examination schedules, teaching and academic counseling assignments, and grading protocols; (5) assignment or reassignment of faculty and staff to particular coursework, advisory functions, or other work with students; and (6) otherwise changing or adjusting academic

operations and student activities or other policies, procedures or standards of Erikson when such modifications are deemed to be in the best interests of the students and the greater campus community.

#### Failure to comply with health and safety directives

Willful or reckless failure or refusal to comply with Erikson health and safety directives, or with modifications to Erikson operations, schedules, activities, academic requirements, policies, or procedures, where such directives or modifications are implemented to help protect the safety and security of the campus environment. Please refer to the Student Conduct and Student Disciplinary Process sections in this handbook for additional information.

#### Tuition and fees statement

Regardless of the learning environment, the tuition and fees that are charged are in exchange for learning, academic credit, and certain non-academic services that will be provided whether in person, in a hybrid environment, or entirely remotely.

# Academic Calendar 2024-2025

Thursday, August 22	6-8pm	MSW Practicum Orientation (Specialized Practice Year students)
Monday, August 26	5:30-8:30pm	New Student Orientation
Friday, August 30		12-Week Online Classes Begin
Monday, September 2		Labor Day Holiday
Tuesday, September 3		12-Week On-Campus Classes Begin
Tuesday, September 3	9a-5pm	MSW practicum orientation (generalist MSW students)
Thursday, September 5	9a-5pm	MSW practicum orientation (generalist MSW students)
Friday, September 6	11:59:59pm	Fall Semester Add/Drop Period Ends
Friday, September 6		Fall Semester Tuition Due
Saturday, September 7		Comprehensive Exam
Friday, October 18		Last Day to withdraw from a Fall 2024 course with a grade of "W"
Tuesday, November 5		Election Day Holiday
Tuesday, November 12	9am	Registration for Spring 2025 Begins
Thursday, November 21		Fall 2024 Incomplete Request Forms to Registration (12-Week)
Thursday, November 21		12-Week On-Campus & Online Classes End (**Tuesday classes end on 11/26 due to election holiday)
Thursday & Friday, November 28 & 29		Thanksgiving Holiday
Friday, December 13		Fall 2024 Incomplete Request Forms Due to Registration (15-Week)
Friday, December 13		15-Week Fall Seminar & Internships End
Friday, December 13-January 2		Winter Break
Friday, January 10		Fall 2024 Conferral Date
<b>Spring 2025</b>		
Thursday, January 2		Online & On-Campus New Student Orientation
Friday, January 3		12-Week Online Classes Begin
Monday, January 6		12-Week On-Campus Classes Begin
Friday, January 10	11:59:59pm	Spring Semester Add/Drop Period Ends
Friday, January 10		Spring Semester Tuition Due
Monday, January 20		Martin Luther King, Jr. Holiday
Saturday, January 25	1-3pm	Comprehensive Exam Orientation
Saturday, February 1		Internship Orientation (MSCD Students)
Friday, Feb 28-Thursday, March 6		Spring Break
Friday, March 7		Last day to withdraw from a Spring 2025 course with a grade of "W"
Monday, March 17	9am	Registration for Summer 2025 Begins
Monday, March 24	9am	Registration for Fall 2025 Begins
Thursday, April 3		Spring 2025 Student Incomplete Request Forms Due to Registration (12-Week)
Thursday, April 3		12-Week On-Campus & Online Classes End
Saturday, April 5		Comprehensive Exam
Friday, April 25		Spring 2025 Student Incomplete Request Forms Due to Registration (15-Week)
Friday, April 25		15-Week Spring Seminar & Internships End
Monday, May 5		****TENTATIVE***** Master's Commencement Ceremony
Friday, May 9		Spring 2025 Degree Conferral
<b>Summer 2025</b>		
Friday, May 9		12-Week Online Classes Begin
Monday, May 12		12-Week On-Campus Classes Begin
Friday, May 16		Summer Semester Add/Drop Period Ends
Friday, May 16	11:59-59	Summer Semester Tuition Due
Monday, May 26		Memorial Day Holiday
Saturday, May 31		Comprehensive Exam

*This calendar is subject to change without notice.*



# Welcome to Erikson Institute

Each year, Erikson brings together individuals who show strong academic ability and leadership potential in the fields serving young children—early education, social work, health care, early intervention, mental health, and family support. Some come to us with years of experience working with children and families, while others are just entering the field. All have a rich variety of experiences and represent differences in background, including in culture, ethnicity, gender, gender identity, sexual orientation, language, age, social background, and abilities. At Erikson you will be asked to join this professional community, to challenge your assumptions, interrogate your beliefs, build new knowledge, hone practice skills, and create lasting professional relationships. One of our primary objectives is to provide a unique educational setting where all community members learn to accept and respect differences in values, attitudes, behaviors, and learning styles in themselves and in others.

*At Erikson you will be challenged to:*

- expand your knowledge of child development and family functioning in a variety of contexts;
- deepen your skills in working effectively with children, families, and communities from diverse backgrounds;
- appropriately apply knowledge in the service of children, families, and communities from diverse backgrounds;
- use a diverse community of professionals to develop insights about yourself and share your thoughts, ideas, concerns, culture, and life experiences with other students;
- read and listen critically, raise analytical questions, and develop new problem-solving strategies; and
- develop as an ethical professional responsible to those you serve and committed to professional work that meets the highest standards in our field.

We hope and trust that your studies here will be stimulating, meaningful, and productive.

Pamela Epley, PhD

Vice President of Academic Affairs  
and Chief Academic Officer

Ashley Curry, PhD, LCSW

Dean of Students

# Our Mission, Vision, and Values

Erikson Institute is the premier independent institution of higher education committed to ensuring that all children have equitable opportunities to realize their potential.

Recognized for our groundbreaking work in the field of early childhood, we uniquely prepare child development, education, and social work leaders to improve the lives of young children and their families. Our impact and influence is further amplified through our innovative academic programs, applied research, knowledge creation and distribution, direct service, and field-wide advocacy.

Because nothing matters more than a child's early years, Erikson Institute educates, inspires, and provides leadership to serve the needs of children and families so that all can achieve optimal educational, social, emotional, and physical well-being.

## Our vision

Erikson's vision is that every adult who works with young children will be knowledgeable, aware, skilled, and alive to the possibilities that each child presents. We are passionately committed to helping every child reach his or her potential and supporting children and families in every way possible, and we believe that we are uniquely qualified as educators, researchers, and citizens to realize this vision.

## Our values

Closely tied to Erikson's mission is a stable and cohesive set of values that are shared by the Board of Trustees, faculty, staff, and students. These values are infused throughout Erikson's academic programs, research, and community engagement. They are freedom of inquiry and freedom of expression; the centrality of relationships in all learning; an emphasis on social justice; a commitment to diversity; an appreciation for complexity; and an adherence to high standards and excellence. Erikson's success at integrating these values across Erikson is evident in all its activities.

## Accreditation

Erikson is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, (800) 621-7440, [www.hlcommission.org](http://www.hlcommission.org). Accreditation is limited to master's degrees and certificates in fields related to child development and early childhood education (including Bilingual/ESL certificate) and the Master of Social Work.

Erikson is authorized by the Illinois Board of Higher Education (IBHE) to grant the MS in Child Development, the MS in Early Childhood Education Teacher Licensure with Triple Endorsement, the MS in Early Childhood Education (Non-Licensure, Online), and the Master of Social Work. It is also authorized by IBHE to grant post-baccalaureate certificates in Child Development, Infant Mental Health, Leadership and Advocacy, and Social-Emotional Learning.

Erikson's MS in Early Childhood Education Teacher Licensure with Triple Endorsement is approved by the Illinois State Board of Education and nationally accredited by the Association for Advancing Quality in Educator Preparation (AAQEP).

The Master of Social Work is accredited by the Council on Social Work Education (CSWE), which is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the United States.

## Affiliations

Erikson Institute promotes and maintains relationships with various other institutions of higher education in order to establish new programs, increase resources available to students, and strengthen teaching and learning in the field of early childhood development.

Erikson is affiliated academically with Loyola University Chicago to grant the Doctor of Philosophy degree in Child Development.

## State Authorization

Erikson is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) which allows us to provide distance learning programs and coursework to residents of states other than Illinois. The NC-SARA membership does not grant reciprocity or exemption from state professional licensing requirements. As a result, licensing requirements in Illinois may not be recognized as sufficient to obtain a license in any other state.

# Professional Licensure Requirements

Effective July 1, 2020, the United States Department of Education required institutions of higher learning to inform students about whether out of state professional licensures and certifications meet the requirements of their home state. The reason for this rule is to ensure that out of state programs qualify students for licensure, certification and ultimately, employment.

Erikson offers professional licensure in the Master of Science in Early Childhood Education and the Master of Social Work Programs and offers a professional certification in the Child Life Program.

Review the information below for the states in which our programs meet or do not meet the professional licensure and certification requirements. If you are planning to pursue a career in another state, check with the state licensing board.

Federal professional licensure/certification disclosure requirements table

Program	States and territories in which program meets licensure/certification requirements	States and territories in which program does not meet licensure/certification requirements
MS in Early Childhood Education On Campus	IL	AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY
Master of Social Work On Campus and Online	AL, AK, AZ, AR, CT, DC, DE, GA, HI, IL, IN, IA, KS, KY, LA, ME, MD, MA, MN, MS, MO, NV, NJ, NC, ND, OH, OK, PA, RI, SC, SD, TN, UT, VA, WV	CA, CO, FL, ID, MI, MN, MT, NE, NH, NM, NY, OR, TX, VT, WA, WI, WY
MS in Child Development Program– Child Life Concentration On Campus	AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY	N/A

# Student Affairs and Student Resources

This section describes the wide array of student-facing departments at Erikson and the ways in which they can support you throughout your Erikson journey. The Student Affairs team takes a holistic approach to student wellness and well-being and strives to create a student-centered culture and community where all Erikson students feel seen, heard, valued, and included. We are committed to supporting you – academically, socially, and emotionally – from admission to graduation. As such, we offer a wide variety of supports to enhance your student experience at Erikson. We hope this holistic package of supports helps you to manage the inevitable challenges and opportunities that present themselves during your graduate studies and ultimately helps you to have a meaningful, and ideally transformative, learning experience during your time at Erikson.

The Student Affairs team includes the following student-facing departments listed below in alphabetical order and people that lead them:

- Academic Advising
  - Natalie Dowdell, MS, MJ
- Career Services and Alumni Engagement
  - Alyssa Maestre, MSW, LCSW
- Dean of Students
  - Ashley Curry, PhD, LCSW
- Edward Neisser Library
  - Karen Janke, MSLIS
- Financial Aid
  - Monique Foster, MSECE
- Instructional Design and Development (IDD)
  - Lara Fuenmayor, MS
- International Student Services
  - Leanne Beaudoin-Ryan, PhD
- Justice, Equity, Diversity, & Inclusion
  - Ayanna F. Brown, PhD
- Ombuds Office
  - Ayanna F. Brown, PhD
- Registration and Student Records
  - Gilberto Martinez, MA
- Student Accounts (Bursar)
  - Susana Balcazar
- Student Experience and Accessibility
  - Whitney Mittons, MOL

The full contact information for each Student Affairs team member is located in the Student Affairs directory on page 101. You can also find more information on each of their webpages located on the Student Intranet (students.erikson.edu).

The following sections are organized by the types of resources provided by each department, and include: academic, social, and emotional; digital; campus; financial; and health insurance.

## Academic, Social, and Emotional Resources

### Academic Advising

Academic advising is provided to all master's degree and certificate students through Erikson's department of Academic Advising, which is led by the Director of Academic Advising and Erikson Alumna, Natalie Dowdell (advising@erikson.edu). All students will work closely with an advisor throughout their course of study.

Students will receive their initial program plan from their academic advisor at the beginning of their program. Any revisions to the original program plan must be approved by the academic advisor. All changes that impact the order of courses, or types of courses being taken throughout the program should be made in consultation with the academic advisor. Changes that could impact your program plan include, but are not limited to:

- Making course substitutions
- Skipping or moving a course on your plan
- Dropping or withdrawing from a class
- Adding an elective course
- Taking a leave of absence
- Earning an unsatisfactory grade in a course

Master's degree students entering their internship year, with the exception of Teacher Education students, will have group supervision with a seminar leader in their Integrative or Supervision Seminar. Because of the specialized requirements of their programs, Child Life and Teacher Education students, will work closely with their program directors, in addition to having access to the department of Academic Advising. All master's degree and certificate students may contact Erikson's academic advisor by emailing advising@erikson.edu.

### Academic Success Center (ASC)

Erikson Institute's Academic Success Center (a.k.a., "The ASC") provides a variety of academic supports and resources to help you excel in your Erikson journey:

- **1:1 Academic Support** is provided to enhance students' academic skills, performance, and confidence.

This may include:

- **Writing Support:** Expert assistance with idea development, paper organization, APA formatting, and grammar.

- **Personalized Study Plans:** Expert guidance with managing deadlines, breaking up tasks, staying on track, time management, prioritizing effectively, overcoming procrastination, and achieving accountability.
- **Content Understanding:** Support and guidance to better understand the material you are learning in the classroom.
- **Paper Review Program** is available to any student who would like to receive feedback on an assignment.
- **Comp Exam Prep Groups and Capstone Prep Groups** are offered to graduating students each Spring semester.
- **Online Writing and Learning Resources** are available on the [ASC website](#) to enhance students' academic success at Erikson. Topics include academic integrity/avoiding plagiarism, study habits, time management, notetaking, reading, writing, APA formatting, and grammar.

In addition to these supports, students are encouraged to review the “Resources” tab in the “Accessibility and Accommodations” section of the ASC website. These resources are designed to enhance your reading and writing experience throughout your graduate studies and include: Learning Tools and Assistive Technology, Helpful Apps, and the program called, “Read&Write.” ASC and Library staff are available to help students navigate these resources. All ASC services are designed to support students with the process of graduate level academic writing, which includes building overall competence and skill, developing confidence in their capacity to write successfully, active reading/annotating, outlining, writing drafts and reflecting. For more information, please review the ASC section of the Student Intranet ([students.erikson.edu](http://students.erikson.edu)) or the ASC section of the library website or contact Anita Evans, ASC Doctoral Fellow, at [aevans@erikson.edu](mailto:aevans@erikson.edu).

## Accessibility and Accommodations

### *ADA policy*

Erikson is committed to complying with the Americans with Disabilities Act, and the Rehabilitation Act of 1973, Section 504, which states: “No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.” Erikson will also comply with other federal, state, and local laws regarding accommodations for any person with a disability. Erikson will neither discriminate against, nor decline to reasonably accommodate, a qualified student or staff member with a disability.

### *Disability-related definitions*

Person with a disability: Someone with a physical or mental impairment that substantially limits one or more major life activities; who has a record of such an impairment; or who is regarded as having such an impairment. (Americans with Disabilities Act of 1990).

Major Life Activity: A function such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Qualified person with a disability: A qualified person with a disability is an individual with a disability who, with reasonable accommodation, meets the essential eligibility requirements for participation in academic programs or activities provided by the Institute or who, with reasonable accommodation, can perform the essential functions of the job or task for which he or she has applied or been hired to perform.

Reasonable accommodation: In the case of students, a reasonable accommodation is a modification or adjustment to a course, program, service, or activity that enables a qualified student with a disability to obtain equal access. “Equal access” means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability. Reasonable accommodations are individualized and flexible and are based on the nature of the disability and the academic environment. They provide equal access, not an unfair advantage. The ADA requires an institution of higher education to provide reasonable accommodation to a qualified individual with a documented disability, provided that the accommodation does not create undue hardship. An “undue hardship” refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program. Only the peripheral requirements of courses, programs, and activities are subject to modification to accommodate a disability. Essential elements of courses, programs, and activities must remain intact (Section 504 of the Vocational Rehabilitation Act and the Americans with Disabilities Act)

### *Accessibility Coordinator*

Erikson’s accessibility coordinator is responsible for serving the needs of students with disabilities. The coordinator is Whitney Mittons, Director of Student Experience and Accessibility. Please contact her at [wmittons@erikson.edu](mailto:wmittons@erikson.edu), 773/850-1925, or stop by her office on the 3<sup>rd</sup> floor (#323).

### *Procedure for applying for accommodation*

Any student with a disability wishing to request an accommodation should begin the process as early as possible by contacting the Director of Student Experience and Accessibility to arrange a meeting. The student should also download and complete the form for requesting accommodations available on ASC website in the Accessibility and Accommodations [section](#). New students should initiate the process before the beginning of classes or early in the semester. Remember that it may take several weeks to process a request for accommodation. Students seeking accommodation for the comprehensive examination should apply no later than the registration deadline for the exam.

Requests for accommodation will be considered on a case-by-case basis. What constitutes a “disability” or a “reasonable accommodation” may vary from individual to individual.



Erikson requires appropriate documentation of the disability and of the need for the requested accommodation. The Director of Student Experience and Accessibility will provide guidelines for appropriate documentation. In most cases, such documentation and/or assessments should be no more than three years old. In rare cases, additional documentation or second opinions may be requested. Students who already have documentation should send it to the Director of Student Experience and Accessibility at the time they make the accommodation request. Referrals to diagnosticians may be obtained from the Director of Student Experience and Accessibility.

The documentation should be original, signed, and on official letterhead from a certifying professional in the area of the student's disability. The documentation must address:

- Identification of the specific disability and functional limitation(s);
- Prognosis (permanent or temporary and, if temporary, the anticipated duration); and
- Recommendations for specific accommodations.

Once the appropriate documentation is received, the Director of Student Experience and Accessibility, in confidential consultation with consultants or faculty as appropriate, will review the documentation to clarify the existence and extent of the disability and the reasonableness of the requested accommodation. A student who does not have the documentation outlined in this section but who thinks that they may be eligible for accommodations under ADA, should contact the Director of Student Experience and Accessibility to discuss.

The student and the Director of Student Experience and Accessibility will then meet and work together to determine appropriate accommodations. If modifications to the curriculum or academic matters are at issue, faculty may also become involved in these discussions.

Students who receive accommodation for Erikson courses will be provided with a letter explaining all approved accommodations. It is the responsibility of the student to forward the letter to each instructor as soon as possible after receiving it. The letter does not disclose any information about the nature of the student's disability. That information is kept confidential. The student and the Director of Student Experience and Accessibility will maintain contact as appropriate for ongoing efforts to accommodate the student.

#### *Grievance procedure*

In rare instances, Erikson may not grant a student's request for the accommodation. If a student believes that she or he has been discriminated against or denied a reasonable accommodation in violation of this policy, the student may file a written appeal, setting forth the circumstances of the grievance, to the Vice President for Academic Affairs/Chief Academic Officer, or their designee, who will investigate the matter and resolve the appeal in their sole discretion.

A written appeal should be made within 45 days of notice of denial of the accommodation request. The student may request a conference with the Vice President of Academic Affairs/Chief Academic Officer, or their

designee, to discuss the appeal. The student may be assisted during such conference by an appropriate professional with knowledge of the student's disability, functional limitation(s), and/or the availability of appropriate accommodations. The Director of Student Experience and Accessibility will provide the student with a written copy of their determination within 45 days of the date of receipt of the written appeal.

### *Accessibility of campus facilities*

Erikson's campus is housed in a facility that was completed in August 2008. The campus was designed to meet the stringent ADA and Illinois requirements for accessibility by persons with disabilities in effect at the time of the building's completion. The space was designed to comply with the following laws and guidelines:

- Americans with Disabilities Act (ADA) of 1990, as updated through 2004;
- Illinois Accessibility Code (IAC) of 1997;
- International Code Council/ANSI A117.1-2003, Accessible and Usable Buildings and Facilities (as referenced and amended by City of Chicago Building Code Chapter 18-11); and
- City of Chicago Building Code 2007, specifically Chapter 18-11.

As such, the entire campus is accessible to persons with disabilities. The entrance to the ground floor, which is at street level, includes an ADA standard manual door that opens automatically at the push of a button. The three upper floors are served by elevators; all bathrooms are equipped with ADA standard stalls in two designs; sinks and water fountains are at appropriate heights for persons in wheelchairs; hallways are wide and uncluttered; way-finding signage is at an appropriate height for persons in wheelchairs and available in Braille for persons with visual impairment; classrooms, seminar rooms, and hallways are equipped with strobe lights to alert persons with hearing impairment of an emergency; and each floor has an area of rescue assistance for people who are unable to exit by stairs in an emergency. ADA accessible parking is available within two blocks of our front entrance.

### *Notice of the availability of services for students with disabilities*

The Director of Student Experience and Accessibility contacts all students a month prior to the beginning of their course of studies at Erikson, reminding them of the availability of services and encouraging students with documented disabilities to set up an appointment to review their eligibility for accommodation. In addition, each course syllabus includes a prominent statement for students with disabilities in the "front matter."

Faculty are encouraged to refer any student who self-identifies as needing an accommodation to the Director of Student Experience and Accessibility. During the orientation to the comprehensive examination, faculty remind students that anyone needing accommodation for the exam should request it no later than the deadline for registration for the exam. Policies and procedures for obtaining services are included in the Student Handbook, which is posted on the Student Intranet.

### *Management of student information*

The Director of Student Experience and Accessibility receives and retains all inquiries and requests for

accommodation, as well as the required documentation. To preserve student confidentiality, all information regarding requests for or delivery of reasonable accommodation is housed in a secure file cabinet in a locked office and/or on a password-protected computer. Access is restricted to the director. Access by others to the information is on a “need to know” basis consistent with the requirements of HIPAA. Student files are retained for a period of three years following a student’s exit from the Institute and then destroyed in a secure manner.

### Career Services and Alumni Engagement

Career Services and Alumni Engagement ([careerservices@erikson.edu](mailto:careerservices@erikson.edu)) department provides professional development and career support to students and alumni; actively works to connect students with alumni throughout their Erikson journey; and provides enrichment activities and opportunities for alumni to stay connected to Erikson post-graduation. It is a department that we hope you build a strong relationship with from the very beginning of your studies to well after graduation.

Services to students include:

- Assistance with finding part- or full-time employment in their area of interest.
- Holding student-centered networking events throughout the academic year.
- Making connections to Erikson’s extensive network of alumni and professional contacts.
- Hosting an annual career fair.
- Providing access to local childcare job postings.

Services to students and alumni include:

- Resume and cover letter review
- Mock interviewing
- Career counseling
- Informational interviewing with alumni contacts
- Access to available positions through Erikson’s career services platform, Handshake.

Services to alumni include:

- Building partnerships with and between alumni
- Fostering Erikson’s relationship with alumni

Hosting activities and events where alumni can stay connected to Erikson, to each other, and make new connections with other alumni.

### Edward Neisser Library

The Edward Neisser Library provides multifaceted information services that support the education, information, research, and service programs of Erikson Institute. Its specialized collection is a valuable resource. Information about the library’s collections and services can be found on their website: [library.erikson.edu](http://library.erikson.edu). The library’s collection includes scholarly and practitioner books and e-books, children’s books, tests and measurements, laptops, chargers, and other electronic accessories.

All students have library borrowing accounts created for them when they enroll. Students who are unable to

come to the library may request Erikson-owned items be mailed to them at an address in the United States. Library materials may be returned to the drop box in the Erikson lobby or mailed to the library. Students are responsible for items until they have been received by the library, so we recommend an insured and traceable shipping method, such as USPS Priority Mail. Our mailing address is: Edward Neisser Library, Erikson Institute, 451 N. LaSalle Dr., Chicago, IL 60654.

Most library materials are automatically renewed until the renewal limit is reached. Renewal attempts are made 2 days before an item's due date. You will receive an email at your Erikson email address informing you if the automatic renewal was successful or not. If the automatic renewal failed and the item cannot be renewed, the item is due on its original due date and will become overdue after that date.

Once an item is 30 days overdue+, it will be considered lost, and the borrower will be charged the cost to replace the item. This also applies to items that are returned with damage. These charges will be applied to their Erikson student account. The student will receive two overdue notices before the charge is applied to their student account. If a student does not pay the replacement charge for a lost or damaged item, a financial hold may be placed on their account that may prevent a student from registering for classes or requesting a transcript.

For additional information about our borrowing policies and instructions on placing holds and requesting items by mail, please consult the Borrowing Policies section of the library's website:

<https://library.erikson.edu/about/borrowingpolicies>

Materials not available in the Edward Neisser Library can be requested from other libraries through the library's interlibrary loan system, available at <https://erikson.illiad.oclc.org/illiad/>. The terms of use for these books are at the discretion of the lending library, so they set the due dates and determine if renewals are allowed. You will receive a courtesy e-mail reminder that your Interlibrary Loan book is due 7 days prior to the due date. If you lose or damage an interlibrary loan book, the lending library may issue a bill, which would be passed on to you.

The library has study rooms for individual and group study, some of which can be reserved. Students can also make appointments for 1-on-1 assistance from a librarian. To book a study room or time with a librarian, please visit our [Bookings site](#). Students will use their Microsoft Single Sign On to access the bookings site, use electronic resources, and log into their library borrower accounts. All library notices are emailed to your Erikson email address. It is important you check your Erikson email accounts regularly.

### *Library hours*

Library hours are posted in the Erikson building and on the library website. Unanticipated closures are announced through campus email. For current hours, please visit the library website at [library.erikson.edu](http://library.erikson.edu).

Library staff are available to assist you via Chat from the library website, by phone at 312-893-7210, or through email at [libraryhelp@erikson.edu](mailto:libraryhelp@erikson.edu).

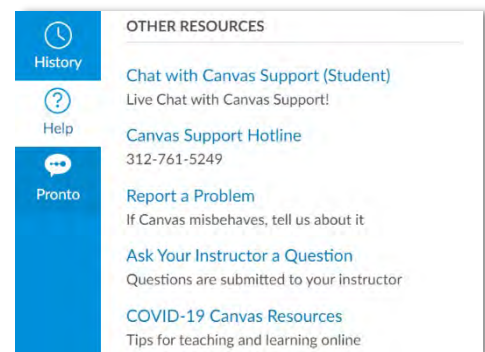
### Instructional Design and Development (IDD): Canvas at Erikson

Canvas is Erikson Institute's centralized Learning Management System for online teaching and learning since 2020. Canvas provides students with remote access to course materials, online research and library resources, as well as communication and collaboration tools for each course at Erikson. Within each Erikson Canvas course site students can view, download, and print course syllabi, assignments, readings, presentations and resources, watch video clips, and review and listen to narrated presentations. Discussions in Canvas allow students to communicate with the course instructor and other students enrolled in the same course. Journals, blogs, wikis, course mail and online meetings (among others) are additional tools for online teaching and learning that different instructors may also use at Erikson.

Canvas at Erikson can be accessed via Single Sign On integration, with the same credentials students use to access their Erikson Microsoft 365 email accounts.

Canvas also provides a wide range of technical assistance resources and support services to online learners; to encourage and enable successful online learning experiences and positive outcomes at Erikson.

If you experience **technical difficulties** with Canvas, support is available 24/7 for students. For example, if have trouble uploading an assignment or responding in a Discussion post, contact Canvas Support directly, using the Help Button in your Canvas Navigation Panel. You will always find it to the left of your screen in every Canvas course (it has a question mark icon, with the text 'Help' under it). You can select Chat with Canvas Support or even call them at the Canvas Support Hotline at 312-761-5249.



There may be times that even after receiving Canvas support you need to reach out to the Instructional Design and Development (IDD) team. It's very unusual but it can happen, for example if you log in and you can't see a course you're enrolled in, please reach out by emailing us at [iddsupport@erikson.edu](mailto:iddsupport@erikson.edu).

Please note that if you need support with your **course content**, you need to reach out to your instructor directly. Canvas and the IDD team are not familiar with the content of any course offered in Erikson, only your instructors will be able should you need course materials, or more specific instructions regarding the subject you are studying. They are your first point of contact and information regarding each of the subject areas you are studying at Erikson.

## International Student Services

Erikson has approval from the Department of Homeland Security to enroll non-immigrant international students in its degree programs. Once a student is enrolled in a degree program and considered a “continuing” student, they work with Erikson’s “Registration” Designated School Official (DSO), Leanne Beaudoin-Ryan, PhD (LBeaudoinRyan@erikson.edu), Executive Director of Institutional Effectiveness, through the completion of their degree program, as well as the Optional Practical Training period if applicable. Given the complicated and constantly changing nature of immigration regulations, F-1 students are encouraged to meet with the Registration DSO regularly. Typical issues that require consultation or authorization from the Registration DSO include, but are not limited to the following:

- Travel authorization signatures for travel outside the United States
- Extension of degree program
- Change of degree program
- CPT authorization for students beginning their internship
- Application to receive authorization for Optional Practical Training following the completion of the degree program
- International student health insurance
- Enrollment verification documents needed for loans, visa renewals, etc.
- Updating of contact information in the SEVIS database

## Justice, Equity, Diversity & Inclusion (JEDI)

Erikson Institute is deeply committed to issues pertaining to and structural analysis of justice, equity, diversity, & inclusion (JEDI). As both a set of practices and an organizational belief, for student purposes the JEDI office functions to:

- Actively participate in the overall strategic discussions and leadership of the Institute
- Advise the Executive Team on all Justice, Equity, Diversity & Inclusion Initiatives
- Collaboratively plan, execute, and lead all of Erikson’s Justice, Equity, Diversity, & Inclusion initiatives and programs, including its former DEIBJ (Diversity, Equity, Inclusion, Belonging, and Justice) Council, now the JEDI Council for Equity-In-Action
- Provide Justice, Equity, Diversity, and Inclusion trainings for students

The JEDI Council for Equity-In Action charter is in review and will convene as an official council within Erikson in 2024. As a council, students can hold seats and participate in the council’s initiative and objectives. Students will nominate council representatives reflecting both our online and in-person communities. Details forthcoming. If you have questions of interests in the JEDI Council, please contact Dr. Ayanna F. Brown: Associate Vice President for Justice, Equity, Diversity, & Inclusion at [abrown@erikson.edu](mailto:abrown@erikson.edu).

## Ombuds Office

Erikson Institute's Ombuds office serves faculty, staff, and students to support a restorative justice approach to conflict resolution, crisis management, trauma, and work solutions through mediation and conflict management. The Ombuds office subscribes to the Code of Ethics outlined by the International Ombuds Association. For more information about the Code of Ethics, please visit the Ombuds office page on the Student Intranet or directly at <https://www.ombudsassociation.org/standards-of-practice-code-of-ethics>. All engagements with the Ombuds office are confidential, unless there is risk or danger to the student or the Erikson community, more broadly.

The Ombuds office works directly with the Student Affairs Team and Dean of Students. Students can communicate needs and concerns with Student Affairs as a first step for referrals and support. Student Affairs and the Dean of Students serve as the first access point toward addressing students' needs. In the event that unaddressed or unresolved conflicts persist, students can directly communicate with the Ombuds. It is important to note that all Ombuds engagements are voluntary, unless a judiciary decision or disciplinary action is taken where a student is remanded to the Ombuds for remediation. Go to the bookings link below to schedule a 1:1 with Dr. Brown: [I'd like to meet with The Ombuds](#) You can also email [abrown@erikson.edu](mailto:abrown@erikson.edu).

### [Stress Management and Mental Health Resources: Student Assistance Program \(SAP\)](#)

We understand that graduate school can be a stressful time in your life and that you may need additional support at certain points during your Erikson journey. As such, we have partnered with an organization that provides access to a comprehensive Student Assistance Program (SAP). These services include a wide variety of supports to help you manage the stressors you experience during graduate school which may include, but not be limited to job loss, death of a loved one, divorce/breakup, significant illness, etc. as well as the stressors of graduate school itself (e.g., feeling overwhelmed with competing tasks and responsibilities, etc.). All services provided by the SAP are free and confidential for you and anyone in your household.

These services include access to immediate emotional support, 24 hours a day, 7 days a week as well as mental health counseling, life coaching, financial consultation, legal consultation, work-life resources, and medical advocacy. Their website also contains numerous articles and webinars that cover a variety of stress management and mental health topics. We hope you take advantage of these opportunities to support your emotional well-being during stressful times of your Erikson journey. You may access the services provided by the SAP in the following ways:

- Call 1-800/292-2780
- Visit <https://myassistanceprogram.com/ers/sap/>
- [Download the app](#) on your phone
- Click the "Access Free Counseling" blue button in the "Quick Links" section of the Stress Management & Mental Health Resources section of the Student Intranet
- USE THE CODE: eistudent

All of the information related to the SAP can be found on the Student Intranet in the Stress Management and Mental Health Resources [section](#) (students.erikson.edu). You do not need permission or authorization from anyone at Erikson to access the services; however, you are welcome to reach out to the Dean of Students, Dr. Ashley Curry (acurry@erikson.edu) with questions.

### Student Experience and Support

Erikson aims to enhance your student experience by partnering with you to provide programs, services, and resources to support your graduate school journey. These efforts are led by our Director of Student Experience and Accessibility, Whitney Mittons, MOL (wmittons@erikson.edu). We offer a variety of opportunities to interact and connect with other students both virtually and on-campus. We also offer opportunities for community-building and student leadership through our Student Advisory Board and Registered Student Organizations (RSOs). In addition, we have a variety of student-centered spaces on campus as well as an online Canvas hub called, "Online Student Community." Whitney Mittons also serves as the Institute's HOUSE Liaison for students experiencing housing or food instability. Each of these resources is described below:

#### *Student Advisory Board*

Erikson's Student Advisory Board consists of 10-12 students representing each degree program. The Student Advisory Board serves as the Executive Team of the student body. They meet monthly with the Director of Student Experience and Accessibility to provide consultation and advice related to Student Affairs matters. They also serve as Erikson's Student Ambassadors who are called upon to participate in and support a variety of student-related activities and events throughout the year, including Student Orientation and Commencement, as well as serve on institute-wide committees. To learn more about the Student Advisory Board please contact the Director of Student Experience and Accessibility (wmittons@erikson.edu).

#### *Registered Student Organizations (RSOs)*

Erikson offers students the opportunity to build community with each other through the formation of Registered Student Organizations (RSOs). Interested students are encouraged and supported to start a variety of RSOs including but not limited to: Affinity Groups, Academic/Programmatic Groups, Special Interest Groups, Professional/Pre-professional Groups, Community Service/Civic Engagement Groups, Social Groups, as well as the Student Advisory Board. We hope you take advantage of these opportunities to connect with your colleagues in ways that enhance your student experience, social connections, and sense of community at Erikson. Please review the RSO Handbook (linked below) to learn more about RSOs at Erikson:

[Erikson RSO Handbook 2024-25 - FINAL.docx](#)

#### *Housing and Food Instability*

If you are experiencing challenging life events that are threatening your access to food and/or housing, the following links lead to helpful resources:

[Housing Instability](#)



## [Food Insecurity](#)

You may also contact Whitney Mittons, Director of Student Experience and Accessibility and Erikson's HOUSE Liaison for additional support.

### *Student-Centered Social Spaces*

Erikson has several spaces in the building where students can connect with one another, build community, relax, talk, and eat.

- Student Lounge (3rd floor): This space has tables, chairs, couches, a credenza, and a kitchen with vending machines, microwaves, and a refrigerator.
- Self-care Room (3rd floor): This space has art supplies, beanbags, snacks, yoga mats, and other comforting materials for students to rest, relax, or decompress from their day.
- Bulletin Boards/TV Screens (3rd floor): These spaces have information about student-related events and activities happening at Erikson.

Erikson also offers an online Canvas hub called, "Online Student Community" where students can interact with each other and access online student-related activities and events.

## Digital Resources

Erikson provides the following digital resources to students: Student Intranet, Erikson Library, Erikson email, and My.erikson. Each of these resources is available to students from any location with Internet access.

### [Student Intranet](#)

This online "hub" is your one-stop shop to access all the information and resources you need from the vast array of student-facing departments, personnel, and resources at Erikson:

- [Academic Advising](#)
- [Academic Success Center \(ASC\)](#)
- [Accessibility and Accommodations](#)
- [Career Services and Alumni Engagement](#)
- [Edward Neisser Library](#)
- [Financial Aid](#)
- [Instructional Design and Development \(IDD\)](#)
- [Information Technology \(IT\)](#)
- [Justice, Equity, Diversity, and Inclusion \(JEDI\)](#)
- [Ombuds Office](#)
- [Registration and Student Records](#)
- [Stress Management and Mental Health Resources: Student Assistance Program \(SAP\)](#)
- [Student Accounts](#)
- [Student Experience and Support](#)

The Student Intranet can be accessed at [students.erikson.edu](https://students.erikson.edu). You must be logged in with your Erikson credentials (email and password) to access the site.

### Erikson Library

In addition to the physical collections, the Edward Neisser Library subscribes to many resources that are available online through its website: [library.erikson.edu](https://library.erikson.edu). These include online subscriptions to scholarly journals, databases of journal articles, interlibrary loan, and electronic books. Students may access most of these resources using their Single Sign On credentials (email address and password).

### Erikson Email

Students can access their Erikson email accounts at [office.com](https://office.com).

*Expiration of Accounts:* Individuals may leave Erikson for a variety of reasons, which gives rise to differing situations regarding the length of email privileges or expiration of accounts. The policy governing those privileges is set forth below. Notwithstanding the guidelines below, the Institute reserves the right to revoke email privileges at any time.

*Students who leave before graduation:* Students who leave Erikson without completion of their degree or other program may keep their email privileges for one academic year from the last term when they were registered.

*Dismissed students:* If a student is dismissed from Erikson, email privileges will be terminated immediately upon the directive of the Registration and Student Records Office.

*Alumni:* Students who have graduated from Erikson will be permitted to retain their email privileges if their account remains active for one year after their conferral date. All email accounts that are inactive for a period of one year will be removed.

### My.Erikson

My.Erikson is the web-based campus portal that provides students access to their course schedule, academic records (grades, unofficial transcripts, degree audit worksheets, etc.), and online bill-payment. My.Erikson can be accessed at [my.erikson.edu](https://my.erikson.edu). For all other student-related resources, please use the Student Intranet.

## Campus Resources

### Campus safety and security

Erikson is committed to promoting the safety of all members of its campus community, including staff, students, and visitors. Toward this end, we post information related to campus safety and security on the campus portal, [my.erikson](https://my.erikson.edu) (click on “Campus Safety and Security”) and on the Erikson website (see “Consumer Information,” [www.erikson.edu/consumer-information](https://www.erikson.edu/consumer-information)). You will find four documents related to safety and

security.

The *Annual Security Report* includes information concerning current policies and procedures for campus security in compliance with the Clery Act of 1998, as amended. These policies and procedures cover important topics such as reporting criminal activity, responding to emergencies, and communicating potential threats to the safety of the campus community. It describes procedures related to access to campus and security awareness. It also includes policies and procedures regarding harassment, including sexual harassment and the use of alcoholic beverages and controlled substances. The report presents crime statistics for the preceding three calendar years.

We also provide consumer information about community resources related to promoting the safety of individuals, including resources for drug and alcohol abuse prevention.

The *Fire and Life Safety Manual* describes emergency procedures related to life/safety events, such as fire, bomb threats, severe weather, nuclear threats, evacuations, and other serious events.

The *Emergency Procedures Quick Reference* provides a one-page summary of the emergency procedures described in the Fire and Life Safety Manual. It also includes floor plans for floors two, three, and four, showing evacuation routes.

*Tips on Public Safety* offers practical advice on how to avoid becoming a victim of crime.

### Computer and Internet access

The computer lab is located on the 3rd floor near the student lounge, seminar rooms, and classrooms. During regular term, lab hours are 8:30 a.m. until 8:00 p.m. Staff members are available to assist students during the hours of 8:30 a.m. until 6:00 p.m. Most computers are Windows based and students have access to network printers. In addition to the computer lab, workstations in the Edward Neisser Library are available to students during the Library's operating hours. Network resources include full access to the Internet via a secure network, as well as online library services, printing, career resources, and online course areas. Students requiring tutoring in computer skills and online resources should refer to that section of the library's website. User IDs and passwords are obtained from the Information Technology department. You can reach the IT department by emailing [techhelp@erikson.edu](mailto:techhelp@erikson.edu).

### CTA U-Pass

Erikson participates in the University Pass (U-Pass) program through the Chicago Transit Authority (CTA), which offers eligible students a discounted pass for unlimited rides on all CTA buses and trains. The U-Pass is offered on a semester-by-semester basis. Each eligible student will be issued a Ventra U-Pass card. Students enrolled for five or more credit hours during fall or spring semesters, or four or more credit hours during

summer term, are eligible for a U-Pass for that semester/term. Please note: For Erikson students to be eligible for the U-Pass, all eligible students during a given semester will be charged for a U-Pass (approximately \$130/semester), whether or not they utilize the pass. If a student who was eligible at the beginning of a semester subsequently drops below the required credit hours during the add/drop period, the student's U-Pass will be deactivated and the fee may be refunded on a prorated basis. The U-Pass includes the student's name, picture, and school name, and is not transferable. Additional information about the U-Pass program is available on the CTA web site at [www.transitchicago.com/upass](http://www.transitchicago.com/upass).

*Lost or stolen U-Pass card:* You may apply for a replacement U-Pass by contacting the Registration and Student Records Office that serves as Erikson's U-Pass Coordinator. You will need to present your Erikson student ID and pay the \$50 replacement fee. A replacement U-Pass will be issued and sent to Erikson within 5–7 business days. CTA will replace lost or stolen U-Pass cards only once per academic term. Upon receipt of the replacement card, you will be notified via email to pick up the U-Pass.

*Defective, damaged, or demagnetized U-Pass card:* If the CTA fare equipment on a bus cannot read a U-Pass, the bus operator should allow you to complete the ride for free. At CTA rail stations, present the defective U-Pass card to the customer assistant to have it inspected. To replace a defective U-Pass, go to Ventra Customer Service at 165 N. Jefferson St., Chicago, IL, to get a form stating that the card is defective and a 7-day pass. Bring the defective card and form to the Registration and Student Records Office, who will order a replacement card for you. The first replacement is free, though any future replacements for defective cards will have a fee. A replacement U-Pass will be sent to Erikson within 5–7 business days. Upon receipt of the replacement card, you will be notified via email to pick up the pass.

*Fraudulent Use of U-Pass:* Any U-Pass presented by a person other than the student whose name and photograph appears on it will be confiscated, and the person may be subject to arrest. Fraudulent cards will be confiscated and a replacement card will not be issued for one year after the date of misuse. Students should carry their student ID with them at all times when they are planning to use the CTA U-Pass.

*U-Pass Customer Service:* Visit [www.ventrachicago.com](http://www.ventrachicago.com) or call (877) 669-8368 Monday–Friday from 8 a.m.–4:30 p.m. for any questions about Ventra U-Pass. CTA General Offices: Chicago Transit Authority 567 W. Lake Street, 2nd floor Chicago, IL 60661

You can also visit [www.transitchicago.com/upass](http://www.transitchicago.com/upass)

### Lost and Found

The lost and found is located at the main lobby security desk on the first floor.

### Parking and transportation

Discounted parking is available. Please visit [www.erikson.edu/about/location/](http://www.erikson.edu/about/location/) for the most up-to-date listing

of locations, directions, and accommodations. Note: To receive discounted rates, request validation from the security desk in the main lobby. Please make sure to note the garage where you parked to receive the correct validation.

There is limited free and metered parking in the vicinity of the campus. Students who commute by car are encouraged to allow extra time to find parking.

The closest El stops to Erikson Institute are the Grand stop (State and Grand) on the Red Line and the Merchandise Mart stop (Kinzie and Wells) for the Brown and Purple Lines. You may also locate numerous bus stops near Erikson, please check [www.transitchicago.com](http://www.transitchicago.com).

There are several Metra train stations within one mile of Erikson. For Metra fare and schedules, contact the RTA at (312) 322-6777 or [www.metrarail.com](http://www.metrarail.com).

### Printing and photocopying

Three all-in-one printer/copier machines are available for student use. Two machines are located in the library and one in the computer lab. Money for copies can be added to your account on [my.erikson](http://my.erikson). Each machine has the ability to photocopy, scan, print, collate, staple, and hole-punch. Printing and printing payment can be accessed at [eriksoninstitute.us.uniflowonline.com/](http://eriksoninstitute.us.uniflowonline.com/)

### Student ID cards

Student identification cards are created by the Erikson Institute security office after verification of enrollment is performed by the office of registration and student records.

On-campus new students will be prompted to submit a photo ID via [registration@erikson.edu](mailto:registration@erikson.edu) to procure their student ID card. New students are provided with IDs as long as the deadline to submit their photo is met. Deadlines fluctuate per semester. Student ID cards serve to access the building, elevators, printers, and to secure library privileges. For questions regarding the photo submission deadline, refer to the welcome email sent by registration and student records, or email [registration@erikson.edu](mailto:registration@erikson.edu).

### Erikson Student ID Replacement Fee:

- The cost to replace a lost/stolen Erikson Student ID card is \$10.00.
- There is no fee for first time replacement requests.
- Subsequent requests after the first time replacement will be charged the \$10.00 fee as mentioned above.

To request a replacement ID card, please email the Registration and Records at [registration@erikson.edu](mailto:registration@erikson.edu).

New online students interested in receiving an Erikson Institute student ID must make their request in person at Erikson Institute's Security Front Desk station during normal business hours Monday – Thursday 8:30 AM to 4:30 PM. Students must provide appropriate identification such as, Driver's License or State ID for

verification purposes. Students must also provide a headshot photo that will be used to create the Erikson student ID card.

## Financial Resources

Please refer to the Financial Aid section of this Handbook (page 64) for more information about the financial aid resources available at Erikson and the person that leads that department, Erikson Alumna, Monique Foster, Director of Financial Aid (mfoster@erikson.edu).

Please refer to the Student Financial Accounts section of this Handbook (page 80) for more information about the Student Account resources available at Erikson and the person who leads the department, Susana Balcazar, Student Bursar (sbalcazar@erikson.edu).

You can also access information about their respective departments on the Student Intranet (students.erikson.edu).

## Health Insurance Resources

Erikson does not have a student health center.

The Patient Protection and Affordable Care Act has significantly changed the health insurance and healthcare landscape, particularly for student health insurance plans. As of 2019 the individual mandate has been repealed by an Act of Congress. With that, students are still encouraged to obtain health insurance but are no longer required to do so on a State or Federal Level.

Students may already be covered by private insurance either through their employers or through a spouse or family member. If you are a student who is not currently covered by private insurance, you will have the ability to utilize the Illinois online Health Marketplace, GetCoveredIllinois, to select an insurance plan that best meets your needs. You are encouraged to begin to review your health insurance options and become familiar with the information provided on [www.getcoveredillinois.gov](http://www.getcoveredillinois.gov). The online Marketplace is designed to walk consumers through the health care information and enrollment process in a few simple steps, but if you have difficulty navigating the website, you may seek out the assistance of a free Healthcare Navigator.

You can find a list of trained Navigators in your area on [www.getcoveredillinois.gov](http://www.getcoveredillinois.gov). In addition, Erikson will offer an on-campus enrollment session with trained Navigators from GetCoveredIllinois prior to the start of the Fall term.

International students who are in F-1 status are subject to the health insurance requirement as a condition of

their F-1 status. Students with F-1 and other non-immigrant visas who are maintaining legal status in the U.S. are eligible to enroll in insurance through the marketplace. However, non-immigrant students are not eligible for Medicaid unless they have been in the U.S. for five years. Per F-1 student regulations, comparable policies must cover the full period of enrollment and must cover a minimum of US \$50,000 for accident or illness, and at least US \$7,500 for repatriation, and US \$10,000 for medical evacuation. International students are encouraged to contact the designated school official prior to choosing another health insurance plan in order to make sure that the plan meets these requirements.

# Student rights, responsibilities, and expectations

This section describes the various rights and responsibilities students hold during their time at Erikson including but not limited to adhering to the Institute's professional expectations, code of conduct, and disciplinary procedures.

## Rights

- Freedom of discussion, inquiry, and expression

At Erikson, students are encouraged to engage in free discussion, free inquiry, and free expression. Student academic performance is evaluated solely on academic achievement, including adherence to the traditional canons of scholarly honesty and integrity, and not on unrelated opinions or conduct.

- Freedom from harassment and discrimination

It is Erikson's policy to provide an educational environment free of sexual harassment or other discrimination. Erikson fully supports the rights and opportunities of its students to seek and obtain an education without subjugation to sexual harassment or discrimination of any kind. All employees, faculty, supervisors, and students are required to uphold the Institute's policy.

- Freedom to seek support and assistance

Erikson's coursework and field experience are in keeping with our mission to prepare professionals who are ready to serve a diverse range of children, families, and communities. To this end, students are expected to fully engage with all required course content, including readings, activities, and assignments. If a student should find any of the course content particularly sensitive or evocative and wishes to talk with someone, they should contact their course instructor, program director, or the Dean of Students for additional support. The student is also able to access the Student Assistance Program (SAP) for additional support throughout their entire Erikson journey (including immediate emotional support offered 24 hours a day, 7 days a week as well as mental health counseling).

- Freedom to share about your experiences as a Erikson student

At the end of each semester, you will have the opportunity to complete a course evaluation for each of your courses. At the end of the academic year, you will also have an opportunity to complete a more comprehensive evaluation of your overall experience with Erikson's academic programs and support services. Evaluation results are taken into account by faculty and staff as they review the curriculum and various support services for students. Students are also welcome to share their experiences with Erikson's Director of Student Experience and Accessibility. That department's mission is to enhance the student experience at Erikson. The Student Experience Concern procedure is outlined next.



## Student Experience Concern Procedure

Erikson aims to offer a positive and enriching academic environment where students feel seen, valued, and heard. The Director of Student Experience and Accessibility plays a pivotal role in this effort by partnering with students to create student-centered programming that will enhance their experience. The Director is interested in hearing feedback from students about their experiences, whether positive, neutral, or negative. In an effort to continually improve the student experience at Erikson, the Director offers students the opportunity to voice their concerns about their experiences. If a student has a concern they would like to share with the Director, they should take the following steps:

1. Sign up for an in-person or virtual appointment via the Director's calendly link; or
2. Stop by the Director's office (#322) during scheduled office hours.

The Director will then meet with the student to better understand the nature of their concerns. If the concern the student shares involves a faculty member, a course, the curriculum, or something else directly related to their academic experience, the Director may also encourage them to talk directly with the faculty member or the program director depending on the situation. The student's concern will be documented and shared with the Dean of Students as well as other members of Academic Affairs leadership, depending on the nature of the concern, so that active efforts can be made to improve the student experience at Erikson.

In addition to the Student Experience Concern procedure described above, there is a formal Academic Grievance procedure available to students who want to file an official/formal grievance and/or have a dispute resolved with an instructor. See page 51 for details. There is also a General Grievance procedure outlined on page 53.

## Responsibilities

Each student is responsible for the following:

### General

1. When you matriculate at Erikson, you agree to comply with all policies and procedures that apply to students as described in this Handbook and other sources, including but not limited to course syllabi, students.erikson.edu, Canvas, my.erikson, emails, mailings, etc. You also agree to fulfill all understandings and agreements with the Student Affairs departments and faculty. If you have questions or concerns, ask the appropriate faculty member or staff person. It is also your responsibility to understand and abide by the academic integrity policies of Erikson and all basic tenets of academic integrity within the higher education community, as well as all other policies and rules set forth in this Handbook and in other procedures adopted by the Institute from time to time.
2. Keep copies of all transactions, records, and receipts. These copies will verify transactions in the event a document is misplaced or if there is a disagreement.

3. Each student is responsible for checking their Erikson email daily. Ideally, several times a day. To see the full policy on “Communications and IT Policies” see page 89 of this handbook.

### Finance

1. If applying for financial aid, follow the written procedures issued by the Financial Aid Office and submit the necessary materials as early as possible.
2. Pay tuition and fees in full by the end of the add/drop period or develop a payment plan before the beginning of the academic year. If you have made no financial arrangements, you will be asked to withdraw from class(es).
3. Meet all payment deadlines. If you do not, you incur substantial finance charges until a satisfactory payment plan is arranged and maintained. Further payment delay will result in being asked to withdraw from current class(es) and being unable to obtain transcripts, diplomas, or certificates as well as incurring legal fees.

### Registration

1. Confirm your degree requirements and schedule by reviewing this Handbook, degree planning worksheets, and by consulting your academic advisor. These materials contain most of the information needed to facilitate smooth planning.
2. Register for classes during the published registration period.
3. Complete the Online Learning Orientation course, Passport to Canvas, within Canvas prior to the start of your first semester.
4. Complete drops, adds, and changes of class by the published deadlines.
5. For exceptions, make an appointment to see your academic advisor. Students unsure about who advises them should contact the department of Academic Advising at [advising@erikson.edu](mailto:advising@erikson.edu).

## Professional Expectations

### Introduction

Earning a degree from Erikson requires mastery and demonstration of a coherent body of knowledge and skills. This includes demonstrated adherence to a set of professional behaviors throughout your Erikson journey, including but not limited to when you are in the classroom, outside of the classroom, and at your practicum, internship, or student teaching site. Students are expected to meet professional expectations in order to satisfy the overall academic and practice requirements of their program.

Throughout their program, students are expected to progress with increasing independence, particularly during their practicum, internship, or student teaching experience, so that by the time of program completion they are prepared for competent and independent practice at an entry level. In the event that a student is unable to meet professional expectations, with or without reasonable accommodations, Erikson reserves the right to do one of the following:

- steer the student toward a particular type of internship experience that would meet their learning

needs;

- deem that the student cannot proceed to internship until they have successfully worked with faculty and staff to develop and follow through on a plan to help them meet the expectations; or
- remove the student from an internship that they have already begun.

### Professional expectations

Student demonstrates:

- capacity to organize time and materials, prioritize tasks, perform several tasks at once, and readily adapt to changing situations.
- prompt attention to and completion of all responsibilities attendant to the occupation.
- flexibility and sound judgment under stress (complete work on time, maintain concentration during distracting situations, maintain professional and personal composure, and respond appropriately to urgent and emergent situations).
- ability to accurately follow course syllabi, assignment directions and any action plan(s) developed by faculty, deans, administrators, or supervisors.
- seek and effectively use help for medical and emotional problems that interfere with scholastic and/or professional performance.

Student demonstrates ability to:

- project an image of competence and professionalism.
- arrive on time for professional commitments, including classes and practicum, internship, or student teaching experiences.
- meet deadlines for course assignments and program requirements; a pattern of repeated absences, lateness, and failure to meet deadlines in courses or fieldwork is not acceptable.
- demonstrate good attendance, integrity, honesty, conscientiousness in classes and when engaged in any professional work/encounters.
- be free of the influence of illegal drugs and alcoholic beverages in classes and when engaged in any professional work/encounters.
- demonstrate appropriate personal hygiene habits.
- dress appropriately and in a manner befitting the profession.
- honesty and integrity by being truthful about background, experiences, and qualifications; doing their own work; giving credit for the ideas of others; and providing proper citation of source materials.
- ability to interact courteously, fairly and professionally with others and in accordance with Erikson's Nondiscrimination Policy ([www.erikson.edu/legal-policies/nondiscrimination-policy](http://www.erikson.edu/legal-policies/nondiscrimination-policy)) and Discrimination and Harassment, including Sexual Harassment Policy, on page 84.

MSW students should consult the MSW Program Book for additional details related to professional expectations of social workers. MSECE Teacher Licensure students should consult the MSECE Teacher

Licensure Triple Endorsement Program Book for additional details related to Dispositions.

### Accommodations and professional expectations

Erikson will not discriminate against qualified individuals with disabilities who apply for admission to the professional/graduate program and will provide reasonable accommodations to qualified individuals with disabilities. A reasonable accommodation is one that does not require substantial program modification or lower academic standards. Reasonable accommodations can be provided in relation to academic requirements and to professional expectations. Erikson facilitates the implementation of reasonable accommodations, including resources and services, for applicants with disabilities, chronic medical conditions, a temporary disability, or pregnancy complications resulting in difficulties with accessing learning opportunities.

Should an applicant or admitted student have or develop a condition that places them in the position of not being able to meet professional expectations and no reasonable accommodation can be identified that will enable the student to complete the program and pursue professional practice, the candidate may be denied admission or dismissed from the program.

Students are asked to verify that they understand and can meet the professional expectations established by Erikson or a specific academic program or that they believe that, with certain reasonable accommodations, they can meet the standards. Any student with a disability (or a student who develops a disability) and who needs an accommodation should contact Whitney Mittons, Director of Student Experience and Accessibility at [wmittons@erikson.edu](mailto:wmittons@erikson.edu) for further information.

### If a student's ability to meet the professional expectations changes

If a student's ability to meet the professional expectations changes while enrolled in the program, a meeting with the student, program director, and Director of Student Experience and Accessibility may be held to determine the best course of action. The Director of Student Experience and Accessibility can advise the student on appropriate documentation if the student believes that they could meet the program's professional expectations with accommodation(s). If the stated condition is a qualified disability, the Director of Student Experience and Accessibility will confer with the student to determine reasonable accommodations which do not jeopardize personal safety, or result in a fundamental alteration of the educational experience to which the professional expectations apply (including practicum, internship, or student teaching; coursework; observations; and assessment activities deemed essential to graduation).

## Conduct

1. Erikson's anti-bias commitment applies to all areas of discrimination, including those based on race, color, religion, national origin, sex, sexual orientation, gender, gender identity, gender expression, marital status, age, disability, or veteran status. Respect is expected to be shown toward persons in all

categories, both generally, and as individuals. It is each student's responsibility to approach interactions and diversity openly, and to act from one's centered, adult compassionate self.

2. Students are expected to conduct themselves in a manner compatible with the Erikson's function as an educational institution. Behavior that is disruptive and/or interferes with the educational process is disrespectful of the rights of others and is not acceptable and, if continued, may result in discipline as summarized in paragraph 4 below, up to and including dismissal from the program.
3. Erikson adheres to the laws of the State of Illinois and the federal government with respect to its substance abuse policy. The use, possession, or distribution of illegal drugs by students or employees is prohibited. The consumption or possession of alcoholic beverages for all students and employees under the age of 21 is strictly forbidden. Alcohol is prohibited from being on-campus at any time except during special events and in such instances it is only to be consumed by those over the age of 21 in designated areas.
4. Erikson reserves the right to address the following student conduct as disciplinary matters: failure to attend classes regularly; make satisfactory progress toward a degree; or neglect of academic work or requirements; violation of the rules of Erikson ; lying to an officer of Erikson ; cheating, plagiarism, forgery, or other forms of academic dishonesty; theft of or damage to property of Erikson or others; violation of Erikson Social Media or computer policy; possession of stolen goods; physical violence (including assault and sexual assault), discrimination, intimidation, harassment or disorderly conduct; violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials); and other conduct that departs from generally accepted standards of integrity, professional conduct, and ethical behavior, whether committed on or off campus. Depending upon the circumstances of the offense, discipline can include, but is not limited to, some or all of the following actions: suspension, admonition, probation, requirement of adherence to a conduct contract, requirement to take a leave of absence or withdraw, dismissal, and expulsion.

## Disciplinary Process

Complaints relating to potential student misconduct, other than in situations raising issues of academic integrity and discrimination on the basis of sex under Title IX of the Education Amendment of 1972, shall generally be handled using the procedures set forth below. Where circumstances raise a combination of issues that might be addressed under one or more procedures, or where the unique facts of a dispute warrant, the Institute reserves the right to modify or combine procedures, or fashion a new procedure, to address a particular case fully and fairly.

Reports or complaints about alleged student misconduct or violation of Erikson rules should be made in the first instance to the Dean of Students. The Dean of Students (or designee) shall make a threshold determination whether the circumstances warrant investigation. Criminal misconduct may also be reported to the appropriate authorities. In such circumstances, Erikson may proceed with its own disciplinary process or, in

its discretion, stay internal proceedings pending outside investigation.

If the Dean of Students (or designee) threshold evaluation indicates that a violation of Erikson rules or standards may have occurred, the accused student will be interviewed, at which time he or she is informed of the investigation, questioned regarding the allegations, and asked to discuss their alleged involvement. On the basis of this interview and a review of the facts, circumstances and results of any other initial investigation considered appropriate by Erikson, the Dean of Students (or designee) shall make an initial determination whether Erikson's disciplinary standards appear to have been violated. If the Dean of Students (or designee) determines at any time that no misconduct appears to have occurred, the matter shall be closed. The Dean of Students will decide in their sole discretion whether or not it is appropriate to share any outcome or information with the complainant or any other party.

If the Dean of Students (or designee) believes after initial investigation that misconduct has occurred, the Dean of Students (or designee) will discuss this initial conclusion with the student. If there is no disagreement as to the facts or the appropriate sanction, the matter shall be resolved by a written agreement, signed by the Dean of Students (or designee) and student, stating the agreed facts and sanction, with a copy of the agreement to be maintained by Erikson.

If the Dean of Students (or designee) believes after initial investigation that misconduct has occurred but the student disagrees with either this conclusion or the proposed sanction, the Dean of Students (or designee) shall prepare a memorandum summarizing the results of the initial investigation, discussions to date with the student, and sanction being proposed. This memorandum shall be delivered to the Vice President for Academic Affairs/Chief Academic Officer or delegate for further proceedings. Depending upon the circumstances of the allegation, the Vice President for Academic Affairs/Chief Academic Officer or delegate shall implement either an administrative or committee review process, the choice of which shall be made at the discretion of the Vice President for Academic Affairs/Chief Academic Officer or delegate.

If an administrative review is chosen, that review shall be delegated to a member of Erikson's administration (other than the Dean of Students) or to an outside investigator chosen by Erikson, at its sole discretion. The administrative investigator shall investigate the circumstances of the complaint by interviewing the student, the complainant (if any), and witnesses, as well as by reviewing documents and conducting other investigation deemed appropriate. The student shall be afforded an opportunity to meet with the administrative investigator and supply written materials and documents justifying the student's position. This administrative review is a fact-finding and dispute resolution process, not an evidentiary hearing, and no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in interviews or in the administrative investigative process may be permitted at the discretion of Erikson. After concluding the administrative investigation, the administrative investigator shall prepare a

written recommendation discussing the alleged misconduct and sanction proposed by the Dean of Students (or designee) and the facts that the investigator has found. This recommendation shall be made to the Vice President for Academic Affairs/Chief Academic Officer or delegate for final resolution of the matter. The decision of the Vice President for Academic Affairs/Chief Academic Officer or delegate is final.

If a committee review is chosen, Erikson through its Vice President for Academic Affairs/Chief Academic Officer or delegate, shall appoint an ad hoc committee of three members to investigate the complaint. The committee members should include Erikson faculty members or administrators and may, but need not, include a current student; one of the committee members should be designated by the Institute as chair. The committee should investigate the circumstances of the complaint by interviewing the student, any complainant, and witnesses, as well as by reviewing documents and conducting other investigations deemed appropriate. The accused student shall be afforded an opportunity to meet with the committee and supply written materials and documents justifying the student's position. The committee review contemplated is a fact-finding and dispute resolution process, not an evidentiary hearing, and no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in committee interviews or the investigative process may be permitted at the discretion of Erikson. After concluding the investigation, the committee shall prepare a written recommendation discussing the alleged misconduct and sanction originally proposed by the Dean of Students (or designee) and the facts that the committee has found; this recommendation shall be made to the Vice President for Academic Affairs/Chief Academic Officer or delegate for final resolution of the matter. The decision of the Vice President for Academic Affairs/Chief Academic Officer or delegate is final.

At any point during the disciplinary process, the process may be ended by agreement of the student and Erikson, with any such resolution to be memorialized in a written agreement signed by the student and Erikson. For complaints related to potential student misconduct, it may not be appropriate for a complaining party to be informed of the status or outcome of a matter. Therefore, Erikson will decide in its sole discretion whether it is appropriate to share any status, outcome or information related to a complaint with the complainant or any other party.

# Academic policies and procedures

This section describes academic policies and procedures related to attendance and classroom decorum, grades and academic standing, academic integrity, academic grievance, and copyright.

## Attendance Policy and Classroom Decorum

### Attendance policy (on-campus)

As part of your preparation to graduate as a well-informed and reflective professional, our goal at Erikson is to give you the best possible opportunity to master course content and participate fully in the learning process. To this end, the time you spend in class is an essential component of your learning. You are expected to attend all classes. In the event that you must be absent, you are expected to inform the instructor in advance and to ask someone to take notes for you. You may arrange for whatever make-up work the instructor may require you to do.

For 12-week courses, each missed class will negatively impact your potential earned points for the course.

**After you miss two classes, your instructor will notify the Registration and Student Records Office of your absences and you will be “administratively withdrawn” from the course for lack of attendance and participation** (see the administrative withdrawal policy on page 57 for more details). Exceptions related to significant extenuating circumstances will be considered on a case-by-case basis by your instructor and may require documentation.

For 15-week seminars, each missed class will negatively impact your potential earned points. **After you miss three classes, your instructor will notify the Registration and Student Records Office of your absences and you will be “administratively withdrawn” from the course for lack of attendance and participation** (see the administrative withdrawal policy on page 57 for more details). Exceptions related to significant extenuating circumstances will be considered on a case-by-case basis by your instructor and may require documentation. At Erikson, 15-week courses (i.e., weekly integrative, reflective seminars) are especially important because they bridge the gap between the academic program and the practice component (e.g., practicum, internship). It provides an opportunity for students to share experiences and to question, probe and analyze problems and issues of both a theoretical and a practical nature.

Course instructors have discretion to implement a more conservative attendance policy. Students should review the attendance policy on all course syllabi.

### Need for special accommodation

Students whose attendance is likely to be impacted by a documented disability or chronic situation should contact Dr. Ashley Curry, Dean of Students & Academic Support and Disability Coordinator, at



acurry@erikson.edu to discuss. Students who are requesting an exception based on religion should inform the instructor by the end of the first week of class to make arrangements with them to complete any missing work.

### Attendance policy (online)

As part of your preparation to graduate as a well-informed and reflective professional, our goal at Erikson is to give you the best possible opportunity to master course content and participate fully in the learning process. To this end, the time you spend in class discussions and learning activities is an essential component of your learning. You are expected to participate in all required asynchronous and synchronous learning activities (e.g., discussion board posts, live discussions, etc.). In the event that you must be absent, you are expected to inform the instructor in advance and to make up the missing work in whichever ways the instructor requires.

For all modules, each missed or late discussion post and/or activity will negatively impact your potential earned points for the course.

For 12-week courses, **after you fail to participate and fully complete course requirements within the designated time frame for two modules, your instructor will notify the Registration and Student Records Office of your absences, and you will be “administratively withdrawn” from the course for lack of attendance and participation** (see the administrative withdrawal policy on page 57 for more details).

Exceptions related to significant extenuating circumstances will be considered on a case-by-case basis by your instructor and may require documentation.

For 15-week seminars, **after you fail to participate and fully complete course requirements within the designated time frame for three modules, your instructor will notify the Registration and Student Records Office of your absences, and you will be “administratively withdrawn” from the course for lack of attendance and participation** (see the administrative withdrawal policy on page 57 for more details).

Exceptions related to significant extenuating circumstances will be considered on a case-by-case basis by your instructor and may require documentation. At Erikson, 15-week courses (i.e., weekly integrative, reflective seminars) are especially important because they bridge the gap between the academic program and the practice component (e.g., practicum, internship, capstone). It provides an opportunity for students to share experiences and to question, probe and analyze problems and issues of both a theoretical and a practical nature.

Course instructors have discretion to implement a more conservative attendance policy. Students should review the attendance policy on all course syllabi.

### Need for special accommodation

For students whose attendance is likely to be impacted by a documented disability or chronic situation should

contact Whitney Mittons, Director of Student Experience and Accessibility, at [wmittons@erikson.edu](mailto:wmittons@erikson.edu) to discuss. Students who are requesting an exception based on religion should inform the instructor by the end of the first week of class to make arrangements with them to complete any missing work.

### Classroom Decorum (on-campus and online)

Additionally, students are expected to refrain from behavior and/or activities in the classroom that can be disruptive to the educational process. Examples of such behavior include, but are not limited to, the following: conducting personal business; working on assignments for other courses; text/IM messaging; and using personal devices for activities unrelated to the class. For a fuller description of professional expectations for all students please page 34.

## Credit Hour Policy

Erikson awards credits for degree and certificate program courses based on the semester hour unit. The number of credits assigned to Erikson degree and certificate program courses is a function of the depth and breadth of subject matter deemed appropriate by program faculty to achieve the outcomes of the respective program, and approved through the faculty curriculum review process. Erikson's credit hour policy is intended to ensure consistency in assigning credit hours to courses and to comply with national, state and accreditation agencies.

### *Federal Definition of a Credit Hour:*

*A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:*

*(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. 34CFR 600.2 (11/1/2010)*

One hour is understood to represent 50 minutes of student work and 10 minutes break. For lecture and seminar courses, an average of one hour per week for each unit of credit is typically allotted to faculty led instruction (i.e. lecture, discussions, learning activities). Courses will be designed and expectations established so that the typical student will need to study and/or engage in an average of two hours of out of classroom activity for every hour of faculty led instruction in order to achieve the intended learning outcomes. Out of classroom activities include, but are not limited to:

- Reading assigned texts;
- Completing assignments;
- Taking exams;
- Conducting field observations; and/or
- Collaborating on group projects

Erikson’s credit hour policy for online and hybrid courses is consistent with the standards for courses offered through face-to-face instruction, although some or all of course content and faculty-student interaction occurs through one or more forms of distance education.

For master’s level internship, student teaching, and capstone seminar, one credit is awarded for a minimum of 5 hours of work per week in a supervised setting over the course of the term for master’s program courses. For internship and capstone seminar in the certificate programs, one credit is awarded for a minimum of 3 hours of work per week in a supervised setting over the course of the term.

For research practicum and independent study courses, the scope of the study or research will be established to require the typical student to work an average of 45 hours per credit earned.

## Grading System

Erikson has a 4-point grading system. The unit of credit is the semester hour. The following grade notations are used in calculating the Grade Point Average (GPA=the quotient of total quality points divided by total hours attempted).

### Grades included in GPA

<i>Grade</i>	<i>Quality points</i>	<i>Definition</i>
A+, A	4.00	Excellent
A–	3.67	Very good
B+	3.33	Good
B	3.00	Above Average
B–	2.67	Average
C+	2.33	Fair
C	2.00	Acceptable
C–	1.67	Passing
D	1.00	Unacceptable
F	0.00	Fail
FR	0.00	Failure by rule
NG	0.00	No grade submitted*

WF                    0.00                    Withdrawal, fail

### Grades not included in GPA

<i>Grade</i>	<i>Definition</i>
AU	Audited
I	Incomplete*
W	Withdrawal
WA	Withdrawal, administrative
CR	Credit
NC	No credit
NG	No grade submitted*
NOP	Not passed
WIP	Work in progress
P	Pass

*\*Grades of I (Incomplete) and NG (No Grade Submitted) will be permanently changed to a grade of FR (Failure by Rule) if course requirements are not met by the deadline published in the academic calendar.*

## Good Academic Standing

Students are to maintain an overall grade point average that will result in a GPA of not less than B (3.0) upon completion of all program requirements. No more than two grades of C+, C, or C- may be counted towards master's degree requirements. No more than one grade of C+, C, or C- may be counted towards certificate program requirements. No grade of D may be counted toward the degree or certificate requirements, nor does a D grade fulfill a course requirement. Such grades, however, will be calculated in the GPA, unless the course is repeated in a future semester. For more information on repeated courses, see page 61. No student will be awarded a diploma or receive a graduate certificate with less than a cumulative 3.0 grade point average for all Erikson courses. Students receiving a failing grade in a course, including a grade of FR which is recorded because of failure to complete the required coursework by the appropriate deadline, are automatically dismissed from the program.

## Academic Probation and Warning: Continuing Students

Master's students who receive a second C+, C, or C- are issued an academic warning that they are in danger of academic dismissal. Certificate students who receive a C+, C, or C- are issued an academic warning that they are in danger of academic dismissal.

Students who fail to maintain at least a 3.0 grade point average or who receive a D in a course required for

their academic program will be placed on academic probation. Students placed on academic probation will be notified by the Dean of Students. The student's program director, the Vice President of Academic Affairs/Chief Academic Officer, and other departments will also be notified as applicable (e.g., Financial Aid, Academic Advising, Academic Support & Disability Services, Registration & Student Records). Each student on probation is required to meet with their program director before beginning course work for the following term. No student may continue on academic probation for more than one term (including the summer). In rare cases, the Dean of Students may extend the period of academic probation for an additional term if it is determined that exiting academic probation within one term is not possible based on the program course sequence.

Failure to exit academic probation will result in dismissal from the program. This provision does not apply to students who fail to achieve a passing grade on the comprehensive examination. See Program Handbooks for policies regarding the comprehensive examination. Students on academic probation may not begin their internship until they have regained good academic standing (i.e., 3.0 or above).

Master's students receiving a third C+, C, or C-, a second D, or any combination of three grades of C+, C, C-, and D, or receiving a failing grade (F or FR) in any course will be dismissed from the program.

Certificate students receiving a second C+, C, or C-, a second D, or any combination of two grades of C+, C, C-, and D, or receiving a failing grade (F or FR) in any course will be dismissed from the program.

Students who have been dismissed from an academic program may seek an appeal of the decision by submitting a letter in writing outlining the reasons for requesting the appeal. This letter must be submitted within 5 business days of the date that the student receives the written notification of dismissal. The letter shall be addressed to the Vice President for Academic Affairs/Chief Academic Officer. Such an appeal may be considered by the Vice President for Academic Affairs/Chief Academic Officer or designee, who will evaluate the matter to the extent considered appropriate under the circumstances. The decision of the Vice President for Academic Affairs/Chief Academic Officer or designee on an appeal shall be rendered at their sole discretion, and be final.

## Academic Probation: Exiting Academic Probation

For continuing students falling below a 3.0 GPA: within one term, the student must bring their cumulative GPA for all course work up to 3.0. For continuing students receiving a D grade in a required course: the student must repeat the course the next time it is offered. Students who are prevented from exiting academic probation because the needed course is not offered during the following term will have their probation extended until the end of the term in which the course is next scheduled.

# Academic Integrity

The academic integrity policies of Erikson Institute are based on the respect for individual and collective achievement that lies at the heart of academic culture. Every faculty member and student belong to a community of scholars in which academic integrity is a fundamental commitment. It is critical that students contribute to the ideal of academic integrity and accept individual responsibility for their work.

Academic dishonesty or misconduct undermines the learning experience and may be grounds for expulsion. Academic dishonesty or misconduct can include, but is not necessarily limited to, the following unacceptable conduct:

- Plagiarism
  - Misappropriating, using or copying of ideas, words or material from another source, including published or posted works of others, without proper attribution. This includes all scholarly and non-scholarly sources of information including, but not limited to books, articles, content from any third party sources including websites, AI sites, etc.)
  - Paraphrasing the source so closely that it barely reads differently than the original source (with or without proper attribution)
  - Using AI tools in a classroom, or for coursework or assignments without first; 1) confirming with each instructor that AI tools are permitted and 2) accurately and properly citing data/information generated from an AI source or tool, to the extent such data/information is in any way integrated into an assignment, either word for word or through paraphrasing (see <https://apastyle.apa.org/blog/how-to-cite-chatgpt> for guidelines on how to cite tools like ChatGPT in APA format).
- Self-plagiarism
  - Copying of material from one's own prior published or posted work without proper attribution
- Cheating
  - Using unauthorized materials, altering a graded work, or allowing another person to do one's work
- Obtaining an unfair advantage
  - Using unauthorized examination materials, defacing or stealing materials needed by others, collaborating in an unauthorized manner on assignments, or intentionally interfering with another student's academic work
- Fabrication of data
- Falsification of records or official documents
- Unauthorized access to computerized academic or administrative records or systems
- Aiding and abetting any such acts of academic dishonesty

All graduate students entering Erikson are presumed to be familiar with basic standards of academic integrity

within the higher education community. However, Erikson offers a variety of supports to help students avoid academic integrity violations. First, all students are required to take the Canvas course “Academic Integrity” within the first few weeks of their first semester. Students are required to complete all course components including videos, tutorials, and quizzes. Students will acknowledge their understanding of the course’s content and commit to abiding by the academic integrity policies outlined in the course and in this Student Handbook. The course will be available as a resource to students throughout the entire duration of their program. Second, specific examples of academic dishonesty and additional resources are available in the library and through the ASC website. Third, every student is strongly encouraged to obtain their own copy of *Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success* by Charles Lipson (3rd edition, 2019).

Student failure to adhere to academic integrity in course work will, depending upon the seriousness of the misconduct, result in sanctions including receiving a lowered grade or a zero for the assignment, an “F” for the course, dismissal from Erikson, or expulsion from Erikson. Student failure to adhere to academic integrity in culminating graduation requirements (i.e., comprehensive examinations and/or capstone and portfolio projects) will, depending upon the seriousness of the misconduct, result in sanctions including repeating the graduation requirement, dismissal from Erikson, or expulsion from Erikson. Moreover, depending on the severity of the alleged offense and/or complaint, the student may be immediately suspended until a formal investigation is completed.

#### [Informal resolution of concerns regarding academic dishonesty](#)

Suspected cases of academic dishonesty should be reported to the course instructor, Program Director, the Administration, or any faculty member of Erikson. If the complaint relates to a specific course or a project being supervised by a particular instructor, the complaint will be referred back to that faculty member, who will have initial jurisdiction over any instance of any concerns or suspected academic dishonesty relating to that faculty member’s course or work performed under that faculty member’s supervision, depending on the severity of the alleged offense and/or complaint. In such circumstances, the faculty member will analyze the extent to which the student may have violated the academic integrity policy using their knowledge of the course, course materials, and assignment instructions; detection-related resources and reports available to them (i.e., Turnitin or other software detection tools), and their professional judgment. The faculty member will then personally meet with the student, either alone or with an observer, to discuss the alleged misconduct and based upon the circumstances the faculty member will make a recommendation on its consequences (e.g., lowered grade or zero on the assignment; a lowered grade for the course; an “F” in the course, repeating culminating graduation requirement, etc.). If the student and faculty member reach an agreement, at the faculty member’s discretion, the incident need not be the subject of any further proceedings; however, a written statement or “letter of understanding” must be drafted by the faculty member, signed by the faculty member and student to record the resolution of this matter, and retained by the faculty member, with a copy

of the resolution promptly forwarded to the Dean of Students and the student's program director.

If a complaint about academic dishonesty in a specific course or under a specific faculty member's supervision is not resolved informally between the student and faculty member as described above, then the faculty member must notify the student in writing of the alleged misconduct.

A copy of that written notice will be provided to the Dean of Students who will initiate an investigation as described below in "Investigation and Resolution of Formal Academic Dishonesty Complaint."

Once a student receives formal or informal notice that a faculty member or other Erikson community member has expressed concerns about the student's potential violation of the Academic Integrity Policy, the student may not change their registration in a course in which the charge is pending or in which a finding of academic dishonesty has been made. Moreover, as stated above, the student may be immediately suspended until a formal investigation is completed.

Once a complaint has been referred to the Administration after failure to achieve an informal resolution, the complaint may not be withdrawn by the complaining party without the Administration's approval, nor may any faculty member resolve the matter without the Administration's approval. A student may not receive an Erikson degree or certificate while a charge of academic dishonesty is pending or while a sanction imposed pursuant to a finding of academic dishonesty is in effect.

Erikson has the authority to pursue an investigation of alleged academic dishonesty and enter a finding of violation or sanctions (including rescission of a degree or certificate) against a student or former student, notwithstanding that student's having already withdrawn or transferred from the institution or graduated with a degree or certificate.

#### [Investigation and resolution of formal academic dishonesty complaint](#)

Where a complaint is referred by a faculty member to the Dean of Students for formal investigation, the procedure undertaken shall be as follows. The Dean of Students may conduct the investigation or designate another representative of Erikson to conduct such investigation, as the Dean of Students deems appropriate. The Dean or designee shall then review the facts of the alleged incident, including statements made by the reporting individual, the accused individual, and supporting material. The accused individual and reporting individual shall both have the opportunity to meet separately with the investigating Dean of Students or designee and provide written material or documents considered relevant to resolution of the complaint. The investigating Dean of Students or designee may, but need not, conduct interviews or undertake other investigation as suggested by the parties or as deemed appropriate, including seeking information from individuals outside Erikson about appropriate academic conduct or anything else relevant to investigation of



the complaint. The investigating Dean of Students or designee has the discretion to limit or expand the scope of the investigation as deemed appropriate to dispose fully and fairly of the complaint. The investigating Dean of Students or designee also has the discretion to confer with any other Erikson representatives, as they deem appropriate, in the course of such investigation or when considering a range of possible sanctions. The investigating Dean of Students or designee also has the discretion to convene an advisory committee of at least two other Erikson faculty, staff, or administrators to review and process the findings of the investigation.

In any investigation in which a violation is found regarding a student's conduct in a specific course or program, or in any investigation stemming from a faculty member's complaint about a student, the Dean of Students or designee should confer with the appropriate faculty member about the proposed sanction. If an affected faculty member and the Dean of Students (or designee) cannot agree on an appropriate sanction, the Dean of Students (or designee) shall make the final decision as to the appropriate sanction, but the faculty member shall have a right to appeal that determination as set forth in the "Appeal of Academic Dishonesty Determination" procedure set forth below.

At the conclusion of the investigation, the Dean of Students or designee shall, subject to any applicable FERPA limitations, notify the reporting party and the accused party in writing about the investigator's conclusions as to 1) whether an academic integrity violation occurred and, if so, 2) the sanction to be placed upon the accused for the violation. The Dean of Students will copy (via "cc") the Dean of Faculty and the student's program director on the conclusion letters.

Academic integrity investigations shall be maintained as confidential by all parties to the greatest extent reasonable, but Erikson reserves the right to investigate such matters fully and to disseminate information, both within and beyond Erikson at Erikson's sole discretion, to the extent deemed necessary to reach a fair and appropriate resolution.

#### [Appeal of academic dishonesty determination](#)

A student may appeal to Erikson a finding of academic dishonesty and/or the particular sanction assessed upon such finding by filing a written notice of appeal with the Vice President for Academic Affairs/Chief Academic Officer of Erikson Institute within 10 business days of the date that the student receives the written notification of resolution described above. The student's written notice of appeal must state whether the student is appealing the finding of dishonesty, the sanction, or both, and must describe in detail the grounds for appeal. Such an appeal may be considered by the Vice President for Academic Affairs/Chief Academic Officer or the Vice President's designee, who will evaluate the matter to the extent considered appropriate under the circumstances. Grounds for appeal will be limited to alleged errors in procedures, misinterpretation of policies, or a clear discrepancy between a finding of liability and the sanction assessed. An appeal is not an evidentiary hearing or a reconsideration of the evidence, and the Vice President for Academic Affairs/Chief

Academic Officer or designee need not, but may, interview the parties involved in the investigation and accept and consider supplemental written submissions or documentation. The decision of the Vice President for Academic Affairs/Chief Academic Officer or designee on an appeal shall be in their sole discretion and shall be final.

Where an appeal is taken regarding a serious sanction such as a grade of “F,” suspension or expulsion, the sanction may, but need not, be stayed by the Vice President’s office pending the resolution of the appeal; no degree, certificate, or honors shall be awarded during the pendency of an appeal.

Where a faculty member disagrees with an academic dishonesty decision or a sanction assessed with respect to a student’s work in the faculty member’s course or under the faculty member’s supervision, the faculty member may file an appeal with the Vice President for Academic Affairs/Chief Academic Officer, and this appeal shall be subject to the same time and notice requirements applicable to a student filing an appeal as noted above. A faculty member’s appeal shall be heard by the Vice President for Academic Affairs/Chief Academic Officer or designee using the same process and limited scope of review applicable to a student’s appeal. The decision of the Vice President for Academic Affairs/Chief Academic Officer or designee regarding a faculty member’s appeal shall also be final.

#### [Assignment Resubmission/Reuse Policy \(i.e., avoiding self-plagiarism\)](#)

Policy for re-using an assignment when repeating a class. During their degree program, students may be required to retake a previously attempted Erikson course. The reasons for retaking a course are varied and are decided on an individual basis. In some cases where it is appropriate, the student may wish to resubmit or reuse their own previously submitted assignments either partially or in their entirety. It may be possible to resubmit previous work for the same course, however, only under certain circumstances, at the discretion of the faculty instructor. Reuse of assignments is not acceptable at any other time. Recycling a previously submitted paper or other work for a course as though it were new work constitutes self-plagiarism. The following guidelines apply to Erikson’s Reuse Policy:

- The course instructor must be informed in advance of the submission and must give the student written permission for reusing the assignment.
- Proper citation of the prior submission should be included on the resubmitted assignment. Citation Example: This assignment was originally submitted on [Give the date] for [Give the course and the instructor].
- When part of a prior submission is used, the student must use proper citations for the resubmitted section, for example: This section of the assignment (pp-to...) was originally submitted on [Give the date] for [Give the course and the instructor].
- The reused assignment will be graded like an original submission.
- The student is responsible for ensuring that the reused assignment meets current course grading

criteria and outcomes.

- All other aspects of the work should adhere to the Academic Integrity Policy.

Policy for repurposing a previously used assignment or part of an assignment in a different course. Students may be asked to write on similar topics throughout their major coursework, and there may be times when it is appropriate to build on previous coursework. In these cases, it is important to follow proper procedures to ensure proper citation and acknowledgements. When repurposing an assignment, the following requirements apply:

- The student must request in writing permission from the current instructor if the student wishes to use any part of previously submitted coursework for a current course. This applies equally to courses taken at Erikson and courses taken at another institution.
- Once permission is granted, the student is responsible for revising and refining the coursework as necessary to fit current course requirements. These revisions should be substantial and will likely contain new research and other significant refinements.
- The student may also be required to submit the previous assignment for comparison purposes as per the Academic Integrity Policy.
- The student should also be sure to adhere to APA Self- Citation guidelines.

### Other concerns about academic dishonesty

In certain circumstances, a student may suspect another student or Erikson representative of academic dishonesty, or an Erikson representative other than a student's course instructor may develop such concerns about a student. In such circumstances, that suspicion should be reported or complaint made to the faculty member teaching the particular course at issue or to the Dean of Students. If any faculty member becomes aware of such a suspicion or complaint relating to a course other than one being taught by that faculty member, this information should also be reported to the Dean of Students. Once such a complaint or concern reaches the Dean of Students, they will attempt to resolve the matter informally if no informal resolution has yet been attempted, using a process similar to the Informal Resolution process noted above; if such a resolution cannot be achieved, the Dean of Students will then institute an Investigation and Resolution as previously outlined.

Erikson reserves the right to modify the procedures set forth above for investigation, resolution, and appeal of academic dishonesty complaints, as appropriate to the particular case, upon notice to the complaining/reporting party and to the student or other Institute representative who is the subject of the complaint.

## Academic Grievance Procedure

Academic disputes can arise relating to alleged mistakes or inequities in grading; application of due dates and extensions for late work; imposition of additional requirements after the course has begun; and similar issues.

With respect to any academic grievance or dispute other than one involving academic integrity, a student should use the following grievance procedure.

Where a student has questions or concerns about any requirement relating to a course or to any grading issue, the student should first attempt to resolve the problem directly with the instructor. If the issue is resolved informally between student and instructor, the matter ends and no formal record need be maintained.

If an academic grievance is not settled informally, or if the student wishes to pursue the matter formally, the student must file a written grievance with the Dean of Students within 10 business days after the issue for complaint has occurred. The Dean of Students (or designee) will consider the grievance within ten business days, determine whether it merits continued review, and dismiss it if it does not. The student grievant will be notified in writing if the Dean of Students or designee determines that the grievance lacks merit, and this written decision is final.

If the Dean of Students or designee concludes upon initial review of the grievance that continued consideration is warranted, the Dean of Students (or designee) shall then conduct an appropriate investigation, discussing the matter with the complaining student and with the instructor at issue, permitting both such parties to submit written materials if appropriate, and undertaking any other necessary investigation. The Dean of Students or designee may effect a negotiated resolution between the student and faculty member at this stage, which resolution should be written, signed by the student and faculty member, and retained by the office of the Dean of Students.

Upon conclusion of such an investigation without a negotiated resolution, the Dean of Students or designee shall determine whether the grievance has merit and whether any relief is warranted. If the Dean of Students or designee finds that the grievance lacks merit or that no changes to the challenged grade or course requirements are warranted, the Dean of Students or designee shall notify the grievant and the affected faculty member in writing, with a copy of such resolution to be sent to the Dean of Faculty and the Vice President for Academic Affairs/Chief Academic Officer. In this situation, the decision of the Dean of Students (or designee) shall be final.

If the Dean of Students (or designee) determines, after investigation, that a student's academic grievance has merit and that a change in a grade or course requirement may be warranted, the Dean of Students (or designee) shall prepare a written recommendation for the consideration of the Dean of Faculty and the Vice President for Academic Affairs/Chief Academic Officer. The Dean of Faculty and Vice President for Academic Affairs/Chief Academic Officer shall discuss the proposed recommendation with the student grievant, affected faculty member, and other members of the faculty or administration, as appropriate. The Dean of Faculty and the Vice President for Academic Affairs/Chief Academic Officer may also investigate the grievance.

If investigation is deemed appropriate, the Dean of Faculty and the Vice President for Academic Affairs/Chief Academic Officer may ultimately accept, reject, or modify the recommended resolution. The Dean of Faculty and the Vice President for Academic Affairs/Chief Academic Officer will notify the student grievant and the affected faculty member of the Dean of Faculty and the Vice President for Academic Affairs/Chief Academic Officer's decision upon the recommendation, which shall constitute the final decision on the grievance.

#### [General grievance procedure applicable to other student grievances](#)

The Academic Grievance Procedure set forth above does not apply to any issues relating to academic integrity, student discipline, or denial of accommodation, which are governed by separate, specific procedures set forth in this Handbook. With respect to any other disputed decisions or conduct by Erikson representatives, however, a student is free to file a grievance under the above Academic Grievance Procedure section, and a modified version of the investigation and resolution process set forth above will be used to resolve the disputed issue. Erikson reserves the right to modify its Academic Grievance Procedure as appropriate to the specific nature of the grievance; for instance, depending upon the nature of the grievance or the identity of the Erikson representative whose conduct is being challenged, the above procedure might be changed, or a different decision maker designated, to allow for full and fair resolution of a particular grievance. The student grievant and any other parties to such a grievance will be notified if modifications to the Academic Grievance Procedure are implemented for any particular grievance.

Where a grievance includes issues covered under one or more of Erikson's applicable grievance procedures, Erikson will determine which procedure will apply to the particular grievance and will notify the grievant and other parties to this effect. Any questions about how a grievance should be filed or how it will be processed should be directed to the Dean of Students or the Vice President for Academic Affairs/Chief Academic Officer.

#### [Handbook grievance and appeal procedures](#)

All of the grievance, appeal, and disciplinary procedures set forth in this Handbook are intended as fact finding and dispute resolution mechanisms and do not afford students any contractual rights. Erikson reserves the right to modify these procedures at any time and, where circumstances warrant in a particular case and at Erikson's discretion, to modify, combine, or fashion a new procedure to address a particular case or dispute fully and fairly.

## Copyright Policies

Erikson respects the intellectual property rights of others, including yours. We take great care to ensure that our use of copyrighted materials in Erikson courses and other areas conforms to copyright law. We expect you to do so as well. It is your responsibility to make a good faith determination that your use of copyrighted

materials complies with U.S. Copyright Law ([www.copyright.gov/title17/](http://www.copyright.gov/title17/)) and Erikson's Intellectual Property Policy, available on the Academics homepage on [my.erikson.edu](http://my.erikson.edu).

You should familiarize yourself with sections of the Intellectual Property Policy that are particularly relevant to students. Please take time to review Part I, "Use of Copyrighted Material of Others" (pages 1–11) to ensure that you use such materials correctly. The policy covers "fair use" in many different situations, including use of copyrighted materials available on the Internet. Under Part II, "Ownership of Intellectual Property," you will want to look at "Work Created by Students," page 17. Given the complexity of copyright law, we encourage you to err on the side of caution. If you have any questions regarding appropriate use of copyrighted materials, please don't hesitate to contact the library staff, who are your best resource.

### Penalties for Copyright Violations

Users who violate policies regarding the use of copyrighted materials may be subject to disciplinary actions, including dismissal from Erikson and legal penalties. Under federal law, a person found to have infringed upon a copyrighted work may be liable for actual damages and lost profits attributable to the infringement, and statutory damages from \$200 up to \$150,000. The copyright owner also has the right to permanently enjoin an infringer from further infringing activities, and the infringing copies and equipment used in the infringement can be impounded and destroyed. If a copyright owner hired an attorney to enforce their rights, the infringer of a work may also be liable for the attorney's fees as well as court costs. Finally, criminal penalties may also be assessed against the infringer and could include jail time depending upon the nature of the violation. For more information on penalties for violation of federal copyright laws, see [www.copyright.gov/ title17/92chap5.html](http://www.copyright.gov/title17/92chap5.html).

### Copyright protection for work created by students

Erikson's intellectual property policy seeks to encourage the a) creation of original scholarship, including online work and electronic media; b) development of educational materials, applications and products, and; c) dissemination of Erikson's work throughout the profession and the academic community, with such work identified with Erikson.

Erikson students shall own copyrights in the papers, theses, dissertations, and other scholarly works they produce while at Erikson, except in the following circumstances:

- Scholarly work authored by a faculty member with assistance from a student shall be owned by the Erikson faculty member;
- Erikson owns any student work that constitutes or is part of a sponsored work as defined in Erikson's intellectual property policy;
- Erikson owns any work for which Erikson has obtained a written transfer of copyright from the student and Erikson owns any student works created as part of the student's employment at Erikson.

### Erikson rights regarding student-owned work

Erikson has an interest in using certain student-owned works for academic purposes (e.g., grading), and in maintaining copies of student work for administrative and disciplinary purposes. As a condition of enrollment, Erikson students grant Erikson the irrevocable, perpetual right to use and retain all copies of student work for these purposes. Student works that constitute notes of classroom lectures or exercises shall not be used by the student for commercial purposes. The full text of Erikson's Intellectual Property Policy is available on the Academics home page on [my.erikson.edu](http://my.erikson.edu).

# Registration/Student Records Policies and Procedures

This section outlines several important policies related to course registration, program and status changes, and student records and information.

## Course Registration Policies and Procedures

### Course Registration

New and continuing students are required to register for courses during the registration period before the beginning of each term in which they are taking courses, doing an internship, or otherwise engaging in graduate study. Only registered students have access to Institute resources, including electronic course materials and syllabi. Students are responsible for registering in a timely manner. New students will receive registration information upon deposit and issuance of computing credentials. Continuing students will receive registration information in advance of registration deadlines. Doctoral students should consult the PhD Program Book for details about Loyola's policy.

### *Online Learning Orientation requirement: "Passport to Canvas"*

All students that are admitted into an Erikson program, regardless of delivery format, must complete the online learning orientation course within Canvas called, "Passport to Canvas" prior to the start of their first semester.

### *Course leveling*

Students should be aware that course leveling may occur through the registration periods to ensure even distribution of sections that meet on the same day and time, or for courses that have multiple asynchronous sections. Erikson reserves the right to level courses as needed. When leveling occurs, impacted students will be notified and additional adjustments may be made depending on the situation.

### Registration Holds

A hold may be placed on a student's registration for a variety of reasons, including but not limited to:

- Failure to pay tuition bills by specified deadlines
- Failure to submit complete immunization record
- Failure to complete course work from the prior term (see Incomplete policy for details)
- Unpaid library fines

Students who have a hold on registration:

- Will not be allowed to attend classes
- Will not have current year financial aid (loans and scholarships) disbursed to them
- Cannot access course materials in Canvas
- Cannot use library resources



- Cannot register for future semesters

It is the student's responsibility to take immediate steps to resolve any holds on their registration. Students who fail to do so by the end of the published add/drop period will be prevented from registering for any courses that semester. Doctoral students should consult the PhD Program Book for details about Loyola's policy.

### Course Add/Drop Period

Students are required to have their course registration complete prior to the first day of class. Changes to course registration may be completed in the registration portal in my.erikson during the official add/drop period. Official add/drop dates for each semester of the academic year are published in the academic calendar. If needed, a revised tuition statement will be issued, and you will be informed of any changes in your eligibility for financial aid related to the changes you made during the add/drop period.

### Course Withdrawal Policies

There are two pathways by which students may be withdrawn from a course at Erikson. Students, themselves, can initiate the course withdrawal upon deciding not to continue with a course in which they are enrolled (i.e., Withdrawal). Course instructors may also initiate a withdrawal if a student is found to be out of compliance with Erikson's established attendance policy (i.e., Administrative Withdrawal). No student will be eligible to withdraw (or be administratively withdrawn) from a course while an issue regarding the student's possible academic dishonesty or other misconduct is pending with respect to that course. The processes for each course withdrawal type are described below.

#### *Student Initiated Course Withdrawals (Withdrawing from a Course After the Add/Drop Period)*

Students who wish to withdraw from a course after the add/drop period must follow the steps outlined below:

1. Contact your Academic Advisor regarding the course withdrawal to discuss the long- and short-term impacts of withdrawing from class. Your advisor can be reached at [advising@erikson.edu](mailto:advising@erikson.edu)
2. Once your decision to withdraw from class is finalized and approved by your academic advisor, submit a Course Withdrawal Request form to Registration and Student Records. The form must include your advisor's signature. Course Withdrawal forms can be found at [students.erikson.edu](http://students.erikson.edu).

Your request to withdraw from a course will be considered official on the date you submit the completed Course Withdrawal Request form to Registration and Student Records.

#### *Erikson Initiated Course Withdrawals (Administrative Withdrawals)*

If a student falls out of compliance with Erikson's established attendance policy (i.e., misses 2 classes for a 12-week course and misses 3 classes for a 15-week course), the instructor will notify the Registration and Records office and the student will be administratively withdrawn from the course. Exceptions related to significant extenuating circumstances will be considered on a case-by-case basis by the course instructor as outlined in

the attendance policy (see page 40 for details).

An administrative withdrawal will be considered official on the date that the course instructor notifies Registration and Student Records of the failure to adhere to Erikson's Attendance Policy.

#### *Academic Impact of Withdrawals and Administrative Withdrawals*

Course grades in the event of a withdrawal:

- Before add/drop deadline:
  - The student will not receive a grade for the course and the course will not appear on the official academic transcript.
- After add/drop and before the last 4 weeks of the semester:
  - The student will receive a grade of W (i.e., Withdrawal) or WA (i.e., Withdrawal, Administrative). The course will appear on the official academic transcript.
  - A "W" or "WA" grade does not impact GPA.
- During the last 4 weeks of the semester:
  - The student will receive a grade of WF (i.e., Withdrawal, Fail)
  - This grade acts as an "F" against your GPA but does not automatically subject you to academic probation or dismissal as an "F" would. If your GPA drops below 3.0 due to the WF, you will be placed on academic probation due to the unsatisfactory GPA, not the WF itself.

#### *Financial Impact of Withdrawals and Administrative Withdrawals*

The official date of your course withdrawal will also determine eligibility for a tuition refund, in accordance with Erikson's tuition refund policy, outlined below:

- Before add/drop deadline:
  - The student will receive a 100% tuition refund for the course.
- Second week of term:
  - The student will receive a 50% tuition refund for the course.
- Third week of term:
  - The student will receive a 50% tuition refund for the course.
- Fourth week of term and beyond:
  - The student will receive a 0% tuition refund for the course.

If the student is eligible for a tuition refund, a revised tuition statement will be issued, and they will also be informed of any financial aid implications. Erikson will issue a refund check to the student's current address within three weeks from the date of receipt of the Course Withdrawal Request form. Students with significant extenuating circumstances may request an exception to the withdrawal and tuition refund policies by discussing their situation with Student Accounts. Determinations will be made on a case-by-case basis.

## Continuous enrollment policy

Erikson students are required to be registered for every semester during the academic year (Fall, Spring, and Summer), unless no courses are required of a student for a given term per their program plan or if the student is on an approved leave of absence. A student who is not registered for any two consecutive terms will be administratively withdrawn from their program by Registration and Student Records. The student will be subject to the readmission policy (see Program Handbook for policy). Students who have completed all course requirements and are pending completion of the comprehensive examination or culminating requirements for their degree conferral are not subject to this policy. Please contact your academic advisor (Advising@erikson.edu) if you have questions regarding your academic status.

## Special Course Circumstances

### *Audited Courses*

Students wishing to audit a course must officially register for the course and submit a written request form to Registration and Student Records. A course that is audited does not count as hours attempted, and therefore is not included in the calculation of a student's GPA, full- or part-time status, or progress toward degree or certificate completion. Auditors are not required to complete course assignments, including examinations and term papers.

Class attendance is required, and auditors have a right to participate in class discussions. A grade of AU indicates satisfactory attendance; students who do not meet the attendance requirement will receive a grade of W. Tuition for audited courses will be two-thirds the tuition charged for courses taken for academic credit.

### *Course substitution*

On occasion, students may wish to develop a special project in lieu of a course requirement. Approval of the course instructor and academic advisor is required and must be obtained prior to the beginning of the semester in which the course is offered. A proposal for a course substitution must be submitted in writing and approved by Registration and Student Records, the Office of Advising, and the Program Director. Students are still responsible for the material presented in the course. Specific questions about the course substitution process may be directed to an academic advisor and the course instructor. Students who wish to substitute a course on their official program plan must contact their academic advisor (advising@erikson.edu) before making any changes. Failure to obtain approval from the academic advisor could result in both program completion delays and financial implications.

### *Course Transfer Credit from other universities*

It is generally expected that all work for Erikson's graduate degree and certificate programs will be completed at Erikson. However, under certain circumstances, a student can transfer up to 50% of credits from an accredited program. The following is required for transfer credit consideration: 1) The credit is at the master's

degree level, 2) the student has a B or better in the course(s) to be transferred, 3) the student provides a copy of the syllabi for the course(s) to be transferred, 4) the course(s) have been completed within 5 years of the request, and 5) the program director of the master's degree or certificate program approves the course(s) to be transferred based on a review of the syllabi. Approved transfer credits are recorded on the student's official Erikson transcript but are not calculated in the cumulative grade point average.

### *Incomplete Course Policy*

All course work is due the last day of class unless otherwise stated on the individual course syllabus. If you encounter significant extenuating circumstances during the semester and anticipate that you will not meet the deadline, you may request to take an "Incomplete" in the course. Incompletes are considered an exception, not a rule. Granting an Incomplete for submission of the completed work, is at the discretion of the faculty instructor(s). There is no guarantee that granting one will be seen as being in the student's best interest.

To be eligible to request an Incomplete, you must have:

- Completed a majority of the required coursework
- Attended class on a regular basis
- Discussed your situation with your professor and the plan for completion of course requirements. The instructor will then make the final decision about the due date for outstanding coursework. The deadline may not exceed the dates specified below to allow time for grading and administrative processing of the grade:

#### Fall 2024 term courses

12-week                      December 10

15-week                      January 3

#### Spring 2025 term courses

12-week                      April 25

15-week                      May 9

#### Summer 2025 term courses

12-week                      August 22

15-week                      NA

To have your request for an Incomplete granted, you must:

1. Obtain the Incomplete Request form, which is available on the Registration and Student Records page of the Student Intranet ([students.erikson.edu](http://students.erikson.edu))
2. Sign and complete the Incomplete Request form. This includes obtaining written approval from your instructor.
3. Ensure that the Incomplete form is submitted to the Registration and Student Records Office NO LATER than the last day of class. Late forms will not be accepted. The Incomplete Request is not

officially accepted until it is reviewed and approved by the Registration and Student Records Office.

Once the Incomplete Request is granted:

- You will receive a grade of an “I” as a place holder until the date that the outstanding work is due. If you turn in the outstanding work by the deadline, your instructor will submit a Change of Grade form. If you do not turn in your outstanding work by the deadline, you will receive the grade you earned prior to your request for an Incomplete (which is outlined on the Incomplete Request form).

If an Incomplete Request form is not submitted by the last day of class:

- Instructors must submit the student’s earned grade. Any subsequent grade changes are at the discretion of the instructor and must be submitted before the final grade-submission deadline of the semester. Any request for a grade change after the final deadline will not be permitted.

If a student submits an Incomplete Request form, but does not fulfill the requirements outlined on the form by the date specified on the form (which should be no later than the dates outlined above):

- The student will receive the grade they earned prior to the incomplete request (which is outlined on the Incomplete Request form).

Registration and Student Records will not approve an additional request to extend the deadline without significant extenuating circumstances. Incompletes from a prior academic year may not be carried into the next academic year.

Incompletes for internship/practicum: Students entering an internship in the following term will have to complete all incomplete work before the start of their internship. That is, students with pending incompletes or current incompletes will not be allowed to do an internship/practicum. Students may request a leave of absence or be required by the faculty to take a leave of absence to complete all incomplete coursework.

### *Independent Study Courses*

It is possible that you may have interests that go beyond the material covered in the classes or that you may want to pursue questions raised in the course of study. This can be pursued through an independent study course (C498 Independent Study) at additional cost. All independent study projects must be arranged with a faculty member and approved by the Vice President for Academic Affairs/Chief Academic Officer. On rare occasions, a required course may be offered as an Independent Study if the enrollment in the course is small enough that it prohibits it being offered as a formal course. When this occurs, students will work with an instructor in an Independent Study format that meets the content requirements of the original course.

### *Repeated Courses*

Occasionally students may be required to repeat a course due to poor performance and/or failure, low cumulative grade point average, or failure to complete an Incomplete in a timely manner. All attempted courses appear on the student’s official academic transcript, and repeated courses are assigned an “R” notation to

indicate that the course has been repeated. Only the grade earned in the most recent repeated course is used in the calculation of the grade point average.

Students who are required to repeat a course must pay the full cost of tuition for the course. Students will not receive Erikson need-based grants or scholarship funds for repeated courses. Federal and alternative loans may be available for students who are eligible for the loan programs.

## Program and Status Changes

### Changing Programs

Students who wish to change their academic program must take the following steps:

1. Review the general requirements and information about the intended new program by emailing their academic advisor at [advising@erikson.edu](mailto:advising@erikson.edu). Additional information is available in the Student Handbook or on Erikson's web site.
2. The academic advisor will also partner with your current program director and the director of the program you are interested in to assess the appropriateness of the transfer.
3. Students must then submit a Change of Degree Program request form to Registration and Student Records that includes the approval and signatures of their academic advisor, current program director, and the new program director. The student will be notified once the request has been approved, as well as of any changes in tuition and financial aid.

### Leave of Absence (LOA)

Master's degree and certificate students may, in special circumstances, request a temporary leave of absence from Erikson and resume studies at a specified later term. In order to be eligible for a leave of absence, students must have a minimum grade point average of 2.67 (B–), be in good standing with student accounts, and if applicable, have any other Institute holds cleared before the leave may be approved. The length of a leave of absence can vary from one semester to an entire academic year. If you decide to request a leave of absence from Erikson, you must take the following steps:

1. Meet with your program director or academic advisor to discuss your decision to take a leave of absence to ensure that you are making the best decision and to discuss the implications. Given the sequential nature of the Erikson curriculum, your program director or academic advisor will work with you to determine the best date for your return. This will be driven in part by the best sequencing of your course work. The academic advisor and program director will collaborate to assist you with this part of the process, so please feel welcome to reach out to either one or both.
2. If you are receiving financial aid, you must also meet with the Director of Financial Aid ([finaid@erikson.edu](mailto:finaid@erikson.edu)) to discuss the impact of this decision on your financial responsibilities (e.g., balance due and loan repayment obligations).

3. Meet with your academic advisor ([advising@erikson.edu](mailto:advising@erikson.edu)) to update your program plan and discuss your plan for return.

If after these discussions you do decide to take a leave, you must immediately complete the Leave of Absence Request form and secure your program director's signature. Forms are available on the Registration and Records page of the Student Intranet ([students.erikson.edu](http://students.erikson.edu)). Your leave will not be considered official until Registration and Student Records receives the fully signed Leave of Absence Request form.

It is in your best interest to notify us of your decision to take a leave of absence as soon as possible. The date of your official leave will determine your eligibility for a tuition refund (See Erikson's Tuition Refund Policy). Reasons for the leave of absence will be considered on a case-by-case basis and may influence the amount of the refund.

If you are eligible to receive a refund of tuition, Erikson will issue a check to your current address within three weeks from the date of receipt of the Leave of Absence Request form.

If you fail to register for a term without taking an official leave of absence, we will assume that you have unofficially withdrawn from Erikson. In order to return after two missed terms, you would need to reapply to your program.

If you have taken a leave of absence from Erikson, you must notify us in writing of your intended return three months in advance, to ensure that you are notified of registration and other important information during your leave. It is your responsibility to re-apply for financial aid by the deadlines for your intended return. Contact the Director of Financial Aid ([finaid@erikson.edu](mailto:finaid@erikson.edu)) for appropriate guidelines.

Erikson welcomes requests to re-enroll after a leave of absence and, in all but unusual cases, such requests will be granted. Erikson reserves the right to deny or defer enrollment in unusual circumstances. In determining whether a student may re-enroll, Erikson may consider the student's academic status when last enrolled, activities and conduct while away from Erikson, potential for successful program completion, and Erikson's ability to support the student academically or financially, as well as other relevant factors. The decision of the Vice President for Academic Affairs/Chief Academic Officer is final with respect to re-enrollment.

If you wish to extend your leave of absence beyond the approved date, you must apply in writing three months prior to your scheduled return date. Registration and Student Records will decide whether to approve an extension or require that you reapply at a later date. If you do not return at the agreed upon time and do not request an extension, we will assume that you have withdrawn from Erikson.

### [Withdrawing from Erikson](#)

If you decide to withdraw from Erikson, you must take the following steps:

1. Meet with your program director to discuss your decision to withdraw, to ensure that you are making the best decision and to discuss possible alternatives.
2. If you are receiving financial aid, you must meet with the Director of Financial Aid to discuss the impact of this decision on your financial responsibilities (I.e., balance due and loan repayment obligations).

If after these discussions you do decide to withdraw, you must complete the electronic withdrawal form located on [my.erikson.edu/registration](http://my.erikson.edu/registration) and records/withdrawal\_leave of absence/electronic withdrawal form. Upon completion, the Registration and Student Records Office will be notified of your intent to withdraw and process your request effective the date of submission. Please notify your academic advisor before you submit the form so the process can be tracked. Your withdrawal will not be considered official until you have completed the aforementioned process. Alternatively, if you are unable to complete the electronic withdrawal form, you may submit your request in writing to [registration@erikson.edu](mailto:registration@erikson.edu).

It is in your best interest to notify us of your decision to withdraw as soon as possible. Students withdrawing from courses are subject to the withdrawal dates posted on the academic calendar. The date of your official withdrawal will also determine the amount of tuition that may be refunded to you. (See Erikson's Tuition Refund Policy).

If you are eligible to receive a refund of tuition, Erikson will issue a check to your current address within three weeks from the date we receive the written notification of intent to withdraw.

If you stop attending classes and fail to complete courses without officially withdrawing from Erikson or requesting a leave of absence, you will receive a grade of WF or "Withdrawal, Fail" in the courses you failed to complete. Your student status will be changed to "withdrawn, unofficial." This may jeopardize your chance of readmission at a later time, if you wish to resume your studies.

#### *Physical or Financial Hardship Withdrawal Request*

If a student is unable to successfully complete their courses due to documented financial, physical, or mental health reasons, the student may request a hardship withdrawal through Registration and Records. Students may request a hardship withdrawal when the emergency or situation that they are experiencing makes it impossible for them to continue in the course(s) for which they are registered.

Examples of a physical or financial hardship include:

- serious injury or illness;
- chronic illness;
- a serious medical issue of a family member (spouse or partner, child, parent or guardian, grandparent, or sibling) for which the student is a part-time or full-time caretaker of that family member;
- a mental health condition of the student;



- a sudden or consistent lack of transportation that prohibits a student's presence in class; or
- a significant, non-elective cost of living increase for the student.

Before requesting a physical or financial hardship withdrawal, students need to understand the following:

- Hardship withdrawals can only be requested after the official add/drop date published on Erikson Institute's Academic Calendar.
- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Hardship withdrawals are processed according to the last date of class attendance. Registration and Records will contact instructors to establish the last date of class attendance.
- A student receiving federal and/or state financial aid should [contact the Office of Financial Aid](#) to address any possible financial implications related to the Return of Title IV policy.
- A student who files, or attempts to file, a fraudulent application for a hardship withdrawal (e.g. to avoid a potential or pending poor or failing grade, avoid potential or pending disciplinary action or bypass current policies or processes) will be considered in violation of the Erikson Institute Student Code of Conduct, which may be found in the Student Handbook, and subject to disciplinary sanctions.

**To request a hardship withdrawal under this policy, the student must complete the [Physical or Financial Hardship Withdrawal Request Form](#) (opens a new window) and submit supporting documentation of the physical/financial hardship evidencing the significant physical or financial hardship prior to the end of the term in which they intend to withdraw.**

Hardship withdrawal submissions will be reviewed by Registration and Records in conjunction with Student Affairs, Financial Aid, and Student Accounts. Students will be considered for a full or partial refund of the original tuition, fees, and any other charges for the term of the withdrawal. Outcomes will be based on the information submitted along with Erikson Institute's records including but not limited to enrollment, financial aid, and billing. Students will receive communication regarding the review outcome or any requests for further information within two weeks of submission.

Questions regarding the Erikson Physical or Financial Hardship Withdrawal Policy should be [emailed to Registration and Records](#).

## Student Records and Information

### Academic Records

The official records and transcripts for students are kept in the Registration and Student Records Office. Students are responsible for notifying the Registration and Student Records Office of any changes to their name and contact information by submitting change of name, address, phone number or email, etc., to Registration and Student Records, in writing, with appropriate supporting documentation for name changes (court order, marriage license, or dissolution decree). Name changes apply to permanent student files (but not their contents) and computer records; mentions of your previous name as it appears throughout your narrative evaluations, which are part of your official transcript record, are not changed.

### Change of Address

Erikson can be notified of a change of address by submitting it through [my.erikson.edu](https://my.erikson.edu). Be sure to include any change in phone number and external email. Students are responsible for notifying Erikson of any change in contact information. Returned mail because of incorrect address, including billing, is the responsibility of the student.

### Chosen/Preferred Name

Erikson recognizes that many members of its community use names other than their legal or official names first provided to Erikson (official/legal name) to identify themselves. For some students, a chosen or preferred name may be an important component of their identity. Therefore, Erikson has established guidelines that allow students to indicate their chosen or preferred first names to the Institute community even if they have not changed their official/legal names.

#### *Preferred name guidelines*

Erikson students may choose to identify themselves within Erikson community using a preferred first name that differs from their official/legal name. A student's preferred name will appear instead of the person's official/legal name in select Institute-related systems and documents, provided that the preferred first name is not being used for the purpose of misrepresentation. The official/ legal name will continue to be used in all Institute-related systems and documents that require a verified legal name.

Preferred names will be used in the following systems and records:

- Student ID Card
- Official Student Email Display Name
- Class and Grade Rosters
- Canvas
- My.Erikson

Official/Legal names will continue to be used for official Institute records, including but not limited to the following:

- Legal Documents and Reports Produced by the Institute
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts
- Enrollment Verifications
- Student Employment Document Service Navigation Panes

### Immunization Records

All degree and certificate students enrolled at Erikson for 3 or more credits are required by the State of Illinois to complete an Immunization Record form. Forms are available from the Registration and Student Records Office. When completed, the forms should be returned to the Registration and Student Records Office.

All students doing fieldwork/internships in licensed centers must have health forms completed and on file indicating the results of the tuberculin skin test or chest x-ray and general findings on communicable diseases and physical and emotional conditions (Section I, A and Section II, A and B of the “Medical Report on an Adult or Child in a Licensed Child Care Facility”). It is the student’s responsibility to comply with any additional health- related requirements of their fieldwork or internship site. Erikson Institute’s health examination and documentation requirements may be supplemented or changed without notice at the discretion of the Erikson Institute or as required by a change in state or federal law.

### Review of Records

The Family Educational Rights and Privacy Act (FERPA) affords any individual who is or has been a student at Erikson certain rights with respect to their educational records. “Education records” are records maintained by Erikson via documents, computer files, or other materials that contain information directly related to a student.

A student’s rights under FERPA include:

- The right to limit or allow access to personally identifiable information contained in the student’s education records. FERPA authorizes disclosure of what is considered directory information for all student records without consent if no modifications to access are made.

### *Directory information*

Directory information includes name, telephone, email, degree or certificate program, class, participation in activities, dates of attendances, degrees and awards received, photograph, and the most recent previous educational agency or institution attended. An annual notification of FERPA policies shall be made available to students and shall include the types of education records and information designated by Erikson Institute as directory information.

Directory information may be released to the following person(s) or for the following reason(s) without consent:

- School officials who have a legitimate educational interest (e.g., if the official needs to review an education record in order to fulfill their professional responsibility);
- Other schools to which a student is transferring;
- Specified officials 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 school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To military recruiters under the Solomon Act;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Any student who does not desire inclusion of some or all of directory information in Erikson Directories or other dissemination of the information by Erikson should notify the Registration and Student Records Office in writing no later than October 1 of each academic year concerned. Students may not prohibit the verification of attendance or of the awarding or lack of awarding of a degree or certificate, nor may they prohibit Erikson school officials from gaining access to information used in a professional capacity.

#### *Allowing Access*

Educational records, excluding directory information, are only accessible to third-parties with the written permission of the student, with the exception of Erikson school officials. However, the following documents are not educational records for the purposes of FERPA:

- Records kept in the possession of the maker that are used only as a personal memory aid and not accessible to any other person;
- Employment records related solely to a student's capacity as an employee of Erikson, except where a current student is employed based on student status (e.g., work-study, graduate assistantship, etc.);
- Records maintained for compliance with local law enforcement;
- Medical and mental health records made, maintained, or used by professionals in connection with the treatment of a student that are available only to persons providing treatment; and
- Records with information about an individual created after they are no longer a student at Erikson.

#### *The right to inspect and review the student's education records*

Students should submit to the Dean of Students a written request that identifies the record(s) they wish to inspect. The appropriate official will make arrangements within 45 days of the receipt of request for access and notify the student of the time and place where the records may be inspected. If the official to whom the

request was submitted does not maintain the records, the student will be advised of the correct official to whom the request should be addressed. Copies of any records or portions of records may be provided to the student on request for a fee that covers the Institute's costs of copying.

Note: Letters of recommendation written for students' files prior to January 1, 1975, will remain confidential, and under no circumstances will be revealed to students. Students may have access to letters written after January 1, 1975, unless they have signed a waiver of their right to read confidential recommendations.

*The right to request the amendment of the student's education record(s) if believed to be inaccurate or misleading*

A student may ask Erikson to amend a record that they believe is inaccurate or misleading. The student should write to the Erikson official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If Erikson decides not to amend the record as requested by the student, the student will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Notwithstanding the outcome of such a hearing, if the student wishes to insert a written explanation respecting the content of the disputed record into the record, such written explanation will be accepted and included in the record.

*The right to file a formal complaint with the U.S. Department of Education concerning alleged failures by Erikson Institute in FERPA compliance.*

Complaints regarding alleged FERPA violations should be addressed to:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-4605

### Transcript Requests

An official academic transcript is issued only upon written approval of the student. Transcript requests are handled through Parchment at [www.parchment.com](http://www.parchment.com). A registration process is required at the initial request time. During that process, you will be asked for enrollment status, date of birth, last four digits of the social security number or student ID number, email address, and electronic signature to keep on file for current and future requests. A username and login is created at registration, which you will use for any future requests. All requests will require the address/addressess to which the transcripts should be sent, whether through mail or

e-mail. The fee is \$7 for each electronic transcript and \$12 for each paper transcript mailed through Parchment. More information about the transcript request process is available at [www.erikson.edu/graduate-education/registration-student-records](http://www.erikson.edu/graduate-education/registration-student-records). Please allow two to four business days for electronic official transcripts and seven to ten business days for sealed paper official transcripts.

In instances of emergency, requests may also be made at the Registration and Student Records Office. Any request done at Erikson will be considered a “rush transcript” and assessed a rush fee of \$12 per transcript. Transcripts are processed at the time of request and are given directly to the requestor. Rush transcripts will not be mailed, as those requests must be made through Parchment.

Erikson does not provide photocopies of student transcripts from previous institutions. Doctoral students should consult the PhD Program Book for details about Loyola’s policy.

# Financial aid

Erikson participates in the William D. Ford Direct Loan (Direct Loan) program through the U.S. Department of Education, which provides student loans. Students must meet the Department of Education's eligibility requirements in order to receive student loans. Erikson also offers scholarships, a limited number of competitive scholarships, and fellowships. Financial aid, including scholarships and grants, is not automatically renewable—students must reapply each year. Doctoral students should consult the PhD Program Book for details about Erikson's financial aid policies that apply specifically to doctoral students.

## Financial Aid Award Eligibility

### Master's degree programs

Students enrolled in Erikson's master's degree programs may be eligible for one of the following:

- Affordability scholarship
- Leadership scholarship
- TEACH Grant (for students enrolled in the MS in Early Childhood Education leading to initial early childhood teaching license and bilingual/ESL endorsement)
- Federal Direct Unsubsidized Loan
- Federal Direct Graduate PLUS Loan
- Alternative loans available through private lenders

To be considered for any of the above financial aid award programs, students are required to complete the Free Application for Federal Student Aid (FAFSA). Erikson's school code is G35103.

### Graduate certificate programs

Student enrolled in Erikson's certificate programs may be eligible for one or a combination of the following forms of financial aid:

- Affordability scholarship
- Leadership scholarship
- Federal Direct Unsubsidized Loan
- Federal Direct Graduate PLUS Loan
- Alternative loans available through private lenders

The respective certificate program faculty awards scholarships for the certificate programs. To be considered for the loan programs, students are required to complete the Free Application for Federal Student Aid (FAFSA). Erikson's school code is G35103.

To be considered for Erikson based scholarships, please review the Financial Aid page on the [www.erikson.edu](http://www.erikson.edu) website for additional information and to access the application.

## Federal Direct Stafford Loans

Stafford Unsubsidized Loans (non-need based): Stafford unsubsidized loans accrue interest upon disbursement of the loan and students are responsible for paying the interest on the loan while enrolled. Students may opt to defer interest payments during the period of enrollment by adding the accrued interest to the loan principal (also known as capitalization of interest). Please note that capitalization generally results in more interest paid over the life of the loan. Stafford unsubsidized loans are available to eligible borrowers regardless of financial need. Eligible borrowers are graduate students who are enrolled at least half-time (3 credits). The annual loan limit on Stafford Unsubsidized loans is \$20,500 for students enrolled in the master's and graduate certificate programs. The interest rate on Stafford Unsubsidized loans disbursed July 1, 2024–June 30, 2025 is fixed at 8.08%.

## Graduate PLUS Loan

This federal loan program was authorized as part of the Deficit Reduction Act of 2005. Repayment on Graduate PLUS loans begins 60 days following the disbursement of the loan; however, students enrolled at least half-time (3 credits) are eligible for deferment. Interest begins to accrue upon disbursement. Graduate PLUS loans are available to eligible borrowers with financial need based upon their FAFSA information. The maximum award amount is the difference between the total cost of education minus all financial aid for which the student is eligible. Borrowers must pass a simple credit check. The interest rate on Direct Graduate PLUS loans disbursed July 1, 2024–June 30, 2025 is fixed at 9.08%.

## Master Promissory Note (MPN)

To receive Stafford unsubsidized and/or Graduate PLUS loan funds, students must complete a Master Promissory Note (MPN). Students who receive Stafford and Graduate PLUS loans must complete a separate MPN for each program. Erikson utilizes multi-year MPN's which means that you must complete the promissory note only once. No federal loan funds will be disbursed without a completed and approved MPN.

## Loan counseling

All students who accept a federal student loan must complete loan entrance counseling before receiving loan funds and loan exit counseling before leaving Erikson. Failure to complete exit counseling will result in a hold on the student's account, which will prevent the student from receiving their transcripts, diploma, and/or certificate of completion.

## Teacher Education Assistance for College and Higher Education



## (TEACH) Grant

The TEACH Grant program provides up to \$3,772 per year, for up to two years (maximum \$8,000) in grants to teacher candidates who:

- are enrolled in the MS in Early Childhood Education leading to early childhood teaching license and bilingual/ESL endorsement;
- plan to teach full-time in high-need subject areas; and
- plan to teach at schools that serve students from low-income families.

Note: You may access the U.S. Department of Education’s list of schools serving low income students and the directory of high-need subject areas through the TEACH Grant page in the Student Services section of [my.erikson.edu](http://my.erikson.edu).

TEACH Grant recipients agree to teach for at least four years within eight years of finishing their degree program and to teach high-need subjects in designated schools that serve low-income students. If you do not complete the four-year teaching obligation, your grant will convert to an unsubsidized loan, which you will have to repay with interest calculated back to the date the funds were disbursed.

TEACH Grant recipients must sign a TEACH Grant Agreement to Serve (service agreement) and complete a loan counseling session for each financial aid award year that the award is disbursed. When you sign the service agreement, you are agreeing to the repay the grant as a Federal Unsubsidized Stafford loan, with interest accrued from the date the grant funds were first disbursed, if you do not complete the teaching service requirement. Once a TEACH Grant is converted to a loan, it cannot be converted back to a grant.

You may request cancellation of all or part of your TEACH Grant award. If you request cancellation before the first day of the payment period or within 14 days after your TEACH Grant has been disbursed to your Erikson student account, Erikson will return the funds and they will not be converted to a Federal Unsubsidized Stafford loan.

TEACH Grant awards are disbursed in equal amounts over two or three terms, with the maximum \$ 3,772 award divided by the appropriate number of terms. The maximum award for each respective term is calculated based on the following:

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Registered credits	Amount of award
Full-time (6 or more credits)	100%
¾-time (4.5–5.5 credits)	75%
½-time (3–4 credits)	50%
Less than ½-time (<3 credits)	25%

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To be eligible for a TEACH Grant, you must:

- Be a U.S. citizen or eligible non-citizen
- Be enrolled in or plan to enroll in the MS in Early Childhood Education leading to initial teaching license and bilingual/ESL endorsement
- Maintain a minimum cumulative grade point average of 3.25
- Complete TEACH Grant counseling and sign a TEACH Grant Agreement to Serve each year at [www.teach-ats.ed.gov](http://www.teach-ats.ed.gov)
- Complete the FAFSA although you do not have to demonstrate financial need to be eligible

## Award notification

Students who have completed all financial aid application materials will receive an award notification through the online financial aid portal detailing their eligibility for need- based grants, scholarships, and/or loan assistance. You will be notified in writing of any changes in your financial aid eligibility due to a change in enrollment status.

Financial aid is available for summer term if the student is enrolled at least half-time (i.e., 3 credit hours). Fall term is considered the first term of the academic year for financial aid purposes; therefore, students who wish to receive financial aid for the fall term must complete financial aid application materials for the following academic year (i.e., forms for 2024–25 to receive aid for fall 2024).

## Disbursement of financial aid

Scholarships are applied directly to tuition accounts at the beginning of each term. Scholarships are based on an assumption about the number of credit hours the student will take each term and may be adjusted if the student enrolls for a different number of credit hours.

Student loans are disbursed at the beginning of each term, assuming all necessary paperwork and entrance counseling have been completed. The loan funds will be applied first to any outstanding tuition and/or fees not covered by scholarships, grants, or other resources. If the loan funds are in excess of the current term's tuition and fee charges, you will receive a refund check from Erikson within 14 days of the loan funds being applied to your tuition account.

You may refuse a loan disbursement within 14 days by notifying the Financial Aid Office in writing. The loan funds will be returned to the Department of Education.

If you wish to change the amount of financial aid you have accepted, you must notify the Financial Aid Office in writing of the changes you wish to make.

If you are taking courses at Loyola University you are responsible for paying that balance.

If you are using financial aid, you can use your refund to cover those costs but Erikson will not make a payment to Loyola University on your behalf.

## Return of Title IV funds

If you withdraw from Erikson during an academic term and have received a federal student loan or TEACH Grant for that term, you may be required to return a portion of the disbursed funds to Erikson or to the Department of Education as required by federal regulation. This policy is separate and distinct from Erikson's tuition refund policy, which may also apply.

## Return of Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Erikson Institute will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending courses.

## Compliance with 38 USC 3679(e) VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, such students may be required to:
  - Produce the VA's Certificate of Eligibility by the first day of class;
  - Provide written request to be certified;
  - Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## Return of Erikson fellowships, scholarships and need-based grants

Funding for Erikson's fellowships and scholarships are provided by the generous gifts of donors and Erikson supporters. The Institute takes seriously its responsibility to conscientiously award and monitor its limited fellowship and scholarship funds. Students who withdraw from a course or all courses, regardless of the circumstances of the withdrawal, are required to pay back 100 percent of the Erikson fellowship or scholarship award for the term. The funds may be re-awarded for future enrollment in the courses, contingent upon the student retaining their eligibility for the specific award program.

## Professional Judgment Policy: Appeals and Changes in

### Circumstances

The Erikson Professional judgment Policy outlines the circumstances in which and procedures to follow to appeal a financial aid award. After you receive a financial aid award, you may submit an appeal to the Erikson Financial Aid Office to review your financial aid eligibility if there has been a significant change in your financial situation or you believe that your financial aid offer did not fully consider your individual circumstances. The financial aid appeal deadlines vary by semester, and you must submit all required documentation before we can review your appeal.

**Fall** July 31, 2024

**Spring** December 3, 2024

**Summer** April 9, 2025

Appeals are based on special circumstances or change in circumstances, and these include:

- Budget/cost of attendance appeals
- Family/contribution appeals (divorce/loss of child support/death of a spouse)
- Change in job circumstances (layoff, termination, retirement)
- Loss of unemployment benefits
- Illness, injury, or medical condition
- Disability
- Excessive medical expenses

The professional judgement forms can be found on the Student Intranet in the Financial Aid section.

## Satisfactory academic progress (SAP)

To be eligible for Title IV financial aid, a student must make satisfactory academic progress (SAP) toward completion of a degree or certificate as follows:

*Grade Point Average requirement*

To graduate, all master's students are required to have a cumulative grade point average (GPA) of at least 3.0 with no more than two C+, C, or C- grades. Certificate program students are required to have a cumulative grade point average of at least 3.0 with no more than one C+, C, or C- grade, and a grade of B or better in internship courses.

A student's cumulative GPA is defined as the total quality points earned (refer to Erikson's grading system details in the Student Handbook for quality points earned for grades included in GPA calculations) divided by total hours attempted. Incomplete, Withdrawal, and missing grades: Grades of I (Incomplete), W (Withdrawal) (WA) (Withdrawal, administrative) and missing grades are not included in the calculation of the GPA. Grades of WF (Withdrawal, fail) and NG (No grade submitted) are included in the calculation of the GPA and earn 0 quality points, therefore negatively impacting Satisfactory Academic Progress evaluations.

Repeated Courses: Only the grade earned in the most recent repeated course is used in the calculation of the GPA.

Transfer credits: When Erikson accepts transfer credits from another institution, the transfer credits are recorded on transcript but not calculated in the GPA.

To ensure that this requirement will be met, students must achieve the minimum cumulative grade point averages below according to the student's program length:

Program option	First year	By the end of Second year	Third year
<b>Master's</b>			
2-year student	3.0	3.0	Na
3-year student	2.5	3.0	3.0
4-year student	2.5	3.0	3.0
<b>Certificate</b>	3.0	3.0	Na

*Credit hour completion requirement*

Students must make progress toward completion of the degree by satisfactorily completing a minimum number of credit hours per academic year as follows:

By the end of

Program option	First year	Second year	Third year	Fourth year
<b>Master's</b>				
2-year student	18	38	Na	Na
3-year student	9	18	38	Na
4-year student	9	18	28	38
<b>Certificate</b>				
	6	18	Na	Na

If a student changes program options, they are required to have completed the minimum number of credit hours for the program in which they are enrolled at the end of the period that is being monitored.

When Erikson accepts transfer credits from another institution, the transfer credits are counted toward the credit hour completion requirement. If a student repeats a course, both enrollments are calculated in the credit hour completion rate. If a student withdraws from a course after the add/drop period, the student will receive a grade of 'W' or 'WF' depending on the date of withdrawal (WF occurs if the student withdraws or is administratively withdrawn during the last 4 weeks of the course). Grades of 'W' and 'WF' are considered an unsuccessful attempt in the credit hour completion rate. If a student has a grade of 'I' or 'NG', the grades are considered an unsuccessful attempt in the credit hour completion rate until the course has been successfully completed and a final passing grade has been posted.

*Maximum time frame for program completion*

Students must complete the master's degree program within five years of entering the program. Certificate programs must be completed within three years.

*Schedule for monitoring progress*

Each Title IV aid recipient's progress relative to credit hours earned, cumulative grade point average and maximum time frame for program completion will be monitored once per academic year at the end of the summer term.

*Denial of financial aid*

Students who do not meet the minimum standards for satisfactory academic progress will be notified in writing and will be ineligible for Title IV financial aid for subsequent enrollment periods, even if the student is allowed to register for classes.

*Regaining eligibility*

If a student is denied Title IV assistance because they have not maintained satisfactory academic progress, courses must be taken at the student's expense until the student's progress meets all requirements of this policy.

### *Repeated course work*

If a student retakes a previously failed course, the repeated course will be included in the student's Title IV enrollment status and Title IV funds will be available to pay for the repeated course. If a student retakes a previously passed course, one repetition of the repeated course will be included in the student's Title IV enrollment status and Title IV funds will be available to pay for the repeated course.

All repeated courses affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

### *Appeals*

If a student has experienced unusual circumstances that have negatively affected their academic progress, a written appeal may be submitted to the Vice President for Academic Affairs/Chief Academic Officer. The appeals process is reserved for situations outside the student's control, such as family catastrophe, illness, and other special circumstances. In order for the appeal to be considered, a student must submit information regarding why they failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation.

Appeals will only be approved if the SAP review committee determines that:

- the student will be able to meet SAP standards after the subsequent payment period; or
- an academic plan is developed with the student and the program director that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time.

If an appeal is granted, the student will be placed on financial aid probation for the specified period and will have their Title IV financial aid eligibility reinstated.

## **In-school loan deferment**

If you have federal student loans from prior years, you may be eligible to defer repayment of those loans if you are enrolled for at least 3 credits at Erikson. We work with National Student Clearinghouse to automatically notify your lenders of your enrollment status. If you wish to request a deferment, you should contact your lender to request a deferment form and submit the form to the Registration and Student Records Office for certification.

# Student Financial Accounts

## Tuition

Erikson degree and certificate students are charged by the credit hour. For the 2024–25 financial aid award year, tuition for the Master of Social Work is \$1,030 per semester credit hour. Tuition for all other master’s and doctoral programs is \$1,157 per semester credit hour. Tuition for certificate programs is \$775 per semester credit hour. Doctoral students should consult the PhD Program Book for details that apply specifically to doctoral students.

## Fees

Degree and certificate students are responsible for the following fees. Doctoral students should consult the PhD Program Book for details that apply specifically to doctoral students.

### ***One time fees***

Matriculation fee (non-refundable)

*Due with enrollment into the program*

PhD and Master’s	\$200
Certificate	\$150

Application for degree conferral fee

*Due with graduation application*

Master’s	\$175
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*Due with Fall semester tuition*

Field/Internship	\$50
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### **Recurring fees**

Annual student services fee

*Billed in the Fall and Spring semesters at \$300 per semester*

*(covers library, technology, and activities)*      \$600

Assessment course fees

*Students registered for the assessment courses below will incur the following additional fees:*

BESL B404	\$10
EDUC T461	\$10
INF I372	\$12
INF I374	\$7
INF I392	\$15
INF I492	\$6



LIFE C492	\$15
SPED S412	\$12
<b><i>Other fees</i></b>	

Late registration	\$100 per course
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Tuition payment plan application fee	\$15 per term
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*Note: Erikson Institute reserves the right to change tuition and fees without notice.*

## Making payments

Unless otherwise noted, tuition is due on the last day of the add/drop period for each term. Online credit card payments can be made through [my.erikson.edu](http://my.erikson.edu). Payments may also be mailed to:

Erikson Institute  
 Attn: Student Accounts  
 451 N LaSalle St  
 Chicago, IL 60654-4510

If by the end of the add/drop period a student has failed to pay in full, submit a payment plan with fee and first payment, or submit all necessary paperwork to receive a Department of Education loan, they will incur a \$100 late payment fee. Failure to make payment within three weeks of a late fee being applied may result in being de-registered from classes. If a student makes payment in full after being de-registered, the faculty will review the case before they are allowed to re-enroll and return to class.

Erikson accepts any of the following: personal checks, money orders, Discover, MasterCard, or Visa. There will be a \$25 fee for all returned checks. If a student incurs two insufficient funds fees, personal checks will no longer be accepted from that student and future payments must be made with a certified or cashier's check.

## Payment plans

Students have the option of enrolling in a payment plan. The fee for this service is \$15 per semester. Payment plan worksheets are available through [my.erikson.edu](http://my.erikson.edu). Completed worksheets and first payment are due on the last day of the add/drop period for the given term. Thereafter, payments are due as stated on the payment plan worksheet for each term with the last payment due before the end of classes. Payment plans are an excellent alternative for students who cannot afford to pay an entire semester's tuition at once or do not want to take out student loans. However, it is very important that students analyze their financial situation before agreeing to make monthly payments. Students will incur a \$25 late fee for each late payment.

## Employer payments

If an employer is reimbursing a student directly for tuition, the student is responsible for all Erikson tuition costs, which are due on the last day of the add/drop period for the term. If an employer is paying Erikson directly for a student's tuition, the student is responsible for providing Student Accounts the details of the employer payment stating what portion of the tuition is covered and when Erikson will receive payment. Details of the employer payment and any uncovered portion of tuition are due on the last day of the add/drop period for the term.

## Collections

Erikson makes every attempt to assist students with financing their education. In instances where an account becomes delinquent, Erikson Institute may be forced to send the student's account to a third-party debt collection agency. Students are responsible for any and all legal fees or collection agency fees related to their delinquent accounts. To avoid this, we encourage students to pay on time and notify Student Accounts immediately if they are unable to make a payment due to extenuating circumstances so other arrangements can be made.

## Tuition refund policy

Students who withdraw from classes may be entitled to a refund of a portion of tuition according to the policy and refund schedule as follows:

<i>Effective Date of Withdrawal</i>	<i>Percentage of Refund</i>
End of add/drop period	100%
Second week of term	50%
Third week of term	50%
Fourth week of term or later	0%

Only tuition may be refunded; all fees will be due as charged regardless of when refund requests are submitted. In order to obtain a refund, students must officially withdraw from classes through the Registration and Student Records Office. Students must officially withdraw from a class or classes for which they seek a refund. Students that fail to meet the attendance policy are subject to administrative withdrawal from the applicable course (please refer to the attendance policy and administrative withdrawal policy within this Handbook for details). Refunds will be calculated based on the date the required paperwork or notification was submitted to the Registration and Student Records Office, this is commonly referred to as the date of determination, not on the last day of class attended (please refer to the Return of Title IV funds policy, if applicable, within this

Handbook for details). Therefore, it is imperative that students contact the Registration and Student Records Office immediately upon dropping a class, dropping the program, or changing programs. Meeting with your program director does not count as a meeting with the Registration and Student Records Office.

If a student withdraws and is on a payment plan, the balance of the tuition becomes due immediately. The Institute will not grant a refund if a student withdraws or is forced to withdraw from a course for disciplinary reasons, including violation of the Institute's academic dishonesty policy.

## Release of financial information

It is Erikson's policy not to release any financial information to any third party. If you would like a third party to have access to your financial information, please provide Student Accounts with written permission. Your written permission must clearly designate each third party to whom you wish to permit the release of your financial information. Erikson will honor your written permission for the remainder of the academic year in which you submit the request. If you wish to grant permission for access to your financial information for a subsequent academic year, you must submit an additional written request for the subsequent year. You may withdraw permission at any time by submitting a request for withdrawal in writing to Student Accounts, who will make every effort to revoke the permission as soon as possible but may require until the end of the academic year to do so.

# General campus policies and procedures

This section describes a variety of Institute-wide policies and procedures including but not limited to discrimination and Title IX policies, communication and information technology policies, and campus building policies.

## Discrimination and Title IX Policies

### Discrimination and harassment, including sexual harassment

All Erikson students have the right to learn and work in a positive environment free of discrimination or harassment, either verbal or physical, that is based on race, religion, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, citizenship, marital or parental status, military discharge status, physical or mental disability, or any other protected status or characteristic. An example of “discrimination” would be different treatment of two similarly situated students on the basis of their different races. An example of racial “harassment” would be a pattern of belittling remarks made about a person’s racial origins or of joking based upon stereotypes about a particular race, gender, or religion. Both discrimination and harassment are violations of the civil rights laws and are absolutely prohibited at Erikson Institute.

In keeping with this commitment, we will not tolerate discrimination against or harassment of students by anyone, including any faculty member, staff member, fellow student, vendor, trustee, or employee of Erikson. Erikson also strictly prohibits discrimination against or harassment of other Erikson representatives by students. Such conduct, or any interference with the investigation of an alleged incident, or retaliation will result in disciplinary action, possibly up to and including dismissal of students and termination of employees.

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. Erikson has a Title IX policy that expressly prohibits discrimination on the basis of sex, sexual orientation, gender, and/or gender identity in any Erikson program or activity consistent with Title IX of the Educational Amendments of 1972 and other applicable state and federal laws. Sexual misconduct, including sexual harassment, non-consensual sexual intercourse and/or contact, exploitation, harassment, and interpersonal violence such as stalking, dating violence and/or domestic violence are forms of sex discrimination that deny or limit a community member’s ability to participate in Erikson’s programs or activities. Every student must avoid conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct was not intended to be offensive. Like every representative of Erikson, a student is expected and encouraged to inform fellow students or others whenever conduct is unwelcome, offensive or in poor taste. Only through such open communication can we maintain the type of learning environment and workplace where everyone has an equal opportunity to flourish.

Erikson provides educational, preventative and training programs regarding sex, sexual orientation, gender and gender identity-based discrimination; encourages the reporting of any incident that might violate this policy; provides timely services to those who have been affected by discrimination; and utilizes prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent recurrence. Violations of this Policy may result in the imposition of sanctions including, but not limited to termination, dismissal, or expulsion.

This Policy applies to all members of Erikson community, including students, faculty, staff, administrators, board members, contractors, vendors, and visitors, regardless of their sex, sexual orientation, gender or gender identity. The Policy applies to on-campus and off campus conduct, including online or electronic conduct, when the off campus conduct: (i) occurs during an Institute sponsored employment or education activity or program; (ii) adversely impacts the education or employment of a member of the Erikson Institute community; or (iii) otherwise threatens the health and/or safety of a member of the Erikson Institute community.

Any of the prohibited conduct set forth in this Policy can occur between strangers or acquaintances, individuals involved in intimate or sexual relationships, individuals of any sex or gender identity, and/or individuals of the same or different sexes or gender identities. In addition, some of the prohibited misconduct also violates the criminal laws of the State of Illinois.

Sex discrimination is adverse treatment of an individual based on sex or gender, rather than individual merit. Sex discrimination encompasses sexual misconduct, as defined below, but also includes other discriminatory behavior that does not constitute sexual misconduct.

### Sexual Misconduct

Sexual misconduct is a broad term that encompasses sexual harassment, non-consensual sexual intercourse or contact, sexual exploitation, domestic violence, dating violence, and stalking.

The following offenses are considered “sexual misconduct” and prohibited by Erikson.

- “Sexual Harassment.” Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic or physical communication or conduct of a sexual nature, without regard to whether the parties are of the same or different gender when:
  - Submission to such conduct is either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or Institute-sponsored activity, or is used as the basis for employment or educational decisions affecting that individual (also

referred to as “quid pro quo”); or

- Such conduct is sufficiently severe, pervasive, or persistent that it has the purpose or effect of unreasonably interfering with an individual’s educational experience or working conditions (also referred to as “hostile environment”).
- “Gender-Based Harassment.” Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, mistreatment or hostility based on gender, sex or sex- stereotyping, even if those acts do not involve conduct of a sexual nature. Use of the term “sexual harassment” throughout this policy includes gender-based harassment/ misconduct.
- “Sexual Orientation-Based/Gender Identity-Based Harassment.” Sexual orientation-based/gender identity-based harassment includes verbal, non-verbal and physical acts of aggression, intimidation, mistreatment or hostility based on an individual’s actual or perceived sexuality (e.g. straight, gay, queer, bisexual, pansexual, asexual, etc.) or gender identity (e.g. cisgender, transgender, bigender, agender, non binary, etc.). Use of the term “sexual harassment” throughout this policy includes sexual orientation-based and gender identity-based harassment/misconduct.
- “Non-Consensual Sexual Intercourse (or attempts to commit the same).” Non-consensual sexual intercourse is any penetration of the sex organs, anus, or mouth of another person when affirmative consent is not present or force is used. This includes penetration or intrusion, however slight, by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.
- “Non-Consensual Sexual Contact (or attempts to commit the same).” Non-consensual sexual contact is the intentional touching or fondling a person’s genitals, breasts, thighs, groin, or buttocks, or any other contact of a sexual nature (including by bodily fluids), when consent is not present or force is used. This includes contact done directly, through clothing, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch, fondle, or contact oneself or someone.
- “Sexual Exploitation.” Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for their own benefit, or to benefit anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses in this policy. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, prostituting another person, non-consensual photographing, video- or audio-taping of sexual activity, non-consensual showing or sharing of otherwise consensual images, engaging in voyeurism, knowingly transmitting a sexually transmitted infection (STI) to another without disclosing STI status, exposing one’s genitals in non-consensual circumstances, and inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
- “Dating Violence.” Dating violence is violence or the threat of violence by another person with whom the individual is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of

the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence below.

- “Domestic Violence.” Domestic violence is violence committed or threatened to commit by a current or former spouse or intimate partner of the individual, by someone with whom the individual shares a child in common, by someone who is cohabitating with or has cohabitated with the individual as a spouse or intimate partner, by someone similarly situated to a spouse of the individual under the domestic or family violence laws of the jurisdiction in which the violence occurred, or any other person against an adult or youth who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.
- “Stalking.” Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety (or the safety of a third person) or suffer substantial emotional distress. For purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

### Reporting options and resources

There are various reporting options and resources available to Erikson community. Erikson encourages those who believe they may have experienced sexual discrimination/misconduct to talk to one or more of the below individuals or agencies.

*Confidential Sources.* The following resources are available to discuss incidents of misconduct in confidence, and will only report to Erikson that an incident occurred without revealing any personally identifying information. Disclosures to these entities will not trigger an Erikson investigation into an incident. Faculty, staff and students wishing to obtain confidential assistance without making a report to Erikson may do so by speaking with one of the following confidential sources:

**Student Assistance Program: 1-800-292-2780**

**Visit [myassistanceprogram.com/ers/sap](https://myassistanceprogram.com/ers/sap)**

**Download The App on your phone at: [MyLifeExpert.com](https://mylifeexpert.com)**

**Institution Code: eistudent**

All information about the Student Assistance Program (SAP) can be found on the Student Intranet ([students.erikson.edu](https://students.erikson.edu)). Click the “Stress Management and Mental Health Resources” tile.

The following off-campus organizations also provide confidential assistance and additional resources and will not make any report to Erikson Institute:

**Chicago Rape Crisis Hotline**

**888-293-2080**

**National Sexual Assault**

**Telephone Hotline**

**800-656-HOPE (4673)**

**State of Illinois Domestic Violence Hotline**

**877-863-6338**

*Reporting to Erikson.* Erikson strongly encourages individuals to report incidents of sexual discrimination/misconduct to the Title IX Coordinator or other Erikson employee. With the exception of the confidential resources identified directly above, all other Erikson employees who receive a report of sexual discrimination/misconduct are required to report all the details of an incident (including the identities of both the complainant and alleged respondent) to the Title IX Coordinator. Upon receiving notice of an alleged violation of this Policy, Erikson shall provide the Complainant with a separate written document listing the Complainant's available rights and options.

The following resources may be contacted to initiate an investigation into an incident of sexual discrimination/misconduct:

Title IX Coordinator

Ayanna F. Brown, Ph.D

abrown@erikson.edu,

Dean of Students

Ashley Curry, Ph.D

acurry@erikson.edu

312-893-7140

Whether or not an individual who has experienced sexual misconduct decides to report an incident to Erikson or the local Police Department, individuals are encouraged to seek immediate medical attention in order to treat physical injuries, test for and treat sexually transmitted infections and pregnancy, and access emergency contraception (if requested).

Under Illinois law, medical personnel are required to alert police when it reasonably appears that the individual requesting the treatment has received an injury sustained as a victim of a criminal offense, including sexual violence. However, it is the individual's choice as to whether he or she wants to speak to the police.

Erikson provides a prompt, fair, and impartial institutional resolution to allegations of violations of this Policy. Erikson's process is completely separate from the police and courts. Students may complete an anonymous Title IX "Intake" form located on the Title IX page of the Erikson Intranet. The link to the form can also be



found on the Student Intranet homepage, as well. The form goes directly to Dr. Ayanna F. Brown and remains private. Upon receipt of the form, Dr. Brown will contact the student to begin the process. Title IX Coordinator shall review the allegations and determine an appropriate course of action. In addition, the Title IX Coordinator or designee will provide prompt and appropriate interim measures to support and protect the Complainant and Respondent and prevent any further acts of misconduct, harassment or retaliation prior to the final resolution of the complaint.

For a copy of the full Title IX policy, contact Dr. Ayanna F. Brown, Associate Vice President for Justice, Equity, Diversity, and Inclusion (JEDI), Campus Ombuds, and Title IX Coordinator at [abrown@erikson.edu](mailto:abrown@erikson.edu) or go to [www.erikson.edu/consumer-information](http://www.erikson.edu/consumer-information) and click on Health & Safety.

Any student who has made a complaint about discrimination, harassment, or retaliation and who is not satisfied with the outcome of the investigation of such complaint may initiate a grievance by using the General Grievance Procedure set forth on page 53.

**Prohibition on retaliation:** There will be no retaliation or reprisals against any employee or student who submits a complaint, reports an incident witnessed, supports a complaining witness, or participates in any way in the investigation of a discrimination or harassment claim. For instance, a faculty member would be prohibited from making any adverse academic decision or taking any other adverse action against a student because the student complained or cooperated in good faith with an investigation of alleged conduct prohibited by this policy. Any acts of retaliation will be considered a violation of this policy and corrective action will be taken immediately.

## Social Media Policy

Students are expected to adhere to Erikson's [Social Media Policy](#).

## Communication and Information Technology Policies

### Official Erikson communications

Erikson, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with its students. In order to ensure consistent and effective communication, an official Erikson email address is required for all students. Erikson will send official communications to the Erikson email account, which is uniquely assigned to each student upon official matriculation at Erikson. Erikson expects that every student will receive email at their Erikson email account and will read email on a daily basis, ideally checking several times a day. A student's failure to receive and read Erikson communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. All use of email is expected to be consistent with other Erikson policies

including the “Information Technology Telecommunication Networks and Information Resources.” Information concerning emergencies or school closing is published through the following ways:

- my.erikson.edu
- the Erikson homepage at www.erikson.edu
- the main telephone number, (312) 755-2250
- Erikson email accounts
- text message via the Emergency Notification System.

Doctoral students should consult the PhD Program Book for details about Loyola’s policy.

### Information technology telecommunication networks and information resources

#### **Purpose**

Erikson provides its staff, students, and guests with a wide array of information technology and resources. As with all Erikson assets, our campus-wide telecommunications, including phones, voice-mail, computer network, workstations, laptops, servers, software, printers, mobile devices, and collaboration tools, are intended for authorized business and academic use. Members of the Erikson community are expected to use these resources in a responsible, professional way. Users shall use these resources in a manner that is honest and ethical and in accordance with the standards for honest and ethical behavior outlined in Erikson’s Human Resources Policy Manual. The following guidelines will help users understand their responsibility to protect the integrity of these resources, to properly use and protect information, and to respect the rights and privacy of other users. The rules apply equally to users who connect their own devices to Erikson’s network.

#### **Policy guidelines**

The purpose of Erikson’s computer network and information resources is to support its mission of teaching, research, clinical service, and community engagement.

- **Access**—Users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access by others. Inappropriate uses include, but are not limited to:
  - Sharing your username and passwords and permitting other individuals to access your accounts;
  - Accessing another user’s files or directories without authorization; Attempting to capture or crack passwords or encryption to access another user’s accounts or network files;
  - Intercepting or monitoring any network communication not explicitly intended for you without authorization;
  - Impersonating another individual in communication (e.g., forged email, texts, IMs, social media postings);
  - Restricting or denying access to the system by legitimate users.
- **Usage**—Use of Erikson’s information resources must comply with Erikson policies and legal

obligations, including licenses and contracts, and all federal and state laws. Inappropriate uses include, but are not limited to:

- Using Erikson’s resources for private financial gain (e.g., running a private business);
- Using Erikson’s resources to conduct partisan political activities (e.g., lobbying or campaigning) where prohibited by federal, state, or other applicable laws;
- Copying and using Erikson purchased/leased software contrary to the provisions of the contract;
- Consuming an unauthorized, disproportionate share of networking resources;
- Downloading, viewing, or transmitting fraudulent, harassing, pornographic, or threatening messages or materials or materials containing ethnic slurs, racial epithets, or other content that may be construed as harassment or disparagement of others based on their race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other status protected by federal, state, or local laws;
- Using copyrighted or licensed digital resources without appropriate permission and/or attribution (e.g., journals, movies, music, software, games, data, etc.). (See Erikson’s Intellectual Property Policy and the Peer-to- Peer File-Sharing policy for more information);
- Violating the terms of use of online media forums, including social networking websites, mailing lists, chat rooms, and blogs.

Please note that Erikson acknowledges that there may be a legitimate academic or scholarly reason for downloading, viewing or transmitting certain content that in most other contexts would be violative of this policy. If such circumstances arise, please use appropriate discretion in processing such materials.

- Integrity and security of information—Users must respect and protect the integrity of information and information resources and preserve the rights and privacy of individuals. Inappropriate activities include, but are not limited to:
  - Deploying software programs that secretly collect information about individual users;
  - Destroying or altering data or programs belonging to other users;
  - Storing, sending or otherwise processing sensitive personal information about individuals without express authorization and proper security protections or in violation of applicable law. Examples of such information include: financial information, social security numbers, driver’s license numbers, state ID numbers, and health information;
  - Transmitting sensitive or proprietary information to unauthorized persons or organizations;
  - Sending unsolicited messages without authorization to a large number of recipients, including staff and students;
  - Transmitting confidential, personally-identifiable information, or information otherwise protected by law, over the network without proper safeguards, which in some instances, such as in the case of transmitting sensitive personal information, may require encryption.

“Personally identifiable information” means information that is identifiable to an individual or reasonably identifiable to a specific device.

- Personal use of Erikson-owned networks and information resources—Erikson acknowledges that a certain amount of incidental personal use of Institute-owned information resources may occur. Erikson further acknowledges that a certain amount of such use on personally-owned devices on Erikson network resources may also occur. As a general rule, Erikson does not object to such periodic incidental use so long as it is:
  - Reasonable and limited;
  - Does not interfere with academic commitments;
  - Does not adversely affect or burden Erikson’s information systems, the academic environment generally, or other users.
- Erikson’s right to access information resources for legal and Institute purposes—Users should have no expectation of privacy when using Erikson’s telecommunication networks and information resources for any form of activity, including but not limited to email (personal and business), messaging, accessing the Internet, or engaging in social media. Erikson may monitor communications and other activities taking place on its information systems and reserves the right at its discretion to access, and in some circumstances disclose to third parties, any records, messages, or communications sent, received, or stored on its information systems, without the knowledge and consent of the users who have custody of them, subject to applicable law. Examples of circumstances in which representatives of the Institute may need to access and/ or disclose electronic or other records to third parties (including paper records) include:
  - In response to investigations, subpoenas, or lawsuits. Erikson may be required by law to provide electronic or other records, or information related to those records, to third parties;
  - In connection with Erikson’s own investigations;
  - To ensure the proper functioning of the Institute;
  - To protect the safety of individuals or the Erikson community;
  - To provide, maintain, or improve services; and, in that connection Erikson may also permit reasonable access to data by third-party service providers.

## **Procedures**

### *Reporting concerns about or possible misuse of information resources*

Users should report any system defects and concerns with system security to the Information Technology staff. To report suspected misuse of Erikson’s computer telecommunications resources, users should follow the procedures outlined in the Whistleblower Policy.

### *Consequences of misuse of information resources*

Inappropriate use of these resources may result in loss of access and disciplinary action, up to and including

termination or dismissal or, in some cases, in civil or criminal prosecution.

### Peer-to-peer file-sharing policy

Peer-to-peer file-sharing software applications are defined as programs that allow computers to share content in the form of music, movies, games, computer files, or software over a local network and the Internet without accessing a centralized distribution server or set of servers. Erikson prohibits the use of peer-to-peer applications on its networks or IT resources to transmit or exchange any videos, music, software, images, or other copyright-protected content, unless the user has valid, written authorization to access and/or distribute such content. Any use of the IT resources in violation of this policy will be subject to discipline or sanctions in keeping with the applicable provisions of IT policies and other Erikson rules and policies. To avoid the risk of copyright infringement, as well as possible exposure to viruses, unexpected material, or spyware, users should obtain materials through the many authorized Internet services that legitimately distribute copyrighted works online, whether music, ebooks, or motion pictures. For a list of authorized services, please contact the library staff.

Erikson expects that any use of its network and IT resources will be consistent with Erikson's policies and compliant with applicable laws. Be aware that Erikson is required by the Department of Education and the 2008 Higher Education Opportunity Act to use a variety of technology-based methods to monitor and combat unauthorized use of its network and IT resources to distribute copyrighted materials in violation of the copyright owner's rights. Erikson is under no obligation to protect a user from a complaint or action arising from any violation, or alleged violation, of the law, including infringement of any intellectual property rights due to use of peer-to-peer, or any other type of "file-sharing," software applications. Users should understand that the fact that material is accessible through the Internet does not mean that accessing and distributing such material is authorized by copyright-holders. Even when users pay for that access, they do not necessarily acquire the right to distribute the material to others.

### Privacy policy

This notice describes the Privacy Statement of Erikson Institute ("Erikson", "we" or "our"), a U.S. non-profit organization. Erikson is committed to protecting your privacy when you visit our website by restricting the use of collected information. This privacy policy outlines how we collect information when you visit our site and how we use that information. You will not be required to submit personally identifiable information, but if you choose to do so, you are accepting and consent to the practices described in this Privacy Statement.

Our business changes constantly, and our Privacy Statement and Terms of Use will change, also. Your continued use of our website following the posting of any amendment shall indicate your acceptance of the revised Privacy Statement.

## **Information we collect**

*Anonymous information.* Our website automatically captures limited, non-personally identifiable information that your browser makes available. This information may include your internet protocol (IP) address, browser type, computer operating system, time and date you visit, the pages you access, and the address of the page that directed you to our site. We use this data to understand patterns of site activity and to improve the site, so it is more useful for you. This information is not linked in any way to your personal information. Although we cannot guarantee impenetrability of our servers, we have established reasonable physical, electronic, and procedural safeguards for all of the information we collect online.

*Personal information.* We do not collect personally identifiable information from you unless you supply it voluntarily. The types of personally identifiable information that you may be prompted to consider providing includes, but is not limited to, your name, mailing address, email address, telephone number, ethnic background, gender, marital status, GRE scores, program interests, date of birth, Social Security number, visa classification, armed forces affiliation, credit card number, citizenship, language spoken, academic experience, work experience, financial information, or other information relevant to an application for admission, request for information, or a transaction. If you reside in the European Union, upon providing your personally identifiable information to Erikson, you will be indicating your explicit consent that the personally identifiable information you have provided may be transferred to, processed, and stored in the United States, in accordance with this policy.

In accordance with the General Data Protection Regulations (GDPR), Erikson will respond to reasonable requests for access to information held about a data subject (identified natural person who is the subject of personal data); rectify information held about a data subject pursuant to a valid request; communicate corrections of personal data to third parties who have received the data; allow a data subject to revoke consent for a particular processing activity; to honor valid requests to restrict the processing of data if requested by a data subject; respond to valid requests for erasure of data held about a data subject; honor requests from a data subject to have their personal data transferred directly to another controller; if technically feasible, and respond to valid requests for erasure of data held about a data subject.

We request personally identifiable information only when necessary to provide a service or to complete a transaction. Examples include subscribing to electronic newsletters or listservs; membership accounts requiring login; completing online surveys; requesting program information; applying for admission to an academic program; registering and paying for events or courses; or making a donation.

*Disclosure Regarding Google Display Advertising.* We have implemented Google Analytics features based on Display Advertising (e.g., Remarketing, Google Display Network Impression Reporting, the Doubleclick Campaign Manager integration, or Google Analytics Demographics and Interest Reporting).

We use remarketing with Google Adwords and analytics to display content-specific advertisements to visitors who have previously visited our site when those visitors go to other websites that have the Google Display Network implemented. We and other third-party vendors, including Google, use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) together to report how your ad impressions, other uses of ad services, and interactions with these ad impressions and ad services are related to visits to our site.

Google Analytics does not store any visitor specific data, and we will not use visitor-specific data in any way related to Google Analytics, Google Adwords, and Remarketing. We use aggregated behavioral information to refine our marketing efforts.

At any time, you may choose to opt-out of Google Analytics tracking with the Google Analytics opt-out browser add-on. You can also opt-out of Google Analytics for Display Advertising and customize Google Display Network ads using the Ads Settings.

#### [What we do with the personal information we collect](#)

Through our website, some visitors can access chat rooms, forums, and message boards. Please remember that any information that is disclosed in these areas becomes public information, and you should exercise caution when deciding to disclose your personal information.

We will not sell, trade, or otherwise transfer to third parties your personally identifiable information, except that we may share this data with subsidiaries, affiliates, and vendors we retain to provide services necessary to our operations. Such third parties could include, but are not limited to, website hosting companies, mail delivery service companies, payment processors, and institutional research companies. We also reserve the right to release personally identifiable information (i) when we are under legal compulsion to do so (e.g., we have received a subpoena) or we otherwise believe that the law requires us to do so; (ii) when we believe it is necessary to protect and/or enforce the rights, property interests, or safety of Erikson, our users or others; or (iii) as we deem necessary to resolve disputes, troubleshoot problems, prevent fraud, and otherwise enforce the Privacy Statement and our Websites Terms of Use. Additionally, in the event that Erikson is merged with or becomes part of another organization, or in the event that Erikson is sold or it sells all or substantially all of its assets or is otherwise reorganized, the information you provide will be one of the transferred assets to the acquiring or reorganized entity.

#### [Opt-out rights](#)

**Student directory information:** Aside from directory information that may be disclosed under the Family Educational Rights and Privacy Act (FERPA), we will not post personally identifiable information about students or graduates without prior permission or as otherwise set out herein. Students who wish to withhold

the disclosure of some or all directory information should notify the Registration and Student Records office by October 1 of the academic year concerned.

**Alumni directory information:** Personal and professional contact information for alumni is collected through various methods and is published online in a searchable, password-protected alumni directory. We restrict directory access to alumni and persons connected to the Erikson community and use all appropriate technology to prevent misuse of the data by unauthorized parties. Alumni can request that their contact information be withheld from the directory by contacting us at [alumniservices@erikson.edu](mailto:alumniservices@erikson.edu).

**Email and direct mail:** You can opt out of receiving future promotional electronic mailings from us by following the unsubscribe procedures indicated in each mailing. You can opt out of receiving printed promotional mail in the future as well by contacting us at [unsubscribe@erikson.edu](mailto:unsubscribe@erikson.edu).

**Cookies:** We use cookies to keep track of and enhance certain user activities on our website, such as logging into your account, accessing your courses or your grades, and other user-specific features. You may block or restrict cookies on your computer or purge them from your browser by adjusting your web browser preferences. You should consult the operating instructions that apply to your browser for instructions on how to configure your browser setting to meet your preferences.

However, because cookies allow you to take advantage of some features or functions of our websites, we recommend that you leave them turned on. For example, EriksonOnline uses Canvas, which requires the acceptance of a cookie by your browser to access information in the courses. If you block or otherwise reject our cookies, you will not be able to use this feature.

#### [How you can access and update your personal information](#)

If you have a My.Erikson account, you may access and update your information by clicking on Personal Info. Additionally, you may contact the Associate Registrar at [registrar@erikson.edu](mailto:registrar@erikson.edu) to request updates to your personal information.

#### [What about links to other websites?](#)

This statement applies only to Erikson websites. Our websites may contain links to third party sites. We are not responsible for the content or policies of such sites and recommend that you check the third-party privacy statements posted on their websites.

#### [How do I ask questions and provide feedback regarding privacy?](#)

We welcome your questions, comments and concerns about privacy. Erikson is committed to the resolution of concerns or complaints about your privacy and our collection or use of your personally identifiable information.



If you have any questions regarding this privacy statement or how we protect your personal data, please contact us at:

Erikson Institute

ATTN: Privacy Practices 451 North LaSalle Street

Chicago, Illinois 60654-4510 or [webprivacy@erikson.edu](mailto:webprivacy@erikson.edu)

## Campus Building Policies

### Building access information

The operating hours for the building during the regular academic term are as follows:

Monday–Thursday	8 a.m.–9 p.m.
Friday	Campus Closed

The operating hours for the building during the semester break periods is 8 a.m.–5 p.m., Monday–Thursday and closed on Fridays & Saturdays. For safety and security purposes, the building is kept locked at all other times.

Students are issued a photo ID/access card which is used to check-in at the building. All students must swipe their photo ID/access card at the main lobby security desk located on the first floor in order to enter the building. Student photo ID/access cards must be returned to Erikson upon withdrawal from the Institute or completion of the degree/certificate program. If lost, the replacement cost for each card is \$50. Guests and visitors can gain access to the building by checking in and presenting a valid photo ID at the main lobby security desk on the first floor.

### Concealed carry policy

#### *Purpose*

Erikson is committed to providing a safe and secure environment for its community and guests. In support of this commitment, Erikson will establish restrictions on carrying firearms or weapons on the Erikson campus in accordance with the 2013 Illinois Firearm Concealed Carry Act, Section 65.

#### *Scope*

This policy applies to all employees, students, visitors and individuals conducting business on the Erikson campus. Campus includes, but is not limited to, the LaSalle Street campus and field placement sites whether owned, leased or controlled by Erikson, where Erikson programs, activities and classes are held.

#### *Policy*

Erikson maintains a Firearms and Weapons Free Campus. No person covered by this policy, regardless of whether that person has a valid federal or state license to possess a firearm or weapon, is authorized to possess a firearm or weapon while engaged in Erikson related business or activities.

### *Exceptions*

The provisions of this policy do not apply to the possession of firearms or weapons on the Erikson campus, or at any Erikson sponsored activity if the firearm or weapon is carried by a full-time law enforcement officer required to carry a firearm or weapon as a condition of their employment, the firearm or weapon is carried by an enforcement officer from an external agency conducting official business at Erikson or any other exception that is deemed necessary as determined by the Chief Facilities Officer. The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on-campus including off-duty law enforcement officers attending classes as students.

### *Enforcement*

Any of the aforementioned individuals who violate this policy, which means he or she is found to have carried a firearm or weapon onto the Erikson campus knowingly or is found to have carried a firearm or weapon under circumstances in which the individual should have known that he or she was in possession of a firearm or weapon will face the following disciplinary actions:

- Employees may be subject to discipline up to and including immediate termination;
- Students may be subject to discipline up to and including immediate expulsion;
- Individuals visiting or conducting business on the Erikson campus may be banned and/or referred to an external law enforcement agency, which may lead to arrest and prosecution.

The Dean of Students Office, in consultation with other relevant departments and executive management, shall be responsible for the development and distribution of information regarding this policy to the Erikson campus community; shall be responsible for the development and promulgation of procedures and protocols for confiscation of weapons; shall promulgate policies and procedures to be used in determining whether any exceptions to this policy are necessary and shall be responsible for determining the clear and conspicuous posting of signage at all entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

The Dean of Students shall be the designees of the President of Erikson responsible for reporting any employee, student or visitor who is determined to pose a clear and present danger to the Chicago Police Department and the Illinois State Police.

### *Definitions*

- “firearm” is defined as: loaded or unloaded handgun. A “handgun” is defined as any device which is

designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

- “weapon” is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited. Any explosive device including, but not limited to, firecrackers and black powder. Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

### Emergency procedures

In the event of an emergency, dial 911 from any telephone inside Erikson. Emergency response personnel will be able to identify the exact location of the phone from which the call was made. If possible, please notify the security desk by dialing ‘2250’ after calling 911, so they can direct emergency response personnel to the individual(s) requiring assistance and alert Erikson staff.

In the event of a fire, everyone is required to use the stairwells located by the classrooms and elevators.

More extensive emergency procedures are posted on [my.erikson.edu](http://my.erikson.edu).

*Procedures for reporting criminal actions:* If you believe yourself to be the victim of a crime or to have knowledge of a crime, you should immediately report to one of the security authorities identified below. They will assist you to report the incident to the proper authorities. A security officer is on duty in the ground floor lobby during normal business hours and during evenings and weekends when classes or other public events are scheduled. The security officer may be contacted in an emergency by dialing extension 2250 on any phone in the Erikson Institute building or by calling (312) 755-2250. You may also reach the Institute operator during daytime business hours by pressing “2250” on any internal phone. Each of Erikson’s elevators has an emergency call button, which is monitored 24/7 by Simplex, Inc. Calls made to the monitoring service are routed to security personnel.

You can also report criminal activities or other emergencies directly to the Chicago Police Department by dialing 911 from any phone in the building. The phone system is designed so that the police can identify the caller’s exact location within the building. We encourage you to contact Erikson’s security officer in addition to calling 911 so that they can direct the emergency response team to the desired location as quickly as possible. The security officer can also provide assistance in reporting criminal activity to the police. Non-emergencies can be reported to the Chicago Police Department by dialing 311.

The following table summarizes the contact information for security authorities to whom you can report a crime:

Security authority	Location	Number
Security officer	Ground floor lobby	(312) 755-2250
Director of HR and Facilities	3rd floor, Office 330	(312) 893-7200
Dean of Students	3rd floor, Office 325	(312) 893-7140
Associate Vice President for JEDI, Campus Ombuds, & Title IX Coordinator	4th floor, Office 427	(630)686-3065
Police Department, non-emergency	311	
Police Department, emergency	911	

### Gender neutral restrooms

In keeping with Erikson’s commitment to a safe and inclusive environment for all students, staff, and visitors to our campus, two multi-stall, gender-neutral bathrooms are available to provide options that are consistent with each person’s gender identification and expression. The gender-neutral restrooms can be found on the second and third floor.

### Smoking policy

Smoking is not permitted anywhere inside the building. Per City of Chicago ordinance, smoking is not allowed within 25 feet of any building entrance.

# Student Affairs Directory

## **Academic Advising, Room 310**

Natalie Dowdell

ndowdell@erikson.edu (312) 374-5686

## **Academic Success Center, Room 317**

Anita Evans

aevans@erikson.edu

## **Admissions, Rooms 321 / 316**

Arika Tucker

atucker@erikson.edu

Kinniel Johnson

kjohnson@erikson.edu

## **Career Services and Alumni Engagement, Room 323**

Alyssa Maestre

amaestre@erikson.edu (312) 893-7167

## **Computer Lab, Room 303**

Joe Comiskey

techhelp@erikson.edu (312) 893-7196

## **Dean of Students, Room 325**

Ashley Curry

acurry@erikson.edu 312-893-7140

## **Instructional Design & Development (IDD), Room 350**

iddsupport@erikson.edu

lara Fuenmayor Rivas

ifuenmayor@erikson.edu (312) 893-7145

Amea Cook

[AcCook@erikson.edu](mailto:AcCook@erikson.edu)

Matthew Sedwick

msedwick@erikson.edu

**Financial Aid, Room 313**

Monique Foster

mfoster@erikson.edu (312) 893-7154

**IT Help**

techhelp@erikson.edu

**Library, Room 210**

Blanca Hernandez (he/him)

library@erikson.edu (312) 893-7210

Karen Janke

library@erikson.edu (312) 893-7210

Diana Sykes

library@erikson.edu (312) 893-7210

**Registration and Student Records, Room 311**

Gil Martinez

gmartinez@erikson.edu (312) 893-7153

**Student Accounts, Room 314**

Susana Balcazar

studentaccounts@erikson.edu (312) 893-7122

**Student Experience and Accessibility, Room 322**

Whitney Mittons

[wmittons@erikson.edu](mailto:wmittons@erikson.edu)

# Faculty and Staff

## Faculty

Pamela Epley, PhD, Vice President of Academic Affairs/Chief Academic Officer

Ayanna F. Brown, PhD, Associate Vice President of JEDI; Organization Ombuds; & Title IX Coordinator

Maxine McKinney de Royston, PhD, Dean of Faculty

Leanne Beaudoin-Ryan, PhD

Jordan Bell, PhD

Barbara T. Bowman, MA

Juliet Bromer, PhD

Jie-Qi Chen, PhD

Linda Gilkerson, PhD

Meghan Green, PhD

Seulki Ku, PhD

Francisco Lozornio, PhD

Jennifer McCray, PhD

Luisiana Melendez, PhD

Amanda Moreno, PhD

Sandra Lucia Osorio, PhD

Lilly Padia, PhD

Erin Reid, PhD

## Senior Instructors

Erika Avila, MSW

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Jennifer Kemp Berchtold, MS, CCLS, DT

Margaret Brett, AM, LCSW

Sarah Martinez, MEd, MA, LCPC

Jennifer Rosinia, PhD

Alec Ross, MSW, LCSW

Ja'Re Thorn, PhD

## Instructors

Joshua Abrahams, LCSW. MS

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Stephanie Bynum, MS

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Heather Hawk Feinberg, MA  
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Sabrina Hallongren, PhD  
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Isabela Marchi, Med, MS  
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Amelia Miller, MS  
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Jennie Ott, MS  
Sara Pletcher, MEd  
Sarah Rosenburg, LCSW  
Angela Searcy, EdD  
Margo Sipes, MA

## Staff

### **Office of the President**

Mariana Souto-Manning, PhD, President  
Angelis Liriano, Executive Assistant  
Maria Di Lorenzo, General Counsel and Corporate Secretary

### **Academic Programs**

Pamela Epley, PhD, Vice President of Academic Affairs/Chief Academic Officer  
Esther Warren, MEd, Associate Director of Academic and Institutional Affairs  
Chris Simons, BA, Academic Administrator and Facilities Coordinator

### **Dean of Students Office**

Ashley Curry, PhD, LCSW, Dean of Students  
Natalie Dowdell, MS, MJ, Director of Academic Advising



Anita Evans, MSECE, Doctoral Fellow, Academic Success Center (ASC)  
Fernando Gonzalez, MSW, Academic Support Staff, Academic Success Center (ASC)  
Diane Carasig, MS, Academic Support Staff, Academic Success Center (ASC)  
Alyssa Maestre, LCSW, Director of Career Services & Alumni Engagement  
Whitney Mittons, MOL, Director of Student Experience & Accessibility

### **Instructional Design and Development**

Iara Fuenmayor Rivas, MS, Content Development Lead  
Amea Cook, Manager of Instructional Design & Development  
Matthew Sedwick, Manager of Instructional Technology

### **Finance & Financial Aid**

Patricia Lawson, BS, Vice President for Finance and Operations/CFO  
Susana Balcazar, Associate Director of Finance, Student Bursar  
Monique Foster, MSECE, Senior Associate Director of Financial Aid  
Jonathan Cabildo, MS, Senior Grants & Contracts Accountant  
Eunice Clay, Associate Director, Finance  
David Dawodu, BS, Director of Financial Compliance  
Christine Frankhauser, BComm, Controller  
Karolina Kolodziej, BS, Senior Accountant

### **Human Resources**

Ebony Armstead, Assistant Director of Human Resources  
Daphne Logan, BA, SPHR, SHRM-SCP, Chief People and Culture Officer  
David Wilson, BS, Chief Human Resources and Facilities Officer

### **Information Technology**

Ed Baker, MCP, MCTS, IT Manager

### **Institutional Advancement**

Maura Daly, BA, Chief External Affairs Officer  
Samantha Decker, MA, Associate Director, Institutional Giving  
Zahoor Khan, Manager of Institutional Advancement  
Patricia Offer, BS, Director of Development  
Allison Rickard, MS, Associate Director of Development  
Michelle Smith, Development Associate  
Shawn Cobbs, Associate Director, Developmental Services

Enrique Sanchez Freire, Manager of Institutional Advancement  
Simbo Toukourou, Institutional Giving Manager

### **Library**

Karen Janke, MSLIS, Director, Edward Neisser Library  
Blanca Hernandez (he/him), Instruction and Outreach Librarian  
Diana Sykes, Access Services Librarian

### **Marketing and Communications**

Maura Daly, BA, Chief External Affairs Officer  
Elizabeth Chandler, Associate Director of Communications and Public Relations  
Catherine-Esther Cowie, MBA, Assistant Director of Marketing  
Sheila Haennicke, MA, LSW, Director of Marketing and Communications  
Tia Hawkins, MS, Communications Manager  
Marisa Leger, Marketing Manager  
Amy E. Mikel, MBA, Executive Director of Marketing & Admissions  
Abi Odunsi, Web Developer/Designer  
Jason Elewski, Digital Content Producer

### **Research, Registration, and Student Records**

Leanne Beaudoin-Ryan, PhD, Executive Director Institutional Effectiveness  
Gil Martinez, MA, Registrar  
Margaret Reardon, BS, Assistant Director of Research Operations

**Degree/Certificate Granting Authority**

Erikson is authorized by the Illinois Board of Higher Education to grant the MS in Child Development, the MS in Early Childhood Education, the Master of Social Work, and the Early Childhood Bilingual/ESL, Child Development, Infant Mental Health, and Infant Specialist graduate certificates.

**Nondiscrimination policy**

It is the policy of Erikson not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, or veteran status in matters of admissions, employment, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and institutional commitment. It is also the policy of Erikson not to retaliate against any person for making a complaint in good faith about alleged discrimination or for supporting any other Erikson student or representative in making such a complaint. Any alleged violations of this policy should be directed to the Vice President for Academic Affairs/Chief Academic Officer or the Organization Ombuds.

**Right to change**

Erikson reserves the right to change or supplement without notice any statement in this publication concerning, but not limited to, rules, policies, procedures, tuition, fees, curricula, and courses. Erikson Institute also retains the sole discretion and reserves the right to modify, withdraw, or replace any of the procedures set forth in this Handbook or to modify them to meet the needs of a particular case or situation.

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Erikson Institute

451 North LaSalle Street Chicago, Illinois 60654-4510

(312) 755-2250

[www.erikson.edu](http://www.erikson.edu)

# Student Acknowledgement

Please visit the following link to acknowledge you have read, accepted, and agreed to abide by the 2024-25 Erikson Handbook and your Program Book: [STUDENT ACKNOWLEDGEMENT 2024-25](#).