# TABLE OF CONTENTS

**PART I: ORGANIZATIONAL IDENTITY**  
- MISSION STATEMENT  
- SOCIAL RESPONSIBILITY  
- DIVERSITY  

**PART II: POLICIES AND PROCEDURES**  
- NATIONAL AND PROVINCIAL POLICIES  
  - Personal Information Protection Act (PIPA)  
  - BC Human Rights Code  
- INSTITUTIONAL POLICIES  
  - Instructional Modification  
  - Audio and Video Recording Policy  
  - Acceptable Use of Electronic Mail, the Internet, and Other Technology  
  - Unacceptable Content  
  - Transmitting Confidential Information  
  - Etiquette and the University’s Representation  
  - Professional Signatures for Adler Students  
  - Limits of Privacy  
  - Viruses  
  - Regulation and Enforcement  
  - Alcohol and Illegal Substances  
  - Discrimination and Harassment  
  - Sexual Offense  
  - Children on Campus  
  - Criminal Activity While in Attendance  
  - Disorderly, Violent, Intimidating or Dangerous Behavior to Self or Others  
  - Animals on Campus  
  - False Information  
  - Guest Visitation and Responsibility  
  - Missing Persons Reporting  
  - Photography Release  
  - Reasonable Directives from a University Official or Office  
  - Solicitation  
  - Unauthorized Entry to School Facilities  
  - Weapons  

**ACADEMIC POLICIES**  
- Student Rights and Responsibilities  
- General Student Grievance and Appeal Procedure  
- Grade Appeal Policy
ACADEMIC HONESTY 20
ADLER SCHOOL COPYRIGHT POLICY 22
PROFESSIONAL COMMUNICATION SKILLS 22
STUDENT CONDUCT AND COMPREHENSIVE EVALUATION 22
BASIC STUDENT-TRAINEE COMPETENCIES 24
SATISFACTORY ACADEMIC PROGRESS 24
ONGOING STUDENT REVIEW 25
ATTENDANCE POLICY 25
LEAVE OF ABSENCE 26
ADMINISTRATIVE WITHDRAWAL 26
WITHDRAWAL IN GOOD STANDING 27

PART III: CAMPUS RESOURCES 28

CAMPUS INFORMATION 29

CAMPUS HOURS 29
LOST & FOUND AND THEFT 29
STUDENT COMMON AREAS 29
BULLETIN BOARDS 29
COMPUTER LABS 29
FRAGRANCE-FREE CAMPUS 29

CAMPUS LIFE 30

NEW ADLER STUDENT SURVIVAL GUIDE 30
RECOGNIZED STUDENT ORGANIZATIONS 30
VANCOUVER CAMPUS DIVERSITY COMMITTEE 30
MISSION STATEMENT 30
STUDENT AMBASSADOR PROGRAM 30
HEALTH INSURANCE 31

ADMINISTRATIVE AND ACADEMIC OFFICES 31

STUDENT AFFAIRS 31
CENTER FOR LEARNING AND TEACHING 31
DEPARTMENT OF TRAINING AND COMMUNITY SERVICE 31
THE HAROLD AND BIRDIE MOSAK LIBRARY 32
ADLER CONNECT PORTAL 32

SECURITY INFORMATION 32

CAMPUS SAFETY 32
EMERGENCY PROCEDURES AND NOTIFICATION 32
GENERAL EVACUATION INFORMATION 33
FIRE SAFETY INFORMATION 34
ACTIVE SHOOTER RESPONSE 34
REPORTING CONCERNING BEHAVIOR 35
CRIME 35
SEVERE WEATHER 36
MEDICAL EMERGENCIES 36
SCHOOL CLOSING NOTIFICATIONS 36
PART I: ORGANIZATIONAL IDENTITY
WELCOME TO ADLER UNIVERSITY!

The Adler University Student Handbook and the Adler University Catalog provide students with important information and serve as references to guide students through the policies and procedures of Adler University. The most current version of these documents can be found online in the Adler Connect Portal. Adler University Student Handbook is supplemented by other handbooks and documents covering topics such as practicum, the masters’ thesis, the doctoral internship, the doctoral research project, and qualifying examinations. Students are encouraged to view these essential documents on the Adler Connect Portal.

This Adler University Student Handbook is meant as a guide only and does not serve as a contract between Adler University and its students. Adler University reserves the right to change the policies and procedures outlined in this handbook and to change the schedules, fees, and regulations affecting students. Students are responsible for familiarizing themselves with all policies and procedures set forth in this handbook, and with any updates posted on the Adler Connect Portal.

Mission Statement
Adler University continues the pioneering work of the first community psychologist, Alfred Adler, by graduating socially responsible practitioners, engaging communities, and advancing social justice.

The values held by Adler University as relevant to its mission include the following:

- **Social Interest**: We are part of and invested in community, and we act and collaborate with compassion and social responsibility.
- **Pluralism**: We respect and celebrate human diversity and difference.
- **Courage**: We encourage leadership, innovation, and creativity, act on principle, and challenge the status quo.
- **Excellence**: We embrace the highest level of quality, rigor, and integrity for education, scholarship, performance, and outcomes.
- **Pragmatism**: We are outcome-oriented and evidence-based, and we pursue real-world solutions and measurable results.

Social Responsibility
Building on the work of Alfred Adler, the mission of Adler University emphasizes the importance of educating socially responsible practitioners. Today’s social challenges demand highly trained, relevant, and inventive practitioners to address them. No other institution prepares practitioners in the particular way that Adler University prepares socially responsible practitioners because we are uniquely and specifically informed by Alfred Adler’s ideas and constructs. *Gemeinschaftsgefühl*—Adler’s concept of social interest, or the relationship between health and community—is the foundation upon which we engage in the work of social justice and prepare practitioners to work in our communities.

The ability to engage in socially responsible practice has been adopted as a required competency in all of Adler University’s degree programs. Attainment of this competency is achieved through a combination of practical training, coursework, and other activities. The Community Service Practicum (CSP) offers students a broad range of community-based experiences; classes provide information on theories and research on the effects of structural and systemic variables on human well-being; and other educational activities provide students with opportunities to learn how to identify and address a wide range of clinical and social issues.

Socially responsible practitioners possess knowledge, skills, and attitudes that allow them to:

- Understand the role of social context in conditioning physical and behavioral health.
- Integrate this understanding into their professional practice.
• Collaborate with others to reform social, political, and other structures and systems that adversely affect well-being.

Diversity
Celebrating the richness of human diversity is at the heart of Adler University’s commitment to social responsibility and is reflected in the content of our curricula and makeup of our community. Differences in race, ethnicity, language, religion, values, beliefs, disabilities, class, sexual orientation, gender, and age are woven into the fabric of excellence at Adler University. We invite and embrace diversity at every level of the organization, including faculty, staff, students, sponsors, trustees, vendors, and our wide range of business partners.

Our curricula for all programs provide the opportunity for students to acquire knowledge, skills, and values related to individual and group diversity and undergo regular review in order to ensure alignment between classroom content and the University’s mission of training socially responsible practitioners. In addition, field placements for clinical training are available in areas where the clientele is partly or primarily from traditionally underserved groups. Finally, our faculty and staff share the commitment to work in an open and just manner and the University’s commitment to celebrating pluralism of its students.

Recruitment and retention of a diverse campus is important to prepare students to enter a world in which the understanding of individual and cultural diversity is essential for collaboration and progress. Adler University Vancouver Campus Diversity Committee serves as an advocate and a support system for non-dominant and underrepresented members of diverse and marginalized groups. Adler University’s commitment to honoring diversity is not only a concept, it is a practice.

Organization & Governance
Adler University is a private, independent, not-for-profit institution of higher education. The University is incorporated in and operates under the provisions of the State of Illinois General Not-For-Profit Corporation Act and is declared a 501(c)(3) tax-exempt organization by the U.S. Department of the Treasury. It is also extra-provincially registered under the laws of British Columbia as Adler University.

The University is governed by a Board of Trustees and led by the President. The Vancouver Campus is led by the Campus Dean, who acts as the chief academic and operational officer of the campus. Academic programs are led by Program Directors in conjunction with core faculty appointed to each program. In addition to Academic Programs, the Vancouver Campus has departments in the following areas: Training, Admissions, Registration and Financial Aid, Student Services, and Campus Operations.
PART II: POLICIES AND PROCEDURES
NATIONAL AND PROVINCIAL POLICIES

The following national and provincial policies represent the legal frameworks and responsibilities for Adler University, its employees and students.

Personal Information Protection Act (PIPA)
British Columbia’s Personal Information Protection Act (PIPA) sets out the rules for how private sector and not-for-profit organizations, such as Adler University, may collect, use, or disclose information about students.

Adler University collects relevant personal information about its students and has processes in place to protect the privacy of these records. Student records will not be disclosed to a third party unless the student has given written consent or the request qualifies as a legal exception. A student who wishes to release information to a third party should complete a FERPA-PIPA release form, found online in the Adler Connect Portal.

Students have access to their academic file through the Registrar’s Office. Students who wish to see the contents of their academic file should submit a written request to the Registrar’s Office. The Registrar’s Office may take up to 30 days to respond to the student request. Students can submit correspondence to be added to their academic file to the Registrar’s Office.

Students who believe that their privacy rights have been violated have the right to file a written complaint to the Campus Commissioner. The designated Campus Commissioner is the Vancouver Campus Dean. The commissioner may conduct an investigation and will respond to the complaint in writing. For questions about confidentiality of records and privacy of students, please contact the Dean of the Vancouver Campus at 604-482-5510. If the concern is not resolved with the Campus Commissioner, students should contact the Office of the Information and Privacy Commissioner for British Columbia at info@oipc.bc.ca.

BC Human Rights Code
In keeping with the BC Human Rights Code, it is the policy of Adler University, Vancouver Campus that all persons are entitled to education equality and nondiscrimination when receiving its programs and services. The University does not discriminate against any individual because of age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, unrelated criminal conviction, or any other category protected by provincial or federal law.

Any complaints or questions regarding this policy should be brought to the Manager of Student and Alumni Services. All complaints will be promptly investigated and, where necessary, corrective action will be administered, including discipline of those found to be responsible for discrimination, up to and including dismissal. Complaints will be handled confidentially to the fullest extent possible given the need for a fair and thorough investigation. No person will be retaliated against for bringing a complaint or asking a question under this policy. The University does not condone or permit any retaliation.

INSTITUTIONAL POLICIES

The following policies outline the rights and responsibilities of members of the Adler University community in Vancouver.
Instructional Modification

It is also the policy of Adler University to offer reasonable accommodations to qualified students with disabilities, in accordance with the BC Human Rights Code. If a student with a disability wishes to receive accommodations in order to participate in the courses, programs, or activities offered by the University, the student may request accommodations by contacting the Manager of Student and Alumni Services. The use of these services is voluntary and as confidential a possible given the possible need to disclose information regarding the accommodation to specific faculty members and/or student’s academic advisor. Students must request accommodation prior to the implementation of needed accommodation. Accommodations cannot be applied retroactively.

Any student with an appropriately documented disability, including psychological, medical, physical, visual, hearing, and learning disabilities (including ADHD/ADD), is eligible to request reasonable accommodations. The Manager of Student and Alumni Services will work directly with the student to develop a reasonable accommodation plan. Faculty are to direct all students with inquiries or concerns regarding disabilities or accommodations to the Manager of Student and Alumni Services. The Manager of Student and Alumni Services will work with any faculty regarding the provision of reasonable accommodations to students with documented disabilities.

Course specific requests: Students with disabilities are encouraged to approach the instructor at the beginning of the course to discuss their need for reasonable accommodations. All information disclosed will be kept in strict confidence. If a student does not choose to disclose a documented need for accommodations, then the student is taking full responsibility for any related consequences that may occur.

Audio and Video Recording Policy

Students are not permitted to record a class or meeting (audio and/or video) without prior authorization by the instructor. If audio and/or video recording is permitted, or if it is a course requirement, the instructor will review expectations of this process (including storing, downloading, distribution, retention, and deletion). Instructors may permit a student to record a class or meeting as part of an accommodation for a student with a disability or in an extenuating circumstance. When recordings are prohibited, alternative learning arrangements will be made by the instructor to meet student accommodation needs. Unless verbal and/or written permission has been obtained from the faculty member or speaker, a student does not have the right to distribute or disseminate these recordings. This is consistent with standards of the profession in terms of privacy and confidentiality. A request for recording must be submitted no later than 24 hours before the scheduled class or meeting to the instructor.

Students who believe that their classes or meetings are being inappropriately recorded, or otherwise misused recordings, should contact their Program Director. Students who breach this policy are subject to consequence, up to and including withdrawal from the school.

Acceptable Use of Electronic Mail, the Internet, and Other Technology

This policy outlines the acceptable use of the electronic communication tools owned, paid for, and/or operated by Adler University.

Recent advances in electronic communications and information technologies present valuable opportunities for the University. These technologies, when properly used, support activities and enable better service to students through timelier communications and nearly instantaneous access to vast stores of information. In recognition of these benefits, the University has made a substantial investment in its electronic communication and information systems. While the University encourages the use of its systems, such use carries with it important responsibilities. The careless or inappropriate use of these systems can have dramatic consequences which may harm the University, the individual users of the University’s systems, and others. This policy is intended to minimize the likelihood of such harm by educating users of the University’s electronic communication tools as to proper and improper usage of
such tools and by setting forth the conditions that apply whenever the university’s electronic communication tools are being used.

This policy addresses the appropriate use of the University owned electronic “communication tools.” These tools include, but are not limited to, the following:

- Telephones, pagers, cellular phones and voicemail facilities
- E-mail systems
- Fax machines, modems, and servers
- Handheld devices, laptops, and desktop computers
- Software licensed to the School
- All internal and external computer and communications networks (such as Internet browsers, commercial on-line services, and e-mail systems) accessible directly or indirectly from the University’s computer network

**Conditions of Access**

Access to the University’s communication tools is provided in conjunction with the University’s business, the educational requirements of students and job responsibilities of employees, vendors and subcontractors, etc. All use of the University’s communication tools is subject to this policy and to other University policies and procedures that may be implicated by such use.

Communication tools and the data created, entered, received, stored, or transmitted by the University’s communication tools, including electronic files and messages, are University property and are subject to inspection by the University at all times. E-mail messages and other electronic files belong to the University. Use of the University’s communication tools is a privilege that may be revoked at any time. Anyone who uses or is granted access to such tools must comply with the provisions of this policy.

**Acceptable Use**

The University’s communication tools may be used to communicate internally with employees or other students of the University or externally with consultants and other University relations and acquaintances. The University provides electronic communication tools to facilitate business communications, enhance learning, and improve service.

Users have no expectation of privacy in connection with use of the University’s electronic communication tools. Anyone using these tools consents to usage monitoring. All communications transmitted, received, and/or stored using any of the University’s electronic communication tools are subject to being accessed and reviewed by the University, regardless of the business or personal nature of the communication. Users should not assume that any such communications are private.

**Unacceptable Use**

Notwithstanding the limited personal use noted above, and to further the goals of limiting liability and curbing unlawful or inappropriate behavior, the following uses of the University’s electronic communication tools are inappropriate in any context:

1. Monopolizing the University’s electronic communication tools. This restriction includes activities such as sending mass emails or emails with large attachments that are not University-related, sending chain emails, spending excessive amounts of time on the internet, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.
2. Downloading non-University related audio, video, and picture files that require significant storage space.

3. Installing any software product on or modifying the operating characteristics of any computer system owned or operated by the University, without the permission of the network administrator.

4. Using the University’s communication tools to:
   - engage in activities for personal financial gain (e.g., day trading or gambling);
   - solicit others for activities or causes unrelated to the University’s business;
   - disseminate or publish any defamatory, discriminatory, or obscene material;
   - infringe, attempt to infringe, or aid in any way in infringement or attempted infringement on another person’s or entity’s intellectual property rights (e.g., copyrights);
   - violate, attempt to violate, or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern trans-border data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality, and security);
   - violate, attempt to violate, or aid in any way in the violation or attempted violation of any other law.

The University shall not be responsible for any losses or damages resulting from, or relating to, any use of the University’s communication tools.

Unacceptable Content
Material that is, or could reasonably be construed as, harassing, offensive, embarrassing, sexually explicit, racially demeaning, profane, abusive, threatening, intimidating, pornographic, obscene, defamatory, or otherwise unlawful or inappropriate may not be sent or received by, viewed or displayed on, copied to, stored in, accessed from or downloaded to the University’s communication tools. Users encountering or receiving this kind of material should not forward the material and should immediately bring the material to the attention of the Manager of Student and Alumni Services. In addition, any user who believes the University’s communication tools are being used in a manner which violates either this policy or the University’s policies prohibiting harassment should immediately report the matter in accordance with the requirements below and pursuant to the University’s anti-harassment policy. It is the responsibility of all users of the University’s communication tools to see that these tools are used in an appropriate manner at all times.

Examples of unacceptable content include, but are not limited to:
- Sexual, racial, ethnic, or religious slurs, drawings, cartoons, or jokes
- Pornographic or sexually explicit language or material
- Unwelcome propositions, requests for dates, or love letters
- Any message that could reasonably be construed as harassment or disparagement of others based on sex, race, age, national origin, religion, disability, sexual orientation, or other status protected by law
- Any other material which is inappropriate for a business environment

To ensure the lawful use of the University’s communication tools under this policy, the University reserves the right to inspect the content of all information and messages generated by or contained in any of its communication tools. Even personal e-mail and Internet visits access through the University’s electronic communication tools may be accessed by the University’s management without notice. Users should not assume that any such usage or communications are private.
Transmitting Confidential Information
In recognition of the significant responsibility of protecting confidential or sensitive information, the University’s communication tools, especially its e-mail system, should not be used to transmit confidential communications.

Users must keep in mind that deleting e-mail does not necessarily remove the e-mail from the system. There is also a possibility that, when documents are transmitted electronically, earlier drafts of the documents thought to have been deleted may be retrieved. Accordingly, extreme care must be taken when using e-mail to transmit confidential or sensitive communications, even internally.

All users are required to use good judgment to safeguard University information and to protect against inadvertent disclosure of confidential or sensitive information in situations where there is a need to communicate such information electronically. Failure to exercise an appropriate level of care when transmitting confidential information electronically is a violation of this policy and may result in discipline up to and including dismissal.

Etiquette and the University’s Representation
E-mail and social media posts that are associated with Adler University may reflect a student’s personal and professional image, as well as the image of the University. Therefore it is a student’s responsibility to ensure such messages are always composed in a professional and respectful manner. Inappropriate use of the University’s facilities (ex: official Adler email address and social media sites) may damage the University’s reputation and could give rise to University and individual liabilities. Accordingly, every effort must be made to be professional in all usage of the University’s communication tools.

Professional Signatures for Adler Students
When using a professional credential in signatures it is essential that the credentials listed are clear and appropriate so as not to misrepresent yourself. Adler Masters or Doctoral students can sign their name on letters, business cards, etc. using only the credentials they have already attained, e.g., Leslie Smith, B.A. or Ricky Chang, M.S.

Masters-enrolled Adler students
Students enrolled in an Adler Masters program can write the following on a separate line: “Masters student in Counselling Psychology/Counselling Psychology: Art Therapy/ Organizational Psychology at Adler University”.
On resumes, students can list their Masters degree, being clear that it is still in progress, e.g., Masters in Counselling Psychology, in progress; started September, 2011.

Using the designation “MA Candidate” is not acceptable as it is misrepresenting your credentials, and, in fact, there is no such designation.

PsyD-enrolled Adler students
PsyD students have the additional responsibility to abide by the rules of the College of Psychologists of British Columbia (CPBC) Code of Conduct as follows:

Section 2.2 refers to the requirement to comply with the CPBC Code of Conduct “during any period of education, training, and employment required for registration”; doctoral training at Adler would be applicable here.

Section 9.7f) refers to “Applicants for registration or registrants awaiting the awarding of a degree must not describe themselves as ‘candidate for registration’ or ‘candidate for degree’, respectively”.

Adler PsyD students may not refer to themselves as candidates for degree and may only utilize earned degrees when they display or present their credentials for any purpose. If you have any questions regarding this policy, please talk with your academic advisor.

Limits of Privacy
Because communication tools are provided for the University’s business purposes, students using the University’s communication tools have no expectation that any information transmitted over the University’s facilities or stored in the University’s computers, even deleted information, is or will remain private. These systems are owned and/or controlled by the University and are accessible at all times by the University without notice for maintenance, upgrades, or any other business or lawful purposes. Use of passwords to gain access to the computer system or to secure particular files or messages does not imply that users have an expectation of privacy in any material created or received on the computer system. The University has global passwords that permit it to access all material stored on the system, regardless of whether such material has been password-protected by the user. To protect the integrity and security of the computer system, though, students should not share passwords with other individuals.

The University permits limited personal use of its communication tools as set forth herein, with the express understanding that it reserves the right to review student use of, and to inspect all material created by or stored on, these communication tools. It is essential that the University be able to ensure that its communication tools, which are provided primarily for the University’s business purposes, are being used in a proper manner consistent with this policy. For this reason, the University reserves the right to monitor, search, retrieve, and/or read any and all aspects of its electronic communication and network systems. Use of the University’s communication tools constitutes each student’s permission for the University to monitor communications and to access files that are made on or with these communication tools.

Viruses
Viruses can cause substantial damage to electronic communications and information systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the University’s network. To that end, all material received on USB, CD or other magnetic or optical medium, and all material downloaded from the Internet or from computers or networks that do not belong to the University, must be scanned for viruses and other destructive programs before being placed onto the University’s network. Users should understand also that their home computers and laptops may contain viruses and that all disks transferred from these computers to the University’s network must be scanned for viruses.

Regulation and Enforcement
Misuse of any of the University’s communication tools or violations of this policy may result in disciplinary action, including suspension of privileges or dismissal from the program. Criminal or civil action may result in appropriate instances. If an individual believes that he or she has been harassed or discriminated against in violation of this policy, the individual should follow the complaint procedure outlined in the University’s Discrimination and Harassment Policies. Any questions regarding use of the University’s communication tools should be directed to the Manager of Student and Alumni Services.

Alcohol and Illegal Substances
Adler University campuses are smoke-free. In addition, smoking is not permitted within three meters of any doorways or open windows. If a local law ordinance provides greater protection for the rights of non-smokers, it shall apply.

Alcohol beverages may be served to and consumed by persons of legal drinking age on University premises or practicum and internship sites in conjunction with a specifically authorized function. Individuals consuming alcohol and other legal drugs should do so in a responsible manner.
The unlawful possession, use, distribution sale or manufacture of controlled substances is prohibited on any premises owned or controlled by Adler University. Under no circumstances will the University tolerate unlawful possession, use, distribution, sale or manufacture of controlled substances or the unlawful use of alcohol on campus or at University-sponsored activities.

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects can be permanent and can lead to severe physical and psychological impairment, disability and premature death. Any student who has a drug or alcohol related problem may call upon the University for assistance. The Manager of Student and Alumni Services can provide a confidential referral to a drug or alcohol treatment program.

Use of illicit drugs by any person is illegal under both the provincial and federal statutes. Use of alcohol by persons under 19 years of age is illegal under provincial law. Penalties of conviction under provincial law include incarceration and fines. Property used in connection with illegal drugs may be confiscated.

Discrimination and Harassment
It is the policy of Adler University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other status protected by national or provincial law in its employment or its educational settings, including all academic, required, or University-sponsored activities, whether on or off campus. Adler University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination, and/or retaliation in violation of this policy.

Examples of discrimination in violation of this policy include treating an employee, student, or other member of the University community differently, which includes forms of harassment and retaliation, based upon race, colour, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other protected status. To illustrate, faculty may not apply different academic standards to students based on their race, age, or other protected category. Similarly, students may not prevent other students from participating in course work or a University-sponsored activity based on their gender, sexual orientation, or other protected category.

The Manager of Student and Alumni Services receives, investigates, and supervises resolution processes related to reports or complaints of discrimination or harassment involving students and keeps records thereof. Any student who has been the subject of, has witnessed, or is aware of discrimination, harassment, or retaliation, should make a complaint as soon as possible to the Manager of Student and Alumni Services, or to any School employee. Student complaints about the actions of other students are handled by the Manager of Student and Alumni Services in conjunction with the Director of Campus Administration.

There are multiple channels for reporting violations, including telephone, in person, or email and should be directed:

Stephanie Haslam  
Manager of Student and Alumni Services  
604 699 3578  
shaslam@adler.edu

Students also may file a complaint with the Director of Campus Administration as long as it concerns the actions of a University faculty or staff employee, or if it concerns an unknown person or someone outside the University community. Complaints should be directed to the either the contact listed above or:

Melody Sousa
All employees of Adler University are responsible for reporting incidents of discrimination, harassment, or retaliation involving students that come to their attention to the Manager of Student and Alumni Services at 604-699-3578 or shaslam@adler.edu.

Adler University strongly encourages complainants to make a complaint as soon as possible after an alleged violation occurs. The timelier a complaint of discrimination, harassment or retaliation, the better the Manager of Student and Alumni Services will be able to investigate the complaint. The Manager of Student and Alumni Services’ ability to investigate a complaint may be limited if the complaint is not made within a reasonable time period after the alleged occurrence(s). The Manager of Student and Alumni Services encourages the filing of complaints within 120 days of the alleged occurrence(s), although complaints submitted after 120 days will still be investigated and resolved according to this Policy. A complainant should receive an acknowledgement of receipt from the Manager of Student and Alumni Services within 10 business days of filing a complaint. If this does not occur, the complainant should contact the Manager of Student and Alumni Services directly to confirm receipt of the original complaint.

Sexual Offense
Adler University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members. In accordance with the University’s values and its role as an educational institution, the University condemns any form of sexual violence. Adler University reports certain sexual offenses occurring on or near campus to the appropriate authority. The victim has the choice of whether or not to file a report and/or to proceed with legal action.

A sexual offense is defined as any unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals, or that occurs under threat or coercion. Sexual offenses, as well as threats of sexual offenses and intimidation through threats of sexual offenses, are prohibited by the University. Any sexual offense complaints involving students should be directed to the Manager of Student and Alumni Services.

Children on Campus
Because Adler University desires to provide a safe and quiet place for work and study, we discourage the presence of children on campus. If children must be brought to campus in exceptional circumstances, they must supervised by a parent or guardian at all times. In order to minimize disruptions to others, children should not be brought into active classrooms, the library, or the computer lab.

Criminal Activity While in Attendance
Students who engage in criminal activity are subject to disciplinary action up to and including dismissal from the program. The student has the obligation to report to the Manager of Student and Alumni Services and the Director of Campus Administration any criminal charges or convictions that may impact his/her ability to remain enrolled at the university. Failure to disclose such information within 15 calendar days of the occurrence or event, or the submission of false or incomplete information at any time, including during the application process, may result in disciplinary action up to and including dismissal from the program.

Disorderly, Violent, Intimidating or Dangerous Behavior to Self or Others
Students are not to engage by any means in behavior that threatens, harms, or causes to place in harm themselves or other persons, or to exhibit behavior that is illegal, destructive, lewd, indecent, obscene, or disorderly. Such behaviors include, but are not limited to, the following examples:

1. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting physical harm upon any person; taking reckless action that results in physical harm to any person; or threatening by any means of transmission the use of force to physically harm or injure any
person.

2. Disrupting the educational environment, impeding classes, causing significant emotional harm, and/or endangering the safety, health, or life of any person on campus through actions or words.

3. Obstructing fire escape routes, such as hallways or stairwells.

4. Committing acts of an indecent or lewd nature.

Animals on Campus
No animals are allowed on campus building premises with the exception of service dogs. The presence of service dogs on campus is permitted for the sole purpose of providing equity of access and mobility to people with disabilities.

Any student seeking approval to be accompanied by a guide or service dog should register with the Manager of Student and Alumni Services. Anyone who brings a service dog onto campus must ensure that the dog is under control and supervision at all times. The behavior of any dog, including any mess or damage caused by the dog, is the responsibility of the owner. The Manager of Student and Alumni Services can be contacted at 604 699 3578 or shaslam@adler.edu.

Students may be subject to different policies and procedures for service dogs at their training and community service partner sites. Students are encouraged to work directly with the sites prior to starting to ensure the best possible experience.

False Information
Students are not to provide false information in any form to University officials. Students are not to knowingly misuse, misrepresent or falsify any University record, I.D. card, form, computer resource, or procedure. Students are not to take any actions (verbal, written, or behavioral) based on known incorrect information, with direct intent to be hurtful or harmful to the University. Violation of this policy may result in disciplinary action, including suspension or dismissal from program.

Guest Visitation and Responsibility
Students are responsible for the behavior of their guests while they are on property owned or controlled by the University or in attendance at its sponsored events. Host students assume full responsibility for their guests’ compliance with all prescribed University policies and procedures, including those specific to building hours.

Missing Persons Reporting
The report of a missing person is a serious matter. Anyone with information concerning a missing person should notify the Director of Campus Administration immediately. If it is determined by the Director of Campus Administration that the person has been missing for more than 24 hours, Adler University will [1] attempt to contact the student using any confidential contact information that the student has provided to Adler University; [2] notify the appropriate police organization (e.g., Vancouver Police); [3] contact any person the student has identified to the Registrar as an emergency contact; and [4] notify others at the University, as appropriate, about the student’s disappearance.

Students are required to update personal and emergency contact information with the Registrar’s department.

Photography Release
Adler University has the irrevocable and unrestricted right and permission to take, use, reuse, publish, and republish photographic portraits or pictures of all members of the Adler University community. Anyone who registers at, visits, or is employed by Adler University authorizes the use and reproduction by the University, or anyone authorized by the University, of any photographs taken while at the Adler University, without compensation.
All negatives and positives, photographic prints, and digital photo files shall be Adler University property, solely and completely. Photographs will be used by Adler University for publications and University purposes only. All members of Adler University waive their right to inspect or approve the products and materials. Any member of the University who does not wish to have his or her photograph published should declare this in writing to the Manager of Student and Alumni Services.

Reasonable Directives from a University Official or Office
Students are not to disregard the reasonable directives, either verbal or written, issued by a University official or office, or obstruct an official in the carrying out of his or her assigned duties or responsibilities. Failure to follow reasonable directives may result in the referral to the student’s Academic Advisor.

Solicitation
In the interest of maintaining a productive and non-coercive educational and work environment, Adler University does not permit unauthorized persons to promote or sell merchandise or services door-to-door on campus or on campus floors, nor to solicit, distribute information to, or recruit its students or university personnel for any purpose whatsoever. Any group or individual not affiliated with Adler University who wishes to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services or to recruit on campus must be specifically authorized to do so by the Director of Campus Administration. Adler University does not allow credit card companies access to campus under any circumstances.

No solicitation shall interfere or conflict with the mission of Adler University or its occupants and under no circumstances is the solicitor allowed to leave the table with the intent to approach students. Adler University reserves the right to cancel any event for violations to guidelines.

Unauthorized Entry to School Facilities
Forcible or unauthorized entry into any building, facility, room, office, or container (file cabinet, desk drawer, etc.) at the University is prohibited.

Weapons
The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Adler University community. The storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus is prohibited. Pepper spray and mace are classified as a weapon under Canadian law and therefore is prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including deputized law enforcement officers who are off duty.

For the purposes of this policy, a weapon is defined as “anything used, designed to be used or intended for use (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person and...includes a firearm” which is defined as “a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barreled weapon and anything that can be adapted for use as a firearm” (Section 2 of Canada’s Criminal Code R.S.C., 1985, c. C-46).

ACADEMIC POLICIES

Student Rights and Responsibilities
Within any community of over 300 students, faculty, and staff it is important that expectations and responsibilities are communicated. This section is designed to provide clarification on what it means to be a student at Adler University. The rights identified below are steeped in our values, which include social interest, pluralism, and courage.
Students have the right to express their own ideas, beliefs, and associations. Students can ask questions and appropriately express their opinions without affecting their academic evaluations, as long as such expressions do not interfere with the normal operations of classes or infringe on the rights of other people in their class. Professional comportment is expected in all aspects of student experience. Respect for others is fundamental and is expected at all times regardless of the issue or the location, including cyberspace.

Students have the right to join associations and are free to promote their common interests. This includes the right to become affiliated with any recognized student organization without discrimination or prejudice regarding race, colour, ethnicity, religion, national origin, age, disability, marital status, parental status, family relationship status, sexual orientation, sex, gender, gender identity, or other status protected by local, state or federal law in its education settings.

Students have the right to participate in student governance through the Adler Student Association. The ASA strives to enhance the university community and the overall student experience. Student engagement and involvement are vital to establishing a thriving academic community. Students are encouraged to actively engage the ASA for creating a strong student community that values and appreciates all perspectives. In addition, the ASA is a vital conduit in communicating student concerns, issues, and ideas to the administration.

Students have the right to advising that balances individual student responsibility and accountability with support from the university in understanding degree and program requirements. The advising process should extend well beyond administrative tasks to include the development of an active professional mentoring relationship. This mentoring relationship will be built upon student’s openness to engage in active communication with faculty that will enrich their development as students and as professionals.

**General Student Grievance and Appeal Procedure**

Adler University, Vancouver Campus has adopted this general student grievance and appeal procedure to resolve concerns that students may have about the implementation of Adler University policies and procedures. The primary objective of this student grievance procedure is to ensure that student concerns are dealt with promptly and resolutions reached in a reasonable manner. This general student grievance/appeal procedure will be followed except in cases where there is a specific appeal procedure governing a specific policy (e.g., an appeal of a grade of “C” or lower).

Before pursuing this general student grievance/appeal procedure, every reasonable effort must be made by the student to resolve issues with the faculty, staff, or administrators concerned. Faculty, staff, and administrators should respond promptly to answer questions and/or to resolve problems or complaints brought to their attention by students.

**Informal Procedure**

Following an unsuccessful initial attempt to resolve an issue directly with the individual involved, the next step of the student appeal procedure is for the student to discuss the issue with their Academic Advisor. These discussions should be held as soon as possible. Students are also invited to seek confidential support and assistance from the Manager of Student and Alumni Services.

If the student feels that a satisfactory reasoning has not been provided for the issue in dispute, the student should proceed to the formal appeal procedure.

**Basis for Formal Grievance or Appeal**

A student has the right to appeal issues of academic status, disciplinary action, or dismissal if the student believes:

1. There is procedural error identified that indicates a breach [of a substantive nature] of institutional processes or procedures.
2. There is new information, of a substantive nature, that was not available at the time the decision was made. [New information may require documentation.]

3. The initial decision was biased.

The University reserves the right to temporarily restrict students from attending classes, training, or University-sponsored activities, events or programs while a grievance or appeal is under review. This restriction may apply throughout related appeal processes.

**Formal Grievance or Appeal Procedures**

Students who wish to make a formal appeal for reasons stated above must present an appeal, in writing, within 10 business days of when the initial decision was made. The appeal should be directed to the Program Director of the academic program in which he/she is enrolled. Students must submit an appeal clearly stating the grounds of the appeal and any supporting statement or documentation. The Program Director will decide if a meeting with the student is necessary. The Program Director will render a written decision to the student within 10 business days of receipt of the appeal letter. The School reserves the right to extend the decision date depending on the circumstances in order to conduct a full review. This extension will not exceed 30 business days.

If this grievance/appeal does not resolve the concern, the student can appeal the decision to the Campus Dean, in writing, within 10 days of the Program Director’s decision. The Dean can, at his/her discretion, convene an appeal review committee to review any appeal. The Dean’s decision is final.

A log of student grievances is maintained by the Manager of Student and Alumni Services. The information in the log is kept confidential and includes:

1. The date the complaint was submitted
2. The nature of the complaint
3. The steps taken to resolve the complaint
4. The final decision regarding the complaint, including referral to outside agencies, and date of decision
5. Any other external actions initiated by the student to resolve the complaint, if known by Adler University [e.g., lawsuit].

The log of student grievances may be made available for outside review by the BC Ministry of Advanced Education, and other organizations as required by law. However, steps will be taken to ensure the anonymity of any student who files a complaint.

The purpose of an outside review can include but is not limited to:

1. Establishing that Adler University processes complaints in a timely manner,
2. Demonstrating fairness and attention to student concerns, and
3. Identifying any pattern in the complaints that suggests problems with institutional quality.

**Grade Appeal Policy**

Adler University assigns primary responsibility and authority for grading and any other evaluation comments to the instructor of record and respects the instructor’s professional judgment in the area of student evaluation. In most cases, the instructor’s decision is final.

However, students have the right to appeal certain grades or evaluative comments made by a faculty member. Grounds for an appeal must be based on an alleged violation of a written school policy or extenuating circumstances such as illness or family emergency.

Only grades of “C” or lower can be appealed and these may be appealed only if a grading standard was not set or not followed by the instructor.
Finally, if a student is appealing a grade for a course that is a pre-requisite for a class, he/she cannot register for or attend subsequent classes until the grade for the pre-requisite has been resolved.

**Step One – Appeal to the Class Instructor:**
A student who feels that a “C” or lower grade is inappropriate due to the reasons stated above has the right to appeal to the instructor. To dispute a grade, a student must present a written letter of appeal to the instructor. This appeal must clearly state the basis for the appeal (including a copy of the written school policy if the basis is an alleged violation of policy), the facts the student believes support his/her claim, and the requested remedy.

This appeal must be filed within 30 days of the posting of the grade on WebAdvisor.

The student must also inform his/her Academic Advisor of the concern at the time of the appeal.

Instructors are expected to meet with students who have expressed concern about grades or comments and explain the established standard and why the earned grade was recorded. If this standard has been set and followed, no further appeal is appropriate.

If the standard was not set or not followed, it is incumbent upon the instructor to do whatever is practical to resolve the issue by presenting the student with his/her rationale for the evaluation and grade.

After reviewing all materials submitted, the instructor will respond in writing within 30 days of receipt of the student’s correspondence.

If the instructor for the course is the Program Direct or the Director of Clinical Training, the appeal should be presented to the Campus Dean. The Dean’s decision is final.

If the instructor is the Campus Dean, students can appeal to the President. The president’s decision is final.

**Step Two – Appeal to the Program Director**
If Step One does not resolve the concern, the student may, within ten (10) calendar days of the instructor’s response, present an appeal to the Program Director.

Students should write a letter of appeal with the following information: name, mailing and email address, course number, title and section; semester and year taken; instructor’s name, and a clear statement of the grade change requested, basis for the appeal (as noted above), and the facts that support the request.

The Program Director will decide if a meeting with the student is necessary and will conduct an investigation that may include consulting the parties involved, gathering all pertinent information, and/or reviewing relevant facts.

The result of the review will be summarized in writing by the Program Director and placed in the student academic file.

If the Program Director is the instructor for the course, the appeal should be presented to the Campus Dean. The Dean’s decision is final.

If the student feels that the evaluative comment is inaccurate, misleading or in violation of the privacy or other rights of the student, the student may also insert a written statement in the record.

**Academic Honesty**
Adler University seeks to establish a climate of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through required scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The University further considers resubmission of work done partially or
entirely by another, as well as resubmission of work done by a student in a previous course or for a different professor, to be academic dishonesty. It is the student’s responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment, examination, or project and what sources may be used. Students found guilty of academic dishonesty including plagiarism shall be subject to disciplinary action which may range from a failing grade for the assignment and/or course to the potential for immediate dismissal from the program and Adler University.

For the purposes of this policy, academic misconduct refers to any action that involves illicit, unauthorized, fraudulent, or inappropriate behaviors designed to aid in whole or part with the completion of required work at Adler University. Plagiarism is the submission, in whole or part, of unoriginal material, represented as original and as the work product of the individual student.

Four types of plagiarism are defined in this policy:

- Resubmission of work done for one course, assignment, or task for another. Defined as auto-plagiarism, this form of plagiarism does not typically involve the submission of the work of others, but, instead, consists of representing as original work that has been previously submitted.
- Minimally rephrasing, paraphrasing or revising the work of others without proper citation or credit. Referred to here as indirect plagiarism.
- Substantial utilization of the published or unpublished work of others without permission, citation, or credit. Known as “cut and paste” or “patchwriting,” this form of plagiarism is referred to as direct plagiarism.
- Purchasing or otherwise acquiring a work in its entirety and submitting it as one’s own is considered the most extreme and egregious form of plagiarism; referred to in this policy as fraudulent plagiarism.

Research misconduct involves the misrepresentation of data or material in research, and is defined as follows:

- Data fabrication involves the intentional production of study or research data and representing such data as genuine.
- Data falsification involves the intentional alteration of study or research data and representing such data as genuine.
- Data manipulation involves the suppression or changing of study data to facilitate a desired outcome.
- Withholding data or materials involves the refusal to make available for inspection, raw data and sources for student research.
- Misrepresentation of how much effort was expended, or the extent of original contribution made to a research project in which multiple contributors took part.

For the purpose of this policy, acts of academic misconduct are grouped into four (4) categories, enumerated in descending order of perceived severity and perceived seriousness per event.

I. Severe Academic Misconduct consists of fraudulent plagiarism, extensive “cut and paste” plagiarism, data fabrication, and/or data falsification
II. Significant Academic Misconduct consists of direct plagiarism, significant or repeated indirect plagiarism, and/or data manipulation.
III. Moderate Academic Misconduct consists of indirect plagiarism, inadvertent direct plagiarism and/or withholding data or resources in research.
IV. Simple Academic Misconduct consists of auto-plagiarism, inadvertent indirect plagiarism, and misrepresentation of contribution to research.

Academic misconduct may result in referral to the Program Director by the relevant Instructor and Academic Advisor, if applicable. Depending on the severity of academic misconduct, the level of training,
and circumstances associated with the misconduct, consequences will range from failure on specific assignments or required supplemental education to dismissal from the student’s program and Adler University.

A self-guided training tutorial on plagiarism and academic misconduct is available on the Consortium of Institutional Training Initiatives (CITI) website [www.citiprogram.org]. Students should select the Adler University institutional page to access this tutorial.

**Adler School Copyright Policy**

It is the policy of Adler University to comply with federal copyright law and all related law codified at 17 U.S.C. §101 et seq. All faculty, staff, and students must adhere to University copyright policy and are expected to seek consultation and advice from the Library when using the copyrighted works of others in the course of instruction.

Adler University is committed to fostering an environment that provides for the fair use of copyrighted works to achieve the goals of teaching, service, and research while remaining in compliance with applicable laws. Adler University users of copyrighted works are accorded the rights and privileges pursuant to 17 U.S.C. §§107 [Fair Use], 108 [Reproduction by Libraries and Archives], 109 [First Sale Doctrine and Transfers], 110 [Teaching Exception], and other statutory exemptions and limitations to the exclusive rights granted to the owner of a copyright protected work.

It is the policy of Adler University to inform and educate faculty, students and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of the School to comply with applicable law, and the rights of the University community to use copyrighted works.

Under Adler University Copyright Policy, faculty, staff, and students retain all rights in copyrightable materials they create, except when special circumstances or contractual arrangements prevail, including:

- Work which is “work for hire” under copyright law, or for which the author was commissioned in writing by the School to develop the materials as part of the author’s regularly compensated duties;
- Conditions restricting copyright privileges are contained in grant or contract funding.

**Professional Communication Skills**

Excellent communication skills are a necessity for today’s practitioners and are foundational to their professional success. In order to ensure that Adler University students will be ready to become tomorrow’s leaders, written and oral communications are evaluated throughout students’ educational and training experiences, from admission to graduation.

Adler University offers all students opportunities to develop their communication skills through academic coursework and support services. The University conducts workshops, individual consultations, and other events on academic and professional communications and students who wish to improve their skills in these areas are encouraged to participate in these opportunities.

**Student Conduct and Comprehensive Evaluation**

The University requires that students demonstrate the highest standards of academic, personal, and professional conduct. The determination of students’ performance is not limited to grades or grade point average, but includes all factors involved in students’ academic and clinical progress and professional development (e.g., cognitive, emotional, psychological, interpersonal, technical and ethical). All students are required to sign a copy of this document indicating that they have received and reviewed this statement. This signed document is retained in the student file to indicate each student’s acceptance of the comprehensive evaluation policies employed by the University. In light of this policy, in addition to assigning a grade, instructors also may submit a written evaluation of students’ performance in any or all of the above areas of development and functioning, including strengths, weaknesses, and recommendations for any
additional work that may be needed. The professional and ethical areas described below are also subject to evaluation.

Performance in courses, practica, internship, and qualifying examinations (not all of these are in each program) assess a broad range of areas of competency that are expected of students as they progress toward their degrees. The conduct and performance of students in all aspects of their education and training may be used to assess their academic and professional suitability. Performance in individual classes may not be predictive of performance in professional training situations or on qualifying examinations. Professional and ethical conduct is required in interactions with faculty, administrators, other students, clinical/professional supervisors and staff members. Professional and ethical conduct includes, but is not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which students relate to peers, faculty, allied professionals, clients, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one’s own beliefs and values on peers, faculty, allied professionals, clients, the public, and individuals from diverse backgrounds); (c) openness to the processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; or by participating in personal therapy in order to resolve issues or problems, as appropriate to the individual and the program).

Students are expected to fulfill academic and professional requirements in an ethical and honest manner. This expectation includes proper acknowledgment and appropriate use of the ideas and written works of others, submission of one’s own work to fulfill course requirements, and honesty during the completion of in-class and take-home examinations. Failure to comply with the highest standards of academic integrity and conduct, including engaging in plagiarism or receiving improper assistance, will result in disciplinary action, and may lead to dismissal from the University.

A student may be subject to disciplinary action or immediate dismissal from the University when excessive course withdrawals or class absences interfere with fulfillment of course requirements, when the student’s behaviour has been disruptive or is detrimental to the learning environment, when the student’s physical health or emotional stability interferes with course work or clinical training, or when the student’s conduct has been judged to be in violation of professional or ethical standards.

Students are expected to refrain from engaging in professional activities, which are unethical or unlawful, those for which they are not qualified, or those for which they lack the required credentials. Adler students shall not maintain a private practice or engage in rendering psychological services on either a fee or not-for-fee basis unless they are legally and professionally qualified to do so. The phrase “psychological services” is broadly defined to include psychometrics, psychotherapy, counselling, guidance, hypnosis, research, or other related activities. Students engaged in activities which are unlawful or unethical or for which they are not qualified or lack appropriate professional supervision are subject to dismissal from the University.

This policy is applicable to settings and contexts in which evaluation would appropriately occur (e.g., coursework, practica, supervision), rather than settings and contexts that are unrelated to the formal process of education and training (e.g., non-academic, social contexts). However, irrespective of setting or context, when a student’s conduct clearly and demonstrably (a) impacts the performance, development, or functioning of the student, (b) raises questions of an ethical nature, (c) represents a risk to public safety, or (d) damages the representation of psychology to the profession or public, appropriate representatives of the program may review such conduct within the context of the program’s evaluation process.
Duty of Care to the Public and to Society
This ethical and legal duty makes the assessment of students’ clinical competency and suitability of particular importance for students in the MAC, MCP and PsyD programs. The University reserves the right to take disciplinary action or dismiss a student at any time when a student’s academic or clinical performance, ethical judgment/standards, attendance, financial delinquency, emotional stability, or personal conduct are significantly detrimental to the educational goals and purposes of the institution or interfere with the learning environment for other students. Students who fail to meet academic or clinical requirements or who violate standards of professional, academic, or personal conduct may be referred for review by their Academic Advisors or Program Directors, or face immediate dismissal.

Students with questions as to whether a particular course of action meets the University’s expectations for student conduct may receive guidance from their Academic Advisor or the Manager of Student and Alumni Services.

Basic Student-Trainee Competencies
Adler University expects that socially responsible practitioners will demonstrate competence within and across a number of dimensions. Faculty, training staff, supervisors, and administrators have a duty and responsibility to evaluate the competence of students across multiple aspects of performance and functioning. In consequence, ongoing evaluation addresses student progress not only in the academic arena, but also in other areas of professional development related to skills and attitudes.

Students at Adler University must demonstrate a basic set of core interpersonal, personal, and intellectual skills, as well as attitudes and values, representing the baseline competencies of socially responsible practitioners. It is expected that students will further develop these competencies as they progress through the program. These core skills and attitudes include the following:

a) Interpersonal skills: The student demonstrates the ability to listen to and to be empathic with others, to form relationships, and to interact respectfully with others in spite of differing experiences, values, backgrounds, or points of view.

b) Expressive skills: The student demonstrates the ability to appropriately communicate ideas and feelings in oral, non-verbal, and written forms.

c) Cognitive skills: The student demonstrates appropriate problem-solving ability, critical thinking skills, organized reasoning, intellectual curiosity, and flexibility.

d) Affective skills: The student demonstrates an ability to tolerate and manage internal states, uncertainty, and interpersonal conflict.

e) Reflective skills: The student demonstrates the ability to examine and consider personal motives, attitudes, behaviors, and their effect on others. A reflective skill of special relevance is the ability to be open to and to integrate feedback.

f) Personal skills: The student demonstrates a strong work ethic, motivation to learn, personal organization, punctuality, and appropriate self-presentation.

g) Attitudes: The student demonstrates the desire to help and advocate for others, to be open to new ideas, and to act with honesty and concern for ethics.

It is the responsibility of the faculty to determine the readiness of each student to advance.

Satisfactory Academic Progress
Students must maintain satisfactory academic progress to maintain good academic standing. To maintain satisfactory progress, students must first remain consistently registered until completion of all degree requirements. Students who fail to maintain active matriculation [i.e., register each term] will be administratively withdrawn from the University and Administrative Withdrawal will be indicated on the transcript.
Students are considered to be making satisfactory academic progress if they are taking a course load that ensures steady movement toward degree completion within the maximum time limits for degree completion, and if they are meeting all academic and professional practice (e.g., clinical) standards. All students must maintain a cumulative grade point average of 3.0 on a 4.0 scale in order to be in good academic standing, to participate in practica and internship (doctoral students), and to graduate.

Masters students should complete a minimum of twelve (12) credit hours every twelve months and must satisfactorily complete all of the requirements for graduation within five years of the date of first registration following admission to the program.

Doctoral students are expected to take coursework as scheduled in the sequence on a full-time basis (i.e., as outlined in the Program Curriculum); it is also expected that all requirements for graduation be satisfactorily completed within seven years of the date of first registration following admission to the program. Students enrolled in doctoral research project or internship, are considered to be maintaining minimum credit requirements for satisfactory academic progress. These requirements constitute the minimum enrollment necessary to be considered in good academic standing. Students who fail to maintain good academic standing are subject to a student comprehensive evaluation review and possible remedial or disciplinary action.

Students whose overall grade point average falls below a "B" (3.0), or who have received two grades of "C" or "I", or a single grade of "NC", "D", or "F," are not in good academic standing and are subject to a student comprehensive evaluation review and possible remedial or disciplinary action.

Only two grades of "C" and no grades of "D", "F", or "NC" may be counted toward completion of degree requirements. A maximum of six (6) credit hours may be repeated to remediate deficient grades and, thus, qualify for graduation. Both the original course grade and the repeated course grade will be calculated in the overall GPA, and both will appear on the transcript. Students, who receive more than any combination of six (6) credit hours of "C" or who receive a single grade of "NC", "D", "F" in any course or program requirement, are subject to immediate dismissal.

Ongoing Student Review

Students are reviewed by the faculty on an ongoing basis. This comprehensive review is conducted by the Academic Advisor in conjunction with program faculty. As part of this review, Academic Advisors review grade sheets for all advisees as well as training evaluations as relevant, and initiate formal review processes for students or whose grades, performance evaluation or feedback regarding conduct suggests a formal comprehensive conduct and evaluation review is warranted. Ongoing review may involve a formal annual academic performance review for every student depending on the program.

After gathering and reviewing relevant evaluation information, Academic Advisors meet with Advisees to review and discuss academic progress and evaluative feedback and to develop, if warranted, an appropriate remediation plan. This plan could involve informal activities (e.g., accessing the services of the Writing Advisor) as well as more formal response and requirements (e.g., being placed on academic probation and assigned remedial activities).

As previously noted, students retain the right to appeal review decisions made by Academic Advisors.

Attendance Policy

Students are responsible for regular and punctual attendance during each class session. Students who expect to miss or arrive late for a class must notify the instructor in advance. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade. Students who miss more than two classes in a semester, for courses that meet once/week over a 14-week semester, will receive a grade of "F" (Fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of "F" (Fail). For courses
that meet once every other week (e.g., 7 full-day class meetings) over a 14-week semester, students who miss more than one class in a semester will receive a grade of “F” (Fail). Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester will receive a grade of “No Credit” or “NC” and be referred to the Training Department for review.

Summer term – Students who miss more than 6 hours of classroom instruction in the summer semester, for courses that meet once/week over a 12-week semester, will receive a grade of “F” (Fail). For courses that meet in a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of “F” (Fail). For courses that meet once every other week (e.g., 6 full-day class meetings over a 12-week semester), students who miss more than 6 hours of classroom instruction in a semester will receive a grade of “F” (Fail).

Students who receive a grade of “F” (Fail) for any course must repeat the course.

**Leave of Absence**

Students may take a Leave of Absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence Form, securing the required signatures, and submitting it to the Registrar’s Office. A Leave of Absence may be granted for up to three terms (one calendar year). If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the Director of Training and Community Service prior to submission of the form to their Academic Advisor. The Leave of Absence will be noted on the student’s transcript for each approved term until the student returns to the university. Approval of a Leave of Absence does not extend the deadline for completion of course work or other course requirements.

Vancouver Campus students from the United States (U.S.) with financial aid from the U.S must follow Adler University’s LOA policy specific to the Chicago Campus. This policy is outlined in their Financial Aid and Student Accounts Handbook. Because federal regulations state that LOA is only to be granted for a specific set of circumstances, any leave identified as ineligible per Title IV regulations may not be approved by the Director of Financial Aid and must be reported to the National Student Loan Data System as a Withdrawal. Students are required to speak with the Office of Financial Aid on the Chicago Campus before requesting a LOA in order to receive full explanation of the procedure and the results of the LOA.

Students who do not return from a Leave of Absence by the agreed upon term, will be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were withdrawn and, if admitted, must follow the program requirements in effect at the time of the new admission.

**Administrative Withdrawal**

Once enrolled, students are expected to maintain satisfactory progress and register each term until completing the program in which they have been admitted. Students who fail to register for each consecutive term until completion of their degree program may be administratively withdrawn from the University unless they have obtained an approved leave of absence.

Students may be administratively withdrawn as a result of failure to maintain satisfactory academic progress, failure to adhere to University policy and procedures, or failure to maintain professional conduct. In such cases, the Academic Advisor will consult the Program Director to consider appropriate next steps [if Academic Advisor and the Program Director are the same person, the Program Director will consult with Campus Dean]. **Administrative Withdrawal** will be noted on the transcripts of students who have been administratively withdrawn. Students who have been administratively withdrawn and wish to be re-considered for matriculation must submit a new application for admission no sooner than one year after their administrative withdrawal and, if admitted, must meet the program requirements and policies in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution.
For Vancouver Campus students from the United States with financial aid from the U.S., in the event a student is administratively withdrawn from the University, the Office of Financial Aid is required by Federal Law to recalculate a student’s eligibility for financial aid awards. A calculation is used to determine the amount of “earned” and “unearned” aid based on the effective date of the administrative withdrawal. If a student completes 60% or less of credits taken during a term, the Office of Financial Aid determines the amount of “earned” aid based on the proportion of credits successfully completed within the term. If a student successfully completes more than 60% of the credits taken in a term, s/he is considered to have earned 100% of the awards disbursed for the term. “Unearned” awards must be returned to the lender. The student is responsible for repaying the University for any balances owed as a result of the return of financial aid funds.

Withdrawal in Good Standing
Students may withdraw from Adler University in good standing by completing the Student Withdrawal Form and submitting it to the Registrar’s Office. To withdraw in good standing, students must be in good academic standing at the time of withdrawal, have completed all requirements for courses and practicum/clinical work for which they are registered, have made full payment of all outstanding tuition and fees, and not be subject to pending disciplinary, ethical, or academic inquiries. Withdrawal in good standing is noted on the transcript.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the regulations and program requirements in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution.

Adler University Policies and Procedures are subject to change without notice. The most up to date Adler University policies are all available online on the Adler Connect Portal.
PART III: CAMPUS RESOURCES
CAMPUS INFORMATION

Campus Hours
The Vancouver Campus is open 8:30 am to 9:00 pm Monday through Friday and 8:30 am to 4:30 pm Saturday and Sunday. An email will be sent to all students in the event that hours are altered.

Lost & Found and Theft
The building in which the School is housed is used by a number of businesses. The School cannot secure its premises fully as the elevators open onto any floor. Students are advised to take reasonable precautions to protect their belongings.

- Students using laptops are advised to use special “laptop locks” to reduce the potential for theft. The School also recommends that students not leave laptops unattended during breaks, particularly meal breaks.

- Purses, testing kits, and other items of value should not be left unattended. Students should be particularly careful to keep track of keys and parking stubs.

- “Found” items can be taken to the front desk on the 12th floor or placed in the “Lost and Found” box in the student lounge on the 12th floor.

- Items not retrieved from lost and found at the end of each term are disposed of or donated.

Student Common Areas
The Student Lounge is located on the 12th floor. All students are welcome to use this area for study and meetings. The computer lab and library are available for quieter study atmospheres and they are located on the 7th floor. Because the common areas are for the use of all students, students are asked to be respectful and to maintain the cleanliness of the space.

Bulletin Boards
Bulletin boards are located on the 7th and 12th floor of the Vancouver campus. Here students can find information about campus events, professional opportunities, class location, and student classifieds.

In an attempt to keep our campus environment clean, the Adler School will enforce rules on posting materials on campus. The Adler School may refuse any posting that is not in accordance with the mission of the School or is deemed inappropriate. All job postings must be approved by the Manager of Student and Alumni Services.

Posting is allowed only on bulletin boards. Postings are not allowed on doors or windows, or on interior or exterior walls. Any organization or person posting in a prohibited area will have their materials removed. No postings are permitted on tables or chairs.

All postings must be removed within three days of the event date.

Computer Labs
Computers for student use are located in the computer lab and library on the 7th floor as well as in the student lounge on the 12th floor. The student printer is located in the computer lab.

Fragrance-Free Campus
The Adler School Vancouver Campus is a fragrance-free learning environment. Students, employees and visitors are asked to refrain from wearing perfume/cologne and other scented products such as aftershave, body lotion, hair sprays, etc., while on campus.
CAMPUS LIFE

New Adler Student Survival Guide
The New Student Survival Guide was created by MAOP student, Tracey Arsenalt, as a resource for new students to get to know the Adler School, the Vancouver Campus and Vancouver. The guide includes information about transitioning into graduate school, time management techniques, managing self-care during graduate school, resources near campus, social networking in Vancouver, Vancouver transit and an Adler Staff Directory, as well as practical tips from past students. The full New Student Guide can be found on the Student Affairs page of Adler Connect.

Recognized Student Organizations
Adler Students Association [ASA]
The ASA is dedicated to being a voice of the student body, improving student quality of life and encouraging social responsibility and professional growth among Adler students on the Vancouver Campus. Through various activities and meetings, the ASA promotes community and provides advocacy for students.

Students interested in joining or developing a new recognized student organization must contact the Manager of Student and Alumni Services at shaslam@adler.edu.

Vancouver Campus Diversity Committee
The Adler School Vancouver Campus Diversity Committee is a group of students, staff, faculty and alumni who work to develop, establish, and maintain policies to increase non-dominant and underrepresented populations’ representation in counselling, clinical and organizational psychology and community development. The committee endeavors to support school policies that will help sustain students from diverse backgrounds and potentially marginalized groups. These are ongoing and challenging efforts that the Adler School sees as essential to excellent education for practitioners who will influence important change within the psychology landscape of Canada and beyond.

The Diversity Committee meetings are held on a regular basis and are open to all members of the Adler community. We maintain a safe and respectful space in which respect, non-judgment, and confidentiality are important values that we uphold with respect to our relationships with each other.

Mission Statement
“Diversity is the variation of multidimensional identities among people. The Diversity Committee is seeking a creative interaction that will impact individual, organizational, and systemic outcomes for promoting socially responsible practices.”

For more information on the Vancouver Campus Diversity Committee contact the Committee Chair, Dr. Asa Maglio, at amaglio@adler.edu.

Student Ambassador Program
The Student Ambassador Program is designed to help newly admitted students learn more about the Adler School from fellow students who are currently enrolled in the program. An incoming student will be matched up with an Adler School student ambassador who will share their perspective on what it’s like to be a student at the school and share their Adler experience.

Students interested in joining the Student Ambassador Program can contact the Manager of Student and Alumni Services at shaslam@adler.edu.
Health Insurance
All persons residing in British Columbia must be enrolled in BC’s Medical Services Plan (MSP). More information can be found on BC Ministry of Health website. The Adler School, Vancouver Campus does not provide extended health care.

ADMINISTRATIVE AND ACADEMIC OFFICES

Adler School administrative and faculty offices are located on the 12th and 7th floors of the Vancouver campus, respectively. Students and guests needing to contact an instructor or department should go to the front desk on the 12th floor.

Student Affairs
The Manager of Student and Alumni Services seeks to complement and support the mission of the Adler School by creating opportunities that enrich the academic and professional lives of students. In addition, the Manager is responsible for keeping students updated regarding Adler School services, policies, and procedures. The Manager also serves as an advocate for students who are uncertain of how to address concerns or experiences they have had on campus.

Center for Learning and Teaching
The Center for Learning and Teaching (CLT) supports and advances the Adler School’s culture of academic excellence. The CLT supports students by providing services that help them take their next steps towards scholarly excellence. The CLT supports all members of the school’s learning community and challenges them to maximize their personal and professional potential. The CLT is committed to exploring and sharing diverse approaches to learning and professional growth and offers space for private consultation, quiet study, and large group workshops and seminars.

As part of the CLT, the Vancouver Campus offers academic writing support with an Academic Writing Advisor. Appointments can be made through the Academic Writing website or by contacting the Academic Writing Advisor directly at mpiotrowski@adler.edu. Drop-in times vary throughout the year.

Department of Training and Community Service
The Adler School of Professional Psychology is committed to developing excellent practical training experiences for students. Our focus is on preparing students to provide ethical, empirically-based, compassionate care to those in need of services. The Department of Training and Community Service is aligned with the School’s mission to train for public service students who remain committed to social justice in their respective careers.

The Department of Training and Community Service (DTCS) assists students in completing the two core requirements of their program: community service and professional/clinical training. Additionally, the DTCS assists students in professional development skills that will increase the chances of securing employment upon degree completion. More specifically, the Department is responsible for the following:

- Developing and maintaining affiliations with agencies in the Vancouver area, and neighboring provinces, for purposes of training and employment.
- Tracking and monitoring students’ progress at their training placements.
- Advising and supporting students in their training experiences.
- Providing clear and consistent policies and procedures about training requirements to faculty, students, and affiliated training sites.
The Harold and Birdie Mosak Library
Vancouver Campus Library
The library is a dynamic partner in mentoring socially responsible practitioners through learning, research, and individual service. The library collaborates with faculty, practitioners, and researchers to support students in their progress to achieve the Adler School’s institutional learning outcomes.

The Vancouver Campus Library is staffed by a professional librarian and a library student intern who help the Adler Community to make the fullest use of academic resources for research and curricular needs. In the service of our mission, we select, organize, present, preserve, and teach the resources that best address the current and anticipated academic needs of our students, faculty, and community affiliates.

Library services for students and faculty at the Vancouver Campus include:
- Individual instruction in the selection and use of databases
- Interlibrary loan of books and articles not owned in our collection
- Individual research consultation for papers, theses, or dissertations
- Subject-specific classroom instruction
- Identification of resources for course enhancement
- Print and electronic access to required and recommended class readings

As of August 2014, the Library provides access to
- over 60 research databases in psychology and the related social sciences,
- full-text electronic content from more than 134,000 unique journal titles,
- over 34,000 electronic books, and
- several online collections of newspapers

Major electronic resources include: PsycINFO, the DSM Library, Business Source Elite, Mental Measurements Yearbook with Tests in Print, and SAGE Research Methods.

Off-campus students and faculty have access to all electronic resources, including full-text e-book and e-journal content. Interlibrary loan of articles and book chapters is also available.

Adler Connect Portal
Adler Connect Portal is a single point of reference for news, events and other Adler School resources. Students will find specific information about registration, financial aid, program information, and student services. Students are also able to access their my.adler email accounts as well as the links to Moodle (the online learning environment) and WebEx (the registration system) through Adler Connect.

SECURITY INFORMATION

Campus Safety
The Adler School’s annual crime statistics are traditionally low. Students are encouraged to report any and all crime or suspicious persons immediately to Adler personnel. Students who violate provincial and/or national laws will be subject to criminal prosecution and will face disciplinary action from the Adler School, which may result in their dismissal.

Emergency Procedures and Notification
While the school strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:
- Never leaving valuables (wallets, purses, books, computers, etc.) unattended
- Traveling with a friend or companion rather than walking alone, especially at night
- Avoiding parking or walking in secluded or dimly lit areas
Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Director of Campus Administration and the Building Security on the 1st floor. If there is no Adler Faculty or Staff on campus and no Building Security on the 1st floor, non-emergency incidents should then be reported to the Office of the Building Security at 604-688-5658. In case of an emergency, the Vancouver Police Department can be reached by dialing 911 from any phone.

Emergency Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>911</td>
</tr>
<tr>
<td>Fire Department</td>
<td>911</td>
</tr>
<tr>
<td>Paramedics</td>
<td>911</td>
</tr>
<tr>
<td>Building Address</td>
<td>1090 W. Georgia St., Vancouver, BC V6E 3V7</td>
</tr>
<tr>
<td>Director of Campus Administration</td>
<td>604-482-5515</td>
</tr>
<tr>
<td>Office of the Building Security</td>
<td>604-688-5658</td>
</tr>
</tbody>
</table>

**The Office of the Building Security is only to be contacted if no Adler faculty or staff are on campus and if there is no 1st floor Building Security.**

General Evacuation Information

If an emergency occurs that threatens the safety of the building occupants and an evacuation is ordered, the primary goal is to help the individuals in danger evacuate safely and quickly. The following evacuation procedures will be followed.

- Building Management will sound the alarm on school floors
- Occupants will be instructed via the building emergency speaker system to proceed to an exit.
- Adler School Fire Wardens will help coordinate the evacuation
- All occupants should walk down the right side of the stairwell in a single file line
- The Fire Wardens will check all offices/areas and place a Post-it note on the door once a room is confirmed to be empty
- Those exiting the building must listen to and follow all directions from Adler School Fire Wardens and Fire Department personnel
- All student, staff, and faculty are to meet on the corner of Alberni Street and Thurlow Street in front of the 710 Thurlow Street building. Please remain as a group until the Adler School Fire Wardens give you further instructions. (Fire Wardens will typically be the person at reception).

General Evacuation Guidelines and Best Practices

- DO NOT USE THE ELEVATORS in any emergency, such as fire, earthquake, or power loss that affects the safety of the building. Emergency lights will go on in the elevator halls and in stairwells in the event of power loss.
- FOLLOW THE DIRECTION OF FACULTY AND STAFF. Failure to comply with faculty or staff direction in an emergency or other circumstances may lead to sanctions up to and including expulsion or legal charges.
- DO NOT RE-ENTER THE BUILDING until the emergency has been officially declared to be over and assigned fire warden at the school has authorized your return. Under no circumstances may anyone return to the building without the express permission of the fire warden for the Adler School.
- DO NOT RETURN TO ANOTHER FLOOR of the building, either above or below the floor you were on when the evacuation began, during an evacuation. Faculty and staff have specific assignments regarding clearing each floor to assure that everyone has gotten out safely, and we will not know that you are still in danger if you circumvent this process by returning to retrieve your belongings. Similarly, you should assume that your classmates and other persons will be evacuated along with others, and that you will be able to meet them in front of 710 Thurlow Street.
NOTIFY THE ASSIGNED ADLER SCHOOL FIRE WARDEN BEFORE YOU GO HOME. If you decide to leave the area of the School when an emergency evacuation has taken place, let staff or faculty know that you are leaving, so that we can keep an accurate headcount for emergency workers. This requirement is overridden by personal safety concerns.

HELP PERSONS WITH PHYSICAL DISABILITY TO EVACUATE SAFELY. Emergency power is available for freight elevator to help handicapped or elderly individuals, if such use is safe. Contact building security to secure its use.

Fire Safety Information

- Fire extinguishers are located near the stairwells on each floor, in each classroom, and in the student lounge.
- If the fire alarms or extinguishers go off, students, staff, and faculty without emergency response assignments, should immediately leave the building by the stairwell or fire escapes. Fire escapes are located on each floor. Please acquaint yourself with their locations.

If your clothes are on fire, immediately:

- STOP wherever you are
- DROP to the floor that is unobstructed
- ROLL repeatedly to extinguish the flames

If you are in a smoke filled area:

- Kneel on the floor
- Take short breaths through the nose
- Stay low (air is clearer near the floor)
- Crawl to the nearest exit
- Feel all doors before opening
  - If the doors are hot **DO NOT OPEN**
  - If doors are cool, open door slowly and stay behind the door.
  - If heat or pressure comes through the door, close the door immediately and tightly.

Active Shooter Response

Response to an active shooter or violent person is one of the most dynamic situations that anyone will ever face. Prior to the arrival of police personnel, best responses to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one active shooter involved in the same situation. Anyone who is in an active shooter situation should try to remain as calm as possible and use these suggested actions to help plan a strategy for survival. The entire area is still a crime scene and should be left undisturbed if possible.

If active shooter person comes into classroom or office:

- Flee or Shelter in Place - the decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm; it will aid you in decision making.
- Call 911 if possible, and alert police to the active shooter’s location.
  - If you can’t speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- After all options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered, always wait for "All Clear" signal from recognized authority and follow directions of uniformed police.
If active shooter is inside the building:
- Shelter in Place - secure the room you are in by locking or barricading the door using available material.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure; if you can, safely exit the building.
- Call 911 if possible, and alert police to the active shooter’s location.
- DO NOT PULL FIRE ALARM.
- If sheltered, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

If caught outside in the open:
- Hide behind something and wait for emergency personnel.
- If not in immediate danger, flee the area but do not run in a straight line.
- Call 911 when safely away.
- If you cannot hide or flee, lie on the floor; be still, be quiet, and wait for help.
- After all other options have been exhausted, you may be faced with the decision to overpower the active shooter with force by whatever means necessary.
- If sheltered or lying still, always wait for “All Clear” signal from recognized authority and follow directions of uniformed police.

When Police Arrive:
- Wait for “All Clear” signal from recognized authority and follow directions of uniformed police.
- Put your hands in the air to show you are not a threat.
- If you know where the active shooter is located, tell the officers.
- Do not try to move any injured people; leave them where they are and notify authorities of their location.
- Do as the officers tell you.

Reporting Concerning Behavior
On college campuses, behaviors of concern sometimes have gone unreported until a tragedy occurs, and then people come forward with bits of information that in retrospect may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. The Adler School of Professional Psychology is committed to a proactive approach and relies on all community members for help. Anyone observing concerning behavior in another should report it as follows:

Students should report information to the Manager of Student and Alumni Services.
Employees should report information to the Director of Campus Administration.

Crime
Security matters such as burglary, vandalism, graffiti, unwanted solicitors, suspicious or intoxicated persons and suspicious activities should be reported to the Building’s 1st floor Security Desk and the Director of Campus Administration at 604-482-5515. If the situation is an emergency, immediately call 911.

Crime Prevention Tips:
- Be aware of your surroundings.
- If you see a suspicious person on your floor, immediately contact the building’s 1st floor security.
- Lock up all personal valuables, even if you’ll “be right back.”
- Lock your desk drawers, file cabinets and other storage spaces at the end of the day and take your keys with you.
Severe Weather
When a severe weather watch is issued by the weather service, the Director of Campus Administration will monitor storm conditions in preparation for a potential emergency. If conditions escalate to a warning, the building staff will initiate emergency procedures.

Preparation for severe weather:
- Close all blinds and curtains.
- Move loose items away from the windows to reduce flying debris if the window should break.

Severe Weather Evacuation
- Building Security will contact the Director of Campus Administration to give instructions for evacuation.
- The Director will then mobilize the searchers and stairwell monitors and evacuate all students and employees into the corridors and stairwells. Evacuation into these areas will help prevent injuries from flying glass and debris.
- Doors between outer offices and inner spaces should be closed.
- Turn off and unplug all computers, telecommunications equipment, office equipment and appliances to protect them from power surges.
- Never use the elevators during a weather emergency. If the power goes out, you will be trapped.
- During the evacuation, building security will tour each floor to help supervise and check on tenant needs.
- Stay in your place of shelter until notified it is safe to leave.

Medical Emergencies
In the event of an injury or accident in the building:
- Evaluate the situation as quickly as possible using all available information. Ask yourself:
  - Is the situation serious?
  - What kind of accident/illness is it?
  - Is the person coherent?
  - Is the person intoxicated?
  - Is the person complaining of chest pains?
  - How many people are injured?
- If the patient is seriously hurt or too sick to assume responsibility for him- or herself:
  - Call 911 for assistance.
  - Try to ensure that someone stays with the patient while you telephone for help.
  - Do not hang up until the dispatcher has all the information he or she needs.
  - Arrange to have someone meet the paramedics at the assigned entrance and direct them to the patient.
  - Calmly reassure the ill or injured person that help is on the way.
  - Notify the Director of Campus Administration at 604-482-5515 immediately.
  - Do not attempt to move the ill or injured person or assist them without proper training.
- If the patient is coherent, let him or her decide what to do:
  - Rest for a short period
  - Call a taxi cab and go home

School Closing Notifications
If it is necessary for the Adler School Vancouver campus to close or have a late start notifications will be sent to all students via email and will be posted on Adler Connect.