

CARLOS ALBIZU UNIVERSITY

MIAMI CAMPUS

GRADUATE STUDENT HANDBOOK

SUMMER 2007

(President's and Chancellor's messages and Directory updated in Spring 2009)

INTRODUCTION

This information has been prepared to provide an overview of procedures to be followed by students planning graduate studies at Carlos Albizu University (CAU), Miami Campus. All students are urged to carefully read this handbook upon applying for admission to graduate study. It is intended to supplement information provided in the catalog, and explicit directions concerning procedures, regulations and policies affecting graduate studies at CAU, Miami Campus. It is your responsibility to fulfill all requirements of the program in which you are matriculated. Specific questions should be directed to individual faculty advisors.

In order to satisfy changing conditions, the policies and regulations of CAU, Miami Campus are subject to continuous review and modification. When such changes occur, announcements will be made through official student disclosures provided by the Office of the Chancellor. The requirements and policies provided in this handbook are current as of the date listed on the cover of this document, and do not reflect any changes made after that date.

To obtain additional information about Carlos Albizu University, including an application to enroll, write, phone or visit either campus' Admissions Offices.

Admissions Office
Carlos Albizu University

San Juan Campus
P.O. Box 3711
Old San Juan Station
San Juan, Puerto Rico 00904-3711
(787) 725-6500
FAX NO: (787) 721-7187

Miami Campus
2173 NW 99 Avenue
Miami, Florida 33172-2209
(305) 593-1223, extension 136
(800) 672-3246
FAX NO: (305) 592-7930

Carlos Albizu University is accredited by the Middle States Association of Colleges and Schools.



PRESIDENT'S MESSAGE

The Board of Trustees, the faculty, the staff, the students, and I extend you a warm welcome to Carlos Albizu University.

Carlos Albizu University is built on a cornerstone of academic excellence and on its pride in achieving national prominence for its focus and dedication to the study and understanding of human behaviors from a holistic, dynamic and integrative perspective. Our program offerings are based on the commitment to offer comprehensive professional training in tune with the latest developments in the field of knowledge. Our programs seek to ensure that our students receive ample and sufficient experiences to enable them to become competent and ethical professionals in their field of study.

We strive to prepare students to make a difference to our society. Our educational philosophy is based on the legacy of our founder, Dr. Carlos Albizu and I quote: "Education without love is sterile. Knowledge which is based only on logic and reason can become dehumanizing and is not at the service of man. Education which is guided by love emphasizes the social good, rather than individual competition. It is not competitive knowledge but rather cooperative knowledge."

In addition to offering a culturally sensitive curriculum and an intensive and varied practicum experiences, our programs are unique in the field of professional education given our ability to offer flexible programs of studies. This flexibility is sensitive to the needs of the working professional in search of a change in career, and/or those who cannot engage in daytime studies due to present job and or family commitments.

We hope that through these pages you will discover why Carlos Albizu University is unique among leading institutions of learning.

Ileana Rodriguez-Garcia, Ed.D.
President



CHANCELLOR'S MESSAGE

The faculty, staff, students, and I welcome you to the Miami Campus of Carlos Albizu University (CAU). From its earliest beginnings, it has been CAU's mission to educate and train students to serve as leaders and agents of change in a multicultural society. With one of the most diverse student populations in the region, we find strength in this diversity. We are dedicated to providing our students with a quality education that emphasizes the acquisition of knowledge within a multicultural perspective. We believe that learning accompanied by a mastery of and respect for the differences and commonalities that are part of the human condition leads not only to a better life for the individual but also to an enrichment of society as a whole.

I encourage you to take the time to peruse this handbook and learn about our university – its mission and vision, curricular offerings, and, most importantly, its faculty, staff, and students.

Our focus is on the future within a structure of meaningful continuity. We welcome you to share that future with us.

Carmen S. Roca, Ph.D.
Chancellor

Welcome to the Miami Campus of Carlos Albizu University (CAU). This manual contains the necessary information for graduate students to acquire an orientation to CAU's policies and procedures. In keeping with our mission, our goal is to become a premiere institution of higher education in the United States. A core competency of the 21st Century is the development of respect for individual and cultural diversity. We believe that one must not simply value cultural diversity, one must embrace it. Our programs provide a unique opportunity for students to acquire a quality education in their desired area of study, while acquiring multicultural competencies to facilitate working with diverse populations in applied practice settings.

CARLOS ALBIZU UNIVERSITY MIAMI CAMPUS

Carlos Albizu University (CAU) is an accredited, private, non-profit, institution of higher learning with campuses in San Juan, Puerto Rico (San Juan Campus) and Miami, Florida (Miami Campus).

The Miami Campus offers graduate degrees in the fields of Business Administration, Education, and Psychology. CAU offers a Master of Science in Exceptional Education, a Master of Business Administration degree in Management (fast track) with concentrations in Organizational Management, Non-Profit Management, and Entrepreneurship; a Master of Science degree in Psychology with majors in Mental Health Counseling, School Counseling and Marriage and Family Therapy; and a Master of Science degree in Industrial and Organizational Psychology. CAU's Doctor of Psychology (Psy.D.) degree in Clinical psychology offers concentrations in Child Psychology, Clinical Neuropsychology, Forensic Psychology and General Practice. An en route Master of Science in general Psychology is offered to only to students enrolled in the Psy.D. Program. For a complete listing of degrees and programs offered, please refer to the CAU, Miami Campus Catalog.

LOCATION

Strategically located in Miami-Dade County, City of Doral, Florida, an area rich in multicultural diversity and laden with the complex socioeconomic and psychosocial realities that accompany such diversity, the Miami Campus of Carlos Albizu University has been in a forefront position in training students who can respond to the needs and demands of a multi-ethnic population. Miami's cultural diversity offers a unique opportunity for CAU students to better understand the complex ethnic diversity of our community.

The Miami Campus is located west of the Miami International Airport at 2173 NW 99 Avenue, Miami, Florida 33172. The University is readily accessible through three major thoroughfares: SR826, SR836, and the Florida Turnpike.

ASPIRATIONAL GOALS

Carlos Albizu University fosters the following aspirational goals:

1. Education should promote the development of human potential.
2. Education should promote the integration of knowledge, values and human behavior.
3. Education should promote academic excellence, reflective thinking, critical analysis, creative capacity and the disposition to effect positive change.
4. Educational foundations should be based on historical, social, economical and political perspectives.

5. Education should promote respect and sensitivity towards ethnic and cultural differences as well as for groups and individuals with special needs and qualities.
6. Education should promote leadership skills and training in scientific and professional affairs.
7. Education should promote social consciousness and foster responsible participation in social and economic affairs, and to respond in a rational manner to emerging conflicts and stressful life events.
8. Education should promote scientific and professional efforts directed towards benefiting the individual and the community.
9. Education should promote understanding and cooperative efforts amongst different people, communities, organizations and social groups.
10. Education should promote the acquisition of more than one language and exposure to different cultural traditions.
11. Education should promote the individual's desire to continue the search for actualization of knowledge throughout one's lifespan.

Carlos Albizu University seeks to develop professionals who are:

1. Trained in the integration of theory and practice in their chosen field of study.
2. Trained to be sensitive to the realities of different cultural and ethnic groups, lifestyles, age, gender, religion, and physically and/or mentally challenged individuals.
3. Trained with emphasis on ethical norms and professional standards.
4. Trained in such a manner that encourages them to achieve personal growth and development as a lifelong process.

In fulfillment of its institutional goals, Carlos Albizu University follows a long tradition of academic excellence, innovative educational policies and commitment to the community.

ACCREDITATION

Carlos Albizu University is regionally accredited by the Middle States Commission on Higher Education (MSCHE). The address and telephone number of the MSCHE is as follows: 3624 Market Street, Philadelphia, PA 19104-2680, (267) 284 – 5000.

The Doctor of Psychology (Psy.D.) Program in Clinical Psychology is accredited by the American Psychological Association (APA). The address and telephone numbers of APA are as follows: Office of Program Consultation and Accreditation, 750 First Street, NE, Washington, DC 20002-4242, (202) 336-5500, (202) 336-6123 TDD. Website: www.apa.org.

LICENSING

Carlos Albizu University, Miami Campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number 888-224-6684.

PROFESSIONAL AFFILIATIONS

American Council on Education
American Association for Higher Education
American Library Association
Association of Psychology Postdoctoral and Internship Centers
Hispanic Association of Colleges and Universities
International Assembly for Collegiate Business Education
National Council of Schools and Programs of Professional Psychology
Greater Miami Chamber of Commerce Trustee

LISTING OF INSTITUTIONAL DOCUMENTS FOR GRADUATE STUDENTS

Hardcopies of the following documents are located in all academic programs, student service areas (e.g., Admission, Financial Aid, Registrars), and in the Albizu Library. Electronic versions may be found on our website at www.mia.albizu.edu.

- CAU, Miami Campus Catalog
- CAU Academic Calendar
- Graduate Student Handbook
- Student Rights and Responsibilities Manual
- General Policies and Disciplinary Procedures Manual
- Albizu Library Policies and Procedures Manual

Additional manuals pertaining to specific academic programs (e.g., Goodman Psychological Services Center Student Clinic Manual, Doctoral Project Manual, etc.) are available in the respective academic program office.

DIRECTORY: KEY OFFICES AND TELEPHONE NUMBERS

As a graduate student, you should become familiar with the services provided by the following programs and offices:

ADMISSIONS AND RECRUITMENT OFFICE--Tel. 593-1223

Gerardo Alvarado, MBA —Acting Director of Recruitment and Outreach ext. 136

FINANCIAL AID OFFICE--Tel. 593-1223

Ramona Morales, Psy.D.—Director of Financial Aid ext. 179

REGISTRAR'S OFFICE – Tel. 593-1223

Fina Campa, M.S., L.M.H.C.—Registrar ext. 116

FINANCE DEPARTMENT--Tel. 593-1223

Eunice Pierre-Louis—Director of Finance ext. 111

ACADEMIC PROGRAMS--Tel. 593-1223

Gerald Specter, Ph.D.—Director of Clinical Training (Psy.D. Program) ext. 124

Diana Barroso, M.S., L.M.H.C.—Director of Terminal Master Programs in Psychology ext. 143

Joaquin Martinez, M.S.. – Director of Education Programs ext. 248

Gerardo Alvarado, MBA –Interim Director of Business Programs ext. 198

GOODMAN PSYCHOLOGICAL SERVICES CENTER--Tel. 592-7860

Mercy Arias, Psy.D.—Director of the Goodman Center ext. 243

STUDENT SERVICES – Tel. 593-1223

Peter Rubio, M.S. – Director of Student Services ext. 102

CHANCELLOR'S OFFICE--Tel. 593-1223

Carmen S. Roca, Ph.D.—Chancellor ext. 120

OFFICE OF THE PRESIDENT--Tel. 593-1223

Ileana Rodriguez-Garcia, Ed.D.—President ext. 114

ADMISSIONS INFORMATION

- A. The Admissions Office provides the following support services to students:
1. Admissions counseling to prospective students
 2. The official application for graduate admission
 3. Interpretation of policies related to admissions requirements, transfer of credits, International admissions and similar matters
 4. Receipt and management of incoming documents that constitute basis for admissions into academic programs
 5. All pre-matriculation forms, records and information.
 6. The CAU Catalog.
- B. The Registrar's Office provides the following enrollment services:
1. All forms, information and materials needed for enrolling in courses during advance and regular registration periods.
 2. Course Schedules.
 3. Academic Calendar.
 4. Drop/Add Forms.
 5. Withdrawal Forms.
 6. Graduate Student Handbook
- C. The Registrar's Office also provides the following support services.
1. This office maintains individual records of all course work taken by you.
 2. Grade Reports are issued to you at the end of each term in which you are enrolled.
 3. Requests for the issuance of official transcripts to other sources are filled in this office.
 4. Upon your request, a graduate curriculum checklist is available to assist you in reviewing your progress toward completing degree requirements.
 5. This office also issues the following forms:
 - (a) Change of Status Forms.
 - (b) Independent Study Forms.
 6. Information and appropriate forms pertaining to doctoral study:
 - (a) Comprehensive examination applications
 - (b) Forms for the appointment of a doctoral project committee
 - (c) General doctoral project information (Doctoral Project Manual).
 - (d) Information concerning the submission of the doctoral project.
 7. Information and appropriate forms pertaining to masters level study:
 - (a) Comprehensive examination applications.
- D. The Financial Aid Office provides complete information on available scholarships, work-study, training grants and loan programs.
- E. Academic Advisement
 Academic advisement is available to graduate students matriculated at the Miami Campus. Appointments should be made at the student's program office.

REGISTRATION PROCEDURES

New Students

Each New Student will need to complete the following enrollment process:

1. Visit the Admissions Office to submit your application and complete your record
2. See a Financial Aid counselor, if you are requesting Financial Aid
3. See an Academic Advisor to select the courses for the session
4. Once you obtain your academic advisor's approval, go to the Registrar's Office
5. The registration is official once you have made payment arrangements at the Finance Office
6. New Students must complete the following forms during their first registration:
 - (a) Certification for Prevention of Drug and Alcohol Use
 - (b) Student Agreement for Ethical and Professional Conduct
 - (c) Student Demographic Statistics Form (voluntary)

Students in the second session **and beyond** need to complete the following registration process:

1. See an Academic Advisor to select courses
2. Doctoral students must see the Clinic Services Coordinator to schedule clinic hours
3. See a Financial Aid Counselor, if requesting financial aid
4. Once course are selected with your academic advisor's approval, go to the Registrar's Office
5. The Registration is official once you have made payment arrangements at the Finance Office

Courses Selection/Registration

1. Students must schedule and appointment with their academic advisor prior to their registration appointment in order to select course
2. Students will be served **in order of their arrival** at the Registrar's Office
3. All Students receiving **financial aid** must obtain a **clearance form from** the Financial Aid office, indicating their financial aid status
4. In an effort to follow the program requirements and/or sequences, students must review the following documents in order to register in their corresponding classes: (see applicable sections of the Institutional Catalog)
 - (a) Program Course Sequence
 - (b) Courses Pre-requisite List (graduate students only)
 - (c) Clinical Practicum Sequence
5. Once all courses have been selected with the academic advisor's approval, all students will submit the registration form to the Registrar's Office for all courses to be entered. (Under no circumstances will registration forms be accepted without the academic advisor's signature.)
6. Registration is not official until the student completes his/her payment arrangements at the Finance Office. Students who fail to complete this process will be dropped from their selected courses

Clinical Practicum

1. Psy.D. students are required to complete a total of 1035 clock hours of clinical practicum. Students will not be allowed to enroll in more than 3 credits of clinical practicum per session unless authorized by the Director of Clinical Training.
2. Students in the Master's in Psychology Program (Mental Health Counseling, Marriage and Family Therapy, School Counseling) and the Industrial/Organizational Psychology Program must complete a number of clinical practicum hours according to the program enrolled. Master Program students must see their academic advisor for specific information regarding clinical practicum per session.

Institutional Leave of Absence (LOA)

1. Upon approval of the Program Director, a student may request a Leave of Absence for one academic session. An applicable non-refundable fee per session must be paid in the Finance Department.
2. Students will only be allowed a total of three
3. Institutional Leaves of Absence per degree.
4. Students who fail to register without an authorized institutional leave will be administratively dismissed from the program.
5. Students will be required to apply for readmission under the new catalog requirements in effect at the time of their readmission.

ADD & DROP

1. Students must complete an Add/Drop Form, which is available at the Registrar's Office
2. Students must secure their academic advisor's signature prior to submitting the Add & Drop Form to the Registrar's Office

Registration by Fax/Mail/ Third Party

1. Students may register via fax, mail or through a third party with the proper identification and authorization. However, all students must see their academic advisor and obtain his/her signature prior to registration. Under no circumstances will registration forms be accepted without the academic advisor's signature.
2. Courses will be registered upon receipt, however the student **must make the necessary arrangements with the Finance Department in order to pay the pending fees, if not their registration will not be considered official.** (See Course Selection/ Registration).

Fax

Students can fax their completed registration forms to the Registrar's Office at: **(305) 639 9956**

Mail

Students can mail their completed and approved registration forms to:

**Carlos Albizu University
Registrar's Office
2173 NW 99th Avenue
Miami, FL 33172**

Third Party

Students may send in their forms with a third party. No registration forms will be accepted from third parties unless they are accompanied by a signed authorization by the student and proper identification is presented.

FINANCIAL AID INFORMATION

STEPS TO FINANCIAL AID

Apply-Students must complete and submit the following documents to the Financial Aid Office by the stated institutional deadlines (see below):

Carlos Albizu University Office (CAU) Application

Proof of Citizenship (if requested)

Federal Stafford Student Loan Application (if requesting a loan)

Other documents as requested by Financial Aid Office

****Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA (Code: E00616).** The students are encouraged to complete the FAFSA on the web at www.fafsa.ed.gov. If you are using either the *FAFSA on the Web* version or the paper version, you can use the instructions on this web site as a guide to help you complete the application process. If you apply electronically on *FAFSA on the Web* or *Renewal FAFSA on the Web*, you can use a PIN to sign your application. You can obtain a PIN before you begin the application process by applying at www.pin.ed.gov.

Be accepted- All applicants must be academically accepted to CAU as a degree seeking student

Financial Aid Awards-

1. Awards are made based on projected enrollment listed on the office application.
2. **YOU MUST BE ENROLLED IN AT LEAST HALF-TIME STATUS (NOT INCLUDING REPEATED COURSES), IN ORDER TO BE ELIGIBLE FOR FINANCIAL AID.**
(Exception: Dissertation and Internship)
3. **YOU MUST MAINTAIN SATISFACTORY ACADEMIC PROGRESS.**
4. If you receive financial aid not shown on the award notice, you must report it to the Financial Aid Office – an adjustment may be required.
5. If your award letter includes a Stafford loan, you may expect disbursement of the awarded amount less guarantee fees (approximately 3 percent) to be made on the dates shown in the school section of the loan application.
6. You may cancel all or a portion of your financial aid award by providing written notice to the financial aid office.

Disbursements - Institutionally controlled financial aid (federal and institutional grants, scholarships, Stafford loans transmitted by EFT), will be credited to your student account as soon as an enrollment audit has been completed, aid adjustments have been made and funds received (usually between the third and eighth week of the session). Awards are adjusted according to enrollment status.

Federal Work-Study Program funds will be paid to you bi-weekly for the actual hours worked.

Reimbursement - If total financial aid disbursed exceeds direct charges for a session, you may receive a reimbursement check for the remaining balance. These are processed by the Finance Office and mailed to you.

Other funding sources - Grant and scholarship opportunities may be accessible through Scholarship and Grant registers available in the library and/or listings on the Internet. Also, civic organizations, religious affiliations, and other agencies may be a private source of aid. Periodically the Financial Aid Office becomes aware of available resources and posts notices on campus. The following web sites offer free scholarship searches: www.fastweb.com; www.scholarsaid.com; www.collegeboard.org; www.wiredscholar.com.

Questions- Contact the Financial Aid Office (305-593-1223 Extension 195)
(FAX: 305-702-7814)

Maria V. Chavez, Senior Financial Aid Officer (Extension 153) e-mail: mchavez@albizu.edu

Bibian Blazquez, Financial Aid Counselor (Extension 104) e-mail: bblazquez@albizu.edu

Caridad Hernandez, Financial Aid Counselor (Extension 102) e-mail: chernandez@albizu.edu

Office Hours-

Monday, Wednesday, Friday

10:00 a.m. - 6:00 p.m.

Tuesday & Thursday

10:00 a.m. - 7:00 p.m.

Institutional Financial Aid Deadlines-

Fall June 1st

Spring October 1st

Summer March 1st

TYPES OF AID

Disadvantaged Student Scholarship established	Varies depending on Funding	Admitted to Psy.D Program; demonstrate financial need as by federal guidelines; complete FAFSA including parental information
Albizu Scholarship (15)	\$1000/term	See Financial Aid Office for eligibility Criteria and application
Master in Business Administration Scholarship		20 % tuition discount per scheduled session (not including administrative fees) to student applicants of full time employment with a State of FL agency, Dade County Government, City Municipal Government or Federal Government agency admitted to the Master in Business Administration Degree.

Miami Dade County Financial Aid Assistance Program		20 % tuition discount per scheduled session (not including administrative fees) to student/applicants of full time employment with Dade County Public Schools admitted to any CAU degree programs.
Federal Stafford Loan (Subsidized) (Undergraduate)	Up to \$2750/term	Based on financial need as established by FAFSA and grade level
Federal Stafford Loan (Unsubsidized) (Undergraduate)	Up to \$2500/term	Based on cost of attendance less other financial aid
Federal Stafford Loan (Subsidized) (Graduate) (Graduate)	Up to \$4250/term	Based on financial need as established by FAFSA
Federal Stafford Loan (Unsubsidized) (Graduate)	Up to \$5000/term	Based on cost of attendance less other financial aid
Federal Work-Study Program (FWS)	Varies depending on funding	Based on financial need as established by the FAFSA

STUDENT SERVICES INFORMATION

Student Services

The Student Services Department provides assistance to the CAU community by way of developing an active student life program, serving as ombudsman for students seeking redress from CAU policies and procedures, providing access services to disabled students, providing for the needs of the student organizations via the Student Council, and administering a federally funded SSS grant.

Student Life

Success in college is predicated upon providing for the cognitive and affective needs of the students. In that regard, CAU has a very active student life program that is designed to complement the academic program activities. A typical term at CAU will offer events such as weekly Salsa lessons for beginning and advanced learners, a distinguished lecture series, and yoga classes, as well as a host of social events. Please go to the CAU calendar for a complete month by month list of student life activities.

Student Services Ombudsman

Students seeking redress from CAU policies and procedures must do so in writing to the Office of Student Services. Our role is to help the students gain access to CAU services and to provide a forum to process special request.

Disability Services

CAU has a policy to provide reasonable accommodations to students meeting the criteria established by the Americans with Disabilities Act. The Americans with Disabilities Act (ADA) definition of disability is adopted by the Office of Student Services. The ADA defines an individual with a disability as a person who a) has a physical or mental impairment which substantially limits one or more of the person's major life activities, b) has documentation of such an impairment or c) is regarded as having such an impairment.

The Office of Student Services (OSS) is the primary University office responsible for the coordination of auxiliary aids and services for students with disabilities. Information and/or services are available to prospective and enrolled students, their parents and/or sponsors.

Student Support Services

Student Support Services (SSS) is a federally funded academic assistance program (TRIO) that has been implemented at CAU since the Fall of 2001. The SSS Center provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The SSS Center may also provide grant aid to current SSS participants who are receiving Federal Pell Grants. There is no cost for these services.

MASTER DEGREE PROGRAMS

MASTER OF SCIENCE IN
EXCEPTIONAL STUDENT EDUCATION

MASTER OF SCIENCE IN EXCEPTIONAL STUDENT EDUCATION PROGRAM **DESCRIPTION**

The Master of Science in Exceptional Student Education with a concentration in Varying Exceptionalities is designed for students who wish to obtain a teaching certification within the State of Florida in the area of Varying Exceptionalities. The purpose of the program is to prepare culturally sensitive educators to respond to the special and unique needs of children with exceptionalities in grades K – 12.

The program consists of 36 credits of coursework. CAU's unique program design integrates into the field of education the study and understanding of human behavior and sensitivity towards culturally diverse populations. The program is infused with psychological principles to better prepare teachers for the demands of classroom teaching in a multicultural setting. A highlight of the program is the completion of a Graduate Portfolio that will assess student knowledge in the areas of instructional strategies, methodologies, curriculum development, educational technology, behavior management and assessment, all within the context of exceptional student education.

Students must enter the program with a cumulative grade point average (GPA) of 3.0 (on 4.0 scale) or above in undergraduate studies. Students applying with a GPA of at least 2.50 may be granted acceptance under the Challenge Criteria into the degree program, contingent upon completing the Challenge Criteria in the program with a GPA of 3.0 or above. A maximum of 6 graduate level credits from an accredited institution may be transferred at the discretion of the Program Director. Only courses with a grade of B or better will be transferred.

Students with undergraduate degrees in fields other than K -12 education are recommended to take certification pre-requisite Education courses to become eligible for Florida Teacher Certification (5 Year Renewable Certificate).

A grade point average of 3.00 or higher must be maintained in the degree program in order for a student to meet graduation requirements. A maximum of 3 years will be granted for completion of degree.

Students with undergraduate degrees in fields of exceptional student education, including Emotional Handicaps, Mental Handicaps, Communication Disorders or Learning Disabilities may choose to take an elective of their choice in either cross cultural studies or psychological theories. This elective will substitute the class, which corresponds to their Undergraduate area of concentration.

A faculty advisor will be available to help in planning each student's academic progress and selecting courses, however, it is the student's responsibility to be familiar with all their academic requirements and curriculum.

GOALS AND OBJECTIVES

Consistent with the goals, philosophy and objectives of the University, the program seeks to:

1. Provide a quality educational opportunity in graduate pedagogic training for its students.
2. Conduct an academic program in exceptional student education in such a manner that students acquire theoretical and practical knowledge as well as the attitudes necessary to effectively apply their training in the classroom setting.
3. Provide students with skills needed for effective teaching in exceptional student education programs that include various exceptionalities.
4. Identify and remediate speech disorders in exceptional students.
5. Incorporate special methodologies and interventions for transitioning students from elementary to middle school, middle school to high school, high school to community settings and from family supported to independent living.
6. Expose students to a variety of curriculum development and enhancement strategies within the context of exceptional student education.
7. Develop an appreciation in each student for the individual worth and dignity of all people regardless of their background, origin and life circumstances.
8. Identify the learning disabilities and needs of exceptional children and foster cultural sensitivity towards those of diverse cultural backgrounds and special needs.
9. Perceive patterns of social, emotional, physical and cognitive development in children.
10. Infuse psychological theories, principles and methodologies within the graduate curriculum so that they may be generalized to the academic setting with children.
11. Provide students with the fundamental knowledge and skills needed to interpret research in education.
12. Foster the development of advanced communication skills, thereby leading to improved teacher-student and teacher-parent relationships.
13. Provide students with skills needed for competent classroom management with emphasis in psychoeducational strategies that are appropriate across cultural groups and which incorporate advanced educational technology within different learning modalities (e.g. Auditory, visual, tactile).
14. Provide a framework of ethical principles and decision-making to foster appropriate professional conduct in teaching.

ADMISSION REQUIREMENTS & PROCEDURES

Students who are applying for admission to the Master of Science in Exceptional Student Education Program must follow the procedures and requirements as set forth in the University Catalog. As soon as the application process is complete, students admitted will be notified of their acceptance and assigned a faculty advisor who will assist them in understanding their course transfer, if applicable, program requirements and registration needs. All applicants are required to meet the following criteria:

1. A completed and signed application form accompanied by the appropriate fee prior to the established deadline dates.
2. A cumulative grade point average (GPA) of 3.0 (on 4.0 scale) or above in undergraduate studies. Students applying with a GPA of at least 2.50 may be granted acceptance under the Challenge Criteria into the degree program, contingent upon completing the Challenge Criteria in the program with a GPA of 3.0 or above. Under these circumstances, students will meet on a monthly basis with their academic advisor to assess academic progress.
3. Official transcripts from all undergraduate and graduate institutions attended. Applicants to a master's level program must have obtained a bachelor degree from an institution accredited by a national or regional accrediting body recognized by the United States Department of Education or an institution of higher education located outside the United States, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of those institutions in the United States which are accredited by a body recognized by the U.S. Department of Education.
4. A maximum of 6 graduate level credits from an accredited institution may be transferred at the discretion of the Program Director. Only courses with a grade of B or better will be transferred.
5. Three letters of recommendation preferably from past professors.
6. A current resume/vitae.
7. A Statement of Purpose which provides a clear indication of the applicant's interest in the field, short and long-term career goals, and how the applicant expects CAU to contribute to such goals. The statement should be double-spaced, typed, one page in length.
8. All candidates must submit one, recent 2 X 2 photograph subsequent to admission.
9. International students must submit an official evaluation of academic credentials by an authorized agency. Please refer to the Catalog section entitled "International Students" for a detailed description of admission requirements.

Upon completion of initial requirements, an appointment will be scheduled with the Admissions committee for an interview with the candidate, so as to evaluate his/her potential for

becoming a successful graduate student. The decision of the Faculty to interview a prospective student does not indicate or imply acceptance of a candidate. Carlos Albizu University, Miami Campus reserves the right to reject any applicant.

If the applicant is accepted to the Undergraduate Program,

1. A letter of acceptance will be issued by the Office of Admissions.
2. A faculty advisor will be assigned to the prospective student.
3. The admitted student must provide one (1) recent 2 x 2 photograph before the end of the first session in which he/she is matriculated.

READMISSION:

Students must request readmission to the Miami Campus when either of the following circumstances occurs:

1. When a student interrupts their program of studies, without an authorized institutional leave
2. Failure to re-enroll at the Miami campus after expiration of an approved leave of absence

Readmission applications must be requested and returned to the Admissions Office when completed, accompanied by verification of payment of the corresponding fee. Once completed, the student's record will be reviewed by a member of the Faculty. Admission or readmission into a program is the sole province of the Faculty and is granted under the terms and conditions of the catalog in effect on the admission or readmission date. CAU, Miami Campus, reserves the right to readmit students utilizing criteria based on, but not limited to, the student's prior performance, space availability, and assessment of the student's potential to continue studies.

CHALLENGE CRITERIA

Students enrolled under Challenge Criteria must meet the following admission requirements:

1. A bachelor's degree with a GPA of at least 2.50.
2. Submit a high school transcript when transferring from another college or university where he/she attended two or less semesters and has a less than 2.75 grade point average
3. Submit a letter to the Program Director explaining the reason(s) for the low G.P.A.

The following policies and procedures must be followed:

1. Students will be admitted into the program as degree seeking, with a Challenge Criteria status

2. Upon admission, the student will receive a letter informing him/her of the Challenge Criteria acceptance status
3. The student must meet with Student Support Services before the beginning of the session to assign a mentor to work with them a minimum of one hour per week

NON –EDUCATION MAJORS

The Undergraduate Program highly recommends that students with undergraduate degrees in fields other than K – 12 education complete the following certification pre-requisite courses to be applicable for Florida Teacher Certification (5 Year Renewable Certificate):

1. Psychological Foundations of Education (3 credits)
2. Introduction to Education (3 credits)
3. Elementary Teaching Methods (3 credits)
4. Curriculum Development (3 credits)

Although a student internship is not required, it is highly recommended for those students interested in obtaining a 5 year Renewable Certificate through the Florida Department of Education. 2 years of full-time teaching experience in an elementary or secondary school will also fulfill this requirement for Teacher Certification.

TRANSFER OF CREDITS POLICY AND PROCEDURES

Six (6) transfer credits may be applied towards the M.S. degree. Courses which have been completed more than five (5) years prior to the date for which the student applies for admission to the University can only be transferred with the approval of the Program Director. There is no time limit for the transfer of credits from completed degrees at CAU or other accredited institutions. Only courses completed at an accredited institution of higher learning and passed with a grade of “B” or better (3.00 on a 4:00 scale) will be accepted for transfer.

ACADEMIC PROBATION:

Students in the MS in ESE Program must maintain a minimum cumulative and session grade point average (GPA) of 3.0, and maintain a 3.00 GPA in their major area of study. Failure to maintain the minimum GPA will result in academic probation. Students will be notified by mail and an appointment will be made to meet with an undergraduate advisor. Students on academic probation must meet with his/her advisor and commit to a Progress Plan. The student must enroll in the Mentoring Program and meet with his/her advisor on a regular basis to monitor the student’s progress. Failure to maintain a session or cumulative GPA of 3.0 for two consecutive sessions will result in academic dismissal, regardless of overall GPA.

Academic probation will be granted automatically when any of the following conditions are present:

1. The cumulative or session grade point average falls below the minimum level allowed. Grades accompanied by an incomplete (“I”) will not be taken in consideration for the G.P.A. during any session in which an “I” is obtained.
2. Three incompletes (“I”) are received in one session
3. Student violation of institutional disciplinary policies and procedures and/or ethical/professional guidelines. (See the General Policies and Disciplinary Procedures Manual for complete guidelines.)

Probation is a disciplinary sanction serving notice to students that their behavior and/or academic performance is in serious violation of institutional policies and procedures. Continued enrollment depends upon satisfactory performance during the period of probation.

INSTITUTIONAL LEAVE:

MS in ESE students are permitted to interrupt their program of studies for a period of one session per academic year. To obtain a leave of absence, students must submit a request for an institutional leave. Students are permitted a maximum of four (4) sessions of academic leave during their entire MS in ESE course of studies (capitation can be limited by accrediting agencies). Institutional leaves are granted by the Program Director upon completion of the required forms. A non-refundable fee per session is required (see the Tuition and Fees Policy). Detailed instructions and forms for applying for an institutional leave must be obtained at the Registrar’s Office. It is the

student's responsibility to assess any impact on financial aid status that may result as a consequence of taking a leave of absence.

For additional information, refer to the Academic Policies section of this catalog, and consult with the Financial Aid Office.

CRIMINAL BACKGROUND CHECK

A criminal background check is a requirement for Teacher Certification in the state of Florida.

TUITION AND FEES

All applicable fees for the Master of Science in Exceptional Student Education will follow the current fee schedule, as listed in the General Information Section of the CAU catalog.

STUDENT EVALUATION

The Master of Science in Exceptional Student Education Program Faculty evaluate the students progress on academic and professional development matters at the Midterm and Final Student Evaluation meetings each academic session. The Program Director informs the students of any recommendations made by the faculty.

Graduate students can only carry two grades of "C" in all ESE courses. Students are permitted to retake a maximum of three different courses. The student must retake the courses the next session it is offered. Students who do not obtain a minimum grade of "C" or better when repeating a course, may be dismissed from the program.

ACADEMIC ADVISEMENT:

(Refer to the General Information section of the CAU Catalog.)

CHANGE OF PROGRAM

(Refer to the General Information section of the CAU Catalog.)

INDEPENDENT STUDY COURSES

MS ESE students may, with the professor's and the Program Director's approval, enroll in independent studies for a maximum of nine (9) credit hours of the total credit hours required for graduation. Students must have completed eighteen (18) credits before requesting independent studies.

(Please refer to the General Information section of this catalog for additional information.)

RESIDENCY REQUIREMENT

Students enrolled in the Master of Science in Exceptional Student Education must complete one full year residency (8 courses minimum) in order to meet graduation requirements.

TIME LIMITATION

Every candidate for the M.S. in Exceptional Student Education degree must complete the degree requirements within a period of four years from the date of admission for the anticipated degree. A one-year extension may be obtained with approval from the Chancellor. An additional year may be obtained with the President's approval. Under no circumstances will a degree extension petition of more than two years be granted.

GRADUATION REQUIREMENTS

All students who seek a Master of Science in Exceptional Student Education with a concentration in Varying Exceptionalities must comply with the following degree requirements:

1. The satisfactory completion of all required credits.
2. Satisfactory completion of the Graduate Portfolio within the Research: Methods, Design and Analysis course. (Please refer to the course description section of this course for additional information.)
3. A grade point average of 3.00 or higher on a 4.00 scale with no more than two (2) standing grades of "C" in major concentration area courses are allowed.
4. At least one full year of academic residency (8 courses minimum).
5. Six (6) credits or its equivalent in a language other than English. (Please refer to the Foreign Language Proficiency section of the Catalog for additional information.)
6. Submission of a completed graduation application form and payment of appropriate fees.
7. Fulfillment of all financial, academic and library obligations.

GRADUATION PROCEDURES AND COMMENCEMENT

(Refer to the General Information section of the CAU Catalog.)

M.S. in Exceptional Student Education
Concentration: Varying Exceptionalities

Name _____ SS# _____ Student ID _____ Date _____

** Undergraduate Major: _____

CORE AREA I. FOUNDATION COURSES (24 Credits)

Course Code	Course TITLE	Ses. Crs.	Course Title	Institution/ Term	Grade
1 EEX500	Foundations of Exceptional Student Education	3	_____	_____	_____
2 EEX501	Foundations of ESE Technology	3	_____	_____	_____
3 EEX502	Social and Personal Skills for the ESE Student	3	_____	_____	_____
4 EEX503	Behavior Management for the ESE Student	3	_____	_____	_____
5 EEX504	Transitional Interventions and Strategies	3	_____	_____	_____
6 EEX505	Curriculum Development in ESE	3	_____	_____	_____
7 EEX506	Educational Assessment of the ESE Student	3	_____	_____	_____
8 EEX507	Research Project: Instr. Design & Assessment	3	_____	_____	_____

CORE AREA II. MAJOR CONCENTRATION (12 Credits)

1 EEX508	Learning Disabilities: Instructional Strategies	3	_____	_____	_____
2 EEX509	Mental Handicaps: Instructional Strategies	3	_____	_____	_____
3 EEX510	Emotional Handicaps: Instructional Strategies	3	_____	_____	_____
4 EEX511	Assessment and Remediation of Comm. Disord	3	_____	_____	_____

Total Credits: 36

** NOTE: It is highly recommended that students with undergraduate majors in fields other than K – 12 education complete certification pre-requisite Education courses (see Catalog).

Program Director / Date

Registrar / Date

Pre-Evaluator /Adm. Officer / Date

M.S. in Exceptional Student Education
 Concentration: Varying Exceptionalities
 Course Sequence

SEMESTER	COURSE SEQUENCE	TERM	GRADE
1 ST Session	Foundations of Exceptional Student Education		
	Foundations of Exceptional Student Educational Technology		
	Social and Personal Skills for the ESE Student		
2 nd Session	Behavior Management for the ESE Student		
	Learning Disabilities: Instructional Strategies		
	Mental Handicaps: Instructional Strategies		
3 rd Session	Emotional Handicaps: Instructional Strategies		
	Assessment and Remediation of Communication Disorders		
	Transitional Interventions and Strategies		
4 th Session	Curriculum Development in Exceptional Student Education		
	Educational Assessment of the ESE Student		
	Research Project: Instructional Design and Assessment		
		TOTAL CREDITS	36

MASTER OF SCIENCE
IN PSYCHOLOGY

GENERAL DESCRIPTION OF THE MASTER OF SCIENCE IN PSYCHOLOGY

Carlos Albizu University, Miami Campus offers a Master of Science degree in Psychology with majors in Mental Health Counseling, Marriage and Family Therapy, and School Counseling. In addition, CAU offers a Master of Science in Industrial and Organizational Psychology. Please refer to the section about the Master's in I/O for further information about that program.

Applicants who are seeking admission to a master's level program should comply with the procedures and requirements described herein.

ADMISSION REQUIREMENTS

Applicants will be considered academically eligible for admission if undergraduate transcripts with a cumulative grade point average (GPA) of 3.00 or above from an accredited college are presented. Completed applications may be reviewed on a case by case basis if the academic credentials of the applicant do not meet the minimum requirement, but his or her cumulative undergraduate GPA was at least 2.50. Enrollment may be recommended at the discretion of the Admissions Committee. In those cases, a GPA of 3.00 must be maintained in the first session in order to retain matriculation status.

Applicants are required to send the following materials directly to the Office of Admissions:

1. A completed and signed application form accompanied by the appropriate fee prior to the established deadline dates.
2. Official transcripts from all undergraduate and graduate institutions attended. Applicants to a master's level program must have obtained a bachelor degree from an institution accredited by a national or regional accrediting body recognized by the United States Department of Education or an institution of higher education located outside the United States, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of those institutions in the United States which are accredited by a body recognized by the U.S. Department of Education.
3. Three letters of recommendation preferably from past professors.
4. A current resume/vitae.
5. A Statement of Purpose which provides a clear indication of the applicant's interest in the field, short and long-term career goals, and how the applicant expects CAU to contribute to such goals. The statement should be double-spaced, typed, and one page in length.
6. International students must submit an official evaluation of academic credentials by an authorized agency. Please refer to the Catalog section titled International Students for a detailed description of this requirement.

ADMISSION PROCEDURES

After all documentation and credentials have been received by the Office of Admissions, the applicant's file is forwarded to the corresponding program. The file is then reviewed by faculty who determines if an interview should be granted. The decision of the faculty to interview a prospective student does not indicate or imply acceptance of a candidate. If an interview is granted, the applicant will be evaluated by the faculty to determine his/her qualifications for admission into the program requested. If the applicant is approved for admission, a letter of acceptance will be issued by the Office of Admissions. Upon notification of acceptance, the University requires confirmation by receipt of a non-refundable deposit, which is applicable towards fees and tuition. Ultimately, Carlos Albizu University, Miami Campus reserves the right to reject any applicant.

Upon admission to the program, the prospective student must provide the Office of Admissions with one recent 2 x 2 photograph before the end of the first academic session following matriculation. The admission file will not be considered complete until such requisite has been met.

TRANSFER OF CREDIT POLICY

Six (6) transfer credits may be applied towards the terminal Master's degree. Courses which have been completed more than five (5) years prior to the date for which the student applies for admission to the University can only be transferred with the approval of the Program Director. There is no time limit for the transfer of credits from completed degrees at CAU or other accredited institutions. Only courses completed at an accredited institution of higher learning and passed with a grade of "B" or better (3.00 on a 4:00 scale) will be accepted for transfer. (For additional information regarding transfer of credits, please refer to the CAU, Miami Campus Catalog section detailing the Master of Psychology Program.)

GENERAL DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN PSYCHOLOGY

The Miami Campus has established the following requisites, which must be completed before the Master's Degree can be awarded:

1. A grade point average of 3.00 or higher on a 4.00 scale with a grade of "B" or better in all clinical courses. No more than two (2) standing grades of "C" in non-clinical courses are allowed.
2. At least one full year of academic residency.
3. Satisfactory completion of all required academic and clinical courses.
4. Satisfactory completion of the required hours of practicum.
5. Satisfactory completion of the Master Comprehensive Examination. (Please refer to the section below for additional information.)

6. Six (6) credits or their equivalent in a language other than English. (Please refer to the Foreign Language Proficiency section of the Catalog for additional information.)

GRADUATION REQUIREMENTS

Carlos Albizu University awards degrees three times each year at the end of the Spring session, at the end of the Summer session and at the end of the Fall session. Program requirements completed after the last day of each session will result in the degree being awarded in the following session in which the degrees are conferred. The student should note that the process of confirming and posting the degree to the transcript may take up to sixty (60) days after the last day of each session. In the meantime, the student may request from the Office of the Registrar a letter verifying that all degree requirements have been met, and that the degree is pending to be awarded. Once the degrees are conferred, each diploma and transcript will reflect the last date of the session in which all degree requirements were completed.

The commencement ceremony is held once a year in the fall. In order to be eligible to participate in the commencement exercises a student must:

1. Apply at the Office of the Registrar, including fee payment, during the session in which they plan to complete, and no later than the deadline stipulated in the academic calendar. Applying for graduation, regardless of participation in the commencement exercises, is a requirement for posting of degrees on transcripts and issuing degrees.
2. Students who complete requirements after the end of the Summer session will not be allowed to participate in the commencement ceremony. They will have to wait until the following year's ceremony. This excludes those students only completing Internship (Psy.D. degree).

The following conditions should be met before the degree is conferred:

1. Application for graduation must be completed and the corresponding fee paid.
2. The student's record is reviewed by the Office of the Registrar for completion, once the paid application is received, it is subsequently forwarded to the Faculty and Program Directors for recommendation for degree conferment, and to the Chancellor for approval.
3. The Office of the President reviews the record and requests approval from the Board of Trustees for degree conferment.
4. Once conferred, the student will receive from the Office of the Registrar a letter announcing the date of degree conferment by the Board of Trustees, and the date the diploma will be available for pick-up.

The Office of the President will forward a copy of the final approval to the Registrar's Office to proceed with ordering the diploma.

When the diploma is received, the Registrar's Office will verify the diploma for accuracy, make photocopies for the student file, and place them in diploma covers for pick-up.

COMPREHENSIVE EXAMINATION

Students enrolled in this Master degree program must successfully complete the Comprehensive Examination before the Master's Degree can be awarded. The Comprehensive Examination is administered three times per calendar year during the months of April, July, and November. An outline of topic areas to be covered on the examination can be obtained in the Master's Programs Office.

Students are permitted four (4) attempts to successfully complete the examination in order to receive their degree or remain in the program. Students who fail the examination must retake the exam each consecutive session until it is passed unless they are on an authorized leave of absence for that session. Students who are not enrolled in courses at the time they take this examination must register for one (1) academic credit, and pay the corresponding exam and global fees. Students who are unsuccessful in completing the Comprehensive Examination requirement within the specified time limits will be dismissed from the program.

DUAL MAJOR OPTION

Applicants may request dual major status at their discretion within the terminal Master of Science in Psychology program. They must complete the appropriate form and obtain the approval of the Program Director. Applicants must comply with all major requirements within their degree program for the additional major requested.

PRACTICUM PLACEMENT

Students must review their progress through their program sequence table with their faculty advisor each academic session. Students who meet the eligibility criteria to begin Practicum must meet with the designated Practicum Coordinator at the beginning of the academic session prior to the desired start term to make arrangements for placement. The Practicum Coordinator will provide the students with a Practicum Packet, which contains all the pertinent information and required documentation to complete the process. The list of practicum placement sites approved by the Master's Programs Department is updated on an ongoing basis. Students may not complete Practicum at an unapproved placement site, or their place of employment.

Further conditions apply to the School Counseling Major. Practicum placement requests are processed by the Practicum Coordinator, but ultimately approved by the Miami-Dade or Broward County School Boards Representatives. The deadlines to apply to start practicum in the Fall are in the spring for both Miami-Dade County, and for Broward County students. Please note that Practicum placement for this major cannot be commenced during the Summer session.

MASTER'S CURRICULA
MASTER OF SCIENCE IN PSYCHOLOGY

MAJOR: MENTAL HEALTH COUNSELING

The Mental Health Counseling Major is designed to train mental health professionals who can provide culturally relevant counseling, assessment, and consultative interventions in public and private mental health care systems. The acquisition of knowledge and development of skills to diagnose and treat disorders and to promote optimal mental health are primary training goals. Minimum requirements for this degree include 51 academic credits and 10 Practicum credits, a cumulative grade point average of 3.00, and the successful completion of the comprehensive examination.

AREA I: Foundation Courses 24 cr.

P. 501	Counseling Theories and Practice (C).....	3 cr.
P. 510	Human Growth and Development	3 cr.
P. 523	Cross Cultural Counseling	3 cr.
P. 531	Ethical, Legal and Professional Conduct for Counselors	3 cr.
P. 541	Theories of Personality	3 cr.
P. 569	Advanced Abnormal Psychology (C)	3 cr.
RM525	Research Methodology and Program Evaluation	3 cr.
SA507	Substance Abuse	3 cr.

AREA II. Major Area 21 cr.

P. 513	Career Development and Assessment	3 cr.
P. 520	Group Counseling (C)	3 cr.
P. 557	Individual Assessment and Appraisal	3 cr.
P. 562	Family Therapy: Theory & Practice (C).....	3 cr.
P. 599	Mental Health Care Systems	3 cr.
FT563	Human Sexuality and Sexual Dysfunctions	3 cr.
PSY582	Counseling in Community Settings	3 cr.

Total Academic Credits 45 cr.

AREA III: Clinical Practicum 7 cr.

P530PM	Professional Identity & Pre-Practicum Skills	1 cr.
MH530I	Mental Health Counseling Clinical Practicum I	3 cr.
MH530II	Mental Health Counseling Clinical Practicum II	3 cr.
MH530III	Mental Health Counseling Clinical Practicum III	3 cr.

Total Clinical Credits 10 cr.

AREA IV: Electives 6 cr.
Choice of 2 Core Courses from MFT, SC or I/O

TOTAL DEGREE REQUIREMENTS (ACADEMIC AND CLINICAL) 61 cr.

AREA V: Additional Requirements

Foreign Language Proficiency
Comprehensive Examination

(C) denotes clinical courses which must be completed with a grade of “B” or better. A grade of “Incomplete” must be removed before beginning Practicum.

MENTAL HEALTH COUNSELING MAJOR SEQUENCE TABLE

BLOCK	RECOMMENDED NUMBER OF ACADEMIC & CLINICAL CR.	ACADEMIC PREREQUISITES FOR CLINICAL PRACTICA	GROUP SUPERVISION (COURSE)	COUNSELING PRACTICUM
1	9 Academic Credits 1 Clinical Credit 10 Total Credits	*P.541 Theories of Personality *P.501 Counseling Theories & Practice (C) P.510 Human Growth & Development	P.530PM Prof. Identity & Pre-Practicum Skills (1 hr./wk.) (1 credit)	
2	9 Academic Credits	*P.531 Ethical, Legal & Prof. Conduct for Counselors *P.569 Adv. Abnormal Psychology (C) P.562 Family Therapy: Theory & Practice(C)		
3	9 Academic Credits	P.520 Group Counseling (C) P.513 Career Dev. & Assessment SA 507 Substance Abuse		
4	9 Academic Credits 3 Clinical Credits 12 Total Credits	*P.523 Cross Cultural Counseling P.599 Mental Health Care Systems F.T.563 Human Sexuality & Sexual Dysfunctions	M.H. 530-I Mental Health Counseling Clinical Practicum I (3 credits)	Site Placement (25 hrs/wk)
5	9 Academic Credits 3 Clinical Credits 12 Total Credits	P.557 Ind. Assessment & Appraisal R.M. 525 Research Methodology & Program Evaluation PSY. 582 Counseling in Comm. Settings	M.H. 530-II Mental Health Counseling Clinical Practicum II (3 credits)	Site Placement (25 hrs/wk)
6	6 Academic Credits 3 Clinical Credits 9 Total Credits	** 2 Electives Comprehensive Exam	M.H. 530-III Mental Health Counseling Clinical Practicum III (3 credits)	Site Placement (25 hrs/wk)
Total	51 Academic Credits 10 Clinical Credits <u>61 Credits</u>		15 Pre-practicum Hrs. 135 Group Supervision Hrs. (Seminar) 1000 Clinical Practicum Hrs. (Site) 1150 Tot. Hrs	

Note:

- *=Courses required for comprehensive exam.
- All courses in blocks 1-3 must be completed before beginning practicum (M.H. 530-I-II-III)
- (C)=Clinical course. Must be completed with a grade of "B" or better. Grades of "Incomplete" must be removed before beginning practicum.
- Arrangements for placement must be made with the Practicum Coordinator at the beginning of the term prior to the desired start term.
- **Electives can be from any 2 Core courses from MFT, SC or I/O.

MASTER OF SCIENCE IN PSYCHOLOGY

MAJOR: MARRIAGE & FAMILY THERAPY

The Marriage and Family Therapy Major is designed to train marriage and family therapists to provide culturally specific therapeutic interventions to individuals, couples and families in public and private services settings. The curriculum is designed to develop diagnostic skills and therapeutic techniques needed to address the dynamics of dysfunctional families and to facilitate growth. Minimum requirements for this degree include 45 academic credits and 7 Practicum credits, a cumulative grade point average of 3.00, and the successful completion of the comprehensive examination.

AREA I: Foundation Courses 24 cr.

P. 501	Counseling Theories and Practice (C).....	3 cr.
P. 520	Group Counseling (C)	3 cr.
P. 523	Cross Cultural Counseling	3 cr.
P. 531	Ethical, Legal & Professional Conduct for Counselors	3 cr.
P. 541	Theories of Personality	3 cr.
P. 569	Advanced Abnormal Psychology (C)	3 cr.
RM525	Research Methodology and Program Evaluation	3 cr.
S.A. 507	Substance Abuse	3 cr.

AREA II. Major Area 21 cr.

P. 553	General Theory of Family Systems and Psychology	3 cr.
P. 562	Family Therapy: Theory & Practice (C)	3 cr.
P. 599	Mental Health Care Systems	3 cr.
F.T. 558	Theories and Techniques in Marital Therapy (C)	3 cr.
F.T. 578	The Individual and Family Life Cycle	3 cr.
F.T. 561	Individual and Family Assessment and Appraisal	3 cr.
F.T. 563	Human Sexuality and Sexual Dysfunctions	3 cr.

Total Academic Credits 45 cr.

AREA III: Clinical Practicum 7 cr.

P. 530PM	Professional Identity & Pre-Practicum Skills.....	1 cr.
M.F. 530-I	Marriage and Family Therapy Clinical Practicum I	3 cr.
M.F. 530-II	Marriage and Family Therapy Clinical Practicum II.	3 cr.

Total Clinical Credits 7 cr.

TOTAL DEGREE REQUIREMENTS (ACADEMIC AND CLINICAL) 52 cr.

AREA IV. Additional Requirements

Foreign Language Proficiency
Comprehensive Examination

(C) denotes clinical courses which must be completed with a grade of “B” or better. Grades of “Incomplete” must be removed before beginning Practicum.

MARRIAGE AND FAMILY THERAPY MAJOR SEQUENCE TABLE

BLOCK	RECOMMENDED NUMBER OF ACADEMIC & CLINICAL CR.	ACADEMIC PREREQUISITES FOR CLINICAL PRACTICA	GROUP SUPERVISION (COURSE)	COUNSELING PRACTICUM
1	9 Academic Credits 1 Clinical Credit 10 Total Credits	*P.541 Theories of Personality *P.501 Counseling Theories & Practice (C) P.533 General Theory of Family Systems & Psychology	P.530PM Prof. Identity & Pre-Practicum Skills (1 hr./wk.) (1 credit)	
2	9 Academic Credits	*P.531 Ethical, Legal & Prof. Conduct for Counselors *P.569 Adv. Abnormal Psychology (C) F.T.578 Individual & Family Life Cycle		
3	9 Academic Credits	P.520 Group Counseling (C) P.562 Family Therapy: Theory & Practice (C) F.T.558 Theories & Techniques in Marital Therapy (C)		
4	9 Academic Credits 3 Clinical Credits 12 Total Credits	SA 507 Substance Abuse *P.523 Cross Cultural Counseling P.599 Mental Health Care Systems	M.F. 530-I Marriage & Family Therapy Clinical Practicum I (3 credits)	Site Placement (150 hrs/wk)
5	9 Academic Credits 3 Clinical Credits 12 Total Credits	F.T.563 Human Sexuality & Sexual Dysfunctions F.T.561 Ind. & Family Assessment & Appraisal R.M.525 Research Methodology & Program Evaluation Comprehensive Exam	M.F. 530-II Marriage & Family Therapy Clinical Practicum II (3 credits)	Site Placement (15 hrs/wk)
Total	45 Academic Credits 7 Clinical Credits 52 Credits		15 Pre-practicum Hours 90 Group Supervision Hours (Seminar) 450 Clinical Practicum Hours (Site) 555 Total Hours	

Note: 1. *=Courses required for comprehensive exam.

2. All courses in blocks 1-3 must be completed before beginning practicum (M.F. 530-I-II)

3. (C)=Clinical course. Must be completed with a grade of "B" or better. Grades of "Incomplete" must be removed before beginning practicum.

4. Arrangements for placement must be made with the Practicum Coordinator at the beginning of the term prior to the desired start term.

MASTER OF SCIENCE IN PSYCHOLOGY

Major: SCHOOL COUNSELING

The School Counseling Major is designed for students who are seeking employment in public or private school settings. The comprehensive curriculum is designed to train guidance counselors who can provide culturally relevant counseling and consultative interventions required to meet the developmental, remedial, and preventive needs of children. Minimum requirements for this degree include 42 academic credits and 7 Practicum credits, a cumulative grade point average of 3.00, and the successful completion of the comprehensive examination.

Any student interested in obtaining a Florida teaching certificate should contact the Florida Department of Education, Bureau of Teacher Certification, Tallahassee, Florida 32399-0400.

AREA I: Foundation Courses 24 cr.

EP564	Psychological Assessment and Evaluation	3 cr.
P. 501	Counseling Theories and Practice (C).....	3 cr.
P. 510	Human Growth and Development	3 cr.
P. 523	Cross Cultural Counseling	3 cr.
P. 531	Ethical, Legal & Professional Conduct for Counselors	3 cr.
P. 541	Theories of Personality	3 cr.
P. 569	Advanced Abnormal Psychology (C)	3 cr.
S.A. 507	Substance Abuse	3 cr.

AREA II. Major Area 18 cr.

P. 513	Career Development and Assessment.....	3 cr.
P. 520	Group Counseling (C).....	3 cr.
E.P. 507	Principles, Philosophy, Organization & Administration of Guidance	3 cr.
E.P. 524	Counseling Children and Adolescents (C).....	3 cr.
E.P. 704	Nature and Needs of Exceptional Children (C) ...	3 cr.
F.P. 708	Consultative Interventions	3 cr.

Total Academic Credits 42 cr.

AREA III: Clinical Practicum 7 cr.

P.530PM	Professional Identity & Pre-Practicum Skills	1 cr.
SC731I	School Counseling Practicum I.....	3 cr.
SC731II	School Counseling Practicum II.....	3 cr.

Total Clinical Credits 7 cr.

TOTAL DEGREE REQUIREMENTS (ACADEMIC AND CLINICAL) 49 cr.

AREA IV.....Additional Requirements

Foreign Language Proficiency
Comprehensive Examination

(C) denotes clinical courses which must be completed with a grade of “B” or better. Grades of “Incomplete” must be removed before beginning Practicum.

SCHOOL COUNSELING MAJOR SEQUENCE TABLE

BLOCK	RECOMMENDED NUMBER OF ACADEMIC & CLINICAL CR.	ACADEMIC PREREQUISITES FOR CLINICAL PRACTICA	GROUP SUPERVISION (COURSE)	COUNSELING PRACTICUM
1	9 Academic Credits 1 Clinical Credit 10 Total Credits	*P.541 Theories of Personality *P.501 Counseling Theories & Practice (C) P.510 Human Growth & Development	P.530PM Professional Identity & Pre-Practicum Skills (1 hr./wk) (1 credit)	
2	9 Academic Credits	*P.531 Ethical, Legal & Professional Conduct for Counselors *P.569 Adv. Abnormal Psychology (C) E.P.704 Nature and Needs of Exceptional Children (C)		
3	9 Academic Credits	P.520 Group Counseling (C) E.P.524 Counseling Children & Adolescents(C) SA 507 Substance Abuse		
4	9 Academic Credits 3 Clinical Practicum Credits 12 Total Credits	*P.523 Cross Cultural Counseling E.P.564 Psychological Assessment & Evaluation P.513 Career Dev. & Assessment	S.C. 731-I School Counseling Practicum I (3 credits)	Site Placement (Approx. 8 hrs/wk)
5	6 Academic Credits 3 Clinical Practicum Credits 9 Total Credits	E.P.507 Principles, Philosophy, Organization & Administration of Guidance E.P.708 Consultative Interventions Comprehensive Exam	S.C. 731-II School Counseling Practicum II (3 credits)	Site Placement (Approx. 8 hrs/wk)
Total	42 Academic Credits 7 Clinical Practicum Credits 49 Credits		15 Pre-Practicum Hours 90 Group Supervision Hours (Seminar) 240 Clinical Practicum Hours (Site) 345 Total Hours	

- Note: 1. *=Courses required for comprehensive exam.
 2. All courses in blocks 1-3 must be completed before beginning practicum (S.C. 731-I-II).
 3. (C) Clinical course. Must be completed with a grade of "B" or better. Grades of "Incomplete" must be removed before beginning practicum.
 4. Arrangements for placement must be made with the Practicum Coordinator at the beginning of the term prior to the desired term.

MASTER PRACTICUM DESCRIPTIONS

P. 530PM PROFESSIONAL IDENTITY AND PRE-PRACTICUM SKILLS (1 cr.)

This course offers an opportunity to develop interpersonal skills and self-awareness through the mechanisms of self-disclosure and feedback in a supportive group setting. Opportunities to interact with individuals from culturally diverse backgrounds and to explore attitudes which may affect the counseling situation are provided.

M.H. 530 MENTAL HEALTH COUNSELING CLINICAL PRACTICA (I, II, III) (3 cr. each)

The clinical practica in Mental Health Counseling provide an opportunity to integrate and apply theories, models, and skills through the provision of mental health services. The role functions of the mental health counselor will be performed under supervision in multi-cultural human services settings in the community. Both field-based and program-based supervision are components of the practicum experiences. Program-based supervision (M.H. 530-I, M.H. 530-II, M.H. 530 III) is provided by a Faculty member during the field experiences.

M.F. 530 MARRIAGE AND FAMILY THERAPY CLINICAL PRACTICA (I, II) (3 cr. each)

The clinical practica in Marriage and Family Therapy provide an opportunity for the integration of theories, models, techniques, and strategies through the provision of supervised therapeutic services to individuals, couples, and families in multi-cultural human services settings in the community. Both field-based and program-based supervision are components of the practicum experiences. Program-based supervision (M.F. 530-I and M.F. 530-II) is provided by a Faculty member during the field experiences.

S.C. 731 SCHOOL COUNSELING PRACTICA (I, II) (3 cr. each)

The school counseling practica provide an opportunity to perform the role functions of the professional school counselor under supervision in a school setting. Both field-based and program-based supervision are components of the practicum experiences. Program-based supervision (S.C. 731-I and S.C. 731-II) is provided by a Faculty member during the field experiences.

**Master of Science in
Industrial and Organizational
Psychology**

MASTER OF SCIENCE DEGREE PROGRAM

GENERAL DESCRIPTION OF THE MASTER OF SCIENCE IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

Carlos Albizu University, Miami Campus offers a Master of Science in Industrial and Organizational Psychology. This program is designed to train culturally versatile I/O practitioners who develop and apply scientific knowledge to the solutions of problems at work, and who are capable of working within a variety of applied settings. The curriculum is designed to provide practical training in the areas of selection and placement, training and development, performance measurement, and organization development.

Applicants who are seeking admission to this master's level program should comply with the procedures and requirements described herein.

ADMISSION REQUIREMENTS

Applicants will be considered academically eligible for admission if undergraduate transcripts with a cumulative grade point average (GPA) of 3.00 or above from an accredited college are presented. Completed applications may be reviewed on a case-by-case basis if the academic credentials of the applicant do not meet the minimum requirement, but his or her cumulative GPA was at least 2.50. Enrollment may be recommended at the discretion of the Admissions Committee. In those cases, a GPA of 3.00 must be maintained in the first session in order to retain matriculation status.

Applicants are required to send the following materials directly to the Office of Admissions:

1. A completed and signed application form accompanied by the appropriate fee prior to the established deadline dates.
2. Official transcripts from all undergraduate and graduate institutions attended. Applicants to a master's level program must have obtained a bachelor degree from an institution accredited by a national or regional accrediting body recognized by the United States Department of Education or an institution of higher education located outside the United States, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of those institutions in the United States which are accredited by a body recognized by the U.S. Department of Education.
3. Three letters of recommendation preferably from past professors.
4. A current resume/vitae.
5. A Statement of Purpose which provides a clear indication of the applicant's interest in the field, short and long term career goals, and how the applicant expects CAU to contribute to such goals. The statement should be double-spaced, typed, and one page in length.

6. International students must submit an official evaluation of academic credentials by an authorized agency. Please refer to the CAU, Miami Campus Catalog section entitled, “International Students” for a detailed description of this requirement.

ADMISSION PREREQUISITE

Applicants to the Master’s of Science in Industrial and Organizational Psychology must have taken an upper division Statistics course with a grade of “B” or better within the prior five years. If applicants do not meet this prerequisite, but meet all other admission requirements and are accepted into the program, they will be permitted to take the required Statistics course during their first enrollment session.

ADMISSION PROCEDURES

After the Office of Admissions has received all documentation and credentials, the applicant’s file is forwarded to the corresponding program. The file is then reviewed by faculty who determines if an interview should be granted. The decision of the faculty to interview a prospective student does not indicate or imply acceptance of a candidate. If an interview is granted, the applicant will be evaluated by the faculty to determine his/her qualifications for admission into the program requested. If the applicant is approved for admission, the Office of Admissions will issue a letter of acceptance. Upon notification of acceptance, the University requires confirmation by receipt of a non-refundable deposit, which is applicable towards fees and tuition. Ultimately, Carlos Albizu University, Miami Campus reserves the right to reject any applicant.

Upon admission to the program, the prospective student must provide the Office of Admissions with one recent 2 x 2 photograph before the end of the first academic session following matriculation. The admission file will not be considered complete until such requisite has been met.

TRANSFER OF CREDIT

Six (6) transfer credits may be applied towards the terminal Master’s degree. Courses which have been completed more than five (5) years prior to the date for which the student applies for admission to the University can only be transferred with the approval of the Program Director. There is no time limit for the transfer of credits from completed degrees at CAU or other accredited institutions. Only courses completed at an accredited institution of higher learning and passed with a grade of “B” or better (3.00 on a 4:00 scale) will be accepted for transfer. (For additional information regarding transfer of credits, please refer to the CAU, Miami Campus Catalog section detailing the Master of Psychology Program.)

GENERAL DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

The Miami Campus has established the following requisites, which must be completed before the Master's Degree can be awarded:

1. A grade point average of 3.00 or higher on a 4.00 scale. No more than two (2) standing grades of "C" are allowed.
2. At least one full year of academic residency.
3. Satisfactory completion of all required academic courses.
4. Satisfactory completion of the required hours of practicum.
5. Satisfactory completion of the Master Comprehensive Examination. (Please refer to the section below for additional information.)
6. Six (6) credits or its equivalent in a language other than English. (Please refer to the Foreign Language Proficiency section of the Catalog for additional information.)

GRADUATION REQUIREMENTS

Carlos Albizu University awards degrees three times each year at the end of the Spring session, at the end of the Summer session, and at the end of the Fall session. Program requirements completed after the last day of each session will result in the degree being awarded in the following session in which the degrees are conferred. The student should note that the process of confirming and posting the degree to the transcript may take up to sixty (60) days after the last day of each session. In the meantime, the student may request from the Office of the Registrar a letter verifying that all degree requirements have been met, and that the degree is pending to be awarded. Once the degrees are conferred, each diploma and transcript will reflect the last date of the session in which all degree requirements were completed.

The commencement ceremony is held once a year in the fall. In order to be eligible to participate in the commencement exercises a student must:

1. Apply at the Office of the Registrar, including fee payment, during the session in which they plan to complete, and no later than the deadline stipulated in the academic calendar. Applying for graduation, regardless of participation in the commencement exercises, is a requirement for posting of degrees on transcripts and issuing degrees.
2. Students who complete requirements after the end of the Summer session will not be allowed to participate in the commencement ceremony. They will have to wait until the following year's ceremony. This excludes those students only completing Internship. (Psy.D. only)

The following conditions should be met before the degree is conferred:

1. Application for graduation must be completed and the corresponding fee paid.
2. The student's record is reviewed by the Office of the Registrar for completion, once the paid application is received, it is subsequently forwarded to the Faculty and Program Directors for recommendation for degree conferment, and to the Chancellor for approval.
3. The Office of the President reviews the record and requests approval from the Board of Trustees for degree conferment.
4. Once conferred, the student will receive from the Office of the Registrar a letter announcing the date of degree conferment by the Board of Trustees, and the date the diploma will be available for pick-up.

The Office of the President will forward a copy of the final approval to the Registrar's Office to proceed with ordering the diploma.

When the diploma is received, the Registrar's Office will verify the diploma for accuracy, make photocopies for the student file, and place them in diploma covers for pick-up.

COMPREHENSIVE EXAMINATION

Students enrolled in this Master's degree program must successfully complete the Comprehensive Examination before the Master's Degree can be awarded. The Comprehensive Examination is administered three times per calendar year during the months of April, July, and November. An outline of the main topic areas to be covered on the examination can be obtained in the Master's Programs Office.

Students are permitted four (4) attempts to successfully complete the examination in order to receive their degree or remain in the program. Students who fail the examination must retake the exam each consecutive session until it is passed unless they are on an authorized leave of absence for that session. Students who are not enrolled in courses at the time they take this examination must register for one (1) academic credit, and pay the corresponding exam and global fees. Students who are unsuccessful in completing the Comprehensive Examination requirement within the specified time limits will be dismissed from the program.

MASTER OF SCIENCE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

Requirements for this degree include 44 academic credits and 4 Practicum credits; a cumulative G.P.A. of 3.00; and the successful completion of the comprehensive examination.

AREA I: Foundation Courses 17 cr.

I.P. 602	Attitude Theory	3 cr.
I.P. 594	Small Group Theory and Process	3 cr.
IP596LI	Statistics Laboratory I	4 cr.
IP597LII	Statistics Laboratory II.....	4 cr.
I.P. 595	Research Methods	3 cr.

AREA II. Core I/O Courses 21 cr.

I.P. 571	Foundations of I/O Psychology	3 cr.
I.P. 574	Psychology of Personnel	3 cr.
I.P. 583	Psychological Assessment Techniques in the Organization	3 cr.
PSY589	Work Motivation	3 cr.
I.P. 598	Organizational Psychology	3 cr.
I.P. 600I	Seminar I	3 cr.
	Criterion Theory and Development Performance Appraisal and Feedback	
I.P. 601-II	Seminar II	3 cr.
	Current Topics in I/O	

AREA III. Practicum 4 cr.

IP530I	Industrial/Organizational Psychology Practicum I	2 cr.
IP530II	Industrial/Organizational Psychology Practicum II	2 cr.

AREA IV. Electives (see below) 6 cr.

Total Core Credits 21 cr.

Possible Electives 6 cr.

P. 541	Theories of Personality	3 cr.
P. 501	Counseling Theories and Practice (C).....	3 cr.
P. 523	Cross-Cultural Counseling	3 cr.
P. 513	Career Development and Assessment	3 cr.

TOTAL DEGREE REQUIREMENTS (FOUNDATION AND CORE) 48 cr.

Area V. Additional Requirements

- Foreign Language Proficiency
- Comprehensive Examination

Grades of “Incomplete” must be removed before beginning Practicum. Arrangements for placement must be made with the Practicum Coordinator at the beginning of the term prior to the desired start term.

MS IN INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY SEQUENCE TABLE

BLOCK	RECOMMENDED NUMBER OF ACADEMIC CR.	ACADEMIC PREREQUISITES FOR PRACTICA	GROUP SUPERVISION (COURSE)	I/O PRACTICUM
1	10 Academic Credits	IP 602 Attitude Theory IP 571 Foundations of Industrial / Organizational Psychology * IP 596LI Statistics Laboratory I		
2	10 Academic Credits	PSY 589 Work Motivation IP 574 Psychology of Personnel* IP597LII Statistics Laboratory II		
3	9 Academic Credits	IP 583 Psychological Assessment Techniques in the Organization* IP 600-I Seminar I * IP 595 Research Methods*		
4	9 Academic Credits 2 Practicum Credits 11 Total Credits	IP 594 Small Group Theory & Process IP 598 Organizational Psychology IP 601-II Seminar II	IP 530-I Industrial/Organizational Psychology Practicum I (2 credits)	Site Placement (8 hrs/wk)
5	6 Academic Credits 2 Practicum Credits 8 Total Credits **Select 2 Electives	**P.541 Theories of Personality **P.501 Counseling Theories & Practice **P.523 Cross Cultural Counseling **P.513 Career Development & Assessment Comprehensive Exam	IP 530-II Industrial/Organizational Psychology Practicum II (2 credits)	Site Placement (8 hrs/wk)
Total	44 Academic Credits 4 Practicum Credits 48 Credits		60 Group Supervision Hours (Seminars) 240 Practicum Hours (Site) 300 Total Hours	

- Note:
1. *=Courses required for comprehensive exam.
 2. All courses in blocks 1-3 must be completed before beginning practicum, and arrangements for placement must be made with the Practicum Coordinator at the beginning of the term prior to the desired start term.
 3. Grades of "Incomplete" must be removed before beginning practicum.
 4. ** = Electives (6 credits required)

PRACTICUM PLACEMENT

Students must review their progress through their program sequence table with their faculty advisor each academic session. Students who meet the eligibility criteria to begin Practicum must meet with the designated Practicum Coordinator at the beginning of the academic session prior to the desired start term to make arrangements for placement. The Practicum Coordinator will provide the students with a Practicum Packet, which contains all the pertinent information and required documentation to complete the process. The list of practicum placement sites approved by the Master's Programs Department is updated on an ongoing basis. Students may not complete Practicum at an unapproved placement site, or their place of employment.

I.P. 530 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY PRACTICA (I, II)(2 cr. each)

The practica in Industrial/Organizational Psychology provide students with the opportunity to integrate theoretical knowledge with the organizational realities that are confronted by the I/O practitioner. Students develop practical skills through placements in identified organizations. Both field-based and classroom based supervision are components of practicum.

**Master of Business Administration
in Management
(Fast Track)**

GENERAL DESCRIPTION OF THE MASTER IN BUSINESS ADMINISTRATION DEGREE IN MANAGEMENT

The Master of Business Administration (M.B.A.) provides a unique alternative to the traditional method of pursuing a Master's degree. Carlos Albizu University offers a fast track delivery mode M.B.A. program with the same goals, objectives and skills as an M.B.A. program offered in a traditional program. This program is designed to meet the needs of employed adults and is different from the traditional evening program in several aspects. The MBA Program seeks to develop a competency of leadership in multicultural environment. Cross-Cultural topics and psychological principles are integrated into the program courses to enhance the student's knowledge, skills and abilities in working within multicultural settings.

ADMISSION REQUIREMENTS FOR THE MASTER OF BUSINESS DEGREE

All Master of Business Administration Program candidates must satisfy the following minimal requirements:

1. File a completed application form accompanied by the appropriate fee with the office of Admissions prior to deadline dates.
2. Request that official transcripts of all undergraduate and all previous graduate studies be sent directly to the Office of Admissions. Applicants to the Master's level program must have obtained a bachelor degree from an institution accredited by a regional or national accrediting body recognized by the U.S. Department of Education; or an institution of higher education located outside of the United States, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of those institutions in the United States which are accredited by a body recognized by the U.S. Department of Education.
3. Request three letters of recommendation preferably from past professors.
4. Submit a current resume.
5. Supply two (2) recent 2 X 2 photographs subsequent to admission.
6. The applicant will be considered academically eligible for admission if undergraduate transcripts are presented with a cumulative grade point average of 2.5 or higher.

Completed applications may be reviewed on a case by case basis if the academic credentials of the applicant do not meet the minimum requirements, enrollment may be recommended at the discretion of the Admissions Committee. A minimum G.P.A. of **3.0** must be maintained in the first session in order to maintain good academic standing in the Program.

7. Foreign students are required to submit their credentials for evaluation of U.S. equivalency by a recognized agency specialized in this activity (see International Student Credentials).
8. Submit a statement of purpose.
9. Students are not allowed to transfer credits into the MBA fast track program, due to the cohort design and accelerated nature of the program.
10. Students must provide official transcripts or international student credentials valuation from all Colleges or Universities attended before the end of their first academic session at the Miami Campus. The transfer courses must have been taken at an institution which is fully accredited by a regional or national accrediting body recognized by the United States Department of Education; or an institution of higher education located outside the United States, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of those institutions in the United States which are accredited by a body recognized by the U.S. Department of Education.

PREREQUISITE FOR ALL DEGREES

CAU requires that candidates for all degrees must demonstrate proficiency in at least one language other than English including Sign Language. The foreign language proficiency requirement became effective in the Summer of 1995 academic session.

ADMISSION PROCEDURES

Application for admission must be received by the Admissions Office prior to the beginning of the term of enrollment for which the applicant is requesting admission. Out of state and International applicants should have all admission documents on file at least 90 days prior to the beginning of the term of expected enrollment. The non-refundable fee must accompany the application, which will be valid for one year. Should the student not enroll within one year of admission, the fee is forfeited (see Tuition and Fees Policy). In order to process an application, the following minimum documents are required: application, copy of transcript(s) (Bachelors Degree with 3.0 G.P.A. or higher), current resume, and statement of purpose.

CRITERIA FOR CONDITIONAL ADMISSION

Those applicants, whose transcripts indicate less than the required 3.0 cumulative GPA at the time of their application to CAU, may be accepted on a conditional status. Recommendation for admission must be forwarded to the Program Director and must be approved by the Chancellor.

TRANSFER OF CREDITS

Students are not allowed to transfer credits into the MBA fast track program, due to the Cohort design and accelerated nature of the program.

ACADEMIC PROBATION

MBA Program students must maintain a cumulative and session GPA of 3.0 or higher. Failure to maintain a session G.P.A. of 3.0 will result in academic probation. Failure to maintain a session or cumulative GPA of 3.0 or higher for two consecutive sessions will result in an academic dismissal, regardless of overall GPA.

Academic probation will be granted automatically when any of the following conditions are present:

1. The cumulative or session grade point average falls below 3.0. Grades accompanied by an “I” will not be taken into consideration for the G.P.A. of any session in which an “I” is obtained.
2. Student violation of institutional disciplinary policies and procedures and/or ethical/professional guidelines.

INSTITUTIONAL LEAVE

Master students are permitted to interrupt their program of studies for a period of one session per academic year. To obtain a leave of absence, students must submit a request for an institutional leave. Students are permitted a maximum of four (4) sessions of academic leave during their entire undergraduate course of studies. Institutional leaves are granted by the Program Director upon completion of the required forms. A non-refundable fee per each session of leave is required. Detailed instructions and forms for applying for an institutional leave must be obtained at the Registrar’s Office. It is the student’s responsibility to assess any impact on financial aid status that may result as a consequence of taking a leave of absence.

For additional information, refer to the Academic Policies section of the CAU, Miami Campus catalog.

READMISSION

Students must request readmission to the Miami Campus when either of the following circumstances occurs:

1. When students interrupt their program of studies without an authorized institutional leave; or,
2. Failure to re-enroll at the Miami Campus after expiration of an approved leave of absence.

Admission or readmission into a program is the sole province of the Faculty and is granted under the terms and conditions of the catalog in effect on the admission or readmission date. Readmission applications must be requested from and returned to the Admissions Office when completed. Once the reapplication package is completed, members of the Faculty will review the record. For graduate applicants, as part of the review, an interview will be conducted. If the applicant is found suitable for readmission, readmission committee present will then review the record at the time of the scheduled review for ratification of the readmission. The Miami Campus

reserves the right to readmit students utilizing criteria based on the student's prior performance, space availability, and assessment of the student's potential to continue studies.

STUDENT EVALUATIONS

Student evaluations by the Faculty are conducted at the end of each academic session (Cluster). The evaluation provides students and faculty with relevant and timely information concerning the student's overall performance in the program. Students found to have academic deficiencies will be informed by the Director of the Program and/or academic advisor of the prescriptive and remedial recommendations made by the faculty during the evaluation.

Graduate students must maintain an overall academic average of 3.00 or higher to be in good standing

STUDENT ADVISEMENT

Upon admission to the Miami Campus, students will be assigned a Faculty member who will serve as the student's advisor. Students must meet with their advisor before registering and periodically throughout the student's academic career, as determined by the student and advisor.

CHANGE OF PROGRAM/CONCENTRATION

Students requesting to change their Program and/or Concentration must follow the catalog and amendments in effect at the time of the petition regarding requirements for the new program or concentration.

Change of Program and/or Concentration is not automatic and will be considered on a case-by-case basis. A form requesting a Change of Program and/or Concentration must be obtained from the Registrar's Office, completed, and signed by both program directors in the case of a change of program, and by the designated program director in the case of changes in concentration within a program. This form may only be used for changes in concentrations within a program.

RESIDENCY REQUIREMENTS

Master Students must complete one full year of residency in order to meet graduation requirements, unless otherwise indicated by specific program guidelines.

ACADEMIC PROCEDURES FOR REPEAT CLASSES

If a class has to be repeated for academic or any other reason the student has two options. The first option is to immediately join the next cohort by reentering the course when it reaches the point in the cycle. The second option is to remain in the current cohort until its conclusion and then repeat the class with the next available cohort. Both options result in extending anticipated graduation time.

TIME LIMITATION

Every candidate for the degree of Master of Business Administration in Organizational Management must complete the degree within a period of three years from the date of admission for the anticipated degree. A one-year extension may be obtained with approval of the Chancellor. An additional year may be obtained with the President's approval. Under no circumstances will a degree extension petition of more than two years be granted for the completion of Master's degree requirements. Subsequent readmission into the program is granted under the terms and conditions of the Catalog in effect at the time of readmission.

GRADUATION REQUIREMENTS

Students must contact the Registrar's Office for the procedures established for graduation.

Every candidate must, during registration for the session in which the student plans to graduate, apply to the Registrar for the desired degree (see Academic Calendar) and make an appointment to review his/her academic record with the Registrar. A certified check or money order payable to Carlos Albizu University must accompany the application in accordance with the current fee schedule.

The completion of all academic requirements does not guarantee conferment of degree. By law, the Board of Trustees, upon the recommendation by the President, the Chancellor and the Faculty confers degrees. The degree will be granted when the Board of Trustees considers that the student demonstrates the necessary skills, attitudes, ethical standards and capabilities of a business professional and not having been found guilty of any crime, whether a felony or a misdemeanor involving moral turpitude. An indictment of any such crime shall have the same effect, at least until the candidate be found not guilty.

Graduate students will be able to request conferment of an academic degree from Miami Campus if they complete the following conditions, including, but not limited to:

1. Overall academic average of 3.0 or higher
2. No grades of "D" or "F" in any course
3. Submission of completed graduation application form and payment of appropriate fee
4. No more than two (2) grades of "C" in any courses
5. Completion of all required courses
6. Completion of Foreign Language requirements
7. GMAT qualifying examinations, as applicable

8. Internship, if applicable
9. Capstone or Thesis, if applicable
10. Fulfillment of all institutional obligations
11. Faculty, Chancellor and President's recommendation
12. Board of Trustees approval

COURSE SEQUENCE

SEQUENCE	COURSE NAME	CREDIT HOURS	COURSE NUMBER
1 st Sequence			
	Organizational Leadership	3	GEB 515
	Organizational Diagnosis and Change Management	3	GEB 517
	Business Research Methods	3	BUS 516
2 nd Sequence			
	Economics of Organizational Architecture and Strategy	3	ECO 521
	Strategic Marketing	3	MKT 521
	Accounting for Managerial Decision Making	3	ACC 521
3 rd Sequence			
	Managerial Ethics	3	MAN 630
	Beyond Quality Management and Continuous Improvement	3	MAN 635
	Strategic Management	3	MAN 637
4 th Sequence			
	Integrative Project	3	BUS 647
	Concentrations: First and Second Modules		
	Organizational Management Concentration		
	Building Competitive Advantage through HR Development	3	HRM 648
	Financial Management	3	MAN 649
	Entrepreneurship Concentration		
	New Venture Creation	3	GEB 648
	Entrepreneurial Finance	3	FIN 649
	Non-profit Management Concentration		
	Institutional Advancement	3	BUS 648
	Non-Profit Management & Governance	3	MAN 650
		Total Credits	36

Curriculum Requirements and Transfer of Credits Evaluation
 Master of Business Administration in Management
 Adult Learning Model – Fast Track Program

Name _____ SS# _____ Student ID _____ Date _____

AREA I. Core Courses (30 Credits)

	Course Code	Course Title	Ses. Crs.	Course Title	Institution/ Term	Grade
1	GEB 515	Organizational Leadership	3	_____	_____	_____
2	GEB 517	Organizational. Diagnosis & Change Management	3	_____	_____	_____
3	BUS 516	Business Research Methods	3	_____	_____	_____
4	ECO 521	Economics of Organizational Architecture & Strategy	3	_____	_____	_____
5	MKT 521	Strategic Marketing	3	_____	_____	_____
6	ACG 521	Accounting for Managerial Decision Making	3	_____	_____	_____
7	MAN 630	Managerial Ethics	3	_____	_____	_____
8	MAN 635	Beyond Quality Managemen. & Continuous Improvement	3	_____	_____	_____
9	MAN 637	Strategic Management	3	_____	_____	_____
10	BUS 647	Integrative Project	3	_____	_____	_____

CORE AREA II. Areas of Concentration (6 Credits)

Course Code	Course Title	Ses. Crs.	Course Title	Institution/ Term	Grade
<u>Organizational Management</u>					
1	HRM 648		Dev. Bldg. Competitive Advantage Through HR		
		3			
2	MAN 649		Financial Management		
		3			
<u>Non-Profit Management</u>					
1	BUS 648		Institutional Advancement		
		3			
2	MAN 650		Non-Profit Management & Governance		
		3			
<u>Entrepreneurship</u>					
1	GEB 648		New Venture Creation		
		3			
2	FIN 649		Entrepreneurial Finance		
		3			

Total
Credits: 36

Program Director Registrar

DOCTORAL PROGRAM

DOCTOR OF PSYCHOLOGY (PSY.D.)
IN CLINICAL PSYCHOLOGY

Carlos Albizu University, Miami Campus offers a Doctor of Psychology (Psy.D.) degree in clinical psychology with concentrations in child psychology, clinical neuropsychology, forensic psychology, and general practice.

PROGRAM MISSION, PHILOSOPHY, AND TRAINING MODEL

MISSION

The mission of the Psy.D. program in Clinical Psychology at the Carlos Albizu University, Miami Campus is to train culturally competent clinical psychologists at the doctoral level of professional competence with special emphasis on the training of minorities, particularly Hispanics.

PHILOSOPHY OF TRAINING

The philosophy of training for the Psy.D. Program is based upon the value that the needs of a multicultural society are best served by a psychology profession that is both culturally competent and inclusive. In accordance with this value, the Program seeks to provide students with a rich exposure to culturally and individually diverse populations through its academic training and applied experiences. It also seeks to train students that have been underrepresented in the field.

TRAINING MODEL

The Psy.D. Program follows the practitioner-scholar model, as defined by the Vail Conference and further articulated in the Mission Bay Resolutions. The Psy.D. Program is designed to prepare students as clinical psychologists to provide comprehensive psychotherapeutic and psychodiagnostic services, to assume administrative and supervisory positions in mental health programs, and to provide professional psychological consultation. The Program trains students in the theories and concepts of cultural and individual diversity and in their application to the practice of professional psychology. It also trains students to be consumers of research and base their work on the foundation of scientific evidence and scholarly works.

TRAINING GOALS

1. Prepare students to become clinical psychologists who provide comprehensive psychodiagnostic and psychotherapeutic services in an ethical and competent manner.
2. Educate students in theories and concepts of cultural diversity and individual differences, and their application to the practice of professional psychology.
3. Prepare students to function as clinical supervisors, program administrators, and/or consultants.
4. Educate students to practice clinical psychology as informed by the theories, methods, and findings of scientific research and scholarly works.

PROGRAM OBJECTIVES

Upon successful completion of academic courses and clinical practica, students will be able to:

1. Demonstrate comprehensive clinical assessment skills.
2. Demonstrate comprehensive skills in clinical intervention.
3. Demonstrate a thorough knowledge of and ability to apply ethical principles to clinical practice.
4. Identify and understand issues related to cultural diversity and individual differences as they affect clinical competencies.
5. Demonstrate the ability as clinical psychologists to serve as clinical supervisors, administrators, and consultants in diverse settings.
6. Demonstrate the skills to be discerning consumers of scholarly works and research, including studies of empirically based treatment methodology.

CURRICULUM PLAN

The curriculum of the Psy.D. Program is derived from its mission, philosophy, training model, and goals as articulated above. The Psy.D. Program offers four concentrations: Child Psychology, Clinical neuropsychology, Forensic Psychology, and General Practice.

The **Child Psychology Concentration** is designed to train students in the understanding of childhood psychopathology including learning disabilities, in the assessment and treatment of children and adolescents, and in the training of students to understand the impact of social problems on this population.

The **Clinical Neuropsychology Concentration** is designed to train students in the assessment, management, and rehabilitation of brain-injured individuals as well as those diagnosed with degenerative brain disorders.

The **Forensic Psychology Concentration** is designed to train students to deliver psychological services (psychodiagnostic assessment, case law, legal standards, and expert testimony) within the judicial and correctional systems.

The **General Practice Concentration** is designed to train students in the assessment and treatment of mental and emotional disorders as well as practice management.

ACCREDITATION

The University is accredited by the Middle States Association of Colleges and Schools.

The Doctor of Psychology Program in Clinical Psychology is accredited by the American Psychological Association (APA).

Address: Office of Program Consultation and Accreditation,
American Psychological Association,
750 First Street, N.E.,
Washington, DC 20002-4242
Telephone Number: (202) 336-5500; (202) 336-6123 TDD
Web: www.apa.org

ADMISSION

ADMISSIONS REQUIREMENTS

1. Applicants must have an undergraduate or graduate grade point average (GPA) or equivalent of 3.00 or higher to be considered for admission.
2. A completed and signed application form accompanied by the appropriate fee prior to the established deadline dates.
3. Official transcripts from all undergraduate and graduate institutions attended. Applicants to the Psy.D. Program must have obtained at least a bachelor's degree from an institution accredited by a national or regional accrediting body recognized by the United States Department of Education. Consideration will also be given to applicants enrolled in an institution of higher education outside the United States whose standards of training are substantially equivalent to the standards of training of those institutions in the United States.
4. Three letters of recommendation preferably from current or past professors.
5. A current resume/vitae.
6. A Statement of Purpose which should be a double spaced, typed, and one to two pages in length articulating career goals.
7. International students must submit an official evaluation of academic credentials by an authorized agency. Please refer to the Catalog section entitled International Students for a detailed description of this requirement.

8. Completion with a grade of “B” or better the following prerequisites either at the undergraduate or graduate level:

- Abnormal Psychology
- Statistics
- Research Design

ADMISSION PROCEDURES

After all documentation and credentials have been received by the Office of Admissions, the applicant’s file is forwarded to the Program. The file is first reviewed by faculty who determine if an interview should be granted. The decision of the faculty to interview a prospective student does not indicate or imply acceptance. After an interview is granted, the applicant will be evaluated by the faculty to determine if s/he meets criteria for admission. If the applicant is approved for admission, a letter of acceptance is issued by the Office of Admissions. Upon notification of acceptance, the University requires confirmation of acceptance by receipt of a non-refundable deposit towards fees and tuition. Ultimately, Carlos Albizu University reserves the right to reject any applicant.

Upon admission to the Program, the student must provide the Office of Admissions with one recent 2X2 photograph before the end of the first academic session following matriculation.

The Psy. D. Program also requires fingerprint analysis and background screening prior to receiving clearance to interview, evaluate, and/or treat clients at the Goodman Psychological Services Center.

PSY.D. PROGRAM MODEL CURRICULAR SEQUENCE

Session	Number	Course Title	Credits
1	PSYD701	Prepracticum, Interviewing, and Clinic Orientation	1
	PSYD734	Psychopathology I	3
	PSYD702	Introduction to Clinical Psychology	3
	PSYD715	Theories of Personality	3
	PSYD705	Ethics, Laws and Professional Conduct	3
2	PRAC702	Practicum II	1
	PSYD718	Case Conceptualization	3
	PSYD716	Techniques of Psychotherapy I	3
	PSYD740	Life Span and Human Development	3
	PSYD735	Psychopathology II	3
3	PRAC703	Practicum III	3
	PSYD717	Techniques of Psychotherapy II	3
	PSYD719	Fundamentals of Statistical Reasoning	3
	PSYD732	Personality, Culture and Social Structure	3
	PSYD700	Theories of Learning and Motivation	3
4	PRAC704	Practicum IV	3
	PSYD840	Group Psychotherapy	3
	PSYD746	Cognitive and Behavioral Therapy	3
	PSYD788	Theories of Test and Test Construction	3
	PSYD789	Cross-Cultural Psychotherapy	3
5	PRAC705	Practicum V	3
	PSYD862	Marital, Couple, and Family Therapy	3
	PSYD703	Assessment of Intelligence	3
	PSYL703	Assessment of Intelligence: Lab	0
	PSYD709	Assessment of Personality: Objective Techniques	3
	PSYL709	Assessment of Personality: Objective Techniques: Lab	0
	PSYD733	Compulsive and Addictive Behaviors	3
6	PRAC706	Practicum VI	3
	PSYD816	Program Design and Evaluation	3
	PSYD704	Rorschach Technique	3
	PSYL704	Rorschach Technique: Lab	0
	PSYD721	Personality Assessment: Projective Techniques	3
	PSYL721	Personality Assessment: Projective Techniques: Lab	0
	PSYD708	Physiological Psychology	3

7	PRAC707	Practicum VII	3
	PSYD817	Advanced Case Conceptualization	3
	CONC	Concentration Course I	3
	PSYD810	Quantitative Methods	3
	PSYD749	Psychopharmacology	3
8	PRAC708	Practicum VIII	3
	PSYD712	History and Systems of Psychology	3
	CONC	Concentration Course II	3
	CONC	Concentration Course III	3
	PSYD818	Health Psychology	3
	PSYD880	Clinical Supervision and Professional Consultation	3
9	PRAC709	Practicum IX	3
	PSYD777	Social Psychology	3
	PSYD854	Industrial/Organizational Psychology	3
	CONC	Concentration Course IV	3
	CONC	Concentration Course V	3
10	PSYD900	Doctoral Project	0
	PSYD890	Internship	0

Total Number of Credits: 134

Upon the satisfactory completion of all 47 credits in sessions 1 – 4 with the exception of P.5304, P.589, and P 640, students may apply for an en-route Master of Science in General Psychology by completing an application form at the Registrar’s Office along with payment of a processing fee.

CONCENTRATIONS

All students enrolled in the Psy.D. Program are required to complete a concentration. A concentration consists of five courses and is offered in four different areas: child psychology, clinical neuropsychology, forensic psychology, and general practice.

The course content for each of the concentrations is as follows:

Child Psychology Concentration:

CPSY700 -	Child Psychology	(3 cr.)
CPSY701 -	Child Psychopathology	(3 cr.)
CPSY702 -	Child Psychotherapy	(3 cr.)
CPSY703 -	Child and Adolescent Assessment	(3 cr.)

CPSYL703 -	Child and Adolescent Assessment: Lab	(0 cr.)
CPSY704 -	Children at Risk	(3 cr.)

Clinical Neuropsychology Concentration:

NEUR700 -	Functional Neuroanatomy	(3 cr.)
NEUR701	Fundamentals of Neuropsychology	(3 cr.)
NEUR703 -	Advanced Neuropsychology	(3 cr.)
NEUR702 -	Neuropsychological Assessment	(3 cr.)
NEUL702 -	Neuropsychological Assessment: Lab	(0 cr.)
NEUR704 -	Neuropsychological Rehabilitation and Treatment	(3 cr.)

Forensic Psychology Concentration:

FORE700	Behavioral Science and the Law	(3 cr.)
FORE701	Forensic Psychology I (Criminal Law)	(3 cr.)
FORE702	Forensic Psychology II (Family and Juvenile Law)	(3 cr.)
FORE703	Police and Correctional Psychology	(3 cr.)
FORE704	Forensic Assessment	(3 cr.)

General Practice Concentration:

GRAL703	Clinical Psychology: Practice and Management	(3 cr.)
GRAL702	Human Sexuality and Sexual Dysfunctions	(3 cr.)
GRAL701 -	Introduction to Neuropsychology and Treatment	(3 cr.)
FORE700 -	Behavioral Science and the Law	(3 cr.)
CPSY700 -	Child Psychology	(3 cr.)

TRANSFER OF CREDITS POLICY

Courses which have been completed more than five (5) years prior to the date for which the student applies for admission to the University can only be transferred with the approval of the Program Director. There is no time limit for the transfer of credits from completed degrees at Carlos Albizu University. Only courses completed at an accredited institution of higher learning and passed with a grade of “B” or better (3.00 on a 4.00 scale) will be accepted for transfer.

The maximum number of credits that a student in the Psy.D. Program may transfer from another institution is twelve (12). Students who leave the Program to pursue a degree in CAU’s Terminal Master of Psychology Program may transfer a maximum of 25 credits. The total number of credits that students will be eligible to transfer will vary according to their intended concentration or program. These are as follows:

Mental Health Counseling Major:

PSYD715	Theories of Personality	(3 cr.)
PSYD732	Personality, Culture and Social Structure	(3 cr.)
PSYD734	Psychopathology I	(3 cr.)
PSYD740	Life Span Human Development	(3 cr.)
PRAC701	Pre-Practicum	(1 cr.)
Elective (1)		(3 cr.)
Elective (2)		(3 cr.)

Total Number of Credits: 19

Note: If either PSYD840 – Group Psychotherapy or GRAL702 – Human Sexuality and Sexual Dysfunctions is taken, a total of 22 credits may be transferred. If both PSYD840 and GRAL702 are taken, a total of 25 credits may be transferred.

School Counseling Major:

PSYD715	Theories of Personality	(3 cr.)
PSYD732	Personality, Culture, and Social Structure	(3 cr.)
PSYD734	Psychopathology I	(3 cr.)
PSYD740	Life Span Human Development	(3 cr.)
PRAC701	Pre-Practicum	(1 cr.)

Total Number of Credits: 13

Note: If PSYD840 – Group Psychotherapy is taken, a total of 16 credits may be transferred.

Marriage and Family Therapy Major:

PSYD715	Theories of Personality	(3 cr.)
PSYD732	Personality, Culture and Social Structure	(3 cr.)
PSYD734	Psychopathology I	(3 cr.)
PRAC701	Pre-Practicum	(1 cr.)

Total Number of Credits: 10

Note: If either PSYD840 – Group Psychotherapy or GRAL702 – Human Sexuality and Sexual Dysfunctions is taken, a total of 13 credits may be transferred. If both PSYD840 and GRAL702 are taken, a total of 16 credits may be transferred.

Master in Industrial/Organizational Psychology:

Two Electives:

PSYD715	Theories of Personality	(3 cr.)
PSYD732	Personality, Culture and Social Structure	(3 cr.)

Total Number of Credits: 6

Students who graduate from CAU's Terminal Master of Psychology Program who plan to pursue a Psy.D. degree may transfer a maximum of 15 credits upon admission to the Psy.D. Program. The total number of credits that students will be eligible to transfer will vary according to their declared major or program. These are as follows:

Mental Health Counseling Major:

PSYM510	Human Growth and Development	(3 cr.)
PSYM520	Group Counseling	(3 cr.)
PSYM541	Theories of Personality	(3 cr.)
PSYM507	Substance Abuse	(3 cr.)

Total Number of Credits: 12

Note: Students who plan to pursue the General Practice Concentration may also transfer PSYM 563 – Human Sexuality and Sexual Dysfunctions for a total of 15 credits.

Marriage and Family Therapy Major:

PSYM520	Group Counseling	(3 cr.)
PSYM541	Theories of Personality	(3 cr.)
PSYM562	Family Therapy: Theory and Practice &	
PSYM658	Theories and Techniques in Marital Therapy	(3 cr.)

Total Number of Credits: 9

Note: Students who plan to pursue the General Practice Concentration may also Transfer PSYM563 – Human Sexuality and Sexual Dysfunctions for a total of 12 credits.

School Counseling Major:

PSYM510	Human Growth and Development	(3 cr.)
PSYM520	Group Counseling	(3 cr.)
PSYM541	Theories of Personality	(3 cr.)

Total Number of Credits: 9

Master of Science in Industrial/Organizational Psychology:

PYIO571	Foundations of Industrial/Organizational Psychology	(3 cr.)
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Total Number of Credits: 3

Note: If PSYM541 – Theories of Personality is taken, a total of 6 credits may be transferred.

Any credits transferred beyond twelve (12) credits will be assessed at the Psy.D. level fee and the student will be required to pay the difference.

CROSS REGISTRATION

Upon approval of the Program Director, students may enroll in another accredited institution of higher learning. The courses taken at other institutions must be at the doctoral level and not be offered at the Miami Campus. A maximum of nine (9) credit hours can be obtained.

DUAL DEGREE OPTION

Students enrolled in the Psy.D. Program who are in good academic standing may enroll in another distinct graduate program upon completion of all Psy.D. Program requirements, with the exception of the doctoral project and internship. Students must remain enrolled in the doctoral project and/or internship until the completion of these program requirements while concurrently enrolled in a second distinct graduate degree program. Enrollment in a second degree program must be approved by both Program Directors. Any Psy.D. student, who receives a grade of “No Pass” in the doctoral project, internship, or both and is placed on probation, will not be allowed to continue enrollment in a second distinct degree program until the probationary period is lifted.

Psy.D. students who wish to pursue a second concentration within the Psy.D. Program may do so by completing the appropriate form and obtaining the approval of the Program Director. Students may begin taking courses in a second concentration following the sequence described in the Program curriculum and with the approval of their advisor. Students who declare a second concentration must pass the oral portion of the Doctoral Comprehensive Examination for both concentrations.

Students who wish to pursue a third concentration within the Psy.D. Program must submit a written request to the Program Director whose decision will be binding and cannot be appealed.

CHANGE OF PROGRAM

1. A change of program will be considered on a case-by-case basis. A form requesting a change must be obtained, completed by the student, and signed by both Program Directors. The form may be used only to transfer from the Psy.D. Program to other graduate programs within the University. A non-refundable fee is required for this process.
2. Students enrolled in other graduate programs in the University who wish to seek admission to the Psy.D. Program must do so through the regular process of admission as delineated in the sections entitled “Admission Requirements” and “Admission Procedures.”

STUDENT ADVISEMENT

Upon admission to the Program, students are assigned a core faculty member who will serve as their advisor. Students must meet with their advisor prior to registering, and periodically throughout their course of study.

STUDENT EVALUATIONS

The Psy.D. Program faculty evaluates the student's progress in the academic, clinical, and professional areas at the Midterm and Final Student Evaluations Meetings held each academic session. The Program Director informs the students of any recommendations made by the Faculty including a leave of absence or disciplinary measures. The Faculty also has the authority to change the student's academic status to probation or dismissal in accordance with institutional policies and procedures.

Students who enroll in the Program in the Fall 2004 academic session and thereafter will be allowed to obtain no more than two grades of "C" in both **clinical and non-clinical** courses while enrolled in the Psy.D. Program. Any student who **obtains** a third grade of "C" or lower will be dismissed from the Program regardless of whether or not they have repeated previous courses and have obtained a better grade.

Students who obtain a grade of "C" or lower in any graduate-level **clinical** course must repeat the course the next session it is offered. Failure to obtain a grade of "B" or better during the second attempt at passing the course will result in academic dismissal.

Students will be allowed to graduate with two (2) grades of "C" in graduate-level non-clinical courses.

ACADEMIC PROBATION

Students in the Psy.D. Program must maintain a minimum cumulative and session grade point average (G.P.A.) of 3.0. Failure to maintain a session G.P.A. of a minimum of 3.0 will result in academic probation. Upon completion of the probationary session, failure to maintain a cumulative G.P.A. of a minimum 3.0 will result in dismissal. Two consecutive sessions with a G.P.A. below 3.0, regardless of overall G.P.A., will result in dismissal.

Academic probation will be granted automatically when any of the following conditions are present:

1. The cumulative or session G.P.A. falls below 3.0. Grades accompanied by an Incomplete ("I") will be taken in consideration for the G.P.A. at any session in which an "I" is obtained.
2. Two (2) grades of "C" or lower are received in clinical coursework in a single session.
3. Three Incompletes ("I") are received in one session.

4. A No Pass (“NP”) in P.901 –Doctoral Project is received for the session. Students in enrolled in the first two sessions of P.901 should note that a “NP” in either seminar I or II will result in a “NP” for that academic session.
5. Student violation of institutional disciplinary policies and procedures and/or ethical/professional guidelines.

Probation is a disciplinary sanction serving notice to students that their academic performance and/or behavior is in serious violation of institutional policies and procedures, and that continued enrollment depends upon satisfactory performance during the period of probation.

PRACTICUM PROBATION

Failure to successfully complete Clinical Practicum requirements will result in probation or dismissal. Probationary conditions must be satisfied during the subsequent session. Students will not be given any credit for clinical hours on a practicum session in which a No Pass (NP) was awarded. Receipt of one NP in Clinical Practicum will automatically result in clinical probation, and two NPs in the Clinical Practicum will result in dismissal from the Program.

RESIDENCY REQUIREMENT

Full time residency of three years is required of all students enrolled in the Doctor of Psychology Program.

INSTITUTIONAL LEAVE

Institutional leave is an administrative status which permits students to interrupt their program of studies. Institutional leaves are granted by the Program Director upon completion of the required form. Please refer to the academic calendar for information on due dates and applicable fees. Detailed instructions and forms for applying for an institutional leave are available at the Registrar’s Office.

Students who fail to register without an authorized institutional leave will be administratively withdrawn from the Program and will be required to apply for readmission. Students will be required to apply for readmission under the newest catalog requirements. Institutional leaves may affect financial aid status as well as their date for degree completion. Time spent on a duly authorized leave of absence will be excluded from the time period allowed for degree completion.

READMISSION POLICY

Students dismissed for academic reasons are not eligible to apply for readmission to the same program, but may apply for admission into another academic program.

Students are eligible to apply for readmission into their original program at the Miami Campus only when either of the following two circumstances occur:

1. When students interrupt their program of studies without an authorized leave of absence
2. Failure to re-enroll at the Miami Campus after expiration of an approved leave of absence.

READMISSION PROCEDURES

Readmission applications must be requested from and returned to the Office of Recruitment and Admissions. Upon completion, the record will be forwarded to the Program for review by members of the faculty. Readmission is the sole province of the Faculty and, when granted, falls under the terms and conditions of the Catalog in effect at the time of the readmission.

CONDITIONS FOR READMISSION

Core faculty will participate in the decision-making process:

1. Faculty will evaluate the applicant's previous academic record. The process is highly selective, and takes into account the applicant's academic and clinical performance, any disciplinary measures taken, reasons for failing to re-enroll or obtain a leave of absence, potential for eventual completion of the Program, etc;
2. If readmission is granted, the faculty will be prescriptive in addressing prior weaknesses;
3. Students will be readmitted under the rules, regulations, and amendments contained within the Catalog in effect at the time of readmission;
4. Students who are readmitted must retake courses and or Doctoral Examinations (written and oral) if taken more than five (5) years prior to the readmission date as specified by the Director of Clinical Training;
5. Credits previously accepted for transfer that were earned more than five (5) years prior to the readmission date will not be approved unless they constitute part of a degree already awarded or are approved by the Director of Clinical Training;
6. The number of times that Doctoral Examinations (written and oral) were taken before readmission will be subtracted from the total number of times allowed;
7. Upon readmission under a new catalog, the student will have the term specified in the new catalog for degree completion, less the years already accrued under the applicable catalog when first enrolled.

GENERAL REQUIREMENTS FOR THE DOCTOR OF PSYCHOLOGY (PSY.D.) DEGREE:

Carlos Albizu University, Miami Campus has established the following requisites for the awarding of the Psy.D. degree:

1. Grade point average (GPA) of 3.00 or higher on a 4.00 scale.
2. Completion of a minimum of three years of full time residency.
3. Satisfactory completion of academic credits, and laboratory credits as applicable.
4. “Pass” grades on a total of 23 credit hours of clinical practicum. This includes pre-practicum and 825 hours of direct clinical services for an equivalent of 870 clock hours.
5. Passing scores (70% or above) on the written portion of the Doctoral Comprehensive Examination, as well as a “Pass” score on the Doctoral Comprehensive Oral Examination.
6. Completion of a doctoral project. This study must be in a clinical area of psychology. In keeping with the practitioner-scholar model of the Program, this endeavor may be based upon empirical research or other forms of scholarly investigation or discourse.
7. Completion of a 2,000-hour pre-doctoral internship in clinical psychology.
8. Six (6) credits or its equivalent in a language other than English.
9. Good standing in the Program, i.e., no disciplinary action pending, or academic or clinical probation.
10. Recommendation from the faculty for the degree of Doctor of Psychology. Students seeking a Psy.D. degree must demonstrate to the satisfaction of the faculty those professional, ethical, and personal qualities and attributes described in the current General Policies and Disciplinary Procedures Manual.

DOCTORAL EXAMINATIONS

All students enrolled in the Psy.D. Program must pass the Doctoral Comprehensive Examination. This examination is designed to measure the students’ breadth and scope of knowledge in the field of psychology. The student applies for admission to these examinations during the regular registration period as indicated in the Academic Calendar. The student may obtain a copy of the guidelines and content areas for this examination from the Doctoral Program Office.

The Doctoral Comprehensive Examination process consists of a written, two-hundred multiple choice question examination, and an oral examination that is administered after the written portion of the examination is satisfactorily completed.

In order to sit for the written examination, the student must have successfully completed all courses and practica in blocks 1-7 of the curriculum. Students are permitted a maximum of three (3)

attempts at passing the exam. If a third attempt is required, the student must complete a prescriptive plan of action as established by the faculty prior sitting for the examination. Students will be eligible to take the oral portion of the examination upon completion of block 9 of the curriculum and passage of the written portion of the examination. Failure to pass either the written or oral portion of the examination on a third attempt will result in dismissal from the Program.

INTERNSHIP

Psy.D. students in clinical psychology must fulfill an internship of 2,000 hours. All students must have the prior written approval of the Director of Clinical Training before accepting or beginning a pre-doctoral internship, even if the training site itself does not require such an authorization. The Director of Clinical Training will endorse the application of students who have not yet attempted the Doctoral Comprehensive Examinations, provided that the student will have at least two opportunities to pass the entire test before the internship is scheduled to begin. Further, those students who have more than one section of the examination to pass at the time when they would be required to submit their site rankings will not be approved to go forward with the ranking process. The University reserves the right to deny credit for any internship which was entered into without prior approval from the Director of Clinical Training. The internship must be completed on a full-time basis (40 hours/week) over one calendar year or on a part-time basis (20 hours/week) over a two-year period. The student must be enrolled in P. 690 – Internship, every academic session until completion of this training requirement. Students enrolled for internship are considered full-time students. Application for internship must be coordinated through the Coordinator of Field Placement. Students are required to complete all academic and clinical requirements for the Psy.D. Program and pass the written and oral portion of the Doctoral Comprehensive Examination prior to commencing the internship. The Program shall be allowed the right to maintain free and open communication with field clinical supervisors at internship sites for the purpose of monitoring and facilitating CAU student progress. Please refer to the Internship Manual for more detailed information.

DOCTORAL PROJECT

All candidates for the Psy.D. degree must complete a doctoral project demonstrating a doctoral level of professional and scholarly sophistication in a topic related to the field of clinical psychology. A doctoral project may consist of a program proposal, a critical review of the life and work of a prominent contributor to the field, a single case study, an empirical study, etc.

Please refer to the Doctoral Project Handbook for a detailed description of this project.

The Doctoral Project Committee consists of a project director who serves as the student's chief advisor and mentor, and at least one committee member. The Doctoral Project Committee advises the student and monitors his/her progress. At the Miami Campus, the Project Director and the Project Member are normally members of the core doctoral faculty. However, with the consent of the Coordinator of Doctoral Projects, either the Project Director or Project Member may be an adjunct faculty member of the Psy.D. Program or a professional from another institution. At least one of the Committee members must be a core Miami Campus Psy.D. Program faculty member.

The Doctoral Project process includes a written paper and an oral presentation. Upon completion of the literature review for the Project, and its approval by the Committee, the student and the Committee will hold a formal meeting. This meeting may be conducted in person, or via phone conference or teleconference, to establish a plan for the completion of the Doctoral Project. An oral presentation of the completed Project, which is considered a formal evaluation, will be given by the student on campus upon final approval of the Project Committee and is open to the public. Completion of at least the literature review process for the Doctoral Project should be completed before commencing internship. Additional requirements and guidelines for the Doctoral Project are listed in the Doctoral Project Handbook.

Students may begin the Doctoral project upon the completion of the sixth training block. The student is required to enroll for a minimum of two academic sessions for the Doctoral Project) and complete two (2) on-line seminars during the first two (2) sessions that she/he is enrolled in this endeavor. Students enrolled in P901 –Doctoral Project are considered full-time students.

Students receive a grade of Pass or No-Pass for each session they are enrolled in the Doctoral Project. If a student receives two grades of No Pass in the Doctoral Project process at any time while enrolled in this process, s/he is subject to automatic dismissal from the Psy.D. Program. Students enrolled in the Doctoral Project are considered to be full time students up to a maximum of six sessions of enrollment. After the sixth session, students who are only enrolled in this process will be ineligible for financial aid as full time students.

In order to complete the Doctoral Project process, five bound copies of the final written project (one for the Miami Campus' Albizu Library, one for the CAU/San Juan Campus, one for each committee member, and one for the students' personal library) and two digital master copies of the final written project (one for the Chair and one for the Miami Campus' Albizu Library) are required. In addition, the student must complete and have approved by his/her Doctoral Project Committee a summary of the Project for posting in the Psy.D. Program web site. The actual posting of the summary in the Psy.D. Program web site must have the approval of the Chancellor or his designee. If the student fails to submit the bound and signed Doctoral Project during the session in which the oral presentation took place, the student is considered active and must pay the Doctoral Project fee for each session until the Doctoral Project process is completed.

CLINICAL PRACTICA

All Psy.D. students are required to complete their clinical practicum training at the Goodman Psychological Services Center and/or at an external agency designated by the Coordinator of Field Placement. Clinical practicum is a supervised experiential training designed to enhance the student's clinical skills. Students must register for P.530 - Clinical Practicum every academic session until the completion of the Clinical Practicum requirements. All clinical practicum students are required to undergo fingerprint analysis and background screening prior to receiving clearance to

interview, treat and/or evaluate clients. Upon first enrollment in clinical practicum (Pre-Practicum) all students are to contact the Goodman Center staff to complete this process.

Supervision of clinical practice is provided by licensed psychologists. All practicum students must be supervised a minimum of one hour per week either at the Goodman Psychological Services Center and/or the designated external agency.

Students must complete a total of 1035 clock hours of clinical practicum training. All requests for outside placement should be addressed to the Coordinator of Field Placement who, in consultation with the faculty, will arrange for the placement at an external designated agency.

The Program shall be allowed the right to maintain free and open communication with field clinical supervisors at the practicum sites for the purpose of monitoring and facilitating CAU student progress.

A student will not be allowed to enroll in more than the pre-assigned practicum hours per session unless authorized by the Director of Clinical Training. A maximum of 4 credits of clinical practicum per session beginning in the sixth practicum session is allowed.

The Clinical Practicum sequence is as follows:

CLINICAL PRACTICUM SEQUENCE

1 st Session	1 Credit	PRAC701	Pre-Practicum	2 Hours
2 nd Session	1 Credit	PRAC702	Clinical Practicum II Clinical Supervision	2 Hours 1 Hour
3 rd Session	3 Credits	PRAC703	Clinical Practicum III Clinical Supervision	6 Hours 1 Hour
4 th Session	3 Credits	PRAC704	Clinical Practicum IV Clinical Supervision	6Hours 1 Hour
5 th Session	3 Credits	PRAC705	Clinical Practicum V Clinical Supervision	6 Hours 1 Hour
6 th Session	3 Credits	PRAC706	Clinical Practicum VI Clinical Supervision	6 Hours 1 Hour
7 th Session	3 Credits	PRAC707	Clinical Practicum VII Clinical Supervision	6 Hours 1 Hour
8 th Session	3 Credits	PRAC708	Clinical Practicum VIII Clinical Supervision	6 Hours 1 Hour

9 th Session	3 Credits	PRAC709	Clinical Practicum IX	6 Hours
			Clinical Supervision	1 Hour

TIME LIMITATION

Students enrolled in the Psy.D. Program must complete the degree within ten (10) years from the date of admission into the Program. A one-year extension may be obtained with approval from the Chancellor. An additional year may be obtained with the President's approval. Subsequent readmission into the program may be granted under the terms and conditions of the Catalog in effect at the time of readmission.

GRADUATION REQUIREMENTS

The University awards degrees three times each year, at the end of the Spring session, at the end of the Summer session (celebrated during Commencement Day), and at the end of the Fall session. Students applying for graduation after the deadline of a given session will be awarded their degree the following academic session. The student should note that the process of confirming and posting the degree to the transcript may take up to sixty (60) days after the last day of each session. Students may request written verification at the Registrar's Office that all degree requirements have been met. Once the degrees are conferred, each diploma and transcript will reflect the last date of the session in which all degree requirements were completed.

The commencement ceremony is held once a year. In order to be eligible to participate in the commencement exercises a student must:

1. Apply for graduation at the Registrar's Office during the session in which they plan to complete all degree requirements and no later than the deadline stipulated in the academic calendar. Applying for graduation, regardless of participation in the commencement exercises, is a requirement for the posting of degrees on transcripts and issuing diplomas.
2. Students who complete requirements after the end of the Summer session will not be permitted to participate in the commencement ceremony. They will have to wait until the following year's ceremony.
3. Students must complete an application form for graduation and comply with the time-line stipulated by the Registrar's Office.

SCHEDULE OF TUITION AND FEES

Tuition:	\$680.00 (per credit)
Course	\$680.00 (per credit)
Clinical Practicum	\$680.00 (per credit)
Independent Study	\$680.00 (per credit)
Special Projects	\$680.00 (per credit)

Training-Related Fees:

Laboratory	\$680.00 (per laboratory session)
Internship Application	\$50.00
Internship	\$2,040.00 (per academic session)
Doctoral Project	\$2,040.00 (per academic session)
Course Audit	\$680.00 (per course)
Doctoral Comprehensive Examination if Enrolled in Other Courses for the Session	\$50.00 (per application)
Doctoral Comprehensive Examination (only)	\$680.00 (per application)
Background Check	Cost

Other Student Fees:

Global Fees	\$298 (per academic session)
Global Fees (For Interns, Students Auditing One Credit or Taking the Doctoral Comprehensive Examination	\$50 (per academic session)
Diploma and Graduation Fee	\$150
Add/Drop Fee	\$5.00 (per course)
	\$10 (for two or more courses at one time)
Late Registration Fee	\$150 (per event)
Reinstatement of Registration	\$25.00
Evaluation of Transfer of Credits from Outside Institutions	\$15.00 (per credit transferred)
Readmission Application Fee	\$50.00
Returned Check Fee	\$25.00 (per check)
Transcript Fee	\$5.00 (per transcript)
Transcript Fee (Next Day Service)	\$10.00 (per transcript)
Change of Incomplete Grade	\$25.00 (per grade)
Change of Program and/or Concentration	\$25.00 (per change)
Leave of Absence	\$150.00 (per leave)
Leave of Absence (Late Payment)	35.00 (additional fee per leave)
Inter Campus Transfer	\$200.00
Photo ID	Cost
Certifications	\$10.00 (per certification)
Replacement Diploma	\$25.00 (per replacement)
Deferment Fee	\$50.00 (per deferment)
Spanish Proficiency Test	\$150.00
Late Payment (Short Term Loan)	\$100.00 (per violation)
Issuance of Duplicate Documents	\$0.10 (per page)
Seat Reservation	\$200.00
Application Fee	\$50.00
Microfilm Dissertation Fee.....	\$100.00

The above fees have been approved by the Board of Trustees of CAU and are subject to change without prior notice.

ADDITIONAL INFORMATION FOR GRADUATE STUDENTS

1. **FULL-TIME STATUS**

The Miami Campus defines full-time graduate course work to be a minimum of six credit hours each academic session.

2. **NON-DEGREE STUDENTS**

This status applies to those applicants who are interested in taking courses for professional advancement, but are not interested in a degree program.

3. **DROP AND ADD**

It is the student's responsibility to verify, in the Academic Calendar, the drop and add period for each academic session. A fee is required for each class dropped or added. Added courses after the first day of class must be paid in full, unless the cost of the added courses is covered by financial aid.

Please be advised that the drop/add process is completed at the Finance Office. The drop/add process is not considered official until the student has made payment for the added course(s) or requested reimbursement for the dropped course(s) at the Finance Office.

The last day to drop a course for a full tuition refund is the last day of the second week of classes (if the last day of the second week of classes falls on a Friday evening or Saturday, the deadline for drop/add will be the Monday of the third week of classes). Refunds are not processed for courses dropped during and after the third week of classes. It is important to complete the add/drop procedure during the second week of classes and to plan your course selection carefully in order to avoid reduced refunds or credits. Not attending classes does not mean that the charges will be automatically dropped. It is the student's responsibility to formally drop all courses during the first two weeks of classes to receive a proper refund. Be advised that if the process is not properly completed, the charges will remain on the student's account and the student will be financially liable for said charges.

BUSINESS FAST TRACK COHORT PROGRAMS

DATE OF DROP	REFUND
Prior to the third meeting of the first cohort	100%
Within the third and fifth meeting of the class	66%
After completion of the first class	<u>NO REFUND</u>

ALL OTHER PROGRAMS

DATE OF DROP

REFUND

During the first two weeks of classes

100%

During and after the third week of classes

NO REFUND

4. TRANSFER OF CREDIT POLICY

The Miami Campus accepts into its programs of study students who transfer from post-secondary institutions which are accredited by a regional or national accrediting association recognized by the U.S. Department of Education. Upon receipt of the application for admission and official academic transcripts from all colleges or universities of higher education attended, the student will receive a Transfer of Credit evaluation from the Admissions Officer. The transfer student's application is reviewed by the Admissions Officer and approved by the Director of the specific academic program for which enrollment is sought.

5. CHANGE OF NAME

Should you have need to change your name (as a result of marriage, naturalization, divorce, etc.) on the permanent Carlos Albizu University, Miami Campus' records, you are to complete both the Notice of Change Form and the Affidavit of Change-of-Name Form. For additional information consult the Registrar's Office.

6. ACADEMIC ADVISEMENT

Upon admission to the Miami Campus, the Program Director will assign a Faculty member who will serve as the student's advisor. An academic advisor's signature is required for the registration of all new students. Thereafter, it is the student's responsibility to meet with their advisor before registering and periodically throughout the student's academic career, as determined by the student and advisor. It is the student's responsibility to seek advisement pursuant to his/her academic goals. In case of any conflicting issues, the student must present to the Program Director, within 20 working days, written notification of the advisement complaint at issue.

7. ATTENDANCE POLICY

Class attendance is mandatory for all students. After two absences, the student will be dropped from the class automatically unless the professor recommends otherwise.

8. GRADING POLICY

The University employs the following grading system for graduate studies:

A Superior	4 points
B Satisfactory.....	3 points
C Unsatisfactory	2 points
D Deficient.....	1 point
F Failure.....	0 points
I Incomplete (accompanied by a grade)....	0 points
P Pass	0 points
AU Audit.....	0 points
NP Non-Pass	0 points
NG Final grade not reported by Faculty ...	0 points
W Withdrawal.....	0 points
AW Administrative withdrawal.....	0 points

9. INCOMPLETE GRADES

Students with satisfactory work in a course but who, due to extenuating circumstances, cannot complete the required coursework during the session may, as approved by the professor, receive a grade of “I” (Incomplete) together with a letter grade indicating the level of performance on the work accomplished factoring in the impact of non-completion of the work pending. Acceptable reasons to be considered by the professor for awarding grades of “I” include serious illness, accident or hospitalization of the student, their dependents, spouse or significant other, natural disasters, military mobilization, or a court ordered appearance. Any other hardship circumstances must be approved by the Chancellor. Written proof of evidence is required in all cases except for natural disasters. Under no circumstances will an incomplete grade be awarded for remedial purposes, or for reasons not specified in this section.

Each grade of “I” must be removed during the session following its receipt. After the time limit has elapsed, the letter grade accompanying the “I” will automatically become the final grade if the course requirements have not been fulfilled. It is the student’s responsibility to take the necessary action to have an “I” grade removed by processing the appropriate change of grade form through the Registrar’s Office. There will be an administrative fee for the removal of each “I” grade. Incomplete grades will not be taken into consideration for the G.P.A. during any session in which an “I” is obtained. Students are not required to repeat the registration process for the courses in which an “I” grade is awarded.

Any student who in a given session receives two or more grades of Incomplete may register for no more than 6 credit hours during the following session, unless authorized by the Program Director.

10. POLICY FOR CHANGE OF GRADES

Grades are the sole province of the Faculty. Once the professor reports the grade for a course to the Office of the Registrar, it is not subject to amendment without the written authorization of the faculty member and the Program Director. A faculty member may submit a change of grade anytime during the subsequent session in which the grade is received. The only reasons for a change of grade are the following: a) a clerical error made by the professor or Registrar; b) when fraud or unethical conduct by the student or professor has been proven in the obtaining of the grade; and c) when a resolution under the current General Policies and Disciplinary Procedures Manual has an impact on the grade. A student who wishes to contest a grade must initiate the grade grievance process in writing within thirty (30) calendar days of the date of the grade notification, only if the grievance is based on the above specified conditions. Once adjudicated by the Program Faculty and Program Director, the final grade obtained is decisive and may not be appealed to a higher channel, unless the prior criteria are met. At the end of each session, a copy of the student's grades will be sent to the address indicated on the student's registration form. Please refer to the General Policies and Disciplinary Procedures Manual for more information.

11. EVALUATION OF STUDENTS

All students are evaluated twice per academic session, at mid-term and at the end of the academic session. At these times, the faculty meet to discuss the performance and progress of individual students and to submit their official grades.

12. EVALUATION OF COURSE/FACULTY

At the end of each academic session, students are asked to fill out an anonymous written evaluation form for each course and instructor that they have had that academic session. This is done in the classroom and is conducted by the students with the instructor absent from the classroom.

13. DISCIPLINARY PROCEDURES

The Office of Student Services provides orientation in all matters related to institutional norms and policies. Please refer to the General Policies and Disciplinary Procedures Manual for detailed information about conduct that may constitute a minor or a major infraction of institutional policies and the applicable sanctions.

CAU has internal proceedings in place to address disciplinary and academic issues. CAU students must follow the applicable channels to pursue any kind of grievance or concern.

It should be noted that all disciplinary procedures are viewed as an administrative process wherein legal representation is not permitted, except as indicated in the General Policies and Disciplinary Procedures Manual.

14. ACADEMIC PROBATION

See the applicable academic program for specific information regarding academic probation. Academic dismissal or probation is the sole province of the Faculty and is not appealable, except as established in the applicable General Policies and Disciplinary Procedures Manual.

15. DISCIPLINARY PROBATION

A disciplinary probation is a sanction serving notice to students that their behavior is in serious violation of institutional policies and procedures, and that continued enrollment depends upon satisfactory performance during the period of probation. Please refer to the General Policies and Disciplinary Procedures Manual for the applicable guidelines.

16. GRIEVANCE PROCEDURES

Academic grievances, which have not been resolved by preliminary attempts (i.e., meeting directly with the concerned Faculty member) may be brought to the attention of the Program Director. If after such a meeting there is an unsatisfactory resolution, a request for a formal hearing should be made in accord with established institutional procedures. The appeal procedures offered to students by the University are found in the General Policies and Disciplinary Procedures Manual.

The Board of Trustees is the last administrative forum of appeal for the student within the University. Students must follow the appropriate sequence and channels of appeal for all grievance procedures. Any use of outside forums before exhausting internal channels will be considered a violation of CAU's grievance procedures and construed as manipulative and an undue pressure. (For more information see the CAU General Policies and Disciplinary Procedures).

17. WITHDRAWAL FROM THE UNIVERSITY

Notice of withdrawal from the University, for any reason, is not official until the student submits a written request and receives a signed approval from the Registrar's Office. The withdrawal becomes effective on the last day of the student's official attendance, as documented by the Faculty's attendance record. In order to process a complete withdrawal, the student must complete an exit interview at the Financial Aid Office. To avoid potential problems, it is strongly recommended that the student provide formal written notice of class withdrawal to the Office of the Registrar.

18. CHANGE OF PROGRAM, MAJOR AND/OR CONCENTRATION

1. Students who request a change of program, major and/or concentration, must abide by the applicable catalog and amendments in effect at the time that they petition the change.
 - a) Change of major and/or concentration is not automatic and will be considered on a case-by-case basis. A form requesting a Change of Major and/or Concentration must be obtained from the Registrar's Office, completed, and signed by the corresponding Program Director.
 - b) Students who are allowed to change their Program and/or Concentration must meet all the new program or concentration academic and/or clinical requirements, including passing the Master's or Doctoral Comprehensive Examinations, or any such other examinations, as applicable. Students who wish to change their program must apply and be admitted to the new program.

A non-refundable fee is required for change of program, major and/or concentration.

19. FOREIGN LANGUAGE REQUIREMENT

CAU requires that candidates for all degrees must aspire to acquire skills in at least one language other than English (including Sign Language) as a graduation requirement. Language skills may be demonstrated by the following: (a) the passing of a proficiency test in a language other than English, or (b) completing 6 college level credits in a language other than English, within five years prior to admission to CAU, at a nationally or regionally accredited institution with a grade of "B" or better, or (c) completing 6 college level credits in a language other than English while enrolled at the Miami Campus, (d) presenting evidence of having earned a degree in a language other than English in an institution, which at the time the applicant was enrolled maintained a standard of training substantially equivalent to the standards of training of similar accredited institutions, (e) presenting evidence from any other source which in the judgment of CAU constitutes bona fide evidence of fulfillment of the language requirement. Students must fulfill the language requirement outlined above prior to being granted a degree. Students must contact the Registrar's Office for information on how to comply with this requisite which is a graduation requirement for all degrees at CAU. The foreign language proficiency requirement became effective in the summer 1995 academic session.

20. ALBIZU LIBRARY

The Albizu Library's collection supports the teaching and research activities of Carlos Albizu University. The Library's collection includes books, journals, audiovisual materials, and software responsive to all the academic programs offered by the University. The Library has a vast specialized collection in psychology with a strong emphasis in cross-cultural psychology and ethnology. The Miami Campus has a formal articulation agreement with the South Eastern Florida Library Network (SEFLIN) so that staff and students may avail themselves of their resources. Through these library cooperative networks our students and faculty may avail themselves to library

materials throughout Florida. The Library's membership with SOLINET and OCLC enables resource sharing with libraries in the U.S. and Canada. The online library and a wide selection of electronic resources are accessible from the Library's web page (<http://www.mia.albizu.edu/library>).

In addition to texts, journals and on-line databases, the Library is continuously developing specialized collections in the University's academic offerings that have culturally sensitive and ethnic implications. On-line databases are available for student use. The Miami Campus' students need a library card to borrow materials from SEFLIN member libraries.

The use of library materials, services, and facilities is governed by regulations, which are communicated to students through the Albizu Library Policies and Procedures Manual. A copy may be obtained at the library's circulation desk.

21. GOODMAN PSYCHOLOGICAL SERVICES CENTER

The primary aim of the Goodman Psychological Services Center (GPSC) of the CAU Miami Campus is to offer psychology graduate students an opportunity to obtain clinical training in the areas of psychotherapy, clinical assessment and psychological evaluations, including testing, community consultation and preventive mental health interventions. Training is offered in a multicultural-multilingual context. Services are designed to take into account socioeconomic and psychosocial factors affecting the social and individual behavior of different ethnic groups in the United States.

The Center services the mental health needs of children, adolescents, adults, elderly and families. Therapeutic modalities include individual, group, family and couples therapy. It also offers specialized services to the criminal justice system, as well as to clients experiencing neuropsychological dysfunctions. The Center accepts some private insurance plans and offers a sliding fee scale to those clients who qualify based on family income and number of family members.

The services at the Goodman Center are available to the community at large. For information contact the Goodman Psychological Services Center at (305) 592-7860. Due to potential conflict of interest issues, the Office of Student Services will refer students to an outside agency for the provision of mental health services.

22. INDEPENDENT STUDY

The Miami Campus established a maximum of nine credits allowance for Independent Study as part of the graduate program curricula, six credits for the master program. Only theoretical courses may be considered for Independent Studies, and approval from the Chancellor is required. Independent courses will be offered contingent upon the availability of a Faculty member to supervise the course requested. Please refer to the Catalog for more information.

POLICIES AND PROCEDURES FOR INDEPENDENT STUDY

- A. Maximum of 9 credits per doctoral student, 6 credits per master program students.
- B. Theory courses only--no clinical courses.
- C. Grade is due at the end of the session for which the course was registered.
- D. The course must not be offered during that session; an exception will be made only if the student has a conflicting course or the course is required for immediate graduation.
- E. Student must register for the course during the regular registration period.
- F. The student must obtain permission and signature from his advisor; the form will be administratively forwarded to the Chancellor. The Chancellor must approve all Independent Studies.
- G. Student/Professor Agreement form must be completed and signed.
- H. Form must be completed at the Office of the Registrar.
- I. More than seven (7) students constitutes a course and/or seminar and must be arranged as such.
- J. The Institution reserves the right to change or reassign the professor of the course according to Institutional needs.

23. CONTINUING EDUCATION

During the academic year, Carlos Albizu University, Miami Campus offers a number of professional activities. Seminars--intensive seminars in professional areas of interest with outside professionals can be taken for continuing education credit. During the academic year, outside professionals are invited to present some topic of current interest during a two-hour session for the benefit of students.

24. BACKGROUND REVIEW

Carlos Albizu University, Miami Campus requires that all students enrolled in practicum undergo a public background check, fingerprinting, and obtain a satisfactory clearance of their background prior to being assigned clinical cases.

25. INSTITUTIONAL POLICY ON THE USE OF PROFESSIONAL TITLES

Only appropriately licensed individuals may hold themselves out to the public and identify themselves in reference to these titles. Inappropriate use of professional title may lead to the Department of Professional regulation's temporary or permanent denial of licensure application, temporary or permanent revocation of current licensure or certification, suspension or fine for each count or separate offense, public reprimand, probation, and or the imposition additional (re)certification requirements.

Students found to be using professional titles inappropriately will be called before a Quality Assurance Committee and may be dismissed from CAU, Miami Campus in accordance with the policies established in the General Policies and Disciplinary Procedures Manual.

On behalf of the program faculty and administration, we urge each of you to again take time to review the statutes which regulate your profession, and to dedicate yourselves to upholding the ethical standards of your profession. is a profession based on public trust and confidence, and we must strive to be accurate and trustful in our representations of ourselves, our training and our abilities.

26. POSSESSION OF WEAPONS OR FIREARMS ON SCHOOL PROPERTY

This is to inform you that effective Summer 1997, the possession of a weapon, firearm or any other destructive devise by a student of CAU, Miami Campus, while on school property is strictly prohibited. This includes the parking and all building facilities and property of the school.

Students who are law enforcement officers and attend classes during off-duties hours are also prohibited from entering school grounds in the possession of a weapon, firearms or any other destructive device.

Strict adherence to this policy is mandatory. Students who are found to be in violation of this policy must be brought to the attention of the Chancellor for immediate action, which may result in dismissal from the student's academic program. Possession of a weapon or firearm on school property is also a crime under Florida Statute 790.115.

We exhort the strict adherence to this Institutional policy, and request that any student or Institutional personnel who is witness to a violation of this policy, submit a formal notice to the Chancellor immediately.

27. FOREIGN CREDENTIALS

The following is a list of four companies that translate, evaluate and interpret the U.S. equivalency of international student transcripts.

CREDENTIAL EVALUATION SERVICES

P.O. Box 24679

Los Angeles, California 90024

WORLD EDUCATIONAL SERVICES

Old Chelsea Station

P.O. Box 745

New York, NY 10011

EDUCATIONAL CREDENTIAL EVALUATORS

P.O. Box 17499

Milwaukee, Wisconsin 53217

JOSEF SILNY AND ASSOCIATES

International Education Consultants

P.O. Box 248233

Coral Gables, Florida 33124