

# Phillips Graduate Institute

## 2016-2017 Catalog Addendum August 16, 2017

### **Leave of Absence – pg. 44 and Pg. 57**

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Students who need to interrupt their academic program for compelling reasons may request a leave of absence (LOA). Students may request a leave of absence from their program by submitting the Leave of Absence Request Form which can be found on the Phillips website and in the portal to the Registration Office. It is suggested that they first consulting with the department chair and/or academic advisor. Students must also complete the required financial aid exit interview online at [www.studentloans.gov](http://www.studentloans.gov) if applicable.

A leave is not granted with any pending Incomplete (INC) or In Progress grades.

A student's leave of absence must not exceed a total of 180 days in any 12-month period.

If a student requests a leave within the first three (3) weeks of the academic semester, their courses will be withdrawn from their Phillips record, and they will receive 100% tuition refund (fees are non-refundable). If a leave is requested after the third (3<sup>rd</sup>) week of the academic semester, the student will be withdrawn from all courses in which they are currently enrolled, and a grade of "W" will appear on the transcript for all courses in which a grade has not been earned. The student will receive a 50% tuition refund during the fourth (4<sup>th</sup>) week of the academic semester (fees are non-refundable). Beginning the fifth (5<sup>th</sup>) week of the academic semester, the student is responsible for all tuition and fees that have accrued that semester. Financial Aid recipients should see section 15.1 for refund policy.

A Leave of Absence cannot be granted retroactively. Federal financial aid regulations regarding a student's separation from school demand strict observance of this rule. Financial Aid grace periods begin during leaves and may result in loan repayments coming due.

Except for situations specified by Phillips, there will be no interaction of an academic nature between students on LOA and the University. Additionally, students will not have access to the resources of the University, including but not limited to their professional paper or project mentors, the Library, computers or financial aid.

Prior to the date of the expiration of the leave (as stated in the correspondence from the Registration Office), the student must notify the Registration Office in writing by the date specified in the letter of their intention to return, along with a \$100 deposit that will be used as a credit toward tuition upon the student's return. If no action is taken by the student, they will be administratively withdrawn from Phillips.

Students should be aware that program curriculum may change during the leave of absence, and they will be responsible for completing any additional requirements upon their return.

A notation will be placed on the student's transcript.

## Transfer Credit – pg. 31

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The maximum number of units a student may transfer in:

Master's Level (MFT, MFT/AT, SC, SP)	9 units
Doctoral Level (OMC)	24 units

Please note that any transfer credit requested cannot be previously completed courses that were part of a conferred Bachelor's, Master's or Doctorate degree. Units requested must be independent of a completed degree.

\*Credential-only seeking students: Students who currently hold a graduate degree in a related field may apply to the School Counseling (24 units) PPS programs without obtaining the additional graduate degree. Speak with an Admissions Specialist for additional information.

The following courses are not eligible for transfer into the Marriage and Family Therapy program: PSY 502A, PSY 502B, PSY 519A/B, PSY 531A/B, PSY 533A/B.

The following courses are not eligible for transfer into the Marriage and Family Therapy/Art Therapy program: PSY 502A, PSY 513A/B, PSY 551A/B, 553A/B, PSY 554A/B, PSY 562, PSY569.

The following courses are not eligible for transfer into the School Psychology program: SP 600A, SP 600B, SP 604, SP 610, SP 611, SP 616, SP 617, SP 622, SP 623, SP 624, SP 625.

The following courses are not eligible for transfer into the Organizational Management and Consulting Program: OC 739, OC 830, OC 848, OC 928, OC 935, OC 936, OC 937, OC 940.

If an applicant is requesting credit for coursework completed at another college or university, the applicant must submit the "Transfer of Credit Request" form along with transcripts and course descriptions (syllabi may be requested as needed) for the coursework for which they are requesting credit. All requests for transfer of credit\* must be submitted during the Application process.

To be eligible for transfer credit, units must be earned within the past five (5) years at the graduate level at a regionally-accredited, nationally-accredited college or a university recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA). The student must have obtained a grade equivalent to a B or higher, and the course must be significantly comparable in nature, content and level to the required course at Phillips for which credit is being requested.

The Registration Office and department chair will review all transfer of credit requests. The applicant will receive a Transfer of Credit Decision via email once their request has been reviewed. Even if credit is granted, a student may be required to audit coursework as deemed appropriate by the department chair.

*\*Note: Courses which have earned a student transfer credit in one (1) program cannot be considered for transfer credit for any subsequent program(s) in which the student may enroll.*