VI. STUDENT LIFE

A. FACILITIES
The CDPP is located in Bettws-y-Coed (BYC), a recently renovated building. BYC contains a Graduate Student Lounge, equipped with several computers and a printer. The main program office is open from 8:00 a.m. to 4:00 p.m. The program secretary is Ann Ogle.

B. BMC STUDENT SUPPORT SERVICES
Bryn Mawr College has a Financial Aid office that students rely on significantly to help them manage the monetary aspects of doctoral study. There is also a Student Health Service which CDPP students can utilize for general medical or mental health services. The Dean of the GSAS is available to confer with doctoral students who are encountering difficulties or who wish to discuss concerns about their experience at Bryn Mawr, as is the Chair of each students’ Committee to Supervise the Dissertation; this is always a faculty member from another department on campus. The College Counsel is available to confer with students in regard to sensitive issues that may arise in their delivery of clinical services, either in their practicum placements or at CSI.

C. HONOR CODE
Although the Bryn Mawr College honor code and process is specifically designed for undergraduate students, graduate students in the CDPP are bound by the following honor code:

i. Discretion should be used in discussing any examination. Students are not to reveal the form or content of exams. This applies to field examinations and to examinations taken in partial fulfillment of course requirements. Students who have taken a field examination may, after the evaluation procedure has been completed, review their own examination at the BYC or GSAS office. Students must remain in the office with the examination and may not photocopy any part of the examination (questions or answers).

ii. In self-scheduled take-home examinations, students must be scrupulous in the observation of time limits.

iii. In reports or other written work, sources of information and of ideas and opinions not the student's own must be clearly indicated. The source of direct
quotations must be acknowledged. Failure to do so constitutes plagiarism.

iv. Permission must be obtained in advance from all professors concerned if a paper is to be submitted to satisfy the requirements of more than one course. If the paper has been used in a previous course or in another institution, the current professor should be made aware of that fact.

v. Although collaboration among students in the preparation of work is generally encouraged, students who wish to collaborate should do so only with the approval of the instructor, the research supervisor, or the clinical supervisor, as appropriate.

vi. It is the responsibility of students to acquaint themselves with regulations regarding the use of library materials, especially reserve books. If a student fails to return a book to the library despite requests from the librarian, the department chairperson is notified and personally contacts the student concerning the book. Material on reserve should be used in the reserve area of the library and returned promptly to the reserve shelf. Under no circumstances is material on reserve to be removed from the library. Failure to observe this regulation, which deprives other students of access to needed material, is considered to be unethical and unprofessional conduct and could result in a student's being asked to withdraw from the program.

vii. All students are expected to be fully familiar with and to observe the Ethical Principles of Psychologists as adopted by the American Psychological Association.

viii. Students may consult with their advisor or with another statistical consultant of their choice regarding statistical analysis and use of statistical packages. However, it is expected that students will carry out their own statistical analyses and that they will be fully familiar with what analyses were run, how they were run, and why they were run. A student should be sufficiently competent in statistical analysis that if further analyses are requested by the advisor or by a committee member, such analyses can be carried out largely independently.
D. GRADUATE SCHOOL OF ARTS AND SCIENCES (GSAS)

GSAS offices are located in Thomas, Room 116. The office is staffed during regular business hours. The Dean of the Graduate School of Arts and Sciences is Dale Kinney (x5073). The Secretary to the Dean is Teri Lobo (x5074).

The GSAS office enforces the Faculty Rules and the stated policies and procedures of the Graduate Council. A copy of the GSAS rules can be obtained from the Dean’s office. When questions arise regarding Graduate School rules and requirements or the contents of a student's file, the student should contact the GSAS Dean.

E. GRIEVANCE POLICIES

A grievance procedure has been established for the graduate students of Bryn Mawr College. Information on the grievance procedure may be obtained from GSAS.

Bryn Mawr College is firmly committed to a policy that prohibits discrimination based on sex, including sexual harassment. In the event that grievances related to sexual harassment should arise, the College has procedures that are to be followed in order that such grievances will be resolved quickly and equitably for all concerned parties. These procedures are described in detail in the College's undergraduate student handbook.

Grievance procedures are also summarized in Section IV of this Handbook.

F. REGISTRAR

The Registrar's Office is located on the third floor of Taylor Hall. The Registrar is Kirsten O’Beirne (x5140). The Registrar's Office maintains and issues official transcripts.

G. COMMENCEMENT

Commencement is held on the last weekend of the academic year. This event celebrates the success of students and is a time to honor the efforts of students and faculty alike. All students receiving M.A. or Ph.D. degrees are expected to attend. Some months before graduation, all students who have indicated that they expect to graduate receive information on Commencement (dates, practice times, gown rental requests, etc.) from the Events Office.

H. MAIL

Faculty and graduate student mailboxes are located in Room 113. Departmental announcements and notices of all sorts, some of them urgent, are distributed through student mailboxes.
Students are therefore urged to consult their mailboxes frequently. Students are also strongly advised to check their email accounts regularly as well.

Students on continuing enrollment receive urgent notices by U.S. mail; otherwise, notices are placed in their mailboxes in Room 113.

I. PARKING

All students are required to purchase a parking permit for their vehicles before they park anywhere on campus. Unfortunately, there is no space for student parking in the Bettws-y-Coed parking lot. Students should park in the large lot near the Campus Center, or else look for street parking. Cars parked at BYC or parked on campus without permits may be ticketed and/or towed. Parking permits and parking regulations are available through the Safety and Security Office in Merion Hall (x6217). Students are responsible for making themselves aware of the campus parking regulations.

J. BUILDING SECURITY
BYC is open from about 8 AM till about 6 PM. Graduate students should make sure that the windows are closed, the lights are off, and the door is locked in the Graduate Student Lounge and faculty labs when they leave the building in the evening. Students drinking coffee late in the day should also check to make sure that the coffee pot in the kitchen is turned off.

K. SOCIAL EVENTS
Each year, the CDPP Social Committee organizes several department social events including a dinner given by second year students to welcome first year students, a holiday party in December, and an end-of-the-year party. In addition, “cross-cohort” get-togethers are also informally arranged by groups of students (e.g., the second and third year students go out for coffee together). The Dean of the GSAS hosts a party for degree recipients during Commencement weekend. These parties are important community events and always prove to be most enjoyable. It is hoped that students can arrange their schedules so as to be able to attend.

L. STUDENT ROLES
Second year CDPP students are expected to serve the following roles. They can carry out these duties collectively or volunteer for specific positions at the end of their first year in the program:
   a) colloquium assistants
      It is the responsibility of the colloquium assistants to help facilitate departmental colloquia.
   b) social events assistants
      Each year, second year students plan and carry out the departmental social events, such as the Holiday party.
   c) Student Research Symposium assistants
      Each year, second year students assist in planning and facilitating the Graduate Student Research Symposium (arranging for the room and refreshments, printing the program, etc.)

M. PHOTOCOPYING
The photocopy machine in BYC is primarily for departmental use. Students may use the copy machine for copying school related materials by paying a yearly fee to defray some of the costs involved (fee should be given to Ann Ogle at the beginning of the year). Students must make
copies of items such as proposals and Major Area Papers (of which five copies are typically required).