

## **VI. STUDENT LIFE**

### **A. FACILITIES**

The CDPP is located in Bettws-y-Coed (BYC). BYC contains a Graduate Student Lounge, equipped with several computers and a printer, and modern research laboratories for each faculty member and their students. The main program office is open from 7:30 a.m. to 3:30 p.m. The program secretary is Ann Ogle.

### **B. BMC STUDENT SUPPORT SERVICES**

Bryn Mawr College has a Financial Aid office that students can consult 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, it is expected that graduate students will conform to the spirit of its provisions and uphold the Honor Code in any interaction between them and undergraduates. The academic provisions of the honor code are summarized in the GSAS Student Handbook, which is available at:

<http://www.brynmawr.edu/gsas/Resources/handbook.html#honorcode>

CDPP students are expected to adhere to the following Honor Code guidelines:

- 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 that are informed by other 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 student is considering trying to submit written work to fulfill the requirements of more than one course or program requirement. If a 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. All students are expected to be fully familiar with and to observe the Ethical Principles of Psychologists as adopted by the American Psychological Association (see: <http://www.apa.org/ethics/code/index.aspx>).

vii. 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 Liz McCormack (x5073). The Administrative Assistant to the Dean is Teri Lobo (x5074).

The GSAS office enforces the Faculty Rules as they apply to graduate education 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 in 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. The Events Office will contact all students who have indicated that they expect to graduate to provide information on Commencement (dates, practice times, gown rental requests, etc.).

#### **H. MAIL**

Faculty and graduate student have assigned mailboxes in BYC. 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 or by email; 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. ***There is no space for student parking in the Bettws-y-Coed parking lot.***

Students should park in the large commuter 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 the Maloney Building (x7300). Students are responsible for making themselves aware of the campus parking regulations.

#### **J. BUILDING SECURITY**

BYC is generally open from about 8 AM till about 6 PM during the week. 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 organizes several department social events including a party 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**

CDPP students are expected to assist with departmental social events including the graduate student parties and the Student Research Symposium.

#### **M. PHOTOCOPYING**

The photocopy machine in BYC is 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).